



COMMITTEE WORKSHOP MEETING

Wednesday April 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. Bartlett, Councilor D. Ballard, President J. Connors, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor G. Lewis, Councilor S. Spindler, Councilor J. Bruno, Councilor M. Marlowe

Council Members Absent: Councilor A. Khalil, Councilor A. MacHaffie, Councilor A. Narva

Others Present: Mgr. G. Locke, Chief T. Scott, Mayor G. Lerman, Forman J. Riggins, Engineer M. Bickerton (ZOOM), and Rich Garrett

Public Comment: Mark (resident of Beaver Hill) asked about making the Council packets available to the public. Mary Jane Riley (West Avenue) said the following: last month some Council members publicly chastised the public members about requesting budget information, asked about banning work trucks off residential streets. Councilor D. Pancoe added some detail related to the status of this ordinance. When asked when the Public Safety Committee will address it, Vice President C. Soltysiak reiterated how research needs to be done first.

Reports

- Public Works Department – Forman J. Riggins gave the following updates:
 - PECO gas main project – 2600 feet of main installed and service lines to be done in the near future.
 - Homestead parking signs installed and markings on the street completed.
 - West/Leedom – crosswalks installed, and the loading zone painted as well as the yellow curb.
 - Greenwood/Cedar – signs installed, and parking spaces painted.
 - President J. Connors passed on praise given by some of the business owners during a recent JCA meeting.
 - Councilor S. Spindler asked about the timeframe for the handicap ramps on Vernon. Forman J. Riggins said they are currently underway with the

grant process and mentioned still working through permits, grants, and RFPs.

- Engineer Report – Engineer M. Bickerton gave the following updates:
 - 93 York & 821 Homestead – assisting with these projects.
- Police Department – Chief T. Scott gave the following updates:
 - We are prepared to hire one part-time parking enforcement officer and have received over fifty applications for the second parking officer position. We look forward to bringing the second person on and increasing the amount of parking enforcement time committed.
 - We have been looking into improving and upgrading our parking kiosks, meters, and other related technology for our parking enforcement and permitting process. The costs for the upgrade and improvements will probably be a planned budget item for 2025.
 - The patrol vehicle that was involved in the accident is being repaired and we hope to have it back shortly. We have ordered the new patrol vehicle via the COSTARS program and hope to have it in service in June. Unfortunately, another patrol vehicle, 3304 was struck while it was parked in the Borough Lot by a delivery truck. We hope to have that fixed once we have 3303 back from its repair.
 - We will be conducting the annual Control Tactics and Taser training over the next few months. Almost all officers have completed their MPOETC mandatory online training for 2024. We have a second firearms training day scheduled for all officers in September.
 - We still need two Crossing Guards to fill two vacancies. One is currently vacant to staff the York and West intersection, and the second will become vacant at the end of the school year. That location is Summit and Walnut. Filling these vacancies will help the Borough to have enough personnel to cover when there are temporary absences.
 - We have generated the statistics from the York Road speed signs and distributed to Council. We are working on increasing enforcement during the times where the violations are occurring. All four signs are placed on York Road, and we will continue to collect the data to see if enforcement and traffic calming is effective.
 - We are working on a cost benefit analysis to present to Council regarding the cost of policing services and what the cost reduction may be if the Borough contracted with another municipality. In addition, we are working on a workload analysis for staffing adjustments in the future regarding coverage and minimizing overtime for street coverage.
 - Our Administrative Assistant is continuing to assist the Borough Administration with some finance tasks. She is taking on the responsibility of the Crossing Guards and the future part-time parking enforcement officers. She is also attending regular training on our RMS system as well as becoming the Notary for the Borough. We will be working together to continue to improve our policies and submit the UCR reports for the Department.

