1. Call to Order: President D. Pancoe called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance: Chief A. DiValentino led those present in the Pledge of Allegiance

3. Roll Call:
   - Council members absent: Councilor T. Danilak.
   - Others Present: Manager G. Locke, Chief A. DiValentino, Solicitor S. Kilkenny, Solicitor N. Taylor-Smith, Engineer K. Hassan, Mayor E. Foley, and Director of Finance R. Ware.

4. Approval of Minutes: November 9th, 2016: On motion of Vice President R. Bunker, seconded by President D. Pancoe, the motion approving the November 9th, 2016 council minutes were approved unanimously.

5. Approval of Payrolls dated December 8th in the amount of $107,034.70* and Invoices totaling $69,057.55. *Includes sick buy back for Police Department. On motion of Vice President R. Bunker, seconded by Councilor J. Conners, the motion approving payrolls and invoices passed unanimously.

6. Public Comment: Peggy Downs, 301 Runnymede Avenue, appeared before Council to follow up on the citation process for 303 Runnymede Avenue and clarify the situation. Borough Manager G. Locke stated that the violation was a zoning violation and if they would like to appeal it would be appealed before the Jenkintown Borough Zoning Hearing Board. If they party takes no action a citation is then issued and it goes before the judge. The violation letter was sent to both the tenant of 303 Runnymede Avenue as well as the property owner of 303 Runnymede Avenue. Borough Manager G. Locke wanted to note that the tenant has thirty days from the date of the letter to appeal the violation and that this letter is different than the compliance letter that was sent on September 1st. Ms. Downs’ felt as though there was never compliance and does not understand why the process is starting over again.

   Solicitor S. Kilkenny stated that documentation can still be sent to the Borough showing what the complainants feel is running a business even though the zoning violation has been issued. If Borough Manager G. Locke believes that this evidence constitutes running a business, then a new violation will be issued.

   Borough Manager G. Locke stated that the Borough will be looking into their licensing requirements within the upcoming building, zoning and revitalization committee meetings. Borough Manager G. Locke also wanted to note that the Borough cannot require licensing due to preemption laws from the state but will look into how to track contractors to make sure the correct amount of Business Privilege Tax was being paid.

   Ms. Downs also wanted to go on record stating that she requested copies of the insurance certifications for JC Glass Masonry and the effective date was after the work was started and the request was made.

   Andrew Smith, 200 Hillside Avenue, wanted to know the procedure of the current violation if appealed. Solicitor S. Kilkenny responded by stating that if the violation is appealed the violation would be heard before
the Borough’s Zoning Hearing Board to which the Zoning Hearing Board would declare the tenant guilty or not guilty.

Chip Treacy, 215 Runnymede Avenue, wanted to note that he “doesn’t understand why or how this tenant is getting away with this.” Mr. Treacy wanted to know if the tenant would be getting a cease and desist.

EXECUTIVE SESSION

On motion of President D. Pancoe, seconded by Councilor K. Farrell, the motion to move into Executive Session for discussion of matters of personnel.

At the conclusion of Executive Session, President D. Pancoe announced that an Executive Session was held for the purpose of discussing matters of personnel. A motion made by President D. Pancoe seconded by Vice President R. Bunker to go back into the public meeting passed unanimously.

Molly Durkin, 205 Runnymede Avenue, wanted to know why the budget wasn’t posted online during the budget review. Ms. Durkin also wanted to know why the Borough Manager was getting “such a big raise”. Solicitor S. Kilkenny explained to Ms. Durkin that the full budget has been available for review in the office and the budget workshops were open to the public, and that the state does not require that the budget progress be posted online. Solicitor S. Kilkenny also informed Ms. Durkin that the full budget will be available online once approved at tonight’s meeting.

Vice President R. Bunker answered Ms. Durkin’s question regarding an increase in the Borough Manager’s salary. Vice President R. Bunker explained that they did a salary survey of a number of comparable municipalities in size to make sure Jenkintown was paying “market rate”. The reason Council felt as though this was important was to make sure that if the Borough ever needed to replace the employees, not just the Borough Manager, that they were prepared to pay the “market value” for these employees. Vice President R. Bunker also wanted to note that it helps retain employees if they are making a comparable salary.

Chip Treacy, 215 Runnymede Avenue, inquired why the budget wasn’t posted online as the meetings were updated.

