



COMMITTEE WORKSHOP
Wednesday June 15th, 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 J. Bruno (ZOOM), Councilor M. Marlowe, Councilor A. Khalil, Vice President C. Soltysiak (Zoom), Councilor K. McGlonn (Zoom)

Councilors Absent: Councilor D. Pancoe (Excused)

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: Michael Cole – 415 Division Street – voiced concerns about the speed at which vehicles travel on his block considering several kids live here and often play in the street. Mr. Cole suggested speed humps and maintenance of landscaping which covers “Watch Children” signs. There was a brief discussion between Mr. Cole, Chief T. Scott, Engineer M. Bickerton, Mgr. G. Locke, Councilor A. Khalil, and President J. Conners.

Reports

- **Public Works Department:** Foreman J. Riggins not in attendance – Nothing to report per Mgr. G. Locke
 - Councilor A. Khalil made a request asking residents to pull any vegetation growing through cracks in the streets/sidewalks. Mgr. G. Locke confirmed Public Works cleans the curb lines twice a year.
- **Engineer Report:** Engineer M. Bickerton gave the following updates:
 - Work on the contracts has begun for the School Zone Extension Project.
- **Police Department:** Chief T. Scott gave the following updates:
 - There was an increase in calls for service: last month, there were 487 calls, this month there was 642. This is attributed to an increase in proactive enforcement (park and walk).
 - There were only 16 vehicle accidents. 14 were non-reportable; 2 reportable. Of these, 10 occurred on York Road.
 - 610 York Road – an abduction of an elderly victim occurred in May. He was returned to the nursing home safely with the help of Detective Sangree, Officer Tuffy and the Montgomery County Detectives Office.
 - School Crossing Guards Needed – four open positions.
 - The first meeting was held with Power Time – new scheduling system.

- Policy reviews underway
- Active Shooter training planned for this summer.
- First Color Day was a great experience.
- Sunset 5K took place without issue. There were about 500 runners.
- The officers bikes were serviced and will be out on the streets.
- A vendor for the body cameras will be decided upon so the application can be submitted.
- The application for bullet proof vests was submitted.
- Use of Force Training will be taking place over the next two months.
- Working with Comcast to upgrade our phone system for the whole Borough.
- Public Works crew and K. Lynch will be replacing the carpet in the vestibule and painting the area to look more appealing.
 - **(00:18:12)** Councilor A. Khalil asked to explain the Park and Walk Program. Chief T. Scott gave an explanation.
 - **(00:19:28)** Councilor A. MacHaffie asked about involving SEPTA police in events such as the Sunset 5K or the Arts Festival. Chief T. Scott explained why we would not due to their parameter restrictions.
- **Jenkintown Fire Department:** Fire Chief K. Lynch – all his reports are in Drop Box including an after actions report regarding 304 York Road. This outlines the event, action items, and areas for improvement.
- **Second Alarmers:** Nothing to report.

Presentation: Borough Sub-Division Land Development Ordinance (Rewrite) – Alison Danilak (Borough Planning Commission) and Marley Bice (Montgomery County Planning Commission)

(00:36:37) Councilor A. Khalil asked about Storm Water Management being in Phase 2. Ms. Bice provided an explanation.

(00:37:37) Councilor A. MacHaffie inquired about the timetable for these projects. Ms. Danilak explained those currently in the works fall under the existing ordinance, but new ones would fall under the rewritten one. **(00:38:53)** Councilor A. MacHaffie also asked about planters. Ms. Bice defined some requirements given sidewalk dimensions. **(00:41:38)** Mgr. G. Locke explained the next step is to bring in front of the Full Council asking permission to advertise the new ordinance.

