



**JENKINTOWN BOROUGH COUNCIL
PUBLIC MEETING**

**Wednesday, October 22nd, 2025
7:00 P.M.**

**700 Summit Avenue, Jenkintown Pennsylvania
(Also - Live Streamed via ZOOM)
DRAFT AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Council and Committee Meeting Minutes** **Councilor D. Ballard**
- 5. Approval of Payrolls in the amount of \$195,079.54 and invoices totaling \$394,230.03**
Councilor D. Ballard
- 6. Public Comment**
- 7. Presentation #1 – Hope Card Program - Noah Marlier, MONTCO Prothonotary**
- 8. Presentation #2 – Legacy Park - Kelly Hudson (update)**
- 9. Presentation #3 – Jenkintown Library, Changes to Passport Application Acceptance Service**

Reports

- 10. Engineer's Report** **Khal Hassan P.E., Pennoni**
- 11. Public Works Department** **Foreman K. (Jim) Riggins**
- 12. Solicitor's Report** **Solicitor P. Hitchens**
- 13. Mayor's Report** **Mayor G. Lerman**
- 14. Police Chief's Report** **Chief of Police T. Scott**
- 15. Manager's Report** **Borough Manager G. Locke**

ORDER OF BUSINESS

1. Police Department Policies

Vice President C. Soltysiak

Motion: to approve the following Police Department Policies as presented.

NEW BUSINESS AND DISCUSSION

ADJOURNMENT

MEMORANDUM

TO: George Locke, Borough Manager

FROM: Khaled Hassan, PE., Borough Engineer

DATE: October 10, 2025

SUBJECT: Engineer's Report (JENK 0000) for October Council Meeting

As requested, and in preparation for the October Council meeting, we prepared this engineer's report for your review and consideration:

1. Sewer Lateral Reviews for Properties Being Sold in Borough

To date, and since the requirements for sewer lateral inspections have been implemented, **385 lateral reviews** have been received and submitted. Summary reports based on video and written reports received have been completed.

2. Mather Road Storm Sewer Culvert Failure - (No update since the last report)

The major failure of the existing storm sewer culvert has been repaired 100%. The repair required the reconstruction of approximately 10 LF of the invert of the storm culvert, reconnection of two storm water laterals and reconnection of one sewer lateral to the to the sanitary main. The failure of the culvert resulted in a large area of the roadway being undermined and the failure of the three laterals. The undermined areas of the roadway have been restored with a combination of flowable fill and 2A stone compacted stone. The roadway has been patched with temporary asphalt and final paving will be placed in early fall. No additional updates (See Cedar to Walnut Storm Sewer project)

3. 821 Homestead Drive

Meeting held on May 12, 2025 at the site to discuss curb, sidewalk, and inlet tops between Borough, Applicant, Borough Engineer and PECO. The following was determined:

- ADA ramp at the intersection of Homestead and Old York Road must be completed per the HOP/LD plans. PennDOT will be performing review and approval of this ramp as part of the HOP permit.
- Curb along Old York Road from the ADA ramp at Homestead and Old Road, down to the first PECO vault will be constructed at 6" reveal. From that point and down towards the C-top inlet, the curb will transition down to about 4" reveal to match existing grades and to maintain a 2% (max) cross slope. If necessary, the cross slope can be reduced to 0.50% due to the longitudinal slope.
- The 3 inlet tops (two C-Tops, 1 M-Top) have to be replaced due to excessive damage, exposed rebar, etc. Curb should taper 5' min on either side of the C-Tops to match the top of the curb

piece. Sidewalk should be poured flush to the top of the curb piece to avoid the tripping hazard the current tops present.

- The project will be responsible to complete permanent trench restoration across Old Roak Road, prior to Kehoe Construction mill and overlay project under a PennDOT contract.
- The sidewalk will be installed flush with the top of the curb and a paver pattern against the curb per the approved plans.
- Bobby will reach out to PECO regarding the adjustments to the curb and sidewalk around the new vault. Bobby will also inquire if PECO will replace the grate cover for the older vault before pouring the sidewalk.
- Bobby asked Jeff Lustig and his contractor to ensure that the debris and removed curb currently left in the sidewalk area be removed. Additionally, the area behind the curb needs to be backfilled in accordance with the drop-off detail shown on the HOP Plans at the end of each working day so as to not present a roadside hazard.
- Jeff is waiting on a response from the Borough is the existing sidewalk by the PECO vaults can remain or if it has to be removed and replaced. If the sidewalk is determined that it can remain, then cutting the sidewalk to install the pavers will still be needed and new 4" curb will have to be installed.

