



COMMITTEE WORKSHOP MEETING

Wednesday July 17th, 2024

7:00 P.M.

700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: President J. Connors called the meeting to order at 7:09 PM.

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

Council Members Absent: Councilor A. Narva, Vice President C. Soltysiak

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

Public Comment: N/A

Reports

- Jenkintown Fire Department Report: No Report; Chief Lynch was excused.
- Second Alarmers: Rich Garrett gave the following updates:
 - In the month of June, there were 32 calls for service; 23 were transported to the hospital
 - Jenkintown 5K is on the calendar
- Police Department: Chief T. Scott gave the following updates:
 - Our Parking Enforcement Officers are performing exemplary as they navigate through the processes and understanding of what the goals and objectives of our parking issues and enforcement are currently.
 - 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 has developed a plan to address the ordinances and improve the process for our residents and work together with the community to provide a safe community.
 - We have received updated signs from Park Mobile and are prepared to convert the Municipal Lots to allow for Park Mobile App for payment. With authorization of Council, this move will eliminate the credit/debit card feature at the kiosks. The coins and paper US Currency will still be accepted. We are also working to improve signage and education of our residents and visitors.

- We experienced a malfunction with the coin payment system at two of our three kiosks and will be working to have that resolved immediately.
- 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 completed the questionnaire that was received from the DCED regarding the police department. The questionnaire has been submitted and we are looking forward to the next step in the process.
- We participated in the first meeting to prepare for the Arts Festival and we are working with the JCA for all of the upcoming community events that are scheduled for the year.
- A few of our officers attended the Abington Police Memorial Event to honor the sacrifice of the two officers who have been killed in the line of duty from Abington and the recent plaque dedication
- 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 are working with the Public Works Department to manufacture a new mounting device to mount to two solar powered speed/radar signs that are located in the 400 Block of York Road.
- Policies and procedures review is continuing. The next policies to be implemented are related to defined job descriptions and expectations of the officer and sergeant positions. IN addition, we will be producing a new Code of Discipline policy that provides a matrix and guidelines for disciplinary actions and procedures for professional accountability. This procedure will be presented to the PBA for review as well as the Borough Council.
- The new initiative with a commitment to traffic enforcement has shown improvement and we will be analyzing the speed signs for data to see if there is any change in behaviors of the motorists. The marked increase in calls for service is directly related to this initiative. (675 to 876) We would like to commend the officers who have embraced this new initiative with their performance and interacting with the motoring public to change their behaviors and awareness.
- As a result of the tragedy that occurred in Cheltenham Township where a child was struck by a tree branch, the recent storms, and the hurricane season that is upon us, we recommend that all residents inspect their property and maybe consult an arborist to make sure that any dead trees or branches are removed before another tragedy occurs with falling trees or branches.
- There have been several reported attempts of phone scams. The individual is identifying himself as a Jenkintown Police Officer collecting fines and costs. They are targeting medical and healthcare businesses.
- Public Works Department: Forman J. Riggins gave the following updates:
 - 2024 Paving Project was published again.
 - Four bids have been received; Glasgow was the lowest.
 - Concrete projects are moving along; five still to be completed.
 - Danella is helping with the Gas Project.
 - Working with the Police Department and Parking Enforcement Officers to place proper signage and repainting curbs to aid with proper enforcement.

- As a result of last night's storm, our team was out late picking up debris, tree limbs and removing down trees.
Councilor A. MacHaffie asked if we still use generators. Forman J. Riggins explained the generators used at the traffic lights in case power is lost.
Manager G. Locke commended Forman Riggins for completing a Public Works Management Course.
- Engineer Report: Engineer M. Bickerton gave the following updates:
 - Continuing to monitor 821 Homestead and 93 York Rd (Washington Lane closure)
 - Cedar Stormwater project progressing.
 - CDGB ADA ramps will be advertised in July.
 - Looking to replace the speed humps on Walnut with speed pillows.
 - Walnut/Runnymede signal improvements – looking for grants

New Business/Items for Discussion

1. Administration & Finance

- a. **Borough Monthly Reporting** – Update: **(00:22:22)** Mgr. G. Locke provided an update and explained what is included.
Councilor D. Pancoe asked why we have a T.D. Bank account. Mgr. G. Locke explained paying via cards at the kiosk deposits the money at T.D. Bank. Councilor S. Spindler thanked Mgr. G. Locke for preparing the report and sending it out.
- b. **Borough Tax Collection Report** – Status Update
Councilor S. Spindler asked when Liz Wolfe became Tax Collector. About 8 years ago.
- c. **Grant Funds Received** – this reporting period.
\$20,454.10 Dep Act101 Sect.904 CY22 Performance Recycling Grant
(00:29:37) Mgr. G. Locke explained how the grant works.
- d. **Committee and Commission Openings** – currently several opportunities exist.
Planning Commission – received four letters of interest for one vacancy.
Recreation Board, Design Review Board, and the Shade Tree Commission still have multiple vacancies.
- e. **Biodegradable and Recyclable Leaf and Grass Collection Bag Bid**
(Cheltenham Township through Montgomery County Consortium, one bid from MID Hardware Inc. at a price of \$0.588 per 30-gallon bag)
(00:30:45) Mgr. G. Locke explained in detail. This led into a brief discussion about raising the price of the bags.
- f. **Resolution 2024-20 Authorization of Finance Director to Pay Borough Bills**
(00:32:30) Councilor D. Ballard made a motion, seconded by Councilor J. Bruno to move to full Council Resolution 2024-20 authorizing the Finance Director to make payment on certain Borough bills listed in the Resolution.
Motion Approved 10 – 0
- g. **Personnel Policy & Procedure Manual Update**
(Manual update required to comply with most recent Federal and Labor Laws)

2. Building Zoning & Revitalization

a. Planning Commission

b. Cedar Street / Greenwood Avenue Properties Planning

A detailed description for site survey and possible uses was given.

c. 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’**
Preliminary Land Development Approved
- 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** – 3 (3-bedroom apts)
EDU release request filed w/ Pa DEP.
Councilor A. Khalil mentioned Planning Commission talking about changing the zoning code. She asked it be added to the next meeting’s agenda.

