



COMMITTEE WORKSHOP
Wednesday September 21st, 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 (ZOOM), Councilor A. MacHaffie (ZOOM), Councilor A. Bartlett, Councilor A. Narva, Councilor D. Ballard, President J. Conners, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor J. Bruno, Councilor M. Marlowe

Councilors Absent: Councilor A. MacHaffie, Councilor C. Sperger, Councilor K. McGlenn

Others Present: Mgr. G. Locke, Chief T. Scott, Mayor G. Lerman, Fire Marshal K. Lynch, Forman K. Riggins, Engineer M. Bickerton (ZOOM), Chief K. Lynch (ZOOM)

Public Comment: None

Presentation: Wendy Green-Harvey (SEPTA), Moreano Terrez (SEPTA), Dave Montvydis (SEPTA), Bob Kent (SEPTA), Tyler Charles (JMT – Design Consultant)

- **SEPTA – Stream Restoration / Flood Mitigation Project**
(Tookany Creek and Baeder Run)

(00:09:56) Moreano Terrez shared his screen for the visual presentation. **(00:16:16)** Councilor M. Marlowe asked for clarification about the work location behind Runnymede and if it was the same area track work was completed. Mr. Terrez explained the residents' house numbers and described the old versus new SEPTA sub stations and the new retaining wall. She also asked if Jenkintown Road would be closed. Mr. Terrez confirmed it would not be. It will only be an access point. **(00:18:50)** Councilor Khalil asked about the potential for flooding and would work have to be done every few years due to climate changes, etc. Mr. Terrez deferred to Tyler Charles to explain. Councilor A. Khalil asked about revisiting any models as part of the presentation and tree conservation. Mr. Terrez explained both. Mr. Montvydis (SEPTA) spoke to Councilor A. Khalil's question about fencing where a tree might be removed and thus open a space behind a residence. **(00:26:27)** Councilor A. MacHaffie asked for a timeline. Mr. Montvydis explained some of the constraints with this project. Mr. Charles said they started this project with a flood study in 2015. **(00:32:15)** Councilor D. Pancoe asked to clarify if there would be a fence around the basin. Mr. Terrez said yes. **(00:32:55)** Mayor D. Lerman thanked the SEPTA folks for meeting with the residents on Runnymede.

Public Comment: (00:33:49) A resident asked to explain open water flow in terms of public safety. Mr. Charles gave an explanation. There was a follow-up question related to the sewer system

that Mr. Charles also explained. She asked about the tree tagging process as well. Mr. Terrez gave an explanation. Another question was related to storing the equipment to which he also gave an answer. A final question was related to whether residents would get a new letter framing out the timeline. Ms. Green-Harvey said when work is to begin behind Runnymede, residents can be notified of the date/timeframe. Another resident asked about the grading behind the 300 block of Runnymede. Mr. Terrez said that will still occur. He also mentioned it will not go beyond 305. Another resident asked about the stakes beyond their property line (307 Runnymede). Mr. Terrez said on average stakes are placed 8 – 12 feet beyond the property line. Given the tapering and various widths, there may be slight variances with the stakes.

Reports

- Public Works Department: Jim Riggins gave the following updates:
 - Public Works helped prepare for the Arts Festival.
 - Forman Riggins and Chief K. Lynch installed the transfer switch in the police station.
- Engineer Report: Engineer M. Bickerton gave the following updates:
 - Primary focus has been Land Development Reviews for 93 York Road and 501 Homestead
 - Had a discussion with Planning Commission regarding Washington & Walnut and a potential future pedestrian crosswalk among other options.
- Police Department: Chief T. Scott gave the following updates:
 - Received notification in the last few days that we received the bullet proof vest grant.
 - Notification from PCCD, they will be paying for half of the body camera program.
 - Another grant opportunity available through the PCCD (total of \$135 million to all law enforcement agencies); JPD eligible for \$1 million and we are gathering information so we can submit the application before the deadline.
 - Two more crossing guards are needed.
 - Mayor G. Lerman mentioned talking to the Rotary to solicit help to fill the crossing guard spots.
- Jenkintown Fire Department: Chief K. Lynch gave the following updates:
 - Report has been submitted into Drop Box
- Second Alarmers: No report as no one was present.

