

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.

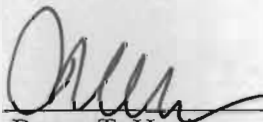
PARKS AND RECREATION COMMITTEE

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, September 9, 2015
Curtis Hall
7:30 P. M.**

1. Status Report on the Curtis Arboretum Retaining Wall Repair. (See attached)
2. Recommendation to award a Professional Services Contract for Sandblasting and Painting of Conklin and Glenside Pools. (See attached)
3. Tri-Annual Report of Park Related Activities and Events by the Friends of High School Park.
4. Director's Report for the Month of August 2015. (See attached)
5. Recreation Reports for the Month of August 2015. (See attached)
6. Curtis and Glenside Hall Reports for the Month of August 2015. (See attached)
7. Building Maintenance and Pool Specialist Report for the Month of August 2015. (See attached)
8. Old Business
9. New Business
10. Citizens' Forum
11. Adjournment



Bryan T. Havir
Township Manager

CONTRACT DOCUMENTS

DRAFT

FOR

**CURTIS ARBORETUM
RECONSTRUCT PORTION OF EXISTING GARDEN WALL
AND RESET PATIO**

**CHELTENHAM TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

**August 11, 2015
Project No. 14-82-027**



**BOUCHER & JAMES, INC.
Consulting Engineers**

Corporate Headquarters
1456 Ferry Road, Building 500
Doylestown, PA 18901
215.345.9400

Regional Office
2738 Rimrock Drive
Stroudsburg, PA 18360
570.629.0300

Lehigh Valley Office
559 Main Street, Suite 230
Bethlehem, PA 18018
610.419.9407

NOTICE FOR BIDS

CHELTENHAM TOWNSHIP
MONTGOMERY COUNTY
PENNSYLVANIA

Sealed proposals will be received by Cheltenham Township, Montgomery County, 8230 Old York Road, Elkins Park, PA 19027 until 11:00 a.m. (prevailing time) on TUESDAY, October 6, 2015 for the following construction:

RECONSTRUCT PORTION OF EXISTING GARDEN WALL

This project involves the deconstruction, partial removal and reconstruction of a portion of the existing garden wall and five existing piers as well as the removal and resetting of a portion of the patio. The removal of some existing trees and landscape restoration shall also be required.

Contract Documents, including Drawings and Technical Specifications, are available at the Township Building during regular business hours. All bids will be opened and read aloud at the Township Building on Tuesday, October 6, 2015 beginning at 11:00 a.m. Copies of the Contract Documents may be obtained upon payment of \$25.00 to the Township for each set of documents so obtained.

Certified check or bank draft, payable to the order of Cheltenham Township; negotiable U.S. Government Bonds (at par value); or a satisfactory Bid Bond executed by the Bidder and an acceptable surety in an amount not less than percent (10%) of the total Bid amount, shall be submitted with each Bid.

The successful bidder will be required to furnish and pay for a Satisfactory Performance and Payment Bond and Labor and Materialman's Bond. A Certificate of Insurance, showing proof of Workers Compensation Coverage, must also be submitted.

Bid proposals in excess of twenty-five thousand dollars shall incorporate minimum salaries and wages as set forth by the Pennsylvania Department of Labor and Industry (prevailing wages). The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin or handicap.

Cheltenham Township reserves the right to reject any or all Bids, to waive any informalities, or take such other action that is may deem to be in the best interest of the Township and as may be permitted by law.

Bids may be held by the Township for a period of 45 days from date of Bid opening for the purpose of reviewing Bids and investigating qualifications of bidders, prior to awarding Contract.

All bidders are **required** to attend a **Mandatory Pre Bid Meeting** to be held on Tuesday, September 22, 2015 at 9:00 a.m. at the Cheltenham Township Building, 8230 Old York Road, Elkins Park, PA 19027.

