



**COMMITTEE WORKSHOP**  
**Wednesday October 19<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:** Councilor A. Khalil, Councilor A. MacHaffie, Councilor A. Bartlett, Councilor A. Narva, Councilor D. Ballard, President J. Conners, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor K. McGlenn, Councilor J. Bruno, Councilor M. Marlowe

**Councilors Absent:** Councilor C. Sperger

**Others Present:** Mgr. G. Locke, Chief T. Scott, Mayor G. Lerman, Fire Marshal K. Lynch, Forman K. Riggins, Engineer K. Hassan, Chief K. Lynch, S. Smith

**Public Comment:** None

## **Reports**

- **Public Works Department** – Forman K. Riggins gave the following updates:
  - Painting in the police department is underway.
  - 2022 Paving Project – only a couple of non-compliant residences, but K. Riggins working with them to see if there is assistance available.
  - Safety concerns at Runnymede and Myrtle are being addressed with new signage.
  
- **Engineer Report** – Engineer K. Hassan gave the following updates:
  - Assisted with several drainage issues throughout the Borough.
  - Completed and submitted the Land Development Review of 501 Washington Lane
  - Continuing communication with 821 Homestead; still awaiting permit from Montgomery County Conservation District.
  - Reviewing conditional use application for 415/425 Johnson Street (commercial /apartment application).
  
- **Police Department** – Chief T. Scott gave the following updates:
  - 667 calls for service for the month of September.
  - Still trying to fill more crossing guard spots.
  - Still working with the School District on the emergency operation plans.
  - Working with Borough administration on the budget discussions.
  - We have one part time officer position; the candidate is currently going through the background check process.

- There was a civil service meeting, and the new rules will be shared with the Council members.
  - \$28k of grant funding was approved for new body cameras.
  - \$688k funding was applied for new equipment (cameras, server, and other software improvements).
  - Officer Murtagh was accepted into the Montgomery County SWAT Team (East Region Team).
  - Drug Take Back on October 29<sup>th</sup> between 10 AM – 2 PM.
- **Jenkintown Fire Department** - Chief K. Lynch gave the following updates:
    - Fire Prevention was postponed from last week to tomorrow night 6 – 8 PM.
  - **Second Alarmers** – No report as no one was present.

## **Presentation (00:05:42)**

- Grace Presbyterian Church – Rehabilitation and Improvements (RCAP Grant Funding) – Don Pfizer and Lil Swanson
  - A discussion took place between the Councilor members, Engineer K. Hassan, Mgr. Locke, Don Pfizer, and Lil Swanson.

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

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

#### **a. 2023 Public Budget Workshop Schedule**

- The first budget meeting was held prior to the committee workshop this evening. Discussed the 01 General Fund. Next budget meeting scheduled for Wednesday, November 2, 2022 at 6 PM.
- The administration has been working to project the final revenue for 2022 as the year comes towards an end. The proposed 2023 budget has been challenging with the absence of the ARPA funds the Borough was fortunate to have the assistance of the last two years.
- This budget cycle Council, the Administration and Finance began working in August with all department heads to estimate approximate future revenues, evaluate proposed programs / expenditures and further reduce proposed expenses in an effort to continue to improve the quality public services currently provided to Borough property owners businesses and residents.
- Workshop #2 will focus on Street Lighting (02), Fire Protection (03) and Fire Apparatus (04) and any others as time permits.

#### **b. Borough Fee Schedule Discussion**

- Parking passes (Monthly / Resident, Resident Visitors)
- Parking tickets
- Building permit (based on cost of construction. Hasn't been raised overtime but cost of construction rises and falls) Permit fees are supposed to cover the code departments expense to run. They average out to almost do that.

- Fire escape inspections
- General inspection fee

## **2. Building Zoning & Revitalization**

### **a. Little Libraries**

- A Resident has inquired about installing a little library in his front yard and if there were any zoning or building requirements by the Borough.
- The County planner provided a zoning ordinance from two different County Municipalities for ideas on how we may or may not address this subject.

