

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, May 13, 2015
Curtis Hall
7:30 P. M.**

1. Review of Plans and Specifications for the Rock Creek Greenway Development Project.
(See attached)
2. Tri-quarterly Report of Park Related Activities and Events by the Friends of High School Park.
3. Recommendation to extend lease with School District for playground equipment at Cedarbrook Middle School through December 15, 2015. (See attached)
4. Recommendation for award of bid for transportation services for Parks and Recreation Summer Camps. (See attached)
5. Recreation Reports for the Month of April, 2015.
(See attached)
6. Curtis and Glenside Hall Reports for the Month of April, 2015.
(See attached)
7. Building Maintenance and Pool Specialist Report for the Month of April, 2015.
(See attached)
8. Report of the Director of the Parks and Recreation.
9. Old Business
10. New Business
11. Citizens' Forum
12. Adjournment



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

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

MEMORANDUM

DATE: May 8, 2015

TO: Parks and Recreation Committee

FROM: Bryan T. Havir, Township Manager

SUBJECT: Rock Creek Greenway Implementation Project

Attached is the design plans prepared by Murro Ecological Services, Inc.(MESI) for the above-referenced project. As you will recall, this project was funded with a \$100,000.00 state grant from the Pennsylvania Department of Conservation and Natural Resources.

The project consultant, John Murro, of MESI, will be attending the meeting next Wednesday evening to formally present the plans to make sure the scope is acceptable before we submit the plans to the Pennsylvania Department of Environmental Protection (DEP) for review and permitting.

Subject to DEP permitting, the tentative schedule to bid the work is mid - summer 2015, and an award of a contract could be September 16, 2015 or sooner.

Respectfully,

BTH:cw
Attachment

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



Administration Building
8230 Old York Road
Elkins Park, PA 19027-1589

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

Township Manager
Bryan T. Havir

MEMO TO: Parks and Recreation Committee
FROM: Bryan T. Havir, Township Manager
RE: Cedarbrook Playground
DATE: May 8, 2015

Please be advised that our annual lease with the School District for the Cedarbrook Playground and associated recreation equipment expires on May 26, 2015. Upon conversation with Acting Superintendent Dr. Kiefer, it is recommended that the Township extend its lease with the District through December 15, 2015. On or about December 1, 2015 the Township will begin to dismantle the playground equipment since Cedarbrook will become an active demolition and construction site later next year for the reconstruction of the new Cedarbrook Middle School and the District has requested the playground equipment be removed during all construction activity.

