

**BOROUGH OF JENKINTOWN  
700 SUMMIT AVENUE  
JENKINTOWN, PENNSYLVANIA**

**MINUTES OF THE COMMITTEE WORKSHOP MEETING  
FEBRUARY 19, 2025, 7:00 P.M.**

**MEMBERS:**

Jay Conners	Council President
Christian Soltysiak	Council Vice President
Deborra Sines-Pancoe	Councilor
Gordon Lewis	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Aliza Narva	Councilor
Alexandria Khalil	Councilor
Alex Bartlett	Councilor

**REGRETS:**

Anne MacHaffie	Councilor
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**GUESTS:**

Gabriel Lerman	Mayor
Chief Ken Lynch	Borough Fire Chief
George Locke	Borough Manager
Chief Thomas Scott	Chief of Police
Kenneth Riggins	Public Works Foreman
Rick Garret	Assistant Chief, Second Alarmers
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Kelly Hudson	Chair, Legacy Park at Jenkintown Elementary Community Board (via teleconference)
Sandra Tudge	Minutes Solutions Inc. (via teleconference)

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 7:11 p.m.

**2. PUBLIC COMMENT**

Jay Conners asked for the public to hold their questions and comments regarding the SPS Technologies fire until after the Fire Chief has submitted his report.

Cedar Street resident John Crowell stated that he was advised that the current meeting was scheduled as a community meeting on the topic of parking on Cedar Street. He was further informed that there would be an opportunity to speak with Council members about why residents do not want paid parking on the street. John Crowell stated that all residents of Cedar Street oppose paid parking, as it would reduce the number of available parking spaces for Cedar Street residents. He emphasized that residents are respectful of each other and

requested that the Councilors vote against paid parking. Additionally, he thanked the fire fighters for their service in protecting the Town.

Deborra Sines-Pancoe noted that she advised Cedar Street resident Allison that a community meeting could not be scheduled due to timing, but Cedar Street residents were welcome to attend the Workshop Committee meeting to obtain answers to their questions.

Allison, a resident of Cedar Street, stated her understanding from communication with Deborra Sines-Pancoe was that a community meeting could be scheduled for February 19, 2025. She expressed concern about the lack of parking for residents near their homes and feared that the ParkMobile App would advertise parking in front of her house, leading to overnight and weekend parking. She also inquired about how parking would be enforced if there was more than one zone.

Jay Conners noted there would be an opportunity for questions on Cedar Street during the public safety agenda item.

Bill Fraser, 316 Cedar Street, thanked the Councilors, as well as the Police and Fire Chiefs, for their response to the fire. During the last public meeting, the proposed solution was to institute parking rules and to use electronic scanning system for enforcement. He asked whether ParkMobile was necessary, or if the license plate electronic scanning system would suffice for tracking parking. He also inquired whether the Borough had conducted a parking assessment for Cedar Street or the Borough as a whole.

Katie McGee, 432 Cedar Street, noted that overnight parking is an issue and asked if the Borough could implement different parking rules depending on the specific area. She stated that Cedar Street residents were proposing to have Cedar Street parking exclusive to permit holders.

Bianca Viaci, 421 Cedar Street, a resident of over 17 years, expressed strong opposition to ParkMobile, stating that it creates an unfair burden on residents and would reduce property values. She proposed that parking remain as it currently is on Cedar Street.

Holly, 431 Cedar Street, stated that she has a physical disability and noted that her neighbors respect her need for an accessible parking spot on the street. She requested that permit-based parking remain in place, as metering would create challenges for her to find an accessible spot.

Kristen, 423 Cedar Street, commented that Cedar Street residents manage their parking collaboratively, and with the current system, she always has a parking spot.

A resident of Cedar Street stated that the bright green parking signs were offensive.

Two comments were submitted on Facebook as follows:

Vulcan Blake asked why people would park and leave the area, and commented that many homes were being converted to apartments.

