

*This meeting will take place entirely via Zoom. Participation is enabled via telephone, smartphone, tablet or personal computer. Please mute yourself for the duration of the meeting unless you are called upon to comment. 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. There are several ways to comment on an item: 1) raise your hand (to your camera or using the hand raise button); 2) dial \*9 from your phone and wait until you are called on. Three minutes are allotted per speaker per agenda item. If you would like to send your comment in advance of the meeting, you may email it to [alupino@cheltenhampa.gov](mailto:alupino@cheltenhampa.gov) no later than 24 hours prior to the meeting.*

If you are unable to participate in the live meeting, the meeting will be recorded and posted on the Township's [website](#), [YouTube](#) and [Facebook](#) pages.

## **PUBLIC WORKS COMMITTEE**

Mitchell Zygmund-Felt – Chair  
Dwight Pedro Lewis – Vice Chair  
Irv Brockington – Member  
Ann L. Rappoport – Member  
Jeffrey Chirico – Member  
Daniel B. Norris – Member  
Matthew Areman – Ex-Officio Member

**Wednesday, August 6, 2025**  
**7:30 p.m. | Zoom Web Conference**

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## **AGENDA**

***REVISED ON 8/4/25***

1. **RECEIPT OF MONTHLY REPORTS AND CITIZEN'S COMMITTEE MEETING MINUTES**
  - A. July 2025 Highway Department Report (see attached).
  - B. June 2025 Refuse and Recycling Department Report (see attached).
  - C. July 2025 Parks Maintenance Department Report (see attached).
  - D. July 2025 Street & Traffic Light Superintendent Report (see attached).
  - E. July 2025 Fleet Superintendent Report (see attached).
  - F. July 2025 Stormwater Coordinator Report (see attached).
  - G. Shade Tree Advisory Commission – July 10, 2025 (see attached).
  - H. Environmental Advisory Council – July 21, 2025 (see attached).
2. **OLD BUSINESS**
  - A. Updates from Fred Gerloff of AQUA, PA, on the status of sewer capacity in Cheltenham Township.
3. **NEW BUSINESS**
  - A. Consider recommending the Board of Commissioners adopt a Resolution granting conditional approval and associated waivers for a Final Land Development Application, CTDA No. 25-07, Kerlin Farms, 1050 Ashbourne Road, for the proposed construction of 79 age-restricted dwelling units in three, 4-story buildings, with 153 parking spaces and associated site improvements ([click here for attachments on Township website](#)).
  - B. Concurrence of the 2025-2026 Montgomery County Consortium Vehicle Fuel Contract awarded by the Upper Merion Township Board of Supervisors on June 12, 2025, to SJ Fuel South Company, Inc., of Barrington, New Jersey, for the period of September 1, 2025, to August 31, 2026 (see attached).
  - C. Consider recommending the Board of Commissioners authorize advertisement and adoption of an Ordinance amending the Code of Cheltenham Township, Part II: General Legislation, to expand Chapter 162: Single-Use Plastic Bags, to include regulations on the distribution of single-use plastic utensils, single-use plastic straws, and expanded polystyrene products (see attached).
  - D. Consider recommending the Board of Commissioners adopt a resolution approving the Sewer Facilities Planning Module (SFPM) for a property located at 1900 Ashbourne Road, Elkins Park, PA for a proposed mixed use development that will contain 99 dwelling units and 16,905 square feet of commercial/office space. The proposed improvements will generate a proposed flow of 18,112.5 GPD/69 EDU's (see attached).

4. CITIZENS' FORUM
5. ADJOURNMENT

  
Alyson E. Elliott  
Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

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## Township Manager

Alyson Elliott



## Administration Building

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August 1, 2025

Memo To: Public Works Committee

Attn: Alyson Elliott, Township Manager

RE: Highway Department Report from June 28, 2025 to August 1, 2025

### 1) Storm Sewer Maintenance

- Crews were dispatched on July 7, 9, 10, 17, 18, and 31 to clean storm inlets and grates throughout the Township
- Marked PA One Calls throughout the Township per PUC requirements.
- On July 9<sup>th</sup> the MS4 crew used their CCTV camera truck to inspect approximately 130ft of stormwater pipe on Coventry Ave.
- On July 15<sup>th</sup> the MS4 crew used their CCTV camera truck to locate a storm inlet in the Conklin Pool Facility. The inlet was buried under approximately 10 inches of dirt and attributed to the recent washout that occurred in the pool. The inlet was cleaned and the area graded to correctly capture stormwater before entering the pool.
- On July 18<sup>th</sup> Emergency repairs were made at an inlet on Mill Rd between Harrison Ave and Ashbourne Rd. When contractors were milling the roadway in preparation for paving, a hole developed in front of the inlet. Crews found the source, poured a reinforced concrete wall, and repaired the street so that the road could be paved the following day.
- On July 21<sup>st</sup> the MS4 crew used their CCTV camera truck to check the conditions of the stormwater pipes around the Laurel Ave Bridge that is being engineered for replacement.
- During the week of July 21<sup>st</sup> and July 28<sup>th</sup> the MS4 crew rebuilt 2 inlets on opposite corners at Front St and Parkview Rd. The existing structures were demolished and rebuilt using reinforced concrete walls.
- On July 29<sup>th</sup> the MS4 crew used their CCTV camera truck to assist Highway crews with investigating a small sinkhole that had developed in the parking lot of the Public Works Facility. The camera was used to locate and check the conditions of the stormwater pipes underneath the sinkhole. The pipes were found to be in good condition and the sinkhole had occurred from improper backfilling when they were installed.

### 2) Sign Crew

- Traffic control devices were repaired, replaced, and installed, as needed.
- Crews have continued upgrading signs thorough the Township to meet PennDOT standards.
- On July 8<sup>th</sup> a new crosswalk was installed at Tookany Creek Pkwy and Wessel Wy as part of the pedestrian detour of the Tookany Creek Pkwy Bridge at Carter Ln.
- On July 8<sup>th</sup> crosswalks were repainted at the intersection of Ashbourne Rd, Chapel Rd, Spring Ave and Union Ave.
- On July 10<sup>th</sup> and 11<sup>th</sup>, a Highway crewmember assisted a contractor with repainting approximately 75,500lf of double-yellow lines throughout the Township.
- On July 31<sup>st</sup> Highway crews installed a stop bar on Harrison Ave at Gerard Ave.

### 3) Street Repair

- PennDOT has been notified of potholes on State roads on a regular basis.
- Temporary patch crews were out as needed in the month of July to address potholes throughout the Township.
- Highway blacktop crews milled and paved areas with hot asphalt in the following location(s) during the month of July:
  - Lafayette Ave and Surrey Rd- Restoration of stormwater pipe replacement project: 15 tons
  - Lafayette Ave and Glenwood Rd- Replaced of a damaged section of asphalt rolled curb: 2.5 tons
  - Barker Rd- Speed Cushions and 2 patches: 6 tons
    - 1 set of 3 speed cushions were installed in front of Wyncote Elementary School and all necessary thermoplastic pavement markings were installed.
  - 500 block of Twickenham Rd- Small patch: 1 ton
  - Public Works Facility- Restoration after a sinkhole repair: 1 ton

#### 4) Waverly Road Compost Facility

- Compost is being stockpiled for residents' use and stocked at Kleinheinz Pond.
- Stockpiled material is being ground up and placed into windrows to begin the composting process.

#### LANDSCAPER FINANCIAL REPORT

June 28, 2025 to August 1, 2025

The facility is open to landscapers between March 1<sup>st</sup> and June 1<sup>st</sup>

	<u>July</u>	<u>2025 To Date</u>
<b>Landscaper Contract Fee</b>	<b>\$0</b>	<b>\$1,050</b>
<b>Disposal Permit Fee</b>	<b>\$0</b>	<b>\$2,100</b>
<b>Total</b>	<b>\$0</b>	<b>\$3,150</b>

#### LEAF AND BRUSH COLLECTION REPORT

	<u>July</u>	<u>2025 To Date</u>
<b>Our Crews</b>	<b>200 cu. yds.</b>	<b>2,150 cu. yds.</b>
<b>Landscapers (loose)</b>	<b>0 cu. yds.</b>	<b>900 cu. yds.</b>
<b>Bio-Bagged Garden Debris</b>	<b>300 cu. yds.</b>	<b>2,400 cu. Yds.</b>
<b>Total</b>	<b>500 cu. yds.</b>	<b>5,450 cu. yds.</b>

#### 5) Brush Collection

- 53 brush collections were completed in July.

#### 6) Barricades

- Barricades were used throughout the Township during July for the following reasons:
  - 6/28- Block party on Larzelere Ln.
  - 6/29- Concerts in the Park at Robinson Park
  - 6/4- East Cheltenham Fourth of July Parade
  - 6/4- Glenside Fourth of July Parade
  - 6/4- Northwoods Fourth of July Parade
  - 6/4- Block party on Harrison Ave, Glenside
  - 6/6- Damaged sidewalk at Ogontz Park on Highschool Rd
  - 6/8- Mrytle Ave for PECO wires down across the road
  - 6/12- Block party on Paxon Ave
  - 6/13- Concerts in the Park at Highschool Park
  - 6/17- Ice cream social event on Laverock Rd
  - 6/19- Block party on Hilltop Ln

#### 7) Street Sweeper

- The street sweeper was out daily in July to clean Township roads and follow roadside cleanup crews.

## **8) Watershed and Flood Protection Areas**

- Streams, creeks, and bridges were monitored for downed limbs, trees, and floatable debris.
- Week of July 28<sup>th</sup> Highway crews performed an extensive cleanup of the Brookdale Flood Protection Project in preparation for an upcoming DEP inspection. Vegetative debris was removed throughout the entire project area, concrete repairs were made on numerous sections of the levee wall, a large tree stump was removed from underneath the Rices Mill Rd Bridge at Brookdale Ave, and the cross-street storm grates were cleaned.

