



**COMMITTEE WORKSHOP**  
**Wednesday July 19<sup>th</sup>, 2023**  
**7:00 P.M.**  
**700 Summit Avenue, Jenkintown, Pennsylvania**  
**MINUTES**

**Call to Order:** President J. Conners called the meeting to order at 7:16 PM.

**Council Members Present:** Councilor A. Khalil (ZOOM), Councilor A. MacHaffie, Councilor A. Bartlett, Councilor A. Narva, Councilor D. Ballard, President J. Conners, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor J. Bruno, and Councilor M. Marlowe

**Council Members Absent:** Councilor C. Sperger and Councilor K. McGlenn

**Others Present:** Mgr. G. Locke, Chief T. Scott, Engineer M. Bickerton, Forman J. Riggins, Asst. Chief Garrett (Second Alarmers), and Bill Pross (Independent Fire Company)

**Public Comment:** None.

**Presentation – (00:01:13)** Heidi Shiver of PA Bird Towns, Borough to Receive PA Bird Town Signs. Councilor D. Ballard brought up the concern with the number of cats. Mr. Altedonna brought up the number of birds injured or killed due to window collisions. When asked by Councilor D. Pancoe where the signs are hanging, Mgr. G. Locke confirmed they are not hung yet.

### **Reports**

- Public Works Department – Forman J. Riggins gave the following updates:
  - He attended a preconstruction meeting for the new school zone extension with the contractor and engineers from Pennoni.
  - Enhanced directional signs have been received for York and Greenwood.
  - He received a resident complaint about people parking in front of driveways. They have already repainted the yellow curbs.
  - The trash receptacles are expected in the next week or two.

President J. Conners thanked Public Works on behalf of the Hillside residents.

- Engineer Report – Engineer M. Bickerton gave the following updates:
  - Report has been filed.
  - School Zone briefing
  - York Road traffic calming – will be ready to advertise bid by the end of the month.
  - Waiting to hear about the Green Light Go Grant.
- Police Department – Chief T. Scott gave the following updates:

- Report was filed.
  - We have received two applications for crossing guards with possibly a former one returning.
  - The Towing Ordinance was approved, and we are accepting applications for the primary and secondary tow company.
  - A few part-time officer applications have been received and we will be conducting interviews in the near future. The current interview process for Civil Service list is on hold.
  - We have received our first partial payment from PCCD for the body cameras; waiting on the full payment from the second grant.
  - Seven officers attended the Basic Crisis Intervention training. The Advanced Level training will take place in September.
  - Ofc. Chris Kelly completed the Gracie Survival Tactics and Control Instructor class. Training of all officers in control tactics for the 2023 MPOETC mandate will take place in the fall.
  - Sgt. Welsh will be completing the FBI Law Enforcement Executive Development Association Trilogy training this week. This is an intensive training program that consists of three weeklong leadership and supervision sessions.
  - We still have an allotment of steering wheel locks for Hyundai and Kia vehicles owned by Borough residents. We have had recent incidents where attempted thefts have occurred in the Borough.
  - We are working on installing equipment boxes in all of the patrol vehicles to organize and protect the equipment that is now stored in the rear of the patrol vehicles.
  - We are continuing to collect data from our speed signs on York Road and addressing other complaints that have been raised by residents. Currently, we are working to address and enforcement concerns that are arising from the data collected.
  - We will be conducting training with the School District in August as part of the Act 55 requirement for ongoing safety awareness and security. In addition, we will be conducting training in safety awareness and managing aggressive behaviors at St. Chris's Urgent Care at the 500 York Road complex.
  - Ofc. Titterton conducted training at the Acclaim Autistic Center at 101 Greenwood Ave. Kids loved to see our police car and hear about ways to stay safe.
  - Multiple officers are participating in the Eastern Montgomery County DUI Taskforce that conducts sobriety checkpoints in our area. We are waiting to hear if the Taskforce will sponsor officers' participation in Operation Nighthawk.
  - Working with Engineer M. Bickerton to address Vernon/Vista intersection, working on an improvement plan.
  - Sgt. Sulpizio, Ofc. Titterton and Ofc. Culbreath apprehended two juveniles involved in the attempted theft of a vehicle in the Borough. Job Well Done!
- Jenkintown Fire Department – Bill Pross gave the following updates as Chief K. Lynch was not in attendance:
    - Chief's report was filed.
    - Attended the County Chief's meeting last night. They are working on the County-wide recruitment/retention program.
  - Second Alarmers – Asst. Chief Garrett gave the following updates:
    - Report was emailed.
    - A total of 45 calls for ambulance services.

