



## **PUBLIC WORKS COMMITTEE**

**September 9<sup>th</sup>, 2015**

**7:30 p.m.**

### **MEETING MINUTES**

**Call to order:** Chairperson J. Conners called the meeting to order.

#### **Attendance:**

- **Committee members present:** Chairperson J. Conners, Councilor K. Farrell, Councilor C. Soltysiak, Councilor J. Mixon, Councilor C. Durkin and Councilor K. McGlenn
- **Committee members absent:** None
- **Others present:**, Borough Manager G. Locke, Public Works Foreman J. Riggins, Police Chief A. DiValentino, Engineer D. Jones, Engineer M. Saylor, and Mayor E. Foley

**Public Comment:** None.

#### **Reports**

- **Public Works Director:** A written report was provided with the monthly meeting materials. Public Works Foreman J. Riggins wanted to highlight that the Public Works Department has been rebuilding the inlets in town as well as helping out with the paving project. The Department has also prepared the Leaf Route which will be discussed later in the evening. Public Works Foreman J. Riggins also wanted to highlight that the manhole insert project is approximately 85% completed.
- **Engineer:** A written report was provided with the monthly meeting materials. Engineer D. Jones stated that the manhole inserts were installed by the Public Works Department and the Borough is in the process of completing the second set. The flushing and video inspection for phases three and five for the Sewer Study are completed. Boucher & James are currently putting together a report and will present their findings as soon as they become available. The Borough Staff is continuing to inspect speed humps and the paving for the 2015 Paving Project. Boucher & James wanted to note that they will continue to hope in any way needed.

#### **New Business**

1. **Town Square Parking Kiosk Update** – Chairperson J. Conners stated the Borough has received the kiosk and has been delivered on the 17<sup>th</sup>. The Borough is looking to install the kiosk in the Leedom Lot, in front of Marzanos, next week and planning to remove the meters and number the spaces right after the Arts Fest. The Borough is hoping to have the kiosk up and running within a week of the Arts Fest being completed.
2. **Town Square Concrete and Handicap Ramp Replacement** – Borough Manager G. Locke stated that the ramp is currently at the entrance of the kiosk and the block that was in front of it was already flat. To meet code requirements, the Borough had to create a new handicap ramp to allow pedestrians to access the new parking kiosk. This ramp and concrete work was poured today and should be completed tomorrow.

3. **H2O Grant Closeout/Audit** – Councilor J. Conners confirmed that the DCED did accept the closeout for the H2O Grant at the beginning of the month. However, there is an audit required for this project. The audit must be completed by December 31<sup>st</sup>. Borough Manager G. Locke stated that he will be going before Administration and Finance to ask to go out for proposals for this Audit. There was a 60 day auditing period, however the Borough asked for and received an extension to the end of the year.
4. **Liquid Fuel Fund Review** – Councilor J. Conners stated that PennDOT did come in and do a review for the 2014 Liquid Fuels Audit. They had some recommendations to help with the Audit for 2014. This review was to prepare us for the Audit.
5. **2015 Paving Program Update** – Chairperson J. Conners stated the paving project is progressing. They are off of Runnymede Avenue and barring any weather issues they may possibly be completed the paving by next week. They have until the end of October but it is believed that they should be done next week. Borough Manager G. Locke stated that they plan on buttoning up the west side of town this week.
6. **Leaf Collection Program** – Chairperson J. Conners stated that the Public Works Department has created the new Leaf Collection Route for 2015. It is currently up on the website and is planning to send out the schedule with the fourth quarter solid waste bill.
7. **Budget Review/Analysis and Preparation for 2016 Budget** – Chairperson J. Conners confirmed that the budget schedule will be prepared within the next few days. The budget for Public Works have been maintained well however there are a few lines such as overtime that need to be reassessed.

#### **Old Business**

1. **Manhole Pan Inserts Project Update** – Chairperson J. Conners confirmed that additional inserts have been ordered and this project is almost completed. Public Works Foreman J. Riggins stated that they have ordered and will be having 37 lids delivered and installed should be here by the 14<sup>th</sup>.
2. **Paving Payments Peco & AQUA** – Chairperson J. Conners stated that the Borough has received payment from both PECO & AQUA. This payment is for the agreement that was made to pay for half of the cartway. The Borough received a cheaper quote for paving therefore both utility companies went with the Borough paving contract.
3. **Concrete Repair Compliance** – Chairperson J. Conners stated that the Borough is down to roughly 25 households that are non-compliant without permits. Borough Manager G. Locke confirmed that the Borough sent out 260 letters and are down to 18 homes that are without permit and have not completed the work. At least 6 or 7 of them have been in touch with the Borough stating that they will be complying and doing the necessary repairs.
4. **2015 Accessible Ramp Project** – Chairperson J. Conners highlighted that the ramps are still being completed for the Accessible Ramp Project.
5. **Street Light Installations York Road** - Chairperson J. Conners wanted to inform the Committee that there is only two left to be installed on York Road.
6. **LED Procurement Project Update** - Chairperson J. Conners wanted to remind the committee that is a county wide project to update the street lights in Boroughs and Townships. Five Counties have joined together to save money on this project. This project will allow savings in the energy costs across the county. There will be a kick off meeting for the LED Procurement Project will be held

