

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING  
JANUARY 15, 2025, 7:00 P.M.**

**COUNCIL MEMBERS:**

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

**OTHERS PRESENT:**

George Locke	Borough Manager
Chief Ken Lynch	Borough Fire Chief
Chief Thomas Scott	Chief of Police
Kenneth Riggins	Public Works Foreman
Mark Bickerton	Borough Traffic Engineer
Rich Garrett	Assistant Chief, Second Alarmers

Minutes prepared by Josh Rup of Minutes Solutions Inc. from a video recording.

**1. CALL TO ORDER**

There being a quorum present, and the Council members having been given adequate and proper notice, the meeting was called to order at 7:00 p.m.

**2. PUBLIC COMMENTS**

No comments were made.

**3. REPORTS**

**3.1 Jenkintown Fire Department Report**

Chief Ken Lynch highlighted the fire department report that was circulated electronically. He congratulated Zealand Brooks and Avery Weinrich for their completion of the Fire Academy in December, 2024. Wayne Dixon will be completing testing at the end of January, 2025. The Hillside Avenue fire incident was highlighted, and swift action mitigated damage to the back porch area

and there was no significant damage to the interior of the house. The Council thanked all volunteers and the police department for their service.

### **3.2 Second Alarmers**

Rich Garrett noted that in December, 2024, 42 requests for EMS calls were responded to and 25 patients were transported to the hospital. The Second Alarmers obtained 13 heart monitors, 5 Stryker LUCAS CPR devices, and 12 stair chairs at a total cost of \$775,000. Volunteers will be trained on the new devices in February, 2025, and they will be placed in all trucks.

### **3.3 Police Department**

The reports for 2023, 2024, and statistics were submitted. Officers were trained on the new parking enforcement devices and software. The parking enforcement team was thanked for their efforts in updating the system and assisting the public regarding the park mobile process during the holidays. The parking ordinance will be discussed during the Committee Workshop meeting. The Santa letter program was a success, and officers were thanked for responding to all letters received. A discussion was held with PennDOT traffic safety officials regarding issues with parking and traffic safety. A proposed one-way street from York Road to Walnut Street was discussed in addition to signs at various locations within the Borough.

Speed signs will be placed on West Avenue and surrounding streets to gauge traffic. An issue regarding a turn from West Avenue onto Leedham Avenue going eastbound was highlighted. It was noted that West Avenue is scheduled to be repaved in 2027. Several policies will be approved by the Council and additional policies will be presented in 2025. Mandatory control tactics training and taser training was completed in 2024. The final reimbursement from PPCD was received. Part one and two crimes have reduced since 2023. Performance evaluations will be completed and Mayor Lerman will be present for meetings with officers.

In the next several months, the department will purchase new portable UHF radios for the Borough by utilizing the police donation fund. Firearms training will be done in April and September, 2025. Officer Frank Jaworski will be retiring on February 28, 2025, after 25 years of service. Based on professional studies conducted by the Borough in 2020 and the DCD for emergency service, the Borough furloughed an officer on December 31, 2024, and he was thanked for his service. Regarding statistics, one category in part two crimes was reported as significantly higher than 2023; however, this was not reported accurately. Chief Thomas Scott noted that there have been infractions regarding 20-minute parking limit.

### **3.4 Public Works Department and Manager's Report**

The PECO gas main replacement project is approximately 90% complete. The employees continued their professional training throughout the year and the department benefited from a dedicated administrative assistant. The public works vehicle fleet was improved due to the replacement of a pickup truck and a dump truck. A multi-use truck has been outfitted with equipment from the police department. The multi-use truck is assigned to Chief Thomas Scott, and it was purchased at a cost of \$103,000 funded mostly by a state grant and the Borough paid \$13,000. The department continues to maintain the street lights, signage, accessible ramps, public spaces, and solid waste and recycling. Code and zoning remained elevated and there were a total of 939 zoning and building code permits issued in 2024. The permits accounted for approximately \$15 million in construction costs to the Borough.

In June 2024, a new finance director was hired and she has worked diligently to set standards and processes. The Borough has begun to update the financial and code department software. Processing of grant funding applications has been successful, resulting in \$3.8 million in funding in the past several years.

### **3.5 Engineer Report**

Mark Bickerton noted that several projects will be closed soon. Assistance has been provided to George Locke and Kenneth Riggins with the finalization of the CDBG ADA ramps. He inspected the speed hump on Summit and it has been more effective. The permit plans for the traffic signal upgrades on Walnut Street were finalized. During the holidays, there were issues with vehicle detection at York Road and Washington Street; however, this was resolved within 24 hours. All traffic signal controllers have been replaced on York Road. The Borough Manager has been provided assistance regarding the 2040 grant application for pedestrian and traffic upgrades.