Bryan T. Havir,
TOWNSHIP MANAGER

INSTRUCTIONS TO BIDDERS

1. Receipt and opening of Proposals shall be as stipulated in "Notice for Bids".

2. Preparation of Proposals

Proposals shall be submitted on the forms provided. Prices shall be filled in with numerals. Alternate price, if called for, shall be bid at the Contractor's option, unless otherwise stated. All proposals shall be submitted in a sealed envelope clearly marked with the name of the bidder and the project for which the proposal is submitted.

Bidders shall provide unit price for each item of work listed in the Schedule of Prices and tabulate the sum of the price extensions in the spaces provided.

The Owner will award the project based upon the lowest responsible bid received and other considerations in the best interest of the Township.

3. Proposal Security

Each proposal must be accompanied by a certified check OR Surety Company's Bid Bond in an amount not less than ten (10) percent of the total bid. Proposal security shall be made payable to the Owner.

4. Surety Bonds

The successful bidder shall be required to furnish a "Performance Bond" covering the faithful performance of the work in an amount equal to 100% of the contract price and a "Labor and Material Payment Bond" covering payment in full for all services rendered, materials furnished and labor supplied for performance of the work in the amount of 100% of the contract price. An extended Performance Bond or a Maintenance Bond in the amount of 10% of the total contract price shall be provided and shall remain in force for a period of one (1) year after the date of acceptance of the project by the owner. The same Surety must execute all bonds.

5. Bidder's Qualifications

No Proposal will be considered from any bidder for any Contract Item unless he is known to be skilled and has been regularly engaged in work of a character similar to that covered by the Drawings and Specifications for at least five (5) years prior to the date of the proposed work. In order to aid the Township of Cheltenham in determining the responsibility of any bidder, the bidder shall, within forty-eight (48) hours after being requested in writing by the Township Engineer so to do, furnish evidence satisfactory to the Township Engineer of the Bidder's experience and familiarity with the work of the character specified, and his financial ability to prosecute properly the proposed work to completion within the specified time. The evidence requested may, without being limited hereby, include the following:

- a. The Bidder's performance record with listing of work of a similar character and proportions which he has constructed, giving the name address and telephone number of the owner, date completed, and construction cost;

- b. A tabulation of other work now under contract, giving the name, address, and telephone number of the owner, the location, type, size, required date of completion, and the percent of completion to date of each job;
- c. An itemized list of the bidder's equipment available for use on the proposed Contract;
- d. A listing of the major parts of the work which are proposed to be sublet;
- e. The Bidder's financial statement;
- f. Evidence, in the case of a corporation organized under the laws of any other State, that the bidder is licensed to do business in the Commonwealth of Pennsylvania; and
- g. Such additional information as will satisfy the Township of Cheltenham that the bidder is adequately prepared to fulfill the Contract.
- h. The above information shall also be submitted for each and every subcontractor.

6. Examination of Proposed Contract

Prospective bidders must examine the Contract Documents carefully and before bidding, must request the Township Engineer in writing for any interpretation or correction, of every apparent ambiguity, inconsistency or error therein. Such interpretation or correction, as well as any additional Contract provisions the Township Engineer may decide to include, will be issued in writing by the Township Engineer as an Addendum to the Contract, which will be mailed or delivered to each person recorded as having received a copy of the Contract Documents from the Engineer, and which will also be posted at the place where the Contract Documents are available for the inspection of prospective bidders. Upon such mailing or delivery and posting, such Addendum shall become a part of the Contract Documents, and be binding on all bidders whether or not actual notice of such Addendum is shown.

The written interpretation or correction so given by the Township Engineer shall be binding, and prospective bidders are warned that no other officers, agents or employees of the Township of Cheltenham are authorized to give information concerning, or to explain or interpret, the Contract.

All written requests for clarification or correction of ambiguity, inconsistency or error in the Contract Documents shall be received in the Office of the Engineer no later than four (4) working days prior to the scheduled date and time of opening of Bids. Requests received after the stated time will not be answered prior to the Opening of Bids.

If the Contractor, prior to the submission of his bid, fails to call the Township Engineer's attention to the existence of any ambiguity, inconsistency or error in the Contract, his bid will be conclusively presumed to have been based upon the interpretation of such ambiguity or inconsistency, or upon the directions correcting such error which may subsequently be given by the Township Engineer.