### **b. Holiday Festival**

- Ben Bergman, the person responsible for bringing the 'Jenkintown Night Market' this past summer will be bringing the Holiday festival on December 3<sup>rd</sup>, prior to the light up the Square event being hosted by the Recreation Board.
- There are additional events being discussed between Mr. Bergman and Councilor Soltysiak that include a First Friday type event that may include the businesses and restaurants.

### **c. Planning Commission**

- The representatives for the 501 Washington Lane project presented their land development application. The design architect discussed the changes made to the project plans since hearing from the Planning Commission in September and receiving the Borough Engineers review letter and County review letter. The developers team will be met on Monday 10/16 with the Borough Engineer so plans could be revised to comply with Borough Code and Regulations. The Planning Commission supports the project, but decided to wait until their November meeting to make the determination to make recommendation or not for preliminary approval of land development to Borough Council.
- The representatives for the 415/425 Johnson Street project presented their conditional use project that will go before Borough Council at a 'Conditional Use Hearing' on October 26 at the October Borough Council meeting. The Planning Commission voted to support the project and recommend approval of the Conditional Use before Borough Council.
- The PC discussed the pedestrian crossing of Washington Lane at Walnut Street that the developer of 93 York Road has agreed to include on their development plans.

### **d. Current Development Update**

#### **i. 501 Washington Lane – Proposed apartment building**

Zoning for 24 apartments and two Commercial stores on the ground floor has been approved. The applicant has submitted a Preliminary Land Development Application, which has been sent to the County Planning Commission and Engineer for review. In addition, the applicant has begun the EDU process with the Borough, AQUA and the DEP. Council has approved the revision to the Act 537 plan and EDU's for this specific project have been listed by the PaDep for release upon their approval of the submittals.

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

The Final Land Development application was approved at the May 25<sup>th</sup> Council Meeting. The Applicant will be submitting plans for construction as well as holding a pre-construction meeting once the NPDES permit has been issued. In addition, the applicant has begun the EDU process with the AQUA and the DEP. Council has approved the revision to the Act 537 plan and EDU's for this specific project have been listed by the PaDep for release upon their approval of the submittals.

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

Conditional use: application received/ hearing scheduled Oct 26, 7:00 PM for conversion to office first floor 2 floors of apartments above.

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

Preliminary Land Development: approved. Development team working with Borough Engineer and Planning Commission to satisfy review letter and pedestrian crossing on Walnut Street.

**v. 459/471 York Road – Retail / Apartments**

Zoning & Use application received, Denial sent on Conditional Use application, conditional use required for incoming for retail first floor, apartments above. Zoning review provided applications expected to be incoming for project.

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

No new updates - The Borough received a Zoning & Use application to construct a Starbucks on the lower parking lot of 610 York Road. The Borough Administration has completed a Zoning 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 all zoning relief.

**vii. 100 York Road – Smoothie King**

The applicant is working through the Sign/Zoning application, it has been reviewed and resubmitted. The site work is being coordinated through the Borough Engineer. The Traffic Study that Council members requested has been provided and reviewed by the Borough Engineer. The final steps include the EDU approval process. Council has approved the revision to the Act 537 plan and EDU's for this specific project have been listed by the PaDep for release upon their approval of the submittals. The applicant has been continually encouraged to remain engaged in this process with this State agency.

**3. Public Safety**

**a. Civil Service Rules & Regulations**

- The Civil Service Commission has worked to re-write and update the rules and regulations and will be presenting them for Council's consideration this month.

