



COMMITTEE WORKSHOP MEETING

Wednesday October 18th, 2023

7:00 p.m.

700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: President J. Connors called the meeting to order at 7:08 PM.

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

Council Members Absent: Councilor A. MacHaffie, Councilor C. Sperger

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

Public Comment: None

Presentation: None

Reports

- **Public Works Department:** Forman J. Riggins gave the following updates:
 - Forman Riggins and Rhaheem attended One-Call Training
 - The foundation for the shade structure has been poured. The structure has been received and will be in place by the end of the year.
 - Signs are being installed on York Road
 - New lines (thermoplastics) for crosswalks to be installed this week.

- **Engineer Report:** Engineer K. Hassan gave the following updates:
 - Report was submitted.
 - They have been assisting the contractor at 93 York Road for the past few weeks.
 - There will be a pre-construction meeting coming up for 501 Washington Lane.
 - They continue to work on the conflicts with underground utilities at 821 Homestead Road. They are walking through a resolution.

- **Police Department:** Chief T. Scott gave the following updates:
 - Report was submitted.
 - Our officers will be wearing mourning bands for thirty days in honor of Ofc. Richard Mendez who was murdered in the line of duty at the Phila Airport last week. Please keep his wife, daughter, and the rest of the Phila Police Family in your thoughts and prayers.

- We moved one of our Crossing Guards from York/West to Summit/Walnut based on volume and safety concerns. IN addition, PEO Linda Bennett will be monitoring the York/West intersection to assist any school children unaccompanied crossing that intersection. We may consider seeking an eleventh Crossing Guard in the next budget cycle to cover this intersection. This will free PEO Bennett to be a substitute for other locations when there is a call-out.
- The Towing companies are on-board and the Montgomery County DPS is setting the rotation for dispatch of these services.
- It is October and we are working on handing out two hundred safety bags with some Halloween treats inside. Thanks to Shauna and Linda for taking care of this community engagement.
- We still have an allotment of steering wheel locks for Hyundai and Kia vehicles owned by Borough Residents.
- All of the equipment boxes have been installed. We have mounted some equipment to the boxes for easy access. This upgrade will help to keep our equipment from being damaged and easily accessible for emergencies.
- One of our Speed Radar signs was recently struck by a passing truck. It sustained significant damage that will need to be repaired. We are working with All Traffic Solutions to have the sign repaired. The reports from the first month have been sent to the staff and we are working to address enforcement with the information received.
- The other Speed Signs were placed on Runnymede Ave for a traffic study. The results of that study are in your packet for review.
- We are continuing to work with the School District on the emergency operations plan. They have conducted some training with the students and staff. We are looking forward to an evacuation drill in November with the Middle School/High School Students.
- We conducted safety training for the sixth-grade students on bicycle/scooter/skateboard safety. Thank you to Mrs. Kerr for inviting us to speak to the students.
- We participated in a debrief for the Jenkintown Arts Festival to coordinate plans for next year's event and improvements to be made. Thank you to the JCA for including us in the discussions. Looking forward to continued success in this major event in the Borough.
- School is back in session and our officers will be increasing our enforcement efforts around the school district property for arrival and dismissal.
- The Department will be conducting Virtual Reality training and control tactics training in the fall months. Looking forward to feedback from officers regarding the training and developing new training for 2024.
- The Chief is working with the Borough to assist in contract negotiations and provide support to the process as well as budget planning for 2024 budget. Also, Foreman Riggins and the Chief traveled to Pottstown to observe an equipment sale at TP Trailers to identify pricing for plows and dump bodies for the new F250 and F600 dump truck the Borough is looking to purchase.
- We participated in the site survey and contract review for the Traffic Calming plan for York Road. Foreman Riggins, Traffic Engineer Bickerton worked with the Department to place signs in the best locations and mark the locations for street legends and traffic enforcement striping.
- Commendable Performance: Ofc. Culbreath has been diligently addressing traffic complaints every shift that he works. He does an excellent job to address the concerns and try to change the behaviors exhibited. IN ADDITION, Sgt. Welsh and Det. Sangree

apprehended a male attempting to steal copper from the 93 York construction site during the overnight hours.

(00:15:48) Councilor A. Khalil asked about the statistics on Runnymede related to the speed limit. Chief T. Scott said the average speed has been no more than 20 mph. He also mentioned having no speed limit sign on Hillside, so he and Forman Riggins are looking into getting signs placed.

