



PUBLIC WORKS COMMITTEE

May 14, 2014

7:30 p.m.

MEETING MINUTES

Call to order: Chairperson Connors called the meeting to order.

Attendance:

- **Committee members present:** Chairperson Connors, Councilor C. Durkin, Councilor Mixon, and Councilor Soltysiak.
- **Committee members absent:** Councilor Boutcher and Councilor Farrell.
- **Others present:** Vice-President Bunker, Manager Locke, Assistant Manager Bashore, Public Works Director Frank, Kenneth Riggins, Public Works Department, and Engineer Hyne.

Public Comment: There was no public comment at this time.

Presentation

- **SEPTA:** Representatives from SEPTA were present to discuss the upcoming sub-station replacement project. Wendy Green-Harvey, Ed Pierce, and Andy Gillespie were present from SEPTA. Mr. Gillespie reviewed the project for the benefit of those in attendance. Mr. Gillespie stated that the sub-station will be pre-fabricated and then assembled on site; an access will be constructed to the new sub-station from Jenkintown Road. Mr. Gillespie stated that a notice to proceed should be issued in the fall of 2014.

Councilor C. Durkin asked about the height of the building. Mr. Pierce stated that it will be a raised one story building and it will be approximately 15 feet tall with a 10 foot security fence. Chairperson Connors asked about a possible access through SPS Technologies as opposed to off Jenkintown Road. Mr. Gillespie stated that SPS Technologies declined the request for an access road through their property, which was the original intent. Mr. Gillespie stated that the final access road location was determined in order to avoid conflict with nearby residential properties. Councilor C. Durkin noted that the Noble Station Bridge project is scheduled to begin soon. Mr. Gillespie stated that the projects should not sync and noted that construction will not begin until the Greenwood Ave. Bridge project is completed. Engineer Hyne asked about the length of the construction. Mr. Gillespie stated that it will last approximately two years.

Mr. Gillespie stated that the retaining wall for the access road will be treated with an anti-graffiti coding. Councilor C. Durkin asked about the color of the retaining wall. Mr. Gillespie stated that the color will be selected by the contractor. Mr. Pierce stated that the wall is scheduled to be a sand color. Manager Locke asked about the location of the access road in relation to the bridge. Mr. Pierce stated that it is about five feet beyond the crest of the hill on Jenkintown Road on the west side of the bridge. Councilor C. Durkin asked if there were any turning conditions placed on the bridge. Mr. Gillespie stated that traffic would be very low, so no turning restrictions were placed.

Mr. Pierce discussed the bio-retention basins and noted that they will allow infiltration at the site to contain the entire 100-year flow off the site. Mr. Pierce noted that they will drain after a few days. Councilor Mixon asked if excavation needed to be done to create the basins. Mr. Pierce stated that some excavation will need to be completed.

Mr. Gillespie reviewed the project schedule for the benefit of the Committee. Councilor C. Durkin asked how the existing sub-station would be demolished. Mr. Gillespie stated that it would be demolished piece-by-piece.

The Committee thanked the representatives from SEPTA for their presentation.

Reports

- **Public Works Director:** A written report was provided with the monthly meeting materials. Public Works Director Frank introduced Kenneth Riggins to the Committee and stated that Mr. Riggins has been assisting in overseeing different Public Works projects and administering the new departmental standards while he transitions to also undertaking code enforcement duties. Public Works Director Frank stated that the curbing near STOP signs have been painted yellow in order to prevent parking 25 ft. away from a STOP sign. Public Works Director Frank stated that the department is undertaking maintenance of the Borough's storm sewer inlets.

Councilor Mixon asked about the drainage issues off of the school district's baseball field. Councilor C. Durkin recommended a meeting with the school district in order to determine appropriate corrective action.

- **Engineer:** A written report was provided with the monthly meeting materials.

