

January 6, 2014  
Curtis Hall

The **ORGANIZATION MEETING** of the Cheltenham Township **BOARD OF COMMISSIONERS** was held tonight commencing at 8 p.m. The meeting was called to order by Township Manager Bryan T. Havir.

Staff present were Charlyn Battle, Human Resources Director; Michael Fleming, Public Works Coordinator; Nancy Gibson, Public Information and Complaint Officer; Kenneth Hellendall, EMS Director; Brian Hinson, Acting Director of Parks and Recreation; David Jones, Interim Planner/Zoning Officer; Mark McDonnell, Superintendent of Public Works; Joseph O'Neill, Fire Marshal; John J. Norris, Chief of Police; Bruce Rangnow, Acting Director of Fiscal Affairs; Carmen Reitano, Assistant to the Township Engineer.

Also present was Joseph Bagley, Esq., Solicitor and Finance Officer Stephen Burns. A Public Attendance List is attached.

1. The meeting was opened with the Pledge of Allegiance led by Mr. Haywood.
2. Mr. Havir read the Election Certificate for Art Haywood. The Oath of Office was administered by the Honorable Steven C. Tolliver, Montgomery County Court of Common Pleas.
3. Mr. Havir read the Election Certificate for Ann L. Rappoport. The Oath of Office was administered by the Honorable Steven C. Tolliver, Montgomery County Court of Common Pleas.
4. Mr. Havir read the Election Certificate for Morton J. Simon, Jr. The Oath of Office was administered by the Honorable Steven C. Tolliver, Montgomery County Court of Common Pleas.
5. Mr. Havir read the Election Certificate for Stephen G. Burns. The Oath of Office was administered by the Honorable Steven C. Tolliver, Montgomery County Court of Common Pleas.
6. Mr. Havir's Roll Call was answered by Messrs. Haywood, McKeown, Norris, Portner, Rappoport, Sharkey, and Simon.
7. The election of the President of the Board of Commissioners was in order. The Secretary called for nominations. It was moved by Mr. Simon that the name of Harvey Portner be placed in nomination for President of the Board of Commissioners.  
  
Upon motion of Mr. Sharkey, and unanimously approved, the nominations were closed. Mr. Portner was unanimously elected President of the Board of Commissioners.  
  
President Portner assumed the Chair at this time.
8. The election of the Vice President of the Board of Commissioners was in order. The President called for nominations. It was moved by Mr. Sharkey that the name of Morton J. Simon, Jr. be placed in nomination for Vice President of the Board of Commissioners.

Upon motion of Mr. McKeown, it was unanimously approved that the nominations be closed. Morton J. Simon, Jr. was unanimously elected Vice President of the Board of Commissioners.

9. Mr. Portner thanked everyone for their support and stated that the Commissioners have a great many tasks before them in 2014, including several new development projects that he hoped could come to fruition. They work full-time in a part-time office serving the community.

10. Mr. Portner moved that Mr. Bryan T. Havir be appointed Township Manager.

Mr. Sharkey moved, and it was unanimously approved, that the nominations be closed. The Board of Commissioners unanimously approved the appointment of Bryan T. Havir as Township Manager in accordance with Section 701B of the Home Rule Charter for a two-year term.

The Oath of Office was administered to Mr. Havir by the Honorable Steven C. Tolliver, Montgomery County Court of Common Pleas.

11. Upon motion of Mr. Sharkey, the Board of Commissioners unanimously appointed Joseph M. Bagley, Esquire, and the firm of Wisler, Pearlstine, Talone, Craig, Garrity & Potash, as Township Solicitor.

12. Upon motion of Mr. Haywood, **Resolution No. 1-14**, approval of the Finance Officer's Bond for 2014, was unanimously adopted by the Board of Commissioners (see attached).

13. Upon motion of Mr. Haywood, **Resolution No. 2-14**, approval of the Director of Fiscal Affairs' Bond for 2014, was unanimously adopted by the Board of Commissioners (see attached).

Ms. Rappoport asked that the premium for the above-adopted bonds be provided.

14. Upon motion of Mr. McKeown, **Resolution No. 3-14**, affixing the time and place of Regular Meetings of the Board of Commissioners of the Township of Cheltenham for 2014, was unanimously adopted by the Board of Commissioners (see attached).

15. Upon motion of Mr. McKeown, the Board of Commissioners unanimously concurred with the appointments made by the Board President to the **Standing Committees for 2014** in accordance with Section 401(c) of the Home Rule Charter (see attached).

16. In accordance with Section 702B of the Home Rule Charter, the Township Manager was pleased to appoint the following Department Heads to a two-year term with the advice and consent of the Board of Commissioners.

Upon motion of Mr. McKeown, the Board of Commissioners unanimously concurred with said appointments as follows:

Township Engineer	-	Amy Montgomery, Boucher & James, Inc.
Director of Fiscal Affairs	-	Bruce Rangnow
Director of Human Resources	-	Charlyn Battle
Public Works Superintendent	-	Mark S. McDonnell
Code Enforcement Director	-	Michael Fleming
Fire Marshal	-	Joseph W. O'Neill
EMS Director and Emergency Management Coordinator	-	Kenneth C. Hellendall
Chief of Police	-	John J. Norris

17. Upon motion of Mr. McKeown, Brian Hinson was unanimously appointed by the Board of Commissioners as Acting Director of Parks and Recreation.

