

**PARKS AND RECREATION COMMITTEE**

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

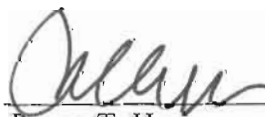
**Agenda**

**Wednesday, April 8, 2015**

**Curtis Hall**

**7:30 P. M.**

1. Status Report on Catering Proposal for Curtis Hall.
2. Presentation by RBA for Phase III for Tookany Creek Parkway Trail update.
3. Proposed changes for selection of music groups for Summer Concert Series starting in 2016.  
(See attached)
4. Recreation Reports for the Month of March, 2015.  
(See attached)
5. Curtis and Glenside Hall Reports for the Month of March, 2015.  
(See attached)
6. Building Maintenance and Pool Specialist Report for the Month of March, 2015.  
(See attached)
7. Report of the Director of the Parks and Recreation.
8. Old Business
9. New Business
10. Citizens' Forum
11. Adjournment



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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

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[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

## MEMORANDUM

**TO:** Board of Commissioners

**ATTN:** Bryan T. Havir, Township Manager

**FROM:** Brian Hinson, Director of Parks and Recreation

**SUBJECT:** **Summer Concerts Selection Process**

**Date:** April 1, 2015

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Below is a brief summary of how the summer concerts are selected each year and the recommendation for a new selection process starting in 2016.

### Current Select Process

Each year the Parks and Recreation Music Committee hold an annual meeting to present and select music to perform during the Parks and Recreation Summer Concerts Series. After the meeting all the groups presented are compiled in a list and emailed to the committee to rank the groups (1 to 10, one being the highest recommendation). Groups are then called and booked based on ranking by the committee.

### New Recommendation

For 2016, each committee member will be responsible to present an artist from five different styles of entertainment. Each member will still be able to vote for the type of program that they like, but at the same time the variety of those programs would become much more representative of the types of music available.

The various styles of entertainment considered will be divided into five separate groups and each group would be allowed to contain the names of seven (7) performers. Each of the committee members will select two (2) or three (3) names from each group (Thus allowing the Director of Parks & Recreation wiggle room in his fee negotiations.) The top selection in each group would be considered for a Concert-in the Park selection on one of the five available dates.

The five categories will be: Bluegrass/Country Western, Classical, Folk, Jazz and Pop (all areas).

The new recommendation was vetted to the committee and unanimously agreed upon to try the new voting process for 2016.

**MEMO TO:** Parks and Recreation Committee

**ATTENTION:** Mr. Bryan T. Havir, Township Manager

**RE:** LA MOTT COMMUNITY CENTER MONTHLY REPORT  
March 1 through March 31, 2015

**DATE:** April 1, 2015

**The attendance at the La Mott Community Center totaled 1,227 individuals who utilized the facility for recreational activities and meetings.**

**Programs**

Winter Programs: Dance (84), Tae Kwon Do (60), Zumba (99), Morning Warrior (65), Open Gym (170), Visitors (60).

The La Mott Library held story hour on Thursdays during the month (86 people).

The La Mott Library and the La Mott Community Center held a black history program "How to Trace Your African Family History" on the 21<sup>st</sup> (19 people).

During the month of March, the building was rented for five (5) parties (223 guests). Total income collected \$1,137.50.

The La Mott Senior Citizens Club trip to PARX Casino was canceled due to the snow storm on the 5<sup>th</sup>. The group enjoyed watching the movie "Selma" and all birthdays were celebrated on the 12<sup>th</sup>. On the 19<sup>th</sup>, the seniors went on a lunch outing to the Golden Corral restaurant. The seniors continued with their monthly chair exercise routine on the 26<sup>th</sup>. The total attendance for the month was 50 members.

**Total number of program patrons was 916.**

**Civic Groups**

The NAACP held their Executive Board Meeting on the 10<sup>th</sup> (7 people) and their monthly public meeting on 16<sup>th</sup> (23 people). The Friends of La Mott Library held their monthly meeting on the 10<sup>th</sup> (3 people). The Optimist Club held a program for all age residents on the 13<sup>th</sup> (17 people). Family Services, Communities That Care (CTC) initiative for Cheltenham Township held a committee meeting on the 17<sup>th</sup> (10 people). The Citizens for the Restoration of Historic La Mott (C.R.O.H.L.) held a meeting on the 17<sup>th</sup> (4 people). Commissioner Harvey Portner held a community meeting on the 22<sup>nd</sup> (22 people). Cheltenham Township Adult School classes continued to run during the month: (Bridge on Thursdays 40 people). Hope School continued to use the gym throughout the month for basketball practice (62 kids). Aldersgate Teen Rap Group had a total of 102 teens/young adults who attended bi-weekly sessions during the month. The Girl Scouts held three meetings during the month (21 scouts).