## **9) Miscellaneous**

- Non-combustible material dropped off at the yard on Saturdays has been removed weekly.
- Cardboard was taken to Republic Recycling twice during the month.
- Tires dropped off at the Public Works Facility were taken to Emanuel Tire in Conshohocken for recycling, as needed.
- Trees and limbs were removed from the following locations during the month of July:
  - 6/30- A tree was removed from the road and shoulder on the 900 block of Tookany Creek Pkwy.
  - 6/30- Removed large limb from a driveway that fell from Township property on unit block of Church Rd
  - 7/2- A large tree that fell across Webb Rd was cut and removed with a front-end loader.
  - 7/9- 4 fallen trees were removed from the parking lot at Gimbel Field with a front-end loader.
  - 7/10- Removed a tree that fell from Elkins Park Middle School across Tookany Creek Pkwy with a front-end loader.
  - 7/10- A tree that fell across Meade Rd at Jenkintown Rd was removed with a front-end loader.
  - 7/27- A tree that fell across Greenwood Ave near Spruce Ln was cut and removed.
  - 7/27- A tree that fell across Coventry Ave near New Second St was removed with a front-end loader.
- Week of June 30<sup>th</sup> and July 7<sup>th</sup> Highway crews performed all the necessary work to narrow lanes and restrict pedestrian access to the bridge on Tookany Creek Pkwy at Carter Ln per engineered plans. Concrete barriers were installed as well as necessary signage to implement a pedestrian detour around the area. A new trail extension and crossing was installed at Tookany Creek Pkwy and Wessel Way.
- On July 4<sup>th</sup> Highway crews along with members of the Refuse Department assisted Emergency Management and the Police Department with closing roads and using trucks to block intersections during the East Cheltenham and Glenside Fourth of July parades.
- On July 10<sup>th</sup> Highway crews performed a Code Enforcement cleanup of a property in the area of Church Rd and New Second St. Multiple truck loads of debris were removed.
- On July 14<sup>th</sup> and 15<sup>th</sup>, a Highway crew replaced damaged section of chain-link fencing at Ogontz Park.
- On July 16<sup>th</sup> a Highway crew made repairs to multiple sections of damaged fencing at Conklin Pool.
- On July 17<sup>th</sup> performed a cleanup of the island on Laverock Rd at Beaver Rd in advance of a event.
- On July 17<sup>th</sup> a cleanup of a small Township-owned property at Highschool Rd and Church Rd was performed. Multiple truckloads of overgrowth were removed.
- On July 24<sup>th</sup> a Highway crew fenced in a dangerous property on Willow Ave as requested by Code Enforcement.
- On July 24<sup>th</sup> Highway crews installed a stone pad at the end of Carter Ln where the road is now closed to assist with vehicles that need to turn around.
- Grass islands and other Township-owned properties maintained by the Highway Department were mowed weekly throughout the month.
- Highway Department assisted the Refuse Department with manpower as needed throughout the month.

Respectfully Submitted,

Kyle J. Dermer  
Highway Superintendent

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Montgomery County, Pennsylvania

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July 9, 2025

Memo To: Public Works Committee

ATTN: Alyson Elliott, Township Manager

RE: Refuse/Recycling Department Tonnage June 2025

## Committee Members:

All regular refuse and recycling were collected during the month, with 23.2% of the waste stream being recycled. The current rate for single stream is \$15.73 per ton and the current rate for cardboard we're receiving \$35.00 per ton. The Refuse/Recycling Superintendent is continuing to exchange recycle carts to those who's carts have become missing or have requested size changes or additional carts. Violation notices are also continuing to be given to those residents in non-compliance with trash and recycling regulations.




	June 2024	June 2025	To Date 2024	To Date 2025
Non-Recycled Refuse	655.48	725.37	3,354.17	4,029.04
Recycled Refuse	215.57	218.72	1,157.84	1,327.91
<b>TOTAL</b>	<b>871.05</b>	<b>944.09</b>	<b>4,512.01</b>	<b>5,356.95</b>

Respectfully Submitted,

Michael Bodo  
Refuse/Recycling Superintendent

# Cheltenham Township Recycling Report

## June 2025

<b>Cardboard</b> [Tons]			<b>9.37</b>	
		Receiving	Current Rate Per Ton	<b>\$35.00</b>
<b>White Metal</b> [Tons]			<b>8.60</b>	
<b>Single Stream Recycle</b> [Tons]			<b>218.72</b>	
		Paying	Current Rate Per Ton	<b>\$15.73</b>
				
	Jun	Jun	Prev. Months	To Date
	2024	2025	Jan-May	2025
Card Board [Tons]	4.77	9.37	22.02	31.39
White Goods/Light Metal [Tons]	6.81	8.60	26.51	35.11
Single Stream Recycle	215.57	218.72	1098.78	1317.50
 <b>Total Recyclables:</b>	<b>227.15</b>	<b>236.69</b>	<b>1147.31</b>	<b>1,384.00</b>
<b>Waste Stream Diversion</b>				
	Jun	Jun	Prev. Months	To Date
	2024	2025	Jan-May	2025
Non-Recycled Refuse [Tons]	655.48	725.37	3303.67	4,029.04
 <b>Recycled Refuse [Tons]</b>	<b>215.57</b>	<b>218.72</b>	<b>1109.19</b>	<b>1,327.91</b>
<b>Total Refuse [Tons]</b>	<b>871.05</b>	<b>944.09</b>	<b>4412.86</b>	<b>5,356.95</b>
Percentage of waste stream that is recycled & diverted from landfill.	<b>24.7%</b>	<b>23.2%</b>	<b>23.2%</b>	<b>24.8%</b>



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July 31, 2025

Memo To: Public Works Committee

Attn: Alyson Elliott, Township Manager

RE: Report of the Parks Maintenance Department for July 2025

The following is an outline of work performed by the Parks Maintenance Department from June 26, 2025 through July 31, 2025.

### Routine Service

- Checked for litter and debris and disposed of it as necessary at all Township parks.
- Checked for fallen branches and twigs at all Township parks and properties and disposed of as needed.
- Checked for safety issues at all Township parks/properties. Any problems were documented and corrected.
- Took any Park Trail was inspected weekly, and after severe weather events.
- Continued trash/litter pick up at all Township playgrounds on a constant basis.
- Playground equipment was checked weekly for safety issues. Any problems were documented and repaired.
- Continued grass cutting operations at all Township parks and properties.
- Continued grooming of township Baseball Fields on a weekly basis, weather permitting.
- Continued irrigation of all young and newly planted Township trees.
- Continued irrigation/liquid fertilization of Spring/Summer annual plantings at Township properties.

### Carroll Brooke Park

- Cut up and disposed of two loads of branches from Silver Maple trees near the playground that fell following strong winds.

### Cheltenham Township Administration Building

- Cut up and disposed of large Pine tree that fell near "Gazebo area" at Administration Building.
- Removed invasive vines from two large trees on the property.

### Cheltenham Hill Park/Parry Bird Sanctuary

- Cut up and disposed of large fallen limbs from Mulberry tree at rear of park. Will have Township Arborist evaluate tree to determine if removal is warranted.
- Picked up and disposed of small pile of Bamboo illegally dumped near the parking lot.

### Curtis Hall/Arboretum

- Picked up and disposed of several loads of fallen branches and twigs from the Arboretum.
- Delivered small load of compost to lower parking lot to be used for preparation for small "Rain Garden".
- Set up temporary stage/risers for summer concert on July 27<sup>th</sup>. Dismantled and returned to storage after event.

### Glenside Hall/Pool/Playground

- Repaired post and rail fence along Waverly Road.
- Repaired child swing at main playground.
- Picked up and disposed of small pile of concrete illegally dumped at end of Parkside Avenue.

### Grove Park

- Cut down and disposed of low hanging tree branch for safety reasons.

### High School Park

- Picked up and disposed of invasive plant material collected by volunteer group.



- Picked up and disposed of refuse as requested by Park Restoration Manager.
- Set up temporary orange fencing for township event on July 13<sup>th</sup>. Dismantled and returned to storage following event.

#### **Parkview Park**

- Cut back invasive plant growth encroaching into sidewalks at Hilldale Ave, Front Street, and Oak Lane Rd.
- Cut up and disposed of fallen tree near the intersection of Parkview and Brookfield Roads.

#### **Robinson Park**

- Cleared debris from pond spillway.
- Picked up and disposed of illegally dumped branches and garden debris near Walt Lane entrance to park.

#### **Rowland Community Center**

- Removed graffiti from brick wall at rear of building.
- Repaired child swing at the playground.

#### **Thomas Williams Park**

- Repaired and tightened support hardware at large playground.
- Picked up and disposed of small amount of construction debris left near trash cans in parking lot.

#### **Tookany Creek Parkway**

- Cut back small amount of invasive plant growth encroaching onto walking trail east of Kleinheinz Pond.
- Repaired post and rail fencing at playground near Veteran's Field following automobile accident.
- Picked up and disposed of fallen branches along the parkway from New Second Street to Cheltenham Ave.
- Cut back and disposed of invasive plant growth encroaching onto sidewalk along Ashbourne Road between Central and Rowland Avenues.

#### **Wall Park**

- Performed final installation of a dedicated park bench near Tennis/Pickleball courts.
- Repaired child swing at small playground.
- Replaced two rotted boards at "Castle Playground".

### **Additional Services**

#### **As needed:**

- Parks Department personnel were utilized by the Refuse Department for refuse pickups.

#### **Public Works Facility**

- Parks Department personnel repaired and performed preventative maintenance on equipment.
- Parks Department personnel continued fabrication/wood staining/Polyurethane applications of new lumber pieces to refurbish many park benches.

#### **Biodegradable Leaf Bags**

- Bags were delivered to Glenside Library and Elkins Park Library as requested.

#### **Parks Superintendent**

- Oversaw and supervised herbicide applications by private contractor along specified roadways, guiderails, and township properties.
- Coordinated removal, pruning, and cleanup of fallen/damaged trees by private contractor at Curtis Arboretum severe wind/rainstorm from June 19<sup>th</sup>.