7. Examination of Plans, Site and Transportation Facilities

Bidders are required to submit their Proposals upon the following express conditions:

The bidder shall examine the Drawings and Specifications and make a personal examination of the site in order to acquaint himself with the conditions under which he will be obliged to work.

The bidder shall make all the investigations necessary to inform himself thoroughly regarding all facilities for the delivery of materials and equipment as he may require for his construction operations.

The bidder is also required to carefully examine all plans, and specifications before submitting his bid. No pleas of ignorance of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under the Contract, as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of said Contract Documents, or will be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

8. Obtaining Plans and Specifications

Plans, specifications, and proposal forms may be obtained upon payment of the specified fee.

9. Allowable Construction Period to "Time of Completion"

All work, except as noted, shall be completed within 60 calendar days after issuance of the Notice to Proceed. Permanent seeding work shall be performed only between April 1st and May 31st or August 16th and October 15th.

10. The Contractor shall acknowledge receipt of all Addendum and Bulletins. The Contractor's failure to acknowledge receipt on one of the aforementioned shall be considered cause for rejection of his bid.

11. The contract shall be awarded on the basis of the total cost of work to the lowest responsible bidder.

CONSTRUCTION COST ESTIMATE

RECONSTRUCT PORTION OF EXISTING GARDEN WALL
 PROJECT No. 14-82-027
 CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY

September 1, 2015

ITEM	QUANTITY	UNIT COST	TOTAL
Base Bid			
1 Mobilization/ Demobilization	1 LS	\$7,500.00	\$7,500.00
2 Removal of Existing Trees	8 EA	\$1,500.00	\$12,000.00
3 Powerwash Wall Face	300 SF	\$9.00	\$2,700.00
4 Remove & Store Balustrade (Top & Bottom Rails) & Balusters	70 LF	\$40.00	\$2,800.00
5 Remove & Store Flagstone Patio	1,290 SF	\$10.00	\$12,900.00
6 Remove & Store Wall Stones	300 SF	\$25.00	\$7,500.00
7 Remove & Store Pier Caps	5 EA	\$200.00	\$1,000.00
8 Remove Brick Wall	300 SF	\$18.00	\$5,400.00
9 Remove Piers	5 EA	\$600.00	\$3,000.00
10 Excavate Footing	70 LF	\$26.00	\$1,820.00
11 Construct Footing	70 LF	\$72.00	\$5,040.00
12 Reconstruct Piers	5 EA	\$3,000.00	\$15,000.00
13 Construct Reinforced Block Wall	420 SF	\$20.00	\$8,400.00
14 2B Subbase Stone Backfill	10 CY	\$90.00	\$900.00
15 2A Modified Stone Backfill	31 CY	\$90.00	\$2,790.00
16 2A Modified Stone Subbase, 6" Thick	33 SY	\$18.00	\$594.00
17 Reassemble Balustrade (Top & Bottom Rails) & Balusters	70 LF	\$40.00	\$2,800.00
18 Reassemble Pier Caps	5 EA	\$200.00	\$1,000.00
19 Reset Flagstone Patio	1,290 SF	\$18.00	\$23,220.00
20 Reapply Wall Stones	280 SF	\$50.00	\$14,000.00
21 Landscape Restoration	700 SF	\$6.00	\$4,200.00
Project Construction Cost			\$134,564.00
Alternate 1			
22 Construct Concrete Wall (Instead of Reinforced Block Wall)	18 CY	\$500.00	\$9,000.00
Alternate 1 Total (All other items same cost)			\$135,164.00

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

Phone: 215 887-1000
FAX: 215 887-1561
www.cheltenhamtownship.org

MEMORANDUM

TO: Parks and Recreation Committee
Bryan T. Havir, Township Manager

FROM: Brian Hinson, Director of Parks and Recreation

RE: Professional Consultant Services for Conklin and Glenside Pools

DATE: September 2, 2015

An RFP was let for consultant services on August 10th, 2015 per the above referenced project. Listed below is the consultant that submitted a proposal and his fee.

