

*Cheltenham Township, believing that public input is appropriate on any items coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.*

## **PUBLIC AFFAIRS COMMITTEE**

Charles D. McKeown – Chair  
J. Andrew Sharkey – Vice Chair  
Baron B. Holland – Member  
Daniel B. Norris – Member  
Ann L. Rappoport – Member  
Morton J. Simon, Jr. – Member  
Harvey Portner – Ex-Officio Member

**Wednesday, December 2, 2015**

**7:45 p.m.**

**Curtis Hall**

### **AGENDA**

1. Receipt of the Report of the Property Supervisor for the month of November, 2015 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of November, 2015 (see attached).
3. Receipt of the Twinning Committee Regular Meeting Minutes dated November 4, 2015.
4. Receipt of the Staff Meeting Minutes dated November 10, 2015.
5. Receipt of the Historical Commission Regular Meeting Minutes dated November 12, 2015.
6. Receipt of the Economic Development Task Force Regular Meeting Minutes dated November 17, 2015.
7. Receipt of the Substance Abuse and Mental Health Committee Regular Meeting Minutes Dated November 19, 2015.
8. Swearing-in by the Board President of Robert Fields as a Park Security Guard.
9. Recommend extension of the Janitorial Service Contract with CNS Services for an additional three (3) months (see attached).
10. Continued discussion of reconfiguring Standing Committee meetings.
11. Old Business.
12. New Business.
13. Citizens' Forum.
14. Adjournment.



Bryan T. Havir  
Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Harvey Portner, *President*  
Morton J. Simon, Jr., *Vice President*  
Baron B. Holland  
Charles D. McKeown  
Daniel B. Norris  
Ann L. Rappoport  
J. Andrew Sharkey

**Township Manager**  
Bryan T. Havir



**Administration Building**  
8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215 887-1000  
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[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

## MEMORANDUM

**DATE:** November 24, 2015  
**TO:** Public Affairs Committee  
**FROM:** Allen Brown, Maintenance Custodian  
**SUBJECT:** Report of Property Department – November 2015

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The following is an outline of work performed during the month of November 2015:

- A. Professional Contractors
1. Administration Building
    - Met with John F. Creedon from Central II, Inc. in reference to the 2<sup>nd</sup> floor women's restroom.
    - Dave Dudo repaired one and replaced two GFI receptacles.
    - Met with Jim Monaghan and Bryan Havir in reference to alarm code and systems at Administration Building, Public Works, and Wall House.
  2. District Justice Cerski's Office
    - Met with insurance inspector in reference to wind and storm damage on Courthouse roof.
  3. Police Administration Building
    - Met with Reliable Plumbing to fix cell toilet/water fountain.
  4. Public Works Facility Building/Emergency Operations Center
    - Met with TRIAC to fix leaking boiler pipe.
    - Met TRIAC to repair corroded wiring on boiler system.

5. Rowland Community Center
    - Met with electrician David Dudo in reference to fixing the exterior light timer.
    - Met with State boiler inspector.
  6. Curtis Hall
    - Met with TRIAC to repair faulty parts on the boiler's water pump.
- B. My assistant and I have accomplished the following:
1. Administration Building
    - Posted outgoing mail.
    - Took mail to post office.
    - Picked up mail from post office.
    - Recycled three times a week.
    - Kept copy paper stocked.
    - Took storage boxes to archive area from several departments.
    - Set up and break down board room for several meetings.
    - Replaced light bulbs, as needed.
    - Cleaned front porch patio.
    - Cleaned roof drains.
    - Delivered agendas to Curtis Hall for various meetings.
    - Collected trash from all offices on Tuesdays and Thursdays.
    - Cleaned restrooms on first and second floors on Tuesdays and Thursdays.
    - Supplied restrooms with paper goods on Tuesdays and Thursdays.
    - Supplied cleaning staff with all cleaning products.
    - Opened Administrative Building at 8:00 a.m.; closed building at 4:30 p.m.
    - Repaired sink in coffee room.
    - Adjusted exterior and interior light timers.
    - Purchased office equipment for Township Building.
    - Installed soap dispenser in staff coffee room.
    - Removed unwanted office furniture from several departments.
  2. Brookdale Pump Station
    - Monitored emergency generator weekly.
    - Cleaned all objects and debris inside and outside of pump station, as needed.
    - Checked all pumps, sump pump and generator weekly. Cleaned back landing by creek.
    - Replaced faulty sump pump float allowing sump pump to run in automatic setting.
    - Kept detailed checklist of all pumps, sump pumps and generator