- 23 of these were transports.
- Annual membership drive mailer has gone out.
- New EMT class starting November 1

## **New Business/Items for Discussion**

### **1. Administration & Finance**

#### **a. Borough Monthly Reporting**

Ms. Smith and the Borough Accountant have completed the June reconciliation and that financial report is available in the Borough Council packet.

#### **b. Environmental Advisory Committee – Events**

August 8 – JEAC will be staffing a table at the Tuesday Night Markets on the second Tuesday of the month to collect small item recyclables.

August 14 (rain date August 15) – 10:00 AM at Cedar Street Moretti Park for a Birding Workshop for children ages 6 to 11 with a parent or guardian.

September 10 – JEAC is offering a Nature Journaling Workshop at Cedar Street Moretti Park at 2:00 PM.

October 1 – JEAC will hold its annual Monarch Butterfly Release in Jenkintown Square.

**(00:37:16)** Maureen Lucak gave more details about the butterfly release event.

#### **c. Borough Council Junior Council Program**

Motion approved last month to move to Full Council for consideration to reinstate the program. It will be on the agenda for July's Council meeting.

#### **d. ACT 511 Business Tax – Status Update**

A summary review will be provided by category YTD.

**(00:38:29)** Councilor D. Ballard mentioned the taxes in comparison to last year EIT is up \$17,000 – \$18,000, LST up \$12,000, BPT is up \$200,000, and Mercantile is up \$13,000.

Refer to list for specifics.

#### **e. 2024 Budget Process**

The 2023 Budget revenues and expenses are continually being monitored. Internal department meetings will begin in August.

#### **f. Outstanding Sewer Bills – Update**

Unpaid and non-responsive 2022 sewer bill property owners have been sent to Legal for the lien process.

#### **g. General Liability Insurance – Renewal**

The renewal is due in August. Additional quote being sought through DVHT.

## 2. Building Zoning & Revitalization

### a. Planning Commission

Met on Tuesday July 18th at 6:30 PM. The Design Review Board meets before the PC on the same evening on an as needed basis. There were no projects on the DRB July agenda. (Waiting on email response)

**(00:45:39)** Councilor J. Bruno mentioned concerns were raised during this meeting to 610 York Road development and stage update for 604 West Avenue.

### b. Current Development Update

#### i. 501 Washington Lane – Apartment building – Commercial / 24 Apartments

Interior demolition plan has been issued and Land Development has been approved. UCC Building permits are under review. PaDep is reviewing the EDU application.

#### ii. 821 Homestead Road – Apartment building – Commercial / 26 Apartments

Stormwater Basin work is complete. Pipework in PennDOT right of way is complete, sidewalk detour on York Road in place. All approvals are in place (with the exception of the EDU release from the PaDep) Final building plans for UCC construction permits have reviewed, applicant's Engineer is still working on required final EDU approval with PaDep.

#### iii. 415/425 Johnson Street- 419 York Road – Commercial / 17 Apartments

Approvals remaining – 1) PaDep / Aqua - EDU releases, 2) Preliminary and final land development 3) Design review 4) UCC building permits.

#### iv. 101 York Road – Take 5 Oil Change Facility

All permits have been completed. The Grand Opening TBD.

#### v. 93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store

Received Final land development approval. Received Highway Occupancy Permit from PennDOT traffic. Montco Conservation District approved site permit. Final EDU approval by PaDep for the initial development phase has been granted. Need EDU approval from PaDep and Design Review Board. The property owner is working to exchange this EDU. Pre-Construction meeting was held and Developer hopes to be under construction in mid-summer.

