

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

**MINUTES OF THE BOROUGH OF JENKINTOWN COUNCIL MEETING
JULY 22, 2025, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Gordon Lewis	Councilor
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor (via teleconference)
Joanne Bruno	Councilor (via teleconference, from 7:23 p.m.)
David Ballard	Councilor
Anne MacHaffie	Councilor
Alex Bartlett	Councilor

REGRETS:

Christian Soltysiak	Council Vice President
Alexandria Khalil	Councilor
Aliza Narva	Councilor
Kenneth Riggins	Public Works Foreman
Gabriel Lerman	Mayor

GUESTS:

George Locke	Borough Manager
Chief Thomas Scott	Chief of Police
Khaled Hassan	Borough Engineer, Pennoni Associates
Patrick Hitchens	Borough Solicitor
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Tiffany Fisher	Recording Secretary, 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 7:04 p.m.

2. PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance.

3. APPROVAL OF MINUTES

On a motion made by David Ballard, seconded by Alex Bartlett, it was resolved to approve the minutes of the June 25, 2025, Borough of Jenkintown Council meeting as presented. Motion unanimously carried.

4. **APPROVAL OF PAYROLLS**

On a motion made by David Ballard, seconded by Gordon Lewis, it was resolved to approve payrolls in the amount of \$222,031.18 and invoices totaling \$422,261.61. Motion unanimously carried.

5. **PUBLIC COMMENT**

President Connors announced that a conditional use hearing is to be held later in the meeting, and any related public comments should be reserved for that time.

Mary Jane Reilly stated that, during the June 25, 2025 meeting, a Council member noted that 501 Washington Lane was charging their tenants to park and as a result tenants were parking on Cedar Street. There is now a proposed building at Johnson Street and Cherry Street where the owner has stated that he plans to charge the tenants for parking, which could result in 40 more cars on Johnson Street or Leedom Street. She noted that, as she understands the ordinance, it specifies that the new residents who are unable to purchase parking at Johnson Street and Cherry Street are entitled to a parking permit. The ordinance may have a loophole that allows residents to obtain parking permits regardless of on-site paid parking offered.

Alison Fraser, 416 Cedar Street, stated that she is opposed to the proposed parking ordinance, specifically adding ParkMobile to residential streets. She stated that residents have expressed the need for a formal parking study before the ordinance is implemented with the results shared publicly and with a working group convened with residents to collaborate toward solutions. She would like the Council to explore other enforcement options, such as iChalk, as it is implemented elsewhere in the Borough. She suggested researching parking solutions implemented by surrounding townships.

Bill Fraser, 416 Cedar Street, stated that in January, 2025, ParkMobile was considered due to the current ordinance not allowing enforcement by chalking tires. He noted that the Borough has access to T2 Systems software and parking officials have the hardware devices already. He stated that parking enforcement officers have backed the use of the software and asked why it is not being considered. He suggested utilizing the current software for six months and revisiting the ordinance after trying the software and having performed a parking study.

Betsy Schiller, 512 Shoemaker Avenue, stated that there is no precedent for installing ParkMobile on residential streets, and it will impact property values negatively. She stated that if ParkMobile is to be installed, it should be Borough wide and start on Runnymede Avenue. She noted that she feels the ordinance is unfair to residents as it is written. She stated that the Borough needs to investigate alternative solutions as the ordinance is not a suitable fit. She remarked that a parking study is required before any solutions can be implemented.

Heidi Braunschweig, 413 Leedom Street, stated that the new information about a potential loophole allowing building owners to charge residents for parking and allow residents to be afforded one parking permit if they choose not to pay on their site lot is problematic. She stated that a parking study is required to investigate options, and that the potential of building a parking garage could be considered. She stated that the arts festival brings in many participants and they can find parking during the event without flooding residential areas.

Joy Stevens, 408 Cedar Street, stated that she is opposed to the plan to install ParkMobile on Cedar Street. She is concerned that the issues presented in past meetings have not been thoroughly considered and that permanent changes will be detrimental to the residents. She stated that she wants a parking study completed before any decisions are made. She suggested that a group be created in collaboration with residents and the Council to find a solution.

Patrick Hitchens read two public comment emails forwarded to the Council.

Garion Davis, 300 Block Cottman Street, shared his disappointment that the revised ordinance still includes Cottman Street in the metered parking proposal. He noted that his neighbors include seniors and infants who are dependent on parking in close relation to their homes. He stated that neighbors collaborate by parking in their commonly agreed upon assigned spots. He stated that the ordinance passing will result in repeated calls from residents reporting parking violations and requesting ticketing or towing. He noted that the proposal will create conflict and disrupt the current flow established amongst neighbors.