Respectfully Submitted,



Robert Dominick  
Parks Maintenance Superintendent

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Memo To: Public Works Committee

Attn: Alyson Elliott, Township Manager

RE: Streetlight and Traffic Signal Department Report July 2025

The following is an outline of work performed by the Street Light and Traffic Signal Department during the month of July 2025:

### **Street Light Repairs:**

- Repair decorative streetlight in front of 23/24 Pikes Way.
  - The factory installed wiring plug burned up and needed to be replaced.
- Re-install the streetlight at Parkview Road and Brookview Road that was damaged by a tree that fell during the storms in June.
  - Re-install the mounting arm, cobrahead fixture, wiring and utility taps.
- Responded to a phone call from the Cheltenham Police Department on Saturday 6-28-2025 at 03:45 hours for the report of several streetlights knocked down in front of 12627 Cheltenham Avenue.
  - Upon arrival I found one Sun Valley decorative pole and one Shakespeare pole lying on the sidewalk along with debris and fluids from the vehicle.
  - I removed the two damaged poles and secured the wiring.
- Repair some of the parking lot lights at the Public Works Facility.
- Remove a mounting arm and streetlight from a utility pole laying on the ground in front of 310 Bickley Road.
- Spoke to a resident from Barclay Road regarding a streetlight out near his house.
- Responded to an email from a resident on Old Farm Road regarding a Utility pole that was damaged and leaning after the storms in June.
- Attend a Complex Project meeting with Kieley Construction for upcoming work in the Elkins Park area.
- Drove around the Township after dark on 7-16-2025 to look at streetlights that had been reported out and over the past month.
  - 1501 Juniper Avenue – Working properly
  - 1420 Juniper Avenue- Working properly
  - 1405 Juniper Avenue- Working Properly
  - 1412 Hopeland Road- Working Properly
  - 1422 Hopeland Road- Streetlight is off
  - 239 Barclay Circle- Working properly
  - 249 Barclay Circle- Working properly
  - 8108 Hammond Road- Pole is lying on the ground
  - 310 Bickley Road- Pole is lying on the ground
  - 305 Lorimer Drive- Working properly
  - 604 Webb Road- Pole is lying on the ground

- 525 Waln Road- No power to pole
- 509 Waln Road- No power to the pole
- Cheltenham Avenue and Ogontz Avenue- Streetlight is off
- 305 Old Farm Road- No power to the pole
- 549 Bridle Road- No power to the pole
- 616 Bridle Road- No power to the pole
- 636 Bridle Road- No power to the pole
- Repaired the light at 1422 Hopeland Road.
  - Rewired the fixture and re-tapped to utility power
- Checked on a resident complaint of a streetlight that was not working at 5 Myers Way. I informed the resident that the light is not owned and/or maintained by the Township and that they would need to hire a private electrician to make any repairs.
- Replace photocells at the following locations:
  - There were no photocells replaced this month.
- The following streetlight issues were sent to PECO for repair after they were checked and identified as their issue:
  - 603 Webb Road
  - 609 Webb Road
  - 8108 Hammond Road
  - 8115 Hammond Road
  - 310 Bickley Road
  - 549 Bridle Road
  - 616 Bridle Road
  - 636 Bridle Road
  - 509 Waln Road
  - 525 Waln Road
  - 305 Old Farm Road

#### **Additional Street Light Information:**

- Checked streetlights in the LaMott area and tagged all those lights that are on during the day. This will be addressed in the future.

#### **Traffic Signal Repairs:**

The following traffic signal concerns were repaired:

- Responded to a phone call from Kyle Dermer on 7-8-2025 at 20:20 hours for a traffic signal at Church Road and New Second Street that was out.
  - Upon arrival the Public Works personnel placed a generator at the intersection. However, I needed to secure the generator to the pole.
- Responded to a phone call from Cheltenham Police Department on 7-22-2025 at 08:35 hours for a traffic signal facing the wrong way at Church Road and Rices Mill Road.
  - Upon arrival I noticed signal #2 was facing the wrong direction.
- I straightened the traffic signal, and it was working properly.

#### **Additional Traffic Signal Information:**

- Responded to a resident email regarding the need for left turn arrows at Old York Road and Ashbourne Road.
- Responded to a call from the Public Works office on 7-11-2025 at 08:20 hours for the traffic signal malfunctioning at Township Line Road and Old York Road.
  - I did call Abington Township Signal Maintenance however they did not answer.
  - There was a problem with the controller.
  - I reset the controller and observed the intersection for several cycles.

- I also found that there was a defective pedestrian push button on the southwest corner.
- I replaced the button and confirmed that it was working properly prior to leaving.
- Placed the traffic signals in flash at Township Line Road and Washington lane at 11:00 hours on 7-15-2025 for Infrasource. The traffic signal was restored to normal operation at 13:15 hours.
- Had a phone conversation, with the Director of Public Works for Abington Township, regarding the application for an upcoming grant to upgrade the traffic Signals at Township Line Road and Washington Lane.
- The following are updates on the various traffic signals and other projects that are occurring within the township:
  - **Ashbourne Road and New Second Street (GLG Grant)**
    - We have received the grant reimbursement funds for this work. The total amount received was \$299,459.47.
    - The total cost for this project, including engineering, was \$374,323.94.
    - This meant the Township only paid \$74,864.47 as our portion of the project.
    - I would like to thank Megan Hart, although she has moved on, for her assistance with submitting the grant reimbursement paperwork.
  - **Montgomery Avenue/Mill Road/Surrey Road/Windsor Avenue**
    - The contractor was supposed to be onsite on 7-21-2025 to start the work. The contractor did not show up to perform the work.
    - I reached out on 7-21-2025 to discuss this with the contractor. They stated they would be onsite on 7-28-2025.
    - The contractor did not show up on 7-28-2025 to start the work.
    - On 7-30-2025 the contractor sent a schedule which shows them starting on 8-4-2025 and ending after the date listed in the contract documents.
  - **New Second Street and Sunnybrook Avenue**
    - I have not had the time to make the final repairs but hope to perform them over the next few months.
  - **Glenside Avenue and Rices Mill Road (ARLE Grant)**
    - All the material submittals have been reviewed by me and Bowman. These submittals were approved with two minor changes that were conveyed to the contractor.
    - A project pre-construction meeting was held on 7-24-2025 with Armour and Sons, Bowman and Township Staff.
    - The notice to proceed was sent out with a NTP date of 8-4-2025.
  - **Four Intersection Pedestrian and Pre-emption Upgrade (ARLE Grant)**
    - All the material submittals have been reviewed by me and Bowman. These submittals were approved with two minor changes that were conveyed to the contractor.
    - A project pre-construction meeting was held on 7-24-2025 with Armour and Sons, Bowman and Township Staff.
    - The notice to proceed was sent out with a NTP date of 8-4-2025.
  - **New Second Street and Tookany Creek Parkway**
    - All the material submittals for the traffic signal project have been reviewed by me and Bowman. These submittals were approved with one minor change that were conveyed to the contractor.
    - A project pre-construction meeting was held on 7-24-2025 with Armour and Sons, Bowman, NV5, Ply-Mar Construction and Township Staff.
    - Ply-Mar Construction needs to submit the Nursery information and tree selection to NV5 for review. Ply-Mar must also submit all other product submittals for review.
    - The notice to proceed was sent out to Armour and Sons for the traffic signal portion of the project with a NTP date of 8-4-2025.
  - **Old York Road Corridor Improvement (LSA Grant)**
    - I am waiting to hear from the contractor regarding their schedule for the project.
  - **PennDOT Vulnerable Road Users Project**

- I heard from the contractor that they are working with the supplier to schedule the start of the work
- **Church Road (SR0073) PennDOT Project**
  - I have not heard anything further on this project.
- **Pedestrian Improvement Project (Vulnerable Road Users (VRU) Grant)**
  - I have followed up with an email on 7-28-2025.
- **Chelten Hills Drive Pedestrian Evaluation**
  - Bowman stated that they should have a concept plan for review mid-August 2025.
- **DVRPC Municipal Bridge Retro-Reimbursement Program- Laurel Avenue**
  - Bowman stated that they are trying to have a preliminary design plan in November of 2025.
  - The preliminary roadway and structural design have started.
  - The MS4 crew went out to camera the storm water pipes that lead into the bridge. These reviews came back without any issues noted. This information was passed onto Bowman.
- **Green Light Go 2025**
  - The GLG Grant applications have been submitted for the two projects listed below.
    - New Second Street and Coventry Avenue
    - Limekiln Pike and Waverly Road
- **Easton Road ADA Ramps and Paving Project (Montgomery County)**
- We have not received an update on the schedule for this project.
- **Septa Bridge Repairs for 2025 at Easton Road and Keswick Avenue**
  - I drove the detour route over several days.
  - I spoke with the Project Manager from the Walsh Group on 7-28-2025. He stated that they are on schedule to open the road on August 15, 2025.
- **PECO Infrastructure Upgrade Project**
  - I spoke with the PECO contractor (Infrasource) to discuss the storage of steel plates and making repairs to the road at Glenside Avenue and Greenwood Avenue.
  - I spoke with the PECO contractor (Infrasource) that was working at Chelten Hills Drive and Washington Lane to discuss their work and that they would need to flag the traffic throughout the project.
  - Met with representatives from PECO and Infrasource regarding the ongoing work on Chelten Hills Drive.
    - PECO informed us that they will not need to shut down Chelten Hills Drive on a Saturday. They did a test hole and determined that there is too much rock, and they would not be able to get the depth needed for the manhole.
    - They also asked about shutting down one direction of Chelten Hills Drive as they got closer to Church Road. I explained that this is a critical route, and they would not be able to detour traffic on this roadway.
  - This project still has several years until it is completed
- **Glenside Avenue Culvert**
  - The Commissioners awarded the Design and Engineering contract to Bowman at the July Board of Commissioners meeting.
  - Bowman is preparing a DCED MTF grant application for the construction portion of the project.
- **West Elkins Park Streetscape**
  - Bowman is preparing a DCED MTF grant application for the construction portion of the project.
- **Tookany Creek Bridge at Carter Lane**
  - Bowman is working to prepare a preliminary concept and cost estimates for a full bridge replacement.
  - Worked with Kyle to develop the plan for the installation of the barriers on the bridge.
  - I handed out letters to 28 residents along Carter Lane and New Second Street explaining what was occurring including the closure of Carter Lane and Tookany Creek Parkway.
- **Tookany Creek Trail- Section 2**

- Bowman has prepared a proposal for conceptual design and a construction estimate for potential grant application.
- The grant application needs to be submitted by September 1, 2025. The cost for design and engineering is approx. \$400,000.00 with approx. \$2,000,000.00 construction cost.
- There will be a preliminary cost of approx. \$25,000.00 to submit the grant.
- All this information was sent to Alyson for review and approval. Alyson has returned the signed contract.

**Additional Work Performed:**

- Pick up mail multiple days.
- Install plywood over a broken window at the Public Works office.
- Fixed an issue in the First Due Firehouse software for the Glenside Fire Company.
- I attended a meeting regarding asset management.
- Worked to prepare the new bucket truck for the new employee.
- Submitted invoices for payment.
- Assist the Highway Department with the removal of a tree on wires in the 600 block of Webb Road.
- I attended the Public Works meeting as well as the Building and Zoning meeting
- Worked on running electrical conduits to the signal shop at Public Works.
- I attended a budget meeting with Janice on 7-10-2025, 7-11-2025 and 7-15-2025.
- Checked on the report of a low wire on the 100 block of Myrtle Avenue. This is a PECO issue.
- Assisted the Highway Department personnel with the removal of a tree that was on wires at Meade Road and Jenkintown Road.
- I attended the July Board of Commissioners' meeting in person.
- The project to install heaters in the signal shop was placed out for bid on Open Gov.
  - I would like to thank Samantha Brinker for all her work in putting all the bid documents together in OpenGov
  - I would also like to thank Bo and Kyle for their assistance with some of the documents
- I attended the July Staff meeting.
- I attended a virtual meeting with staff and representatives from PennDOT to discuss traffic calming on state roads as well as pedestrian crossings.
- Met with the Director of Building and Codes to discuss upcoming construction projects.
- Attended a PA-1 Call Complex Job meeting with a PECO contractor and representatives from other municipalities and utilities.
- Marked or Re-marked the following PA 1-Call locations:
  - Rices Mill Road between Ricewynn Road and Barker Road
  - Church Road between Sinkler Road and Rices Mill Road
  - Church Road between Rices Mill Road and Randall Road
  - Church Road and Willow Grove Avenue
  - New Second Street and Coventry Avenue
- Field Checked 17 PA 1-Calls and marked the above locations.
- Reviewed 623 PA 1-Call notifications and responded as listed above.

