



**JENKINTOWN BOROUGH COUNCIL
PUBLIC MEETING
April 22, 2013
7:30 P.M.
700 Summit Avenue, Jenkintown Pennsylvania**

MINUTES OF MEETING

1. **Call to Order:** President Dobbs called the meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:** Mayor Foley led those in attendance in the Pledge of Allegiance.
3. **Roll Call**
 - **Council members present:** President Dobbs, Vice-President Marlowe, Councilman Boutcher, Councilman Bunker, Councilman Conners, Councilman Danilak, Councilman Durkin, Councilwoman Durkin, Councilwoman Farrell, Councilman Golden, Councilwoman Pancoe, and Councilwoman Soltysiak.
 - **Council members absent:** None.
 - **Others present:** Mayor Foley, Chief DiValentino, Solicitor Kilkenny, Interim Manager Locke, Assistant Manager Bashore, and Engineer Hyne.
4. **Approval of Minutes from March 18, 2013:** On motion of Councilman Boutcher, seconded by Councilman Bunker, the motion approving the minutes as presented passed unanimously.
5. **Approval of Payrolls dated April 4 and April 18 in the amount of \$121,387.12 and Invoices totaling \$215,269.49:** On motion of Vice-President Marlowe, seconded by Councilman Conners, the motion approving Payrolls and Invoices passed unanimously.
6. **Public Comment:** There was no public comment at this time.
7. **Presentations**
 - **Jenkintown Police Department Awards Presentation:** Chief DiValentino presented awards to the following Officers for their exceptional work in the line of duty for the Jenkintown Police Department: Officer Titterton, Officer Jaworski, Sergeant Ryan, and Sergeant Tucker. Council thanked the recipients and all members of the Police Department for their service to the community.
 - **2012 Financial Audit Report Presentation:** Cathy Seiler of Gold, Gocial, and Gerstein was present in order to discuss the Borough's 2012 Financial Audit Report. Ms. Seiler noted that the report has been filed with the PA Dept. of Community and Economic Development. Ms. Seiler presented her finding letter and noted that she would meet with the new Borough Manager when one is appointed. President Dobbs requested that Ms. Seiler meet with the Administration and Finance Committee at the May meeting in order to discuss the management letter. Vice-President Marlowe thanked Ms. Seiler for her work on the 2012 Audit Report. Councilman Golden thanked Gold, Gocial, and Gerstien for their work with the Borough over the years.
7. **Committee Reports**

- **Administration and Finance:** A written report was provided in the monthly meeting materials.
 - **Building, Zoning and Revitalization:** A written report was provided in the monthly meeting materials.
 - **Public Safety:** A written report was provided in the monthly meeting materials.
 - **Public Works:** A written report was provided in the monthly meeting materials.
 - **Jenkintown School District:** Councilwoman Farrell reported that the final budget for the School District is being prepared. Councilwoman Farrell reported that six (6) teachers would be retiring at the end of the school year. It was also noted that Color Day will be held on May 18, 2013.
 - **Jenkintown Community Alliance:** A written report was provided with the Administration and Finance Committee report.
 - **Multi-Municipal Group:** Councilman Golden reported that there would be a national leadership conference in Washington, DC in July. The material will circulate to Council.
8. **Solicitor's Report:** Solicitor Kilkenny stated that the Abington Township Zoning Hearing Board has granted the relief request by SEPTA related to the new sub-station proposed near Walnut Street. It was noted that the Zoning Hearing Board has included the requested conditions of no skateboard and an anti-graffiti coating. The provision of not starting construction until the completion of the Greenwood Ave. Bridge project was not included. Solicitor Kilkenny recommended not appealing the decision.

Solicitor Kilkenny noted that he would have two (2) items for discussion under Executive Session.

9. **Mayor's Report:** There was no report provided.
10. **Police Chief's Report:** A written report was provided with the monthly meeting materials. Chief DiValentino noted that the Teen Driving seminar would be held on April 23, 2013 at Jenkintown High School.
11. **Manager's Report:** A written report was provided with the monthly meeting materials. Interim Manager Locke reported that a pre-construction meeting was held for the Cedar to Walnut project. Interim Manager Locke reported that he attended the Basic Municipal Budgeting class taught by the PA State Borough's Association and have placed the materials in Dropbox for the Finance Sub-Committee. Interim Manager Locke noted that reimbursement for grant projects has been received.
12. **Assistant Manager's Report:** A written report was provided with the monthly meeting materials. Assistant Manager Bashore reported on the status of the Greenwood Ave. Bridge project, noting that the next meeting of the Committee will be held on May 10, 2013. Assistant Manager Bashore thanked all those who attended and sponsored the March 28 Borough's Association Dinner. Assistant Manager Bashore reported that the Borough's Act 511 tax collection continues to track higher than at this time in 2013 and that the grant application to the PA Dept. of Conservation and Natural Resources for new equipment at the Jenkintown Playground has been submitted.
13. **Engineer's Report:** A written report was provided with the monthly meeting materials. Engineer Hyne reported that the Cedar to Walnut project pre-construction meeting was held on April 12, 2013. Engineer Hyne reported that the sanitary sewer project is on hold pending the availability of additional grant funding. A meeting was held on April 16, 2013 with Cheltenham Township in order to review the comments on the proposed Intermunicipal Sewer Agreement.