October 1<sup>st</sup>. Once information is received from this meeting it will in turn be relayed back to the Public Works Committee.

**Adjournment:** On motion of Chairperson J. Conners, seconded by Councilor C. Durkin, the motion to adjourn the meeting passed unanimously.





# THE BOROUGH OF JENKINTOWN

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JENKINTOWN, PA 19046  
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P: 215.885.0700  
F: 215.885.3786

## Memorandum

Date: September 8, 2015  
To: George Locke, Borough Manager  
From: Bonnie Lucy, Finance Director *ph*  
Re: H2O Grant Project Audit

The H2O Grant work has been completed and the final payment was received from DCED. In order to be compliant with the contract, a Project Audit is required to be performed and submitted to DCED by December 31, 2015. The Project Audit must be performed by a certified public accountant. It must be a financial audit conducted in accordance with the provisions of the US General Accounting Office's Government Auditing Standards, current revision. The Audit must encompass the entire Grant Activity Period.

If you have any questions, please contact me.



# **2015 CURBSIDE LEAF COLLECTION**

<b><u>ADDRESS</u></b>	<b><u>ROUTE</u></b>	<b><u>ADDRESS</u></b>	<b><u>ROUTE</u></b>
Cedar St. - 100, 200, 300 & 400 Blk	5	Mather Rd. - ALL	2
Cedar St. - 500 Blk	4	Mather Spur - ALL	2
Chellena Ave. - 400, 500 & 600 Blk	4	Myrtle Ave. - 500 Blk	1
Cherry St. - ALL	5	Newbold Rd. - ALL	3
Clement Rd. - ALL	3	Nice Ave. - ALL	3
Cloverly Ave. - ALL	4	Rodman Ave. - 100, 200 & 300 Blk	1
Cottman St. - ALL	3	Rodman Ave. - 400, 500 & 600 Blk	4
Division St. - ALL	5	Runnymede Ave. - 00-100, 200 & 300 Blk	1
Elm Ave. - ALL	4	Runnymede Ave. - 400, 500 & 600 Blk	4
Florence Ave. - ALL	1	Rydal Rd. - ALL	3
Greenwood Ave. - 100-700 Blk	5	Shoemaker Ave. - 500 & 600	4
Greenwood Ave. - 800 & 900 Blk	3	Summit Ave. - ALL	2
Harper Ave. - ALL	5	Township Line Rd. - ALL	2
Healy St. - ALL	5	Vernon Rd. - ALL	3
Highland Ave. - 100, 200 & 300 Blk	2	Vista Rd. - ALL	3
Highland Ave. - 400 Blk	1	Walnut St. - 100, 200 & 300 Blk	5
Hillside Ave. - 200 & 300 Blk	1	Walnut St. - 400 & 500 Blk	1
Hillside Ave. - 400 & 500 Blk	4	Washington Ln. - 200, 300, 400 & 500 Blk	2
Homestead Rd. - ALL	3	Washington Ln. - 600 & 700 Blk	3
Johnson St. - ALL	5	West Ave. - 100, 200 & 300 Blk	1
Leedom St. - 200, 300 & 400 Blk	5	West Ave. - 400, 500, 600 & 700 Blk	5
Leedom St. - 500 Blk	4	West Ave. - 800 & 900 Blk	3
Linda Vista Ave. - ALL	4	Willow St. - 500 & 600 Blk	5
Linden St. - ALL	5	Wyncote Rd. - ALL	2
Maple St. - 400 Blk	5		