Kayjay noted that there had already been two advertised open public meetings on parking, but nobody attended. Jim Conners clarified that there was indeed attendance at those meetings.

### **3. REPORTS**

#### **3.1 Jenkintown Fire Department**

Jay Conners expressed gratitude to the Jenkintown Fire Department, first responders, and the government agencies that continue to fight the fire at SPS Technologies. He also thanked his colleagues and the community for their support of the Fire Department. Jay Conners commented on his visit to the site, noting that he was impressed with the 60 fire companies on-site and the many contributions from the County. He voiced appreciation for the people working, living, and volunteering in the community.

It was noted that Fire Chief Ken Lynch sent his regrets. The monthly Fire Department report was included in the meeting package. An unidentified speaker noted that both Jenkintown fire companies responded on February 17, 2025, to the initial dispatch for the SPS fire and returned home on the morning of February 18, 2025. However, they were called back shortly afterward when the fire re-erupted.

#### **3.2 Second Alarmers**

The Second Alarmers report was included in the meeting package. Rick Garret thanked the Councilors for their support and expressed gratitude to the local businesses for their generosity toward the first responders.

#### **3.3 Police Department**

Chief Thomas Scott thanked the Councilors and the public for their kind words. It was noted that the Police Department's monthly report will be included in the Borough Council meeting packet for February 26, 2025.

Chief Thomas Scott provided an update on the fire at SPS Technologies. When the Chiefs first arrived on the scene on February 17, 2025, they anticipated that there would be an impact to the Borough due to the wind and direction of the smoke. Working with the Environmental Protection Agency (EPA), the Pennsylvania Department of Environmental Protection (DEP), and the Montgomery County Hazardous Materials Response Team (HazMat Team), the Borough is diligently monitoring the air, water, and runoff from the site. Monitoring will continue for weeks or months as part of a long-term operation.

Fire suppression efforts will continue for at least another 24 hours. Currently, fire companies are focusing on hotspots in the center of the building. The building's age and the cold weather have hindered access to firefighting water.

Due to concerns regarding chemicals in the smoke, police units were dispatched to shut down the Borough to all traffic. There has been a mutual aid response from all parties throughout the County, including law enforcement and fire departments. Efforts are underway to secure fire ladders taller than 125 feet from Lancaster County.

The HazMat Team was concerned that if the fire reignited and affected the chemicals on site, a catastrophe would occur. As a result, a voluntary evacuation was issued for those directly across from the site. The evacuation process went smoothly, and others were advised to shelter in place. It was noted that only the Governor can issue a mandatory evacuation order. The fire did not reflash overnight on February 18, 2025, but it remains under continuous monitoring.

Chief Thomas Scott thanked the HazMat team, EPA, and the EDP. The EPA placed static monitoring devices near the school, and Chief Thomas Scott has been in continuous contact

with the School Superintendent. The site will be deemed safe for the return to school; schools will be held virtually again on February 20, 2025, to allow time for cleanup.

A central e-mail address and telephone line have been established for residents to pose questions related to the fire (ContactSPS@pccairframe.com and (215) 572-3326). A website ([www.abingtonpa.gov/SPSupdates](http://www.abingtonpa.gov/SPSupdates)) has been created by the Township of Abington to centralize information, which will include frequently asked questions regarding the incident.

The DEP has been testing the water over the past 48 hours and will post the results. The public water drinking provider, Aqua Pennsylvania, has been involved in the process. Testing has extended to the river, and the studies indicate that there has been no impact on Jenkintown's drinking water, though there are impacts to Philadelphia's water.

Air quality overnight has been good, with measurements well below the standard for an employee working an eight-hour shift for a five-day week without personal protective equipment. The Borough has lifted the shelter-in-place and evacuation recommendations for all persons to return home. A meeting is scheduled with SPS representatives on February 20, 2025, to discuss the impact and cleanup of Jenkintown Borough. SPS has contracted for cleanup at the site and surrounding area, including air monitoring, water testing, and hazardous materials management onsite. Based on the assessment of the structure, it is believed that the majority of the area where chemicals were stored was not affected by the fire.

