



COMMITTEE WORKSHOP
Wednesday January 18th, 2023
7:00 p.m.
700 Summit Avenue, Jenkintown Pennsylvania
MINUTES

Call to Order: President J. Connors called the meeting to order at 7:03 P.M.

Public Comment: Emmett Madden (504 Summit Ave) introduced himself to Council and then described the various positions he's held and his resume.

Reports

- **Public Works Department:** J. Riggins noted they are working with JCA and Rec Board to get new holiday wreaths and decorations for York Road and Town Square. The previous ones have been removed and stored in the new garage. J. Riggins also mentioned a problem encountered with the storm sewers; unable to collect the data since the database collapsed. With the help of Abington we were able to replace the sensor at Runnymede. Upon receipt of the replacement (28 days to 3 months), we will replace Abington's. Khalil gave credit to all involved with the Greenwood Ave issue (another storm sewer). J. Riggins noted the success was due to a dual partnership with the homeowner and contractors. J. Riggins also said they are planning ways to inspect in the future. Councilor D. Pancoe asked what the cost for the sensor was - \$1800.00 noted by J. Riggins and he also mentioned it outlived the 5-8 year expectancy.
- **Engineer Report:** Mark Bickerton gave status updates pertaining to the 501 Washington Ln (working on Land Development Review) and 821 Homestead (MPD permit granted) projects. M. Bickerton also noted continued partnership with Mgr. Locke on the Green Light Go Project at Runnymede and Walnut.
- **Police Department:** Chief T. Scott noted the annual report was provided to all Councilor members and Mayor G. Lerman. He highlighted some of the overall numbers in calls for service categories. Chief Scott briefly described upcoming training for this year for the officers. He mentioned the significant increase in parking violations and this will play a role in the new proposed fee schedule and other plans for resident and business owner parking concerns. Councilor D. Ballard asked about the increase in reportable accidents and if they are at the expected locations due to volume. Chief T. Scott explained overall the numbers are in the usual places but with the increase in transit through the borough plays a part in the overall increase in the number of accidents (more people are driving their vehicles again post Covid).

- **Jenkintown Fire Department:** Fire Chief Lynch noted reports for December and Year End 2022 were submitted. He met with the officers to discuss a six-month training curriculum via a contract with Bucks County. He hopes to schedule another meeting by the end of January.
- **Second Alarmers:** No one present, so nothing to report.

New Business/Items for Discussion

1. Administration & Finance: Councilor D. Ballard

a. Website - ADA Accessibility Audit

A resident notified the borough through Councilor Kahlil that they had run an accessibility audit on the boro website. The administration and webmaster designed a plan to audit the website and address the issues without delay despite this being an unplanned/unbudgeted expense. The results were improved from the failing 55% to a passing 95% grade. A 75% grade is required to be acceptable by Federal standards. The entire task took a total of twenty work hours and cost under \$1,000. Councilor Khalil commented that the resident happens to be an expert on website design.

b. Borough Annual Financial Reporting of 2022 Underway

Ms. Smith has begun the issuance of W-2's, W-9's, reconciliation of December, DCED annual reports and preparation of Liquid Fuel annual reporting.

c. 2022 Borough General Audit

2022 financial paperwork has been closed out by Ms. Smith and Tom Josiah, the Borough Accountant. The Borough Auditor has begun the annual audit process by sending Ms. Smith dates and specific documents to prepare for the audit.

d. 2023 Tax Anticipation Note (TAN update)

Budgeted and Approved by Council, Bank Paperwork completed and submitted w/ all required Borough documents to Republic Banks Counsel for 2nd review, Borough Solicitor to issue review letter and file all paperwork w/ DCED (Dept. of Community Economic Development) so account can be funded.

e. Funding of 2023 FSA - HRA Accounts

The employee flexible spending accounts and health re-imbusement accounts are being closed out for 2022 and re-funded for the 2023 calendar year by Ms. Smith with Wage Works the company uses to manage the accounts.

f. Payment in Compliance w/ Section IX of Collective Bargaining Agreement

(\$70K <adjust tomorrow) "sellback" of unused sick time is sold back each calendar year, this is for the year 2022.

g. 2023 Public Meeting Schedule Adjustment to April EAC

The April EAC meeting is currently scheduled for April 5th which is Passover and the EAC Chair has asked to have the meeting rescheduled. Once a date is agreed upon and set it will be re-advertised.

h. **Pension Board Appointments Resolution #2023-01**

Move Resolution #2023-01 to Full Council for consideration of adoption.