1. Wayne W. Wade Wade Associates 3544 North Progress Avenue, Suite 103 Harrisburg, PA 17110	<u>Total Lump Sum Cost</u> \$14,000.00
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The Scope of Work includes the following:

1. Complete drawing and technical specifications for sandblastings.
2. Patching in all areas of need.
3. Expansion joint repairs.
4. Repainting pool surfaces including lane lines, targets, and other safety marking.

The Township has a long standing working relationship with this consultant over the past ten years for this type of work. With the input from Staff, it is the collective recommendation that a professional services contract be awarded to Wade Associates in the amount of \$14,000 for this work as outlined since it is a continued progression of improvements and repairs that is needed for both pools.

Attachment

cc: Bruce Rangnow, Director of Fiscal Affairs



3544 North Progress Avenue – Suite 103
Harrisburg, PA 17110
(717) 236-1060
(717) 236-5413 FAX
www.wadeassociates.net
pool@wadeassociates.net

August 28, 2015

Mr. Bryan T. Havir, Township Manager
Township of Cheltenham
Administration Building
8230 Old York Road
Elkins Park, PA 19027

RE: Proposal of Services
Sandblasting and Painting
Conklin and Glenside Swimming Pools

Dear Mr. Havir:

This letter is intended to serve as our *Proposal* for Wade Associates, LLC (WA) to provide Professional Services to the Township of Cheltenham (TOC) pertaining to sandblasting and painting both Conklin Pool and Glenside Pool in accordance with the Request for Proposal forward to our office on August 10th. We propose to offer the following services:

A. SCOPE OF WA WORK

1. Items Included:

- a) Complete Drawings and Technical Specifications for sandblasting, patching, expansion joint repair, and repainting Pool surfaces including lane lines, targets and other safety markings at Conklin Pool and Glenside Pool.

B. DESIGN PHASE

1. WA shall meet with TOC representatives for an initial project "kick-off" meeting to refine the overall needs analysis of the project.
2. WA shall review overall intent of the project, conduct site inspections, observe limitations, explore opportunities, establish a time schedule, and outline responsibilities leading to the preparation of Technical Specifications, Plans, and Bid Documents.

3. WA shall provide Design and Consultant Services for the preparation of all Construction Plans and Technical Specifications, Shop Drawings, Schematics, and documents associated with a complete bid package to fulfill the Contract bidding requirements as follows:
 - a) WA shall submit the Bid Documents to TOC for review.
 - b) If necessary, WA shall meet with TOC to review the Bid Documents.
 - c) WA shall revise the Bid Documents, if necessary, pursuant to TOC review.
4. WA shall prepare a Cost Estimate of the proposed project cost and review with TOC prior to bidding the Scope of Work.
5. WA shall prepare a preliminary project time schedule that can be revised as additional project intelligence is developed.
6. WA shall procure any necessary governmental permits required for the project.
7. WA shall apply for Pennsylvania Prevailing Wage Rates, if applicable.

C. BID PHASE

1. WA shall provide TOC with at least three (3) complete Bid Packages including Technical Specifications, Drawings, Bid Proposal Form, and list of qualified Contractors for solicitation of Bids for the proposed work.
2. WA shall assist TOC in the distribution of Bid Documents and answer any questions, as necessary.
3. WA shall attend and conduct mandatory Pre-Bid Meeting to discuss and answer questions concerning the Scope of Work with potential bidders.
4. WA shall review all Bid submissions to ensure accuracy and completeness. WA shall make inquiries of all references on behalf of TOC. WA shall assist TOC in reviewing and evaluating the Contractor Proposals and make recommendations for an award of contract to the lowest responsible bidder.

D. CONSTRUCTION OBSERVATION AND MANAGEMENT PHASE

1. Upon award, WA shall attend and conduct a Pre-Construction Conference to discuss the entire Scope of Work for the project with the successful Contractor and establish a schedule for commencement of work that is mutually acceptable to all parties.