**Total number of civic group patrons was 311.**

**Other Activities**

I attended the Men's Softball League managers meeting with Brian Hinson at Glenside Hall on the 4<sup>th</sup>.

I attended a Parks and Recreation staff meeting on the 11<sup>th</sup>.

I attended the Family Services Communities That Care (CTC) committee meeting at La Mott Community Center on the 17<sup>th</sup>.

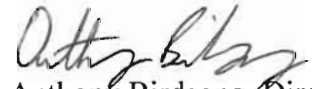
I attended the Black History Month program at La Mott Community Center on the 21<sup>st</sup>.

I attended the Pennsylvania Recreation and Park Society (PRPS) Conference in Lancaster, PA on the 22<sup>nd</sup> - 25<sup>th</sup>.

I met with Alyson Elliott, Assistant Township Manager to give her a tour of the community center and review the grant project improvements we are applying for 2016 on the 27<sup>th</sup>.

Preparations are being made for: Daddy/Daughter Dance, Arbor Day, Summer Programs, Spring & Summer Tennis and the Summer Teen Enrichment Program.

Respectfully submitted,



Anthony Birdsong, Director  
La Mott Community Center

MEMO TO: Parks and Recreation Committee

ATTENTION: Bryan T. Havar, Township Manager

RE: Rowland Community Center Report  
March 1 through March 31, 2015

What a weather whirlwind March was! Despite the warm days, bitter cold, ice and snow, we had 1,698 patrons utilize the building.

Rowland Senior Citizens did not meet this month due to a bitter cold day and then 4" of snow at their second meeting day! The seniors are looking forward to nicer weather in April.

Our Programs had 739 participants for: Adult Basketball, Dance 5 – classes, Game Room, Judo – 2 classes, Keith's Kids Special Needs Basketball, Kidnastics – 2 classes, Kids Chess, Open Gym and Young Rembrandts (art class).

Party Rentals: there were no party rentals this month.

Police Department: Auxiliary Meeting (7) and Police Lieutenant Testing (27).

Cheltenham Township Adult School Programs had 182 participants for: Aerobics, Digital Camera, Skincare and Yoga.

Civic Groups: ARC Alliance (7), Camera Club (58), Cheltenham Little League (107), Cheltenham Roller Hockey Club (10), Cheltenham Sports (17), East Cheltenham Community Council – Meeting (4) & Easter Egg Hunt (78), PA Game Commission (12), Special Needs Advocacy Group (20), Watershed Rain Barrel Pick-up (18) and Youth Aid Panel Program (6).

East Cheltenham Free Library sponsored the following programs: Friends of Library (9), Busy Builders (17), Molly Pitcher Program (43), Library Department Heads Meeting (6), Book Sale Volunteers (4) Pansy Sale Volunteers (19) and Storyhour (183).

Scout Troops: two troops met with a total of 73 Girl Scouts and leaders. A Service Unit Meeting had 8 leaders and a Girl Scout Recruitment had 8 participants.

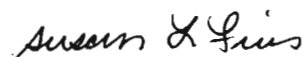
Our Special Spring Activities had 34 participants for Open Gym in the morning and afternoon. There were no participants for Girls Only Open Gym.

I attended the Department Head Staff Meeting for Brian Hinson, who was at the Pennsylvania Recreation & Park Society conference in Lancaster.

I continue to oversee our Recreational Swim and Swim Lessons for children at the Cheltenham High School Pool. Classes were canceled once due to the "cloudy" pool, which was unsafe for lessons. The Recreational Swim was canceled once due to evening icy conditions.

I am currently working on budget items, preparing for our Dance Rehearsal and Recital (which is scheduled for April 28<sup>th</sup> & 29<sup>th</sup> at the Cheltenham High School Little Theater), preparing for our 58<sup>th</sup> Annual Fishing Derby in June and making sure Port-a-Potty's are delivered to the proper locations throughout the Township.

Respectfully submitted,



Susan L. Fries, Director  
Rowland Community Center

MEMO TO: Parks and Recreation Committee

ATTENTION: Bryan T Havir, Township Manager

RE: Building Maintenance Specialist Report for March, 2015

#### Conklin Pool

1. Checked the sump pump in the well.
2. Pumped down the wading pool.
3. Met with Dudo Electric to get a quote for electrical work for the water heaters.

#### Glenside Pool

1. Pumped down the wading pool.
2. Met with Crown Door for them to install new doors on the chlorine room.
3. Met with Mt. Lake Pool Service to get a quote for the new pool motor.

