



**PUBLIC WORKS COMMITTEE**  
**January 12<sup>th</sup>, 2022**  
**7:49 P.M.**  
**700 Summit Avenue, Jenkintown, Pennsylvania**

**MINUTES**

**Call to Order:** Councilor D. Pancoe called the meeting to order at 7:49 PM.

**Council Members Present:** Vice President C. Soltysiak, Councilor D. Pancoe, Councilor A. Khalil, Councilor J. Marlowe, Councilor J. Bruno

**Council Members Absent:** President J. Connors, Councilor A. MacHaffie, Councilor A. Bartlett, Councilor A. Narva, Councilor D. Ballard, Councilor C. Sperger, Councilor K. McGlenn

**Others Present:** Manager G. Locke, Jim Riggins, Engineer K. Hassan

**PUBLIC COMMENT:** (00:49:27) Etienne and Anna Els, residents at 407 Vernon Road, brought up concerns with the Homestead Road Traffic Safety. Engineer K. Hassan recommended they attend the Planning Commission Meeting and/or the Council Meeting when this project is on the agenda. Councilor A. Khalil suggested speed bumps could be considered.

**REPORTS**

- Public Works Department: Jim Riggins said they just completed the 2021 Curb-side Leaf Collection. They plan on taking down all holiday decorations in the next week or two weather permitting. Renovations at 704 Summit House have been completed. Councilor M. Marlowe asked about the late hanging of holiday decorations and why they were sparse. J. Riggins said there was a late start due to leaf collection, inclement weather and a shortage of crew members. Councilors D. Pancoe and A. Khalil commented how bright and nice Town Square looks with the gazebo illuminated.
- Engineers Report: Engineer K. Hassan said his company is coordinating with Mgr. Locke and the Solicitor on the 821 Homestead Construction Project. The final punch list was issued to the Contractor for Cedar Street Moretti Park. His office is also helping with the conclusion of the 610 Summit Ave Project.

**NEW BUSINESS/Items for Discussion**

1. Cedar Street Moretti Park (01:06:49)
  - The project is substantially complete.
  - Two partial invoices have been approved and payments issued in the amount of \$82,800 and \$95,455.
  - A payment request for a third payment has been received by the Borough. Councilor D. Pancoe asked if this payment would be withheld until completion of the project. Mgr. G. Locke mentioned it would not be a full payment, but it would be most. Mgr. G. Locke and Engineer K. Hassan mentioned an 18-month warranty period for the plants to see if they survive two seasons.

- It is notable that 100% of the construction costs are being provided through State and County Grants and that there is NO ADA rest room being constructed at the park during this phase of the construction project.
  - The installation of the remaining section of fence along the South property line has been delayed due to an unforeseen condition and a conflict on the adjacent property line. (01:08:33) Councilor D. Pancoe asked Mgr. Locke to go into more detail about this. Mgr. Locke explained a letter had been mailed to the adjacent property owner as well as concerns with an unforeseen condition with the preexisting retaining wall.
  - A final punch list of items requiring attention has been issued to the Contractor, G&B Construction. Park Construction will be completed in the spring when the weather allows.
2. Borough Hall – Emergency Roof Replacement
- The Manager worked with Senator Haywood’s Office to obtain funding for this unbudgeted emergency repair, the Borough signed the Contract for the ‘Keystone Community Grant’ in the amount of \$50,000.
  - Council voted to approve the emergency roof replacement contract with Franco Roofing.
  - The roof construction began Thursday, January 6<sup>th</sup>, 2022. The project is expected to last one week (weather permitting). (01:11:08) Councilor D. Pancoe asked Mgr. G. Locke how this project was going. He said it was substantially complete; roof is on and the capping is being finished.
3. Borough Hall Building – Building concerns being addressed
- In response to an anonymous complaint filed with the State Labor and Industry about concerns of conditions inside the PD, a thorough inspection was performed of the PD facilities and the entire Borough Hall building by Borough Code Inspection staff and an Inspector from PA Labor & Industry.
  - All areas of concern have been remediated. All air quality tests have passed.
  - Two items remain for PA L&I compliance: Roof replacement and final inspection. Manager Locke attended a State Labor & Industry hearing Nov. 9<sup>th</sup> requesting an extension of time to perform the roof project (which was granted until 2/15). Once these two items are completed the complaint will be closed out.
4. Holiday Tree Disposal – Continues on Tuesdays through out January - 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>
- Holiday trees placed curbside will continue to be picked up with yard waste collection each Tuesday in January. The trees are delivered to Abington Twp. where they are made into mulch with other yard waste, which is then made available to Borough residents.
  - Please be sure to remove all lights and ornaments so that the process of turning the trees in to usable mulch will not be negatively affected.
  - Lawn & leaf debris curbside pickup continues year-round on Tuesdays weather permitting.
  - In a program run by the JB EAC, broken or damaged holiday lights can be recycled by placing them in the designated recycling bin for that purpose at Borough Hall and should not be placed for curbside trash or recycling collection.
5. 2022 Road Paving Project – Newbold Road and Vernon Road. (01:13:49) Councilor D. Pancoe and Mgr. Locke engaged in a discussion as to whether 8 months is enough time and have there been any material shortages that we are aware of. In addition, 2021 Paving Projects are still being completed as they were delayed due to Covid.
- 2022 Road Paving Project – Newbold Road (entire length), Vernon Road (Clement to Rydal Road)
  - The concrete inspection program of curb and sidewalk on road paving projects was on hold during the pandemic and has resumed, notices and deficient concrete will again be marked for repair or replacement prior to the roads being paved under this program. Deficiencies are marked in January of the year the roads are scheduled to be paved (approx. 8 months prior to paving taking place).