2. WA shall not be responsible for the means, methods, techniques, sequences or procedure or for the safety precautions, or for acts or omissions of the Contractor or any of his Subcontractors, but shall advise TOC, in writing, of observations and decisions regarding same.
3. WA shall communicate with TOC and Contractor during construction to coordinate project scheduling, selection of materials and material specification submittals, change orders (if required), and provide review and clarifications relating to the Drawings and Specifications prepared by WA, as requested.
4. WA shall assist TOC during construction with appropriate construction observation/job meeting visits; prepare progress reports and meeting minutes (including pre-construction minutes); review and approve Shop Drawings, color and material selections; and resolve all disputes arising from the contractual documents. A minimum of one (1) bi-weekly visit* is expected during the construction process.
5. WA shall be available during the construction process for telephone or email consultation to assist with matters requiring WA expertise.
6. Review and approve all work of the Contractor and provide written documentation recommending approval or disapproval of Contractor Request(s) for Payment Applications, changes to and/or modification to Scope of Work, and Change Orders.
7. Upon substantial completion of the work, WA shall prepare an itemized punch list of outstanding and/or unacceptable work items, see that all items contained in the punch list are corrected, and issue a final report to TOC recommending final payment.

The time schedule outlined under 6, PERIOD OF PERFORMANCE, is acceptable to WA conditional upon WA receiving Notice to Proceed from TOC by September 16, 2015.

All documents prepared by this office for this project will be jointly owned by TOC and WA. No revisions or adjustments shall be made to our Documents without prior approval. Joint ownership pertains to this project only and WA documents shall not be utilized on any other projects.

WA proposes to be compensated in accordance with the following Fee Schedule:

1.	Design Phase (Fixed Fee)	\$ 5,500.00
2.	Bid Phase (Fixed Fee)	2,000.00
3.	Construction Observation and Management Phase (Fixed Fee)	6,500.00 *

* Includes bi-weekly visits with the successful Contractor completing the project by May 27, 2016.

Should additional services other than the services outlined in B, C and D be requested, WA proposes to be compensated in accordance with the following:

1. Site Visits/Meetings: Fixed Rate of \$1,000.00 per Visit,
Plus Mileage (Includes Report)

2. In-Office Time:

Principal Time:	\$ 135.00/hour
Project Manager/CAD Designer Time:	90.00/hour
Administrative Time:	50.00/hour
Travel:	.48/mile
Reproduction:	Actual Costs

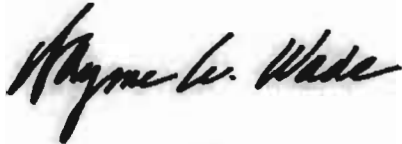
Invoices will be submitted on a monthly basis and shall be based on the percentage of completed work during each Phase outlined previously. Invoices shall be paid within thirty (30) days of date and receipt of Invoice.

All Bid Documents prepared by WA will reflect a completely independent, non-proprietary design pertaining to materials and equipment.

Wade Associates, LLC would like to thank you for the opportunity to submit this Proposal and would certainly appreciate the opportunity to continue working with the Township of Cheltenham on this project. If you have any questions or comments, please do not hesitate to contact this office.

Very truly yours,

WADE ASSOCIATES, LLC



Wayne W. Wade
President

WWW/smr

Memo To: Parks and Recreation Committee
Attention: Mr. Bryan Havir, Township Manager
Re: Director's Report for August 2015
Date: September 1, 2015

Programs:

- Continued to make preparations for the August concerts.
- Continued to manage the Summer Playground Program.
- Coordinated and attended the Movie in the Park on the 28th.
- Continued preparations for the 2015 Community Harvest Festival.

Aquatics:

- Continued to monitor and supervise the pools.
- Coordinated and monitored pool life saving/CPR in-service monthly training at both pools.
- The annual pool carnivals were held on the 7th at Conklin Pool and 14th at Glenside Pool.
- The annual pool family bingo was held on the 5th at Glenside Pool and 12th at Conklin Pool.

