



COMMITTEE WORKSHOP MEETING

Wednesday January 17th, 2024

7:00 P.M.

700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: President J. Connors called the meeting to order at 7:03 PM.

Council Members Present: Councilor A. Khalil, Councilor A. Bartlett, Councilor D. Ballard, President J. Connors, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor G. Lewis, Councilor S. Spindler, Councilor M. Marlowe

Council Members Absent: Councilor A. MacHaffie, Councilor J. Bruno

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

Public Comment: JEAC – Maureen Lucak agreed to give a report after the presentation.

Presentation: (00:03:58)

- Bill Gorn - WaterWorth – Continuous Utility Rate Management
 - There were a few questions from Councilors D. Ballard and A. Khalil

Reports

- **(00:26:36)** JEAC – Maureen Lucak gave the following updates:
 - Teracycling bins expanded to three bins at the school.
 - Met with Republic to advertise recycling.
 - No Mow May – gave proposal to Mgr. Locke
 - Block to Block Clean Up – tentatively April 28th 12 – 3 PM
 - Comments from Councilors D. Ballard and A. Khalil regarding No Mow May
- **Public Works Department:** Forman J. Riggins gave the following updates:
 - The past few storms required salt but unable to brine.
 - Abington lent a vehicle for salt.
 - 700 gallons of brine used during the second storm.
- **Engineer Report:** Engineer K. Hassan gave the following updates:
 - 501 Homestead

- Construction is progressing.
 - 821 Homestead
 - Construction is progressing.
 - Dealing with PECO to fix the conflict with sanitary sewer.
 - 93 York Road
 - Construction is progressing.
 - Looking to modify sewer connection.
 - 610 York Road
 - Working on addressing comments provided for plans.
 - 604 West Avenue
 - Working through
- Police Department: Chief T. Scott gave the following updates:
 - 669 calls for service in the month of December.
 - The investigation into the fatal accident at 500 York Road has been completed. The District Attorney's Office has approved the charging of the operator in the incident. The charges are careless driving resulting in death, DUI, operating without a license, and other related summary offenses.
 - We have had some theft from vehicle reports that are an issue. Residents and visitors are reminded to lock your vehicles and remove any valuables from your vehicle. Please don't leave your spare keys in your vehicle. This issue has continued to be a problem for our community. Thieves are looking for targets of opportunity.
 - All four speed signs have been placed along York Road. We are collecting data to analyze the effectiveness of the traffic calming project that was just completed.
 - We will be conducting training with the Grace Presbyterian Pre-School and Church staff on emergency preparedness training in the next few months.
 - A group of officers conducted the annual Letters to Santa program for our young people in the community. As always, this was a tremendous hit with the kids and the parents who supported the event.
 - Our Directed Patrols at the Fig Café have worked to curb the bad behaviors that were becoming a problem. We will continue to work with the owners to make sure the behaviors do not resurface.
 - We have conducted all but two performance evaluation meetings with the staff in the month of December and beginning of January. Thank you to Mayor Lerman for being present for the meetings and contributing to the process.
 - Shauna and Linda have been working hard to help the Borough as we work through the transition of personnel and the finance manager leaving.
 - We took delivery of the multi-purpose vehicle early to assist public works with snow mitigation and plow operations. The hope is the vehicle will be completed entirely by the early part of February. The truck was used this past Monday during the storm.
 - We will be working with our radio installer to erect a new antenna and install the new UHF repeater in the Borough. As part of that process, we will continue to create a network for the Borough Fire, Police, Public Works, and Emergency Management to communicate easily with the purchase of more portable and mobile radios. This upgrade will also allow for communication with all the municipalities in the east region of the County.
- Jenkintown Fire Department: Chief K. Lynch gave the following updates:

- Six members graduated.
- Second Alarmers: Rich Garrett stated the reports will be submitted.

