



COMMITTEE WORKSHOP

Wednesday March 15th, 2023

7:00 p.m.

700 Summit Avenue, Jenkintown Pennsylvania

MINUTES

Call to Order: President J. Connors called the meeting to order at 7:05 PM.

Council Members Present: President J. Connors, Vice President C. Soltysiak, Councilor A. MacHaffie, Councilor D. Ballard, Councilor D. Pancoe, Councilor J. Bruno, and Councilor M. Marlowe

Council Members Absent: Councilor A. Khalil, Councilor A. Narva, Councilor C. Sperger, and Councilor K. McGlenn

Others Present: Manager G. Locke, Chief T. Scott, Engineer K. Hassan, Mayor G. Lerman, and Forman J. Riggins

Public Comment: None at this time.

Presentation – (00:01:45) Grace Presbyterian Church, Grant Steering Committee, Lil Swanson & Donald Pizer (Also present: Pastor Brian Russo and Jeff Hinks)– Church Development Project Plans

Ms. Lil Swanson & Mr. Don Pizer appeared to discuss the GPC development project at the Church and the RACP grant process that requires the Borough partnership/approval letter (explained last month by the Executive Director of the Redevelopment Authority). Ms. Swanson introduced Pastor Russo who has been here since late January 2023. He gave a brief background about himself and his work with Chestnut Hill Presbyterian. Ms. Swanson thanked the Council for the invitation to tonight's meeting and the opportunity to answer questions anyone has. (00:09:09) Don Pizer presented a slide show. He said most of the project will be finishes to walls, floors and ceilings. There will be new lighting and electronics. A new heat pump will be put into the kitchen in Fellowship Hall. He mentioned a couple other improvements: handicap access and showers for emergency housing. Grace Presbyterian could also be used as a space for community group and committee meetings. Jeff Hinks went into explaining how they got to this point. He also mentioned they almost raised the \$1.5 million match. They will be having a Capital Campaign from mid-March to May and a bridge loan secured. The presentation was turned back over to Lil Swanson

(00:23:35) who pointed out via slideshow the various groups who today utilize their space. She also described the mission work done locally and worldwide. She asked the Borough to draft an Agreement of Cooperation. Ms. Swanson explained the three levels of review that must occur for the reimbursement process once the project is completed which could take 6-8 months. She offered on behalf of the church to include a letter of Indemnity so the Borough Council will not be held responsible for any funding. She asked Council to reach out to either Solicitor P. Hitchens or them with any questions. She also mentioned they would suggest adding language in the application to reach out to the Municipal Government. (00:30:57) Vice President C. Soltysiak asked for clarification about the statement made earlier that a religious organization can't apply. Mr. Pizer corrected his statement by saying the church cannot be a Grantee. The money has to go to another state entity (in this case the RDA). (00:31:40) Also asked by Vice President C. Soltysiak, is to clarify the living space utilization – what is the intention? Pastor Russo, Lil Swanson and Donald Pizer all gave input. (00:33:41) Councilor Ballard asked if the Borough could have been the Grantee. Don Pizer confirmed they could have been. Councilor Ballard made additional comments related to the impact and income to the Borough. (00:36:01) Councilor D. Pancoe said she was under the assumption the project was making areas ADA accessible. Lil Swanson mentioned their plans to install a ramp and they currently have an elevator that goes from 1st floor to the ground floor. Don Pizer added the plan to add ramps to the back of the church where people could enter and have them end up at the elevator. (00:38:05) Councilor M. Marlowe asked about parking. Don Pizer agreed to parking at Chelsea. The new ramp will be on Vista. Mayor G. Lerman commented about the parking. Don Pizer continued to address the use of Chelsea and sharing parking. He explained the property deed rights and relief. (00:42:21) Vice President C. Soltysiak said the property next to the church being utilized, rented out, and occupied has an economic impact to the Borough; Grace's project will not. Mayor Lerman and Don Pizer had additional discussion about the adjacent property and how Grace has waived their right over that property. It was agreed this needs to be a conversation. (00:45:27) Councilor J. Bruno asked how long will the Capital Campaign be? Don Pizer said it will be done in June. The payment plan for commitments is over three years. Lil Swanson commented about putting up appraisal of the building plus a consultant has been working with them for the Capital Campaign. (00:48:15) Councilor D. Ballard asked if the Borough could keep the project from happening. Lil Swanson stated again she wishes Grace Presbyterian to be partners with the Borough and would love their support. (00:49:42) The presentation concluded at 7:55 PM.