- The radio installer will be installing our new digital UHF repeater and antenna on April 24th. 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. In addition, the Jenkintown School District is purchasing new radios that will be capable of communicating with Jenkintown Police, Fire, and Public Works in the future.
- Once we have 3303 repaired and the new 3301 is received, we will be placing 33H1 and current 3301 out of service. We will be selling both vehicles to offset the costs of the new vehicle.
- The DCED is providing grant funding that will cover almost the entire cost of the Multi-purpose Public Safety, Emergency Management, and Public Works vehicle. We hope to have delivery of the new vehicle sometime in May. The upfit should be complete by June.
- We continue to work with the Borough Administration with assisting in the payroll process, contract negotiations, and to resolve pending grievances and other pending legal matters, including numerous RTK requests.
- Jenkintown Fire Department – No report (Vice President C. Soltysiak will cover some updates under Public Safety section)
- Second Alarmers – R. Garrett gave the following updates:
 - 40 calls for service
 - They just completed their annual skills review.
- JEAC – M. Lucak gave the following updates:
 - April 28th will be the Block to Block clean up.
 - No Mow May
 - May 7th – start the vegetable garden class at Borough Hall at 7 PM.
 - Mgr. G. Locke mentioned the Pollinator Presentation. Councilor D. Ballard asked about the flower garden on Vernon Road. M. Lucak said it is blooming and she cleared out some debris from the recent windstorm and will be doing some trimming on Friday.

New Business/Items for Discussion

1. Administration & Finance

a. Borough Monthly Reporting

The Borough Accountant completed the January reconciliation, and that financial report has been made available to Borough Council. The final 2023 budget figures and the 2024 budget have now been uploaded to the financial software applications for tracking and management of revenues and expenses. After completing the annual audit and the January reconciliation and financial report, the Borough Accountant and Finance Manager are finalizing the reconciliation of February and March.

b. Borough 2023 Annual Audit

The Borough's auditor Barbacane, Thorton and Company LLP, have completed the 2023 Borough audit and the final report is forthcoming.

c. **ACT 511 Business Tax – Status Update**

Reports of collections are being analyzed from the final numbers of 2023 and the first quarter of 2024. **(00:42:53)** Councilor D. Pancoe inquired about this and Mgr. G. Locke responded. Additional discussion between Councilor D. Ballard and Mgr. G. Locke continued regarding taxes.

d. **Borough Employment Opportunities – Parking Enforcement, Public Works and Finance Manager**

Public Works – FT driver/laborer was a planned hire in the 2024 budget while the available Parking enforcement positions were due to an employee retiring and the Finance manager position due to an employee taking a position with another municipality. The planned administrative hire in the 2024 budget has been postponed as the person provided by the temporary agency who has filled the position since January has been an asset to the administration and has been attending webinars and training to come up to speed. We are very pleased she has joined our team.

e. **Numerous Right to Know requests causing a staff workload issue.**

Discussion to include obtaining quotes from temporary staffing agency or hire a person one or up to two days a week. Desired skills - The person must be able to respect privacy, have Microsoft word experience, the ability to draft letters, search databases and reproduce the requested documents to provide the same to the Borough Solicitor. Must also be able to track timelines of RTKs and State Office of Open Records deadlines and coordinate with staff the preparation of RTK documentation. **(00:31:26)** A discussion ensued between Councilors C. Soltysiak, J. Bruno, M. Marlowe, D. Ballard, D. Pancoe, and Mgr. G. Locke about timelines and costs associated with Right to Know requests.

f. **Multi-Purpose Facilities Program Funding Grant – Borough Hall and Facilities Update and Rehabilitation**

The grant application was submitted for \$930,000 and has no matching fund requirements. The application mirrors the Statewide Local Share Assessment Grant application to update Borough Hall and Facilities for Accessibility, Energy Conservation, Environmental and safety of the occupants and visitors to Borough Hall. This application, if approved, would include a permanent emergency generator since Borough Hall is also the Emergency Operations Center.