Change order for retaining wall landscaping was received on June 10, 2025. Submitted to Borough for review.

Streetscaping along Old York Road almost complete. Pending PECO to adjust vault and Penndot to adjust curb. Also waiting on developer to complete replacement of Type C inlet top units and concrete sidewalk behind curblines.

Pending request from developer to complete a punchlist inspection to prepare a list of improvements that have not been completed.

4. MS4 Annual Progress Report

- a. MS4 update sent to Borough on May 23, 2025 to be included in June 25, 2025 Borough Council Meeting.
- b. **MS4 YR 7 annual progress report was submitted to PADEP on September 30, 2025.**

5. Wyncote & York Road Grocery Store Land Development Application

As-built plan approval review 3rd submission, Punchlist approval review 3rd submission, and maintenance bond calculation sent to Borough and Applicant on August 27, 2025. **Project in maintenance period beginning May 13, 2025 through November 13, 2026.**

6. Chapter 94 Report

Chapter 94 Report 2022 submission was completed and set out on March 31, 2023.

Received flow data and calibration reports from the Borough on 3/10/25. 2024 Chapter 94 report was submitted to PA DEP online on 3/31/25. Two (2) copies of the report were hand delivered to the Borough on 4/8/25.

No update since the last report.

7. **501 Washington Lane LD (Preliminary/Final)**

Pending PECO looking into the punchlist item regarding the vault and tripping hazard along the sidewalk on Cedar Street.

Erosion of raingarden area along the sidewalk of Cedar St fixed by contractor.

PECO had responded to email from contractor on August 14, 2025 regarding the electrical vault along the sidewalk on Cedar Street. PECO indicated that they completed an inspection to investigate the noted concern and concluded that no further action will be taken or required. PECO further elaborated and indicated the Bilco doors on the existing vault are installed per the manufacturer's specifications and design. PECO has a vast quantity of these vaults in our service territory, all with an identical design and profile.

Pennoni is looking into this further to determine a corrective action to remove the tripping hazard.

PECO placed a caulk around the edge of the vault. Pennoni found the workmanship not to be adequate and had asked PECO to address based on recommendations from Pennoni on September 11, 2025.

Further discussions followed with PECO to address tripping hazard at PECO vault. Pending response from PECO to address. Cannot close out project until this punchlist item is completed.

8. **2023 Green-Light-Go Grant Application (Year 8)**

Assisted Borough staff preparing and refining the grant application due on January 31, 2023. The scope of work includes upgrades to the Walnut & Runnymede traffic signal including a new controller and a new mast-arm, as well as other minor upgrades such as signal heads and retroreflective backplates.

Awards were announced on August 11, 2023. The Borough was awarded \$51,160 to fund Phase 1 upgrades to the Walnut & Runnymede Traffic Signal.

The final intersection configuration plans have been finalized and provided to the Borough for review. Next steps include evaluating the Traffic Signal Easements and advancing the Phase 1 approvals and bid package. Working with the Borough Manager to advance this coordination.

Phase 1 improvements submitted to PennDOT for review on May 16, 2025. While project costs were eligible, PennDOT commented that this may not be competitive for ARLE due to lack of crash history. See #26 below.

9. **101 York Road**

This project is the proposal of a Take Five Oil Change business. This project went in front of Council at their regularly scheduled meeting on February 22, 2023 and was granted a waiver of land development.

Project is prepared to start construction of the new business when they have obtained the applicable permits from the Borough.

10. 219 Washington Avenue

Removed row of hedges along existing driveway and installed modified stone in lieu of hedges approximately 9" in width and 25-ft in length for an approximate increase in impervious area of 20-sf. Completed a high level zoning review and submitted to staff on March 22, 2023 for comment from the Borough Staff.

No update since last report.

11. 610 Old York Road

Pennoni had a meeting with the Applicant's engineer to discuss what is needed for detailed sewer flows to complete a review of the Available Capacity Letter. Still Pending sewer flows for review from the Applicant's engineer.

