

April 6, 2011
Curtis Hall

A regular meeting of the **PUBLIC AFFAIRS COMMITTEE** was held tonight, J. Andrew Sharkey, Vice Chairman, presiding. Members present were Commissioners Hampton, Haywood, and Swavola. Also present was Ex-Officio Member Portner. Staff present were Bryan T. Havir, Assistant Township Manager; Kenneth Hellendall, EMS Director; John J. Norris, Chief of Police; Kevin O'Brien, Deputy Chief of Police; Joseph O'Neill, Fire Marshal; and David G. Kraynik, Township Manager. A Public Attendance List is attached.

Mr. Sharkey called the meeting to order.

1. Upon motion of Mr. Swavola, and unanimously approved by the Committee, the Report of the Property Supervisor for the month of March, 2011 was received.

2. Upon motion of Mr. Swavola, and unanimously approved by the Committee, the Report of the Public Information and Complaint Officer for the month of March, 2011 was received.

3. Upon motion of Mr. Swavola, and unanimously approved by the Committee, the Staff Meeting Minutes dated February 22, March 8 and March 22, 2011, were received.

4. Upon motion of Mr. Haywood, and unanimously approved by the Committee, the Twinning Committee Meeting Minutes dated March 2, 2011, were received.

5. Upon motion of Mr. Haywood, and unanimously approved by the Committee, the Historical Commission Meeting Minutes dated March 10, 2011 were received.

6. Upon motion of Mr. Haywood, and unanimously approved by the Committee, the Economic Development Task Force Meeting Minutes March 15, 2011 were received.

7. Upon motion of Mr. Haywood, and unanimously approved by the Committee, the Substance Abuse and Mental Health Committee Meeting Minutes dated March 17, 2011, were received.

8. Library President and CEO Carrie Turner delivered her Quarterly Report (see attached).

She reviewed the following items:

- Increase in ebook borrowing
- Flapjack Fundraiser at Applebee's, Jenkintown, on April 30, 2011
- Due to budget cuts, there was a loss of state funding in the amount of \$100,000 since 2008
- Successful storytime classes at the libraries
- National Library Week is April 10 through April 16, 2011
- April 12, 2011 has been designated as National Library Workers Day

Ms. Hampton inquired as to when the libraries' ebooks will be compatible with the Kindle.

Ms. Turner stated that there is pressure in the marketplace at this time, and it is anticipated there will be a model for libraries in the future. Mr. Sharkey noted that the Ad Hoc Committee, which was formed to discuss libraries' facilities met recently for the first time, and another meeting is scheduled for the near future.

9. Representatives of the Cheltenham Art Center ("CAC") presented a status report (see attached). Margaret Griffen, Business Manager, and a member of the CAC Board were present.

Ms. Griffen reviewed programs, events and accomplishments at the CAC as follows:

- Two (2) new staff positions were added
- There are 30 adult and 8 children's classes
- There are 21 workshops
- There is a new jewelry studio
- Book Arts
- CAC's collaboration with various other artistic institutions
- Artisans program
- Exhibitions
- Regional children's show
- Fiber arts show
- Juried awards painting show
- Annual auction that generated 30% more income over last year
- Finances, including a current audit, up to date financial statistics, and revenues of \$222,000, which is ahead of last year

Mr. Sharkey questioned the need for an appropriate type of air conditioning for the building.

Mr. Kraynik reported that some of the current window units are very old, the condensers created rust stains, they are not energy efficient, the wall mounting brackets could put a strain the new windows and the project architect recommended that the current room air conditioners not be reinstalled. Ms. Griffen

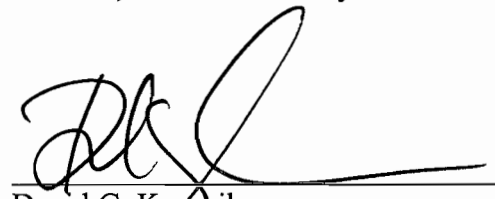
stated that the CAC would like to have central air conditioning, and in her opinion, new window units would be a band aid. It was Mr. Sharkey's opinion that the CAC needed to assess its needs before the hot weather sets in and make a determination as to an alternative air conditioning system to appease the integrity of the building, and report back to the Public Affairs Committee at its May meeting, if necessary. Mr. Swavola asked for a count of the window air conditioners to ascertain how many new units would be needed.