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

### **4.1 Borough Monthly Reporting – Update**

December, 2024, has been reconciled by the finance director and accountant. The finance director has been preparing for the annual audit. Several unexpected payments were received at the end of the year, including the delinquent tax payment of \$70,000 from a business owner. The 2025 budget was entered into AMS.

### **4.2 Borough Tax Collection Report – Status Update**

Councilor David Ballard noted that George Locke and the finance director met with the tax collector in January, 2025, to discuss outstanding tax liabilities in 2024.

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

The Governor's Center for Local Government Services is a grant program to support security management planning for the Borough. If the grant is approved, funding support from the state will be provided. The RFP details will be determined. George Locke has provided the Council with examples of reports, and it was noted that the Borough would be eligible for DCED and federal grants once the report is completed.

### **4.4 Resolution No. 2025-01**

**On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council Resolution No. 2025-01, Establishing Procedures for Public Meetings. Motion carried.**

### **4.5 Resolution No. 2025-02 – Tax Anticipation Note**

**On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to recommend the full Council adoption of Resolution No. 2025-02 authorizing the 2025 note and TAN with Fulton Bank. Motion carried.**

**4.6 Tester Construction Group LLC**

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council review the letter of credit release in the amount of \$216,903.50 recommended by the Borough Engineer. Motion carried.

**4.7 Midgard Properties LP (821 Homestead Road)**

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council the letter of credit release in the amount of \$87,215 recommended by the Borough Engineer. Motion carried.

**4.8 Albert G. Cipolloni Jr. & Sons, Inc. (ADA Ramp Project)**

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council payment release No. 1 in the amount of \$86,410.89 recommended by the Borough Engineer. Motion carried.

**4.9 Stipulation to Settle, Board of Assessment Appeal – Parcel No. 10-00-05356-00-7**

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council the approval of the Stipulation to Settle. Motion carried.

**4.10 Sanitary Sewer System Software – WaterWorth Software**

The Borough is providing data to WaterWorth to populate and develop the model to determine sewer rates and other data.

**4.11 Personnel Policy and Procedural Update**

An update is required to comply with most and recent federal and labor laws.

**5. ADMINISTRATION AND FINANCE – ONGOING BUSINESS**

**5.1 Borough Financial – Billing and Building Code Software**

George Locke reiterated that new billing and building code software will be deployed.

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

The Borough has a need to join the program and an ordinance revision is required.

**5.3 LSA Grant – Rehabilitation of Borough Hall**

It was noted that contracts have been signed and the process is moving forward.

**5.4 Committee and Commission Openings**

It was announced that there are several Committee and Commission openings, and residents were encouraged to apply to gain an understanding of rural government and rural planning. The Planning Commission has received four letters of interest, and there are vacancies on the Civil

Service Commission, Recreation Board, Design Review Board, and the Shade Tree Commission. The national archive is seeking volunteers to read and translate scripts.

## **5.5 Right-to-Know Requests**

George Locke noted that the legal team has redacted information on documents as needed. The Borough will be charged for copies made. Other right-to-know requests are common commercial requests. The electrician's union files for all electrical permits on a monthly basis.

## **5.6 Sanitary Sewer Rate Study – Keystone Alliance Consulting**

George Locke is awaiting a response to close the matter.

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

## **6.1 Planning Commission**

Councilor Joanne Bruno noted that the Planning Commission will review the current bicycle ordinance, as bicycles on sidewalks are restricted which could affect children learning how to ride. Short-term rentals were discussed. The Commission is working on the plan list to be incorporated into the SALDO code. Other discussions included pedestrian safety and the compliance audit.

## **6.2 Short-Term Rental of Property Ordinance**

**On a motion made by Joanne Bruno, seconded by Maxine Marlowe, it was resolved to move to full Council permission to advertise Resolution 2025-01 for short-term rental property ordinance with revisions. Motion carried.**

The ordinance was reviewed by the Montgomery County Planning Commission, the Jenkintown Borough Planning Commission, and the Borough's solicitor. It was noted that short-term rentals would only be permitted via special exception and permitted in the traditional residential overlay and town districts. Short-term rentals would require a license on an annual basis with a fee to be determined. The ordinance specifies parking requirements and overnight occupancy. The ordinance mandates compliance with the business privilege tax and any other applicable taxes.

## **6.3 Resolution No. 2025-03, Act 537 Plan Revision for Land Development**

**On a motion made by Joanne Bruno, seconded by David Ballard, it was resolved to move to full Council Resolution No. 2025-03 (604 West – apartment building). Motion carried.**

The resolution is a plan revision of the official sewage facilities plan to be adopted and submitted to DEP for its approval regarding the development of departments at 604 West Avenue.