Discussion turned to the 2013 paving program. President Dobbs asked if the proposal for in-house paving in 2013 was being withdrawn. Councilman Boutcher stated that it was. President Dobbs stated that there are several unanswered questions that must be addressed, primarily related to insurance. Councilwoman Pancoe asked about the list and rating of the Borough's streets. Interim Manager Locke stated that Pennoni Associates prepared it, but he has not been able to obtain the document. President Dobbs stated that she would like Council to have a copy of the written document. Councilman Boutcher stated that he has a copy

of the document and that it reviews the conditions of the Borough's streets according to 100-block, but it does not rate the streets. President Dobbs noted concerns over the document due to its age. Engineer Hyne stated that new conditions would need to be taking into consideration in order to properly update the document. President Dobbs asked how long it would take to update the document. Engineer Hyne stated that it could be completed by the May meeting of Borough Council. President Dobbs stated that she would like a document completed by the May meeting of Borough Council. Councilwoman Pancoe noted that a meeting will be held to review the budget in accordance with the 2013 paving program. Councilman Golden asked if it was possible to have a narrative related to the conditions of the roads after the next Public Works Committee meeting. Councilman Boutcher stated that it was possible, but noted that this something that must be evaluated annually.

ORDER OF BUSINESS

1. **2012 Financial Audit Report: Approval of Report:** On motion of Vice-President Marlowe, seconded by Councilman Golden, the motion to approve the 2012 financial audit for the Borough of Jenkintown prepared by Gold, Gocial, and Gerstein as presented passed unanimously.
2. **Ordinance #2013 - 4: Peddling & Soliciting:** On motion of Vice-President Marlowe, seconded by Councilman Durkin, the motion to adopt Ordinance #2013-4, amending Chapter 135 of the Jenkintown Borough Code pertaining to peddling and soliciting passed unanimously.
3. **Ordinance #2013 - 5: Tax Certification Fee:** Vice-President Marlowe made a motion to adopt Ordinance #2013-5, allowing for a fee for the issuance of a tax certification from the Borough Tax Collector passed unanimously. Councilman Durkin seconded the motion.

Councilman Golden asked if any tax certifications were delayed due to this ordinance pending. Solicitor Kilkenny stated that he spoke with the Tax Collector and none were delayed.

There was no further discussion and the motion adopting Ordinance #2013-5 passed unanimously.

4. **Resolution 2013-11: Fee Schedule:** On motion of Vice-President Marlowe, seconded by Councilwoman Pancoe, the motion to adopt Resolution 2013-11, amending the fee schedule for the Borough of Jenkintown passed unanimously.
5. **Workers Compensation Insurance Coverage:** On motion of Vice-President Marlowe, seconded by Councilman Durkin, the motion to approve the proposal from Arthur J. Gallagher Risk Management Services, Inc. for renewal of the Workers Compensation Insurance policy for Jenkintown Borough in the amount of \$68,350 for the coverage period of May 1, 2013 through May 1, 2014 passed unanimously.
6. **Pioneer Fire Company - Request to use funds for truck repairs:** On motion of Councilman Durkin, seconded by Councilman Conners, the motion to approve the proposal for East Penn Fire & Emergency, Inc. in the amount of \$18,122.40 for replacement of the air conditioning system and light bar to the fire apparatus passed unanimously.
7. **2013 Paving - Engineer Proposal:** On motion of Councilman Boutcher, seconded by Councilman Durkin, the motion to approve the proposal of Remington, Vernick, and Beach Engineers to provide engineering services for the 2013 Road Program dated April 11, 2013 for a not-to-exceed fee of \$13,569.50 passed unanimously.

NEW BUSINESS AND DISCUSSION

- **Police and Nonuniformed Pension Board Appointment:** On motion of Councilman Durkin, seconded by Councilman Boutcher, the motion to re-appoint Jay Conners to the Police and Nonuniformed Pension Boards for a two (2) year term passed with 11 "Yes" votes and 1 abstention (Councilman Conners).

- **Environmental Action Committee:** On motion of President Dobbs, seconded by Councilman Golden, the motion to appoint Adrienne Redd to a three (3) year term on the Environmental Action Committee passed with 11 “Yes” votes and 1 abstention (Councilman Bunker).
- **Council Committee appointments:** President Dobbs appointed Councilman Bunker to the Administration and Finance and Public Safety Committee.
- **Waiver of Conflict:** On motion of Councilman Golden, seconded by Councilman Boutcher, the motion approving the Waiver of Conflict for the Borough Solicitor passed unanimously.

EXECUTIVE SESSION: On motion of Councilman Golden, seconded by Councilman Boutcher, the motion to go into Executive Session for the purpose of discussing personnel matters and potential litigation passed unanimously.

ADJOURNMENT: On motion of Councilman Boutcher, seconded by Vice-President Marlowe, the motion to adjourn the meeting passed unanimously.

Action Items

April 22, 2013

George Locke, Interim Borough Manager	2013 Paving Program – Obtain rating of the Borough's streets
Chris Bashore, Assistant Borough Manager	Workers Comp Insurance – Notify broker of acceptance of proposal Committee appointments – Notify appointees Fee Schedule – Add updated fees to fee schedule on Borough website
Paul Hughes, P.E., Borough Engineer	2013 Paving Program – Prepare proposal for rating Borough streets