



## COMMITTEE WORKSHOP MEETING

Thursday June 20<sup>th</sup>, 2024

7:00 P.M.

700 Summit Avenue, Jenkintown, Pennsylvania

### MINUTES

**Call to Order:** President J. Connors called the meeting to order at 7:04 PM.

**Council Members Present:** Councilor A. Khalil, Councilor A. MacHaffie, Councilor A. Bartlett, Councilor A. Narva, Councilor D. Ballard, President J. Connors, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor G. Lewis, Councilor S. Spindler, Councilor J. Bruno (ZOOM), Councilor M. Marlowe

**Council Members Absent:** N/A

**Others Present:** Mgr. G. Locke, Chief T. Scott, Mayor G. Lerman, Engineer M. Bickerton, Battalion Chief J. Connolly and Rich Garrett

**Public Comment:** Councilor D. Pancoe brought up a question asked via an email to her regarding noise. Manager G. Locke explained it has to do with air conditioners and the decibel level in the code versus at what decibel level manufacturers make their equipment.

#### Reports

- **Public Works Department** – Mgr. G. Locke gave the following updates in Forman J. Riggins absence:
  - Tree down on Runnymede; resident is taking care of the tree.
  - Sewer issue on Walnut and Greenwood; needed Abington to clear the issue as part of the main was in their jurisdiction.
  - Leaf Trailer was delivered.
  - Concrete inspections underway.
  - PECO gas main project on York Road from Homestead to Rodman
    - Councilor G. Lewis asked if he had a start date for this project. Mgr. G. Locke said PECO wants to start right after the Wyncote project and that's winding down.
  - Councilor D. Ballard mentioned a pothole at the Southwest corner of York and West in the pedestrian crosswalk.
  - Councilor D. Pance asked about the shifted hours of the Public Works employees. Mgr. G. Locke confirmed they work from 6 AM to 2 PM.
- **Engineer Report** – Engineer M. Bickerton gave the following updates:
  - Bids open tomorrow for the Cedar Stormwater Project at Washington.
  - Bids open next week for the Paving Project.

- Will discuss Washington Lane Project when it comes up later in the agenda.
- **Police Department** – Chief T. Scott gave the following updates:
  - Our Parking Enforcement Officers are fully trained and are working diligently to address parking issues within the Borough through education, enforcement, and daily interaction. The Officers will be working a staggered schedule Monday through Saturday. They will be enforcing up until 8pm daily.
  - We want to remind all residents and visitors to the current ordinances for permit parking, and also the standard law for parking with the flow of traffic. The Parking Enforcement team is analyzing the current ordinances and will be making recommendations to Council to adjust, change, or remove certain confusions, limitations, and unrealistic restrictions.
  - We are continuing to look at upgrading the parking kiosks and possibly removing all parking meters within the Borough. We may decide to implement Park Mobile as our credit card option for the Borough owned parking lots instead of having the kiosks process the card options. We have had several patrons utilize the Park Mobile app instead of the kiosks which has caused some confusion.
  - We have experienced a few maintenance issues with vehicles over the past two months. Two A/C compressors have been replaced, a fan assembly twice on the same vehicle (faulty part), and four different screws in tires. The new 3301 vehicle has arrived, and the new decal schematic has been applied. The upfit will be completed in the next month.
  - 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 are completing the questionnaire that was received from the DCED regarding the police department. We anticipate sending the information back to the peer support team within the next week or two.
  - The five UHF portable radios have been received and programmed. The Parking Enforcement Officers are currently utilizing the radios daily. The mobile radios that were purchased will be installed in the Public Works vehicles and a police vehicle within the next week.
  - Chief Scott attended the Jenkintown Kiwanis monthly meeting to speak about the current issues with the police department and thank them for the UHF portables they helped the Borough to purchase.
  - The Police Department has received reimbursement for the Body Worn Camera/Technology project from the PCCD in the amount of \$279,000.00. In addition, we have also received \$90,000.00 from the DCED and \$4500.00 from Bulletproof Vest Program. Since 2022, we have received almost \$390,000.00 in grant funding.
  - 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.
  - We repaired one of our speed signs that was damaged from contact with a truck or other equipment while located in the 400 block of York Rd. We are looking at new mounts to adjust the height and separation from the roadway surface so no future strikes occur.
  - We have started to review all current policies and procedures. We have completed the installation of the new Use of Necessary Force policy, along with the Notification Procedure and Performance Evaluation system into our Power DMS system. We will be uploading several new policies and updating all policies for the Department by the end of the year. Focus will be on the mission critical policies.

