



COMMITTEE WORKSHOP MEETING

Wednesday May 15th, 2024

7:00 P.M.

700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: Vice President C. Soltysiak called the meeting to order at 7:04 PM.

Council Members Present: Councilor A. MacHaffie, Councilor A. Bartlett, Councilor A. Narva, Vice President C. Soltysiak, Councilor D. Pancoe, Councilor G. Lewis, Councilor S. Spindler, Councilor J. Bruno

Council Members Absent: Councilor A. Khalil, Councilor D. Ballard, President J. Connors

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

Public Comment: Alex Hanson (resident of Beaver Hill) commented about police services being outsourced and the decision whether to conduct a cost benefit analysis. Jim O'Neill (610 Summit Avenue) asked when documents (meeting minutes) would be going up on the website. Elisabeth Hummel (408 Leedom) asked about the change in allowing Leedom residents with parking permits to park on Johnson. Gina Bachman (Hillside Ave) commended the officers for trying to save the life of a resident on her block. Mark Budzidimen (Beaver Hill) asked about publicizing the Council packets. Randy Garbin (99 Runnymede) thanked Mgr. G. Locke for his response to an email regarding the budget line for the website. He also expressed his concern with the Solicitor being on an email exchange. Finally, he asked if this was the correct meeting to attend to get answers to questions.

(00:19:03) Councilor D. Pancoe deferred to Mgr. G. Lock about the posting of the minutes to the website. He explained they get posted a month later after being approved at the Council meeting. Chief T. Scott said he will be discussing permit parking as part of his report. Councilor D. Pancoe also added it is Council's responsibility to investigate all possibilities for police services. Ms. Hanson asked again why the Borough is pursuing the cost basis analysis.

Reports

- Public Works Department – Mgr. G. Locke gave the following updates:
 - Yard Waste collection continues
 - Bulk pickup is busy
 - Concrete/sidewalk inspections being completed

- Engineer Report – Engineer M. Bickerton gave the following updates:
 - Land Development Review completed for 610 York Road
 - Cedar to Washington Storm Waer project moving along (going through bidding currently)
 - 821 Homestead – PECO Vault replaced; awaiting inspection for compliance.
 - Continue to provide inspection services; currently 93 York and 821 Homestead

- Police Department – Chief T. Scott gave the following updates:
 - We are happy to announce that we will have hired two part-time parking enforcement officers. One officer has already started training and will soon be out on a daily basis conducting enforcement from 10a-2p daily until School ends. The second officer has agreed to a position that will be an afternoon and evening time period for enforcement.
 - 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 enforcement team will be diligent in educating and enforcing the violations for parking within the Borough.
 - 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 second patrol vehicle that was involved in the accident is being repaired and we hope to have it back shortly. #3304 vehicle.
 - 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 assisted with traffic control for the Vice President visit to Salus University. In addition, our SWAT officer was part of the security detail on the campus.
 - We met with the DCED Emergency Services division regarding public safety services in the Borough. They will be assisting the Borough with cost benefit analysis for the police services. In addition, they will assist with other analysis of options for providing the best police services for the Borough.
 - Our Administrative Assistant is currently conducting training for our new Parking Enforcement Officers and is responsible for the collections of revenue from parking meters and kiosks. She is assisting the Borough with bank deposits and will be working with the Borough to find possible solutions to parking enforcement and improving our current system.
 - The Borough has installed the new UHF repeater and we have purchased new mobile radios for all the Public Works vehicles. They will be installed in the next few weeks. In addition, we coordinated with the JCA and Kiwanis to assist the Borough with purchasing five UHF portables that can be utilized in the upcoming Sunset 5k and the

Arts Festival. We also want to thank the Jenkintown Fire Relief Board for supporting this project and 50% of the funding for the new repeater and antenna.

- The DCED has provided grant funding that will cover almost the entire cost of the Multi-purpose Public Safety, Emergency Management, and Public Works vehicle. We will be taking delivery of the new vehicle on May 16th. The upfit of the vehicle should be completed in early 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.
- We have started to review all current policies and procedures. We will be updating and replacing several of the policies over the next few months. Our hope is to have all policies reviewed, updated, or replaced by the end of the year.
- We have a Department meeting scheduled for early June to address several issues within the Department regarding enforcement activities, policy development, training, and goals for the remainder of the year.

He briefly touched on things to be considered related to resident permit parking streets. There were a total of 642 calls for service in the month of April.

- Jenkintown Fire Department – J. Connolly mentioned the report in the packet and would discuss any questions when they come up later in the agenda under Public Safety.
- Second Alarmers – R. Garrett gave the following updates:
 - Membership drive is going out at the end of June
 - Still on board for participation in the Sunset 5K

Vice President C. Soltysiak reminded everyone about the Red/Blue Fair and Color Day.

New Business/Items for Discussion

1. Administration & Finance

a. Borough Monthly Reporting

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

b. Borough 2023 Annual Audit

The Borough's auditor Barbacane, Thorton and Company LLP, have completed the 2023 Borough audit. The final report was sent to the DCED, will be presented to Council and posted on the Borough website.

