

*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**

**Wednesday, January 7, 2015**

**7:45 p.m.**

**Curtis Hall**

### **AGENDA**

1. Receipt of the Report of the Property Supervisor for the month of December, 2014 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of December, 2014 (see attached).
3. Receipt of the Staff Meeting Minutes dated November 25 and December 9, 2014.
4. Receipt of the Economic Development Task Force Meeting Minutes dated December 9, 2014.
5. Receipt of the Historical Commission Meeting Minutes dated December 11, 2014.
6. Receipt of the Substance Abuse and Mental Health Committee Meeting Minutes dated December 18, 2014.
7. Old Business.
8. New Business.
9. Citizens' Forum.
10. Adjournment.



---

Bryan T. Havir  
Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Harvey Portner, *President*  
Morton J. Simon, Jr., *Vice President*  
Art Haywood  
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  
FAX: 215 887-1561  
[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

## MEMORANDUM

**DATE:** December 29, 2014  
**TO:** Public Affairs Committee  
**FROM:** Joseph Dunleavy, Property Supervisor  
**SUBJECT:** Report of Property Department – December 2014

---

The following is an outline of work performed during the month of December 2014:

- A. Professional Contractors
1. Police Administration Building
    - Thompson Plumbing replaced tamper-proof toilet in jail cell #1.
  2. Public Works Facility Building/Emergency Operations Center
    - Triac Mechanical replaced circulator pump on the steam boiler.
    - Apex repaired the door to the Police impound garage.
  3. Rowland Community Center
    - Laurant Construction Co., Inc. is continuing to replace the roof.
- B. I have accomplished the following:
1. Administration Building
    - Posted outgoing mail.
    - Took mail to post office.
    - Recycled three times a week.
    - Kept copy paper stocked.
    - Took storage boxes to archive area from several departments.
    - Set boardroom up for several meetings.
    - Replaced light bulbs, as needed.
    - Cleaned front porch patio.
    - Cleaned roof drains.

- 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.
  - Repaired in ground spot light in front of building.
  - Unclogged sink in Coffee Room.
  - Set up Board Room for Holiday Party.
2. Brookdale Pump Station
- Monitored rain gauge.
  - Monitored emergency 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.
  - Cleaned cells and restrooms on first floor and basement.
  - Supplied restrooms with paper goods on Tuesdays and Thursdays.
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.
  - Replaced ceiling fan in Ladies Room.
5. Public Works Facility Building/Emergency Operations Center
- Recycled.
  - Kept copy paper stocked.
  - Replaced light bulbs, as needed.
  - Cleaned roof drains.
  - Repaired urinal in Men's Locker room.
  - Repaired sink in mechanic's bathroom.
6. Rowland Community Center
- Delivered copy paper.
  - Cleaned roof drains.

C. Miscellaneous

- Continued monitoring and recording rain gauge measurements.
- Called for pricing and generated purchase orders, as needed.
- Generated purchase orders for emergency repairs throughout all my buildings.
- Conducted new employee orientation and training for James Rebitz, Maintenance/Custodian, who started full time on December 23, 2014.

JJD:ac

cc: Bryan T. Havir, Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Harvey Portner, *President*  
Morton J. Simon, Jr., *Vice President*  
Art Haywood  
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  
FAX: 215 887-1561  
[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

December 19, 2014

Memo to: Board of Commissioners  
Public Affairs Committee

Attn: Bryan T. Havir, Township Manager

RE: December 2014 Month Report

## 1. PUBLICITY PROJECTS

Web/Cable/E-Notification ..... Daily Leaf Collection Updates  
Release/Web/Cable/E-Notification ..... Christmas and New Year's Closings in Cheltenham  
Release/Web/Cable/E-Notification ..... Winter Fire Safety Tips  
Release/Web/Cable/E-Notification ..... Free Parking on Saturdays in December  
Web/E-Notification ..... Clean Water Survey  
Web/E-Notification ..... What Not to Recycle  
Release/Web/Cable/E-Notification ..... Used Christmas Tree Collection  
Web Calendar/Cable/E-Notification..... Arcadia's Shredding, eWaste, Repurpose Event  
Release/Web/Cable/E-Notification ..... High School Park Grant  
Release/Web/Cable/E-Notification ..... January Meetings in Cheltenham  
Release/Web/Cable/E-Notification ..... 2015 Citizen Committee Openings  
Electronic Billboard/Classic Towns ..... Clean Water Tip #5  
Web/Cable/E-Notification ..... Public Hearing and Rollout for Montco 2040  
Photo and Caption/Web ..... 20-Year Certificate: Cichon  
Photo and Caption/Web ..... Community Service Award: Devin Dunbar  
Photo and Caption/Web ..... Cheltenham Township Adult School 75<sup>th</sup>  
Anniversary  
Web/Cable/E-Notification ..... Sewer Rate Change

## 2. PRINT JOBS

A. *Resolutions*: Cheltenham Adult School 75<sup>th</sup> Anniversary  
Carmen Reitano  
Richard Parkes  
Art Haywood

- B. *Community Service Award:* Eagle Scout Devin Dunbar
- C. *20-Year Certificate:* Louis Cichon
- D. *Making a Difference Awards:* Salem Baptist Church of Jenkintown  
Klein Senior Center at Congregation Adath Jeshurun
- E. *Volunteer Certificates:* 10 Year: Robert Armstrong, Elkins Park Fire Co.  
Darren Harrison, Elkins Park Fire Co.  
John Mulligan, La Mott Fire Co.  
20 Year: Richard Kass, Sr., Glenside Fire Co.  
Joseph Stuckert, Glenside Fire Co.
- F. *MS4 Ad:* Created a draft ad promoting cleaner water to satisfy MS4 requirements.
- G. *Business Cards:* Alyson E. Elliott                      Robert Coyle  
Charlyn J. Battle    Charles D. McKeown, Sr.  
Christopher Clewell
- H. *Employee Newsletter:* Wrote and designed the publication, which was distributed to employee and retirees in December.
- I. *2015 Meeting Legal Notice:* Wrote and submitted the legal notice for all Township meetings in 2015.

**3. WEBSITE**

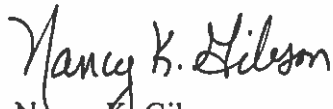
Added press releases, meeting agendas/minutes, second and third quarterly sewer updates, Montco 2040 public hearing, 2015 operating and capital budgets, and new winter homepage images. Updated the business directory and Substance Abuse and Mental Health Committee resources page. Received nine concerns reported via the website and responded or forwarded as appropriate. Google Analytics reports 13,510 sessions by 8,841 users on the Township website from November 25, 2014 to December 18, 2014.

**4. COMMUNITY PROJECTS/INFORMATION REQUESTS**

- A. Attended the December 3, 2014, meeting of the Public Affairs Committee regarding a proposal for a Township Facebook page.
- B. Attended a December 16, 2014 meetings with members of the EAC to discuss bikeability concepts for the community.
- C. Attended the December 17, 2014, meeting of the Board of Commissioners as Township photographer.
- D. Attended the December 18, 2014, meeting of the Substance Abuse and Mental Health Committee as Township liaison.

- E. Made copies of the videos of the Commissioners December meetings and provided them to the School District to air on cable access channels and to the Library System.
- F. Prepared 28 new resident packages, which were given to EMS for delivery.
- G. Received and/or responded to three Right-to-Know Law requests, as appropriate.
- H. Responded to 15 requests for Township information or services received directly by this office.
- I. Suburban Transit was unable to provide the number of trips and total cost for November in time for this report.

Respectfully submitted,



Nancy K. Gibson

Public Information and Complaint Officer