#### vi. 459/471 York Road – Proposed Commercial / 45 Apartments

Plans and application are on the website. Conditional Use hearing scheduled for July 26<sup>th</sup> will be continued while Zoning is sought and the ZHB hearing is scheduled for August 24<sup>th</sup>. **(00:48:49)** Councilor D. Pancoe asked if questions were allowed pertaining to this development. Mgr. G. Locke stated it cannot be discussed because it is going to a Conditional Use hearing, but general questions are allowed. Mgr. G. Locke went on to explain some of the non-conformant items. **(00:52:52)** Councilor D. Pancoe asked when Council will have the ability to interject and oppose a zoning variance. Mgr. G. Locke explained how and when. It was also recommended by Chief T. Scott to hold off on any more discussions until next week's Council meeting when Solicitor P. Hitchens is present.

**vii. 610 York Road – Zoning and Use received for a proposed ‘Coffee Shop’ and ‘Dessert Shop’**

The applicant has attended Planning Commission meetings and is preparing his own traffic study. Conditional Use hearing scheduled for August 23<sup>rd</sup> and SALDO received.

**viii. 610 York Road – Zoning and Use ‘Tiny Town’**

Zoning & Use permit approved and PaDep EDU and UCC building applications can be filed.

**ix. 604 West Avenue Immaculate Church – Land Development Hearing – Needs Conditional Use for Apartment building Use (Commercial - 3 Apartments)**

Application has been received and distributed for the conversion of the structure to a three-unit apartment building. The hearing date is August 23<sup>rd</sup> at the next Council Meeting. **(00:59:34)** Councilor D. Pancoe asked if the applicant could consider ADA improvements.

**3. Public Safety**

**a. Fire Department - Updates**

Fire Commission met July 19, discussed consolidation of operations, ongoing internal Leadership meetings, training, and the FEMA Grant that pays for recruitment & retention of firefighters. Station #99 was decided as the new station number. Preliminary estimates for transition to the new numbering of equipment was \$6000.00. **(01:07:30)** Engine 96 discussion took place right after providing this update.

**b. Speed Signs were placed on York Road and Enforcement lines repainted.**

Speed signs were relocated on York Road and placed on Vernon. We have received valuable information regarding speed and possible enforcement priorities moving forward. In addition, as part of the 2040 Grant we received pricing for semi-permanent signs that are solar powered for York Road Traffic Calming project.

**(01:12:25)** Vice President C. Soltysiak led a discussion about West Ave by the train station and the safety concerns.

**4. Public Works**

**a. Storm Water Ordinance – Update as required by MS4 Permit**

Memo provided in packet. As a requirement of the MS4 permitting, Jenkintown will need to update their Stormwater Management Ordinance to the latest 2022 PA DEP Model Ordinance. Jenkintown Borough had at some time in the past adopted their stormwater management ordinance under the PA Stormwater Management Act of 1978 (a.k.a. Act 167). Since the Amendments to the Jenkintown Borough Stormwater Management Ordinance, in 2022, the PA DEP updated their Stormwater Model Ordinance for Municipalities to adopt updates to their current stormwater ordinance as part of the MS4 Program protocol and permitting requirements.

The Engineer reviewed and compared the Jenkintown Borough’s current stormwater management ordinance with the most recent DEP Stormwater Model Ordinance and have made updates as follows: The Engineer will speak to the current status of the ordinance.

(00:29:12) Councilor D. Pancoe asked for a status and Mgr. G. Locke said it will be brought to Council this month for permission to advertise.

b. **Greenwood Avenue / York Road – Enhanced Directional Signage**

Traffic Engineer made site observations and produced a plan of additional directional and do not enter signage at Greenwood Avenue. The plan was approved by PennDOT. Signs have been received and are scheduled to be installed by the end of this month.