New Business/Items for Discussion

1. Administration & Finance

a. Borough Monthly Reporting

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

b. Borough 2023 Annual Audit

The Borough auditor Barbacane, Thorton and Company LLP, has notified the Borough that the 2023 audit has been scheduled for February and the Borough has begun compiling the requested documentation.

c. ACT 511 Business Tax – Status Update

The closeout of 2023 financials are taking place. A report showing the final tally of collections will be in the council packet.

d. Cedar Street / Greenwood Avenue Properties Planning

MONTCO Planning memo provided on potential public engagement exercise.

e. Multi-Purpose Facilities Program Funding Grant

Councilor D. Ballard made a motion, seconded by Councilor A. Khalil to move Resolution #2024 - 13 to Full Council, seeking permission to make application to the Multi-Purpose Facilities Program Grant Fund. Motion Approved 10 – 0.

The grant application will not exceed 2 million dollars, has no matching fund requirement and if awarded would be used to update Borough Hall and Facilities for Accessibility, Energy Conservation, Environmental and safety of the occupants and visitors to Borough Hall.

f. Borough Budget

The 2023 budget has been closed out and will now be audited as required by State code. Two large, budgeted expenses in the 2024 budget have taken place. A \$100,000 partial payment to a commercial property re-assessment award and approximately \$70,000 in annual sick time buy back to the Police Department.

g. Statewide Local Share Assessment Grant - Submitted

This grant application was submitted prior to the deadline. It has no match requirement, will be in the range of 900K, and will be used to update Borough Hall and Facilities for Accessibility, Energy Conservation, Environmental and safety of the occupants and visitors to Borough Hall.

h. Administrative Assistant Position

The position has been filled.

The new employee came through J&J staffing.

i. Finance Manager Position

Still Open

Candidates are encouraged to submit resumes to the Borough Manager.

j. Comcast Franchise Agreement

Renewal of the franchise agreement is being proposed and is ready to be brought to full Council on 1/24.

2. Building Zoning & Revitalization (Report given by President J. Connors in Councilor J. Bruno's absence)

a. Planning Commission

Met on Tuesday, January 16th at 6:30 PM. The Design Review Board meets before the PC on the same evening on an as needed basis. There are no projects on the DRB January agenda.

b. Current Development Update

i. 501 Washington Lane – Apartment building

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, Electrical, Plumbing and Mechanical Permits have been issued, the Sprinkler and Fire Alarm Plans have been reviewed.

ii. 821 Homestead Road – Proposed apartment building

The developer is working through the Sprinkler plan review, which is the only approval outstanding on this project.

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

Received UCC Construction permit applications have been received and are under review.

iv. 459/471 York Road – Retail / Apartments

The ZHB denied all variances requested on August 24th. Conditional Use hearing has been pulled by the applicant. An appeal to the ZHB decision has been filed. The applicant intends to submit revised plans.

v. 610 York Road – 'Coffee Shop' and 'Dessert Shop'

Conditional Use approved for drive-through use, with conditions. ZHB granted variance for drive-thru window to be able to face a public street. Requires Land Development, UCC Construction and DEP sanitary sewer approvals.

vi. 610 York Road – Zoning & Use 'Tiny Town'

No updates - Zoning & Use permit approved and PaDep EDU and UCC building applications have not been filed.

vii. 610 York Road – Zoning & Use 'Dogtopia'

Doggie day Care permit approved. Design Professional has been in contact to discuss permitting requirements. No other permits have been received at this time.

viii. 604 West Avenue Immaculate Church

EDU release request filed w/ Pa DEP.

(01:30:00) Councilor D. Pancoe asked about 610 York Road and having a bus stop shelter added. This led to a discussion between her, Mgr. G. Locke and Engineer K. Hassan.