## **Collection Dates**

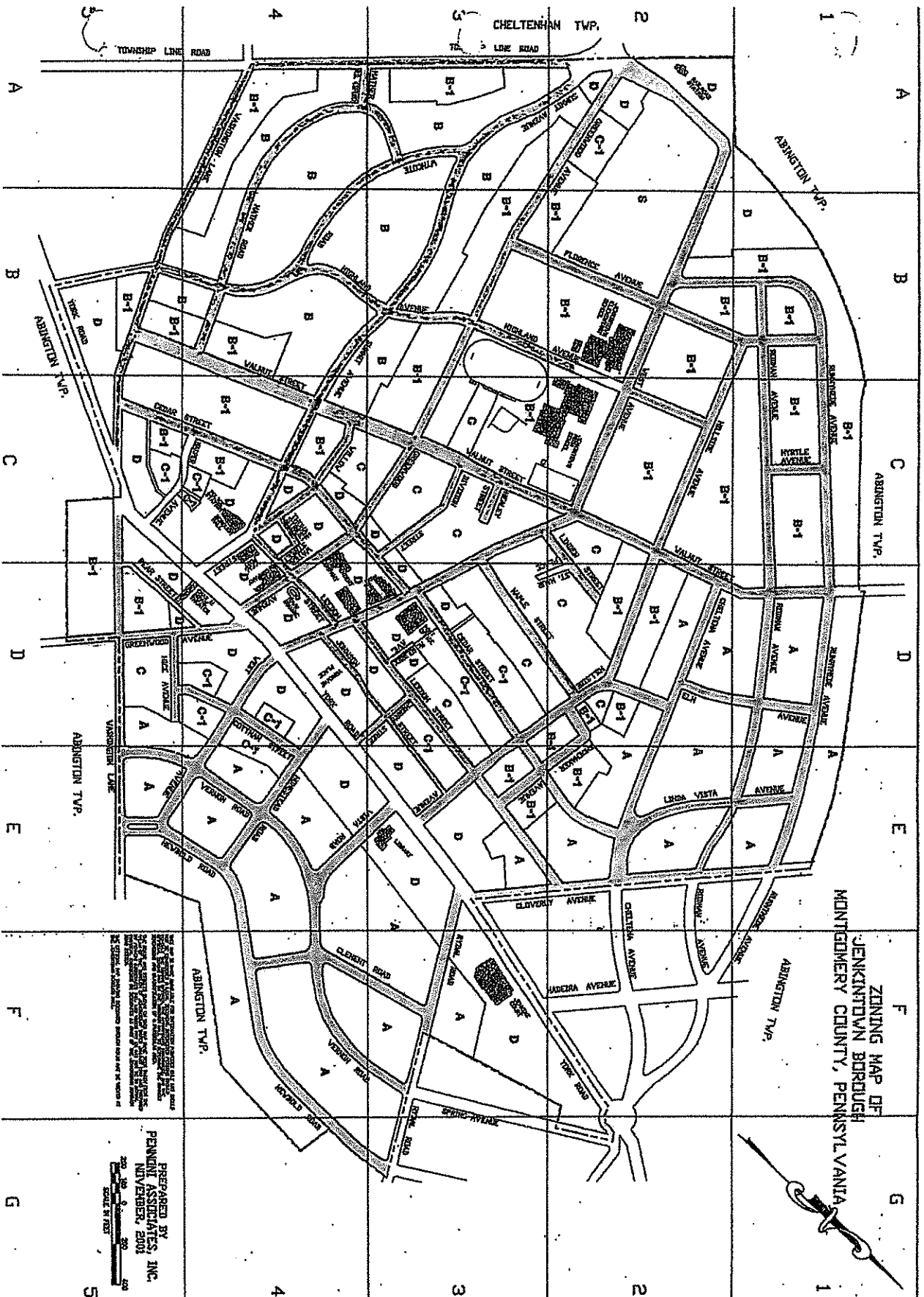
**Route 1: 11/3, 11/17, 12/01, 12/17**

**Route 2: 11/5, 11/19, 12/3, 12/17**

**Route 3: 11/6, 11/20, 12/4, 12/18**

**Route 4: 11/10, 11/24, 12/8, 12/22**

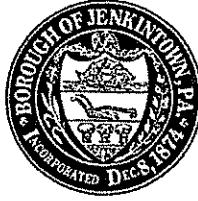
**Route 5: 11/13, 11/26/ 12/10, 12/14**



# STREET INDEX

[illegible]





## Memorandum

**TO:** Jay Conners, Chair Public Works  
**FROM:** George Locke, Borough Manager  
**RE:** LED Procurement Program DVRPC  
**DATE:** September 8, 2015

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This information was provided by Liz Compitello, Senior Research Analyst, D.V.R.P.C. includes important notifications for program participants about 1) A Regional Streetlight Procurement Program Kickoff Meeting on October 1<sup>st</sup> and 2) hiring a technical advisor to serve the program.