Obtained sewer flows from Applicant's engineer on January 22, 2025. Review will be completed on week of February 17, 2025.

Pending revised plans for review based on latest review letter

12. Borough Hall Renovations

Local share grant for \$900,000 was approved for submission on November 27, 2023 Special Council Meeting and the grant was submitted on 11/30/23.

Renovations have not been started yet as of October 10, 2025

13. Cedar & Washington Stormwater Improvements

Stormwater improvements along Cedar St and Washington Lane have been completed. Final payment application paid and project in maintenance bond period. **Maintenance bond period will expire on October 9, 2026. A punchlist inspection prior to the expiration of the Maintenance Bond will be completed 3 months before expiration around July 9, 2026.**

14. 2024 Paving project

Project completed and in maintenance period which expires on November 19, 2026. A punchlist inspection will be completed 3 months prior to expiration of the maintenance bond period on or about August 21, 2026

15. Washington & Walnut Pedestrian Improvements

We are developing a plan to incorporate traffic calming features to improve pedestrian access at this intersection. Specific improvements targeted include a raised crosswalk, and a curb extension (bump-out) along with associated pavement markings and signage. Currently coordinating the improvements with adjacent projects. Draft sketch has been provided to Borough Manager. **Location included in Montco 2040 grant application submitted 3/3/2025. No update since the grant submission.**

16. Wyncote and Summit Crosswalk upgrades and All-Way Stop evaluation

Responding to a request to evaluate the subject intersection to improve the crosswalks and evaluate for an all-way stop. Desk evaluation complete, field evaluation complete. Waiting on data collection from JPD. Draft sketch with a raised crosswalk provided to Borough Manager. **Location included in Montco 2040 grant application submitted 3/3/2025.**

17. Vernon & Vista Intersection Improvements

Updated sketch and provided a final version to Borough Manager with quantities. Curb extension was completed with the CDBG ADA Ramps project. Additional intersection improvements included in Montco 2040 grant application submitted 3/3/2025. **No update since the grant submission.**

18. CDBG ADA Ramp Project

Final payment application completed and sent to County for approval on July 25, 2025. County approval received August 8, 2025. Final payment application sent to Borough for processing and payment on August 7, 2025. Project is in maintenance period until June 17, 2027.

19. 459-471 Old York Road Mixed Use Development

Pending completion of Land Development review for submission to the Borough in time for PC meeting.

Pennoni received and began review of Applicant's PennDOT Highway Occupancy Permit (HOP) Cycle 2 Submission.

Revised sewer facilities planning module (SFPM) submission received on 3/7/25. SFPM Component 3 Section J and 4A mark-ups were provided to the Borough on 3/31/25.

Submitted Preliminary LD Plan review letter (1st Submission) on March 28, 2025.

Revised plans submission received on April 28, 2025. Revised submission currently under review.

Completed review of revised plan submission and submitted a draft version to Borough for review on May 15, 2025.

Submitted 2nd review letter date May 16, 2025 on May 16, 2025 to the Borough and Applicant. **Pending revised plans addressing the comments in the review letter.**

Obtained Preliminary Land Development approval from Council at the regularly scheduled meeting on June 25, 2025.

Traffic Review completed and to be submitted on the week of August 17th, 2025.

Obtained Final Land Development approval from Council at the regularly scheduled meeting on August 27, 2025.

Received HOP plan submission for review on October 2, 2025. Pennoni to complete a review of the revised HOP Plan submission.

20. Montco 2040 Grant

Evaluating the updated program criteria and begin preparing a cost estimate for a Borough-wide Pedestrian Enhancements & Traffic Calming project. This would be based on the previously completed evaluations such as Washington & Walnut, Wyncote & Summit, etc. Assisted Borough Manager with completing the grant application, submitted on 3/3/2025.

Continuing to advance additional intersection layout options for the Linda Vista & Cheltena intersection. Preparing to advance final design and approvals.

21. Leedom Street & Shoemaker Avenue Flooding

Pennoni attended meeting with Borough on 2/24/25. Concept plan and cost estimate preparation currently under review.