Mr. Sharkey asked if the CAC's tuition fees are in keeping with those of similar institutions. Ms. Griffen said that they were in line. Mr. Sharkey felt that tuition and other fees should be revisited, and requested that when the CAC completes its annual budget, that said budget be submitted to the Commissioners for their review.

10. Mr. Sharkey reviewed the proposed scope of services (Task One) to be performed by Delta Development Group for a possible Business Improvement District ("BID") in Glenside. Basically, said services would include meeting with and contacting owners of properties that are within the boundaries of the proposed BID to gauge their ideas, input and support for a possible Glenside BID. Mr. Portner stated that his past experiences with Delta Development in other projects were very positive. Mr. Haywood asked that Delta provide the Commissioners with the methods it will use to gather information.

Upon motion of Mr. Sharkey, the Committee unanimously approved a technical assistance agreement for the purpose of identifying support for a Glenside Business Improvement District ("BID") with Delta Development Group, Inc., 2000 Technology Parkway, Suite 200, Mechanisburg, PA 17050, in an amount not to exceed \$1,700.

There being no further business, upon motion of Mr. Portner, and unanimously approved by the Committee, the meeting was adjourned.



David G. Kraynik
Township Manager

as per Anna Marie Felix



PUBLIC ATTENDANCE LIST
Public Affairs Committee, 7:30 p.m.
Public Safety Committee, 7:45 p.m.
Building and Zoning Committee, 8:00 p.m.
Wednesday, April 6, 2011
Curtis Hall

NAME (Please Print)	ADDRESS	E-MAIL and/or TELEPHONE
Anne Julie White	508 Lindley Rd Glenside	ajwhite@msn.com (215) 886-7273
B. Marsh	820 Glenside, Wynnton	bmars berchy@bsc-worldwide.com
Tom McHugh	127 Hewett Rd.	
James J. McCann	417 Boyer Rd	
Joe Vescevic	107 Tooty	
DAVID C. COHEN	321 GERARD AVE G.P.	dlcohen1@ix.netcom.com
David Harrower	509 Fox Rd. Glenside	
Cher	Cher	



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Public Affairs Committee, 7:30 p.m.
Public Safety Committee, 7:45 p.m.
Building and Zoning Committee, 8:00 p.m.
Wednesday, April 6, 2011
Curtis Hall

NAME (Please Print)	ADDRESS	E-MAIL and/or TELEPHONE
JAMES SATKO	901 ASHBOURNE RD CHELT 19012 1105	215 379 1758
GREGORY SATKO	" "	215 379 1758
Natalie Hursky	17 Lawnside Rd	nhursky@yahoo.com
Steve Strahs	922 Melrose Ave MP	



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Building and Zoning Committee, 8:00 p.m.
Wednesday, April 6, 2011
Curtis Hall

NAME (Please Print)	ADDRESS	E-MAIL and/or TELEPHONE
Tim Schuck	540 HASBROOK AVE	215-663-9682
Lisa Erkert	406 Boyer Rd	215-379-3628
Robert Erkert	406 Boyer Rd	215-379-3628
Maura Iano	157 Greenwood Ave	santa7@kfmel.com
Michael Boudet	121 Waverly	mboudet@cozen.com
Eric Schwarz	712 Canterbury	215-620-3843 schwarz_575@hctm.com
David McWhitt	113 Waverly Rd	215-980-2215
DIANE HAMBURG	532 Georgian Rd	215-884-0270



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Public Affairs Committee, 7:30 p.m.
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Building and Zoning Committee, 8:00 p.m.
Wednesday, April 6, 2011
Curtis Hall

NAME (Please Print)	ADDRESS	E-MAIL and/or TELEPHONE
LISA RITTLER owner ELCY'S CAFE	2641 CHURCH RD. 19078	elcyscoffeehouse @comcast.net
Joe Phillipine	122 W. Wrenery	215-920-2722
Maureen Huff	117 SEASTON RD /	Sweetmeatpensaps gmail.com
DARLENE MORAN	1839 Chelsea Rd Laurel PA.	
JOE PODRZAK	107 E Waverly Rd Wynnton PA	jrpodzak@comcast.net
BOB DEMARIA	65 Limerick Pk	DEMARI@VERIZON.NET
MATCH ZERWIND-FELT	35 CARROLL LN. 19077	
CHRIS DRACH	614 CROYDEN RD	215 7839303