### 1) Regional Streetlight Procurement Program Kickoff Meeting – October 1<sup>st</sup> at DVRPC

What: Kickoff Meeting for the Regional Streetlight Procurement Program

When: Thursday, October 1; 9:00am – Noon. (Coffee and light refreshments provided)

Where: Delaware Valley Regional Planning Commission in Philadelphia

Meeting Summary: All program participants should attend. This kickoff meeting will provide important information that participants need to know, including a detailed overview of the program to date, next steps and what to expect, and a brief presentation on LED street lighting controls.

Draft agenda:

- RSLPP RFP and specification
- ESCO selection process
- What to expect when working with the ESCO: pre-contract audit, investment grade audit, and project implementation
- PennSEF program and financing
- GIS map and data collection for existing and upgraded street lighting systems
- Technical presentation on LED street lighting controls

Please RSVP by Thursday, September 10<sup>th</sup> : Yes I will attend, No I cannot attend (We strongly encourage each participant to attend this kickoff meeting. If you are unable to attend, please let us know as soon as possible.)

## 2) Hiring a technical advisor to serve the program:

The RSLPP steering committee issued a solicitation in July to explore the feasibility of hiring a technical advisor to assist with the program. The committee evaluated the two proposals, and have identified Keystone Lighting Solutions (KLS) for this work. If hired, KLS will assist with several whole-program tasks including (1) *conduct a detailed review of the draft RFP for technical merit and comprehensiveness*, (2) *conduct a technical review of the Lighting Specification for technical merit and comprehensiveness*, (3) *Review all elements of the ESCO proposals submitted to ensure that they meet the requirements listed in the RSLPP RFP and specification*, (4) *review aspects of the ESCO bulk procurement approach*, and (5) *offer advice on long-term maintenance strategies*. The cost of these services is estimated at \$15,000 (or ~\$300 per participant). If municipal participants are supportive of hiring KLS, DVRPC will seek approval from our board on September 30<sup>th</sup> to pay upfront the full amount of these whole-program services, and municipalities will reimburse DVRPC through this program's financing upon bond closure. This means that there will be no upfront costs for the technical advisor's services to municipalities.

If your municipality has questions about or concerns with hiring a technical consultant technical advisor, please contact your county-consortium/COG rep in Bucks County: (Eileen Bradley, New Britain Township), Chester County: (Kevin Kerr, Upper Uwchlan Township), Delaware County: (Craig Totaro, Lansdowne Borough), or Montgomery County: (Stacy Crandell, Montgomery Township).

Questions: Contact Liz Compitello, Senior Research Analyst, Delaware Valley Regional Planning Commission [ecompitello@dvrpc.org](mailto:ecompitello@dvrpc.org), 215-238-2897

# 2015 Paving Project

JENKINTOWN BOROUGH

## Actions taken to obtain compliance

- Notification of Paving Project – February 2015 (Approximately 6 months before paving)
  - Stating that the property owner's street was scheduled to be repaved in summer of 2015
  - Intention to give the owner ample notice that curbs and sidewalks would be inspected
  - Allowed the owner to schedule a meeting to discuss their property and the paving project
- Official Notice of Required Repairs – April 2015 (Approximately 4 months before paving)
  - Official notice that curb and sidewalk had been evaluated and determined that action was required
  - Copy of Concrete Compliance Criteria, Preliminary letter and approximate measurement was included for budgeting purposes
- Notice of Violation – July 2015 (Approximately 30 days before paving)
  - Reminding the owner of the deficiencies with the curb and sidewalk
  - Included Actions of non-compliance detailed in Jenkintown Borough Code Chapter 156




## Actions upon Non-Compliance

- Notification of Non-Compliance
  - §156-22 Notice of Noncompliance – Sixty day notice, must specify required maintenance or repairs
  - §156-23 Service of Notice – Personally delivered, unoccupied property may be posted on property
- Enforcement
  - Jenkintown Borough Code 156-26: Any person failing or refusing to comply with the provisions of the article or any notice issued pursuant to the authority contained herein or who shall unlawfully construct or repair any sidewalk, curb or gutter shall, upon summary conviction before a court of competent jurisdiction, be sentenced to pay a fine of not less than \$50 and not more than \$500 and costs of prosecution.
- Lien of Property
  - Jenkintown Borough Code 156-25: Upon the failure or neglect of any property owner to comply within sixty (60) days after service with the requirements of any notice given in accordance with §156-23 and with any of the foregoing provisions of this article, the Borough may either by its own employees or by an independent contractor do the work required and collect the costs thereof and 10% additional, together with all charges and expenses, from such owner in any manner prescribed by law.