Respectfully Submitted,




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Edward Joseph Stuckert  
Street Lighting and Traffic Signal Superintendent

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

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## Administration Building

8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215-887-1000  
Fax: 215-887-1561  
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## Township Manager

Alyson Elliott

July 30, 2025

**To:** Alyson Elliott, Township Manager  
**CC:** Public Works Committee  
**From:** James Slade – Fleet Maintenance Superintendent  
**Subject:** Fleet Maintenance Report

Below is an outline of work performed by the Fleet Maintenance Department for the month of July 2025:

## Daily Maintenance & Repairs:

### **Routine Maintenance**

- Weekly checks of fluid levels, oil change intervals and State Inspection of Police and EMS vehicles.
- Weekly inventory status check and ordering of necessary automotive fluids in stock at Public Works.
- Weekly check of tire status or needed replacement on large Refuse and Highway trucks.
- Weekly check and calibration of column lifts in Public Works garage.

### **Vehicles Currently Receiving on Site Repair**

- Police Unit #2649- Truck in garage for State Inspection, oil change and right door latch repair.
- Police Unit #2601- Car in garage for State Inspection and 4 tires replaced.
- Police Unit #2618- Car in garage for an oil change, drivers seat panel and both exhaust flex pipes.
- Police Unit #2635- Car in garage for State inspection, center drive shaft, rear brakes and 4 tires.
- Refuse Unit #607- Truck in garage for rear packer body wiring repair.
- Highway Unit #19009- Picker in garage for impeller, liners, bearing, 8 tires and PM service.
- Highway Unit #621G- Loader in garage for burst hydraulic hose replacement.
- Parks Unit #312- Truck in garage for 2 tires, State Inspection, dumpy body lube and a PM service.
- More vehicles are in the garage for repair. Too many to list currently.

### **Vehicles Sent Away for Repair/Estimated Costs**

- Police Unit #2608- Truck at Dealership for brake pedal going to the floor. Warranty repair
- Police Unit# 2616- Car at Dealership for leaking water pump and defective transfer case. Warranty repair

## Purchasing:

### **Recent Acquisitions/Approvals: Vehicles/Equipment - \$2,500 to \$20,000**

New Ford F-150 for Public Works Director on 07/07/2025. Cost \$46,681.00

### **Current Requests: Vehicles/Equipment Repair or Purchases Exceeding \$20,000**

- None currently

## Dispositions:

### **Vehicle/Equipment Dispositions for Current Month & Payments Received**

None currently

Respectfully Submitted,

  
James Slade  
Fleet Maintenance Superintendent



# Township of Cheltenham

Montgomery County, Pennsylvania

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## Township Manager

Alyson Elliott



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July 31, 2025

Memo To: Public Works Committee

Attn: Alyson Elliott, Township Manager

RE: Stormwater Coordinator Report

The following is an outline of work performed by the Stormwater Coordinator during the month of July 2025:

1) **Stormwater Projects** – Below is a brief description and status of current stormwater projects. Please note this list is not meant to be inclusive of all stormwater projects in the Township, rather highlights larger projects in design and/or construction.

- **Curtis Arboretum Meadow Conversion** - A water quality improvement project that will intercept and treat flows from Church Road, including converting mowed grass into a meadow. The meadow will consist of native wildflower and grass mixes. This project was bid with the Renninger Park project.

### Project Update

- Flyway Excavating has graded the project area and installed the rain garden outlet pipe to discharge to the stream channel along with stabilization methods for the channel.
- To allow the native vegetation to take root, the existing turf area needed to be cut down. The full conversion of this area from turf to meadow is scheduled to take place later this year.

- **Renninger Park Stream Restoration** – This project will restore and naturalize the tributary stream flowing from Waverly Rd to the south, including creating a new wetland feature in the park's natural area. The wetland area will manage runoff, provide habitat, and water quality treatment prior to discharge to the stream. This project was bid with the Curtis Arboretum Meadow Conversion project.

### Project Update – Substantially Complete

- Flyway Excavating has completed the work for the stream restoration project including seeding and replacement trees. Gannett Fleming is monitoring the vegetation survival, and any dead/dying trees will be replaced.
- Gannett Fleming has conducted a final inspection and is managing the final completion of the contract. All work is guaranteed by contract for one (1) year following final completion.

- **Meetinghouse Road Runoff Conveyance (Old York to Township Line)** – Currently, there are no inlets on Meetinghouse Road. Improvements to the storm sewer conveyance system consist of the addition of inlets and cross pipes to capture runoff and extend the storm sewer from Township Line Road to the southwest to the top of the hill on Meetinghouse Road.

### Project Update

- Ply-Mar Construction Co., Inc. has completed the improvements to the storm sewer conveyance in Meetinghouse Road.
- Paving is scheduled to begin in early August, weather permitting.

- **Robinson Park Green Stormwater Infrastructure** – The project now includes green stormwater infrastructure (GSI) features to manage stormwater runoff through methods like infiltration, storage, and evapotranspiration. The existing concrete stream channel will be removed, and the stream will be daylighted to create a naturalized and vegetated riparian buffer (phragmites are an invasive species and will be removed). To receive grant funding, the focus of this project is water quality, flooding, and habitat issues.

#### Project Update

- The next steps involve having the engineers begin the preliminary design process. The Township Engineer received authorization to start the 30% design services as outlined in the scope of work.
- A pre-application meeting for a wetlands disturbance permit is scheduled with DEP.

### **2) Watershed and Flood Protection Areas** - Below is a brief description and status of several continuing, long-standing stormwater management projects the Township is collaborating on with outside agencies.

- **DEP Tookany Creek (Glenside) Flood Control Project** – The Township has been working with Pennsylvania Department of Environmental Protection (DEP) for over two (2) decades on this complex flood mitigation project which requires a full set of calculations for levee sections, multiple types of floodwalls, box culverts, and U-Channel. The Township agreed to be responsible for land acquisition with the understanding that DEP will prepare legal descriptions and easement documents. The Township has completed the acquisition of 1 North Avenue.

#### Project Update

- In early July 2025, the design and environmental staff from DEP conducted a site visit of the project area and held discussion with Township representatives about existing conditions in the project area.
- DEP's contracted surveyors will be performing field and aerial surveys throughout June, July, and August, including drone-based aerial surveying and on-the-ground fieldwork. Notifications were sent out to property owners near the project area.

### **3) Stormwater Planning Initiatives and Studies** - Below is a brief description of some ongoing planning efforts and continued partnerships focused on stormwater management projects.

- **Montgomery County Stormwater Management Plan** – Montgomery County is completing a Countywide Stormwater Planning Update to identify, document, and prioritize stormwater management efforts, develop planning level solutions for priority areas, and develop an implementation strategy.
  - The County selected three (3) focus areas throughout the Township to evaluate flooding. The study areas are located near 200-298 Harrison Avenue, Glenside, 7500-7514 Tookany Creek Parkway, and Ogontz Park at Church Road, Cadwallader Avenue and High School Road.
  - The County's Engineer has prepared preliminary concept mitigation solutions which will be provided to Township staff for their review.
- **Wissahickon Clean Water Partnership Committee** - Municipalities and wastewater treatment plants in the Wissahickon Creek Watershed have worked cooperatively since 2016 on the preparation of a Water Quality Improvement Plan (WQIP) for the Wissahickon Creek as an alternative to the May 2015 Draft Total Phosphorus Total Maximum Daily Load (TMDL) for the Wissahickon Creek published by the EPA.
  - WQIP Revision Progress Reports are given at the monthly Management Committee meetings. The Committee submitted the WQIP to the EPA and the DEP in early July 2025.

### **4) Stormwater Grant Opportunities** - Below is a summary of potential funding opportunities for stormwater projects, along with their current status. Each funding agency has specific application criteria, and the projects listed below align with the grant requirements.

- **DCED Multimodal Transportation Fund (MTF)** – The Township is seeking construction funding for the replacement of the culvert on West Glenside Avenue over Shady Nook Creek.
  - Grant application was submitted on July 31, 2025.

- The table below summarizes the stormwater-related grant applications submitted to date for 2025:

Application Submitted	Funding Source	Project Description	Amount Requested
4/29/2025	DCED PA Small Water & Sewer	Valley Road Pipe Repair	\$427,474.06
5/29/2025	DCED WRPP	Anselm Road Basin Retrofit	\$286,000.00
5/29/2025	DCED GTRP	Parkview Park Recreation & Riparian Restoration Master Plan	\$63,100.00
5/29/2025	DCED FMP	DEP Flood Control Property Acquisition	\$460,000.00
6/18/2025	DEP Growing Greener	Curtis Arboretum Bioswale Alteration (Curtis Hall to Upper Pond)	\$147,200.00
7/31/2025	DCED MTF	Glenside Avenue Culvert Replacement	\$2,061,243.00

#### 5) Municipal Separate Storm Sewer System (MS4) & Stormwater Permits

- Tracking annual self-inspection reports to ensure regular maintenance of BMPs and stormwater systems that were installed as part of NPDES permits.
- Preparing the Annual MS4 Status Report for the reporting period of July 1, 2024 to June 30, 2025. Annual MS4 Status Reports are due September 30, 2025.

#### 6) Stormwater Management Applications, Permits, Construction, Violations & Enforcement – The Stormwater Coordinator worked with several different departments, residents, engineers and other entities on the following items:

- Processed two (2) stormwater management fee credit applications.
- Reviewed the previously approved Record and Land Developments Plans for Ashbourne Meadows and obtained as-built plans for individual lots.
- Reviewed several Earth Disturbance Permit Applications (EDPA).
- Conducted stormwater inspection for EDPA at 21 Deaver Place and 1051 Miles Court.
- Communication with neighbors about the work at Curtis Arboretum Meadow project.
- Followed up with several residents regarding flooding concerns.
- Addressed resident questions through several emails about stormwater credit application, stormwater management and rain garden design.
- Site visit at Gimbel Field with STAC members and Township staff regarding tree plantings.
- Coordinated and attended meetings with TTF, Township Engineers, and Township staff to discuss procedures to allow spraying of phragmites in Robinson Park.
- Attended preconstruction meeting for Cheltenham High School project.
- Attended preconstruction meeting with contractors, Township Engineers and Township staff for the Tookany Creek Trail, Phase III project and the Traffic Signal Installation and Intersection Improvements at New Second Street and Tookany Creek Parkway.
- Attended meeting with DCED representative and Township Manager regarding FMP grant application for DEP Glenside Flood Control project.
- Reviewed MTF grant application for Glenside Avenue Bridge Replacement and Elkins Park Streetscape.
- Obtain consistency letters from State Representative for DCED MTF grant application.
- Discussions with Design Engineer about the status of the Tookany Creek Parkway over Jenkintown Creek Bridge Replacement project.
- Worked with Public Works and several other departments to resolve the stormwater issue at Conklin Pool.