- **Jenkintown Fire Department:** Chief K. Lynch gave the following updates:
 - Report has been submitted.
 - The property at 93 York Road was used for some live training.
 - They had a live fire training at Abington Township Fire Training Facility.
 - Members attended training in Bucks County.
 - Last week was Fire Prevention Night; low turnout (Phillies playoffs)

- **Second Alarmers:** Captain Howard gave the following updates:
 - There were 28 calls for service; of which 18 were transported.
 - They are currently participating in an active threat training.

New Business/Items for Discussion

1. Administration & Finance

a. Borough Monthly Reporting

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

b. ACT 511 Business Tax – Status Update

A summary review will be provided by category YTD. Councilor D. Ballard gave a breakdown of each category. Councilor D. Pancoe asked what the increase in non-resident income means. Mgr. G. Locke explained.

c. 2024 Budget Process

The first public budget meeting took place Tuesday, 10/10. The 05 Library Fund, 10 Ambulance Fund, 03 Fire Protection, 04 Fire Apparatus and 02 Street Light Funds were all covered. The second public budget took place earlier tonight and the 01 General Fund was discussed. The General Fund handles the lion share of the Borough's operational expenses. The 2023 Budget revenues and expenses continued to be monitored. Internal department meetings began in August. The 2024 Budget schedule was legally advertised and is available on the Borough website. There has been a proposed revision to the Wednesday, 11/1 Budget meeting extending one hour from 6:00 to 8:00 PM to give more time to work through possible solutions.

d. Administrative Assistant Position – Update

A public ad was posted in the newspaper as well as on the websites sponsored by the newspaper. There was a large response with over 30 resumes received. There were many

impressive candidates for the proposed position. 10 resumes were chosen and interviews were conducted virtually with those applicants that took approximately 1 hour a piece. The Borough Manager was assisted by the Mayor and Chief of Police at the interviews. There were 3 candidates that seemed to have the required experience and were then invited for the final in-person interviews. The first in person interview was conducted Monday 10/16 and the second is scheduled for today Wednesday 10/18. It is hopeful to complete the final in person interview this week so a decision can be made on a candidate prior to Borough Council meeting on Wednesday 10/25 so that decision can be brought to Council for permission to move forward with the hiring process.

e. **Past Due Sewer Bills – Update**

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

f. **Minimum Municipal Obligation (MMO) Borough Contribution**

Update – The Borough received the State aid and paid it to the Pension Fund. The finance manager has received the information from the State and worked with the Pension Actuary and Borough Accountant to prepare and provide the amount of the Borough’s 2024 Minimum Municipal Obligation (MMO) Contributions for the Police and Non-Uniform pension funds. These figures must be presented/approved by Borough Council at the September Council meeting. The motion was approved at September’s meeting.

g. **Valley Forge Tourism Presentation at Borough Council**

The VFTA will be offering a Presentation at full Council on Monday, November 20th Council Meeting at 7 PM. **(01:03:41)** Councilor D. Pancoe brought up about Jenkintown being mentioned on Valley Forge’s Website. Mgr. G. Locke confirmed that Vice President C. Soltysiak was just notified last week that the Borough is again on their website.

h. **Past Due Solid Waste Bills**

Liens were placed on accounts that have remained non-responsive. Intent to lien letters were sent to properties that either did not pay past due amount in full or the amount owed had to be re-calculated allowing 30 and 60 days respectively to satisfy the account balance prior to a lien being placed on the property.

2. Building Zoning & Revitalization

a. **Planning Commission**

Met on Tuesday October 17th 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 September agenda. Most of the conversation was about 610 York Road – Starbucks. They will look into Air BNB and shot rentals.

b. **Current Development Update**

i. 501 Washington Lane – Apartment building

Interior demolition plan has been issued and Land Development has been approved and the Plans have been Recorded with the County. PaDep has approved the EDU allocation/release. The UCC permit applications that have been submitted are under review. The Building Plans have been reviewed, the Plumbing and Mechanical Plans were submitted Monday 9/18 and the Electric, Sprinkler and Fire Alarm Plans have now also been submitted.

ii. 821 Homestead Road – Proposed apartment building

The developer has submitted the Sprinkler plans, they are the only approval outstanding on this project. The Borough Engineer is working with the Site Contractor

iii. 415/425 Johnson Street- 419 York Road – Commercial / 17 Apartments (Project has been shelved)

No updates - Approvals remaining – 1) PaDep / Aqua - EDU releases, 2) Preliminary and final land development 3) Design review 4) UCC building permits.

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

Received Final land development approval. Demolition began on September 11th as scheduled. UCC Construction permit applications have been received and are under review.

v. 459/471 York Road – Retail / Apartments

The ZHB denied all variances requested on August 24th. Conditional Use hearing has been pulled by the applicant.

vi. 610 York Road – ‘Coffee Shop’ and ‘Dessert Shop’

Conditional Use Hearing continued until the October 25th Council meeting. SALDO application received, time clock continued indefinitely while other processes take place. Traffic Study received and reviewed by Borough Engineer. ZHB application received, and scheduled by ZHB for Thursday, October 26th.