#### Glenside Hall

1. Cleaned the outside of the building (ceiling light, alley walkways, drains).
2. Cleaned the inside of the building (floors, chairs, ballroom etc..).
3. Sealed the air vent on the hot water heater.
4. Installed a new mirror in the lobby.
5. Met with Fidelity Alarm Company to install new fire alarm monitoring equipment.
6. Met with Steve Lit to get evaluate the lobby lights at Glenside Hall.

#### Curtis Hall

1. Repaired and sanded a small section of the ballroom floor.
2. Met with Kim from EOC to help her set up for a meeting.
3. Installed a new globe on the driveway lights.
4. Received and put away 10 new tables for the ballroom.
5. Replaced some ceiling tiles in the women's restroom.
6. Repaired the emergency light above the front door.
7. Met with Fidelity Alarm Company to install new fire alarm monitoring equipment.

La Mott Community Center

1. Sanded and refinished the stage steps.
2. Delivered cleaning supplies for the building.
3. Installed a new blower motor in the lobby-heating unit.
4. Installed new door hinges on one of the women's bathroom stalls.

Rowland Community Center

1. Nothing to report.

Miscellaneous

1. Processed the mail and locked up the administration building.
2. Helped set up for the Easter Bunny Photo's.
3. Met with Kevin from EMS to check all AED units in the buildings.
4. Received and put away the light bulb order.

Respectfully,



Richard Rone,  
Building Maintenance /  
Pool Specialist

**CHELTENHAM TOWNSHIP  
PARKS and RECREATION DEPARTMENT**

**CURTIS and GLENSIDE HALLS  
MONTHLY REPORT**

Month of March, 2015

**CURTIS HALL**

<u>Hall Use</u>	<u>Attendance</u>	<u>Monies Received</u>
Township Use <u>6</u>	# of people <u>183</u>	
Rental Use <u>1</u>	# of people <u>360</u>	Fees Generated \$ <u>0.00</u>
	Curtis Total: <u>543</u>	Fees Collected \$ <u>161.00</u>
*Future Rentals <u>0</u>		Total: \$ <u>161.00</u>

**GLENSIDE HALL**

<u>Hall Use</u>	<u>Attendance</u>	<u>Monies Received</u>
Township Use <u>0</u>	# of people <u>0</u>	
Tenant Use <u>0</u>	# of people <u>0</u>	Fees Generated \$ <u>0.00</u>
Rental Use <u>1</u>	# of people <u>130</u>	Fees Generated \$ <u>1300.00</u>
	Glenside Total <u>130</u>	Fees Collected \$ <u>2250.00</u>
*Future Rentals <u>1</u>		Total \$ <u>3550.00</u>

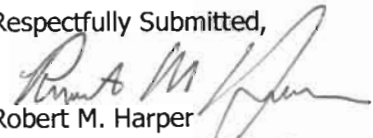
**TOTAL-BOTH HALLS**

<u>Total Use</u>	<u>Total Attendance</u>	<u>Future Rentals</u>
<u>8</u>	<u>673</u>	<u>1</u>

<u>Fees Generated—Events This Month</u>	<u>Fees Collected</u>	<u>Refunds Issued</u>	<u>Actual Gain—Year to Date:</u>
2014:\$ <u>2016.00</u>	2014:\$ <u>3950.00</u>	2014:\$ <u>0.00</u>	2014:\$ <u>17150.00</u>
2015:\$ <u>1300.00</u>	2015:\$ <u>2411.00</u>	2015:\$ <u>500.00</u>	2015: \$ <u>10672.00</u>

Respectfully Submitted,

  
Robert M. Harper  
Acting Facilities Coordinator



**CHELTENHAM TOWNSHIP PARKS and RECREATION DEPARTMENT**  
***CURTIS and GLENSIDE HALLS***  
**MONTHLY EVENTS REPORT**

REPORT FOR THE MONTH OF <u>March 2015</u>	NUMBER OF MEETINGS	TOTAL HOURS ALL MEETINGS	AVERAGE or ACTUAL ATTENDANCE EACH MEETING	TOTAL ATTENDANCE	FEES GENERATED
<b><i>CURTIS HALL</i></b>					
1. Commissioners	1	3.5	35	35	\$0.00
2. Zoning	1	3.0	14	14	\$0.00
3. Township Meetings	2	12.0	27	54	\$0.00
4. Rep. McCarter mtg.	1	5.0	60	60	\$0.00
5. Emerg. Mgmt. mtg	1	3.0	30	30	\$0.00
6. Easter Egg Hunt	1	4.0	300	300	\$161.00
7. Easter Bunny photos	1	2.0	50	50	\$0.00
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>TOTALS</b>	8	22.5	516	543	\$161.00
<b><i>GLENSIDE HALL</i></b>					
1. Bat Mitzvah	1	8.5	8.5	130	\$2250.00
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>TOTALS</b>	1	8.5	8.5	130	\$2250.00