2. Building Zoning & Revitalization

- a. **Land Development Application Received – 610 York Road – ‘Coffee Shop’ and ‘Dessert Shop’.**
Plans received distributed to Borough Engineer, Fire Marshal, JB Planning Commission, Montgomery County Planning Commission. Applicant will appear before Borough Council on Wednesday, May 22nd at 7:00 PM.
- b. **Planning Commission**
Met on Tuesday, April 16th at 6:30 PM. The Design Review Board meets before the PC on the same evening, on an as needed basis. The 610 York Road Land Development project was on the PC agenda.
- c. **Zoning Hearing Board – 400 York Road, STEM Education / Day Care - Hearing on Thursday May 18th , 7:00 PM**
(Discussion of support) **(01:52:10)**
- d. **Carminati’s Creamery 740 Yorkway Place**
Celebrated their grand opening and are now open Thursday through Saturday 4pm to 9pm.
- e. **J-Town Market**
They have passed their Certificate of Occupancy inspection at 620 Greenwood Avenue and are expected to open for business shortly.
- f. **GrandMa Jennah’s Ice cream shop 723 West Avenue**
They held their grand opening on April 13th.
- g. **Cedar Street / Greenwood Avenue Properties Planning**
MONTCO Planning memo provided on potential public engagement exercise. PC working to arrange tour through building and facilitate further planning sessions with public input. **(01:47:54)** A discussion ensued amongst some Councilor members.
- h. **Current Development Update**
 - i. **501 Washington Lane – Apartment building - 24 Apts w/ Commercial/Retail on 1st floor**
All UCC permits have been issued except for the Sprinkler and Fire Alarm Plans which are under review. Construction continues.
 - ii. **821 Homestead Road – Proposed apartment building - 26 (1 & 2 bedroom) w/ Commercial/Retail on 1st floor**
The developer is working with the Borough Engineer and PECO to eliminate a utility conflict in the PennDOT right of way. Construction is on schedule.
 - iii. **93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store**
Excavations began Monday 3/18 for building foundations. All UCC Construction permits have been issued with the exception of Fire alarm, Fire sprinkler and Mechanical hood.
 - iv. **459/471 York Road – Retail / Apartments**

An appeal to the ZHB decision has been filed. The Borough is a party to the appeal. The applicant intends to submit revised plans for the Borough's consideration.

- v. **610 York Road – 'Coffee Shop' and 'Dessert Shop' Land Development Application Received, mentioned above.** Conditional Use approved for drive-through use, with conditions. ZHB granted variance for drive-thru window to be able to face a public street. Project requires Land Development, On-Site Zoning, 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**
No Updates -permit approved. Design Professional has been in contact to discuss permitting requirements. No other permit applications have been received at this time.
- viii. **604 West Avenue Immaculate Church**– EDU release request filed w/ Pa DEP. 3 (3-bedroom apts)
- i. **Electronic Submission of Permits and Billing**
No updates - In the Borough's continued effort to reduce the use of paper electronic submission and payment software solutions are being investigated. Admin staff are also developing fillable forms for the website and have been working with Xerox to obtain quotes to electronically store and archive all paper copies of permits, applications and plans.

3. Public Safety

- a. **Former PD Employee(s) Recognition of Service – Borough Council, 7:00 PM, Thursday April 25th.**
- b. **Jenkintown Borough Public Safety Services – Strategic and Capital Planning.** Collection of pertinent data continues to take place and is being evaluated for the purpose of development of a long range strategic plan. Council will continue to fulfill their responsibility to develop a strategic plan that is fiscally responsible and sustainable while also providing the highest quality of all public safety services to our community. Future community informational meetings will be announced and held as additional tangible and updated information becomes available.
- c. **Fire Department - Updates**
Chief Lynch reported change in badging on apparatus and equipment to Station #99 complete.
- d. **Fire Department Apparatus Replacement – 1996 Spartan Pumper**
Chief Lynch presented his report of the Fire Department apparatus assessment at the January Fire Commission which includes prioritizing the replacement of the 1996 Spartan Pumper with a used apparatus followed by the purchase of new equipment for the following Pumper apparatus and Fire Police vehicle.
- e. **Fire Department Apparatus Assessment – Camarda Training and Consulting, Review/Recommendation**

Borough Council approved the FD apparatus assessment review and recommendation contract with Camarda Training and Consulting, King of Prussia PA. The process is ongoing, and several documents were sent to the consultant by Chief Lynch.

(01:01:04) A discussion about insurance took place.