Chief Thomas Scott emphasized that the most important point was that nobody was injured or killed, although the impact on the community is acknowledged. He expressed appreciation for the assistance and support of the community.

Joe and Rick Garrett thanked the local restaurant owner Dan Katz for opening his facilities for 48 hours to all responders and providing meals. Rick Garrett noted that SEPTA shut down the trains without resistance and he thanked them for their responsiveness. An unidentified speaker thanked the businesses in the Borough for their support and noted that the Fire Chief is still on the scene.

Jay Conners opened the floor to questions from the public and noted updated information would be communicated to residents as quickly as possible when available.

**Anthony Shields, 310 Greenwood:**

Asked when the central information website containing the DEP sampling data would be opened.

**Chief Thomas Scott:**

Responded that the website should go live on February 20, 2025. The Joint Abington Information Center (JAIC) is stationed in Abington and their Public Affairs Officer is working with the DEP public affairs. The EPA and JAIC are collaborating to distribute information as quickly as possible. SPS is also investigating the possibility of a public meeting to discuss the fire within the next few weeks with EPA and DEP representatives.

**Resident Anthony Shields:**

Asked what chemicals were in the facilities that are of greatest concern.

**Chief Thomas Scott:**

Responded he was not involved on the Material Safety Data Sheets (MSDS) review, but pointed out that some chemicals had been listed incorrectly on social media as being on site. He could not comment on specific chemicals, but noted SPS was involved in manufacturing for the aeronautical industry.

**An unidentified resident:**

Asked about the list of chemicals on site as posted by the EPA.

**Chief Thomas Scott:**

Responded that air monitoring was being conducted for acid gases, carbon monoxide, hydrogen cyanide, and chlorine, as these were the most toxic.

**Kristen, 423 Cedar Street:**

Asked about school closures and whether residents should consider cleaning their homes in a similar manner to the schools.

**Chief Thomas Scott:**

Responded that he had received different responses to the question. The HazMat Team has suggested that if a house is sealed, residents should undertake normal cleaning. He further noted that he would speak with SPS on February 20, 2025, about residents who were impacted more severely than simple dust. The school is in process of organizing for the cleanup scheduled to start on the morning of February 20, 2025. The Highland Restaurant, which is located 250 feet from the fire, underwent a full cleaning on February 19, 2025. Chief Thomas Scott expressed confidence that SPS would effectively address community cleanup.

**Christian Soltysiak:**

Asked for confirmation that there were no concerning findings from the air monitoring within the school.

**Chief Thomas Scott:**

Confirmed that the school has been cleared with no indication of any dangerous chemicals, but SPS, as an extra precaution, agreed to clean both the building and the playground.

**An unidentified resident:**

Asked about whether residents should use air purifiers or change the furnace filters in their homes.

**Chief Thomas Scott:**

Responded that the chemicals may or may not be released in a fire; they are monitoring for this and are protecting against dangerous chemicals that could cause serious damage.

**Unidentified Speaker:**

Responded that most houses have been sealed during the fire. If the residents' carbon monoxide detectors or smoke detectors did not sound, then the residents should be safe.

**Chief Thomas Scott:**

Added that most residences do not draw in fresh air. Critical infrastructure does draw air in, and the infrastructure has been cleaned.

The following questions were read from the Zoom chat:

**Resident Amanda Z:**

Asked who to contact to be placed on the cleanup list for the debris.

**Chief Thomas Scott:**

Responded that residents should call 911 for cleanup.

**Resident Katie:**

Asked whether Immaculate Conception would be included on the assessment and cleanup of schools.

**Chief Thomas Scott:**

Responded that Immaculate Conception and Grace Presbyterian were included on the cleanup list.

**Hillary Kilbourne:**

Commented that it seemed as though the cleanup was piecemeal and added that SPS should organize and pay for the cleanup of the affected area.