Linda Grant, 400 Block of Cedar Street, stated her opposition with the ordinance proposal of installing ParkMobile. She noted that the current software is sufficient for enforcement on Cedar Street. She stated that the ordinance proposal will result in a negative impact on the value of properties located on Cedar Street. She included a copy of a residential appraisal report in her email sent to all members of the Council.

6. PUBLIC HEARING

Patrick Hitchens opened the public hearing for the application by Midgard Properties, LLC for the property located at 729 West Avenue for their conditional use hearing.

6.1 729 West Avenue, Law Offices of Christopher W. Dean, LLC, Section 181-74

On a motion made by Jay Conners, seconded by Joanne Bruno, it was resolved to approve the application by Midgard Properties, LLC, for conditional use under Section 181-74 of the Borough Zoning Ordinance for the property located at 729 West Avenue, for a reduction of four parking spaces based off the testimony and exhibits presented. Motion unanimously carried.

Christopher Dean, the attorney associated with the property purchase, was present as an authorized representative on behalf of the LLC applicant.

The first document marked into record was B1, a copy of the legal advertisements for the hearing held on July 23, 2025. The second document marked into record was B2, a copy of the application submitted by the applicant. A third document marked into record was B3, a copy of the floor plan submitted by the applicant. A fourth document marked into record was B4, a copy of the use permit application and the Boroughs response letter. A fifth and final document marked into record was A1, a copy of the deed and lease agreement for the property located at 729 West Avenue and two photographs of 729 West Avenue and the surrounding area displaying municipal parking lots within 750 feet.

Patrick Hitchens opened the floor to party status requests. There were no parties.

The hearing was recorded by a stenographer as required by law.

Fresh Skin Babes is a skin care service provider also selling skin care products. They are requesting a reduction for the on-site parking requirement from four parking spots to none. The change from retail to a personal service shop is the reason for the conditional use hearing. The business is adjusting the offering of services but not expanding its footprint. Ten preexisting apartments are located above Fresh Skin Babes at 729 West Avenue. The applicant meets three of the exceptions: it is located within 750 feet of two parking facilities, on street parking is provided directly in front of the building, and the owner provides shared parking with another property owned and located on Homestead Road. The request will have no adverse effect to traffic, safety, or design.

Jeff Lustig, representative of Midgard Properties, was sworn in as a witness on behalf of the LLC applicant.

Patrick Hitchens asked if Jeff Lustig has visited the two municipal parking lots during business hours.

Jeff Lustig stated that he has visited the parking lots seven days a week.

Patrick Hitchens asked if there are sufficient parking spots for four cars during business hours.

Jeff Lustig stated that there will be four parking spots during business hours.

Patrick Hitchens asked what the operating hours are for the business.

Jeff Lustig approximated the business hours as closed Sunday and Monday, open 9:00 a.m. until 4:00 p.m. from Tuesday through Friday, and Saturday would be by appointment only.

Patrick Hitchens asked for the number of customers at any given time.

Jeff Lustig stated that they could service two customers at one time, excluding customers who are shopping for items, and the servicing is by appointment only.

Jay Conners opened the floor to comment from Council.

Maxine Marlowe asked if other business owners in the area have dedicated parking spaces or if they use the municipal parking lot.

Jeff Lustig stated that other businesses use municipal parking lots.

David Ballard asked if the business change would result in an expansion.

Christopher Dean stated that there would be no extension and that it was previously a pharmacy and will now be a personal service shop with no expansion.

Steven Spindler asked if customers would be walking to the business for service.

Jeff Lustig said that he hopes that Jenkintown residents would choose to walk but cannot be certain.

Christopher Dean stated that they have a customer base from their previous location and those customers will likely drive to their appointments.

Deborra Sines-Pancoe asked if the apartments above would factor into this relief request.

Jeff Lustig stated that they are preexisting nonconforming.

Patrick Hitchens clarified that if they are preexisting nonconforming then they technically do not require parking allocated to the apartment residents.

Deborra Sines-Pancoe stated that she would like clarification regarding the apartment parking located at the property.

Jeff Lustig stated that they have been there since the 1920s and he is uncertain.

Jay Conners opened the floor to public comments. There were none.

Patrick Hitchens closed the public hearing.

7. FINAL LAND DEVELOPMENT APPLICATION

7.1 459/471 York Road – 459 Flats Subdivision Land Development

This item has been postponed until the meeting held in August, 2025.

8. REPORTS

8.1 Engineer’s Report

Mark Bickerton stated that they are continuing inspections and the land development review on an ongoing basis and have reviewed the parking inventory with Borough staff. The existing conditions are to be delivered.