**b. Police Station Painted**

- The Chief's office, hallways and all doors have been painted.

c. **Emergency Management Update to UHF Radio System**

- It is being discussed to convert the current analog systems to a digital system. This would enable emergency communications with the entire Eastern region of the County in the event the MONTCO dispatch center is compromised or fails. This unfortunately has happened in the recent past. Chief Scott appeared at the October Fire Commission meeting and appealed to the Fire Relief Association to contribute to the expense of this cost. There was no immediate response, but they did say they would consider the proposition.

d. **Fire Escape Inspection Program**

- Fire Marshal has found that the fire escapes had not been inspected as required by the Fire Code and has implemented a program to ensure they are safe and code compliant. **(01:04:33)** Fire Marshal K. Lynch provided a detailed update.

e. **Required NIMS Training – ICS 100 & ICS 700**

- Requested per Fire Marshal that all elected officials are required to take these emergency management courses. **(01:06:46)** Fire Marshal K. Lynch explained this training.

f. **Fire Truck Pumper 96 - Appraisal**

- The appraisal was emailed from Pioneer President Bachman and is in your packets.
- Discussion is to be had by Council on this expenditure prior to authorization of repairs.

**4. Public Works**

a. **2022 Leaf Collection Route**

- The 2022 Leaf Collection Route went out Monday October 17<sup>th</sup> by email blast, Facebook and is posted on the Borough website. Paper copies are available at Borough Hall.
- The curbside leaf collection will begin on Monday, October 24<sup>th</sup> and will continue through Wednesday December 14<sup>th</sup>. As in previous years the Borough has been divided into five (5) routes. Each route will be collected four (4) times.
- The Jenkintown Borough Public Works Department works throughout the Borough to collect leaves placed at the curb. The leaves are then transported to Abington Township and processed into mulch, that mulch is then available free of charge to residents.
- Due to the size of the leaf collection trailer, Division Street, Healy Street, McGoldrick Avenue, St. Maur Place and Pear Street will not have curb side collection. These streets will have yard debris collected as normal every Tuesday.

b. **2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**

- The Borough was awarded this PaDep 902 Grant in the amount of \$140,000. The Manager and PW Foreman have met with the Manufacturer and have received an updated quote.

- This is a re-imbusement Grant and the Borough is currently clarifying the expected timing of the purchase, delivery of equipment and reimbursement of funds as it effects the end of year annual budget timing.
- To this point the current leaf collection trailer was serviced and made ready for service for the leaf collection routes that begin October 24<sup>th</sup>.
- 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 24th, 2021.
- The council will be asked to support and commit to the grant at the September 23rd Borough Council meeting so that the application can be made.
- The council voted to support the submittal of the grant and the grant was submitted prior to the deadline.
- If awarded, this purchase would not be for this year's leaf collection season or budget cycle.

## Ongoing Business

### 5. Administration & Finance

#### a. Jenkintown Borough 457 Savings Plan

- The Borough scheduled a meeting with CBIZ to begin the sign-up process for the 457 plan. It is hopeful that the first contributions through payroll will be November 3<sup>rd</sup>.
- There was a nice turn out for the signup with seven employees enrolling at this time.
- The employees of the Borough brought forward a Municipal savings plan that they would like implemented that would complement the Borough pension payment upon retirement.
- The plan would be managed through CBIZ InR Advisory Services, LLC. The Borough's contact and Plan Representative would be Christopher J. Tomlinson.
- The plan has no minimum investment to become involved and information is in the packets. The decision to implement the plan will need to go before Council for approval to proceed.

#### b. Sanitary Sewer Rate Study – Keystone Alliance Consulting

- 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.

- The additional information requested from Aqua Pennsylvania on the future construction costs of the downstream conveyance system (Interceptor 'A' final phase) to be provided for accurate rate modeling has begun being discussed.
- Rate Study is progressing, the administration will next meet with the consultant to discuss and coordinate on a couple issues as 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'). Aqua is nearing having those probably costs but first is looking to gain Dep approvals/buy-in.

**(01:17:38)** Councilors K. McGlenn, A. MacHaffie and Engineer K. Hassan had a brief discussion about reverse osmosis.

## **6. Building Zoning & Revitalization**

### **a. Borough Sub-Division Land Development Ordinance (Rewrite)**

- No new updates - The Planning Commission has rewritten the SALDO Sub-Division Land Development Ordinance. Coordinating efforts with the County Planner Marley Bice, Borough Engineer, Borough Solicitor, Council Members and Borough Manager, they presented to Council in June and the Revised SALDO was provided to Council, Solicitor and Engineer for comment.
- The next step in the process will be for Council to consider advertising for a Public Hearing to consider adoption of the Sub-Division and Land Development Ordinance. This should happen in November.