- Aqua Pennsylvania restoration fees of \$61K will be used towards resurfacing these roads the remainder of the contract will be funded through the Liquid Fuel Fund.
6. Homestead Road - Safety Pavement Markings and Signage
- Double Yellow Line and Stop bar Cottman and Homestead, 25 MPH Legends, High Reflective signage. Added in locations that Pennoni traffic Engineer recommended in response to resident concerns raised.
  - Traffic studies were performed and submitted by the developer during the Conditional Use process.
  - Traffic counts have been performed by JPD in conjunction w/ the Borough Traffic Engineer.
  - The Conditional Use Hearing placed traffic safety review as part of the conditions. Additional measures to be proposed and reviewed during the ongoing Land Development phase of 821 Homestead Road project.
7. Bike Repair Station – Proposal to investigate installation within Borough
- Previously discussed. Search for funding. Logistics discussion (Steve Spindler, County Planner, JPC)
  - Next Steps.
8. Local Street Name Signage – Willow Street missing signage
- A concern was raised from a resident of Willow Street concerning missing signage at the intersections of Willow Street and Summit and at Cedar Street.
  - The Cedar Street/Willow Street sign was shown on google street photos (2015). That placement will be used, and updated signage is scheduled to be set in the same place it had been.
  - The Summit Avenue/Willow Street sign did not appear on the google street photos dating back to (2007). The intersection is a three-way intersection and placement is not clear. The sign placement was sent to the Borough traffic Engineer for determination on where it shall be set.
  - Local street name signage has been added to the list of regulatory signage that PW is presently working to replace throughout the Borough.
  - PW Foreman Riggins placed a 'one call' at Cedar and Willow Streets, then installed the street signs at this location. The sign was installed based on the PennDOT Street map which incorrectly showed Willow Street as Willow Avenue. Sign was removed and reordered.
  - Our Traffic Engineer from Pennoni, Mark Bickerton provided direction as to placement of the street sign at Summit Avenue and Willow Street. Once that was provided Mr. Riggins placed the 'one call' for placement of this sign as well.
  - Both Willow Street signs were reordered with proper designation and will be re-installed upon delivery.
9. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant
- The Borough has requested and received a one-year extension from the DCED to complete the construction and close out the grant. The work will focus on Cedar Street in the area and limited to work covered by the grant provided through the DCED (100K) with a \$15,000 match.
  - Permission to advertise the construction of this project for public bid was approved by Council, September 23rd.
  - The alternative plan has been completed. Costs and availability have changed substantially revisions are reflective of that.
  - Care is to be taken to take into consideration as to what might be developed at that intersection. Project documentation is being finalized.
  - Updates will be brought through this Committee, Administration and Finance Committee and to full Council.
10. 2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer

- These grant awards were expected to be announced at the end of 2021 but have not been released at this time.
- No new updates this evening.
- PW and the Administration has been working with the Dep and the Equipment Manufacturer to put the grant application together.
- The Leaf Collection Trailer is nearing the end of it's life cycle, having the transmission removed 3 times and the clutch replaced twice. Year before last it broke down during leaf season and we were fortunate to have another Municipality lend us a machine while we repaired ours.
- The cost of a new leaf collection trailer is approximately \$140,000.
- The Grant is a 90% / 10% Match Grant. The Grant Submittal is Due September 24<sup>th</sup>, 2021.
- Council will be asked to support and commit to the grant at the September 23<sup>rd</sup> Borough Council meeting so that the application can be made.
- Council voted to support the submittal of the grant and the grant was submitted prior to the deadline.