New Business/Items for Discussion

1. Administration & Finance

a. **Memorandum of Understanding Accepted – JPBA and Borough of Jenkintown**
Juneteenth (June 19th) is now a Federal Holiday as per Resolution 2022-21.

b. **Hiring of New Full-time Employee**

The Borough has hired the Part-time administrative employee, Mary Ellen McSherry, who has been part-time with the Borough since February. Mary-Ellen accepted the full-time position and will be full-time with the Borough beginning on July 1st. Mary-Ellen will be an administrative assistant, assisting with daily Borough functions as well as assisting in the Codes Department where necessary and needed.

c. **Administration Restructuring**

With the official retirement of Rick Ware on June 12th, the Borough has begun restructuring the administration. With the assistance of the Borough's Accountant, Tom Josiah, the Borough will continue to complete most finances in-house.

2. Building Zoning & Revitalization

a. Planning Commission

No updates. Their next meeting is Tuesday, June 21st.

b. 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 is currently being reviewed by the MONTCO Planning Commission and Borough Engineer. The applicant has noted that they will be moving forward with the preliminary and final land development beginning with the June 21st Planning Commission meeting.

c. Resolution #2022-22, Act 537 Plan Revision for Land Development

Approving the Act 537 Plan Revision to the Official Sewage Plan Module and Issuance of EDUs for 821 Homestead Road (Proposed Apartment Building)

d. Resolution #2022-23, Act 537 Plan Revision for Land Development

Approving the Act 537 Plan Revision to the Official Sewage Plan Module and Issuance of EDUs for 501 Washington Lane (Mixed Use Building)

e. Resolution #2022-24, Act 537 Plan Revision for Land Development

Approving the Act 537 Plan Revision to the Official Sewage Plan Module and Issuance of EDUs for 100 York Road (Proposed Smoothie King)

(00:47:16) Councilor A. MacHaffie asked about the EDUs and having a bank of them to help simplify the process. Mgr. G. Locke confirmed that EDUs are only going to be approved on a case-by-case basis. He further went on to explain the EDU approval process and how Cheltenham is in the same position as us waiting for a pool to be released by AQUA.

f. Current Development Update

i. 821 Homestead Road – Proposed apartment building

The Final Land Development application was approved at the May 25th Council Meeting. Currently, the applicant will be submitting plans for construction as well as holding a pre-construction meeting. In addition, the applicant has begun the EDU process with the Borough, AQUA and the DEP.

ii. 610 York Road – Zoning and Use received for a proposed Starbucks

The Borough received a Zoning & Use application to construct a Starbucks on the lower parking lot of 610 York Road. The Borough Administration has begun a review of the application. The proposed restaurant is a permitted use while the proposed drive through is a conditional use and will require a conditional use approval. Although they can move forward with the proposed conditional use, this would not relieve the applicant of any zoning relief.

iii. 100 York Road – Smoothie King

The Borough approved a Zoning & Use application for a proposed Smoothie King at 100 York Road. The next steps include Land Development as well as construction permits and the EDU approval process. Currently, the applicant is working with the Borough to submit the above information.

3. Public Safety

a. Fire Department Training Standards – Revision adoptions

Both Fire Companies have been working on these in the Fire Commission meetings. This defines the different roles and the training requirements. This will be brought to the Full Council.

b. Fire Police Training / Swearing into Service

There are still members that need to be sworn in, but we are awaiting their training documents. **(00:58:49)** Mayor G. Lerman asked to open a discussion surrounding Fire Police Training and then turned it over to Fire Police Chief Klein.

c. Fire Alarm Panel Replacement – Public Works Garage

The fire alarm panel failed and needs to be replaced. Quotes were received, but the work was delayed while the part was being ordered. The work can now be completed as the panel arrived. The lowest quote was for \$2,900.00. This requires Council approval.

d. Body Camera Grant – Federal Grant

We can ask for a letter of support from our state representatives since this is a Federal Grant.

e. Hiring of the Part-time Clerk

The Police Department has hired a part-time police clerk. The applicant has passed the background investigation and fingerprinting 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. Linda Bennett – Salary Increase

Chief T. Scott is proposing bringing to Full Council as part of Public Safety the request to increase Linda Bennett's salary.