**Public Affairs Quarterly Report
April 2011**

1. Interest in borrowing ebooks from the library has skyrocketed. There is no charge to borrow, it can be done from home and our collection is compatible with all the major devices except the Kindle. We are getting numerous calls from residents who are researching devices before they buy. Library staff has been assisting people on a one-on-one basis and in formal classes to get started. Cheltenham residents have access to the county shared collection and to titles we purchase for our borrowers only.
2. The library board and staff will participate in the second annual Flapjack Fundraiser at Applebee's in Jenkintown on Saturday, April 30 from 8 to 10 am. Tickets may be purchased in advance at our branches or at the door for \$7.50 for adults and \$4.50 for children 10 and under.
3. The Governor's proposed budget retains essentially flat funding for public libraries. This offsets deep cuts that had been made in the previous two years. We have lost \$100K in state funding since 2008.
4. Our branches provide 7 storytime classes per week for our community's toddlers and preschoolers. In an average week, we host over 140 children and their caregivers. In addition to the usual stories, songs and crafts, many of our classes now incorporate musical instruments, sign language and bilingual elements. Our professional staff teaches creative expression, social skills and listening comprehension.
5. National Library Week is April 10 to 16. This year's theme is "Create Your Own Story @ Your Library". Libraries have been preserving stories and inspiring individuals to create their own throughout history. Tuesday, April 12 is National Library Workers Day in honor of the people who work and volunteer in all types of libraries. Without them, the library would not be able to meet the needs of our community. Cheltenham has many outstanding library workers. They are our best resource.

Respectfully submitted,

Carrie Turner, Director

March 30, 2011

Mr. David Kraynic
Township Manager
Cheltenham Township Administration Bldg.
8230 Old York Rd.
Elkins Park, PA 19027

Dear Mr. Kraynic,

I am writing today to address a series of building expenses we have incurred in the past several months and their consequences to the Cheltenham Center for the Arts. These expenses have both affected our budget and made it abundantly clear that, based on the age of the building, similar issues will continue to surface. We need to plan very carefully for the future. To that end, we wanted the opportunity to discuss what we have done for the building this year, our immediate concerns, as well as what to do next.

In the fall of 2010 the township completed work, made possible by an historic preservation grant, bringing all of the windows at the Joseph Heller School back to historically correct and working condition as well as painting all the exterior woodwork. The appearance and condition of the building is significantly improved and the Center is grateful to have benefitted from this extensive project.

However, over the course of the fall the contractor and/or the architect in charge brought several issues to light. For example, two roof repairs were deemed urgent as well as some electrical work on the back of the building. These three unexpected repairs cost the Center \$3000.00. In addition, a honeybee hive was discovered in a difficult place, high up under the eaves. In order for the contractor to complete the required painting work, the bees had to be removed. The very extensive hive inside the walls, which had probably been there for some years, also had to be extracted in order to avoid a long-term rodent problem or other safety hazards. To do this correctly, this exercise cost the Center \$1300 between the beekeeper and the use of the contractor's bucket truck. All of this was unfortunate for our very tight budget, but necessary.

The next issue, however, arose after the windows were completed. The project architect wrote to the township recommending the Center not be allowed to re-install our room air conditioners on the first and second floors of the building. She stated concern for both historical correctness as well as possibly damaging the weather striping and/or sills of the new windows. We were told we would either need to buy portable room air conditioners, install central air or do without. None of these choices seemed palatable at the time. As we considered the problem, the winter months brought more unexpected expenses relating to the building. For example, we have spent nearly \$5000 maintaining the boiler this year. There have been a series of plumbing issues and some further electric needs.

As the summer approaches, our pressing concern is the air conditioning. Without it, the building becomes intolerably hot during a time when both Summer Camp and regular classes are in session. There is no question that a un-air conditioned space would literally put us out of business for the summer, a time when we take in more than 30% of our annual income.

The least expensive answer is to purchase portable air conditioners. In order to adequately cool the two large classrooms plus three offices in question we would need eleven units. The cost is \$400-500 a piece, depending on the size, or \$4400. -\$5500. As you can see by looking at our recent financial statements and considering the more than \$9K of unexpected expenses we have incurred, the money needed to pay for these units is simply not there. Therefore, we propose a two-tiered approach. We request the ability to put our old air conditioners back in place for the summer/early fall season of 2011 only. We have hired an experienced construction worker to help us with building maintenance. He would be able to safely install the old units and remove them again when the season is over. This would give us the needed time to budget for and raise funds for new units for the following year.