## ONGOING BUSINESS

1. 2020 PaDep 902 Grant (Cycle 59 Application) Curbside Recycle Toters
  - Project and Grant closeout now being performed by PW Foreman Riggins.
  - This grant provided one, lidded, wheeled, 30-gallon, toter per solid waste account for recycling curbside pickup.
  - The Toters (1300) were delivered to Borough Hall on October 18<sup>th</sup> and delivered throughout the Borough over the following three days.
  - The Borough has just received the \$58K reimbursement for invoices paid and grant paperwork is being finalized to close out the grant funding process with the PA Dep.
  - (01:25:03) Councilors D. Pancoe, J. Bruno and Jim Riggins discussed how many were supplied, are there any extras and has 500 West (apartment building) reached out for these totes? Mgr. G. Locke mentioned writing to the property owner suggested they were required to recycle and should get a dumpster.
2. Dog Waste Bag Dispenser Station – Cedar Street
  - The merits of having one installed were discussed at the November PW Committee meeting. There was no definitive direction, but a decision was made to continue discussion.
3. 2009 Goodwin By-Pass Pump – Surplus Equipment
  - Final bid was accepted in the amount of \$4,350. The Contractor has not picked up and paid for the pump at this time.
  - The Borough received this by-pass sewer pump, which was one of three purchased during the sanitary sewer main project in Cheltenham. They were used on a temporary basis during that sewer project.
  - The pump has sat in the PW yard storage for years. Having no need for the by-pass pump, a real need for funds and very limited storage space, PW has now listed it for sale on Muni-Bid a Government auction site.
4. Sanitary Sewer Rate Study – Keystone Alliance Consulting
  - No update this evening.
  - The Borough Administration provided the requested information and is working with Keystone Alliance Consulting to provide the latest information available.
  - During the May Council meeting, Borough Council approved the proposal from Keystone Alliance Consulting to perform a sewer rate study that would update borough information to reflect the appropriate costs of sewer costs.
  - A sewer rate study allows a Municipality to set a fair sewer rate that allows for upkeep of the system and future construction needs of the conveyance system downstream.

- Additional information is being sought from Aqua Pennsylvania on the future construction costs of the downstream conveyance system (Interceptor 'A' final phase) to be provided for accurate rate modeling.
  - Rate Study is still progressing, the administration is in communication with the consultant while Aqua Pennsylvania is working to provide the Engineers estimate of probable construction cost for the final phase of the downstream conveyance system in Cheltenham (Interceptor 'A').
  - Once Aqua Pennsylvania provides the Engineers estimate of probable cost, this rate study can be completed and presented to Council at a Public meeting.
5. Young Lungs at Play: No Smoking in Town Square
- The Young Lungs / No Smoking signage have arrived and installation in Town Square will now take place.
  - Borough Council at their August meeting approved Ordinance 2021 – 01, Establishing Chapter 130 "Parks and Recreation" of the Jenkintown Borough Code.
  - Chapter 130 currently defines Town Square and Cedar Street Moretti Park as "Parks"
  - Chapter 130 provides and sets for Rules and Regulations as well as Violations and Penalties.
  - Including but Not Limited to "Tobacco Free Zones"
  - The Borough has worked to partner with Young Lungs at Play. Young Lungs at Play is a program which works to prohibit use of tobacco products in public parks and recreation areas.
6. 2020 Liquid Fuel Paving Project
- There is a punchlist of items for the Contractor, Sucher and Sons to complete the project.
  - PW Foreman Riggins has met with the striping crew and gone over the striping that is required to be installed.
  - A letter has been issued to the Contractor requiring immediate action to complete the work or the work will be performed and monies deducted from contract.
  - The Concrete inspection program for curb and sidewalk on road paving projects was placed on hold during the pandemic and has been resumed, notices and deficient concrete will again be marked for repair or replacement when roads are paved.
  - The roads that were paved on the 2020 Paving project were Homestead Road, Vernon Road (Washington to Clement) and Hillside Avenue (Walnut to Highland).
7. SEPTA proposed access improvements at the Jenkintown Train Station
- No updates this evening - Septa had presented their proposed plans that were 90% complete. The areas of improvement are limited to the drop-off area, storm water drainage, accessible crossing and covered walkways to the scheduled ADA accessible upgrades to be constructed on the Cheltenham side of the Lawrence Curry PennDOT bridge.
  - Updates will be brought through this Committee and to full Council when the Borough becomes aware of them. Councilor D. Pancoe asked if we could have Mr. Freeman (represents the property owner) show Council the plans. Mgr. Locke said he wasn't offered time during a public meeting but would come to Borough Hall. Councilors D. Pancoe, M. Marlowe and A. Khalil said they could all be available.
8. Noble Train Bridge Construction – SEPTA/PennDOT Project
- No updates this evening - Borough Council along with the Borough Engineer continue to work with SEPTA and PennDOT to provide the most up to date and current information.
  - Recently, the Borough has been informed that this project is scheduled to be bid in the late summer of 2022.
  - Work will include closure of two lanes of the four-lane bridge during the project making one lane in both directions. While the reduction of York Road to one lane may negatively affect the Borough, PennDOT has no planned detours within Jenkintown Borough. Borough Council will continue to work with PennDOT and SEPTA to release a press release to allow residents and businesses as much lead time as possible.

- Updates will be brought through this Committee and to full Council.

**ADJOURNMENT:** Councilor D. Pancoe adjourned the meeting at 8:38 PM