(01:19:11) President J. Conners brought up new item regarding the committee reports. He proposed removing them from the Council meeting since they are only one week apart. Everyone agreed. He also proposed having Solicitor P. Hitchens present at the Committee Workshop. I was agreed to have the Solicitor continue attending the Council meetings and Committee meetings on an as needed basis.

(01:22:48) Councilor D. Pancoe mentioned that she has been recently attending the JCA meetings. As such she can provide an update.

## Ongoing Business

### 5. Administration & Finance

a. **Interceptor 'A' Construction Project Billing Closeout w/Cheltenham**

No update. 31K Payment made to Cheltenham Township as fair payment of JB monies owed while bill is finalized. Abington and Borough have issued an offer to Cheltenham Township Solicitor for disputed work billed from the Interceptor A construction project. Cheltenham is in receipt of the offer, and it is under consideration. The payment of \$31,000 was submitted to Cheltenham Township.

(00:42:10) Councilor D. Ballard asked if this was the last step. Mgr. G. Locke believes we are close to an agreement.

b. **2019, 2020, 2021 & 2022 Borough Pension Audits**

Audits have been completed, no apparent major issues or violations and all payments and Pension re-imbursments have been made. Any issues noted will assist in developing a more permanent procedure for payment and reporting moving forward.

(The payments reimbursed were \$19,956.00 to Commonwealth of Pa for overpayment of MMO for Chief DiValentino. The second was a contribution to the non-uniform pension plan for \$6,762.60 for failure to make deposit to pension plan by December 31, 2022. The deposit was made in February of 2023. The last was \$25,353.46 for failure to deposit to the uniform pension plan by December 31, 2022. The deposit occurred in February 2023. These payments included the interest that would have been gained from the deposits.)

c. **Borough Server, Hardware, Software and IT Services**

No Updates - Server, Gateway, Switches and Firewall have been replaced and configured. The new server is functioning well and the Borough Administration will be transferring all email over to the new system in the coming weeks.

d. **Sanitary Sewer Rate Study – Keystone Alliance Consulting**

No Updates - Needs to be completed with Keystone using latest Construction estimates from Aqua Pennsylvania. Once completed a fair and sustainable sewer rate can be established.

e. **Collection Efforts of Past Due Solid Waste Accounts**

Efforts are ongoing and the collection program is returning positive results for the solid waste fund balance.

f. **Large Commercial Property Reassessment Case**

Case has been settled. Judge's decision was in favor of lowering assessment. Appears Borough will owe approximately 170K in payment to the property owner.

**6. Building Zoning & Revitalization**

a. **Vacant Property Registry/Tracking**

A list of all vacant properties has been created and shared between Code Enforcement and the JPD. The list has been developed and is an ongoing process to assure compliance of property maintenance by the property owners.

a. **Short Term Rental of Property Ordinance**

Still under discussion at the Planning Commission. Air BnB type rentals being discussed at PC and information provided by County Planner for discussion.

**7. Public Safety**

a. **Washington Lane 6 Ton Weight Limit Borough Ordinance**

The Police Department was advised that to enforce the 6 Ton weight limit on Washington Lane there needs to be a Borough Ordinance since the road is Borough owned. The ownership of the road appears to have been transferred back in 1984. Abington has approved an ordinance for their portion of the roadway. We will be presenting a similar ordinance for our portion of the roadway in August.

b. **Award of School Safety Zone Project**

Pole locations have been determined by PennDOT and the Borough Engineer. Construction is scheduled to begin at the end of July and last approximately 30 days.

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

Grant was awarded to the Borough. Working with Borough Engineer to advertise bid for the contract and then it will be placed on PennBid - This Engineered plan was designed and approved by PennDOT. 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.

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

No updates. Did not meet in May or June.

e. **School Safety Zone – Site Observations**

No updates. Additional and updated Safety Signs (20) have been received and are being installed at the busiest pedestrian intersections nearest the school. Safety striping quotes received. Striping will be scheduled now.

f. **Traffic Light Upgrade Runnymede and Walnut Street**

No Update on Grant Award - 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.