Reports

- **Public Works Department:** (00:51:29) Jim Riggins mentioned they are working with PennDot on a few ongoing issues like pot holes on York Road and other locations. They have also been restoring the benches throughout the Borough. Finally, he mentioned working with Chief T. Scott to address the vandalism (graffiti throughout the Borough).
- **Engineer Report:** (00:53:27) Engineer M. Bickerton with Pennoni said they are assisting Manager G. Locke with the MONTCO 20/40 Grant and Marlee Vice helped. The traffic plan for York Road and Greenwood Ave (no right turn, no left turn signage) has been updated and resubmitted to PennDot. Engineer M. Bickerton said the 2023 Paving Project for the Walnut Street School Zone Extension will be advertised next week and looking at April 27th for the bid opening. He is hopeful it will be ready for next school year.

- **Police Department:** (00:55:25) Chief T. Scott mentioned there is still a need to replace two crossing guards and how they are all very happy with the new warm parkas. Our officers are continuing to engage the community in positive ways while still conducting enforcement activity in our traffic hot areas. Chief T. Scott mentioned Linda and Shauna are working to improve the parking permit process and develop a more user friendly approach. The Civil Service Commission approved our participation in the Montgomery County Consortium, but we only had ten applicants. The interviews will be conducted in March. Chief T. Scott stated we received the body cameras. He also announced the new server which will be shared by Bough and the Police Department was delivered and we expect it to be operational in the month of April. There were several commendations awarded during Council's February meeting, but the last one will be awarded in April when the officer is available. Chief T. Scott also announced a Citizen Commendation will be awarded to a young lady who saved her mother's life by calling 9-1-1. The Department still has wheel locks for Hyundai's. Chief Scott mentioned an idea from Detective Sangree about developing a Summer Safety Merit program where kids can be rewarded when seen wearing helmets, obeying traffic laws and overall acting safely. Chief T. Scott mentioned the increased number of complaints related to graffiti and stolen catalytic converters. Chief T. Scott ended his report by saying Shauna is working to develop an application for handicap parking spaces in front of residences.
- **Jenkintown Fire Department:** (01:02:43) Chief K. Lynch stated his report is included in the packet should anyone have any questions.
- **Fire Police:** (01:02:55) Dennis Klein reported he is waiting for the swearing in of a new officer who completed all certification and comes to us from Weldon. There are two additional officers who just took their Fire Police courses and are awaiting their certificates. They have all certificates except Fire Police. One of these officers is taking the advanced Fire Police training.
- **Second Alarmers:** No updates at this time.

New Business/Items for Discussion

1. **Administration & Finance:** Councilor D. Ballard (01:03:44)
 - a. **Borough Monthly Reporting:**
Ms. Smith and the Borough Accountant have completed reconciliation of February and they are working to have that financial report available in the Borough Council packet.
 - b. **2022 Borough DCED Audit:**
The Borough Auditor has completed the onsite work for the annual audit process with Finance Manager Smith. The Auditor has been coordinating efforts electronically and is expected to be completed soon.
 - c. **Workers' Compensation Coverage Fire Police § 19-10 (Arts Festival and 5K-Sunset Run) Motion to Council for consideration?**
All volunteer members of the Independent Fire Company and the Pioneer Fire Company, including those engaged in fire police duties, (hereafter the "Fire Companies"), each of