8.2 Public Works Department

Manager Locke stated that Public Works is working with the engineer and parking enforcement to evaluate current proposed signage. Public Works has increased the frequency of inlet cleaning and street sweeping by cleaning the same streets twice once vehicles have moved.

8.3 Solicitor’s Report

The solicitor’s office continues to provide services on an as-needed and as-requested basis.

8.4 Police Chief’s Report

Chief Thomas Scott shared that retired police sergeant Charles “Chuck” Stewart has passed away and his service of life will be held on July 27, 2025, at Goldsteins Funeral home in South Hampton at 3:30 p.m.

Regarding the parking ordinance and current software, the Borough cannot utilize iChalk on its own as it is written in the current ordinance that there is a three-hour limit, which opens a loophole that allows drivers to move their vehicle and reset the three-hour time limit. Due to enforcement not having proof to verify the vehicle has not moved, many court cases have been dismissed in favor of the driver due to the loophole.

The proposed ordinance combines iChalk and ParkMobile to address the issue and allows the driver to start the parking limit clock, rather than the parking enforcement officer. One of the proposed changes to the ordinance is to stipulate that the three-hour time limit is an overall maximum, not per space on the street. To increase the 20-minute parking spots near the post office, the first five spots on Cedar Street would have free parking for the first 20-minutes. Additionally, two 20-minute parking spots would be added to Johnson Street. The proposed changes would allow residents impacted by new businesses to request a parking permit for the municipal lot. An amendment could be added to the ordinance to specify that residents who live in large apartment complexes and have access to parking would not be eligible for parking permits.

The benchmark for a block to be provided permit parking is that block parking must be 85% utilized and 25% utilized by non-residents.

8.5 Manager's Report

The Borough will be renewing its general liability insurance on August 1, 2025, with a 5.5% increase. The Borough has budgeted to include the possibility of a 7% increase, so the actual is covered.

The administration is working on possible upcoming grants and current active grants. They continue to work on software and software improvements.

9. ORDER OF BUSINESS

9.1 Disposal of Borough Property – Unit 3302 PD 2018 Ford Explorer Interceptor

On a motion made by Jay Conners, seconded by Councilor David Ballard it was resolved to approve to dispose of the Borough-owned property of Unit 3302 PD 2018 Ford Explorer Interceptor through public bid by way of the Municibid Pennsylvania website. Motion unanimously carried.

9.2 Ordinance 2025-1, Ch. 172 Vehicles & Traffic Art. III and IV

On a motion made by Jay Conners, seconded by Anne MacHaffie, it was resolved to approve to publicly advertise Ordinance 2025-1, Ch. 172 Vehicles & Traffic Art. III and IV. Seven in favor and two opposed. Motion carried.

9.3 Jenkintown Police Department Policies

On a motion made by Jay Conners, seconded by Alex Kahlil and unanimously carried, it was resolved to approve Jenkintown Police Department policy numbers as follows:

- 26.1.2b Code of Discipline
- 26.1.3 Discrimination and Sexual Harassment
- 26.1.3a Non-Fraternization with Police Interns
- 26.1.4 Disciplinary System
- 26.1.5 Role and Authority of Supervisors
- 26.1.6 Appeal Procedures
- 26.1.7 Dismissal Procedures
- 26.1.8 Records
- 26.1.9 Social Media
- 31.2.3 Equal Employment Opportunity Procedures
- 33.1.5 Remedial Training
- 41.3.8 A-Alpha

41.3.8 A-Alpha was added, and it is for Axon Fleet cameras that correspond with the Jenkintown Police Department's body camera policy.

Gordon Lewis asked if these policies are additions or changes.

Chief Thomas Scott stated that some policies never existed, some are remediations, and some are complete replacements.

9.4 Jenkintown Fire Department Policies

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, and unanimously carried, it was resolved to approve Jenkintown Fire Department policies as follows:

- Code of Conduct
- Rules and Regulations
- Social Media SOG
- Filing a Complaint

9.5 Letter of Credit (LOC) No. 6 Escrow Release – 821 Homestead Road, Midgard Properties

On a motion made by David Ballard, seconded by Joanne Bruno, it was resolved to approve to release \$86,130 in lender credit escrow. Motion unanimously carried.

The amount remaining after release was \$26,993.18.

9.6 MS4 – Seven-Year Permit Renewal

On a motion made by David Ballard, seconded by Joanne Bruno, it was resolved to approve the official notification of MS4 (Municipal Separate Storm Sewer System) report filing. Motion unanimously carried.

Jay Conners opened the floor to public comments. There were none.

10. ADJOURNMENT

The meeting was closed at 8:17 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.

Director

Director

Date

Date