(00:49:55) Councilor D. Pancoe asked if there were any highlights from the traffic study that could be shared. Mgr. G. Locke described a few of the items addressed in the traffic study. Engineer K. Hassan also provided some details. Councilor J. Bruno mentioned Engineer M. Bickerton addressed this to the Planning Commission. Councilor D. Ballard asked if all the letters mentioned by Mgr. G. Locke are available. He said yes, they are on the Borough’s website under the Land and Development Page. Councilor D. Pancoe asked if these concerns must be addressed before they come before the Board for a conditional use. Engineer K. Hassan said no.

vii. 610 York Road – Zoning & Use ‘Tiny Town’

No updates - Zoning & Use permit approved and PaDep EDU and UCC building applications can be filed.

viii. 604 West Avenue Immaculate Church – Land Development

Land Development approved, plans need to be recorded and EDU release has been filed w/ PaDEP.

ix. 610 York Road – Zoning & Use ‘Dogtopia’

Doggie day Care permit approved. No other permits were received at this time.

3. Public Safety (00:19:53)

a. Fire Department - Updates

Budgets were submitted and reviewed. Progress ongoing with consolidation. Chief Lynch reported change to Station #99 will occur in November of this year.

- b. **Police Interceptor – 2023 Hybrid Explorer (proposed #3301) Ordered in 2022**
2023 Hybrid Explorer Police Vehicle was ordered in 2022 to replace the PD Cruiser 33H1. PD Cruiser #3302 was paid off in April/23 as part of this planned purchase. Vehicle has not been built as of this date; Ford advises it will be built but that it may not be built until early 2024. A regular gas model is available now, but we have opted out of that option in favor of waiting for the hybrid vehicle to be built and delivered.

- c. **Police, Public Safety & Emergency Management Multi Use Vehicle - 2023 F250 (proposed #33C)**
The 2023 F250 (proposed #33C) will be a multi-use vehicle operated by the Chief, outfitted as a PD Cruiser, Public Safety Vehicle with Emergency Management capabilities carrying oil dry and barricades. Vehicle has been spec'd w/ a tow and plow package to assist PW during snow emergencies assisting with plowing of the narrow streets and parking lots.
PD Cruiser #3304 will be paid off in November/23 as part of this proposed purchase. PD Cruiser #3302 (2018 w/ 64K miles) currently used by the Chief will be returned to fleet use as part of this proposal. There has been no word received on the funding request submitted to State Representative Nelson's office for this purchase. Due to the current lack of availability of vehicles and lengthy lead time of upfitting, if funding is not available in the very near future this purchase will need to move forward regardless. Preliminary order to hold vehicle was placed while permission from Council to place order is granted.

- d. **Speed Signs were placed on York Road and Enforcement lines repainted.**
New Larger Solar Powered Speed signs provided through County 2040 Grant were relocated on York Road. We have received valuable information regarding speed and possible enforcement priorities moving forward. One sign was damaged by a vehicle, and we are working on damage assessment and repair w/ manufacturer.

4. **Public Works (00:26:45)**

- a. **2023 Road Paving Project Completed**
Road striping scheduled for Friday October 20. The paving project has been completed and went well. Foreman Riggins performed all inspections and met PennDOT requirements on documentation. Project paperwork will now be closed out.

- b. **Future Paving Projects (2024)**
The 2024 Paving Project is proposed to include Walnut Street from Washington Lane to Summit Avenue and may be extended to Greenwood Avenue if funding allows. The remainder of the Borough roads are being evaluated and prioritized so the Borough comprehensive road paving project can be finalized.

- c. **ADA Ramps Highland / Summit Avenues**
The quotes were received and least expensive received by Detri Concrete. The West side of this intersection will have the four ADA accessible ramps replaced in October. The area has been one-called for safety. **(00:27:58)** Councilor D. Pancoe asked if this was grant funded. Mgr. G. Locke said the grant takes care of the east side locations.

- d. **Thermoplastic Line Striping throughout Borough (phase one)**

A quote has been received from Guidemark and the work is being scheduled by the Contractor. The list of areas to be striped is in the meeting packets. The work will begin Friday, October 20th.

e. **Proposed Line Striping (Phase two)**

The list of areas proposed to be striped is in the meeting packets for discussion.

f. **PW Dump Truck F600 in 2024 Budget**

Least expensive quote received, confirmed to be Co-Stars and upfitted with appropriate equipment. The total cost of Truck and Equipment is \$115,670. This was a savings of \$15,000 over the other dealership. Due to vehicle availability and lengthy upfitting timing, if not ordered now this truck will not be received for this winter weather season. A preliminary order to hold vehicle was placed while permission from Council to place order is granted. This truck will replace #23 GMC 2007 Dump Truck which will be decommissioned and sold on Muncibid to highest bidder to offset purchase of replacement vehicle. **(00:29:40)** Mgr. G. Locke explained the process.