which fire company serves the inhabitants of the Borough of Jenkintown, shall be considered "employees" (sic) of the Borough, for (9) Participating in any and all additional events approved by the home municipality with a letter stating that the fire company is covered either by the home municipality or the requesting municipality. Approval of coverage from the Borough of Jenkintown will be by approval of Jenkintown Borough Council. On the motion made by Councilor D. Ballard, seconded by Councilor J. Bruno, permission has been granted to extend the Workmen's Compensation to those members who are engaged in these events. Motion Approved 8 - 0

d. **Library Roof Project/Permit Waiver Request:**

Library replacing damaged roof and are requesting waiver of permit fee. The information is provided in the packets. **Motion to Council for consideration?** On the motion made by Councilor D. Ballard, seconded by Vice President C. Soltysiak, the request to waive the Permit fee was approved. Motion Approved 8 – 0.

e. **Library Investigating Installation of EV Charging Station:**

The Borough will be working to share the information gathered during the grant funding and installation process of the Borough EV charging stations with the sub-committee of the Library employees who are handling the EV project.

f. **Bird Town Resolution #2023- 10:**

Motion to Council for consideration? (01:07:33) - There was a discussion about the Resolution not addressing the feral cat issue in the Borough. This item will be tabled for more discussion.

g. **Environmental Advisory Committee Quarterly Report:** (01:14:01) – Maureen Lucak mentioned several events for 2023. She submitted the patch for service through the JCA; awaiting approval. Ms. Lucak stated for Birdtown, she submitted their annual report and we are a Level 3. The EAC has a FB and Instagram account they use to keep track of activity. The EAC has partnered with the Library for various activities. (01:20:06) Ms. Lucak asked if she could place a rain barrel at the red brick building. Mgr. Locke agreed. (01:21:20) Councilor A. MacHaffie asked about the storm drain placards. M/ Lucak said they were pre-Covid and some may have washed away, but Jim has a map showing all locations.

2. Building Zoning & Revitalization: Councilor J. Bruno (01:22:14)

a. **415/425 Johnson Street – Zoning Hearing Board Hearing Monday – 3/16 7:00 PM**

Project has Conditional Use approval from Borough Council for the Apartment Use and reduction is parking (**reduction in parking is no longer required with reduction in number of apartments to 17**). Currently seeking Zoning relief before the Zoning Hearing Board, hearing began Thursday - 1/26 7:00 PM. Hearing was continued and readvertised, posted and notifications sent. If Zoning relief were to be approved the project will proceed to requesting EDU releases, the preliminary and final land development as well as the design review, and UCC building permit approval processes.

b. **Planning Commission**

Meets on Tuesday March 21st at 6:30 PM. The Design Review Board meets before them on the same evening on an as needed basis and as of now there are no projects slated for the DRB March agenda.

c. **Current Development Update:**

- i. 501 Washington Lane – Proposed apartment building
All approvals are in place. Interior demolition plan has been issued. Land Development has been approved and agreements are being signed.
- ii. 821 Homestead Road – Proposed apartment building
All approvals are in place (with the exception of the EDU release from the PaDep) Pre-construction meetings for site work and work within PennDot Right of Way have been held. Final building plans for UCC construction permits under review, applicant's Engineer is still working on required final EDU approval for sewer approval. Onsite work expected to begin March 20th.
- iii. 101 York Road – Take 5 Oil Change Facility
Building plans under review. Storm Water Agreement being completed. Site plans under review.
- iv. 93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store
Received Final land development approval. Going through PennDOT traffic, Montco Conservation District and Design Review Board approvals. Final EDU approval by PaDep for initial development phase has been granted.
- v. 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.
- vi. 610 York Road – Zoning and Use received for a proposed 'Starbucks'
No word from applicant.
- vii. 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. Removing parking from existing businesses for this business. **Solicitor has assisted in providing request to property owner to obtain required information so Zoning decision can be made.**
- viii. 610 York Road – Zoning Permit (Signage New Jersey School of Medicine)
Property owner has submitted a sign package that contains some signage that does not conform to Borough Zoning Code. After several reviews and discussions, the applicant has submitted an application to be heard before the Z.H.B.. **The Board is looking to schedule at the April 27th ZHB meeting.** (01:27:55) Councilor A. MacHaffie asked about the School of Medicine. Mgr. Locke explained the property owner installed everything that is up to code. The lighting on the signs is not, so he is applying for a variance for the signs.
- ix. **100 York Road – Smoothie King**
PaDEP has issued the EDU release. Final inspection has been completed. Site traffic signage still missing, Temporary Certificate of Occupancy issued (condition of not being open to Public until site traffic signage is installed) so owner could order supplies and train personnel while signs are being delivered and installed.