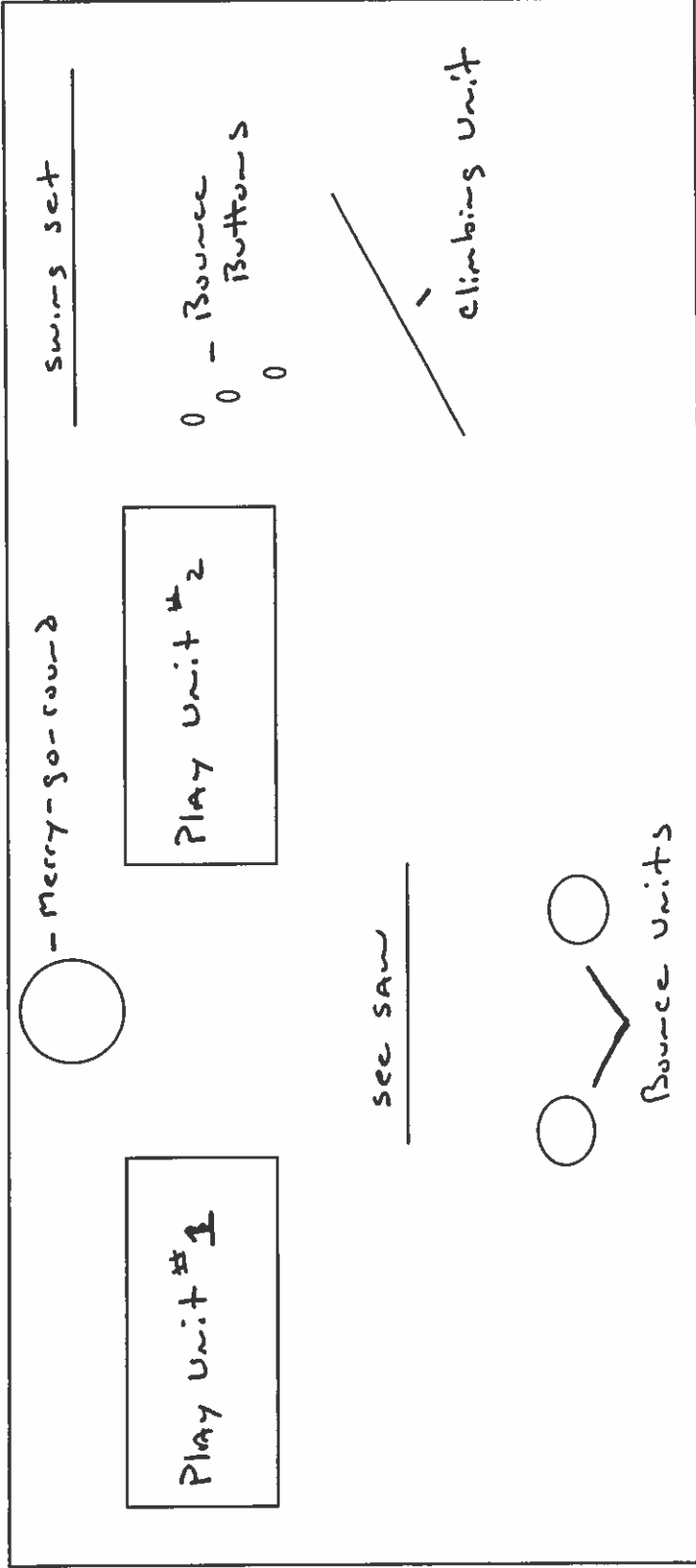
Since most of the playground equipment is almost ten years old and set in concrete footings (see attached plan), it will mostly need to be upgraded with new equipment should the Township enter into a new lease to restore the playground after the new school is constructed.