## 7) Meetings & Trainings

- Attended monthly Wissahickon Clean Water Partnership Committee meeting.
- Attended bi-weekly meetings with Township Engineer for project updates.
- Attended monthly staff and department meetings.
- Attended stormwater preliminary budget meeting to discuss next year's projects.
- Attended monthly Environmental Advisory Council (EAC) meeting.
- Attended the following Committee meetings this month: Public Works, Building and Zoning, Public Safety, Public Affairs, and Finance Committees and Board of Commissioners meetings.
- Attended MCPC Comprehensive Plan Staff Coordination and Steering Committee meetings.
- Attended site visit with DEP representatives, Commissioner Rapport, and Township staff for the DEP Glenside Flood Protection project.
- Attended meeting with HRG for the Montgomery County Stormwater Management Plan to review project concept solutions prepared for the Township.
- Attended meeting with TTF, Commissioner Rapport, and Township staff to discuss locations of stream naming signs.

## 8) Miscellaneous

- Provided Ms. Walter with stormwater project information for Fall newsletter.
- Worked with Mr. Stuckert to coordinate preconstruction meeting and obtain contract documents for the Tookany Creek Trail, Phase III project.
- Collaborated with multiple departments to prepare solicitation materials, upload bid documents, oversee the bidding process, and facilitate bid awards in the OpenGov Procurement portal for the following projects:
  - Public Works Garage Heater Installation

Respectfully Submitted,



Samantha Brinker, CPMSM  
Stormwater Coordinator  
Cheltenham Township

A regular meeting of the **Shade Tree Advisory Commission (STAC)** for July 2025 was held tonight via Web-Conference. Those in attendance were: Bernard Panzak, Lewis Ruberg, Mindy Lemoine, Kim Isaacson, and Jeffrey Plaut. Staff liaisons in attendance were: Henry Sekawungu, Director of Planning & Zoning, Robert Habgood, Assistant to the Director of Planning & Zoning, and Julia Detwiler, Planner I. Also in attendance was John Hosbach, Township Arborist.

1. Call to order – The meeting was called to order by Mr. Panzak at 7:30 p.m. A quorum was present.
2. Acceptance of Minutes of the June 12, 2025, meeting.

Mr. Ruberg said he believed it was a mistake to allow the applicant from the June 12, 2025, meeting to remove invasive plants without requiring replacement trees to be provided, and that tree replacement should be required in instances where invasive species are being removed.

Mr. Ruberg made a motion to accept the June 12, 2025, meeting minutes. Mr. Plaut seconded, and the motion passed unanimously.

3. **CTDA #25-07, Final Land Development for 1050 Ashbourne Road, Cheltenham, PA 19012**, for the construction of three (3) age-restricted mid-rise multi-family buildings with a total of 79 dwelling units for The Enclave at Kerlin Farms (PID# (310000985001).

Ms. Rachel Vahey, Landscape Architect, and Mr. Michael Baginski, Civil Engineer, were present for the application.

Discussion ensued with respect to the following:

- The Preliminary Land Development plan that was approved in 2018.
- The previous plan requested a waiver to plant seventeen (17) replacement trees off-site, but that the waiver was no longer required as the applicant would plant the required trees on the property.
- The applicant proposed additional shrubs and perennials along the southern border of the site to shield the view of headlights.
- The diversity ratios for the proposed plant species.
- Plans for maintenance of the naturalized area, and the need to have the maintenance requirements documented in the plan set. The applicant agreed to add notes to the plan indicating that the invasive species should be cleared, the soil should be scarified, and an appropriate seed mix (such as Ernst Shade Mix) should be spread to stabilize the soil and out-compete future invasive plants.
- If the required posting of the property had been completed. Mr. Baginski said that the signs should be posted on July 11, 2025.
- Which Subdivision and Land Development Ordinance (SALDO) would be used for this review. As the preliminary plans for this project were approved under the old SALDO, this project would also need to comply with those standards.

Mr. Ruberg opined that the limit of disturbance (LOD) on the plan was misleading, as some trees were proposed to be planted outside of that area, thus creating a disturbance. He also requested a plan that clarified which trees were proposed to be removed and which trees were intended to be preserved, and that the proposed three trunk river birch be replaced with a single-trunked river birch or moved farther from the power lines.

Ms. Detwiler expressed some concerns about several non-native trees, shrubs, and groundcovers proposed for the site, and that the applicant should consider less aggressive indigenous alternatives.

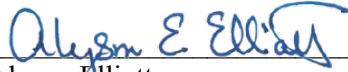
Mr. Ruberg made a motion to recommend approval, conditioned on replacing the three-trunk river birch trees with single-trunked trees, shifting the river birch trees away from the power lines; the removal of invasive plants in the naturalized areas and the use of an appropriate seed mix to stabilize the soil; the mowing of paths in the naturalized areas once the seed mix was established; and that notes should be added to the plan for future maintenance of the naturalized areas. Ms. Lemoine seconded the motion, and the motion passed unanimously.

4. Old Business - None.

5. New Business.

- a. Mr. Sekawungu said the Township had received Final Land Development plans for the 1900 Ashbourne Road (Ashlyn) development, which would be reviewed by STAC at the August meeting.
- b. Mr. Plaut said several STAC members had met with Bo Coyle, Bob Dominick, and others at Gimbel Field to discuss planting trees in the underutilized ball fields, and Mr. Dominick was enthusiastic and offered to water and maintain the new trees. Ms. Detwiler suggested that the Township consider using money from fee in lieu of planting payments to cover the cost of the trees. Mr. Plaut inquired about the status of the trail extension project near Gimble field.
- c. Ms. Lemoine asked about the passing of former STAC member Ms. Gayle F. Middleton and noted that her old home was for sale. Mr. Sekawungu said staff would look for an obituary or other notice to share with STAC. Ms. Detwiler suggested that one of the trees proposed to be planted at Gimbel Field could be dedicated to Ms. Middleton.

6. Adjournment – There being no further business, Mr. Plaut made a motion to adjourn, Mr. Ruberg seconded, and the meeting was adjourned at 8:35 p.m.

  
Alyson Elliott  
Township Manager  
Per: Julia Detwiler

The regular meeting of the **ENVIRONMENTAL ADVISORY COUNCIL** (EAC) for July 2025 was held tonight via Zoom Web-Conference. Members in attendance were: Chair Greta Bunin, Vice Chair Jeffrey Plaut, Linda Freimark, Karen Hanson, Cynthia Blackwood, Ed Moore. Staff present: Lauren Walter, Public Information Officer; Samantha Brinker, Stormwater Coordinator. Guests present: Sidney Kahn, Alex James, Natalie Hursky, Frazierita Klasen.

## **CALL TO ORDER**

Ms. Bunin called the meeting to order at 7:34 p.m.

### **1. APPROVAL OF THE MINUTES**

Upon motion of Ms. Hanson, seconded by Mr. Moore, the minutes of June 16, 2025, were unanimously approved.

### **2. COMMITTEE AND STAFF REPORTS**

#### **A. Communications and Engagement**

- 1) Sustainability Awards – No new business.
- 2) Tabling events:
  - a) Ms. Bunin said EAC members spoke with quite a few people at the Cheltenham African American Alliance Juneteenth event.
  - b) La Mott Community Day, August 16, 2-5 p.m. at the Community Center
  - c) Representative Nelson's Senior Fair, September 18, 10 a.m. to 1 p.m. at Keneseth Israel

#### **B. Water and Ecology: None.**

#### **C. Waste Reduction:**

- 1) Single-Use Plastics Ordinance Amendment – Ms. Walter explained that the wording of the Township's existing plastic bag ordinance was merged with the wording the EAC recommended from Newtown Borough's ordinance concerning the addition of single-use utensils, straws, and expanded polystyrene.

Ms. Freimark asked about expanded polystyrene when ordering takeout from a place outside the Township. Mr. Plaut and Ms. Walter clarified that the ordinance is directed at retail establishments, not consumers, and enforcement does not apply to this scenario.

She also asked whether the \$.10 fee would apply to paper bags used to package pharmaceuticals. Ms. Walter said this came up when the EAC was visiting businesses to inform them of the plastic bag ordinance, and the fee does not apply, but she will check with the Township Solicitor on whether the Township should clarify this within the Ordinance as part of the amendment. Mr. Kahn added that carryout bags are designed to carry multiple items out of a store, so the pharmaceutical bags would not meet this category.

Members also discussed the addition of the minimum \$.10 fee on reusable bags.

**Recommendation to the Public Works Committee:** Upon motion of Ms. Bunin, seconded by Ms. Hanson, the Council unanimously recommended the Public Works Committee consider recommending the Board of Commissioners approve the proposed amendment to the Single-Use Plastics Ordinance.

#### **D. Energy and Emissions**

- 1) Mr. Moore said he thought it would be beneficial to give the Board of Commissioners a presentation of the merits of legislation surrounding gas-powered leaf blowers. Ms. Brinker said that he and others can raise this at Citizens Forum at the Public Works Committee meeting.



E. Mobility and Healthy Living:

- 1) Ms. Walter stated that the Township is seeking applicants for its newly established Active Transportation Committee. The monthly meeting schedule is not yet set but resumes and letters of interest can be sent to Executive Assistant Ashley Lupino.

F. Sustainable Development and Local Economy

- 1) Ms. Bunin said the list of sustainable features recommendations for the La Mott Community Center was sent to Ashley Lupino to convey to the architect. Ms. Bunin asked what comes next as far as the EAC's involvement, and whether they should speak to the ward commissioner. Ms. Walter will follow up with the Township Manager on any further action sought of the EAC and said apprising the ward commissioner of what was proposed is a good idea.

G. General Updates: None.

H. Staff Report

- 1) Ms. Walter said the Township is now looking to plan the Township-wide cleanup for a date in October, and Public Works staff are helping to identify locations safe for citizens to clean up.

3. **OLD BUSINESS:** None.

4. **NEW BUSINESS:**

- A. Mr. Plaut discussed his proposal in the works for naturalizing some areas and/or planting trees within the Gimbel Field property, where the new section of trail will soon be completed. He said that he also raised this with the Township's Shade Tree Advisory Commission and noted that the Township's consulting arborist volunteered to donate 10 trees.