3. Public Safety

a. Fire Department - Updates

b. Fire Department Apparatus Replacement – 1996 Spartan Pumper

c. Resolution 2024-21 Mutual Aid Agreement - Eastern MONTCO Regional Emergency Management Group

President J. Connors made a motion, seconded by Councilor A. Khalil to move to full Council Resolution 2024-21 formalizing Jenkintown Borough as a participant in the Mutual Aid Agreement for Emergency Services pursuant to Section 7504 of the Emergency Management Services Code.

Motion Approved 10 – 0

d. Parking Permit Ordinances & Regulations – Discussion / Status Update

(01:01:37) Chief T. Scott kicked off the discussion.

e. Police Interceptor – 2024 Explorer Interceptor, Gas Model #3301

(Vehicle received, painted, badged and currently being upfit with the remaining required equipment)

4. Public Works

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

b. Traffic Calming Measures on Walnut Street – Speed Pillows vs Speed Humps.

c. The 2024 PECO Gas Main Replacement Project – Wyncote and York Roads.

d. Washington Lane Temporary Closure – Storm sewer and road widening.

(Road to be closed to through traffic July 8th through August 2nd.)

(00:38:30) Councilor D. Pancoe asked about the progress. Forman J. Riggins gave an update. Councilor D. Ballard asked about the pedestrian crossing. It is not installed yet per Engineer M. Bickerton.

- e. **2021 PaDep 902 Grant (Cycle 60 Application)** – Leaf Collection Trailer Received
(Payment made, reimbursement process-initiated w/ PA Dep.)
- f. **2024 PaDep 902 Grant (Cycle 62 Application)** – Wheeled, Lidded Recycling Toters
(Grant awards have not been announced at this time.)
- g. **CDBG Grant - ADA Curb Ramps**
(00:39:10) Councilor D. Pancoe asked for an update. Mgr. G. Locke explained.
- h. **Greenwood and Washington Lane** – Phase 2 of the Jenkintown/Abington Connections Project
(00:40:17) Councilor D. Pancoe mentioned reading that Greenwood Ave will be closed this weekend.

Ongoing Business

5. Administration & Finance

- a. **Borough Financial, Billing and Building Code Software**
(Staff continues training on current system and reviewing possible alternative systems.)
- b. **Cheltenham Interceptor 'A' Agreement Finalized**
Final payment of \$226,697.31 issued.
- c. **Borough Employment Opportunities** – Hiring processes continue.
- d. **Right to Know requests.**
- 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**
- i. **Collection Efforts of Past Due Sanitary Sewer Accounts**
- j. **Re-payment of Act511 Business Privilege Tax.**
(Fourth payment issued in the amount of \$92,400. One payment of that amount remains in 6/2025)*
- k. **Large Commercial Property Reassessment Court Ordered Stipulation**
(First payment of \$116,750.19 was issued. Two remaining payments 6/2025 \$55,974.57 & 6/2026 \$23,673.02)

6. Building Zoning & Revitalization

- a. **Short Term Rental of Property Ordinance**
Two drafts have been received. Councilor J. Bruno recommends referring them to Solicitor and asked if they can be combined into one.
A discussion took place between Councilors G. Lewis, J. Bruno and D. Pancoe whether feedback/input can also be given to Solicitor Hitchens at the same time the documents are being presented. Also discussed was the way the motion should be worded.
Councilor J. Bruno made a motion, seconded by Councilor A. Khalil to present the ordinances to Solicitor Hitchens for review.
Motion Approved 10 – 0
- b. **Electronic Submission of Permits and Billing**
- c. **Parking Lot Leases** – Leedom Street and Town Square Lots
(00:58:48) Mgr. G. Locke explained Lindy has asked for a fee instead of a percentage of the revenue.

7. Public Safety

- a. **Governors Center For Local Government Services - DCED**
(Peer Assistance Program)
- b. **Jenkintown Borough Public Safety Services** – Strategic and Capital Planning.
- c. **York Road Traffic Calming**
- d. **PennDOT / Multi-Municipal Coordination Meeting**
- e. **Traffic Light Upgrade** Runnymede and Walnut Street

8. Public Works

- a. **Parking Ordinance Chapter 172** – Parking of Trailers on Borough and State Roads.
- b. **SEPTA - Flood Mitigation, Stream Restoration Project** (Update)
- 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, intent to award was issued to apparent low bidder, Jurich Inc. Review for compliance w/ responsible contractor ordinance underway.
- e. **Noble Bridge Replacement PennDOT – Septa Project**
- f. **Proposed Line Striping (Phase two)**
(00:42:06) Councilor G. Lewis mentioned the SEPTA Project and work taking place during the weekends.

Other Business

(01:44:31) Chief T. Scott talked about security measures during campaign visits and a Sente Bill passed regarding pension plans and the ability for officers who worked part time to buyback up to five years of their time of service.

(01:49:10) Mgr. G. Locke asked Council to keep in mind for the next Council meeting his ask for a waiver on the RCO review period of 30 days.

Adjournment: President J. Connors adjourned the meeting at 8:59 PM