Attachments

cc: Brian Hinson, Director of Parks and Recreation

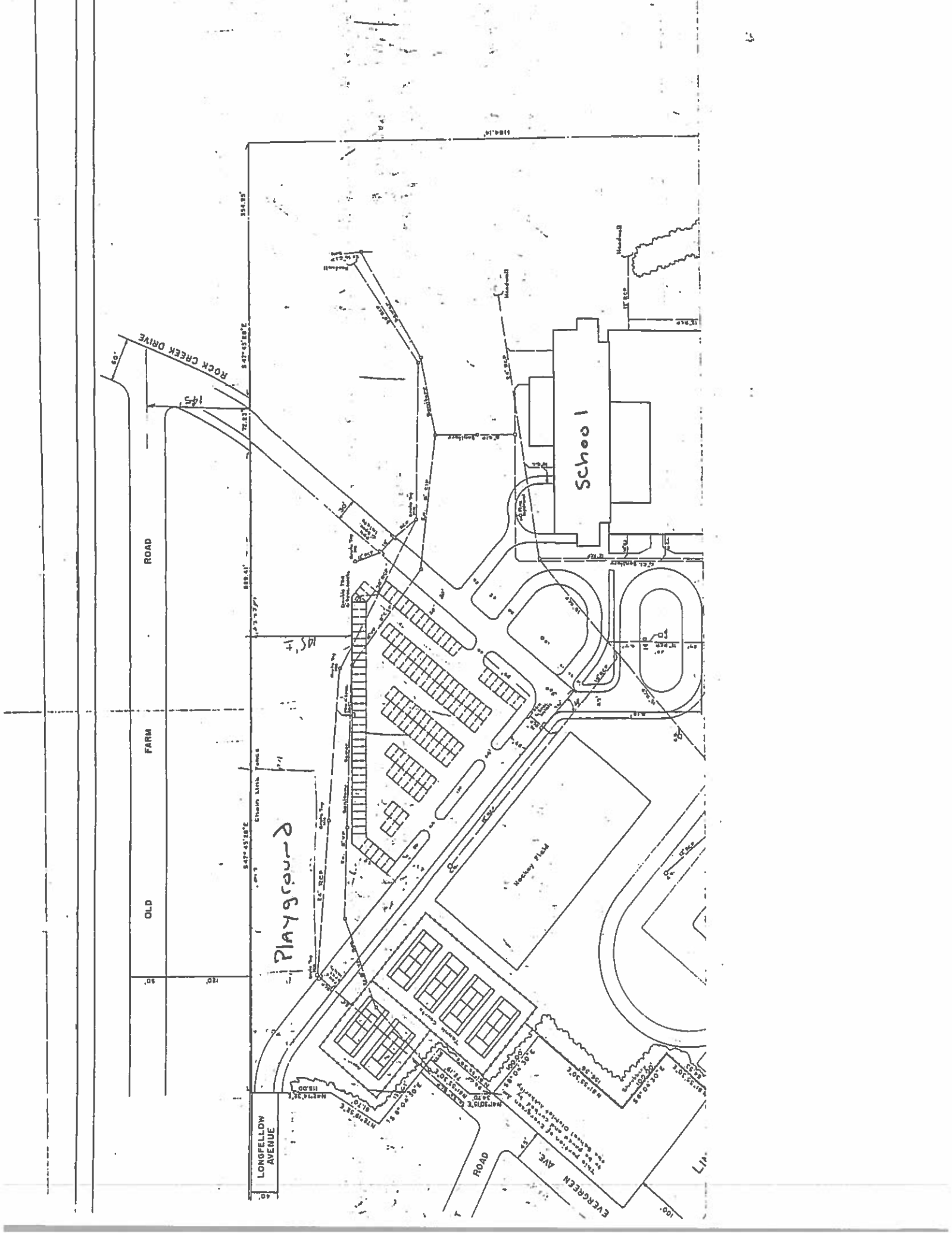
BTH:kr

Cedarbrook Playground



- Play Unit 1 - Installed in 2006; has parts that we can save for similar units in other parks
- Play Unit 2 - Installed in 1988; the parts are no longer available
- Horse Merry-Go-Round - Installed in 1988; this is also no longer available
- Swing Set - Installed in 2006; the swing seats can be saved and reused
- Bounce Buttons - Installed in 2006; not sure if we can save them
- Climbing Unit - Installed in 2006; this unit has been damaged and can not be saved
- See Saw - Installed in 2006; this unit can be saved and reused
- Bounce Units - Installed in 2006; these units can be saved

All of the equipment is installed with concrete footer. Some of the equipment may get damaged during removal.



ROCK CREEK DRIVE

ROAD

FARM

OLD

Playground

School

Hockey Field

LONGFELLOW AVENUE

ROAD

EVERGREEN AVE.

171

1184.14

354.95

8 47° 45' 20"E

888.41

8 47° 45' 20"E

180

60

60

90

100

THIS PORTION OF SURVEY IS TO BE PLACED AND CONTROLLED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF BUTTE, NEBRASKA. SEE ATTACHED INSTRUMENT DATED 12/15/2010

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: Bryan T. Havir, Township Manager

FROM: Brian Hinson, Director of Parks and Recreation

RE: Recommendation for Summer Camp Transportation Service

DATE: April 27, 2015

Please be advised that four (4) School Bus Companies submitted proposals during the month of April to service the 2015 Parks and Recreation Summer Camp Programs. Submittals are listed below:

Bid Tabulation Sheet

	Daily Rate	Playground Trips	Teen Camp Trips	Totals
Tropiano	\$275 x 20 = \$5,500	\$6,975	\$9,000	\$21,475
First Student	\$257.50 x 20 = \$5,150	\$7,140	\$9,900	\$22,190
Klein Transportation	N/A	\$12,052	\$13,306	25,358
Cheltenham Transit	\$455 x 20 = \$9,100	\$9,015	\$10,432	\$28,547

Tropiano has been in business for over 35 years starting with private sedans & vans along with shuttle service from/to area hotels to Philadelphia Int'l Airport.