## **6.4 Zoning Hearing Board Hearings**

The hearings will be held on January 16, 2025. The discussion items include a rear-yard setback variance for 103 York Road and a six-foot fence yard requirement for 400 York Road. A hearing will be held on February 27, 2025, regarding an orientation of wire mesh on fence, and the owner is seeking a variance for placement.

## **6.5 Current Development Updates**

A summary of current development updates was included in the meeting package for the Council's information.

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

### **7.1 Community Playground at JSD**

The Committee met on January 13, 2025, and they have obtained a partial land survey. The location of the playground may be moved and a soccer field may be constructed. A structural engineer will inspect the entire structure to ensure it is safe.

### **7.2 Private/Public Parking Lot**

The lot is between York Road and Johnson, and grant funding is required to purchase the lot. Discussions with the county are ongoing regarding grant opportunities.

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

No new or additional updates were provided.

### **7.4 Approved Plant List**

The Shade Tree Committee and EAC will review the approved plant list.

### **7.5 Parking Lot Leases – Leedom Street and Town Square Lots**

Paving repairs will begin on January 17, 2025, and a sinking trench on Greenwood will be addressed.

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

### **8.1 Fire Department – Updates**

The fire department commission meeting was held on January 8, 2025. The bylaws were voted in and the firehouses will perform updates to ensure files are up to code. The pumper truck remains at the repair shop. Several quotes were received to paint the fire chief command vehicle. Quotes will be obtained for additional items, including lights on the back gate.

The Borough will remove non-Borough-owned vehicles from its borrowed policy, as the firehouses have their own insurance. A new vendor has been selected for insurance for the firehouses.

### **8.2 Police Department Policies**

**On a motion made by Christian Soltysiak, seconded by Anne MacHaffie, it was resolved to move to full Council Policies 35.1.1, 41.2.4, and 41.3.8. Motion carried.**

Chief Thomas Scott clarified that the policies for adoption include a policy for performance evaluations, a policy for notification procedures, and a policy related to body cameras.

### **8.3 Extension of Workers' Compensation Coverage**

On a motion made by Christian Soltysiak, seconded by X, it was resolved to move to full Council a motion to approve the extension of workers' compensation coverage for covering the special events on June 3, 2025 (Sunset Run) and September 21, 2025 (Art's Fest) as required by the Fire Department section of the Borough Code Section 19-10. Motion carried.

### **8.4 Wyncote Road/Summit Avenue – Safety Concerns**

A design from the engineer will be included in the request for funding from the County. The Borough is good candidate for the grant for a raised crosswalk.

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

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

Language regarding monthly and yearly parking passes was added to the ordinance. The sale of parking permits for all residents was cited as an issue, as the number of parking permits per household is two at the present time. The hours of enforcement for park mobile will be 8:00 a.m. to 6:00 p.m. Chief Thomas Scott proposed non-paid stickers for residents that will permit residents to park on a permit-enabled street in the business district. Residents who have already purchased tickets will be reimbursed.

### **9.2 Truck Traffic/Vehicle Concerns and Ordinance List of Streets**

The list is in progress. Chief Thomas Scott has provided a list of streets that will be evaluated, and requisite forms will be completed.

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

### **10.1 Proposed 2025 Road Paving Project – West Avenue (Florence to SEPTA)**

A 10-year progress report was highlighted. The report is a result of a study to establish a concrete infrastructure program to improve walkability, safety, and quality of life throughout the Borough. The goal was to establish and document a plan to maintain and improve the safety and walkability of the sidewalks and ADA ramps. Part of the program includes inspections of curbs for tripping hazards or deterioration. The standards used for inspecting sidewalks and curbs are according to the code books legally adopted by the Borough. The state roads throughout the Borough include York Road, Township Line Road, and portions of Walnut Street and Greenwood. Due to the various state activities and infrastructure upgrades, more than 70% of the roads have been repaved. The engineering public works are finalizing evaluations of the remaining roads.

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

### **11.1 Paving Repairs – Town Square/Borough Hall Lots**

The paving repairs are scheduled to begin on January 17, 2025.

**11.2 Pedestrian Accessible Crossings of Washington Lane**

Conceptual plans have been prepared and they will be included in the grant application for implementation.

**11.3 Proposed Line Striping – Phase 2**

The project includes Cedar and West near the post office and intersections on Summit and Highland Avenues.

**12. ADJOURNMENT**

There being no further business to transact, the meeting was closed at 9:30 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