Old Business

1. **2013 Paving Project – ADA Ramp Replacements:** Engineer Hyne stated that the contractor, JTB, Inc., should be determining a date to complete the work shortly. Manager Locke noted that he had requested a two week lead time in order to schedule the demolition of the ramps that need to be replaced.
2. **2014 Paving Project:** Engineer Hyne stated that the contracts have been sent to the successful bidder, Joseph E. Sucher & Sons, Inc., and they should be executed and returned by the end of the week. Chairperson Conners asked if the sidewalk and curb letters have been sent. Manager Locke stated that the letters have been sent and that he has met with the school district regarding the ramps on their property.
3. **PECO**
 - **April 29 Open House Follow-Up:** Chairperson Conners stated that PECO held an open house at Jenkintown High School on April 29, 2014. Chairperson Conners stated that field works and engineers were present to discuss power issues. Chairperson Conners distributed information on PECO's tree trimming schedule to the Committee. Chairperson Conners noted that the Borough has asked PECO to notify them of pending tree trimming work.
 - **Gas Main/Paving Project:** Chairperson Conners stated that PECO is scheduled to begin the installation of new gas lines in 10 streets in the Borough. Chairperson Conners stated that the Borough intends to work with PECO's contractors to have certain roads fully paved. Manager Locke stated that the project will consist of five roads and the rough estimate is approximately \$68,000. Manager Locke noted that funds are available in the Borough's Capital Projects Fund and recommended using this as the 2015 paving projects. Funds would be budgeted to replenish the Capital Projects Fund in the 2015 budget. Chairperson

Connors noted that this would be the 2015 paving project. Vice-President Bunker noted that this project is supported by the Administration & Finance Committee. Manager Locke stated that the proposed roads are Division St., Healy St., Greenwood Ave. from West Ave. to Walnut St., and Cedar St.

Chairperson Connors asked if the bidding process has been discussed with the Borough Solicitor. Manager Locke stated that the Borough Solicitor will review the bids in order to ensure that it complies with municipal bidding standards. Manager Locke stated that PECO provided a list of communities who undertake this and the staff is discussing this project with them. Vice-President Bunker asked if Florence Ave. was one of the roads PECO was working on. Manager Locke stated that it is and that he is going to work to have the contractor repave the road from curb to curb.

4. **Sewer Rate Study - Update:** Manager Locke reported that the Administration & Finance Committee recommended awarding the contract for the sewer rate study to Keystone Alliance Consulting, Inc. This will be before Borough Council at their May meeting.
5. **Inter-municipal Sewer Agreement with Cheltenham Township - Update:** Engineer Hyne stated that comments on the inter-municipal agreement and the Act 537 plan were forwarded to Cheltenham Township. Engineer Hyne stated that the items outlined in the July 8, 2013 review letter of the Act 537 Plan have been made by Cheltenham Township. Manager Locke stated that he will be meeting with the manager of Cheltenham Township, Bryan Havir, to discuss this project and that the comments on the inter-municipal agreement should be discussed by Cheltenham Township this evening.

ACTION: On motion of Councilor C. Durkin, seconded by Vice-President Bunker, the motion recommending adoption of the Cheltenham Township Act 537 Plan contingent on acceptance of the Borough's comments on the inter-municipal sewer agreement passed unanimously.

6. **Greenwood Ave. Bridge Project – Update:** A written report was provided to the Committee. Assistant Manager Bashore stated that night work is scheduled for the week of May 19 and an e-mail notification will be issued.
7. **H2O Grant Projects:** Engineer Hyne stated that there are punchlist items that must be addressed by Carusone Construction for the Cedar to Walnut Storm Sewer Project.

Engineer Hyne stated that the Borough has approximately \$53,000 remaining in available H2O grant funds and that Borough is seeking to install manhole inserts in order to address additional inflow and infiltration. Engineer Hyne presented a plan for additional sewer lining and grouting work for the H2O grant funds, noting that the area targeted will be the pipes that flow through the Borough's sewer meter on Runnymede Avenue.

Manager Locke asked if additional TV inspections would be needed. Engineer Hyne stated that the proposed area would need to be inspected and that the costs to review the video will be reduced. Chairperson Connors asked how long it took to review the inspection tapes. Engineer Hyne stated that he was unsure, but it would be minimized. Manager Locke noted that this will be beneficial towards the Borough's sewer treatment costs. Engineer Hyne noted that Tri-State Grouting has agreed to hold their 2012 pricing and a change order will be prepared for next month's meeting.

New Business

1. **Rating of Borough Streets:** Manager Locke provided a rating report and paving schedule for the different roads in the Borough. Manager Locke stated that this was reviewed by the Building, Zoning, and Revitalization Committee. Manager Locke reviewed the schedule with the Committee, noting that there is approximately 0.5 miles of road scheduled to be paved each year,

based on a \$100,000 per year cost limit. Manager Locke noted that the rates are from "1" (best) to "5" (worst) and noted that the following variables were not included: road width and ADA ramp replacements. Manager Locke stated that he is looking into financing options to complete the outlined paving work.

