



## COMMITTEE WORKSHOP MEETING

Wednesday February 21<sup>st</sup>, 2024

7:00 P.M.

700 Summit Avenue, Jenkintown, Pennsylvania

### MINUTES

**Call to Order:** President J. Connors called the meeting to order at 7:00 PM.

**Council Members Present:** Councilor A. Khalil, Councilor A. MacHaffie, 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. Narva

**Others Present:** Mgr. G. Locke, Chief T. Scott, Mayor G. Lerman, Forman J. Riggins, Solicitor P. Hitchens, Junior Councilor Anna Montroy, Engineer M. Bickerton, Fire Chief K. Lynch, and Rich Garrett

**(00:04:21)** Solicitor P. Hitchens commented about the location of tonight's meeting and the requirements by Pennsylvania law.

**Public Comment:** None at this time.

**(00:06:58)** President mentioned an executive session was held prior to this meeting to discuss personnel matters.

#### Reports

- Public Works Department: Forman J. Riggins gave the following updates:
  - 2024 Paving Project is underway – Walnut Street from Washington Lane to Greenwood Avenue
  - 118 tons of rock salt along with brine used during the 4 significant storms we've had.
    - Appreciation expressed by Vice President C. Soltysiak and a resident.
- Engineer Report: Engineer M. Bickerton gave the following updates:
  - Assisting the Borough Manager with closing out projects such as the School Zone Extension and the York Road Traffic Calming Project.
  - Working on scoping phase 2 (grant application for Walnut and Runnymede)
- Police Department: Chief T. Scott gave the following updates:

- We have had some theft from vehicle reports that are an issue. We have identified a suspect and a warrant has been issued for that person's arrest. Good work by the officers involved, especially Ofc. Tuffy, Ofc. Murtagh, Det. Sangree.
    - 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.
  - One of our patrol vehicles was involved in an accident at York and Greenwood during one of the recent snowstorms. Ofc. Matteo luckily was not injured. 3303 vehicle suffered significant damage and will be out of service till it can be repaired. The fact we had the new Axon Fleet camera installed captured the entire collision on video. The striking vehicle was completely at fault for the accident.
  - We are in need of 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 are still collecting data from the speed signs on York Road and hope to present the statistical data in March. We are placing a sign on Highland Ave by the School District to assess the speeds for possible traffic calming interventions. Residents are advised to drive slow when dropping off and picking up students on that section of Highland Ave.
  - 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 the 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 will continue to work as part of the team to help the Borough wherever needed.
  - The multi-purpose vehicle has been utilized in three of the four snowstorms to assist public works with snow mitigation and plow operations. As will be reported in the Committee reports, we were notified from State Representative Nelson's office that the Borough is eligible for funding to pay for the entire purchase of a multi-purpose vehicle. The current vehicle would hopefully be transitioned to the Public Works Department to replace the Ford Ranger that has been out of service for some time.
  - 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.
  - We were contacted today by the new Chief of the Perkiomen Valley School District Police regarding the possible purchase of 33H1. We will be investigating whether they are fully interested in that purchase after they look at the vehicle.
- Jenkintown Fire Department: Chief K. Lynch gave the following updates:
    - Report was submitted and will be present should anyone have any questions.

- Second Alarmers: Rich Garrett gave the following updates:
  - 32 requests for ambulance services, of which 17 were transported to the hospital.

**(00:13:23)** President J. Connors gave instructions just prior to the start of the presentation for Public Safety Services, Strategic Planning and Community Concerns. **(00:51:59)** President J. Connors opened the floor to Council and the public for questions or comments.

## **New Business/Items for Discussion (02:07:40)**

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

#### **a. Borough Monthly Reporting**

The Borough Accountant completed the December reconciliation, and that financial report is available in the Borough Council packet. The 2024 budget has been uploaded to the financial software application and the Borough Accountant is working to be able to provide the monthly reports to Council along with the current Finance Manager who was brought in when the previous FM took another position in another Municipality the first week of January.

#### **b. Borough 2023 Annual Audit**

The Borough's auditor Barbacane, Thorton and Company LLP, has begun the 2023 Borough audit has been and the Borough has begun compiling the requested documentation.