Administrative:

- Met with Preservation Design Partnership, LLC on the 27th to continue working on the roof repairs for Curtis Hall.
- Met with Vail Communications, Inc to start installing the security system in the pools.
- Met with Staff to continue working on the Curtis Wall repairs.
- Attended the School District Support Services meeting to coordinate building usage for the 2015 -2016 program season.
- Completed the RFP for consultant services to sandblast the pools in 2016.
- Completed and attended the Parks and Recreation 2016 Parks and Recreation Department Budget meeting on the 19th.
- Started working on all summer financial program reports.
- Held a Park Guard meeting on the 19th.
- Attended the Board of Commissioners meeting on the 19th.
- Attended the Department Head Staff meeting on the 1st and 18th.

Respectfully Submitted,



Brian Hinson, Director
Parks and Recreation

MEMO TO: Parks and Recreation Committee
ATTENTION: Mr. Bryan T. Havir, Township Manager
RE: LA MOTT COMMUNITY CENTER MONTHLY REPORT
August 1 through August 31, 2015
DATE: September 1, 2015

The attendance at the La Mott Community Center totaled 1,236 individuals who utilized the facility for recreational activities and meetings.

Programs

The following activities were held during the month of August: Playground Program (312), S.T.E.P. (142), Tae Kwon Do (29), Zumba (23), Computer Tots Camp (53), Bricks 4 Kidz Camp (49), Open Gym (48), Visitors (148).

During the month of August, the building was rented for four (4) parties and one (1) graduation (254 guests). Total income collected \$1,655.00 dollars.

The Summer Teen Enrichment Program (36 participants) ended on the 7th & the Playground Program (187 participants) ended on the 13th.

The Summer Tennis Program ended on August 12th. There were a total of 49 participants who attended evening classes at Wall Park tennis courts.

The La Mott Library held their final Summer Program on the 13th & two story hours during the month (19 people).

Total number of program patrons was 1,077.

Civic Groups

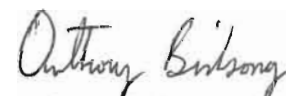
The NAACP held their monthly public meeting on the 17th (30 people) and their executive board meeting on the 11th (7 people). Family Services, Communities That Care (CTC) initiative for Cheltenham Township held a regional meeting on the 17th (22 people) and a steering committee meeting on the 25th (7 people). State Representative Steve McCarter office held their constituent services meeting on the 25th (4 people). Aldersgate Teen Rap Group had a total of 89 teens/young adults who attended bi-weekly sessions during the month.

Total number of civic group patrons was 159.

Other Activities

I attended the Concerts in the Park at Curtis Arboretum on the 9th & 23rd.
I attended the Parks and Recreation budget meeting for 2016 on the 19th.
I attended the Family Services Communities That Care committee meeting at La Mott Community Center on the 25th.
I assisted with the set-up, showing of the movie and breakdown at the "Movie in the Park" at Curtis Arboretum on the 28th.
Preparations are being made for: Fall Programs, Harvest Festival and Halloween Party.

Respectfully submitted,



Anthony Birdsong, Director
La Mott Community Center

LA MOTT COMMUNITY CENTER

*updated 8/28/15

2015 SUMMER PROGRAMS

<u>CLASS NAME</u>	<u>DAY</u>	<u>TIME</u>	<u>NO. REG.</u>	<u>STATUS</u>
Boot Camp	Mon, Wed, Fri	6:00-7:00AM	24	Running
Build & Program Robots For FUN Camp	Mon Aug 17 - Thurs Aug 20	10:00AM-NOON	10	Running
Tae Kwon Do	Wednesdays	6:30-7:30PM	13	Running
Bricks 4 Kidz Camp	Mon Aug 24 – Weds Aug 26	9:00AM-4:00PM	16	Running
10 & Under Tennis	Mondays	6:00-7:00PM	10	Running
10 & Under Tennis	Mondays	7:00-8:00PM	10	Running
*Beginner Adult Tennis	Mondays	7:00-8:00PM	4	Cancelled
Parent & Me Tennis	Tuesdays	6:00-7:00PM	5	Running
10 & Under Tennis	Tuesdays	7:00-8:00PM	9	Running
Youth Tennis	Wednesdays	6:00-7:00PM	6	Running
Intermediate Adult Tennis	Wednesdays	7:00-8:00PM	9	Running

TOTALS

11 Programs Offered 10 Classes Running *1 Classes Not Running

112 Total Students Registered

Registrations were taken at both centers for all programs.