Conversely, we have explored the costs involved in installing central air to the second and third floor of the building. A reputable local contractor has given us the figure of \$35-\$50 to complete the project. This is certainly a much better long-term solution for the building. The system would be easier to maintain, more effective and have a longer life than several small units. Central air would include air-conditioning the galleries and kitchen space. As a result, the Center would become significantly more usable. At present, we are unable to rent the galleries/kitchen space or use them for any other ongoing purpose from June to late September because of the heat. Obviously, the price puts this solution out of reach. We propose that the township's expertise and human resources might be focused on researching and writing appropriate grant proposals for this purpose.

Finally, as requested previously we would like to discuss some areas where the township might help us trim our budget without significantly affecting its' own. For example, might we be included in a lower priced contract for such services as snow removal, landscaping, building supplies or electrical work?

I hope it is clear that the present Board and administration of the Center is committed to being good stewards of our building, and our finances. We are interested in long-terms solutions whenever possible and wish, for the sake of the community we serve, to create a sustainable model for the future.

Thank you very much for your time and consideration.

Sincerely,

Margaret Griffen
Business Manager
Cheltenham Center for the Arts

2:09 PM
 03/21/11
 Accrual Basis

CHELTENHAM CENTER FOR THE ARTS
Profit & Loss
 June 1, 2010 through March 21, 2011

Jun 1, '10 - Mar 21, 11

Ordinary Income/Expense	
Income	
41000 · Art Sales Income	213.00
41700 · Donations & Contributions	8,351.99
41800 · Dues & Memberships	
44500 · Print & Clay Guilds	10,395.00
41800 · Dues & Memberships - Other	2,785.00
Total 41800 · Dues & Memberships	13,180.00
43300 · Grants Income	
43330 · Foundation and Trust Grants	2,700.00
43360 · State Government Grants	9,140.00
Total 43300 · Grants Income	11,840.00
44000 · Miscellaneous Income	800.00
45000 · Rental Income	9,513.30
46000 · Special Events Income	
46010 · Birthday Parties	1,130.00
46020 · Exhibits	3,100.00
46025 · Fundraiser Events	
46026 · Annual Auction	7,814.00
46027 · Annual Awards	2,568.00
46028 · Membership Show	1,000.00
Total 46025 · Fundraiser Events	11,382.00
Total 46000 · Special Events Income	15,612.00
47000 · Tuitions & Class Income	
47070 · Locker Rental	280.00
47001 · Scholarship Fund	1,545.00
47010 · Adult Class Tuitions	
47011 · Open Studio	1,450.00
47010 · Adult Class Tuitions - Other	53,598.49
Total 47010 · Adult Class Tuitions	55,048.49
47020 · Adult Workshop Tuitions	4,481.66
47030 · Camp Tuitions	30,676.00
47040 · Children Class Tuitions	5,430.50
47050 · Children Workshop Tuitions	630.00
47060 · Clay	3,771.00
47091 · Tuition - Worldpay	61,300.30
Total 47000 · Tuitions & Class Income	163,162.95
Total Income	222,673.24
Expense	
62000 · ADMINISTRATIVE EXPENSES	
62100 · Advertising Expenses	
62105 · Camp	1,060.00
62120 · Exhibits/Events	50.00
62100 · Advertising Expenses - Other	132.00
Total 62100 · Advertising Expenses	1,242.00
62200 · Bank Charges	24.00
62250 · Computer Expenses	
62258 · Web Design	75.00
Total 62250 · Computer Expenses	75.00
62300 · Data Processing	
62340 · Credit Card Merchant Fees	2,888.57
Total 62300 · Data Processing	2,888.57
62400 · Dues & Subscriptions	452.03
62500 · Insurance	
62503 · Group Accident Insurance	0.00
62510 · Liability	3,075.65