3. Public Safety: Vice President C. Soltysiak (01:29:29)

a. **Borough - MONTCO 2040 Implementation Grant – application submitted for York Road (RT 611) Safety Plan**

This Engineered plan was designed and approved by PennDOT. It was originally submitted to the County under the Transportation Grant program but was not approved. The plan was put together working with Business owners, residents, Borough Council and the Borough Traffic Engineer. It incorporates many different safety features including larger signage, pavement markings, non-static programmable electronic speed limit signage, pavement markings and rumble striping at crosswalks. The Borough has been successful at being awarded funding under this specific grant program for three other projects within the Borough and having a pre-approved PennDOT plan and a shovel ready project should look favorable on this project funding application as well.

Grant application was submitted prior to deadline.

b. **PennDOT / Multi-Municipal Coordination Meeting**

This will be the second coordination meeting set up by Napoleon Nelson's office with PennDOT and Municipal Managers and staff to discuss issues that have developed or are ongoing that the Borough could benefit by speaking with PennDOT, County and adjacent municipalities directly. This meeting will be held Monday 3/20.

c. **Hyundai Vehicle Safety Locks Available to Residents**

The Police Department was given 48 vehicle steering wheel safety locks specifically for Hyundai vehicles due to the increased rate of theft to these vehicles. Please contact Chief Scott at the JPD for yours. So far 24 residents have shown proof of ownership of a Hyundai vehicle and received a free vehicle lock.

d. **Citizen Commendation to be issued by Full Council**

Motion to move the Citizens Commendation to Full Council on Wednesday, February 22nd. A 9-year-old female who saved her mother's life by calling 911 and assisting with the life saving measures.

e. **Fire Department - Updates**

Fire Commission met Wednesday 2/9, discussed consolidation of operations and establishment of Jenkintown Fire Department, ongoing internal Leadership meetings, training, vehicle repairs to 96 and 96-1 pumpers and the FEMA Grant that pays for recruitment & retention of firefighters. The Station numbers that are available were provided by the County and distributed to the FC. Choices will be narrowed down for the next FC meeting so a choice can be made.

f. **Fire Apparatus Pumper Truck 96**

Truck was removed from service due to recommendations made in vehicle maintenance inspection reports and follow up inspection to evaluate of the condition of the Pumper Truck. The Truck has now been placed back in service to carry personnel and equipment to Fire scenes and for training purposes. A repair quote has been requested from the Campbell Equipment who performed the Pumper evaluation. (01:36:34) Councilor D. Pancoe asked about the vehicle. Vice President C. Soltysiak confirmed it has been deemed safe to transport firefighters and equipment, but will not be used to pump water. (01:32:53) At the conclusion of this report, Manager G. Locke mentioned the Fire Grant opportunity. A discussion took

place with Councilors Soltysiak, MacHaffie, Marlowe, and Pancoe once Chief Lynch described its purpose and the upgrades the firehouse needs.