18. Upon motion of Mr. Portner, David Jones, Boucher and James, Inc., was unanimously appointed as Interim Director of Planning and Zoning Officer.

19. Upon motion of Mr. McKeown, Stephen G. Burns was unanimously appointed as Township Controller for a two-year term.

20. Upon motion of Mr. McKeown, the Board of Commissioners unanimously designated Sherrie Jakeman as Acting Controller for a two-year term.

There being no further business, upon motion of Mr. Sharkey, and unanimously approved by the Board of Commissioners, the meeting was adjourned at 8:45.

\_\_\_\_\_  
Bryan T. Havir  
Township Manager

as per Anna Marie Felix

**RESOLUTION NO. 1-14**

BE IT RESOLVED that the Finance Officer secure a Bond to equate to 50% of the Tax Duplicate of the Township conditioned upon the faithful performance of his duties, the premium for said Bond to be paid pro-rata share by the Township.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Cheltenham hereby authorizes the acquisition of the aforementioned Bond.

RESOLVED AND ENACTED by the Board of Commissioners this 6th day of January, A.D., 2014.

BOARD OF COMMISSIONERS  
TOWNSHIP OF CHELTENHAM

*Harvey Portner*

BY: \_\_\_\_\_  
Harvey Portner, President

*Bryan T. Havar*

ATTEST: \_\_\_\_\_  
Bryan T. Havar, Township Manager and Secretary

**RESOLUTION NO. 2-14**

BE IT RESOLVED that the Director of Fiscal Affairs secure a Bond in the amount of \$1,000,000 conditioned upon faithful performance of her duties, the premium for said Bond to be paid by the Township.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Cheltenham hereby authorizes the acquisition of the aforementioned Bond.

RESOLVED AND ENACTED by the Board of Commissioners this 6th day of January, A.D., 2014.

BOARD OF COMMISSIONERS  
TOWNSHIP OF CHELTENHAM

*Harvey Portner*

BY: \_\_\_\_\_  
Harvey Portner, President

*Bryan T. Havir*

ATTEST: \_\_\_\_\_  
Bryan T. Havir, Township Manager  
and Township Secretary

**RESOLUTION NO. 3-14**

WHEREAS, the regular monthly meetings of the Board of Commissioners of the Township of Cheltenham for 2014 shall be on the third Wednesday of each month from January through December, at Curtis Hall, Church Road and Greenwood Avenue, Wyncote, Pennsylvania. All monthly meetings will commence at 7:30 p.m. and run consecutively. Further, any month that the Board shall designate a different date and location for a meeting will be advertised in a local newspaper at least seven (7) days before the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Township of Cheltenham hereby authorizes the above-cited schedule.

RESOLVED AND ENACTED by the Board of Commissioners this 6th day of January, A.D., 2014.

BOARD OF COMMISSIONERS  
TOWNSHIP OF CHELTENHAM

*Harvey Portner*

BY: \_\_\_\_\_  
Harvey Portner, President

*Bryan T. Havir*

ATTEST: \_\_\_\_\_  
Bryan T. Havir, Township Manager  
and Township Secretary



## **2014 STANDING COMMITTEES\***

### **Public Safety**

J. Andrew Sharkey - Chair  
Charles D. McKeown - Vice Chair  
Art Haywood - Member  
Daniel B. Norris - Member  
Ann L. Rappoport - Member  
Morton J. Simon, Jr. - Member

### **Public Affairs**

Charles D. McKeown - Chair  
J. Andrew Sharkey - Vice Chair  
Art Haywood - Member  
Daniel B. Norris - Member  
Ann L. Rappoport - Member  
Morton J. Simon, Jr. - Member

### **Building and Zoning**

Art Haywood - Chair  
Morton J. Simon, Jr. - Vice Chair  
Charles D. McKeown - Member  
Daniel B. Norris - Member  
Ann L. Rappoport - Member  
J. Andrew Sharkey - Member

### **Public Works**

J. Andrew Sharkey - Chair  
Daniel B. Norris - Vice Chair  
Art Haywood - Member  
Charles D. McKeown - Member  
Ann L. Rappoport - Member  
Morton J. Simon, Jr. - Member

### **Finance**

Morton J. Simon, Jr. - Chair  
Daniel B. Norris - Vice Chair  
Art Haywood - Member  
Charles D. McKeown - Member  
Ann L. Rappoport - Member  
J. Andrew Sharkey - Member

*\*The Board President serves as an Ex-Officio Member on all Standing Committees except where noted.*

### **Parks and Recreation**

Charles D. McKeown - Chair  
Ann L. Rappoport - Vice Chair  
Art Haywood - Member  
Daniel B. Norris - Member  
J. Andrew Sharkey - Member  
Morton J. Simon, Jr. - Member

### **Sinking Fund Commission**

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

### **Pension Board**

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

### **School Board Liaison\***

Morton J. Simon, Jr. - Chair  
Daniel B. Norris - Member  
Ann L. Rappoport - Member

\*Not a Standing Committee