Pension Boards met 11/17/22 with Pension Actuary Conrad Seigel and BYN Melon.

Pension Board Appointments: I make a motion to adopt Resolution #2023-**, appointing Shelby Smith to the Jenkintown Borough Non-Uniform Pension Board, replacing the retired Rick Ware and Chief Thomas Scott to the Jenkintown Borough Uniform Pension Board replacing the former Chief Al DiValentino.

i. **Exploration of Construction Line of Credit Funding**

Exploring construction line of credit to pay for construction projects paid through grant funding to enable construction to take place and then be paid off when reimbursed by agency. Vice President C. Soltysiak made a comment about construction line of credit being a great idea and asked if other municipalities do this? Mgr. G. Locke said yes but it depends on the branch being used because one does not want to deal with interest, so it's ideal to use an account with no match.

j. **Solid Waste / Recycling Curbside Collection Fees 2023/2025**

Update on increase to fees? Update report on collection of past due fees by Manager later during **Ongoing Business**. Councilor Ballard described reasons for the increase partly due to the increased processing costs. Councilor D. Pancoe thanked Councilor Ballard for his responses in social media.

2. Building Zoning & Revitalization: Councilor J. Bruno

- a. **Grace Presbyterian Church:** President J. Connors mentioned they received \$1.5 million in grants. What the church needs from the Council is a Cooperation Agreement/Council approval for the projects they need to do such as a Community Room and Dorms for missionaries when they visit. Solicitor Hitchens consulted RDA and all they need is the Cooperation Agreement. A question remains as to whether the money is coming from the County's or Borough's RCAP. Vice President C. Soltysiak said serious consideration must be made if the money is coming from the Borough. Councilor Ballard made a comment about Grace's needs versus the Borough's needs. Councilor Bruno mentioned not agreeing with the process since the application was presented to Council after it was submitted and it stated having Council's support. Councilor Pancoe said she would prefer to have more information from RDA so they can have clarity. President Connors mentioned all of this information was only received in the last few days. Mgr. Locke clarified there is a total of \$4 million dollars, but 1.5 is currently available. Vice President Soltysiak mentioned again giving serious consideration of the Borough losing on money as well as other churches now wanting money. Councilor Khalil made a recommendation to organize a pot of money for all churches. Councilor Pancoe said the money was supposed to be used for the relocation of Borough Hall. Councilor Khalil asked if we need a new Borough Hall. President Connors said he would reach back out to Solicitor Hitchens for input. Councilor Bruno asked about time constraints. Mgr. Locke said the second stage of the application is due in April and explained the process. President Connors explained how Borough is helped. Councilor MacHaffie asked how RDA approved.

- i. Mgr. Locke brought up the TAN update because they need to approve the loan resolution tonight. Councilor D. Ballard made a motion, seconded by Councilor J. Bruno to approve Resolution 2023-1 – 2023 Tax Anticipation Note for \$350,000.

- b. **415/425 Johnson Street – Zoning Hearing Board Hearing Thursday - 1/26 7:00 PM**
Project has Conditional Use approval. Heads to ZHB zoning hearing board for relief requested. If approved the project will proceed to the preliminary and final land development as well as the design review approval processes.

- c. **Planning Commission**
Met last evening, they did their annual re-organization, reviewed 501 Washington Lane land development, SALDO update progress report and zoning review update.

- d. **Current Development Update**
 - i. **501 Washington Lane – Proposed apartment building**
Have Zoning relief needed, going before Council for preliminary/final land development, satisfied the Engineer/Pennoni review letter and working through demolition permit (asbestos test result/plan to address only remaining item)

 - ii. **821 Homestead Road – Proposed apartment building**
Received Montgomery County Conservation District approval, scheduling pre-construction meeting to begin site work, can now submit final building plans for UCC construction permits, still working on required final EDU approval for sewer hook up approval.