**Chief Thomas Scott:**

Responded that as per the EPA and EDP, the Borough Manager has suggested that residents make a claim to their homeowners' insurance in case of a dispute regarding payment for cleanup.

The following questions from residents were read from Facebook:

**Robert James Hoelhepp:**

Asked why the shelter-in-place was being lifted and inquired about the short- and long-term impacts of breathing in the chemicals. He also asked why the decision was made to wait 18 hours before recommending evacuation.

**Chief Thomas Scott:**

Responded that the situation was evolving, and the Borough aimed to protect those residents in the direct line of the smoke. For this reason, they were asked to shelter-in-place, as directed by EPA and the HazMat team.

**Ellen Trexler:**

Asked when the residents could expect more extensive reporting on what chemicals were released into the air and water.

**Chief Thomas Scott:**

Responded that the Borough does not have the capacity for monitoring and relies on the EPA and DEP. It is believed that the information as requested would be released when available in a form that can be explained to address issues and concerns.

**Jessica Kabuziak:**

Asked if SPS would pay for the cleanup.

**Chief Thomas Scott:**

Responded that the partners were meeting with SPS in February, 2025, and he would have more information following that meeting.

**Ally Lester:**

Asked about the presence of PCBs.

**Chief Thomas Scott:**

Responded that PCB is not a chemical that has been discussed.

**Lori Finnegan:**

Asked whether the entire structure was affected beyond repair. She also asked how they contain or salvage the chemicals, expressing that she was not confident in the responses being provided.

**Chief Thomas Scott:**

Responded that the entire structure has not completely fallen. One complete building has not been affected, and other parts of the complex have not sustained significant damage. Pictures of the structure will be added to the information website. It will be SPS's decision whether to tear down or repair the complex.

**Erin Davis:**

Asked when Jenkintown transit would reopen.

**Chief Thomas Scott:**

Responded that the trains are now open. The announcement regarding the stations was made following the removal of the shelter-in-place recommendation at 11:00 a.m. on February 19, 2025.

**Ally Lester:**

Asked about the age of the waste being stored on site, and if it had accurately been accounted for. She also asked whether particulates were being monitored.

**Chief Thomas Scott:**

Responded that he did not know the age of the waste but confirmed that all waste was accurately accounted for. He also confirmed that the EPA was monitoring dust and particulates as part of the air monitoring process.

**Jerry Reid:**

Asked why SDS' MSDS were not current, as this is a requirement by manufacturers under the Occupational Safety and Health Act regulations.

**Chief Thomas Scott:**

Responded that he did not know the answer to the question.

**Alli Lester:**

Asked whether the Borough was sampling surfaces for settled materials.

**Chief Thomas Scott:**

Responded that the DEP and EPA are actively monitoring runoff and soil around the site. The agencies are working cooperatively with SPS so that they can address all impacts of the fire.

**Linda Bitmyer:**

Commented that several neighbors had smoke alarms that were set off during the fire and asked how to address smoke in homes.

**Chief Thomas Scott:**

Responded that if residents have any specific issues regarding smoke, they should contact the Fire Department or the SPS hotline.

**Robert James Hoelhepp:**

Expressed concern that the air testing did not start until 65 hours after the fire started.

**Chief Thomas Scott:**

Responded that the resident's statement about delayed testing was not true.

**Emily McCatty:**

Suggested that residents have their houses deep-cleaned by Public Adjuster.

**Chief Thomas Scott:**

Thanked the resident for their suggestion.

**Ally Lester:**

Suggested that residents save their filters for testing and requested that residents send a direct message if they need a laboratory recommendation. Ally Lester further noted that PCB could be present, as the building was built around 1903 and contained heavy electrical equipment. Ally Lester further asked whether environmental engineers would be hired to act on the Borough's behalf.

**Kevin Pereau:**

Asked if it was known which substance exploded.

**Chief Thomas Scott:**

Responded that the Abington Fire Marshall was overseeing the fire investigation. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is on site, and ATF's plan is for the national team to investigate.

