



**COMMITTEE WORKSHOP**  
**Wednesday May 18<sup>th</sup>, 2022**  
**7:00 p.m.**  
**700 Summit Avenue, Jenkintown, Pennsylvania**

**MINUTES**

**Call to Order:** President J. Conners called the meeting to order at 7:00 PM.

**Councilors Present:** President J. Conners, Councilor A. MacHaffie, Councilor A. Bartlett, Councilor D. Pancoe, Councilor J. Bruno, Councilor M. Marlowe, Councilor A. Khalil (Zoom), Vice President C. Soltysiak (Zoom), Councilor K. McGlonn (Zoom)

**Councilors Absent:**

**Others Present:** Manager G. Locke, Chief T. Scott, Mayor G. Lerman, Fire Marshal K. Lynch, Fire Chief K. Lynch, J. Riggins and Engineer K. Hassan

**Public Comment:** None at this time.

**Reports**

- **Public Works Department** – J. Riggins gave the following updates:
  - Cedar Street Moretti Park is open; mulching, weed whacking and planting has been completed.
  - Paving Project (sidewalk repairs) is one third of the way completed.
- **Engineer Report** – Engineer K. Hassan gave the following updates:
  - 821 Homestead Road – Presented to the Planning Commission last night.
  - 93 York Road – Review has been completed and submitted to the Borough and the applicant today.
  - Working with the Borough to close the Cedar Street Moretti Park project. Awaiting a go forward maintenance plan from the Contractor.
- **Police Department** – Chief T. Scott gave the following updates:
  - He has been developing statistics for accident analysis; specifically, to aid in any Traffic Calming Plans.
  - The department needs crossing guards.
  - The Chief is looking into a scheduling software called PlanIt.
  - Policies and Procedures are being updated.
  - The Chief is also looking into getting active shooter response bags for each vehicle, so the necessary trauma supplies are available if needed.
  - The Chief is working with Manager G. Locke to purchase two traffic speed signs so we can conduct traffic studies for Traffic Calming initiatives.
  - Chief T. Scott and Mayor G. Lerman met with the Superintendent to discuss school safety plans and Color Day.

- The Chief and Fire Marshal K. Lynch working together to plan the Sunset 5K event.
  - Councilor A. Khalil asked if the prior Chief discussed the incident reporting broken down by type. Chief T. Scott mentioned there were 486 calls to service and of the 22 reportable accidents, 12 occurred on Old York Road.
  - Councilor A. MacHaffie asked about the Paving Project taking place on Baeder Road. Chief T. Scott confirmed Abington was doing the work because it is not a PennDOT road and as a result caused some increased traffic in the Borough; major thoroughfare traveling into/out of Jenkintown, Glenside and Rydal.
- **Jenkintown Fire Department** – Fire Chief K. Lynch gave the following updates:
  - Reports were sent to DropBox
  - (00:12:16) – Not sure of the individual’s name but he represents Pioneer Fire Company and he mentioned repairs that need to be completed on their fire apparatus and could it be brought up tonight when Public Safety items are discussed. President J. Conners confirmed it could be.
- **Fire Police (0:13:13):**
  - Reports were provided and there is a nomination coming up for a new Fire Police Officer.
  - Two additional candidates were interviewed for Fire Police Protection positions.
- **Second Alarmers** – No updates at this time as no one was present.

**New Business/Items for Discussion** (Began with Public Safety Agenda)

**1. Administration & Finance**

**a. Change to Nonuniform Employee Policy**

The Borough Manager was approached by the non-uniform employees requesting that the Non-Uniform / Non-Union Personnel Policy be amended to add Juneteenth as a holiday under Section three Subsection b. The recognition of Juneteenth will make twelve paid holidays. **(01:22:10)** Councilor J. Bruno made a motion, seconded by Councilor A. MacHaffie, to move to Full Council making Juneteenth the twelfth paid holiday. Motion Approved 9 – 0. Also, the Borough Administration would also like to discuss the proration for employees for vacation time. The Borough would like to consider a similar model as the Union Contract. The Borough would like to consider “Vacation for employees will be prorated as a function of the balance of the year rounded up to the nearest hour.” **(01:20:10)** Mgr. G. Locke wrapped up his thoughts about keeping vacation time on a prorated basis versus large payouts in the beginning of the new year.

