



**JENKINTOWN BOROUGH COUNCIL
PUBLIC MEETING
September 25th, 2019
7:30 P.M.
700 Summit Avenue, Jenkintown Pennsylvania
MINUTES**

1. **Call to Order:** President D. Pancoe called the meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:** Mayor A. Dobbs led those present in the Pledge of Allegiance
3. **Roll Call:**
 - **Council members present:** President D. Pancoe, Vice President J. Conners, Councilor K. Farrell, Councilor A. MacHaffie, Councilor D. Ballard, Councilor M. Marlowe, Councilor J. Lugar, and Councilor A. Khalil.
 - **Council members absent:** Councilor K. McGlenn, Councilor C. Soltysiak, Councilor C. Whitney, and Councilor M. Golden were marked excused.
 - **Others Present:** Manager G. Locke, Chief A. DiValentino, Solicitor P. Hitchens, Engineer K. Hassan, Public Works Foreman K. Riggins, Mayor A. Dobbs, and Director of Finance R. Ware.
4. **Approval of Minutes: August 28th, 2019:** On motion of President D. Pancoe, seconded by Councilor D. Ballard, the motion approving the August 28th, 2019 council minutes were approved unanimously.
5. **Approval of payrolls dated August 29th, and September 12th in the amount of \$170,895.58 and Invoices totaling \$831,732.57.** On motion of Councilor D. Ballard, seconded by Councilor M. Marlowe, the motion approving August 29th, and September 12th in the amount of \$170,895.58 and Invoices totaling \$831,732.57 approved unanimously.
6. **Public Comment:** None at this time.
7. **Presentations:**
 - **Joe Viscuso, Pennoni Associates, Smart Cities:** Joe Viscuso, Pennoni Associates, appeared before Council to discuss what smart cities are and how it pertains to municipalities.
8. **Committee Reports**
 - **Administration and Finance:** Councilor D. Ballard noted that the committee meeting information can be found in the packets. Councilor D. Ballard wanted to apologize to Pam Lynch for skipping over the Rec Board report of the Administration & Finance meeting. Councilor D. Ballard noted that the committee is working to move forward with the scheduling of the Rec Board and EAC events for next summer. Additionally, Councilor D. Ballard noted that the Rec Board and JCA are looking to purchase more lights for the holiday tree.
 - **Building, Zoning and Revitalization:** Councilor K. Farrell noted that the committee meeting information can be found in the packets. Councilor K. Farrell highlighted that the Planning Commission met the night before Building, Zoning & Revitalization and began the conversation regarding 93 York Road's Land Development project. Additionally, the Planning Commission is working to update the Zoning Code.
 - **Public Safety:** Councilor J. Lugar noted that the committee meeting information can be found in the packets. Councilor J. Lugar highlighted that the Public Safety committee has been receiving requests for

permit parking and the committee has begun reviewing the process. Additionally, President D. Pancoe noted that the Fire Commission met earlier this evening, prior to this meeting, and discussed incident reporting, Standard Operating Guidelines and training.

- **Public Works:** Vice President J. Conners noted that the committee meeting information can be found in the packets. Vice President J. Conners highlighted that the 2019 paving project has been completed and closeout documents are being processed.
- **Jenkintown School District:** No Report. Mayor A. Dobbs noted that she received a letter from Dr. Takacs commending the Borough Staff along with Pennoni Associates for assisting them in drainage issues and the continuing communication between the Borough and the School District.
- **Jenkintown Community Alliance:** Councilor K. Farrell highlighted that the Arts Fest went well and felt as though it was the largest fest to date. Councilor K. Farrell noted that the JCA would like to assist in the purchase of banners for the Southern Gateway, for the entrance into Jenkintown.
- **Multi-Municipal Group:** No Report. President D. Pancoe noted the Pennsylvania Municipal League sent an email regarding a delegate for voting purposes. Councilor A. Khalil will look into it to see if she can be the voting delegate.

9. Engineers Report: Engineer K. Hassan noted that there was a report with the monthly meeting materials.

10. Public Works Report: Public Works Foreman K. Riggins noted that there was a report with the monthly meeting materials. Public Works Foreman K. Riggins noted that the Public Works Department has finished refurbishing approximately twenty benches in the center of town, which has saved the Borough approximately \$20,000.

11. Solicitor's Report: Solicitor P. Hitchens noted that the Solicitors Office is working with the Borough regarding various projects such as the ongoing historic register update, zoning code updates. Additionally, Solicitor P. Hitchens noted that they are working with the Borough on right to know submittals and other legal questions such as conditional use and land development requirements.

12. Mayor's Report: Mayor A. Dobbs highlighted that the annual pumpkin drop will be on November 3rd at 4:00 PM. Additionally, Mayor A. Dobbs wanted to thank the Public Works Department and Police Department for the Arts Festival. Finally, Mayor A. Dobbs noted that the Police Department will be hosting a medicine drop off on October 26th from 10 AM until 2 PM.

13. Police Chief's Report: Police Chief A. DiValentino noted that there was a report with the monthly meeting materials. Police Chief A. DiValentino highlighted that the Police Department will be participating in an event at Bishop McDevitt high school regarding poverty.