 - iii. **415/425 Johnson Street- 419 York Road – Commercial / Apartments**
Has conditional use approval, as reported goes to ZHB on Thursday 1/26 7:00 Pm for relief requested. If relief is granted will proceed to Land Development before Council and Design Review Board approvals.

 - iv. **101 York Road – Five Minute Oil Change**
Business owner purchased the former Glanzman Service Center and wants to make minor external changes to the parking lot (number of parking stalls, curb and path of traffic to garage) Land development Waiver has been requested and project will go through land development process to request that waiver. Councilor D. Pancoe asked how vehicles will exit. Mgr. Locke said the site will have the same entrance and exit.

 - v. **93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store**
Have ZHB approval (appealed) have preliminary land development approval coming before council for final land development approval. Going through PennDOT traffic approvals, will need Final land Development approval by Council, Montco Conservation District approval, final EDU approval by PaDep and Design Review Board approval.

- vi. **459/471 York Road – Retail / Apartments** Have appeared at PC and Committee received Engineer and Zoning PRE-submittal reviews. Plan to submit plans and application for zoning and conditional use.
- vii. **610 York Road – Zoning and Use received for a proposed ‘Starbucks’**
No word from applicant.
- viii. **610 York Road – Zoning and Use received for proposed ‘Tiny Town’**
Property owner has not adequately answered questions on previous parking rulings by ZHB and how this will be affected by the previous findings. Mgr. Locke confirmed when asked if this is a daycare, which it will be. Councilor Ballard asked about tax reassessment. Mgr. Locke stated it is waiting for court response. Councilor Khalil asked about the construction at this site – what is going on? Mgr. Locke said they are currently working on the parking deck since an overweight vehicle drove on it and crushed the concrete. There were also some pipes which had burst which are being fixed along with overall restoration to the historic building.
- ix. **100 York Road – Smoothie King**
Construction is substantially complete. Despite several requests by the Borough property owner has not filed for EDU release by PaDep. The Borough requested the EDU’s on the annual chapter 94 report and will assist as much as possible but the property owner must initiate this process.

3. Public Safety: Vice President C. Soltysiak

a. Traffic Light Upgrade Runnymede and Walnut Street

Green Light Go Fund applied for with PennDot to begin upgrades to this traffic-controlled intersection. The system is over 50 years old. This upgrade will improve the safety and was designed to be within the Borough’s limited budget. The Borough Engineer can provide further detail if you’d like. Engineer Bickerton gave a description of what upgrades to 1970’s traffic light. Vice President Soltysiak asked about the no turn on red sign and why it’s behind the pole; harder to see. Ken Lynch explained why the sign is affected by the clearance area.

b. Police Department Survey of JSD Facilities

On Wednesday 1/11 The JPD along with other law enforcement partners surveyed the JSD facilities which included the landing of a State Police Helicopter at the baseball field. There were no children at the facilities at the time of the survey and the purpose was informational and for future training exercises.

c. Civil Service Commission

Will be having an upcoming meeting and may have some recommendations coming before Council concerning various items.

d. Fire Department Updates

Fire Commission met Wednesday 1/11, discussed ongoing internal Leadership meetings, training, vehicle repairs to 96 and 96-1 pumpers and the FEMA Grant that pays for recruitment & retention of firefighters. Vice President Soltysiak addressed issue related to the maintenance on Engine 96. There was a \$4000 surprise repair and the invoice was given to Mgr Locke afterwards rather than following protocol about bringing in to Council for

approval. Councilor Khalil asked about emergencies and emergency language. Chief Lynch described the issues and also clarified that order from Council was clear. There was a letter to Pioneer to address the issue. There is a necessity to mandate and failure to follow rules were uttered to them. Councilor McGlenn made a comment about how to be assertive to deal with the disregard to what was communicated. Vice President Soltysiak suggested we get more information about the repairs just to clarify what truck needs what repairs. Chief Scott confirmed a letter was sent to Deputy Chief Pettinatti to stop acting as an officer since he was suspended. Vice President C. Soltysiak made a motion, seconded by Councilor D. Pancoe to not reimburse Pioneer for the transmission repair completed on Engine 96 which passed unanimously.

e. **COVID-19 Policy Update**

Move to Full Council for consideration to adopt the revised COVID-19 policy update.

