

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.



AGENDA

COMMISSIONERS' MEETING

Wednesday, January 23, 2013

Curtis Hall

7:30 p.m.

1. Pledge of Allegiance.
2. Roll Call.
3. Approval of the Board of Commissioners' Regular Meeting Minutes dated December 19, 2012, Special Board of Commissioners' Meeting Minutes dated December 27, 2012 and Organization Meeting Minutes dated January 7, 2013.
4. Acceptance of the Executive Summary Financial Report of the Manager/Secretary for the month of December, 2012.
5. Acceptance of the Accounts Paid Report for the month of December, 2012.
6. Presentation of a Community Service Award to Kathryn Saltzman for her efforts in raising funds for a canine vest for the Police Department's Canine Unit.
7. Presentation of a Community Service Award to ForceOne for the company's help in providing a canine vest for the Police Department's Canine Unit.
8. Presentation of a Resolution to William Obrecht, Sr. in recognition of his 50-years of service to the Elkins Park Fire Company.
9. Presentation of a Posthumous Resolution in honor of Stephen Banks, former member of the La Mott Board of Historical and Architectural Review and Historical Commission.
10. Presentation of a Resolution to the Cheltenham Township Emergency Medical Service commemorating the 30th Anniversary of the organization.
11. Review of the Public Works Committee Regular Meeting Minutes dated January 16, 2013.
 - a. Consider adoption of a Resolution appointing a Township Treasurer and affixing compensation.

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January 23, 2013
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12. Review and acceptance of the Public Safety Committee Regular Meeting Minutes dated January 9, 2013.
13. Review and acceptance of the Public Affairs Committee Regular Meeting Minutes dated January 9, 2013.
 - a. Adoption of a Resolution honoring the 70th Anniversary of the Primex Garden Center.
 - b. Adoption of a Posthumous Resolution honoring the late Peter Stern for his contributions to the community.
14. Review and acceptance of the Building and Zoning Committee Regular Meeting Minutes dated January 9, 2013.
15. Old Business.
16. New Business.
 - a. Appointments to Boards, Commissions and Committees by the President with the advice and consent of the Board of Commissioners and in accordance with Article XIII, Section 1302, of the Home Rule Charter.
 - b. Consider the award of a Professional Services Contract for Code Enforcement Service (see attached).
17. Citizens’ Forum.
18. Adjournment.



Bryan T. Havir
Township Manager

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

Art Haywood, President
Harvey Portner, Vice President
Kathy A. Hampton
Charles D. McKeown
Daniel B. Norris
J. Andrew Sharkey
Morton J. Simon, Jr.



Administration Building

8230 Old York Road
Elkins Park, PA 19027-1589

Phone: 215 887-1000
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Website: cheltenhamtownship.org

MEMORANDUM

TO: Board of Commissioners

FROM: Bryan T. Havir, Township Manager

SUBJECT: Recommendation of an Award of a Professional Services Contract for Code Enforcement Services

DATE: January 18, 2013

Please be advised that five (5) firms were solicited in early January for consideration of submitting a proposal for Code Enforcement Services for up to 30-hours a week. The start date would be February 4, 2013. Two (2) proposals were received on January 18, 2013 and are listed as follows:

	<u>Hourly Rate</u>	<u>Total Lump Sum Cost</u>
1. Building Inspection Underwriters 302 E. Pennsylvania Blvd Feasterville, PA 19053	\$55.00	\$77,000.00
2. Code Inspections, Inc. Corporate Office 605 Horsham Road Horsham, PA 19044	\$45.00	\$63,450.00

We received communication that the following firm declined to submit proposals because of time constraints with other projects - Boucher & James, Inc., Doylestown, PA.

We did not receive any proposals from Keystone Code Consulting & Enforcement, Bethlehem, PA and Code Administrators, Inc., Ephrata, PA.

With the input from Staff, it is our collective recommendation that a Professional Services Contract be awarded to Code Inspections, Inc. in the amount of \$63,450. The term of the contract will commence on February 4, 2013 and end December 31, 2013.

BTH:amf 
cc: Charlyn Battle, Director of Human Resources
Michael Fleming, Public Works Coordinator