22. Borough Wide Truck Restrictions Studies

There are 13 streets that have posted truck restrictions but no ordinance which makes the restriction not enforceable. **The Draft TE-109 PennDOT's Engineering and Traffic Study for Restrictions forms have been reviewed with Chief Scott and have been submitted to Manager Locke. The approved roads must be added to the municipal ordinance.**

23. 2025 Paving Program

Approval from the Borough Manager to move forward with the bidding out of the paving program on May 5, 2025. In the process of preparing scope and bid documents.

Bid opened on July 30, 2025. Award recommendation letter completed and sent to Borough on August 7, 2025. Council approved award of contract on August 27, 2025. **Contracts received from Contractor and dropped off to Borough for signature on September 4, 2025. Signed contracts picked up from Borough September 9, 2025. Documents to be submitted to PennDOT for PennDOT project number. PennDOT project number received. Pre-Con meeting held on October 2, 2025. Pending contractor to start work.**

24. 2025 ARLE Grant Application

Due to PennDOT feedback noted in #8 above, we have assisted the Borough Manager in identifying a new eligible project for the ARLE grant application. We have coordinated with PennDOT and are awaiting feedback on the revised scope which includes traffic data collection to support the retiming of the York Road traffic signals. Also included in the scope is funding request to update the last three (3) intersections currently using loop detectors to radar, and signage and striping to install "Don't Block the Intersection" at York & Greenwood and York & West. The grant was finalized and submitted prior to the June 30th deadline. **No change since last update.**

25. Parking Inventory

We have begun preparing the existing conditions parking inventory as requested. This will identify how many parking spaces are available and their classification (permit, metered, no restrictions). **Finalized and distributed the inventory map and spreadsheet for utilization counts.**

26. 2025 TASA Grant Application

We have begun preliminary efforts for a TASA Grant Application. We have scoped the project (Train Station Pedestrian Crossing) to include a new RRFB to replace the existing wig-wag flasher, raised crosswalk, pavement markings, signage, and new ADA ramps. We have also held initial correspondence with SEPTA to confirm that they support the plan and that it is complimentary to future station upgrades. **Completed the draft application on 9/5/2025 and attended a review meeting with stakeholders on 9/19/2025. We are currently addressing the comments received and working to finalize the grant application due on October 31, 2025.**

If you have any questions or comments, please do not hesitate to contact me. Thanks, Khal



Jenkintown Police Department

Jenkintown, Pennsylvania

Phone: (215) 884-1202
Fax: (215) 885-3059

Chief Thomas M. Scott

700 Summit Avenue
Jenkintown, PA 19046

MONTHLY REPORT OF POLICE ACTIVITY

September 2025

The following information is offered for your information, review, and questions, if any. In accordance with our Records Management System, Montgomery County EOC dispatched, and Jenkintown Borough Police Department handled 512 calls for service. The attached Calls for Service report describes the various calls for service and how many responses our officers handled.

NOTABLE ACTIVITY

- The Borough has purchased and received the signage for the updating of parking restrictions and parking payment zones in the Borough. We have also hired a second enforcement officer to assist in the afternoon and early evening enforcement.
- Ofc. Tuffy is commended for his efforts to stop and initiate the arrest and/or detention of suspects who are traveling through the Borough after committing retail thefts and other crimes in jurisdictions north of the Borough.
- Sgt. Sulpizio and Ofc. Tuffy completed their respective training. WE have two more officers to get through the Crisis Intervention training curriculum. Ofc. Murtagh is scheduled to attend New Investigator training in December at Abington Township. Chief Scott will be attending Background Investigations and MPOETC Instruction Update training in November.
- Arts Festival was a success. Ofc. Tuffy, Ofc. Kelly, and Sgt Sulpizio were present during the event. Conshohocken Borough allowed us to use their barrier trailer for safety of the event.
- We had to move the UHF radio antenna and repeater from the current position at 610 York Road to another location at 610 York Road. No disruption of service occurred. In addition, we received six more portable UHF radios to be used as part of a backup radio system and to be utilized for large events in the Borough.
- We have placed the new patrol rifle in-service. This allows us to have an advanced weapon system available to our officers in each patrol vehicle.
- WE have deployed the new Axon 4 Body Cameras and assigned them to the officers within the Borough as well as their updated Taser 7 Conducted Energy Weapons
- We are starting to work with Borough Administration to prepare for the 2026 Budget. As part of the process, we are reviewing expenditures from this year and preparing justification narratives for each line item in the future. We also are assisting the Borough with looking at a consolidation of our payroll and scheduling software to streamline the process and possibly reduce costs.
- We will be conducting interviews of the remaining candidates to establish a Civil Service list of eligibility. Abington Township and Cheltenham Township will be assisting with interview panel.
- We are continuing to update policies and procedures in order to prepare for the Accreditation process possibly in the first six months of 2026.
- We are looking at purging some of our paper files that are past the retention requirement for documents and reports. We will be working with the Borough Administration to contact a shredding contractor for this purging project.