Vice President C. Soltysiak brought up the memorandum about false alarms when construction is taking place. There was a discussion about fines and procedures. What are other Municipalities doing? After so many alarms, a certain fine will be paid.

Councilor D. Ballard asked about the school zone extension. Mgr. G. Locke the specs have been drawn and are just waiting to go to bid.

Councilor D. Pancoe asked if signage could be placed at York Road (going south) since making a right is onto a one-way street.

Chief T. Scott mentioned all four AEDs in the patrol cars will be replaced through Abington-Jefferson partnership.

4. Public Works: Councilor D. Pancoe

Public Comment: Ross Able (1509 Upland Ave.) – He asked about the comprehensive plan for the traffic calming issues on York Rd and is there a way to explore on street parking on nights and weekends, for example. Would Public Works perform a pilot study for other traffic calming options for York Rd. Councilor D. Pancoe mentioned a pilot study would be done for PennDOT. Vice President C. Soltysiak thanked him for his comments and we need to keep these conversations going to address the issues.

a. **Emergency Stormwater Pipe Repair – Greenwood Avenue**

A stormwater pipe was discovered to be broken in the front yard of a Greenwood Avenue residence. Foreman Riggins coordinated a joint venture with Passerini Construction and the emergency repairs were made and the pipe was backfilled.

b. **Runnymede Avenue Sanitary Sewer Meter Repairs**

Runnymede Avenue sewer meter broke. New meter had 3 to 4 month lead time. Abington Twp. Sewer had a meter in stock they provided the Borough and installation was arranged through the company that calibrates the meters. The Borough ordered a replacement meter to be returned to Abington Township Sewer.

c. **Advertisement to Re-Bid 2022 Road Paving Project**

Move to Full Council, permission to publicly advertise 2022 paving project (Newbold Rd /Washington to Rydal, Vernon Rd/Homestead to Rydal) for public bid. Councilor D. Pancoe made a motion seconded by Vice President C. Soltysiak and it passed unanimously.

d. **Curbside Leaf Collection Program**

Healy Street resident would like Council to consider a tax reduction for residents on Healy Street and other streets that are too small for leaf trailer to make bulk curbside collection of leaves. These street receive curbside collection of bagged leaves but not bulk and they must be bagged.

e. **#23 GMC 2007 Dump Truck – Last year of service**

Recent repairs made included brakes, air lines and rust. All efforts are being made to safely make it through 2023 with minimal repair costs.

f. **No Parking at Driveway – Summit Avenue**

201 Walnut Street, is petitioning Committee/Council to consider making the small area between their driveway and neighbor's driveway 'No Parking' to discourage parking between the driveways and not park in front of his driveway. Two no parking in driveway signs and curbs have been painted per code otherwise.

A lot of discussion surrounding whether to enforce the painted curb area or make the entire 8 foot section No Parking so the PD could enforce better and even tow a vehicle if in violation. In order to make the whole section No Parking, would need a change to the ordinance. The resident of Summit will attend next month's meeting.

g. **SEPTA - Flood Mitigation, Stream Restoration Project (Update)**

The grading work for the creek restoration and flood mitigation work and communication continues. SEPTA has notified the Borough and interested parties that the work to install piping below the R/R tracks began after the New Year holiday.

h. **Winter Weather Services Preparation**

The brine reserve tank is now full. All equipment has been serviced and all vehicles with the exception of dump truck #23 is 100% operational and truck #23 should have the repairs completed this week.

i. **Holiday Tree Curbside Pick Up**

Continues every Tuesday in January. Please remove all lights, decorations and tinsel so trees can be taken to Abington and ground into Mulch.

Ongoing Business

5. Administration & Finance: Councilor D. Ballard

a. **Collection Efforts of Past Due Solid Waste Fess**

Update report on collection of past due fees by Manager later during **Ongoing Business**. Mgr. Locke stated letters were sent to all residents with balances greater than \$1000.00. There were approximately 40 accounts and to date about \$10,093.00 has been received.