As of today they have 25 school buses. They service Sesame Day Camp, Whitpain Parks & Recreation, Upper Dublin Parks just to name a few.

With the input from Staff and other local townships that use Tropiano School Bus Service, it is the collective recommendation that a contracted services contract be awarded to Tropiano School Bus Service in the amount of \$21,457 being within budgetary limitations. The term of the contract will commence on June 22, 2015 and end August 31, 2019.

Attachment

cc: Bruce Rangnow, Director of Fiscal Affairs



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Northeast Limited 180 River Road, 2nd Floor Summit NJ 07901	CONTACT NAME: PHONE (A/C, No, Ext): (908) 790-6990		FAX (A/C, No): (908) 790-6989
	E-MAIL ADDRESS:		
INSURED Tropiano Bus Company LLC 1256 Welsh Rd North Wales, PA 19454-1852 Cus#338220	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Selective Ins. Co. of America		12572
	INSURER B: Rockwood Casualty Insurance Co.		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S211680800	04/07/2015	04/07/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			S211680800	04/07/2015	04/07/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0			S211680800	04/07/2015	04/07/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A			WC676327	10/27/2014	10/27/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Abuse/Molestation			S211680800-ABUSE	04/07/2015	04/07/2016	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is included as additional insured but only to the extent that the certificate holder is liable for the conduct of the named insured.

CERTIFICATE HOLDER

Cheltenham Township
 8230 Old York Road
 Elkins Park, PA 19027

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

George R. Heran

© 1988-2014 ACORD CORPORATION. All rights reserved.

MEMO TO: Parks and Recreation Committee

ATTENTION: Bryan T. Havar, Township Manager

RE: Rowland Community Center Report
April 1 through April 30, 2015

Here at Rowland Community Center we had 1,498 patrons utilize the building during the month of April.

Rowland Senior Citizens met twice this month. At their first meeting, Michael McGrath entertained the 10 members on his guitar. He told them about the differences between each type of guitar and played an array of songs while encouraging the seniors to sing along. At their second meeting, Magician Arlen Zachery used many of the 14 members as his "assistant" to perform amazing tricks! The seniors had a blast!

Our Programs had 504 participants for: Adult Basketball, Dance - 5 classes, Game Room, Judo - 2 classes, Kidnastics - 2 classes, Kids Chess, Open Gym and Young Rembrandts (art class).

We held our Dance Rehearsal and Recital at the newly renovated Little Theatre at Cheltenham High School on Tuesday & Wednesday, April 28th and 29th. All dance classes from both community centers put on a wonderful show for their families and friends! There were 81 dancers and about 200 people in attendance for this special event.

Party Rental: There was one first birthday party on April 18th and they had 30 attendees. The total fee collected was \$425.00.

Police Department: Auxiliary - Training (31), Firearms Training (55) and S.W.A.T. Meeting with multiple townships (33).

Commissioner Charlie McKeown held a meeting on April 16th with 32 participants.

Cheltenham Fire Company held a training here with 10 firefighters in attendance.

Cheltenham Township Adult School Programs: Aerobics (118), iPhone (24) and Yoga (56).

Civic Groups: Camera Club (46), Cheltenham Sports (11), East Cheltenham Community Council (5) and Youth Aid Panel Program (10).

East Cheltenham Free Library sponsored the following programs: Friends of Library (7), Busy Builders (12), Film Discussion (4), Library Board Meeting (8), PA One Book (66), Presentation School Kindergarten Class (47), Storyhour (128) and Book Sale (10).

Scout Troops: four troops met and had a total of 74 girls in attendance. Service Unit Meeting had 5 leaders in attendance.

I attended a Staff Meeting for Brian Hinson who was at a seminar. I attended our Arbor Day Celebration at Wall Park on April 24th (which was very cold and breezy).

Our Swim Lessons at Cheltenham High School finished on April 25th. Our Recreational Swim on Wednesday & Friday evenings will go through until May 29th.