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

Borough issued purchase order to reserve leaf trailer purchase and avoid price increase, expect to receive trailer in 3/24 and pay, wait 60/90 days for reimbursement from PaDEP. Paperwork in meeting packet.

(00:32:32) Councilor A. Bartlett asked a question about leaf collection, but he was thinking about the street sweeping schedule. Also, noted by Councilor D. Pancoe was the few streets that are too small for leaf trailer access.

h. **CDBG Grant - ADA Curb Ramps**

Historical and Environmental studies approved. One year extension until 9/24 was submitted and approved.

i. **Greenwood and Washington Lane – Traffic Pole Location Conflict**

A 3' foundation for traffic pole was approved by PennDOT and laid out for installation in 4' sidewalk. This would reduce the pedestrian path to 1' at pole and require a curb bump out into Greenwood Avenue to maintain the required 2' ADA clearance at the pole. Engineer worked with PennDOT to find a solution by placing pole across Greenwood Avenue in Right of Way. A smaller pole was placed in sidewalk with ped light. Phase 2 of the Jenkintown/Abington Connections Project Intersection and traffic light at Greenwood/Washington Lane and Storm Water Washington Lane. The Borough will owe \$117K grant match to Abington once substantially complete.

Ongoing Business

5. Administration & Finance

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

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 has made a counter offer to Abington and Jenkintown that is under discussion by our Solicitors. No update.

b. Borough IT Services

The transition from DropBox to Sharepoint has begun and there will be a training session set up prior to a Council meeting to cover the use of Sharepoint as the Borough begins to transition away from DropBox. This transition will be at a savings of approximately \$4,000 annually.

c. 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.

d. Website – Upgrades Continue

Pages being updated. Website solutions are being investigated as we enter budget season.

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

Judge's decision issued. Payment plan being negotiated with property owner by JSD. Legal bill received and payment processed.

6. Building Zoning & Revitalization

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 (00:23:47)

a. School Safety Zone Project

Project complete, Engineer and PW Foreman working on placement of signage and trimming of vegetation. Finalization of Grant paperwork will be filed once Contractor submits request for payment.

b. Borough - MONTCO 2040 Implementation Grant – York Road (RT 611) Safety Plan

Borough traffic Engineer, Chief Scott, Foreman Riggins and the Contractor walked the length of York Road and marked all locations for new signage and appurtenances shown on approved plan. One-call was placed. Contractor hopes to begin work in the next couple weeks.

c. PennDOT / Multi-Municipal Coordination Meeting

Did not take place this month, No updates.

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

Grant was Awarded - 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.

(00:25:36) Vice President C. Soltysiak asked if word could be spread to folks who run or walk when it is dark; they should consider reflective clothing or a light.

8. Public Works

a. **Lindy Properties Parking Lot Agreement**

Agreement can be signed once paving repairs are made. Parking lot repairs in \$6K range by end of October. **(00:36:54)** When asked by Councilor D. Pancoe, Mgr. G. Locke mentioned some upcoming new businesses discussed with Mrs. Lindy.

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

Preliminary permit developed by staff based on discussions of Council.

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

The work for the creek restoration and flood mitigation work had been on hold and has been restarted. 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.

f. **2018 DCED Grant Cedar to Walnut Street Storm Water Grant**

No Update. 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 re-imbursments from County grant authority approximately \$100K.

g. **Noble Bridge Replacement PennDOT – Septa Project**

No Update. Project will now be bid at the end of 2023 and will tentatively take place in the Spring of 2024. **(00:43:15)** Engineer K. Hassan mentioned the bid time will be in 2024.

Other Business

(01:06:42) President J. Connors mentioned Ward 1 Seat: two resumes have been received (Gordon Lewis and Matt Chakin). He also stated Solicitor P. Hitchens recommends no interviews. A discussion between all the Councilor members and Mgr. G. Locke took place regarding the interview process. It was also mentioned that they have 30 days after accepting resignation to appoint a new member.

(01:21:48) Councilor A. Bartlett mentioned the November 4th Fall Jawn with the Chili Cookoff and Pumpkin Drop.

(01:22:46) President J. Connors mentioned there will be an Executive Session to discuss personnel matters.

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