#### **c. Intermunicipal Cooperation Agreement, Abington Township**

**(02:09:14)** Councilor D. Ballard made a motion, seconded by Councilor J. Bruno to move to Full Council for consideration of approval of the Intermunicipal Cooperation Agreement with Abington Township for maintenance of Traffic signals and Street lights. Motion Approved 11 – 0

#### **d. York Road Traffic Calming Plan Completed – Engineer Recommendation for Payment to Contractor**

**(02:09:41)** Councilor D. Ballard made a motion, seconded by Councilor M. Marlowe to move to Full Council payment release #1 to Armour and Sons Electric. Motion Approved 11 – 0

#### **e. ACT 511 Business Tax – Status Update**

The closeout of 2023 financials have taken place. Reports of collections are in the council packets.

#### **f. 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.

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

Resolution #2024 - 13 was approved by Full Council, authorizing application to the Multi-Purpose Facilities Program Grant Fund. The grant application will be for \$930,000 has no matching fund requirements. The application is expected to be submitted on April 1<sup>st</sup> and 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 as Boro Hall is also the Emergency Management Center.

h. **Borough Budget Annual Audit**

The 2023 budget audit is taking place. The auditor has begun compiling a list of documents required to be provided and the Borough Accountant will be working with the administration during the process.

**2. Building Zoning & Revitalization**

a. **Planning Commission**

Met on Tuesday, February 20th 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 February agenda.

b. **Cedar Street / Greenwood Avenue Properties Planning (02:22:18)**

Two aspects: the building itself and the two parking lots. This was a discussion about what could come of that building. Discussions need to happen about how the parking lots will be utilized as it relates to parking permits vs. Park Mobile.

**(02:38:18)** Councilor J. Bruno made a motion, seconded by Vice President C. Soltysiak to develop signage for the two lots to be permit parking and Park Mobile. Motion Approved 11 – 0 **(02:46:29)**

**(02:42:04)** Mgr. G. Locke mentioned a recent meeting held with the owner of a company who sells the kiosks. This led to a discussion about updating the kiosks and the issue with replacing meters.

c. **Current Development Update**

i. **501 Washington Lane – Apartment building - 24 Apts w/ Commercial/Retail on 1st floor**

The Plans have been Recorded with the County. PaDep has approved the EDU allocation/release. All UCC permits have been issued except for the Sprinkler and Fire Alarm Plans which are under review.

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.

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

Received UCC Construction permit applications have been received and have been through two reviews.

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

The ZHB denied all variances requested on August 24<sup>th</sup>. 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. 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 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)

d. **Electronic Submission of Permits and Billing**

In the Borough's continued effort to reduce the use of paper electronic submission and payment software solutions are being investigated. Admin staff is 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. **Jenkintown Borough Public Safety Services – Strategic Planning and Community Concerns**

Council is fulfilling their responsibility to develop a strategic plan that is fiscally responsible and sustainable while also providing the highest quality of public safety services to our community. After listening to questions and concerns raised, we will provide factual answers regarding the current status of public safety services provided by the Borough.

In addition, we are planning to conduct a community meeting to specifically address questions or concerns, and to fully illustrate the current issues that are impacting the Council and Administration's ability to plan for the future of the public safety services provided to our community. Tentatively, that meeting will be held on Monday, February 26<sup>th</sup>, at 7pm, in the Jenkintown High School Auditorium.

b. **Fire Department - Updates**

Chief Lynch reported change in badging on apparatus and equipment to Station #99 ongoing.

c. **Fire Department Apparatus Replacement – 1996 Spartan Pumper**

Chief Lynch presented his report of the Fire Department apparatus assessment at Fire Commission which includes prioritizing the replacement of the 1996 Spartan Pumper with a used apparatus. The Borough had begun discussing proposals with experts in the fire service apparatus field so that Council can fulfill their fiduciary and planning responsibilities of these future significant capital expenses. A proposal is on the agenda this evening to be moved to full council.

d. **Fire Department Apparatus Assessment – Camarda Training and Consulting, Review/Recommendation**

**(02:51:57)** Vice President C. Soltysiak made a motion, seconded by Councilor M. Marlowe to move to Full Council consideration of approval of the FD apparatus assessment review and recommendation contract with Camarda Training and Consulting, King of Prussia PA. Motion Approved 11 – 0

e. **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. **(02:53:47)** A discussion amongst the Council members, Chief T. Scott and Mayor G. Lerman took place.

f. **Parking Ordinance Chapter 174 – No Parking Zone Homestead Road**

Traffic Engineer is sketching up plan of the Homestead / York Road intersection so the No Parking Ordinance can properly reflect the proposed signage and markings allowing for legal enforcement of violations.