The weather has been extremely nice and the Gospel of Grace School has been utilizing the Play Area and Playground on several days with a total of 109 children and 11 adults.

I am currently working on new summer programs such as Aerospace Engineering for kids in grades 3rd – 5th and Summer Basketball Camp! I am also working with Brian Hinson in regards to the summer pools. We are also preparing for our 1st Annual Drive-In Movie on Saturday, May 9th, as well as preparing for our 58th Annual Fishing Derby on Saturday, June 6th!

Sincerely,



Susan L. Fries, Director
Rowland Community Center

MEMO TO: Parks and Recreation Committee
ATTENTION: Mr. Bryan T. Havir, Township Manager
RE: LA MOTT COMMUNITY CENTER MONTHLY REPORT
April 1 through April 30, 2015
DATE: May 1, 2015

The attendance at the La Mott Community Center totaled 1,158 individuals who utilized the facility for recreational activities and meetings.

Programs

Winter Programs: Tae Kwon Do (41), Zumba (63), Dance (61), Morning Warrior (17), Jr. Chefs (23), CPR (6), Bricks 4 Kidz (64), Open Gym (117), Visitors (140).

During the month of April, the building was rented for five (5) parties (195 people). One party was cancelled (\$50-deposit collected). Total income collected \$1,687.50 dollars.

The La Mott Library held a story hour on Thursdays during the month (71 people).

The La Mott Community Center held a fun day in the game room during spring break on the 1st (4 people).

The 27th Annual Arbor Day Celebration was held on the 24th at Wall Park. There were 39 children from Myers and Cheltenham Elementary Schools who participated by reciting poems and singing a song about trees. We had approximately 65 people total who attended this special event.

The La Mott Senior Citizens Club did not meet on the 2nd for their spring break. The group had a pizza party and all birthdays were celebrated on the 9th. The seniors enjoyed making picture frames and decorative flowers during arts and crafts on the 16th. On the 23rd the seniors had an entertainer and guest speaker provided through the Klein Adult Senior Center. The group continued with their monthly chair exercise routine on the 30th. The seniors also enjoyed their bi-monthly line dancing program. The total attendance for the month was 73 members.

Total number of program patrons was 875.

Civic Groups

The NAACP held their Executive Board Meeting on the 14th (5 people) and their monthly public meeting on 20th (45 people). The Tookany/Tacony-Frankford Watershed Partnership held a "Mark Storm Drains" program on the 9th (6 people). The Optimist Club held a program for all age youth residents on the 10th (19 people). Family Services, Communities That Care (CTC) initiative for Cheltenham Township held committee meetings on the 14th and 21st (15 people). The PECO employees volunteered at the La Mott Community Center by replenishing the

playground with wood carpet, pulling weeds and pruning trees as part of the National Volunteer Week on the 15th (12 people). The Citizens for the Restoration of Historic La Mott (C.R.O.H.L.) held a meeting on the 21st (2 people). The Friends of La Mott Library held a meeting on the 28th (4 people). Cheltenham Township Adult School classes continued to run during the month: Bridge on Thursdays 40 people. Aldersgate Teen Rap Group had a total of 110 teens/young adults who attended bi-weekly sessions during the month. The Girl Scouts held three meetings during the month (25 scouts).

Total number of civic group patrons was 283.

Other Activities

I attended a Parks and Recreation staff meeting on the 6th.

I attended the Parks and Recreation Committee meeting at Curtis Hall on the 8th.

I assisted with 1st Annual Daddy Daughter Dance at Glenside Hall on the 11th.

I attended the Family Services Communities That Care committee meeting at La Mott Community Center on the 14th.

I assisted Brian Hinson with lining the softball fields for the Men's Softball League on the 27th.

I assisted Susan Fries by operating the music for the Dance Rehearsal and Recital on the 28th and 29th at Cheltenham High School.

Preparations are being made for: Summer Programs, Spring & Summer Tennis, and the Summer Teen Enrichment Program.