- f. **Parking Ordinance Chapter 174 – Parking of Trailers on Borough and State Roads.**
Discussion on updating Ordinance to include parking of trailers on Borough and State roads. Various ordinances from neighboring Municipalities have been provided for discussion. **(01:09:56)** Mgr. G. Locke weighed in on the current ordinance. A discussion between all Councilors ensued.
- g. **Parking Ordinance Chapter 174 – No Parking Zone Homestead Road**
The ordinance was approved. The No Parking signage and pavement markings have been installed.
- h. **Police Interceptor – 2024 Explorer Interceptor, Gas Model (proposed #3301).**
This vehicle was ordered on April 2nd and the dealer expects to take delivery in 3 to 4 weeks. The vehicle and upfit quotes were provided last month. This vehicle payment was budgeted to begin in April of the 2024 budget.
- i. **Police, Public Safety & Emergency Management Multi Use Vehicle - 2024 F250 - Proposed #3305**
The Borough has been awarded \$90,000 through the Department of Community and Economic Development for the Funding of this Police, Public Safety & Emergency Management Multi-Use Vehicle. The vehicle will be upfit w/all PD vehicle equipment as well as Emergency Management and Public Safety equipment including a plow to assist PW with plowing smaller roads and parking lots during snow emergencies.
- j. **Police Vehicle #3303 – temporarily out of service**
This vehicle was damaged in a vehicular accident. The officer was not injured, but the vehicle sustained major damage, is temporarily out of service and repairs are being processed through the insurance company. Update – the vehicle has been repaired and repainted, The front end requires an alignment and the vehicle is scheduled to be returned to the fleet and back in service this week.
- k. **York Road Traffic Calming Plan**
The traffic calming plan has been completed with signage, rumble strips, thermoplastic striping and pavement markings installed. Traffic counts and speed study information is being analyzed and will be reported on at this Committee. Final payment has been made. Once the check has been cashed the Borough will file for reimbursement with the County.

4. Public Works

- a. **Town Square Project(s)**
 - Gazebo rehab, Eagle Scout Project discussion/planning.
Project commenced April 7th and continued April 14th.
 - Information Kiosk – rehab update.
- b. **2024 Road Paving Project – Permission to advertise.**

(00:50:52) Councilor D. Pancoe made a motion, seconded by Vice President C. Soltysiak, to move to full Council to advertise the 2024 Road Paving project for Public Bid. **Motion Approved 9 – 0**

Limits of paving have been delineated as Walnut Street (Washington lane to Greenwood Avenue). Letters have been sent to all properties within the paving project.

All curbs and sidewalks on the project have been inspected for code compliance and deficient concrete has been marked. Foreman Riggins has met with several property owners and overall the response has been very positive.

c. **2023 F250 – Public Works Pick-up Truck**

This vehicle initially purchased with the Police, Public Safety & Emergency Management Multi Use Vehicle in mind had not undergone any of the PD equipment upfitting and will now be assigned to the Public Works Department, primarily to Foreman Riggins. Foreman Riggins's current work vehicle (F250) will remain in the PW fleet replacing the 2004 Ford Ranger service truck which is twenty years old and has been out of service for an extended period of time. The Ford Ranger will be sold to help offset the cost of the new equipment.

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

Affected roads York Road (Homestead to Rodman) and Wyncote Road (Train Station to York Road). This project began on Wyncote Road. PECO will be sending information to the customers and the Borough will be updating the project through social media and at Committee/Council meetings.

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

The list of areas proposed to be striped under the 2nd phase of this public safety project has been provided. The crosswalks at West Avenue and Leedom street and the Gore Striping 'No Parking' on Homestead at York and Parking enforcement enhancements on the 600 block of West Avenue have been completed.

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

No Update. Borough issued purchase order to reserve leaf trailer purchase and avoid price increase, expect to receive trailer in March 2024 and pay, wait 60/90 days for reimbursement from PaDEP. The existing leaf collection trailer will be sold to offset the cost of the replacement collection trailer.

g. **2024 PaDep 902 Grant (Cycle 62 Application) –Wheeled. Lidded Recycling Toters**

(00:52:53) Councilor D. Pancoe made a motion, seconded by Councilor D. Ballard, to move to full Council consideration to submit the PaDep 902 Grant application for the purchase of 300 Recycling Toters.