**(01:16:39)** Further discussion about West Avenue near the train station took place.

**8. Public Works**

a. **Lindy Properties Parking Lot Agreement**

No update - Carolyn Hirsh Lindy has proposed entering into a lease w/ the Borough similar to the lease the Borough and Lindy have for the 'Pump House' Leedom Street parking lot that would cover the Greenwood Avenue and Cedar Street Parking Lot. It would allow public parking during certain hours that would be negotiated. The Borough would maintain the lot including signage & striping and would be for a nominal fee. The Borough would enforce the parking regulations that were in place. Still working out details of the agreement.

b. **Cedar Street Moretti Park Use Permit**

Requests are being made by residents concerning a permit to hold special events at Cedar Street Moretti Park, like the permit that is issued to reserve Town Square. If Borough Council desires a permit can be designed, and a calendar made to mirror the Town Square event permit/calendar schedule. Still discussing the details of permit process and limitations and protection of the plants and property for the permits.

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

The work for the creek restoration and flood mitigation work and communication continues. SEPTA's contractor is still planning to start the 24-hour jack-and-bore operation but gave notice of a delay in the start date by notifications to adjacent property owners. This round-the-clock work is expected to take approximately 24 days to complete.

Any notices will take place by SEPTA to affected neighbors as well as to the public in general through the Borough email blast and social media postings.

d. **Newbold / Vernon Roads – Proposed Bike Share Lanes and Signage**

Abington received the grant and will be working with the Borough to install signage and pavement markings for the involved roads - Abington Township has submitted a MONTCO Grant application for share / bike lanes with pavement markings and signage. The plans connect Washington Lane to Rydal Road through Newbold Road and Vernon Roads as part of the larger MONTCO/Township coordinated effort on Bike paths.

e. **#23 GMC 2007 Dump Truck – Temporarily out of service – (Last year of service)**



Still out of service. Hydraulic brake lines have been received but not installed. All efforts are being made to utilize the truck safely through 2023 with minimal repair costs.

Councilor D. Pancoe asked for status. Forman J. Riggins said they are trying to minimize expenditures since the truck is at the end of its life.

- f. **2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**  
No updates - Borough will be placing order for \$145K trailer, receive trailer and pay, wait 60/90 days for reimbursement from DEP (State).
- g. **Streetlights – Deficiency Survey Completed**  
No Update. Streetlights were checked for operation and damage. Those that could be repaired were or had parts ordered. \$10,000 in light poles ordered from manufacturer. Legal is working through insurance cases on knock downs going through insurance claim process. June 13<sup>th</sup> court date w/ York Road case. Project ongoing.
- h. **Phase 2 of the Jenkintown/Abington Connections Project**  
No Update. Work was 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.
- i. **Concrete Compliance on 2023 Road Project**  
Two properties left that are working to gain compliance and one of those is under contract to have repairs the last week of July. PW Foreman Riggins will update status of required repairs.
- j. **2018 DCED Grant Cedar to Walnut Street Storm Water Grant**  
No updates since last month - Extension was granted for an additional year. Project must be bid. Discussions with 501 Washington Lane and 93 York Road have taken place. There is a 15% match with this grant. Borough must pay periodic Construction payments and file for reimbursements from County grant authority approximately \$100K.
- k. **Noble Bridge Replacement PennDOT – Septa Project**  
No Update since last month. Project will now be bid at the end of 2023 and will tentatively take place in the Spring of 2024.

**(00:33:32)** Councilor D. Pancoe mentioned having received the street sweeper schedule email blast. Forman J. Riggins gave a description of the schedule. She made a suggestion about placing temporary no parking signs so they can complete the sweeping with fewer issues. She also gave public thanks for cleaning up Yorkway Place.

**(01:03:49)** Councilor D. Ballard asked about removing a tree/bush off the Glanzman property and replanting it. Mgr. G. Locke said it is already being looked into. He also explained reviewing the plans again for a potential phase 2 if someone, for example, should donate a plant down the road.

**Other Business:** None

**Adjournment:** President J. Conners adjourned the meeting at 8:23 PM.