New Business/Items for Discussion

1. Administration & Finance

a. 2023 Public Budget Workshop Schedule

- | | | |
|---------------------------------|---------|--|
| • Wednesday, September 21, 2022 | 7:00 PM | Present budget schedule to A&F |
| • Wednesday, September 28, 2022 | 7:00 PM | Present schedule to Council, approval to advertise |
| • Wednesday, October 19, 2022 | 6:00 PM | Budget workshop #1 (prior to committee workshop) |
| • Wednesday, November 2, 2022 | 6:00 PM | Budget workshop #2 (special meeting) |
| • Wednesday, November 16, 2022 | 6:00 PM | Budget Workshop #3 (prior to committee workshop) |
| • Monday, November 21, 2022 | 7:00 PM | Presentation to Council, approval to advertise |

- Tuesday, November 22, 2022 Budget advertisement runs in paper
- Wednesday, November 24, 2022 Budget available for public inspection
- Wednesday, December 7, 2022 6:30 PM Council adoption of budget
- Our first public workshop will concentrate on a preliminary review of the General Fund (01). Workshop #2 will focus on Street Lighting (02), Fire Protection (03) and Fire Apparatus (04) and any others as time permits. Workshop #3 will review all other funds and circle back to the General Fund, again, as time permits. The final workshop will focus on the General Fund and any other specific issues, as needed.

b. 2023 Minimum Municipal Obligation (MMO) Contributions

- The minimum municipal obligation (MMO) is the Commonwealth of Pennsylvania mandated smallest amount a municipality must contribute to any pension plan established for its employees.
- The amount is calculated using actuarial science to ensure that municipal pension plans are sufficiently funded.
- The Minimum Municipal Obligation (MMO) for the Police pension is in the amount of \$251,974 and non-uniform pension \$58,911.

c. American Rescue Plan Act (ARPA) Fund – Update on deposit of funds

- As you will recall the Federal American Rescue Plan Act (ARPA) fund amount to the Borough (\$462,637.92) was divided in to two equal payments and was to be made to the Borough in 2021 and 2022 one year apart approximately in June.
- These funds were plugged in to our annual Borough budget as revenue and will not be available in 2023.
- The Borough has received \$731.37 in July which was additional ARPA supplement from the DCED. DCED essentially took all the funds from municipalities that did not accept the ARPA funds and redistributed those funds to municipalities who accepted the ARPA allocation.
- On September 9th, the Borough received the second allotment of ARPA funding for the 2022 year in the amount of \$232,050.33.
- These funds were budgeted to be used in the loss of revenue due to the COVID-19 pandemic.

(01:15:26) Councilor A. Khalil asked how much did we lose in terms of Mercantile Tax as a result of Glanzman moving. Mgr. G. Locke confirmed it was approximately \$150,000 and split 50/50 with the school.

d. Administration Restructuring – Update

- With the official retirement of Rick Ware on June 12th, the Borough has restructured the administration, including Ms. Smith completing the financial duties of the Borough.

- With the assistance of the Borough's Accountant, Tom Josiah, the Borough will continue to complete most finances in house.
- The Administration has completed the monthly reconciliation for three months now; June, July, and August.
- The time spent monthly by the Borough Accountant has continually been reduced each month, 36.5 to ending at approximately 20 hours spent by the Boroughs Accountant to assist Ms. Smith.
- The Borough Accountant is optimistic that system will be successful and gave Ms. Smith high grades for the first months and feels as though the Borough is at a steady point.

2. Building Zoning & Revitalization

a. Planning Commission

- i. Two presentations at last night's meeting: one for 501 Washington (24 apartments) and 93 York Road (Grocery Store)

b. 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 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 25th Council Meeting. Currently, the applicant has submitted revised Final plans complying with all comments on the Engineers review letter. 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. EDU's for this specific project have been listed by the PaDep for release upon their approval of the submittals.

iii. 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.

iv. 425 Johnson Street – Commercial / Apartments

Conditional use: received for conversion to office first floor 3 floors of apartments above.

v. 459/471 York Road – Retail / Apartments

Zoning & Use received, Conditional Use incoming for retail first floor, apartments above.

vi. 100 York Road – Smoothie King

The Borough approved a Zoning & Use application for a proposed Smoothie King at 100 York Road. The Sign/Zoning application has been reviewed. The UCC

Construction review has been completed and Contractors are responding to the review letters. The Traffic Study that Council members requested has been provided and sent to the Borough Engineer for comment. The next 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. Currently, the applicant is working with the Borough to submit the above information.