3. Public Safety

a. Fire Department - Updates

Chief Lynch reported change to Station #99 progressing. Vice President C. Soltysiak also gave some updates from the Fire Commission Meeting.

b. Parking Ordinance Chapter 174

Discussion on updating Ordinance to include parking of trailers on Borough and State roads as well as improvements to Homestead Road. **(01:09:46)** Chief T. Scott gave details about this which led into a discussion amongst Vice President C. Soltysiak, Councilors A. Khalil, D. Pancoe, Mgr. G Locke.

c. **Police Interceptor – 2023 Hybrid Explorer (proposed #3301).**

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 delivered until early 2024.

d. **Police, Public Safety & Emergency Management Multi Use Vehicle - 2023 F250 (proposed #33C)**

Vehicle was delivered to the Borough to assist PW during snow emergencies assisting with plowing of the narrow streets and Boro parking lots. The remainder of the equipment installation is expected to be completed within the next two months.

e. **York Road Traffic Calming Plan**

The traffic calming plan has been completed with signage, rumble strips, thermoplastic striping and pavement markings having been installed.

Traffic counts and speed study information is being analyzed and will be reported on.

(01:17:32) Councilor S. Spindler asked about grants for the fire department. Mgr. G. Locke confirmed during the Fire Commission meeting, it was brought up about a FEMA grant for a new truck.

4. Public Works (00:45:27)

a. **Town Square Project(s)**

- Gazebo rehab, Eagle Scout Project discussion/planning.
- Information Kiosk – rehab update.

b. **2024 Road Paving Project**

Limits of paving have been delineated as Walnut Street (Washington lane to Greenwood Avenue). Letters are being sent to all residences within the paving project and curbs and sidewalks are being inspected for code compliance and marking of deficient concrete.

c. **The 2024 PECO Gas Main Replacement Project**

Affected road York Road (Homestead to Rodman) and Wyncote Road (Train Station to York Road).

d. **Future Paving Projects**

The 2024 Paving Project is proposed to include Walnut Street from Washington Lane to Greenwood Avenue. The remainder of the Borough roads are being evaluated and prioritized so the Borough's comprehensive road paving project can be finalized.

(00:48:55) Mgr. G. Locke discussed crosswalk at Walnut Street as part of the 93 York Road development Project. Further discussions about speed humps took place.

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

The list of areas proposed to be striped under the 2nd phase is in the Council meeting packet.

f. **PW Dump Truck F-600**

This truck is being upfitted w/ plow, salt spreader and dump body. The truck is expected to be delivered in mid-February and will replace #23 GMC 2007 Dump Truck which has been decommissioned and sold to offset purchase of replacement vehicle.

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.

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**

Phase 2 of the Jenkintown/Abington Connections Project

Intersection and traffic light at Greenwood/Washington Lane and Storm Water Washington Lane has been completed. The borough will owe \$117K grant match to Abington once the grant paperwork has been filed. **(00:56:45)** A discussion between Councilor D. Pancoe, Mgr. G. Locke Forman K. Riggins and Chief K. Lynch took place about Greenwood/Washington Lane.

(00:59:34) Councilor M. Marlowe brought up a parking issue on Florence Avenue by Beaver Hill.

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 counteroffer 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 still being investigated.

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 Borough Solicitor.

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 (01:34:00) President J. Connors gave these updates as they were overlooked earlier.

- a. **PennDOT / Multi-Municipal Coordination Meeting**
Did not take place this month, No updates.
- b. **Traffic Light Upgrade Runnymede and Walnut Street**
Grant was Awarded, Contract w/ Grant Authority Signed - 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.

8. Public Works

- a. **Lindy Properties Parking Lot Agreement**
Agreement can be signed once paving repairs are made. Parking lot repairs have been made. Agreement is being signed.
- b. **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. The Jack and Bore Operation began January 8th. This round-the-clock work is expected to take approximately 21 days to complete. SEPTAe gave two weeks' notice of the start date to adjacent property owners.
- c. **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.
- d. **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-imbursements from County grant authority approximately \$100K.
- e. **Noble Bridge Replacement PennDOT – Septa Project**
No Update. Project will now be let at the end of 2023 and will tentatively take place in the Spring of 2024.
- f. **Cloverly and Rodman Avenues Proposed Four Way Stop Signs**
(01:2:41) Chief T. Scott provided details about this proposal.

Other Business – None at this time.

Adjournment – President J. Connors adjourned the meeting at 8:35 PM.