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

Reports of collections are being evaluated in comparison to budget and previous years.

d. **Jenkintown Commons Limited Partnership #3 - Partial LOC Release Request #1**

Councilor J. Bruno made a motion, seconded by S. Spindler to move to full Council this request for release a letter of credit in the amount of \$1,063,181.25 based on the Borough Engineer’s recommendation letter.

(00:37:19) Mgr. G. Locke explained how the credit came about.

Motion Approved 8 – 0

e. **Borough Employment Opportunities – Hiring processes continue.**

- Parking Enforcement – 2 PT employees have been hired. Restructuring of PE provides for a working PE Supervisor and two PE Officers working Mon/Fri 10/7:30 and Sat daytime.
- Public Works FT driver/laborer and Finance Manager – ads were placed, resumes are being reviewed and interviews scheduled with candidates.
- The planned administrative assistant hire in the 2024 budget will not be advertised and the current Employee provided by the temporary agency will continue to fill that position on a long-term basis.

(00:40:59) Councilor D. Pancoe and Vice President C. Soltysiak asked about benefit of hiring and if there are contractual reasons.

f. **Interceptor ‘A’ Construction Project Billing Closeout w/Cheltenham Township**

Update - The legal agreement is being prepared and will be before Council for consideration of approval on May 22nd. The amount due Cheltenham from the Borough will be \$226,697.31 to settle the monies owed for the ‘Interceptor A’ construction project. Abington Township and Jenkintown Borough are now in agreement with the resolution offered by Cheltenham Township to close out this project and Abington Township has signed the agreement and paid their portion.

g. **Grant Funds Received – this reporting period.**

DCED - \$90,000 – for purchase of multi-use PD, PW and Emergency Management Commonwealth Finance Authority - \$75,000 – final Cedar Street Moretti Park reimbursement.

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. The 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 610 York Road Land Development project was on the PC agenda. The PC meets again on Tuesday May 21st. The Design Review Board meets before the PC on the same evening, on an as needed basis.

- c. **Zoning Hearing Board** – 400 York Road, STEM Education / Day Care - Hearing on Thursday May 18th, 7:00 PM
(Council issued a letter of support)
- d. **J-Town Market has opened for business.**
- e. **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.
(00:55:43) Councilor S. Spindler asked about video taping the structure and the meetings. Both Councilor J. Bruno and Mgr. G. Locke commented.
- f. **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 of 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**

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)

g. **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. **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 the development of a long-range strategic plan. Borough Administration and members of Council attended an introductory meeting with members from the DCED Emergency Services Division regarding the current and future status of the Public Safety Services within the Borough. The DCED will be committed to assisting the Borough by producing and analyzing a cost benefit analysis of current Police services. In addition, the DCED will assist the Borough with the development of a long-range strategic plan for Public Safety services. We anticipate this process to take a few months to complete. Future informational meetings will be announced and held as additional tangible and updated information becomes available.

b. **Governors Center For Local Government Services – Letter of Intent**

Vice President C. Soltysiak made a motion, seconded by Councilor J. Bruno to move to full Council consideration to issue a 'Letter of Intent' requesting assistance by the GCLGS to include a Police cost benefit analysis.

(01:01:04) Ms. Hanson asked if there is a cost. Both Mayor Lerman and Chief Scott answered no. Councilor S. Spindler asked about the scope of work. Chief T. Scott explained.

Motion Approved 8 – 0

c. **Fire Department - Updates**

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

(01:04:53) Vice President C. Soltysiak gave some additional updates as there was no Fire Commission meeting. She also brought up insurance coverage.

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. The consultant has met with Chief Lynch and FD Officers as well as the Borough Manager (and Chair of PS).

f. **Parking Permit Ordinances & Regulations – Discussion (01:08:08)**

The possibility of Parking permit ordinance language change to allow for permits to be utilized on all streets listed as permit parking only.

Councilors G. Lewis and D. Pancoe made comments along with Mgr. G. Locke and Chief T. Scott.

g. **Police Interceptor – 2024 Explorer Interceptor, Gas Model (proposed #3301).**

The dealer ordered the vehicles on April 2nd and the dealer expects to take delivery in 3 to 4 weeks. The vehicle and upfit quotes have been provided. This vehicle payment was budgeted to begin in April of the 2024 budget. Completion of the finance process is taking place. The vehicle will be sent to be painted and upfitting upon arrival at the dealership.

h. **Police Vehicle #3303 – returned to service. #3304 out of service.**

#3304 car was damaged while parked and is being repaired.

4. Public Works

a. **2024 Road Paving Project – Walnut Street (Washington Lane to Greenwood Avenue)**

- Project has been publicly advertised for bid.
- 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.