**b. Administration Restructuring**

Working on job descriptions for a Office Manager and Admin Assistance to hire.

**c. American Rescue Plan Act of 2021- Report Filed**

The Borough successfully filed the first report for the American Rescue Plan Act funding by the April 30<sup>th</sup> deadline. This report detailed that the funds were used as revenue replacement.

**d. Liquid Fuel Audit**

The Liquid Fuel Audit began on Thursday, May 12<sup>th</sup>. This audit is for the 2021 liquid fuel funds received by the Commonwealth. The Borough has provided all information requested.

**e. Summer Workshop Schedule**

The Borough has begun a new hybrid committee schedule similar to the Jenkintown School Board. The thought is to implement and assess this hybrid meeting model during the Summer months of meetings in an attempt to streamline the information being provided / discussed and make reporting less redundant during work that traditionally took place during the Committee meetings and as the agenda for the Borough Council meeting is established.

(01:26:21) Councilor D. Pancoe read a statement related to gun violence in response to a recent shooting in a grocery store. She asked for feedback about having it sent out to local representatives, social media outlets and even upload to the Borough's website.

## **2. Building Zoning & Revitalization (00:54:38)**

### **a. Planning Commission**

- i. Full approval to move the 821 Homestead Road Project ahead.
- ii. SALDO – ordinance currently being worked on. They want to move this to BZR in June.
- iii. Mr. Horowitz is looking at the ordinance regarding off-premises signs.

### **b. Current Development Update**

#### **i. 93 York Road – Proposed grocery store**

The applicant, Jenkintown Commons Limited Partnership #3 received Zoning approval with conditions on September 27th, 2021 for the variances requested before the Zoning Hearing Board. The preliminary and final Land Development application has been submitted. The Land Development application has been reviewed by the MONTCO Planning Commission and Borough Engineer. The plans were revised per the initial review and re-submitted, a second review by the Borough Engineer is underway. As of this afternoon Engineer K. Hassan completed his review.

#### **ii. 821 Homestead Road – Proposed apartment building**

The Preliminary Land Development application was approved at the April 27<sup>th</sup> Council Meeting. The Preliminary Land Development application has been reviewed by the JB Planning Commission, MONTCO Planning Commission, Borough Engineer, Fire Marshal and Shade Tree Commission. Currently, the applicant will be coming before Council at the May 25<sup>th</sup> meeting requesting final land development approval. **(01:08:53)** After much discussion about planters between Councilors D. Pancoe, J. Bruno, A. MacHaffie, and Vice President C. Soltysiak, Engineer K. Hassan said he would ask the applicant to ask PennDOT for feedback and would provide for the next meeting.

#### **iii. 610 York Road – Zoning and Use received for a proposed Starbucks**

The Borough received an email Zoning & Use application to construct a Starbucks on the lower parking lot of 610 York Road. In this email, an additional plan was submitted without a Zoning & Use application. The email noted they would be seeking conditional use approval through Borough Council. The Borough Administration informed the applicant that although they can move forward with the proposed conditional use, this would not relieve the applicant of any zoning relief. The proposed restaurant is a permitted use while the proposed drive through is a conditional use and will require a conditional use approval.

**iv. 100 York Road – Smoothie King**

The Borough received a Zoning & Use application for a proposed Smoothie King at 100 York Road. Prior to Glanzmann Subaru purchasing the site and storing vehicles on it, Hudson Bank previously occupied the structure. The proposed restaurant is a permitted use while the proposed drive through is a conditional use and will require a conditional use approval. The Borough received a letter from an attorney representing Smoothie King noting that they believe the drive through is an existing non-conformity. Currently the Borough Administration is working with legal to determine.

**v. 101 York Road – Beer Distributor**

The Zoning & Use for the beer distributor at 101 York Road has been issued. The intent is to not use the drive through portion of the facility. This project will move forward with construction prior to opening.