Solicitor S. Kilkenny responded by stating that the Borough is doing all requirements by law and that updating the website before the budget is approved is not required.

7. Presentations: None at this time

8. Committee Reports

- **Administration and Finance**: No Report due to no meeting taking place in December.
- **Building, Zoning and Revitalization**: No Report due to no meeting taking place in December.
- **Public Safety**: No Report due to no meeting taking place in December.
- **Public Works**: No Report due to no meeting taking place in December.
- **Jenkintown School District**: Councilor K. Farrell stated that the School has undertaken the task of creating a comprehensive plan as well as forming a steering committee and are looking all residents to fill out the comprehensive survey.
  
  Borough Manager G. Locke wanted Council to know that the School District applied for a sign permit for an electronic display on the corner of West Avenue and Walnut Street and the Borough has since denied that application allowing for the School District to go before the Zoning Hearing Board if they should choose. To date, no application has been received for Zoning Hearing Board for this matter.

- **Jenkintown Community Alliance**: Councilor K. Farrell highlighted that JCA has officially decided to get out of the decorating business. JCA plans on handing the holiday decorations back to the Borough.
Multi-Municipal Group: Councilor M. Golden highlighted that he has access to tickets to the New Jersey Summit discussing “Race, Place and Opportunity” as well as tickets to the Philadelphia Summit on “Real Estate Development”.

Comprehensive Plan: President D. Pancoe highlighted that the County Planners are still working on the draft revisions but will be presenting at January’s Building, Zoning & Revitalization meeting.

9. Engineers Report: A written report was provided in Dropbox. Engineer K. Hassan highlighted that Pennoni Associates is still working on the Gateway Welcome Signs.

10. Solicitor’s Report: Solicitor S. Kilkenny highlighted that his office has been working with the Borough on a few code matters, Right to Know requests and preparing new bid specs for the trash hauling that will have to be re-bid before the end of January.


12. Police Chief’s Report: A written report was provided in Dropbox.

13. Public Work’s Report: A written report was provided in Dropbox.

14. Manager’s Report: A written report was provided with the monthly meeting materials. Borough Manager G. Locke wanted to highlight that the Borough has signed the contract for the Community Development Block Grant (CDBG) and once the solicitors sign the contract a pre-construction meeting will be set. Borough Manager G. Locke also highlighted that he will be attending a pre-construction meeting for the school safety lights tomorrow. Finally, Borough Manager G. Locke highlighted that the Borough replaced four concrete blocks in front of the building as well as power washed and painted Borough Hall.

ORDER OF BUSINESS

1. Ordinance #2016-4: 2017 Tax Levy: Vice President R. Bunker made a motion, seconded by Councilor J. Conners, to adopt Ordinance #2016-4 setting the tax levy for 2017. Motion passed 9-0

2. 2017 Budget: Vice President R. Bunker made a motion, seconded by Councilor M. Golden, to approve the 2017 operating budget. Motion passed 9-0

3. 2017 Meeting Schedule: President D. Pancoe made a motion, seconded by Vice President R. Bunker, to adopt the 2017 Council and Committee Meeting Schedule as presented. Motion passed 9-0

4. Borough Council Appointment: President D. Pancoe made a motion, seconded by Councilor C. Whitney to appoint Anne MacHaffie to Borough Council, as a representative of Ward 4, to seat the vacated by the resignation of Justin Mixon. Motion passed 9-0

5. Borough Council Appointment: President D. Pancoe made a motion, seconded by Councilor C. Whitney to appoint Jennifer Lugar to Borough Council, as a representative of Ward 4, to seat the vacated by the resignation of Laurie Durkin. Motion passed 9-0
NEW BUSINESS AND DISCUSSION:

Vice President R. Bunker made a motion, seconded by Councilor K. McGlonn to appoint Barbicane, Thorton and Company as the General Auditor for the 2017 Fiscal Year.

Peggy Downs, 301 Runnymede Avenue, asked if this audit was a financial audit and if it included the Business Privilege License. Vice President R. Bunker stated that this was an audit of finances and the financial control. The Business Privilege License audit was done through a separate contract with a separate auditor.

Motion passed 9-0

ADJOURNMENT: On motion of Councilor J. Conners, seconded by Councilor M. Ashton Young, the motion adjourning the meeting passed unanimously.