CHELTENHAM CENTER FOR THE ARTS
Profit & Loss
June 1, 2010 through March 21, 2011

	Jun 1, '10 - Mar 21, 11
62520 · Liability - Director & Officer	527.20
62530 · Workmen's Compensation	843.00
Total 62500 · Insurance	4,445.85
62550 · Interest & Finance Chages	200.00
62570 · Office Equip. Service & Repairs	
62572 · Computer Repairs	662.50
62575 · Photocopier	1,923.10
Total 62570 · Office Equip. Service & Repairs	2,585.60
62580 · Office & Computer Supplies	
62585 · Computer Supplies	206.45
62587 · Office Supplies	1,727.22
Total 62580 · Office & Computer Supplies	1,933.67
62600 · Postage & Shipping Charges	2,186.56
62650 · Printing	
62655 · Brochures	7,092.34
62660 · Exhibits	38.96
Total 62650 · Printing	7,131.30
62700 · Professional Fees	
62730 · Consulting Fees	200.00
62710 · Accounting Fees	11,468.75
62720 · Clerical Expenses	25.00
Total 62700 · Professional Fees	11,693.75
62900 · Telephone & Communications	
62910 · Internet Access	2,121.70
Total 62900 · Telephone & Communications	2,121.70
62950 · Travel and Meetings	
62975 · Travel Expense	15.00
Total 62950 · Travel and Meetings	15.00
Total 62000 · ADMINISTRATIVE EXPENSES	36,995.03
63000 · BUILDING & MAINTENANCE	
63100 · Electrical	577.50
63200 · Exterminating	1,493.00
63300 · Grounds Maintenance	
63030 · Landscaping	3,526.75
Total 63300 · Grounds Maintenance	3,526.75
63400 · Heating & Air Conditioning	4,568.10
63500 · Janitorial Services	
63520 · Cleaning Service	5,774.25
63540 · Janitorial Supplies	1,289.95
63560 · Trash Removal Service	1,651.37
Total 63500 · Janitorial Services	8,715.57
63580 · Misc. Maint. Supplies	2,521.32
63600 · Plumbing	318.90
63700 · Security Services	
63710 · Burglary Alarm Service	645.00
63720 · Fire Alarm Service	490.50
Total 63700 · Security Services	1,135.50
63800 · Studio Equipment & Repair	
63820 · Kiln Repair	99.33
63800 · Studio Equipment & Repair - Other	5,710.70
Total 63800 · Studio Equipment & Repair	5,810.03
63850 · Subcontractors	9,889.00
63900 · Utilities	
63950 · Water	1,756.34
	1,756.34

2:09 PM
03/21/11
Accrual Basis

CHELTENHAM CENTER FOR THE ARTS
Profit & Loss
June 1, 2010 through March 21, 2011

	<u>Jun 1, '10 - Mar 21, 11</u>
Total 63900 · Utilities	1,756.34
63000 · BUILDING & MAINTENANCE - Other	2,719.08
Total 63000 · BUILDING & MAINTENANCE	43,031.09
64000 · PAYROLL EXPENSES	
64050 · Subcontractors - Other	
64055 · Subcontractors - Counselors	8,280.00
64060 · Subcontractors - Teachers	85,929.17
64050 · Subcontractors - Other - Other	38,669.50
Total 64050 · Subcontractors - Other	132,878.67
Total 64000 · PAYROLL EXPENSES	132,878.67
66000 · Special Events Expenses	
66010 · Birthday Parties	590.47
66020 · Exhibits	273.97
66025 · Fundraising Events	
66028 · Membership Show	985.00
66027 · Annual Awards	1,775.00
Total 66025 · Fundraising Events	2,760.00
Total 66000 · Special Events Expenses	3,624.44
67000 · Workshop/Class/Camp Expenses	
67010 · Adult Class Expenses	4,108.37
67020 · Adult Workshop Expenses	309.38
67030 · Camp Expenses	3,538.56
67040 · Children's Class Expenses	87.25
67050 · Children's Workshop Expenses	32.79
67060 · Clay Expenses	1,923.85
67070 · Model Expenses	
67075 · Artists Commissions	19.50
67070 · Model Expenses - Other	900.00
Total 67070 · Model Expenses	919.50
Total 67000 · Workshop/Class/Camp Expenses	10,919.70
Total Expense	227,448.93
Net Ordinary Income	-4,775.69
Other Income/Expense	
Other Income	
70300 · Interest & Dividend Income	1,031.49
Total Other Income	1,031.49
Net Other Income	1,031.49
Net Income	-3,744.20