Ms. Brinker said the trail project, which will hopefully go to construction this fall, involves a landscaping plan that includes many trees, so this should be taken into consideration in Mr. Plaut's proposal. She said the parking lot will be reconfigured slightly to reduce the impervious area as well.

- B. Ms. Hursky spoke about concerns related to a citation she received under the vegetation ordinance. Her goal is to naturalize her property and attract pollinators. She voiced support for legislating gas-powered leaf blowers.

Ms. Brinker said the Township is working toward a new vegetation ordinance that is less restrictive by way of reducing required setbacks. Ms. Hanson asked about a timeline. Ms. Brinker said the Township still hopes to revise the ordinance before the end of the year.

5. **NEXT MEETING** – The next meeting of the EAC is scheduled for *Monday, August 18, 2025* (Zoom).

6. **ADJOURNMENT** – There being no further business, Ms. Bunin adjourned the meeting at 8:40 p.m.



Alyson Elliott,  
Township Manager

Per: Lauren Walter, Public Information Officer

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Montgomery County, Pennsylvania

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July 25, 2025

Subject: 2025-2026 Montgomery County Consortium Fuel Contract

Dear Commissioners,

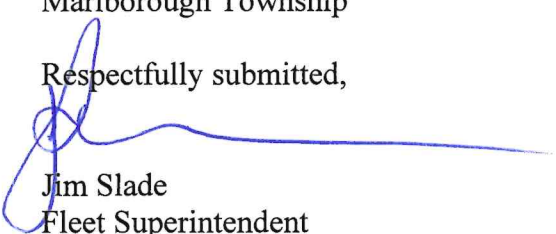
On Thursday June 12, 2025, the Upper Merion Township Board of Supervisors awarded the 2025-2026 Montgomery County Consortium Fuel Contract to SJ Fuel South Co., Inc of Barrington, New Jersey for the price differentials of \$0.1000 (Regular Unleaded), \$0.0150 (Super Unleaded), and \$0.1000 (B2 Diesel). The contract term is effective from September 1, 2025, through August 31, 2026, for the Township's share of 737,200 gallons of Regular Unleaded fuel and 903,525 gallons of B2 Diesel.

I would like to ask for the Board's Concurrence with the 2025-2026 Montgomery County Consortium Fuel Contract awarded by the Upper Merion Township Board of Supervisors on June 12, 2025, to SJ Fuel South Co, Inc for the period of September 1, 2025, through August 31, 2026.

## Other Participating Consortium members

Upper Gwynedd Township  
Lower Gwynedd Township  
Upper Dublin Township  
Towamencin Township  
Plymouth Township  
Rockledge Borough  
Horsham Township  
Lower Merion Township  
Upper Merion Township  
Lower Salford township  
Whitpain Township  
Montgomery Township  
Marlborough Township

Respectfully submitted,

  
Jim Slade  
Fleet Superintendent



**CHELTENHAM TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 24\_\_-25**

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**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF  
CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA AMENDING THE CODE OF CHELTENHAM  
TOWNSHIP TO REVISE CHAPTER 162, "SINGLE-USE PLASTIC  
BAGS," TO INCLUDE REGULATIONS ON THE DISTRUBUTION  
OF SINGLE-USE UTENSILS, STRAWS, AND EXPANDED  
POLYSTYRENE PRODUCTS**

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**WHEREAS**, the First Class Township Code authorizes the Board of Commissioners of Cheltenham Township, Montgomery County to make, amend, and adopt ordinances that are consistent with the Constitution and laws of the Commonwealth when necessary for the proper management, care and control of Cheltenham Township and the maintenance of peace, good government, health and welfare of Cheltenham Township ("Township") and its citizens; and

**WHEREAS**, the Township ordained and enacted Chapter 162: Single-Use Plastic Bags, in 2023 by Ordinance 2453-23, to achieve the Township's goals under Article 1, Section 27 of the Pennsylvania Constitution, known as the Environmental Rights Amendment, by minimizing the degradation, diminution and depletion of the public natural resources and affirmatively enacting legislation designed to protect the environment; and

**WHEREAS**, single-use plastic utensils, straws, and expanded polystyrene food service products degrade into microplastics that pollute waterways, soil, and air and have been found present in the human body at alarming and exponential rates; and

**WHEREAS**, for the reasons set forth in more detail below, the Cheltenham Township Board of Commissioners intends to further preserve, maintain, and enhance the health and welfare of its residents and visitors, as well as the public natural resources and common property within the Township, by regulating the distribution of expanded polystyrene food service products, single-use plastic straws, and single-use plastic utensils within Cheltenham Township; and

**NOW, THEREFORE**, the Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania, hereby ordains and enacts as follows:

**SECTION I. AMENDMENT TO THE CODE**

The Cheltenham Township Code, Chapter 162, Single-use Plastic Bags is hereby amended to expand the title, purpose, and findings of the Ordinance as follows with ~~red-strikethrough~~ language being removed and blue underlined language being added:

**CHAPTER 162.**  
**SINGLE-USE PLASTIC ~~BAGS~~ REGULATIONS.**

**§162-1. Purpose and Findings.**

**A. Purpose**

- 1) The purpose of this Chapter is to reduce the use of single-use bags, utensils, straws, and expanded polystyrene products by retail establishments within Cheltenham Township; curb litter on the streets, in the parks, and in the trees, protect the local streams, rivers, waterways and other aquatic environments; reduce greenhouse gas emissions; reduce solid waste generation; promote the use of reusable, compostable, and recyclable materials within Cheltenham Township; preserve the natural, scenic, historic, and aesthetic values of Cheltenham Township; relieve the pressure on recyclers, who cite single-use plastic bags as a major source of contamination and inefficiency within the recycling stream; and relieve the pressure for landfills to manage the disposition of single-use products.

**B. Findings.**

- 1) The use of single-use ~~bags~~ plastic items has severe environmental impacts, including, but not limited to, greenhouse gas emissions, litter, harm to wildlife, ground level ozone formation, atmospheric acidification, water consumption, and solid waste generation.
- 2) There are numerous retail establishments within Cheltenham Township that provide single-use plastic items ~~bags~~ to their customers.
- 3) Most single-use plastic bags, straws, utensils, and expanded polystyrene products ~~are made from plastic or other materials that~~ do not readily decompose and break down into microplastics and nanoplastics which have been found in the human body and can cross the blood-brain barrier.
- 4) Approximately ~~100,000,000,000~~ one hundred billion single-use plastic bags are discarded by United States consumers each year. Given the difficulty of recycling these materials, less than 1% of single-use plastic bags are returned for recycling in the United States, and in Cheltenham Township, such bags are not curbside recyclable.
- 5) Numerous studies have documented the prevalence of single-use plastic bags, straws, utensils, and expanded polystyrene products littering the environment, blocking storm drains, entering local waterways, and becoming stuck in or upon natural resources and public property.
- 6) The taxpayers of Cheltenham Township pay the costs related to the cleanup of single-use plastic ~~bags~~ and expanded polystyrene products from Township roadways, trees, sewers, waters, and parks.
- 7) Recyclers cite single-use plastic bags as a major source of contamination within the recycling stream, leading to increased costs and decreased efficiency.
- 8) From an overall environmental and economic perspective, the best alternative to single-use plastic items ~~bags~~ is a shift to reusable ~~bags~~ materials followed by compostable or recyclable paper ~~bags~~ items.
- 9) Studies have documented that placing a prohibition on the distribution of single-use plastic bags at the point of sale and placing a mandatory fee on other bags encourages use of reusable bags and reduces the negative environmental impacts and use of single-use plastic bags. Studies have further shown that restricting the use of single-use straws, utensils, and expanded polystyrene products reduces the negative environmental impacts of unnecessary waste.
- 10) An important goal of Cheltenham Township is to preserve its natural, scenic, historic, and aesthetic values.
- 11) The Board of Commissioners desires to conserve resources, reduce the amount of greenhouse gas emissions, waste, litter, water pollution, and protect the public health and welfare, including wildlife, as a way to increase the quality of life for Cheltenham Township's residents and visitors.

## SECTION II. AMENDMENT TO THE CODE

The Cheltenham Township Code, Chapter 162, Single-use Plastic Bags, Section 162-2. Definitions is hereby amended as follows with ~~red strikethrough~~ language being removed and blue underlined language being added:

**EXPANDED POLYSTYRENE** – Blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by a number of techniques, including, but not limited to: fusion of polymer spheres, known as expandable bead 20 polystyrene; injection molding; foam molding; and extrusion-blow molding, also including Styrofoam™, also known as extruded foam polystyrene.

### **EXPANDED POLYSTYRENE FOOD SERVICE PRODUCT**

- A. A product made of Expanded Polystyrene that is used for selling, providing, or transporting food or beverages.
- B. Shall include:
  - 1) Food containers.
  - 2) Plates.
  - 3) Hot and cold beverage cups.
  - 4) Trays.
  - 5) Clamshells.
- C. Shall not include:
  - 1) Food or beverages that have been packaged in expanded polystyrene outside the Township before receipt by a food establishment or store.
  - 2) A product made of Expanded Polystyrene that is used to package raw, uncooked, or butchered meat, fish, poultry, or seafood.
  - 3) Non-foam polystyrene food service products.

**SINGLE-USE PLASTIC STRAW** – A straw sold or distributed for the purpose or intent of transferring a beverage from its container to the mouth of the drinker by suction, which is made of Plastic, and which is primarily intended for a single use. The term shall also include a stirrer, a device used to mix beverages, intended for a single use, and made from Plastic. The term Single-Use Plastic Straw shall not include straws provided under any of the following circumstances:

- 1) When provided with a beverage on private property used as a residence;
- 2) When provided by a state, federal, or local government agency;
- 3) When packaged with beverages prepared and packaged outside of the Township, provided such beverages are not altered, packaged, or repackaged within the Township;
- 4) When provided as an assistance device to reasonably accommodate a disability.

### **SINGLE-USE PLASTIC UTENSIL**

- A. Any item primarily made from Plastic used or provided by a Retail Establishment to a Customer to serve, consume, or manipulate food or beverages, and which is primarily intended for a single use, other than a Single-Use Plastic Straw.
- B. Includes, but is not limited to, forks, spoons, sporks, knives, chopsticks, drink stirrers, beverage spill plugs, toothpicks, novelty cocktail accessories, and other drink or food accoutrements.
- C. Shall not include Utensils provided under the following circumstances:
  - (1) When packaged with beverages prepared and packaged outside of the Township, provided such beverages are not altered, packaged, or repackaged within the Township.
  - (2) When provided as an assistive device to reasonably accommodate a disability.