14. Manager's Report: Borough Manager G. Locke noted that there was a report with the monthly meeting materials. Borough Manager G. Locke highlighted that the Borough Administration has been working with CGI Communications on a video for Jenkintown Borough. This video was shot on September 10th and 11th. Borough Manager G. Locke noted that the Borough is looking forward to reviewing the video once production is completed. Additionally, Borough Manager G. Locke noted that the Borough has been sending information to residents regarding the AQUA Infrastructure project that is taking place on Newbold, Vernon and Homestead Roads. Borough Manager G. Locke also highlighted that the Borough was awarded the Greenways, Trails and Recreations Program Grant in the amount of \$75,000 as well as the FEMA SAFER Grant in the amount of \$176,340. Finally, Borough Manager G. Locke noted that 93 York Road will be before the Planning Commission in October for their Land Development request on October 15th.

ORDER OF BUSINESS

1. **2020 Budget Schedule: Permission to Advertise:** Councilor D. Ballard made a motion, seconded by Vice President J. Conners, to advertise the 2020 Budget meeting schedule as presented.
Motion approved 7-0
2. **Minimum Municipal Obligation (MMO):** Councilor D. Ballard noted that this item is not an action item however wanted to note that the Minimum Municipal Obligation into the Uniform pension for the year 2020 is \$286,407 and Non-uniform pension for the year 2020 is \$100,341.
3. **Certificate of Payment #1: Green Light Go:** Councilor D. Ballard made a motion, seconded by Councilor J. Lugar, to pay Lenni Electric Corporation in the amount of \$65,485.00 for the Jenkintown Green Light Go as per Pennoni Associates recommendation. This is the full amount of the contract, including all retainage. The contractor has provided a Maintenance Bond in the amount of \$16,845.25 in accordance with the provisions of the contract and is now in effect through September 10, 2021.
Motion passed 8-0
4. **Certificate of Payment #1: Pedestrian & Gateway Enhancement:** Councilor D. Ballard made a motion, seconded by Councilor K. Farrell, to pay James R. Kenny Excavating in the amount of \$62,192.70 for the Pedestrian & Gateway Enhancement project as per Pennoni Associates recommendation. This does not include a 5% retainage. Additionally, a credit change order will be processed to cover the cost of the lighting equipment that has been ordered by the Borough on behalf of the Contractor. The remaining work on the project will be completed once the lighting equipment has been delivered to the Borough.
Motion passed 8-0
5. **Fire Department Truck Purchase: Tools & Equipment Purchase:** Fire Chief K. Lynch noted that the Fire Department is looking to purchase tools and equipment through Witmer Public Safety Group. After discussion, President D. Pancoe made a motion, seconded by Councilor D. Ballard, to purchase equipment from Witmer Public Safety Group in the amount of 20,624 which is not including the RAMFAN, item number 16 on the purchase order. In addition, the Borough will purchase two Quickee blow hard 20" high flow jet ppv fans from the Atlantic Emergency Solutions Quote in the amount of \$6,400 bringing the total for tools and equipment to \$27,024.00
Motion passed 7-1
6. **Cedar Street Moretti Park: Intent to Award Contract:** Councilor D. Ballard made a motion, seconded by Vice President J. Conners, to award the Cedar Street / Moretti Park demolition contract to BRB Contractors for the base bid and alternates in the amount of \$35,500, contingent upon the Contractor supplying the required bonds, insurance and required documentation per specifications.
Motion passed 7-1
7. **Resolution #2019-19: Committee / Commission Spending Policy:** President D. Pancoe noted that this agenda item is tabled and will be heading back to committee for further discussion.
8. **Ordinance #2019-5: Installation of Parking Meters (ten), 100 block of West Avenue:** Councilor J. Lugar made a motion, seconded by Vice President J. Conners, to advertise Ordinance #2019-5 for the installation of ten parking meters along the 100 block of West Avenue.
Motion passed 8-0

NEW BUSINESS AND DISCUSSION: Borough Manager G. Locke noted that the Borough received the FEMA SAFER Grant in the amount of \$176,340. The SAFER Grant is a four-year grant that will be used for the Fire Department for recruitment and retention.

President D. Pancoe made a motion, seconded by Councilor A. Khalil, to accept the FEMA SAFER Grant in the amount of \$176,340.

Motion passed 8-0

Borough Manager G. Locke noted that the Borough received the five-year winter services agreement from PennDOT. This agreement is a five-year contract that specifies the amount of funds the Borough will receive from PennDOT for plowing the state roads within the Borough.

President D. Pancoe made a motion, seconded by Councilor M. Marlowe, to approve Resolution #2019-20 for the 2020-2025 Winter Services Agreement with PennDOT.

Motion passed 8-0

Finance Director R. Ware noted that the Borough has received all documentation regarding the fire department fire apparatus financing. After reviewing three scenarios, Finance Director R. Ware believes that the best option would be to borrow \$300,000. This loan would be paid through the 04 Fire Apparatus fund.

President D. Pancoe made a motion, seconded by Councilor J. Lugar, to borrow \$300,000 for the purchase of the Spartan Aerial Apparatus.

Motion passed 8-0

EXECUTIVE SESSION: None at this time.

ADJOURNMENT: On motion of Vice President J. Conners, seconded by Councilor J. Lugar, the motion adjourning the meeting passed unanimously.