4. Public Works: Councilor D. Pancoe (01:41:56)

- a. **Abington - MONTCO 2040 Implementation Grant – application submitted for Bike share lanes and signage.**
Abington Township was able to assemble an application for share / bike lanes with pavement markings and signage. The plans are part of the larger MONTCO coordinated effort on Bike paths. The application did include Newbold Road and Vernon Road between Rydal and Washington Lane. Information from the submittal will be in packets. Abington inquired if Borough Council would issue a letter of support? Grant application was submitted prior to deadline. **Motion to Council for consideration?** A motion was made by Councilor D. Pancoe, seconded by Vice President C. Soltysiak to approve Manager G. Locke writing a letter in support of 2040 Implementation Grant application. Motion Approved 8 – 0
- b. **Pedestrian Crossing – York Road/Greenwood Avenue**
Electric Pedestrian light has been repaired and is functional once again.
- c. **Greenwood Avenue / York Road – Enhanced Directional Signage**
Traffic Engineer made site observations and produced sketch of additional directional and do not enter signage at Greenwood Avenue. A sketch has been provided to PennDOT for preliminary approval. The Traffic Control permit will be required to be amended and approved by PennDOT.
- d. **Newbold Road/Vernon Road Paving Project - Update**
Project specifications completed and advertisement for Public Bid has been prepared and will be placed in a newspaper of general circulation so public bidding on project can take place.
- e. **Stormwater Pipe Investigation / Repair – Greenwood Avenue**
The stormwater pipe repaired last month still requires attention. The pipe is not shown on plans, source and termination point is unknown. Franc Environmental was contracted to flush and video the line but was unable to determine where the line originates or where it terminates. The investigative work is ongoing.
- f. **Streetlights – Deficiency Survey Completed**
Streetlights were checked for operation and damage. Those that could be repaired were or had parts ordered. Light poles were ordered for missing poles. Legal letters were drafted to work through insurance cases on knock downs going through insurance claim process. Project ongoing.
- g. **SEPTA - Flood Mitigation, Stream Restoration Project (Update)**
The work for the creek restoration and flood mitigation work and communication continues. SEPTA had notified the Borough there would be some tree removal on SEPTA property, PECO would be installing electric poles and running new wires.

Ongoing Business

5. Administration & Finance: Councilor D. Ballard (01:47:38)

- a. **Collection Efforts of Past Due Solid Waste Accounts**
Update report on collection of past due fees by Manager Locke.
- b. **Sanitary Sewer Connections Meeting w/ Aqua**
On Tuesday 3/21 our quarterly coordination meeting is scheduled w/ Aqua, Abington and Cheltenham to discuss future Construction projects downstream and future EDU connection management. Councilor D. Ballard asked about EDU and Mgr. Locke explained it is about capacity so the body of water does not overflow/flood the area.
- c. **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.
- d. **Interceptor ‘A’ Construction Closeout w/Cheltenham**
Abington and Borough have met to coordinate / finalize payment offer owed to Cheltenham Township from Interceptor A construction project on disputed charges of work that involves Abington / Jenkintown Borough sanitary sewer. Fair payment of JB monies owed is being substantiated so partial payment can be issued while a bill is finalized.
- e. **Website – Upgrades Continue**
Calendar updated to include Library meetings. Pages being updated.
- f. **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 re-imbursed by grant funding agency.
- g. **Large Commercial Property Reassessment Case**
Case has been closed. The Judge has requested additional information and a decision expected in early spring. Legal bill received and payment processed.

6. Building Zoning & Revitalization: Councilor J. Bruno (01:58:14)

- a. **Zoning Code Review (Update)**
The solicitor is completing advertisement for boarding house and fence ordinances so advertisements can be made, and hearing can be scheduled.
- b. **Short Term Rental of Property Ordinance**
Air BnB type rentals being discussed at PC and information provided by County Planner for discussion.