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

**No Update on delivery date.** 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.

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

The vehicle was picked up early once it had been fitted w/ the plow to assist PW during the recent snow emergencies. Chief Scott assisted with plowing duties on streets and Boro parking lots during three storms thus far. This vehicle has not undergone the installation of the Police Department Equipment and has not been placed in service as the Police, PS & EM Multi Use Vehicle for that reason at this time.

**i. Police, Public Safety & Emergency Management Multi Use Vehicle - Proposed #33C**

**(03:03:03)** Vice President C. Soltysiak made a motion, seconded by Councilor A. Khalil to move to Full Council, granting the Borough Manager permission to complete application through the Department of Economic Development for the Funding of this Police, Public Safety & Emergency Management Multi-Use Vehicle. Motion approved 11 – 0.

- i. On February 10<sup>th</sup>, the Borough was informed that the funding that was previously sought for the purchase of the Multi-Use vehicle had apparently become available and the DCED would be reaching out on the funding process in the next 4/6 weeks.
- ii. As good timing would have it the F250 originally purchased for this purpose was not upfitted with the PD equipment and therefore was not placed in service other than being used for plowing. If the DCED does provide the funding applied for a new vehicle will be purchased and fully upfitted as required with that grant money.
- iii. The initial F250 bought will be assigned to the Public Works Department, specifically to Foreman Riggins. Foreman Riggins's current work vehicle will remain in the PW fleet replacing the Ford Ranger service truck which 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.

**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 damage, is temporarily out of service and is being evaluated for repairs.

**k. York Road Traffic Calming Plan**

The traffic calming plan has been completed with signage, rumble strips, thermoplastic striping and pavement markings installed. Recommendation for payment is elsewhere on the agenda this month. Traffic counts and speed study information is being analyzed and will be reported on at this Committee.

(03:04:55) Chief T. Scott mentioned Perkiomen Valley School District Chief of Police reached out because they are interested in buying old vehicles. Once 3 car gets put back into the fleet, he will see if they'd be interested on 33HI (our oldest vehicle).

**4. Public Works**

**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 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 positive.

- c. **The 2024 PECO Gas Main Replacement Project**  
Affected roads York Road (Homestead to Rodman) and Wyncote Road (Train Station to York Road). This project will begin as weather allows on Wyncote Road, that permit has been applied for and issued. PECO will be sending information to the customers and the Borough will be updating the project through social media and at Committee/Council meetings.
- d. **Future Road 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.
- e. **Proposed Line Striping (Phase two)**  
The list of areas proposed to be striped under the 2<sup>nd</sup> phase of this public safety project 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 the week of February 23<sup>rd</sup> and will replace #23 GMC 2007 Dump Truck which has been decommissioned and is intended to be sold to offset purchase of the 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 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.
- h. **CDBG Grant - ADA Curb Ramps**  
Historical and Environmental studies approved. One year extension until 9/24 was submitted and approved. Permission to advertise for public bid being requested at Council.  
**(03:12:41)** Councilor D. Pancoe made a motion, seconded by J. Bruno to move to full Council consideration to advertise the CDBG grant / ADA Curb Ramp project for public bid.
- 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 grant paperwork has been filed.  
**(03:13:39)** Mgr. G. Locke brought up the traffic light concern at Greenwood and Washington where the foundation took up too many walk space making it inaccessible for a wheelchair.

## 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 Township and Jenkintown Borough are now in agreement with the resolution offered by Cheltenham Township to close out his 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. **(02:12:24)** Councilor D. Ballard gave some background on this project which led to further comments from Solicitor P. Hitchens and Mgr. G. Locke

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**

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 Updates** - 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**

Pages being updated. EAC and Public Works pages were updated this month. Website solutions are still being investigated.

g. **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.

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 April 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. Signage can be installed, and use can begin. Borough Council must decide how the lots will be administered. Some business owners and residents have inquired about monthly passes being issued for these lots similar to the Leedom Street lot parking passes.

**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 8<sup>th</sup>. 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 Jan. 29<sup>th</sup>. 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**

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.

### **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.

### **e. Cloverly and Rodman Avenues Proposed Four Way Stop Signs**

No Update.

## **Other Business**

1. **(03:18:55)** Councilor D. Ballard gave some updates about the Library: new back door and asked about getting a waiver of the permit fee. Mgr. G. Locke gave an explanation about the procedures for the ramp and the waiver.

## **Adjournment**

President J. Connors adjourned the meeting at 10:20 PM.