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

No Update. Approximately 22 ADA ramps on Vernon, Homestead and Newbold Roads. The grant is for \$200,000 and has no matching fund requirement.

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 substantially completed. The borough will owe \$117K grant match to Abington once the project has been completed.

Ongoing Business

5. Administration & Finance

- a. **Interceptor 'A' Construction Project Billing Closeout w/Cheltenham**
Bank audits of canceled checks have been ordered to enable the Borough to finalize the billing that had been in dispute with Cheltenham Township. 31K Payment made to Cheltenham Township as fair payment of JB monies owed while bill is finalized. Abington Township and Jenkintown Borough are now in agreement with the resolution offered by Cheltenham Township to close out this project. The Borough has been asked to provide proof of a payment made years ago for the Act537 Plan that Cheltenham worked on (but never submitted to the PaDEP). That payment was approximately \$50,000 and efforts are being made to provide proof of payment to resolve that open issue that has been brought to our attention.
- b. **Borough IT Services**
The transition from DropBox to Sharepoint has taken place. This transition will be at a savings of approximately \$4,000 annually.
- c. **Statewide Local Share Assessment Grant - Submitted**
No update -This grant application was submitted prior to the deadline. Senator Haywood and Representative Nelson both wrote letters of recommendation. 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.
- d. **Borough Financial, Billing and Building Code Software Applied Microsoft System**
The Borough admin team has been attending training on AMS as well as investigating other software solutions used by other Municipalities. Information will be brought to the Committee once it is vetted.
- e. **Sanitary Sewer Rate Study – Keystone Alliance Consulting**
No Update - Needs to be completed with Keystone using latest Construction estimates from Aqua Pennsylvania. Once completed a fair and sustainable sewer rate can be confirmed.
- f. **Website – Upgrades Continue**
Grant pages being updated. EAC was updated this month. Several updates have taken place in the last few weeks.
- g. **Collection Efforts of Past Due Solid Waste Accounts**
A large commercial property selling and a couple residential property owners paying off their debt made for significant progress in collecting this old debt. Efforts are ongoing and the collection program is returning positive results for the solid waste

fund balance. Approximately \$30,500 of past due debt has been collected thus far. The commercial property sold and paid off decade long liens totaling in the \$50K range.

h. **Large Commercial Property Reassessment Case**

Judge's decision was issued. Payment plan was negotiated with property owner by Borough Solicitor. Payments will take place in July of 2024 2025 and 2026.

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.

b. **Parking Lot Leases – Greenwood/Cedar Lots**

Leases have been signed. Parking blocks have been installed and signage has been ordered. Parking access will be available through the Park-Mobile app and monthly passes through the Borough.

7. Public Safety

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 traffic study required by PennDOT has taken place.

- The Green Light Go Grant will provide for phase one (\$64,000) of this approximately \$450,000 project. The Borough has been working with the Borough Traffic Engineer to identify additional grant funding sources for this project. The MONTCO 2040 appears to be a good match for this project as the next phases will greatly improve pedestrian safety, vehicular safety and overall safety to the general public who traverse this intersection. All four corners will receive handicap accessible ramps and the current traffic poles mounted in the sidewalk reducing the width of the pedestrian path would be removed and set behind the walk, but still in the right of way. Further discussion will be needed, and the Borough Traffic Engineer will be providing plans and information to be disseminated to residents.

8. Public Works

a. **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. SEPTA gave two weeks' notice of the start date to adjacent property owners.

Additionally, the excavation of the detention basin behind the properties on Runnymede Avenue is scheduled to begin the week of March 29th. The work also

included tree clearing and grading. All work is scheduled to be completed by the end of February, weather permitting.

b. 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 roads included - 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.

c. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant

Engineer is working to have plans with reduced scope prepared for public bid. 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 reimbursements from County grant authority approximately \$100K.

d. 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.

Other Business – N/A

Adjournment – President J. Connors adjourned the meeting at 9:02 PM