7. Public Safety: Vice President C. Soltysiak (01:59:18)

- a. **Borough Towing and Storage Ordinance**
Council approved advertisement of ordinance. Ordinance has been placed on website and provided to business owners that will be affected by the Ordinance.
- b. Fire Alarm – Table item until next meeting.
- c. **Local Law Enforcement Grant**
Grant awarded in the amount of \$267,000. Federal SAM number has been renewed by Borough Manager and Finance Manager so filing of documents can be completed.
- d. **BWC - Body Camera Grant**
Grant awarded. Federal SAM number has been issued to proceed. The \$28K match will now be covered by the 'Local Law Enforcement Grant' award saving that money allocated in the 2023 budget.
- e. **School Safety Zone – Site Observations**
Additional and updated Safety Signs have been ordered – safety striping quotes received. Striping cannot be applied in the winter weather.
- f. **Required NIMS Training – ICS 100 & ICS 700**
A list of Elected and Appointed Officials that have achieved these certifications will be provided for the meeting. (Gabe, Alex, Christian, Shelby and I)
- g. **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 application was reviewed by PennDOT, revised and resubmitted. The Borough Engineer could provide further details if requested.

8. Public Works: Councilor D. Pancoe (01:52:09)

- a. **ADA Shade Structure at Cedar Street Moretti Park** – Councilor D. Pancoe asked Manager G. Locke to provide an update.
- b. **#23 GMC 2007 Dump Truck – Temporarily out of service – (Last year of service)**
Still OOS, waiting on hydraulic brake lines. Recent repairs made included brakes pads, air lines and rust repairs. All efforts are being made to utilize the truck safely through 2023 with minimal repair costs.
- c. **2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**
Borough will be placing order for \$145K trailer, receive trailer and pay, wait 60/90 days for reimbursement from DEP (State).
- d. **Phase 2 of the Jenkintown/Abington Connections Project.**

Work set to begin but has not begun at this time. Intersection and traffic light at Greenwood/Washington Lane, Storm Water Washington Lane Borough will owe \$117K grant match to Abington once substantially complete. Project phasing out of order due to grant funding delays.

- e. **2022 MONTCO 2040 Grant Walnut/Hillside School Zone**
Plans and bid docs have been finalized and sent to MONTCO for final approval before advertisement. Once approval is received back from MONTCO, ad will be placed in newspaper of general circulation for public bid. Borough must pay \$64K construction cost (\$12K match) for County reimbursement. Project is expected to last 90/120 days once awarded.
- f. **2022 Community Development Block Grant (CDBG)**
Grant agreement signed. Project must be bid once specs and plans are finalized. The Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$225K.
- g. **Concrete Compliance on 2022 Road Project**
Believed to be three (3) properties. 821 Homestead property will be addressing their sidewalk during development project. PW Foreman Riggins will update status of required repairs.
- h. **2018 DCED Grant Cedar to Walnut Street Storm Water Grant**
Project must be bid. Discussions with 501 Washington Lane and 93 York Road have taken place. There is a 15% match with this grant. The Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$100K.
- i. **Noble Bridge Replacement PennDOT – Septa Project**
Project will now be bid at the end of 2023 and will tentatively take place in the Spring of 2024.

Other Business – (02:03:03) Manager G. Locke mentioned in order for Mayor G. Lerman to perform marriage ceremonies, he needs to notify Council. Mayor Lerman notified Council by way of a letter written to Manager G. Locke. (02:04:05) Councilor D. Pancoe gave thanks about the Transportation Survey that went out to citizens and offered suggestions she included. (02:05:06) Councilor J. Bruno added additional comments about the survey. (02:05:49) Councilor D. Pancoe asked whether a motion was made to pass the letter of cooperation of agreement. President J. Conners confirmed it needs to be brought up at the Monthly Council Meeting. Councilor D. Pancoe made a motion, seconded by D. Ballard to move the Grace Presbyterian support letter conversation to the Council Meeting. Motion Approved 8 – 0.

Adjournment: President J. Conners adjourned the meeting at 9:16 PM