3. Public Safety

a. Purchase of 2023 Police Vehicle

- The planned purchase of a PD vehicle to replace the vehicle coming off lease must begin much earlier due to the supply chain issues faced in the new car inventory.
- Chief Scott has discussed the hybrid vehicle purchase with the administration to evaluate the feasibility of acquiring the Borough's first hybrid vehicle for the PD patrol vehicles.
- The order was placed for a 2023 Police Interceptor 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.

b. 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.
 - **(01:37:02)** Discussion about the appraisal took place.

c. Noise Complaint / Mechanical Breakdown 101 Greenwood Avenue

- A temporary a/c chiller has been rented and utilized so the building can continue to be utilized until permanent repairs can be made.
- Several complaints (over 100) have been registered from a resident at Beaver Hill.
- The PD and Code Enforcement have been monitoring the situation and coordinating with the building Engineer at 101 Greenwood Avenue.
- Measured decibel readings have been taken by the JPD and the situation is being evaluated for the appropriate action.
- The repair parts have been ordered and delivery is delayed due to supply chain issues. Delivery is expected in late October with installation expected in November.
- A google Doc/Web Page has been set up to provide updates to residents and tenants of 101 Greenwood.

d. 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.

e. Local Law Enforcement Grant

- There has been Federal Grant funding made available through the ARPA funds of up to 1 million for our Borough Police Department for equipment (BWC, Car cameras, non-lethal protection, computers, computer server etc...)
- This application is due October 18th and Council's permission to submit will be requested at the September Council meeting.

f. **Borough Towing and Storage Ordinance**

- No update this month
- 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.

4. Public Works

a. **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.
- PW Foreman Riggins and Admin worked on estimated costs for review. Quotes are being sought for budgeting purposes.

b. **Road Salt Bid Submitted**

- The Borough submitted a request for 400 tons of road salt (same amount as last season)
- The winning bid that was chosen was \$62 a ton a \$3 increase from last season.

c. **Cedar Street Moretti Park**

- The fourth payment request has been submitted to the Borough for payment. This payment request will be placed on the Council agenda for approval.
- The Contractor has the As-Built plans which will be used for the landscape maintenance plan and planting identification markings.
- The Funding Signage has arrived and will be installed. The Park sign will need to be designed and installed. The final inspection is being scheduled with Department Conservation and Natural Resources.
- The Grant Funding from the DCNR and DCED will need to be finalized and closed out. The MONTCO funding has been closed out.
- 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.

(02:05:55) Councilor A. Khalil asked about revisiting signage for picking up after pet waste and even cigarette butts. A brief discussion took place between Chief T. Scott and Councilor D. Pancoe.

Ongoing Business

5. Administration & Finance

a. **Jenkintown Borough 457 Savings Plan**

- 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.

- The Borough will be scheduling a meeting / welcome call with CBIZ to begin the 457 process.

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.

a. Curative Amendment Hearing Continued until Wednesday October 18th 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 4th, June 1st, June 29th and August 24th 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.
- The Public Hearings were have been continued Wednesday, October 18th 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 - September 29th – 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 and August 15th at 7:00 PM both in person at Borough Hall and virtually.
- The hearing was continued until September 29th 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.

7. Public Safety

a. 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.
- b. - **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.
- c. **Borough Traffic Calming**
Areas of concern being discussed and evaluated.
1. 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.
 2. 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.
 3. 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.

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.
- 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.
- c. **2022 Community Development Block Grant (CDBG)**
- The Borough has been notified it has made it through the first round of approvals for the \$200,000 in funding for 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.
- d. **2022 Concrete Compliance on Road Project**
- There are fifty properties on the road paving project that have had concrete marked as deficient.
 - Approximately 90% of the residents have completed the concrete repairs to their property.
 - Additional meetings and documentation have been scheduled and provided to residents.
- e. **2022 Road Paving Project – Newbold Road and Vernon Road**

- The Borough will be delaying the paving of Newbold Road (entire length), Vernon Road (Clement to Rydal Road) until the Spring of 2023. There is correspondence being drafted that will be sent to residents on the paving project explaining the situation.
- f. **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.
 - Care is to 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 late 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 workshop and to the full Council.

Other Business: None

Adjournment: President J. Conners adjourned the meeting at 9:24 PM.