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JENKINTOWN POLICE DEPARTMENT

Calls for Service
Year 2025 September

Code	Call for Service	Totals
0610	THEFT	2
1130	FRAUD ALL OTHERS	2
1440	CRIMINAL MISCHIEF ALL	4
1445	PROPERTY DAMAGE REPORT	2
2040	FAMILY OFFENSES - DOMESTIC	1
2111	DUI-ALCOHOL/UNDER INFL	2
2415	DISPUTE	1
2450	NOISE COMPLAINT	5
2654	DISTURBANCE	12
2657	HARASSMENT	2
2660	TRESPASSING	2
4006	OTH ACCIDENT NON TRAFFIC GENERAL POLICE	1
4014	OPEN DOORS/WINDOWS GENERAL POLICE	1
4019	SUSPICIOUS ACTIVITY CDS RELATED	1
4020	SUSPICIOUS AUTO	9
4021	SUSPICIOUS ACTIVITY	23
4051	ALARM BURGLARY OR HOLD UP RESIDENCE	7
4052	ALARM BURGLARY OR HOLDUP NON RESIDENCE	6
4081	JUVENILE MATTER (NON CRIMINAL ONLY)	2
4100	ALARMS (FIRE ALARMS)	16
5004	FOUND ARTICLES	1



JENKINTOWN POLICE DEPARTMENT

Calls for Service
Year 2025 September

Code	Call for Service	Totals
5008	LOST ARTICLES	1
5504	ANIMAL BITES	2
5506	LOST / FOUND / STRAY ANIMALS	1
5510	ANIMAL COMPLAINTS ALL	3
6006	REPORTABLE MV CRASH W/INJURY	2
6008	REPORTABLE MV CRASH NO INJURIES	7
6016	NON REPORTABLE MV CRASH	7
6017	NON REPORTABLE MV CRASH HIT & RUN	2
6305	SELECTIVE ENFORCEMENT TRAFFIC	23
6308	TRAFFIC MV COMPLAINT	7
6310	TRAFFIC ENFORCE / STOP	31
6336	DISABLED MV	5
6510	PARKING ENFORCEMENT	2
6511	PARKING VIOLATION COMPLAINT	18
6602	ABANDONED IMPOUND/TOWAWAY	3
6612	SIGNALS SIGNS OUT	1
7003	PROPERTY CHECK / AREA CHECK	27
7008	MEDICAL ASSISTANCE	26
7014	OTH PUB SERV/WELFARE CHK	23
7015	ASSIST CITIZEN	6
7025	EMOTIONALLY DISTURBED PERSON (EDP)	1
7050	PROPERTY CHECK SCHOOL FACILITIES	3



JENKINTOWN POLICE DEPARTMENT

Calls for Service
Year 2025 September

Code	Call for Service	Totals
7502	ASSISTING-FIRE DEPT	2
7504	ASSISTING-OTHER POLICE DP	7
7506	ASSISTING-OTHER AGENCIES	1
8252	WARRANT ATTEMPT TO SERVE	1
8504	PRISONER WATCH /JAIL DUTY/TRANSPORT	2
9002	ADMINISTRATIVE DUTIES	1
9004	INTERNAL AFFAIRS COMPLAINT	1
9007	COVER SCHOOL POST	14
9008	COURT	1
9020	POLICE INFORMATION	21
9021	TRAINING	1
9029	CIVIL MATTER	1
9030	SPECIAL DETAIL ASSIGNMENT	11
9071	DIRECTED PATROL	19
911	911 HANG UP / CHK WELFARE	11
9112	FOOT PATROL	77
9115	FOLLOW UP	6
9192	VEHICLE MAINTENANCE	2
9988	RETURN TO STATION	3
9989	CALL BY PHONE	34
	Grand Total	519