### **a. Curative Amendment Hearing Continued until Wednesday October 18<sup>th</sup> 103 & 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 4<sup>th</sup>, June 1<sup>st</sup>, June 29<sup>th</sup> and August 24<sup>th</sup> at 7:00 PM both in person at Borough Hall and virtually. The hearing was continued until June 29<sup>th</sup> 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.
- The Public Hearings was continued Wednesday, October 18<sup>th</sup> at 7:00 PM both in person at Borough Hall and virtually before the regularly scheduled Borough Council meeting. The Borough has hired Michael Clarke and Gregory R. Heleniak, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

### **b. ZHB Substantive Validity Challenge Case No. 394 – November 2<sup>nd</sup> – 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 9<sup>th</sup>, August 15<sup>th</sup>, and September 29<sup>th</sup> 7:00 PM both in person at Borough Hall and virtually. The hearing was continued until November 2<sup>nd</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 and Gregory R. Heleniak, from Rudolph Clarke as conflict Counsel to represent the Borough in the matter.

**c. Cedar Street Moretti Park**

- Payment #4 (Final Payment) was authorized by Council last month and made to the Contractor.
- The Funding Signage has arrived and will be installed. The Decorative Park sign will need to be designed and installed. The final inspection is being scheduled with Department Conservation and Natural Resources once the grant paperwork is determined to be complete.
- The DCNR has assigned a new Grant Manager who has reached out to meet.
- The DCED has provided the means for the delivery of the grant documentation for grant close out.
- The DCNR and DCED are the two remaining grants to be finalized and closed out for this phase of the park.
- The Mosaic tiles will need to be installed on the seating wall.
- The light poles and fixtures have been quoted and can be ordered once funding is identified.
- The Park maintenance period has begun for the Contractor.

**7. Public Safety**

**a. Purchase of 2023 Police Vehicle**

- The order was placed for a 2023 Police Hybrid Utility. No funds will be expended in the 2022 budget. The car is expected in early 2023 and quotes are being sought for the upfit of the vehicle for budgeting purposes.
- The purchase of a 2023 Police vehicle is a planned purchase, the early order and possible increase in cost would be the two changes from the planned purchase. Two Police Department vehicles come off Lease in 2023.
- Chief Scott assisted the administration and the EAC by providing information from Municipalities that have implemented Hybrid patrol vehicles to evaluate the feasibility of acquiring the Borough's first hybrid vehicle for a PD patrol vehicle.
- The planned purchase of a PD vehicle to replace the vehicle coming off lease began three months earlier than usual due to the supply chain issues faced in the new car inventory.

**b. BWC - Body Camera Grant**

- PD applied and received PCCD grant funding in the amount of \$28K – 50% of the total cost of the cameras/set up.

**c. Local Law Enforcement Grant**

- The Borough PD made application for \$688K of Federal Grant funding made available through the ARPA funds for Borough PD equipment, training, Officer wellness and



personnel (BWC, Car cameras, non-lethal protection, computers, computer server etc...)

- Council voted to support submitting for this grant funding opportunity at their September Council meeting.
- There are many items requested in this grant that would have significant budget reductions if awarded. Unfortunately, the grant awards will not be announced until after the Borough Budget will be legally adopted.

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

- The Chief of Police and Public Works Foreman are meeting to observe the current striping and signage at the school safety zones to determine what upgrades can be made to improve safety for pedestrians in those areas.
- High Visibility Signs were ordered.
- Striping Estimates are being received for budgeting purposes.

**e. Borough Towing and Storage Ordinance**

- Chief Scott intends to have a draft for the November Committee meeting.
- Chief Scott has reviewed the towing and associated Ordinances and has identified issues that need to be updated and made current as far as locations and businesses used.
- There are other updates proposed that the Chief can discuss in more detail.
- This would have to go before Council for approval to advertise.