The Committee thanked Manager Locke for providing the rating report.

2. **Waste System Authority of Eastern Montgomery County:** Chairperson Conners stated that the Montgomery County Commissioners will not be issuing an RFP for continued waste disposal services. Chairperson Conners stated that the Borough has two options: join a consortium or contract on its own. Manager Locke stated that he attended a round table of municipal managers to discuss this issue and met with the Borough's waste hauler, Republic Services. Manager Locke stated that it appears that there would be a \$5 to \$10 per ton savings and the County has provided the RFP that was previously used. Manager Locke stated that the January 2015 closing date is not a finalized date. Manager Locke noted that this service would need to be bid and may run concurrent with the Borough's hauling contract.
3. **PA Small Water & Sewer Program - Proposed Resolution:** Engineer Hyne stated that this grant application would propose additional sewer lining and grouting work on the east side of the Borough. Engineer Hyne noted that there is a 15% match requirement. Manager Locke noted that Remington, Vernick, & Beach has agreed to keep their engineering fees to the 10% value allowed by the grant. Manager Locke noted that, if awarded, the funds have three years to be expended and that the Borough may budget for this work in 2016.

ACTION: On motion of Councilor C. Durkin, seconded by Vice-President Bunker, the motion recommending approval of the proposed resolution for the PA Small Water & Sewer Program passed unanimously.
4. **Street Sweeper - Status Update:** Public Works Director Frank stated that he attended a two day seminar offered by Tymco and that the street sweeper has been maintained. Public Works Director Frank noted that proper maintenance was not previously performed and the machine should be back in use at the end of the week. Public Works Director Frank stated that the street sweeper may use to maintain the storm inlets and a schedule is being developed.
5. **Inter-municipal cooperation with Cheltenham Township:** Manager Locke stated that he met with the Public Works Superintendent with Cheltenham Township in order to discuss cooperative efforts. Manager Locke noted that Cheltenham Township has offered to allow the Borough to park the leaf trailer with them to free up space in the Borough's yard. Manager Locke stated that he is working to have Cheltenham Township take the Borough's yard and leaf debris, which is currently deposited with Abington Township.

Adjournment: On motion of Councilor C. Durkin, seconded by Councilor Mixon, the motion to adjourn the meeting passed unanimously.



Jenkintown Borough Public Works Monthly Report

4/8/2014 - 5/12/2014

- Cleaning and reorganization of the public works lower Storage Yard continues.
- 2 Street Sign poles were replaced and 21 antiquated street signs were replaced.
- Pedestrian crossing light pole located at the train station has been installed. The consortium will be completing the work with the installation of lights.
- Parking meters – 8 meters have been repaired and the priming of poles was completed. Painting of poles has begun Summit, Leedom has been completed.
- The parking Kiosk has had 2 repairs made.
- The police speed trailer has continued its tour throughout the Borough.
- The department has replaced a photo cell for the sign at the horse trough.
- Work continues on the Re painting of the yellow curbing. Summit and Leedom, Runnymede and Walnut, Leedom and Greenwood have been completed.
- 18 PA one call have been received and marked out.
- A complete cleaning and maintenance of the street sweeper has been done this took 3 days.
- The Public works director attended a two day training seminar on repair, maintenance and winterization of the street sweeper.
- Daily duties of Borough hall and Police station cleaning continues along with the weekly tasks of yard debris pick up, bulk pick up and public trash container pick up throughout the Borough.
- 1 ton of cold patch has been used due to pot holes.
- Pruning of trees on Leedom and some of York have been done.
- Spring cleaning of Town Square, Horse Trough, Borough and the islands at Newbold and Vernom has been completed. This cleanup included pruning and the use of 15 Tons of mulch.
- Trucks 23 and 22 have received their bi annual inspection.
- The Ford 250 has been decaled with Borough logo and signage and safety striping.
- The Leaf machine has been prepped for summer storage.
- Cleanup of storm inlets throughout the Borough has begun, 8 inlets have been completed.
- Daily and monthly duties of public trash cans, cleaning of Borough hall, Police station and yard debris pick up has continued.
- A delivery of 5.5 pallets of leave bags was received by the department.
- WG Malden has completed new connection work at Wyncote station with the assistance of the public works department.
- The director has attended 2 meetings for the Sunset run and the open house with Peco was attended with the company of the Borough manager.