**c. Eagle Scout Recognitions - Daniel Gifford & Liam McSherry**

The Borough received notice that Daniel Gifford and Liam McSherry earned the Eagle Scout Merit badge. Eagle Scout is the highest achievement or rank attainable in the Scouts BSA program of the Boy Scouts of America (BSA). Since its inception in 1911, only four percent of Scouts have earned this rank after a lengthy review process. To earn this prestigious rank, a total of 21 merit badges must be earned including First Aid, Citizenship in the Community, Personal Fitness and Communication.

**3. Public Safety (00:15:04)**

**a. Police Department Scheduling Software – PlanIt**

The Police Department, with the support of the Borough Administration, has begun the discussion of the potential implementation of PlanIt. PlanIt is designed to handle the unique scheduling challenges facing public safety every day. PlanIt allows each officer to view real time schedules on any device as well as publish out long-term rotating schedules and make day-to-day changes easily on the Calendar Editor. At this current time Chief Scott is attempting to manage the changes to the schedule through paper & pen and excel spreadsheets. In addition, PlanIt also offers time off and a communication feature which allows the ability to post company announcements with logged acknowledgement, automatically notify staff when their schedule changes, send emails/text blasts to your entire agency or to just your patrol platoon, and even use voice blasts to call each employee with important messages. PlanIt is also compatible with the payroll program, allowing for ease between the two functions. Chief Scott worked hard with the Borough Administration and PlanIt to obtain a quote that would be financially reasonable in the amount of \$3,603.88 a savings of approximately \$1,000. The \$3,603.88 also includes a one time set up amount in the amount of \$1,500.

Councilor A. Khalil asked how this compares to existing software. Mayor G. Lerman spoke on behalf of Chief T. Scott as he had to leave early. This software is a much better way to track the Officers with time off, training, etc.

Councilor D. Pancoe asked if this expense was considered as part of the budget. Manager G. Locke confirmed it is and President J. Connors confirmed all Council members were ok with this purchase.

**b. New cameras / recorder for building**

Chief Scott requested on agenda.

c. **Crossing Guards**

We need more crossing guards. There are discussions with the School Board about increasing their salary and providing a unique uniform for all of them (for example, a polo).

d. **New computers in Police Department**

Chief Scott requested on agenda.

e. **Hiring of the Part-time Clerk**

The Police Department gave an offer of employment for a part-time police clerk. The applicant is currently going through the background investigation and finger printing process as required by the Police Department. This budgeted expense is to assist the Police Department in daily operations including operating the front desk of the Police Department.

f. **Chief's Vehicle - UHF Radio & Painting**

Chief Scott requested on agenda.

g. **Purchase of 2023 Police Vehicle**

Chief Scott requested on agenda.

h. **Fire Commission (00:27:54)**

One of Pioneer's trucks needs approximately \$20,000 worth of repairs. A discussion between members of Pioneer Fire Department and Councilor A. Khalil, Vice President C. Soltysiak, and Councilor D. Pancoe took place regarding where the money is budgeted and is it tax payers money. Fire Chief K. Lynch went on to explain how smaller pieces of equipment can break without warning or a hose can rupture during testing. Vice President C. Soltysiak made a motion, seconded **by ?? (00:46:49)**, to move this expenditure to full Council. Motion Approved 8 – 1. Council A. Khalil opposed.

**4. Public Works**

a. **Speed Limit Signs – Speed Trailer Replacement**

- i. Insurance is covering some of the cost to replace the Speed Trailer with two new Speed Limit Signs, but there is an expenditure of \$2,900 from the Liquid Fuel Fund. This needs to be moved to Full Council for approval. Councilor D. Pancoe made a motion, seconded by Councilor A. Khalil to move this expenditure to Full Council. Motion Approved 9 – 0.

b. **Leaf Collection Trailer Replacement**

- i. Grant for \$139,000 was approved. This came from the Pennsylvania Department of Environmental Protection.

c. **2022 Road Paving Project – Newbold Road and Vernon Road**

The Borough will be paving Newbold Road (entire length), Vernon Road (Clement to Rydal Road). Project Announcement letters have been sent to these residences. The Borough has marked the deficient and issued letters to the affected properties. Residents have begun requesting meetings to discuss the process. The Borough must now advertise the bid

specification for the 2022 paving project. Currently, the Borough is still looking to pave at the end of August / beginning of September.