**H. Shields:**

Commented that it appeared that the DPA and EPA were monitoring air safety levels for employees and asked if there had been any discussion on monitoring chronic exposure.

**Chief Thomas Scott:**

Responded that he was confident that the agencies were making every effort to understand the population to ensure that the air is safe for all citizens.

The following questions from residents were read from the Zoom chat:

**Landy:**

Asked whether every area of the elementary, middle, and high schools was being tested, and whether both sides had detectors.

**Chief Thomas Scott:**

Responded that he was unsure as to whether there were detectors placed in the elementary school, but the entire school had been thoroughly checked.

**An unidentified resident:**

Thanked Chief Thomas Scott for his work.

Jay Conners opened the floor to questions from the Councilors.

**An unidentified Councilor:**

Asked whether Public Works would be provided with adequate personal protective equipment (PPE).

**Chief Thomas Scott:**

Responded that Public Works staff would be provided with adequate PPE. He encouraged Councilors not to speculate, allowing trained professionals to ensure the community's safety.

**David Ballard:**

Asked about the plans for conveying information to residents about the fire.

**Chief Thomas Scott:**

Responded that the incident falls primarily within the purview of Abington Township, which has the resources for information sharing. He further noted that the Borough is able to funnel information to the central website through the JAIC.

**George Locke:**

Added that there is a link on the Jenkintown website to the central information site.

**Anne MacHaffie:**

Thanked the first responders and volunteers in the community and noted that the fire created a moment of strength in the community

### **3.4 Public Works Department**

Kenneth Riggins stated that there was no written report for Public Works. He noted that there were five winter storms over the past month, and the Public Works extensively treated the roads and sidewalks with brine and road salt. There was one plowable event.

### **3.5 Engineer Report**

Mark Bickerton from Pennoni Associates noted that, over the past several weeks, the engineer has been conducting land development reviews and inspections for projects planned or under construction in the Borough. He has also been assisting George Locke in coordinating the replacement and upgrade of the detection system at York and Clove, which was damaged.

## **4. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION**

### **4.1 Pennsylvania Small Water Grant**

Deborra Sines-Pancoe referred to the map in the meeting packet, which outlines the three sewer meters proposed for replacement due to their age. The proposal also includes cleaning



the main sewer line and televising. George Locke noted that the application will be brought to the Council's meeting in March, 2025, with a budget of \$150,000.

#### **4.2 2025 PECO Gas Main Replacement Project**

Deborra Sines-Pancoe stated that the Public Works Committee is investigating incorporating the gas main replacement project for Homestead, Cottman Street, and West Avenue into a paving project. George Locke noted that the gas main replacement project is scheduled to start by late March, 2025.

#### **4.3 MONTCO 2040 Implementation Grant**

Deborra Sines-Pancoe noted that the Borough-wide pedestrian and traffic safety Improvements are ongoing. George Locke advised that the grant application would be submitted to the County for a 20% match. The engineer has worked on several areas around the Borough and the Borough has discussed the possibility of raised crosswalk at Hillside and Walnut with PennDot. Additionally, the Borough is considering improvements for four additional locations of the Wincotte Summit, Washington Lane, and the Walnut Crossing and Vista Vernon intersections.

#### **4.4 DCED – Flood Mitigation Program Grant**

George Locke noted that the engineer was investigating a potential grant application for Shoemaker Avenue between Cedar Street and Leedom Street to mitigate flooding. It was noted that the Borough had completed storm work on Cedar Street with a flood mitigation program grant.

#### **4.5 York Road Traffic Device Control Sensors (Rydal and Cloverly)**

**On a motion made by Deborra Sines-Pancoe, seconded by unidentified Councilor, it was resolved to approve the payment to Armour Electric to purchase and install through COSTARS traffic control detection equipment for \$16,643.50 (cost to be shared with Abington Township and PECO). Motion unanimously carried.**

### **5. PUBLIC WORKS – ONGOING BUSINESS**

Deborra Sines-Pancoe noted that all public ongoing business items were listed in the agenda and asked George Locke to highlight items to bring to the Councilors' attention.