### SECTION III. AMENDMENT TO THE CODE

The Cheltenham Township Code, Chapter 162, Single-use Plastic Bags, is hereby amended as follows with ~~red strikethrough~~ language being removed and blue underlined language being added:

#### **§162-3. Single-Use Plastic Bags.**

~~Beginning 90 days after the Effective Date,~~ Retail Establishments located in Cheltenham Township are prohibited from providing a Single-Use Plastic Bag to a Customer at the Retail Establishment or through a delivery. The point of sale in such transactions is deemed to be at the Retail Establishment, regardless of where payment for the transaction physically occurs.

#### **§162-4. Single-Use Paper Bags.**

- A. ~~Beginning 90 days after the Effective Date,~~ Retail Establishments are prohibited from providing a non-Recycled Paper Bag to a customer at the Retail Establishment or through a delivery.
- B. A Retail Establishment may provide a consumer with a Recycled Paper Bag at the point of sale if the bag is provided to the consumer for a charge of not less than \$0.10 per bag. Bags provided by pharmacists to contain prescription drugs are exempt.
- C. All monies collected by a Retail Establishment under this Section for the provision of a Recycled Paper Bag shall be retained by the Retail Establishment.
- D. Any charge for a Recycled Paper Bag shall be separately stated on any receipt provided to the customer at the time of sale and shall be identified as the “Carry-Out Bag Charge” thereon.

#### **§162-5. Reusable Bags.**

- A. A Retail Establishment may provide a consumer with a Reusable Carryout Bag at the point of sale for a charge ~~established by the Retail Establishment~~ of not less than \$0.10 per bag.
- B. All monies collected by a Retail Establishment under this Section for the provision of a Reusable Bag shall be retained by the Retail Establishment.
- C. Any charge for a Reusable Bag shall be separately stated on any receipt provided to the customer at the time of sale and shall be identified as the “Carry-Out Bag Charge” thereon.

#### **§162-6. Signage Requirement.**

~~Beginning 30 days after the Effective Date, and for six months thereafter, Retail Establishments are required to post at all points of sale conspicuous signage informing customers that Single-Use Plastic Bags and non-Recycled Paper Bags will no longer be provided by the establishment as of the date the prohibition begins.~~ Retail establishments that would ordinarily provide straws or utensils for takeout purposes may post signage informing customers that plastic straws and utensils are available upon request. This does not prohibit Retail Establishments from providing straws and utensils made out of biodegradable materials.

#### **§162-7 Expanded Polystyrene Food Service Product.**

Beginning 180 days after the Effective Date of this ordinance, Retail Establishments are prohibited from providing any Expanded Polystyrene Food Service Product to a customer at the Retail Establishment or through a delivery.

#### **§ 162-8 Single-Use Plastic Straws.**

Beginning 180 days after the Effective Date, Retail Establishments are prohibited from providing Single-Use Plastic Straws, except upon request of a customer.

#### **§ 162-9 Single-Use Plastic Utensils.**

Beginning 180 days after the Effective Date, Retail Establishments are prohibited from providing Single-Use Plastic Utensils, except upon request of a customer.

#### **§162-~~7~~10. Enforcement.**

- A. The Board of Commissioners or designee has the responsibility for enforcement of this Chapter and may promulgate reasonable rules and regulations in order to enforce the provisions thereof, including, but not limited to, investigating violations and issuing fines.
- B. Any Retail Establishment that violates or fails to comply with any of the requirements of this Chapter after an initial written warning notice has been issued for that violation shall be liable for a violation.
- ~~C. Any Retail Establishment that receives an initial written warning notice may file a request for an exemption pursuant to the procedure in §162-8 (Exemptions) below.~~
- D. In the event any Retail Establishment has subsequent violations of this Chapter after the issuance of an initial written warning notice of violation, the Township may issue a summary criminal citation and seek a minimum fine of \$500 and a maximum fine of \$1,000 upon conviction thereof in a summary proceeding brought before a Magisterial District Judge under the Pennsylvania Rules of Criminal Procedure. Each section of this Chapter violated shall constitute a separate offense, and each day or portion thereof in which a violation of this Chapter is found to exist shall constitute a separate offense, each of which violations shall be punishable by a separate fine imposed by the Magisterial District Judge. All fines and penalties collected for the violation of this Chapter shall be paid to Cheltenham Township.
- E. In addition to the penalties set forth in this Chapter, the Township may seek other appropriate legal, injunctive, or equitable relief to enforce this Chapter.

#### **~~§162-8. Exemptions.~~**

~~The Cheltenham Township Board of Commissioners may, upon written request of a Retail Establishment, exempt a Retail Establishment from the requirements of this Chapter for a period of one (1) year from the Effective Date of this Ordinance upon a determination that the requirements of this Chapter would cause undue hardship to the Retail Establishment. An “undue hardship” shall be found only if the Retail Establishment demonstrates that it has a unique circumstance or situation such that there are no reasonable alternatives to the use of Single Use Plastic Bags.~~

#### **SECTION IV. Disclaimer.**

Nothing in this Ordinance shall limit, in any manner whatsoever, the Township's right to enforce any ordinance or law of Cheltenham Township, Montgomery County or the Commonwealth of Pennsylvania. Nothing in this Ordinance shall be a defense of any citation issued by any municipal corporation or the Commonwealth pursuant to any other law or ordinance.

#### **SECTION V. Severability.**

The provisions of this Ordinance are severable, and if any Section, sentence, clause or phrase shall be held by a court of competent jurisdiction to be illegal, invalid, or unconstitutional, the remaining portions of this Ordinance shall not be affected or impaired thereby.

#### **SECTION VI. Repealer.**

Any ordinance or part of any Ordinance conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

#### **SECTION VII. Failure to Enforce Not a Waiver.**

The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

#### **SECTION VIII. Effective Date**

This Ordinance shall become effective 90 days after its legal enactment.

**DULY ORDAINED AND ENACTED** this **17th** day of **September, 2025**, by the Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania, in lawful session duly



assembled.

**ATTEST:**

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Alyson Elliott**  
*Township Manager and Secretary*

By: \_\_\_\_\_  
**Matthew D. Areman, President**

# **Ebert Engineering, Inc.**

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Water and Wastewater Engineering

August 4, 2025

Mr. Henry Sekawungu  
Cheltenham Township  
8230 Old York Road  
Elkins Park, PA 19027

Subject: Ashlynn Apartment Development  
Cheltenham Township, Montgomery County  
PADEP Code No. 1-46003-276-3J  
Re: August 20, 2025 BOC Meeting Agenda Request  
EE, Inc. No.: 026-410

Dear Mr. Sekawungu,

On behalf of Lynnewood Gardens Properties, LLC, Ebert Engineering (EE, Inc.) is submitting a copy of the proposed Ashlynn Apartment Development Sewage Facilities Planning Module. The property is located at 1900 Ashbourne Road in Elkins Park, Cheltenham Township, Montgomery County, Pennsylvania.

Lynnewood Gardens Properties, LLC c/o Jersey Central Management, proposes to construct three buildings consisting of apartment units with retail and office space. No existing buildings are to be removed as part of the proposed project.

Building 1 is a multi-use building consisting of thirty-six (36) apartment units, 8,068 sf of office space, and 8,182 sf retail space. There will be twenty (20) one-bedroom units and sixteen (16) two-bedroom units, for a total of thirty-six (36) apartment units. The 8,068-sf office space will be divided into two spaces, a 5,000 sf medical office and a 3,068 sf office space. The 8,182-sf retail space will be divided and split into four 2,045.5 sf spaces including a coffee shop, a sandwich shop, a nail salon, and a dry retail store.

Building 2 will consist of twenty-six (26) apartment, eighteen (18) one-bedroom units and eight (8) two-bedroom units, with a leasing office and resident amenities, such as a fitness center with four bathrooms (2 Male & 2 Female).

Building 3 will consist of 37 apartment units, twenty-five (25) one-bedroom units and twelve (12) two-bedroom units.

The Ashlynn Apartment Development flows were calculated using a combination of existing water records from similar facilities and Chapter 73.17 flows. The total projected wastewater flow for the proposed project is 18,112.5 gpd and requires sixty-nine (69) edus (18,112.5 / 262.5 gpd/edu), as shown in the table below.

# Ashlynn Apartment Development

August 4, 2025

Page 2 of 3

ASHLYNN APARTMENT DEVELOPMENT							
PROPOSED BUILDING USE		UNIT/SF		PROJECTED SEWAGE FLOW (GPD)	REQUIRED EDUS @ 262.5 GPD	ALLOCATED FLOW AT 262.5 GPD/EDU	COMMENTS
Building 1							
Apartment Units		36	units	4,250	17	4,462.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Office Space	Medical Office	5,000	SF	500	2	525	0.1 gpd/sf based on the Medical Office Flow Justification included in Appendix B
	Office	3,068		307	2	525	1 employee/100 sf x 10 gpd/employee
Retail Space	Coffee Shop	2,045.5	SF	329	2	525	Based on Water Records included in Appendix C
	Sandwich Shop	2,045.5		600	3	787.5	20 seats x 3 seatings x 10gpd/patron
	Nail Salon	2,045.5		1,120	5	1,312.5	8 chairs x 200 gpd/chair x 0.7
	Dry Retail	2,045.5		205	1	262.5	0.1 gpd/sf
Subtotals				7,311	32	8,400	
Building 2							
Apartment Units		26	units	3,250	13	3,412.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Leasing Office/Resident Amenities	Leasing Office	-	-	262.5	1	262.5	5 edus @ 262.5
	2 Female Bathrooms			525	2	525	
	2 Male Bathrooms			525	2	525	
Subtotals				4,562.5	18	4,725	
Building 3							
Apartment Units		37	units	4,875	19	4,987.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Subtotals				4,875	19	4,987.5	
TOTAL Projected Flow				16,751.5	69	18,112.5	

**Ashlynn Apartment Development**

**August 4, 2025**

**Page 3 of 3**

The wastewater from the proposed Ashlyn Apartments project will flow via gravity to a manhole near the southern edge of the project site near Mather Way, connecting to the existing Cheltenham Township Public Sanitary Sewer System owned and operated by Aqua Pennsylvania. Once in the Cheltenham Township Public Sanitary Sewer System, the wastewater will convey to Interceptor C owned and operated by the Philadelphia Water Department (PWD) for conveyance to the PWD Northeast WPC for treatment and disposal under NPDES Permit No. PA0026689.

EE, Inc. asks that Cheltenham Township please add this project to the August 20, 2025 Cheltenham Township Board of Commissioners Meeting agenda for approval by Resolution of Adoption.

If you need any additional information or have any questions concerning the matter, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Gambone".