*** Class had low enrollment –was merged with Intermediate class. All participants found placement.**

MEMO TO: Parks and Recreation Committee

ATTENTION: Bryan T. Havir, Township Manager

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

Hot and humid was the weather pattern for August! Here at Rowland Community Center we had 509 patrons utilize the building.

Our Programs: Adult Basketball (26), Open Gym (67). We offered Aerospace Camp and Theater Camp, however, there was very low registration and we had to cancel these two programs.

Playgrounds: The last day of camp, both Tookany and Wall Park Playgrounds came inside due to rain! Tookany had 23 and Wall Park had 43.

Party Rentals: There were no rentals this month.

Police: The Police held 2 meetings with a total of 19 officers in attendance. A C.P.R./First Aid Class was held and had 12 attendees.

Civic Groups: Cheltenham Sports (7).

East Cheltenham Free Library Programs: Busy Builders (10), 2 movies (18), Puppets (39), Superhero Party (53), Magic (75) and Storyhour (112). Most of these programs are sponsored by grants and proceeds from the Used Book Sales and are free to the public.

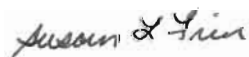
August 13th we had 6 public works guys here to spread wood carpet under all of the playgrounds, swings, and teeter-totter.

Our Special Events during this month were Family Bingo & Ice Cream Social at Glenside Pool on August 6th (43), Family Bingo & Ice Cream Social at Conklin Pool on August 12th (18). Conklin Pool Water Carnival was on August 7th and Glenside Pool Water Carnival was held on August 14th – both of them looked to be well attended and the kids all had a great time! On August 28th we held our Movie in the Park at Curtis Arboretum – the night was cool with a full moon while 32 people watched “Big Hero 6”.

I have continued to stop at both pools and drop-off/pick-up supplies and money on a daily basis.

I am currently working on the Rowland Senior Citizens Fall Schedule and preparing for our Fall Registration.

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 August 2015

Conklin Pool

1. Checked and serviced filter system during the month.
2. Helped guards install new lane lines.
3. Repaired broken seat in the women's locker room.
4. Monitored back washed procedures during the month.
5. Installed new wheels on the desk for outside.
6. Met with Mountain Lake Pool Service to service the wading pool motor.
7. Met with Aqua to check on the leaking underground pipe.

Glenside Pool

1. Checked and serviced filter system during the month.
2. Repaired broken towel dispenser in the office.
3. Unstopped toilet in women locker room.
4. Installed new restrooms signs.
5. Repaired two showers heads in the women's locker room that were leaking.
6. Monitored back washed procedures during the month.
7. Repaired the lid on the pool vacuum.

Glenside Hall

1. Cleaned the building during the month.
2. Repaired broken vacuum.
3. Replaced damaged ceiling tiles in the lower level.
4. Plain and painted the front door on the lower level.
5. Cleaned out the trash and weeds in the front window wells.
6. Met with the electrician at Glenside Hall to repair the outside lights.
7. Met with Reliable Plumping to get a quote to install a sump pump in the kitchen.

Curtis Hall

1. Cleaned the shed during the month.
2. Cleaned the building during the month.
3. Replaced the ceiling tiles in the women's restroom.
4. Cleaned out and restocked the mop and supply closets.
5. Installed new light globes at the front entry gates of the park.
6. Cleaned the roof off during the month.
7. Repaired and painted the ballroom wall.
8. Repaired and painted the stair well going to the lower level.
9. Replaced the floor tiles that were bad under the water fountain.
10. Repaired all wall holes in the coat room.