George Locke noted that the Borough is aware of the condition of the trenches on York Road. Foreman Kenneth Riggans will continue to coordinate the repair of the trenches. It was also noted that he had met with PennDOT to discuss the possibility of a temporary solution until the road can be repaved.

### **6. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION**

#### **6.1 Fire Department – Updates**

The Fire Department updates were provided in agenda item No. 3.3 – Police Department.

## **6.2 Fire Department Policies**

### **6.2.1 Insurance Carrier Requirements**

*ACTION – Chief Thomas Scott will confirm whether the Police Department can conduct motor vehicle record (MVR) checks for the purposes of employee management.*

Christian Soltysiak reported that the Borough's insurance carrier, Utica Insurance Company, requested that the Fire Department provide the following in writing:

- Driver Performance Standards and MVR checks process
- Distracted Driving Policy

## **6.3 Fire Chief Emergency Response Vehicle**

**On a motion made by Christian Soltysiak, seconded by an unidentified Councilor, it was resolved to approve payment to Phoenix Collision Center to paint the Fire Chief emergency response vehicle for the amount of \$3,577.60, tax included. Motion unanimously carried.**

**On a motion made by Christian Soltysiak, seconded by an unidentified Councilor, it was resolved to approve payment to Transdev Mobility Company for the up-fit of emergency response equipment for the amount of \$8,330.21. Motion unanimously carried.**

Christian Soltysiak reported that the solicitor had reviewed the bylaws, and they would be forwarded to the Fire Commission for further review.

## **7. PUBLIC SAFETY– ONGOING BUSINESS**

### **7.1 Parking Management and Enforcement Software, Permit Regulations, Ordinance**

#### **7.1.1 Cedar Street Parking**

Chief Thomas Scott confirmed that the proposed ordinance for Cedar Street would allow permit parking on one side of the street and three-hour parking via ParkMobile on the other side from 8:00 a.m. to 6:00 p.m. Currently, there is a three-hour parking limit on one side of the street, but no ordinance requires vehicles to exit the street after the time limit expires. The Municipal Judge has ruled that parking enforcement must prove that the vehicle did not leave and return to the area in order to enforce the limit. The technology through ParkMobile will allow documentation of parking exceeding three hours and reinforce that drivers cannot remain on the street after the limit.

Chief Thomas Scott noted that if the street is made permit-only on both sides, as requested by residents, it could set a precedent for other Borough streets. The Courts have ruled against permit-only parking on public streets in other jurisdictions. Chief Thomas Scott further noted that ParkMobile would address postal employee parking in a fair and reasonable manner.

Christian Soltysiak commented that the only fair solution would be to implement ParkMobile, similar to other dense municipalities. Joanne Bruno mentioned that the Cedar Street parking ordinance has been under discussion for a long time and commented she believed residents were satisfied following the most recent community meeting about the proposed three-hour limit, instead of a 10-hour limit.

Cedar Street resident Allison expressed that all residents of Cedar Street do not want any ParkMobile parking, but were especially concerned with the 10-hour limit. The residents

requested a study of the issue. Deborra Sines-Pancoe explained that expert opinion had been provided by the Borough Traffic Engineer, the Chief of Police, and Parking Enforcement. Anne MacHaffie noted that this process has been lengthy with extensive input.

Chief Thomas Scott clarified that two officers have been hired for 30 hours per week each to enforce parking, and reported that parking enforcement on Cedar Street has increased significantly. He further emphasized the importance of consistency in parking enforcement. Chief Thomas Scott stated that the ordinance must be fair and reasonable for everyone. It was noted that ParkMobile would not charge for parking from 6:00 p.m. to 8:00 a.m., allowing residents' guests to park overnight. He also noted that the signs would not lower property values.

David Ballard expressed concern that the Borough could open itself to litigation with two-sided permitting, as Cedar Street is a public street.