**f. MONTCO County Transportation Grant (CTP)**

- The grant application in the amount of \$52,000 to implement to RT 611 / York Road Traffic Calming Plan has been submitted.
- This is the Plan that Council, Business owners and Residents along with our Traffic Engineer worked on for over a year and PennDOT has approved.
- Having a “shovel ready” project should look favorably on the Borough by the review Committee.

**g. Borough Traffic Calming**

Areas of concern being discussed and evaluated.

- Residents on Homestead Road are beginning the process of providing a petition of residents to have a traffic study performed to evaluate various traffic calming measures that may be implemented.
- A resident on Highland Avenue has notified the Borough of suspected speeding on Highland Avenue and the desire for a speed hump on that street leading to the cul-de-sac at the school. The process will be explained so the resident can begin to have the road evaluated per the Borough traffic calming handbook as well.
- A resident appeared last month to voice a concern about speeding on Division Street. Chief Scott and Foreman Riggins have inspected Division Street for traffic calming ideas. Foreman Riggins relocated the Child at Play sign and ordered a new High Reflective sign.
- Residents on Washington Lane have concerns about speeding traffic. The residents have met with Councilor Khalil and a meeting is being set up with the Chief of Police and possibly the Borough Manager.

## 8. Public Works

### a. Phase 2 of the Jenkintown/Abington Connections Project

- This project includes storm water along Washington Lane, and Traffic light upgrade at Washington and Greenwood Avenue.
- The work has been delayed and work has now begun on this phase of the project.
  - (01:15:17) Engineer K. Hassan clarified this by saying the work on the signal will begin but not the storm water yet.

### b. 2022 MONTCO 2040 Grant Walnut/Hillside School Zone

- Grant agreement was signed, and County will now counter sign and return before project process can begin.
- Construction and Bid Specifications have been requested to be prepared for Public Bidding by the Engineer.

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

- The Borough has been notified it has been awarded \$200,000 in funding for the installation of ADA Accessible ramps on the roads that are next to be paved, Newbold Road, Vernon Road, Clement 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.

### d. Concrete Compliance on 2022 Road Project

- There are fifty properties on the road paving project that have had concrete marked as deficient.
- There are approximately 5 residents that have not completed the concrete repairs to their property.
- Additional meetings and documentation have been scheduled and provided to residents.
- Notices of Paving Project delay until spring of 2023 sent to all residences on paving project.

### e. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant

- No updates this evening - Plans have been finalized for bidding, scope was reduced to reflect budget constraints while keeping possible impending development. Publicly bidding for construction will be the next phase of the project and that is expected after the winter weather.
- The Borough requested and was granted a one (1) year extension from the DCED to complete the construction and close out the grant by June 2023. 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.
- The alternative plan has been completed. Costs and availability have changed substantially revisions are reflective of that.

### f. Colonial Striped (Piano Keys) Crosswalk Striping

- Resident requested researching striping crosswalks at Leedom, Cedar, Maple and Linden Streets with the Colonial Striped cross walks.

- PW Foreman Riggins and Chief Scott evaluated several crosswalks and quotes have been received for the 2023 budget.
- Care is be taken to take into consideration as to what will be developed at that intersection. Project documentation is being finalized.
- Updates will be brought through this Committee Workshop and to full Council.

**g. Noble Bridge Replacement PennDOT – Septa 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 spring 2023.
- 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 workshop and to the full Council.

**(01:30:23)** Councilor J. Bruno mentioned having attended a seminar regarding short term rentals and the zoning ordinance. She mentioned it is imperative a Municipality have an ordinance. Chief T. Scott added a significant amount of crime as a result of these.

**Other Business:** None

**Executive Session:** President J. Conners stated there would be a short executive session following this meeting to discuss personnel matters.

**Adjournment:** President J. Conners adjourned the meeting at 8:30 PM.