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

Affected roads York Road (Homestead to Rodman) has not begun at this time 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.

c. **Washington Lane Temporary Closure – Road to be closed to through traffic.**

Washington Lane to be closed to through traffic 9/3:00 Monday thru Friday to allow for the safety of the construction workers and to the general public. Traffic will be detoured on State Roads (York/Township Line)

(01:38:27) Engineer M. Bickerton defined the limits of the construction area along with the detours.

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

No update - The list of areas proposed to be stripped 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.

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

The Borough was granted a 90-day extension by the PaDep to complete purchase and grant process until November 2024. Borough issued purchase order to reserve leaf trailer purchase and avoid additional price increases, expected to receive trailer in May 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.

- f. **2024 PaDep 902 Grant (Cycle 62 Application) – Wheeled, Lidded Recycling Toters**
The PaDep 902 Grant application for the purchase of 300 Recycling Toters has been submitted.
- g. **CDBG Grant - ADA Curb Ramps**
The bid package has been completed by the Engineer and the advertisement for public bid has been submitted to the newspaper. Approximately 22 ADA ramps on Vernon, Homestead and Newbold Roads. The grant is for \$200,000 and has no matching fund requirement.
- h. **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. **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.
- b. **Multi-Purpose Facilities Program Funding Grant – Borough Hall and Facilities Update and Rehabilitation**
No update - 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.
- c. **Borough Financial, Billing and Building Code Software Applied Microsoft System**
No update - The Borough admin team has been investigating other software solutions used by other Municipalities. Information will be brought to the Committee once it is vetted.

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

The situation is still being evaluated. The administration continues to provide replies within the required time frame and sooner when possible. It is unclear how much assistance a person working one day a week would benefit staff with the offset of training and oversight, it might take two days a week including the training and oversight. There was a total of 25 hours spent on RTK's the first week of May between the Manager, Chief of Police and Admin. At the current time staff continues absorbing the extra work with the obvious concerns and considerations.

(00:46:49) Mgr. G. Locke referred back to the Public Comment made by Mr. Garbin explaining why Solicitor P. Hitchens was included on the email trail since the response was outside of the right to know system.

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 / Updates Continue**

Recycling information was updated and reposted prominently. Grant pages being updated. EAC was updated this month. Several updates have taken place in the last few weeks, currently working to update the Government page.

g. **Collection Efforts of Past Due Solid Waste Accounts (continue)**

Efforts are ongoing and the collection program is having a positive result in the solid waste fund.

Approximately \$30,500 of past due debt has been collected. Additionally, a large commercial property sold and paid off decade long liens totaling in the \$50K range. Liens were placed on accounts that remained non-responsive to all notifications.

(00:48:37) Vice President C. Soltysiak asked about the lien process and when it resolved. She also asked about liens when a transfer is made within a family. Mgr. G. Locke explained.

h. **Large Commercial Property Reassessment Case**

Judge's decision was issued. A Payment plan was negotiated with property owner. Payments will take place in July 2024, 2025 and 2026.

(00:50:58) Councilor S. Spindler asked about the solid waste contract renewal and if a property is updated how is that assessed. Mgr. G. Locke answered both.

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 and signs have been installed. Parking access will be available through the Park-Mobile app and monthly passes through the Borough.

7. Public Safety

a. **Parking Ordinance Chapter 172 – 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.

(01:26:37) Councilors J. Bruno, D. Pancoe, G. Lewis, Vice President C. Soltysiak, Mgr. G. Locke and Chief T. Scott engaged in a discussion.

b. **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 and the Borough has filed for re-imbusement with the County.

c. **PennDOT / Multi-Municipal Coordination Meeting**

Did not take place this month, **No updates.**

d. **Traffic Light Upgrade Runnymede and Walnut Street (01:35:27)**

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 safety and was designed to be within the Borough's limited budget. The traffic study required by PennDOT has taken place. **(01:35:36)** Engineer M. Bickerton gave an explanation.

- 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 of 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 has been restarted. 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. There have been concerns voiced by a few residents concerning the stockpile of soil and possibility of contamination. SEPTA has provided the test results showing the soils are not contaminated as well as the PaDep decision to classify the soils as

'clean fill'. Those excavated soils will now be 'live-loaded' and hauled off to another SEPTA site.

b. **Newbold / Vernon Roads – Proposed Bike Share Lanes and Signage**

No update - 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**

Extension was granted for an additional year. Engineers are working to have plans with reduced scope prepared for advertisement of public 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 reimbursement through the DCED grant authority approximately \$100K.

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

Project is now expected to be let by the end of 2024 and will tentatively take place in early 2025.

Other Business – (01:44:17) Mgr. G. Locke brought up the following items:

- Republic Bank has been taken over by Hudson County Bank (Fulton).
- Administration has been completing training through the Pennsylvania State Association of Boroughs and the Pennsylvania Construction Code Academy.
- The government page on our website has been updated.
- Worker's Comp policy was renewed
- General Liability renewal is coming in August.

Adjournment: Vice President C. Soltysiak adjourned the meeting at 8:42 PM.