George Scott suggested that the Councilors consider permit parking on one side of the street and three-hour ParkMobile parking on the other side. This would be enforceable and not require a change to the ordinance, but would require re-advertising the ordinance.

Chief Thomas Scott clarified the enforcement process under the new ordinance. Resident Allison noted that the ParkMobile App would advertise available parking on the street, which could increase traffic, but mentioned that problems related to postal service parking on the permit-only side of the street have improved.

Jay Conners remarked that he, too, was under the impression that Cedar Street residents were satisfied following the last meeting.

## **7.2 Wyncote Road/Summit Avenue**

Mark Bickerton confirmed that a raised crosswalk for the intersection would be investigated as part of MONTCO 2040.

## **7.3 Fire Department Apparatus Status – 96 Spartan Pumper Repair Update**

**On a motion made by Christian Soltysiak, seconded by an unidentified Councilor, it was resolved to authorize a payment of \$3,790 to Transdev Mobility Company to complete the top five most important pieces that need to be repaired on the pumper truck. Motion unanimously carried.**

Christian Soltysiak reported that the pumper truck requires additional repairs, as detailed in the list provided by the Fire Department.

## **7.4 Kiosks**

Kiosks have been decommissioned, and parking meters have been removed for parking in the Borough area. ParkMobile signs continue to be installed. The review of the truck traffic/vehicle concerns and the ordinance list of streets is in progress.

## **7.5 Traffic Light Upgrade**

*ACTION – Kenneth Riggins will investigate the deterioration of the Harper Avenue driveway.*

Mark Bickerton explained that the Runnymede and Walnut Street traffic light upgrade is a multi-phase project with an active grant. The engineers are working on consolidating the documents to advertise the portions funded by the grant.

It was noted that the driveway entrance on Harper Avenue into the yard is deteriorating.

**8. ADMINISTRATION AND FINANCE – NEW BUSINESS/ITEMS FOR DISCUSSION**

**8.1 Borough Monthly Reporting – Update**

The monthly report will be available for the Council meeting.

**8.2 Borough Tax Collection Report –Update**

David Ballard noted that the Borough Tax Collection Report was included in the meeting packet.

**8.3 Act 49 of 2024 – Purchase of Uniform Pension Service Credit**

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve to move to Full Council the acceptance of the memorandum of understanding with the Police Benevolent Association. Motion unanimously carried.

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve to move to Full Council Pension Ordinance Revision, permission to advertise. Motion unanimously carried.

**8.4 Americans with Disabilities Act (ADA) Accessibility Accommodations – Council Chambers**

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve payment to C&C Technologies to purchase and install sound/hearing enhancement equipment for \$4,168.30. Motion unanimously carried.

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve payment to C&C Technologies to purchase and install audio / visual and computer equipment for \$5,366.93. Motion unanimously carried.

The ADA sound/hearing enhancement equipment has been installed in Council chambers to enhance the experience of hard-of-hearing residents. The equipment will be paid for through the building maintenance line.

**8.5 Jenkintown Commons Limited Partnership No. 3 (GIANT)**

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve to move to full Council, letter of credit release in the amount recommended by the Borough Engineer of \$578,587.41 (1%/\$23,898.09 remaining). Motion unanimously carried.

**8.6 Resolution 2025-04, 2025 PA Historical Marker Grant Application**

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to approve Resolution 2025-04 supporting application of the Pennsylvania Historical Marker Project Grant Recognizing “Horace Trumbauer” at 400 York Road. Motion unanimously carried.

## **8.7 Employee Safety Manual Update**

The Employee Safety Manual has been completed and will be brought to the Council meeting scheduled for February 26, 2025.

## **8.8 Personnel Policy and Procedure Manual Update**

The Personnel Policy and Procedure Manual is almost completed and will be brought to Council for referral to the labor attorney and final review.