## Ongoing Business

### 1. Administration & Finance

#### a. End of Year Financial Report / 2021 Borough Audit

Barbicane, Thorton & Company was on site Tuesday, February 2nd, as part of performing the 2021 Audit. A majority of the audit was completed remotely. Audit has now been completed. The Borough will be informed when report has been completed and Auditor will be invited to Council to provide report.

### 2. Building Zoning & Revitalization

#### a. Cedar Street Moretti Park Grand Opening

The park grand opening is scheduled for Friday May 20<sup>th</sup> at 10 AM at Cedar Street Moretti Park.

#### b. Ordinance #2022-2 – Gateway Text Amendment

The Text Amendment has been reviewed by local and county Planning Commissions, Borough Engineer, and Solicitor, advertised, and will go before Borough Council in a public meeting for consideration of adoption next week Wednesday, May 25 at 7:00 PM. The meeting will take place in person at Borough Hall and be available to view on Facebook.

#### c. Curative Amendment Hearing Continued until June 1<sup>st</sup> – 103 York Road & 111 York Road

A petition was filed by 103 & 111, L Jenkintown LC, LLC of 3400 West Chester Pike, Newtown Square, respectively relating to the 'Off-premises advertising signs'. The applicant is challenging the validity of the current Zoning Code and requesting to install a monopole billboard at both of the two locations. The first Public Hearing was held before Borough Council on Wednesday, May 4<sup>th</sup> at 7:00 PM both in person at Borough hall and virtually. The hearing was continued until June 1<sup>st</sup> at 7:00 PM both in person at Borough hall and virtually. The Borough has hired Michael Clarke, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

#### d. Case No. 394 – Substantive Validity Challenge 440 York Road

On April 20<sup>th</sup>, the Borough received a Substantive Validity Challenge Petition filed by Mr. Larkin on behalf of 440, L Jenkintown LH, LLC of 3400 West Chester Pike, Newtown Square. The applicant is challenging the validity of the current Zoning Code and requesting to install a monopole billboard at the above location. The hearing before the Jenkintown Borough Zoning Hearing Board is scheduled for June 9<sup>th</sup> at 7:00 PM both in person at Borough hall and virtually. At this time, there are only three members of the Zoning Hearing Board that will be in attendance. The Borough has hired Michael Clarke, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

### 3. Public Safety

#### a. Garage Rental / Lease Agreement with Pioneer Fire Co.

Pioneer has vacated the garage within the Public Works yard. At this time, it is the intent of Public Works to occupy the garage with their items, such as signage and signage materials, extra recycle bins, and other items that can be stored within the garage for use.

#### **4. Public Works**

a. **Flood Mitigation Grant – Cedar Street**

Plans have been completed and permission granted to advertise. This project will be moving forward in the near future.

b. **2022 MONTCO 2040 Grant Application for School Zone Extension on Walnut Street down to Hillside.**

The grant was submitted and an announcement forthcoming. There is a 20% match so the Borough would have to pay \$9,800.00

c. **2022 Community Development Block Grant (CDBG)**

The grant application was submitted with the County prior to the deadline. This funding if awarded would fund the installation of ADA Accessible ramps on the recently paved roads of Newbold Road, Vernon Road, Clement Road, Homestead Road. This grant has No match but does not pay for Engineering costs. As in years past on this grant, the Borough and Engineer have opted on a process to bid the project as “design build” so the Contractor is responsible for the Engineering.

(01:44:43) Mgr. G. Locke mentioned receiving confirmation from Legal that all Council members can vote to move something to Full Council without being on a specific committee.

**Other Business** – None at this time.

**Adjournment** – President J. Conners adjourned the meeting at 8:45 PM.