### **Actions taken to gain compliance.**

Borough Code Chapter 156. Subsection 156-17 Maintenance Responsibility

	<u><b>2015</b></u>	<u><b>2016</b></u>
Initial Notification		February
Official Notice of Required Repairs		September (estimated)  Oct / Nov (Estimated)
Notice of Violation		April  July  December (Estimated)

### **Actions upon Non-compliance**

Borough Code Chapter 156.

Notification of Non-Compliance:

- **Subsection 156-22 Notice of Noncompliance.** Sixty day notice, must specify required maintenance or repairs.
- **Subsection 156-23 Service of Notice** Personally delivered, unoccupied property may be posted on property.



#### 1. Enforcement

refusing to comply with the provisions of this article or any notice issued pursuant to the authority contained herein. Or who shall unlawfully construct or repair any sidewalk, curb or gutter shall, upon summary conviction before a court of competent jurisdiction, be sentenced to pay a fine of not less than \$50 and not more than \$600 and costs of prosecution.

**Jenkintown Borough Code §156 – 26.**

Any person failing or



#### 2. Lien of the Property

neglect of any property owner to comply within 60 days after service with the requirements of any notice given in accordance with § 156-23 above and with any of the foregoing provisions of this article, the Borough may either by its own employees or by an independent contractor do the work required and collect the costs thereof and 10% additional, together with all charges and expenses, from such owner in any manner prescribed by law.

**Jenkintown Borough Code §156 – 25.**

Upon the failure or



Date: \_\_\_\_\_

George Smith  
Any Avenue  
Jenkintown, PA 19046

### **NOTICE OF VIOLATION AND FAILURE TO COMPLY**

Dear Mr. Smith:

As you are aware, in accordance with the Jenkintown Borough Code (the "Code"), property owners within the Borough are responsible for the repair of their curb and/or sidewalk when the curb and/or sidewalk falls out of compliance with the Code. By official notice dated April 17, 2015, you were advised that your sidewalk had fallen out of compliance with the Code and therefore was in need of repair.

Upon receiving no action on your part to comply with the April 17<sup>th</sup> correspondence, you were sent a Notice of Violation on July 10, 2015 which indicated that the Borough had not yet even received an application for a permit to make the necessary repairs, let alone the repairs being completed. The Borough advised that if the repairs were not completed within 30 days, that either violations should be issued or the property would be repaired by the Borough, the cost of which would be borne by you as the property owner.

Unfortunately as of the date of this Notice, the necessary repairs identified as of April 17, 2015 have yet to be completed, and the Borough has yet to even receive a permit application notifying your intent to perform the repairs. Therefore, be advised that this correspondence is meant to serve as the official and final notice of non-compliance pursuant to Section 156-22 of Jenkintown's Borough Code.

The specific repair necessary at your property is the repair of one block of sidewalk that has been delineated by the Borough with white dots. Regardless, should you have any question as to what specific repair needs to be done, please contact the Borough immediately and we will have someone meet with you at your property for further clarification.

Additionally, pursuant to Section 156 of the Code, the repairs must be performed within 60 days from the date of this notice:

**A) (Enforcement) FAILURE TO MAKE THE NECESSARY REPAIRS OUTLINED IN THIS NOTICE WITHIN 60 DAYS SHALL RESULT IN THE BOROUGH ISSUING CITATIONS FOR THE VIOLATIONS TO BE HEARD BEFORE A COURT OF COMPENT JURISDICTION (DISTRICT MAGISTRATE). IF CONVICTED, THE FINE IS SET BY THE DISTRICT MAGISTRATE BUT SHALL NOT BE LESS THAN \$50 AND NOT MORE THAN \$600 PLUS COSTS OF PROSECUTION.**





**B) (Lien) FAILURE TO MAKE THE NECESSARY REPAIRS OUTLINED IN THIS NOTICE WITHIN 60 DAYS SHALL RESULT IN THE BOROUGH PERFORMING THE NECESSARY REPAIRS AND LIENING YOUR PROPERTY FOR THE REPAIRS, PLUS 10% ADDITIONAL AND ALL OTHER COSTS AND FEES ASSOCIATED WITH THE REPAIR.**

If you have any questions regarding this Notice, please do not hesitate to contact the Borough.

Sincerely

George K. Locke  
Borough Manager/Zoning Officer  
Jenkintown Borough