## **9. ADMINISTRATION AND FINANCE – ONGOING BUSINESS**

### **9.1 Software Update**

The software update projects are ongoing. George Locke noted that the financial software migration has not yet started. The contract has not been signed pending the Borough's receipt of the tax fund revenue in April, 2025. George Locke expressed confidence that all migration would still be completed by April, 2026.

### **9.2 LSA Grant – Rehabilitation of Borough Hall**

The contract has been signed and received, with the Borough ready to receive the funding. George Locke noted that he had suggested to Jay Conners to form a subcommittee to assist in the planning. Joanne Bruno, Maxine Marlowe, Alexandria Khalil, and Anne MacHaffie volunteered for the subcommittee.

### **9.3 Governor's Center for Local Government Services**

It was noted that the Strategic Planning Management Program request for proposal must be developed in 2025.

### **9.4 Committee and Commission Openings**

The Planning Commission received four letters of interest for one vacancy. The Civil Service Commission, Recreation Board, Design Review Board, and the Shade Tree Commission still have multiple vacancies.

### **9.5 Right to Know Requests**

George Locke noted that the lengthy right-to-know request was under review by legal counsel. The remaining requests are being addressed in a timely manner.

### **9.6 Sanitary Sewer Rate Study**

The first meeting has been set for March, 2025, by Aqua with the Township of Abington and Keystone Alliance Consulting.

## **10. BUILDING ZONING AND REVITALIZATION – NEW BUSINESS/ITEMS FOR DISCUSSION**

### **10.1 Planning Commission**

The Planning Commission did not meet on February 18, 2025, and as a result there was no Planning Commission report at this time.

## **10.2 Zoning Hearing Board Hearings**

### **10.2.1 January 16, 2025**

- 103 York Road Addition: The owner is seeking a rear yard setback variance and has requested a continuance into March, 2025.
- 400 York Road Six-foot Fence Yard: The variance for the height and placement of the fence was approved.

### **10.2.2 February 27, 2025**

- 402 Newbold Road: The owner is seeking a variance for the orientation of a wire mesh on the fence.

## **10.3 Current Development Updates**

- 501 Washington Lane: A certificate of occupancy for portions of the residential and commercial spaces is in the process of being issued.
- 821 Homestead Road: A certificate of occupancy is in the process of being issued for portions of the residential and commercial spaces.
- 93 York Road: The anticipated opening date has not been finalized.
- 459/471 York Road: The land development is in process for the retail space and apartments.
- 610 York Road, "Coffee Shop" and "Dessert Shop": The sewer EDU application was submitted the week of February 17, 2025.
- 610 York Road, "Tiny Town" and "Dogtopia" Doggie Day Care: There were no updates.
- 604 West Avenue Immaculate Church: The EDU/planning module has been filed with Pennsylvania DEP for three-bedroom apartments. The start date is unknown.

## **11. BUILDING ZONING AND REVITALIZATION – ONGOING BUSINESS**

### **11.1 Community Playground at Jenkintown School District**

Kelly Hudson, the Chair of the Legacy Park at Jenkintown Elementary Community Board, noted that community meetings are scheduled for February 26, 2025, and March 9, 2025, to share the community survey results and recruit volunteers.

### **11.2 Private/Public Parking Lot**

Ongoing conversations are underway regarding a possible opportunity for revenue generation for the private/public parking lot.

### **11.3 Cedar Street/Greenwood Avenue Properties Planning**

Parking leases on the property are in process.

### **11.4 Parking Lot Leases**

A verbal agreement has been completed for the parking lot leases for Leedom Street and Town Square, with the Borough awaiting final approval.

**12. OTHER BUSINESS**

**12.1 Jamaican Restaurant**

The owner of the Jamaican restaurant is ready to open, but still needs submit the application to the DEP. The owner has been provided with the engineering consultant contacts to prepare the submission.

**12.2 501 Washington Lane**

The coffee shop at 501 Washington Lane is in the process of opening and a nail salon is in progress.

**13. ADJOURNMENT**

The meeting was closed at 9:45 p.m.

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
Councilor

\_\_\_\_\_  
Councilor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date