3. Police Administration Building
  - Recycled three times a week.
  - Replaced light bulbs, as needed.
  - Kept copy paper stocked.
  - Cleaned roof drains.
  - Collected trash on Tuesdays and Thursdays.
  - Repaired cell toilet.
  - Purchased and installed drainpipe covers in cells.
  - Checked sewer line for possible clogs.
  - Repaired clogged toilets throughout 1<sup>st</sup> floor of police building.
4. District Justice Cerski's Office
  - Recycled three times a week.
  - Replaced light bulbs, as needed.
  - Cleaned roof drains.
  - Emptied outside trash can.
  - Collected trash on Tuesdays and Thursdays.
  - Cleaned restrooms on Tuesdays and Thursdays.
  - Supplied restrooms with paper goods on Tuesdays and Thursdays.
  - Installed waterproof tarp around leaking section of roof.
  - Placed plastic tarp inside of ceiling to redirect water from leaking roof.
5. EMS Building
  - Replenished cleaning supplies.
  - Cleaned leaves from roof gutters.
  - Replaced hall light with new LED wireless light.
  - Removed trash and recycling.
  - Took files to administration archive.
6. Public Works Facility Building/Emergency Operations Center
  - Recycled.
  - Kept copy paper stocked.
  - Replaced light bulbs, as needed.
  - Cleaned roof drains.
  - Picked up and delivered mail daily.
  - Repaired leaking toilet in men's locker room.
  - Unclogged large basin sink in locker room.
7. Rowland Community Center
  - Recycled.
  - Kept copy paper stocked.
  - Replaced light bulbs, as needed.
  - Daily cleaning.

- Cleaned roof drains.
  - Replaced front door.
  - Removed leaves and debris in landscape.
  - Periodically checked and adjusted exterior light timer to ensure proper night lighting.
8. Richard Wall House Museum
- Talked with Dominique Hawkins in reference to historical mortar mixture for color and texture in order to repair voids in stone pillars.
  - Repaired main entryway door knob.
9. Curtis Hall
- Set up and breakdown for all meetings and events.
  - Assisted Richard Rone in removal of leaves and debris on roof.
  - Fixed main hall video camera.
- C. Miscellaneous
- Called for pricing and generated purchase orders, as needed.
  - Generated purchase orders for emergency repairs throughout all my buildings.
  - Weekly inspection of generators at the Brookdale Pump Station, Administration Building and Public Works Building.
  - Met staff at Elkins Park Library in reference to their generator.

AB/ae

cc: Bryan T. Havir, Township Manager  
Alyson Elliott, Assistant Township Manager

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Montgomery County, Pennsylvania

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Township Manager  
Bryan T. Havir

November 20, 2015

Memo to: Board of Commissioners  
Public Affairs Committee

Attn: Bryan T. Havir, Township Manager

RE: November 2015 Month Report

## 1. PUBLICITY PROJECTS

Release/Web/Cable/E-Notification/Facebook..... Flood Study Report Review Nov 10  
Electronic Billboard..... Clean Water Tip #6  
Facebook..... Sustainable Sunday: Winter Rain Barrels  
Photo Release/Web/E-Notification/Facebook..... Old York Road Garden Club Community  
Service Award  
Facebook..... Online Registration for Elkins Park Train  
Station Planting  
Facebook..... Flood Study Meeting Rescheduled to Nov 10  
Photo Release/Web/E-Notification/Facebook..... New Auxiliary Police Officers Sworn In  
Facebook..... La Mott Community Center Halloween Party  
Photo Release/Web/E-Notification/Facebook..... High School Park Volunteer Community  
Service Award  
Web/E-Notification ..... School District Strategic Plan Input Extended  
Facebook..... Veterans Day Closings  
Release/Web/Cable/E-Notification/Facebook..... Holiday Lights Contest  
Release/Web/Cable/E-Notification/Facebook..... Thanksgiving Day Closings  
Facebook/Web/Cable/E-Notification ..... Toys for Tots Drop at Police & EP Fire Stations  
Web/Cable/E-Notification/Facebook ..... Hayride & Bonfire Postponed Due to Weather  
Release/Web/Cable/E-Notification/Facebook..... WinterFest  
Electronic Bill board..... WinterFest  
Release/Web/Cable/E-Notification/Facebook..... Electronic Recycling Ending Dec. 4  
Facebook..... Poppin Holiday Pop Up at Elkins Park Central

Release/Web/Cable/E-Notification/Facebook .....Leaf Collection Reminders  
 Web/E-Notification.....Bacterial Meningitis at School District  
 Release/Web/Cable/E-Notification/Facebook .....Cheltenham Endorse Carbon Fee and Dividend  
 Release/Web/Cable/E-Notification/Facebook .....Free Parking during Holiday Season  
 Facebook.....TTF Stormwater Runoff Meeting on Nov. 16  
 Release/Web/Cable/E-Notification/Facebook .....Holiday Happenings at the Wall House  
 Classic Towns.....Holiday Happenings at the Wall House  
 Release/Web/Cable/E-Notification/Facebook .....Santa Photo & Train Ride at Curtis  
 Facebook.....Riparian Plantings at Curtis Arboretum  
 Release/Web/Cable/E-Notification/Facebook .....Tookany Flood Study Report Released  
 Release/Web/Cable/E-Notification/Facebook .....Meeting on Proposed Grove Park Basin, Dec. 1  
 Web/E-Notification.....Deer Population/Hunting  
 Release/Web/Cable/E-Notification/Facebook .....2016 Citizen Committee Openings  
 Release/Web/Cable/E-Notification/Facebook .....“I Choose Cheltenham” Magnets Available at  
 Township Building  
 Classic Towns.....First Fridays in Downtown Glenside in 2016  
 Release/Web/Cable/E-Notification/Facebook .....Army Corps Final Plan, Public Comment Period  
 Extended to December 21