4. Public Works

a. Sunset 5K Run

About 500 runners participated. Barricades – coordination with Montgomery County, Cheltenham, Public Works, Jenkintown Police Department, and the crossing guards. Trash receptacles were available for trash.

b. 2022 Community Development Block Grant (CDBG)

The Borough has been awarded \$200,000 funding 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.

c. Cedar Street Moretti Park

The third payment request is being finalized to be submitted to the Borough for payment. The contractor has not submitted the plans to show placement of the landscape. The funding

signage is being ordered and will be installed. The park sign will need to be designed and installed. The final inspection needs to be scheduled with the Department of Conservation and Natural Resources. The Grant Funding from the DCNR and DCED will need to be finalized and closed out. The MONTCO Funding had been closed out. The mosaic tiles will be installed on the seating wall. Light poles and fixtures have been quoted and can be ordered once funding has been identified. The Grant Funding will be applied for in the next cycle.

Chief T. Scott added that he and Foreman Riggins have been driving around the school zone to see what if any crosswalks or signage need repainting/replacing.

Councilor A. Khalil asked if the Watch Children sign was put back up on Cottman Street. Mgr. G. Locke confirmed it was called in, but could not confirm whether it had been completed.

Vice President C. Soltysiak mentioned residents asking why the grass in Cedar Street Moretti Park is so long. President J. Conners said it is to allow the roots to grow as much as possible so after the first cut, the grass will continue to flourish. Mayor Lerman and Mgr. Locke confirmed it has since been cut.

Councilor A. Khalil brought up concerns about small fires in Town Square. Chief T. Scott said he would look into it.

Ongoing Business

1. Administration & Finance

a. End of Year Financial Report / 2021 Borough Audit

Barbican, 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.

b. Liquid Fuel Audit

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

c. 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.

2. Building Zoning & Revitalization

a. Curative Amendment Hearing Continued until June 29th – 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 Public Hearings were held before Borough Council

on Wednesday, May 4th and June 1st at 7:00 PM both in person at Borough Hall and virtually. The hearing was continued until June 29th at 7:00 PM both in person at Borough Hall and virtually. The Borough has hired Michael Clarke and Gregory R. Heleniak, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

- b. **Case No. 394 Continued until August 15th – Substantive Validity Challenge 440 York Road**
A petition was filed for 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 was held on June 9th at 7:00 PM both in person at Borough Hall and virtually. The hearing was continued until August 15th 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 and Gregory R. Heleniak, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

3. Public Safety

- a. **School Zone Safety Observation**

- i. Chief T. Scott and Foreman Riggins have been driving around checking for signage or crosswalks that need repair/improvement.

- b. **Borough Traffic Calming**

- i. Areas throughout the Borough are being looked at, particularly Homestead Road. The residents are gathering signatures for a petition to have a traffic study performed. Another resident expressed interest about speeding on Highland Ave. Vice President C. Soltysiak referred to the Public Comment at the beginning of the meeting related to Division Street concerns.

- c. **Purchase of 2023 Police Vehicle**

- i. This vehicle will be replacing another one coming off a lease. Chief is looking into a Hybrid vehicle.

- d. **Police Department Scheduling Software – PlanIt**

The Police Department, with the support of the Borough Administration, has begun building the PlanIt. 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. Currently, the Police Department along with the Borough are looking for a July 11th start date.

Councilor A. Khalil mentioned having Chief T. Scott meet with residents on Washington Lane as concerns are high with safety.

4. Public Works

- d. **Radar Speed Limit Signs – Speed Trailer Replacement**

- i. The purchase has been approved. Lead time is 4 – 6 weeks after order is placed.

- e. **2022 Concrete Compliance on Road Project**

- i. There are a total of 51 properties on the road paving project that have had the concrete marked. 19 completed the work. Another 20 have completed estimates or applied for permits to complete the work. There are 2 residents disputing the work. Additional meetings and documentation have been scheduled.

- f. **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.

Other Business: None

Adjournment: President J. Connors adjourned the meeting at 8:24 PM.