La Mott Community Center

1. Nothing to report.

Rowland Community Center

1. Nothing to report.

Miscellaneous

1. Cleaned both Tookany and Wall Park restrooms during the month.
2. Met with J.B. Winder Fire Equipment, Inc. to inspect all building fire extinguishers.
3. Called Pitney Bowes to come out and service mail machine.
4. Called and ordered chemicals for the pools during the month.
5. Built a new set of steps for the township 15 passenger van.
6. Called ET Electric to come out and service the pump station computer panel.
7. Painted the picnic table at Ogontz Playground.
8. Replaced basketball nets at Wall Park and Renninger basketball courts.
9. Completed the Xpedx inventory supplies list.
10. Moved games from Glenside Hall to the pool for the carnival.
11. Delivered cleaning supplies to both pools and Curtis Hall.
12. Picked up and returned the bingo supplies for both Family Bingo Nights at the pools.

Respectfully,



Richard Rone,
Building Maintenance /
Pool Specialist

**CHELTENHAM TOWNSHIP
PARKS and RECREATION DEPARTMENT**

**CURTIS and GLENSIDE HALLS
MONTHLY REPORT**

Month of August, 2015

CURTIS HALL

<u>Hall Use</u>	<u>Attendance</u>	<u>Monies Received</u>
Township Use <u> 9 </u>	# of people <u> 604 </u>	
Rental Use <u> 9 </u>	# of people <u> 947 </u>	Fees Generated \$ <u>10525.00</u>
	Curtis Total: <u>1551</u>	Fees Collected \$ <u>11650.00</u>
*Future Rentals <u> 7 </u>		Total: \$ <u>22175.00</u>

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GLENSIDE HALL

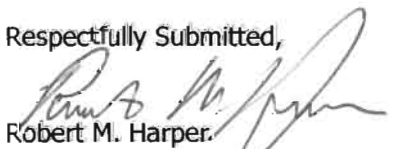
<u>Hall Use</u>	<u>Attendance</u>	<u>Monies Received</u>
Township Use <u> 0 </u>	# of people <u> 0 </u>	
Rental Use <u> 1 </u>	# of people <u> 120 </u>	Fees Generated \$ <u> 375.00</u>
	Glenside Total <u> 120 </u>	Fees Collected \$ <u> 1300.00</u>
*Future Rentals <u> 1 </u>		Total \$ <u> 1675.00</u>

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TOTAL-BOTH HALLS

<u>Total Use</u>	<u>Total Attendance</u>	<u>Future Rentals</u>
<u> 19 </u>	<u> 1671 </u>	<u> 7 </u>

<u>Fees Generated—Events This Month</u>	<u>Fees Collected</u>	<u>Refund Issues</u>	<u>Actual Gain—Year to Date:</u>
2014:\$ <u>15200.00</u>	2014:\$ <u>14250.00</u>	2014: <u> 2 </u>	2014:\$ <u>79593.00</u>
2015:\$ <u>10900.00</u>	2015:\$ <u>12950.00</u>	2015: <u> 6 </u>	2015: \$ <u>89965.00</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>August 2015</u>	NUMBER OF MEETINGS	TOTAL HOURS ALL MEETINGS	AVERAGE or ACTUAL ATTENDANCE EACH MEETING	TOTAL ATTENDANCE	FEEES GENERATED
<i>CURTIS HALL</i>					
1. Commissioners	1	3.5	32	32	\$0.00
2. Zoning	3	5.0	29	87	\$0.00
3. Township Meetings	2	5.0	26	77	\$0.00
4. Weddings	7	57.0	115	797	\$114250.00
5. Memorial Service	1	5.0	115	115	\$2300.00
6. Baby Shower	1	5.0	35	35	\$225.00
7. Police Event	1	3.0	90	90	\$0.00
8. Movie in the Park	1	5.0	43	43	\$0.00
9. Concert in the Park	1	6.0	275	275	\$0.00
10.					
11.					
12.					
13.					
14.					
15.					
TOTALS	18	94.5	760	1551	\$13950.00
<i>GLENSIDE HALL</i>					
1. Wedding	1	8.5	120	120	\$1300.00
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
TOTALS	1	8.5	120	120	\$1300.00