They set up four accounts with payment plans at \$100/month. There are 6 liens (2 property owners) totaling \$27,957.00. The property owners have been non-responsive and it's been 60 days.

b. Sanitary Sewer Rate Study – Keystone Alliance Consulting

Needs to be completed with Keystone using latest Construction estimates from Aqua Pennsylvania. Once completed a fair and sustainable sewer rate can be established. Councilor Ballard asked if the upgrades will still be effective. Mgr. Locked confirmed they would be.

c. Interceptor 'A' Construction Closeout w/Cheltenham

Meeting w/Abington Solicitor and Engineer so final meeting can be set w/ Cheltenham Solicitor to finalize payment owed to Cheltenham Township from Interceptor A construction project and disputed charges of work that does involve Jenkintown Borough sanitary sewer.

d. Large Commercial Property Reassessment Case

Case has been closed and decision expected in early spring. Legal bill received and payment processed.

6. Building Zoning & Revitalization: Councilor J. Bruno

a. Borough Sub-Division Land Development Ordinance (Process Update)

Solicitor completing advertisement so ad can be placed and hearing scheduled.

b. Zoning Code Review (Update)

Solicitor completing advertisement for boarding house and fence ordinances so hearing can be scheduled.

c. Short Term Rental of Property Ordinance

Air BnB type rentals being discussed at PC and information provided by County Planner for discussion. Councilor A. Khalil asked if other Municipalities have them. Part of the research would uncover if there are some in other Municipalities.

7. Public Safety: Vice President C. Soltysiak

a. Borough Towing and Storage Ordinance

Council approved advertisement of ordinance.

b. Local Law Enforcement Grant

Grant awarded in the amount of \$268,000. Federal SAM # being renewed by Borough Manager so filing of documents can begin.

c. BWC - Body Camera Grant

Grant awarded. SAM # must be issued by Federal Government to proceed. The \$28K match for this grant will be covered by the Local Law Enforcement Grant award saving that money allocated in the 2023 budget.

- d. **School Safety Zone – Site Observations**
Additional and updated Safety Signs have been ordered – safety striping quotes received.
- e. **MONTCO County Transportation Grant (CTP)**
Grant applied for York Road Safety plan. (Not received)
- f. **Required NIMS Training – ICS 100 & ICS 700**
A complete and detailed list of Elected and Appointed Officials that have achieved these certifications will be provided for meeting. (Gabe, Alex, Christian and I)
- g. **Borough Traffic Calming (inc. Homestead Road)**
Resident on Homestead Road received petition and instruction from Borough Traffic Engineer on how to pursue request to change traffic patterns and/or add traffic calming devices or measures to Homestead and Vernon Road area.

8. Public Works: Councilor D. Pancoe

- a. **2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**
Borough must place order for \$145K trailer, receive trailer and pay, wait 60/90 days for reimbursement from DEP (State).
- b. **Phase 2 of the Jenkintown/Abington Connections Project**
Intersection and traffic light at Greenwood/Washington Lane, Storm Water Washington Lane
Borough will owe \$117K grant match to Abington once substantially complete.
- c. **2022 MONTCO 2040 Grant Walnut/Hillside School Zone**
Project must be bid. Borough must pay \$64K construction cost (\$12K match) wait 60/90 for County reimbursement.
- d. **2022 Community Development Block Grant (CDBG)**
Project must be bid. Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$225K.
- e. **Concrete Compliance on 2022 Road Project**
PW Foreman Riggins will update status of required repairs. Mr. Riggins said we are about 90% compliant and there are five houses with whom they are working through the process.
- f. **2018 DCED Grant Cedar to Walnut Street Storm Water Grant**
Project must be bid. Project must be bid. Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$225K.
- g. **Noble Bridge Replacement PennDOT – Septa Project**
Project still expect to be bid in Spring of 2023. Engineer Mr. Hassan should be able to update.

Other Business: None at this time.

Adjournment: President J. Connors adjourned the meeting at 9:19 PM