Nicole Gambone  
Planning Specialist

Enclosure

**PROJECT NARRATIVE**  
**ASHLYNN APARTMENT DEVELOPMENT**

1. *Indicate the nature of the development project. (Residential, Commercial, Institutional, Industrial, etc.) If the project is commercial, institutional or industrial, describe the activity, such as light manufacturing, private hospital, or heavy manufacturing.*

The Ashlyn Apartments mixed-use residential and commercial development is located at 1900 Ashbourne Road in Elkins Park, Cheltenham Township, Montgomery County, Pennsylvania on tax parcel 31-00-01225-01-3. Lynnewood Gardens Properties, LLC c/o Jersey Central Management., proposes to construct three buildings consisting of apartment units along with retail/restaurant and office space. No existing buildings are to be removed as part of the proposed project.

Building 1 is a multi-use building consisting of thirty-six (36) apartment units, 8,124 sf of office space, and 8,126 sf retail space. There will be twenty (20) one-bedroom units and sixteen (16) two-bedroom units, for a total of thirty-six (36) apartment units. The 8,124-sf office space will be divided into two spaces, a 5,000 sf medical office and a 3,124 sf office space. The 8,126-sf retail space will be divided and split into four 2,031.5 sf spaces including a coffee shop, a sandwich shop, a nail salon, and a dry retail store.

Building 2 will consist of twenty-six (26) apartment, eighteen (18) one-bedroom units and eight (8) two-bedroom units, with a leasing office and resident amenities, such as a fitness center with four bathrooms (2 Male & 2 Female).

Building 3 will consist of 37 apartments units, twenty-five (25) one-bedroom units and twelve (12) two-bedroom units.

Proposed Building	Building Use		Size
<b>Building 1</b>	Apartment Units		36 units
	Office Space (8,124 sf total)	Medical Office	5,000 sf
		Office	3,124 sf
	Retail Space (8,126 sf total)	Coffee Shop	2031.5 sf
		Sandwich Shop	2031.5 sf
		Nail Salon	2031.5 sf
		Dry Retail	2031.5 sf
<b>Building 2</b>	Apartment Units		26 units
	Leasing Office/Resident Amenities		
<b>Building 3</b>	Apartment Units		37 units

The wastewater from the proposed Ashlyn Apartments project will flow via gravity to a manhole near the southern edge of the project site near Mather Way, connecting to the existing Cheltenham Township Public Sanitary Sewer System owned and operated by Aqua Pennsylvania. Once in the Cheltenham Township Public Sanitary Sewer System, the wastewater will convey to Interceptor C owned and operated by the Philadelphia Water Department (PWD) for conveyance to the PWD Northeast WPC for treatment and disposal under NPDES Permit No. PA0026689.

2. ***Enter the number of lots or EDUs in the development project. Lots refer to single family residential dwellings and for purposes of flow calculation are assumed to generate a minimum of 400 gallons per day (gpd). If larger residential flows are anticipated, these flows should be used. The residual tract, if any, is also counted as a lot. For commercial, industrial, and institutional facilities, the number of lots in a subdivision is determined by using EDUs. Divide the total flow for these facilities by 400 to determine the number of EDUs.***

The total projected wastewater flow for the proposed project is 18,112.5 gpd and requires sixty-nine (69) edus ( $18,112.5 / 262.5$  gpd/edu), as shown in the table below.

ASHLYNN APARTMENT DEVELOPMENT							
PROPOSED BUILDING USE		UNIT/SF		PROJECTED SEWAGE FLOW (GPD)	REQUIRED EDUS @ 262.5 GPD	ALLOCATED FLOW AT 262.5 GPD/EDU	COMMENTS
Building 1							
Apartment Units		36	units	4,250	17	4,462.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Office Space	Medical Office	5,000	SF	500	2	525	0.1 gpd/sf based on the Medical Office Flow Justification included in Appendix B
	Office	3,124		312	2	525	1 employee/100 sf x 10 gpd/employee
Retail Space	Coffee Shop	2,031.5	SF	329	2	525	Based on Water Records included in Appendix C
	Sandwich Shop	2,031.5		600	3	787.5	20 seats x 3 seatings x 10gpd/patron
	Nail Salon	2,031.5		1,120	5	1,312.5	8 chairs x 200 gpd/chair x 0.7
	Dry Retail	2,031.5		203	1	262.5	0.1 gpd/sf
Subtotals				7,314	32	8,400	
Building 2							
Apartment Units		26	units	3,250	13	3,412.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Leasing Office/Resident Amenities	Leasing Office	-	-	262.5	1	262.5	5 edus @ 262.5
	2 Female Bathrooms			525	2	525	
	2 Male Bathrooms			525	2	525	
Subtotals				4,562.5	18	4,725	
Building 3							
Apartment Units		37	units	4,875	19	4,987.5	125 gpd/unit based on the Apartment Flow Justification included in Appendix A
Subtotals				4,875	19	4,987.5	
TOTAL Projected Flow				16,751.5	69	18,112.5	

As shown above, Ashlynn Apartment Development is anticipated to generate 18,112.5 gpd. Cheltenham Township defines the flow per edu as being equal to 262.5 gpd per edu, therefore this project will require 69 edus (18,112.5 gpd / 262.5 gpd/edu). The Ashlynn Apartment Development flows were calculated using a combination of existing water records from similar facilities and Chapter 73.17 flows. The ninety-nine apartment units generate a total of 12,375 gpd based on 125 gpd per unit (99 units x 125 gpd/unit). 125 gpd was utilized based on the analysis of water records from other similar residential developments ranging from 59 gpd to 85 gpd per unit. Therefore, the proposed flow of 125 gpd per apartment unit is a conservative flow estimate and also takes into account any



potential future inflow and infiltration. This flow analysis can be found in Appendix A. Additional water records from similar facilities were also obtained for the medical office and the coffee shop which can be found in Appendix B & Appendix C as mentioned in the table above.

If the DEP flow rate of 400 gpd per edu is used, the project would generate a net 27,600 gpd ( $69 \text{ edus} \times 400 \text{ gpd per edu} = 27,600 \text{ gpd}$ ).

3. ***Describe the proposed sewage disposal method (municipal treatment facility, package plant, etc.) including a description of collection and conveyance facilities, if applicable. Include a general map showing the path of the sewage to the treatment facility.***

The wastewater from the proposed Ashlyn Apartments project will flow via gravity to a manhole near the southern edge of the project site near Mather Way, connecting to the existing Cheltenham Township Public Sanitary Sewer System owned and operated by Aqua Pennsylvania. Once in the Cheltenham Township Public Sanitary Sewer System, the wastewater will convey to Interceptor C owned and operated by the Philadelphia Water Department (PWD) for conveyance to the PWD Northeast WPC for treatment and disposal under NPDES Permit No. PA0026689.

Currently, Cheltenham Township has a Connections Management Plan for projects located within the Township. The purchase of sixty-nine (69) edus will be required to service this project. A request has been made to place the project on the Cheltenham Township Connection Management Plan.

4. ***Specify the projected population to be served and sewage flows in gpd and how these figures were calculated. Flow figures should be consistent with those found in DEP's Domestic Wastewater Facilities Manual available on the DEP Web site at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), Keyword: "wastewater" unless adequate justification for lower per capita flows is provided and/or has been previously approved by DEP.***

Per the 2021 census the average number of persons per housing unit in Cheltenham Township was 2.45. The projected equivalent population is 243 persons ( $99 \text{ apartment units} \times 2.45 \text{ persons per unit} = 242.55 \text{ persons}$ ). Cheltenham Township assigns a flow per edu as being equal to 262.5 gpd per edu. This is a per capita flow of 107.1 gpd per person ( $262.5 \text{ gpd per edu} / 2.45 \text{ persons per edu} = 107.1 \text{ gpd per person}$ ). This exceeds the recommended flow of 75 gpd per person.

5. ***Describe the location of the discharge, disposal point or land application, if applicable.***

The wastewater from the proposed Ashlyn Apartments project will flow via gravity to a manhole near the southern edge of the project site near Mather Way, connecting to the existing Cheltenham Township Public Sanitary Sewer System owned and operated by Aqua Pennsylvania. Once in the Cheltenham Township Public Sanitary Sewer System, the

wastewater will convey to Interceptor C owned and operated by the Philadelphia Water Department (PWD) for conveyance to the PWD Northeast WPC for treatment and disposal under NPDES Permit No. PA0026689.

**6. *List the total acreage of the proposed land development project.***

The total acreage of this proposed development is approximately 8.4039 gross acres.

**7. *Describe the use of any acreage or parcels under the same ownership and adjacent to the property. (Such as: for future development, recreational, agriculture, open space, etc.) If the land is proposed for future development, or is part of a phased project, determine if there will be adequate sewage disposal facilities to serve those phases.***

The parent company of this project, JMC Living, owns the adjacent parcel which is also an existing apartment complex. However, the parcel is fully developed and therefore will not be included in this project. The proposed Ashlynn Apartment Development will not be phased.

**8. *Provide information on any previous Act 537 planning completed for the site and any other information that the applicant believes is important for the Department's review of the project.***

The Cheltenham Township Act 547 Plan identifies the project area as within the existing Cheltenham Township Public Sanitary Sewer service area, which is owned and operated by Aqua Pennsylvania. The proposed method of sewage disposal for the proposed development is connection to the existing Cheltenham Township Public Sanitary Sewer collection system, which is consistent with the Act 537 Plan.



## RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION OF THE ~~(SUPERVISORS)~~ (COMMISSIONERS) ~~(COUNCILMEN)~~ of Cheltenham  
(TOWNSHIP) ~~(BOROUGH)~~ (CITY), Montgomery COUNTY, PENNSYLVANIA (hereinafter "the municipality").

**WHEREAS** Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the *Pennsylvania Sewage Facilities Act*, as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

**WHEREAS** Lynnewood Gardens Properties, LLC has proposed the development of a parcel of land identified as  
land developer

Ashlynn Apartment Development, and described in the attached Sewage Facilities Planning Module, and  
name of subdivision

proposes that such subdivision be served by: (check all that apply), ☐ sewer tap-ins, ☒ sewer extension, ☐ new treatment facility, ☐ individual onlot systems, ☐ community onlot systems, ☐ spray irrigation, ☐ retaining tanks, ☐ other, (please specify). \_\_\_\_\_

**WHEREAS**, Cheltenham Township finds that the subdivision described in the attached  
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

**NOW, THEREFORE, BE IT RESOLVED** that the ~~(Supervisors)~~ (Commissioners) ~~(Councilmen)~~ of the (Township) ~~(Borough)~~ (City) of Cheltenham hereby adopt and submit to DEP for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I \_\_\_\_\_, Secretary, Cheltenham  
(Signature)

Township Board of Commissioners ~~(Borough Council)~~ ~~(City Councilmen)~~, hereby certify that the foregoing is a true copy of

the Township ~~(Borough)~~ (City) Resolution # \_\_\_\_\_, adopted, \_\_\_\_\_, 20\_\_\_\_.

Municipal Address:

Cheltenham Township

8230 Old York Road

Elkins Park, PA 19027

Telephone 215-887-1000

Seal of

Governing Body