Respectfully submitted,



Anthony Birdsong, Director
La Mott Community Center

**CHELTENHAM TOWNSHIP
 PARKS and RECREATION DEPARTMENT
 Month of APRIL, 2015**

**CURTIS and GLENSIDE HALLS
 MONTHLY REPORT**

**CURTIS HALL
Attendance**

Hall Use

Monies Received

Township Use 5

of people 107

Rental Use 2

of people 138

Fees Generated \$ 14450.00

Curtis Total: 245

Fees Collected \$ 450.00

*Future Rentals 7

Total: \$ 14900.00

**GLENSIDE HALL
Attendance**

Hall Use

Monies Received

Township Use 2

of people 65

Rental Use 1

of people 180

Fees Generated \$ 3900.00

Glenside Total 245

Fees Collected \$ 1300.00

*Future Rentals 2

Total \$ 5200.00

TOTAL-BOTH HALLS

Total Use

Total Attendance

Future Rentals

17

490

9

Fees Generated—Events

Fees Collected

Refunds

Actual Gain—Year to Date:

This Month

Issued

2014:\$ 12475.00

2014:\$ 7010.00

2014:\$ 1000.00

2014:\$ 9774.00

2015:\$ 18350.00

2015:\$ 1750.00

2015:\$ 1500.00

2015: \$ 12422.00

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>APRIL</u> 2015	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	28	28	\$0.00
2. Zoning	1	2.0	16	16	\$0.00
3. Township Meetings	2	12.0	31	63	\$0.00
4. Montco Consortium	1	5.0	38	38	\$0.00
5. Mem. service	1	5.0	100	100	\$450.00
6. Spring Social	1	4.0	52	52	\$0.00
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
TOTALS	7	31.5	265	297	\$450.00
<i>GLENSIDE HALL</i>					
1. EDTF meeting	1	3.5	20	20	\$0.00
2. Wyn Acad fundraiser	1	8.0	180	180	\$1300.00
3. Dad/ daughter dance	1	2.5	45	45	\$0.00
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
TOTALS	3	14.0	245	245	\$1300.00

MEMO TO: Parks and Recreation Committee

ATTENTION: Bryan T Havir, Township Manager

RE: Building Maintenance Specialist Report for April 2015

Conklin Pool

1. Reassembled both shower rooms and checked for leaks.
2. Reassembled both chlorine filter rooms.
3. Installed two new coving blocks around main pool.
4. Repaired the depth makers around the baby pool.
5. Checked guard stands for repairs.
6. Repaired the floor seams and walls in the main pool.
7. Installed the back flow valve and the water meter.
8. Drained and cleaned both pools.
9. Adjusted the parking light timer.
10. Met with the electrician to install new circuit breaker box for the hot water heaters.
11. Met with Mountain Lake Pool Service to reinstall the wading pool motor.

Glenside Pool

1. Reassembled both shower rooms and checked for leaks.
2. Reassembled both chlorine filter rooms.
3. Reinstalled the back flow valve and the water meter.
4. Repaired the water line to the sink in the pool office.
5. Met with Crown Door for to install new doors on chlorine room.
6. Met with Mountain Lake Pool Service to install the new pool motor.

Glenside Hall

1. Cleaned both levels of the building.

Curtis Hall

1. Cleaned out the gutters on the main roof.
2. Painted the hatch in the men's room.
3. Repaired the lights in the bride's room.
4. Cleaned the outside window sills from debris.

La Mott Community Center

1. Nothing to report.

Rowland Community Center

1. Nothing to report

Miscellaneous

1. Went to Grove Supply to get quotes for a water fountain for Conklin Pool and the La Mott Community Center.
2. Went to Sherwin Williams to place the department paint order.
3. Cleaned the Wall Park restrooms Monday through Friday.
4. Adjusted the light timers at Wall Park and Curtis Hall.
5. Installed the back flow valve on the water line at Wall Park and Ogontz Park.
6. Called Humphreys Pest Control for service at Curtis Hall.
7. Met with Aqua to turn water on in all the parks.

Respectfully,

Richard Rone,
Building Maintenance /
Pool Specialist