## 2. PRINT JOBS

- A. *Resolutions:* James Slavin  
 Kevin O’Brien  
 Joseph Gruver
- B. 20-year Certificates: John Frye  
 Lawrence Lucas
- C. *Emergency Medical Service Subscription Mailing:* Submitted approved materials to printer. Mailing will be delivered to residents in late November.
- D. *EAC E-Newsletter:* Revised and edited November EAC E-newsletter.
- E. *EAC Sustainability Report:* Added entries and corrected formatting for the draft, which is under review by the EAC.
- F. *Fliers:* Edited fliers on postponed Hayride & Bonfire and the Recycling Program (new residents).

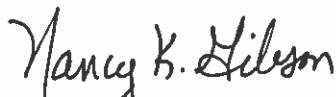
## 3. WEBSITE

Added press releases, meeting agendas/minutes, election results, Revised Zoning Code presentations from October 29 and November 19, President’s Budget Message, proposed 2016 Operating and Capitals Budgets, and new contractor registration renewal form. Updated roadwork, Planning and Zoning documents, leaf collection, I Want to Pay general contractor/plumbing/electrical/HVAC registration renewal, and flood control page. Received eight concerns reported via the website and responded or forwarded as appropriate. Google Analytics reports 15,682 sessions by 10,592 users on the Township website from October 29, 2015 to November 19, 2015.

4. **COMMUNITY PROJECTS/INFORMATION REQUESTS**

- A. Attended the November 4 meeting of the Twinning Committee as Township liaison.
- B. Attended the Curtis Arboretum Riparian Buffer Planting on November 14 as Township photographer.
- C. Attended the November 16 meeting of the Environmental Advisory Council as Township liaison.
- D. Attended the November 18 meeting of the Board of Commissioners as Township photographer.
- E. Attended the November 19 meeting of the Substance Abuse and Mental Health Committee as Township liaison.
- F. Township Facebook page had 1,466 likes as of November 20, 2015.
- G. Provided copies of the videos of the November 2015 Commissioners' meetings to the School District to air on government cable access channels. Made copies of the videos of the October 2015 Commissioners' meetings and provided them to the Library System for reference.
- H. Prepared 45 new resident packages, which were given to EMS for delivery.
- I. Received and/or responded to 12 Right-to-Know Law requests, as appropriate.
- J. Responded to 13 requests for Township information or services received directly by this office.
- K. Suburban Transit reported 192 trips in September 2015 at a cost of \$715.88. The nine-month total cost for the service is \$6,472.22.

Respectfully submitted,



Nancy K. Gibson

Public Information and Complaint Officer



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Township Manager  
Bryan T. Havir

## MEMORANDUM

TO: Public Affairs Committee

FROM: Bryan T. Havir, Township Manager *BTH*  
Alyson Elliott, Assistant Township Manager *AEL*

CC: Bruce Rangnow, Director of Fiscal Affairs

RE: 2016 Janitorial Services

DATE: November 25, 2015

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The Township entered into a contract with CNS Cleaning Co., Inc. (CNS) for the period between July 1, 2014 and June 30, 2015. Under the terms of the contract, the Township has the option to renew the contract for two successive one-year periods. Due to concerns about performance, the contract was extended for six months for an evaluation period until December 31, 2015, rather than a full second year. If the Township was satisfied with performance during this evaluation period, it would be able to extend the contract another six months.

In an effort to conserve costs, increase building cleanliness, and gain additional oversight, Township staff studied the cost savings of contracting out janitorial services vs. hiring part time employees to clean the Township's Buildings. With the purchase of necessary cleaning equipment and supplies, the Township believes it can hire two part time employees at 20 hours per week each to meet the cleaning needs of the Township's buildings at the same cost as it currently spends on a third party cleaning company.

In order to provide the necessary time to hire and set up in-house cleaning personnel, Staff is requesting Board approval to extend the contract with CNS three months until March 31, 2015 at a cost of \$7,210.77. We have been in contact with CNS and they are in agreement with the three-month extension.

**Action Requested:** Approval of a three-month contract extension between the Township and CNS Cleaning Co., Inc. to provide janitorial services between January 1, 2016 and March 31, 2016, and to hire two part-time in-house janitorial staff at a cost between \$13 and \$14 per hour.