- We had a Department meeting on June 12<sup>th</sup>. We addressed several issues within the Department regarding enforcement activities, policy development, training, and goals for the remainder of the year. We have instituted a new initiative where all officers will be conducting two hours of traffic enforcement per shift. One hour will be focused on the York Road speed enforcement and red-light enforcement. The other hour will be focused on other hot spots for traffic issues within the Borough.
  - There has been a significant increase in theft from auto crimes in the past week in our surrounding communities. The suspects are targeting vehicles that are unlocked and where there is visible valuable items inside vehicles. Residents are reminded to lock your vehicles and remove any valuable items from your vehicles. Please report any suspicious activity in our community to the police immediately.
  - **(00:35:11)** Mr. O'Neil asked about the timing of the intersections for pedestrians. Engineer M. Bickerton explained.
  - Councilor M. Marlowe complimented the officers for their help with graduation parties and Officers Tuffy and Welsh for their assistance with the medical emergency.
- **Jenkintown Fire Department** – Chief K. Lynch gave the following updates:
    - A cracked well has been discovered on the aerial.
    - July 4<sup>th</sup> preparation underway.
  - **Second Alarmers** – Rep gave the following updates:
    - 48 Calls for Service in the Borough; no Narcan administrations
    - TCC July 22 and 23

## **New Business/Items for Discussion**

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

- Borough Monthly Reporting completed
- Borough 2023 Annual Audit completed by the DCED
- ACT 511 Business Tax – Status Update: Mercantile Tax – Funds have been issued to the School District. Councilor D. Ballard gave the numbers for 1<sup>st</sup> quarter 2024 compared to 2023.
- Resolution 2024-17 - Winter Maintenance Services Agreement (PennDOT)  
**(00:49:55)** Councilor D. Ballard made a motion, seconded by Councilor A. Narva, to move to full Council consideration of Resolution 2024-17 to re-enter into the winter maintenance service agreement with PennDOT.

#### **Motion Approved 12 – 0**

- Grant Funds Received – this reporting period.  
\$52,000 MONTCO 2040 (York Road Traffic/Pedestrian Safety Plan), \$75,000 Commonwealth Financing Authority (Final grant re-imburement for construction of Cedar Street Moretti Park), \$90,000 Commonwealth of PA (Multi-purpose F250, PD, EMC, PW), \$111,631.88 Commonwealth of PA (PD equipment & Technology grant).
- Residential Property Reassessment Court Order Stipulation
- Committee and Commission Openings – currently several opportunities exist. Recreation Board, Planning Commission, Design Review Board, and the Shade Tree Commission all have openings. Councilor A. Khalil knows someone who is interested.

## 2. Building Zoning & Revitalization

- a. Preliminary Land Development Application Received – 610 York Road – ‘Coffee Shop’ and ‘Dessert Shop’. They will be coming to the June 26<sup>th</sup> Council Meeting to a preliminary land development.
- b. Planning Commission
- c. Cedar Street / Greenwood Avenue Properties Planning – No updates
- d. Current Development Update
  - i. 501 Washington Lane – Apartment building - 24 Apts w/ Commercial/Retail on 1st floor
  - ii. 821 Homestead Road – Proposed apartment building - 26 (1 & 2 bedroom) w/ Commercial/Retail on 1st floor
  - iii. 93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store
  - iv. 459/471 York Road – Retail / Apartments
  - v. 610 York Road – ‘Coffee Shop’ and ‘Dessert Shop’ Land Development
  - vi. 610 York Road – Zoning & Use ‘Tiny Town’
  - vii. 610 York Road - Zoning & Use ‘Dogtopia’ Doggie day Care permit approved.
  - viii. 604 West Avenue Immaculate Church – EDU release request filed w/ Pa DEP. 3 (3-bedroom apts) – Extension for EDU was just approved.

Councilor D. Pancoe asked about the 610 Land Development and Pennoni recommendations. Mgr. G. Locke and Engineer M. Bickerton explained most of the items will be in compliance.

## 3. Public Safety

- a. Fire Department – Updates: Holding off on Fire Commission meetings until new Bylaws are completed.
- b. Fire Department Apparatus Assessment – Camarda Training and Consulting, Review/Recommendation – No update
- c. Fire Department Apparatus Replacement – 1996 Spartan Pumper **(01:06:51)** Fire Chief K. Lynch gave some updates.
- d. Parking Permit Ordinances & Regulations – Discussion kicked off by Chief T. Scott at **(01:08:34)**
- e. Police Interceptor – 2024 Explorer Interceptor, Gas Model (proposed #3301).
- f. Police Vehicle #3303 – returned to service. #3304 car was damaged while parked, has been repaired and returned to service.

## 4. Public Works

- a. 2024 Road Paving Project – Walnut Street (Washington Lane to Greenwood Avenue): this project has been advertised, the RFI cutoff is tomorrow June 21<sup>st</sup>, and the bid opening is June 26<sup>th</sup> at 11 AM.
- b. Traffic calming measures on Walnut Street – Speed Pillows vs Speed Humps. **(01:42:44)** Engineer M. Bickerton explained the differences. There was some discussion between him, Councilor D. Pancoe, Councilor A. MacHaffie, Councilor D. Ballard, and Mgr. G. Locke
- c. The 2024 PECO Gas Main Replacement Project – this continues on Wyncote, York, Homestead and Rodman. Plans are to work during evening hours to reduce the disruption to traffic and the public.
- d. Washington Lane Temporary Closure – Road to be closed to through traffic. **(01:50:05)** Mgr. G. Locke deferred to Engineer M. Bickerton to go into detail about this

- closure.
- e. Proposed Line Striping (Phase two)
- f. 2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer
- g. 2024 PaDep 902 Grant (Cycle 62 Application) – Wheeled, Lidded Recycling Toters  
Grant awards have not been announced at this time.
- h. CDBG Grant - ADA Curb Ramps – We need to publicly bid this project. There are approximately 22 ADA ramps expected to be installed this summer.
- i. Greenwood and Washington Lane – Phase 2 of the Jenkintown/Abington Connections Project

## **Ongoing Business**

### **5. Administration & Finance**

- a. Borough Financial, Billing and Building Code Software Applied Microsoft System
- b. Borough Employment Opportunities – Hiring processes continue. Mgr. G. Locke confirmed all positions have been filled.
- c. Interceptor 'A' Construction Project Billing Closeout w/Cheltenham Township – Mgr. G. Locke stated we are awaiting an answer from the Cheltenham Commissioners.
- d. Right to Know requests. Workload equates to about 5-6 hours per week.
- e. Sanitary Sewer Rate Study – Keystone Alliance Consulting
- f. Sanitary sewer system software – WaterWorth Software.
- g. Website – Upgrades / Updates Continue
- h. Collection Efforts of Past Due Solid Waste Accounts – All accounts have either been brought up to date or have a payment arrangement.
- i. Large Commercial Property Reassessment Court Ordered Stipulation  
(payments begin 7/2024 continue 7/2025 & 7/2026)

### **6. Building Zoning & Revitalization**

- a. Short Term Rental of Property Ordinance – Documents from Commissioner Lucinda Bartlett were put in Sharepoint.
- b. Electronic Submission of Permits and Billing
- c. Parking Lot Leases – Leedom Street and Town Square Lots – Negotiations taking place between Property Owners and Manager G. Locke

### **7. Public Safety**

- a. Governors Center For Local Government Services – Department of Community and Economic Development – Letter of Intent was received, cost provided and approval given.
- b. Peer Assistance Program – DCED – agreement has been provided to the Borough to sign to initiate the analysis process.
- c. Jenkintown Borough Public Safety Services – Strategic and Capital Planning. This is ongoing.
- d. York Road Traffic Calming – Radar Speed Signs. – Chief T. Scott and Public Works working with the engineer to determine a better place to display the signs to minimize the costly damage.
- e. PennDOT / Multi-Municipal Coordination Meeting – Did not take place this month.
- f. Traffic Light Upgrade Runnymede and Walnut Street  
Councilor D. Pancoe asked about items a. and b. above – are they the same or two

different items. Mgr. G. Locke explained.

## **8. Public Works**

- a. Parking Ordinance Chapter 172 – Parking of Trailers on Borough and State Roads. No update.
- b. SEPTA - Flood Mitigation, Stream Restoration Project (Update) – No updates.
- c. Newbold / Vernon Roads – Proposed Bike Share Lanes and Signage
- d. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant  
Project has been publicly advertised for bid and an onsite pre-bid meeting was held onsite on June 11<sup>th</sup>. Bidding opens tomorrow.
- e. Noble Bridge Replacement PennDOT – Septa Project

**Other Business:** None at this time.

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