

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

**MINUTES OF THE BOROUGH OF JENKINTOWN COUNCIL MEETING
JANUARY 5, 2026, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor (from 7:13 p.m.)
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor (via teleconference)
Joanne Bruno	Councilor
Anne MacHaffie	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Alex Bartlett	Councilor
Joshua Curtin	Councilor

GUESTS:

Gabriel Lerman	Mayor
George Locke	Borough Manager
Chief Thomas Scott	Chief of Police
Judge E. Madden	Judge (until 7:06 p.m.)
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 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance.

3. SWEARING IN OF NEWLY ELECTED MAYOR

Judge E. Madden swore in Mayor Gabriel Lerman before those present.

4. SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS

Judge E. Madden swore in Councilor Deborra Sines-Pancoe, Councilor Christian Soltysiak, Councilor Joshua Curtin, Councilor Alexandria Khalil, and Councilor Anne MacHaffie.

Mayor Gabriel Lerman swore in Councilor Gordon Lewis.

5. PUBLIC COMMENT

There was no public comment.

6. NOMINATION AND ELECTION OF BOROUGH COUNCIL PRESIDENT

6.1 Nominations

Mayor Lerman opened the floor for nominations for the Borough Council President; the following name was put forward by Councilor Soltysiak and Councilor Ballard:

- Jay Conners

6.2 Results of Election

On a motion made by Gabriel Lerman and unanimously carried, it was resolved to close the nominations and to elect Councilor Jay Conners as Jenkintown Borough Council President.

Upon election of Jay Conners as President of the Borough Council, Mayor Lerman turned the meeting over to the Council President.

7. NOMINATION AND ELECTION OF BOROUGH COUNCIL VICE PRESIDENT

7.1 Nominations

President Conners opened the floor for nominations for the Borough Council Vice President; the following name was put forward by Councilor MacHaffie:

- Christian Soltysiak

7.2 Results of Election

On a motion made by Jay Conners, and unanimously carried, it was resolved to close the nominations and to nominate Councilor Christian Soltysiak as Jenkintown Borough Council Vice President.

8. NOMINATION AND ELECTION OF BOROUGH COUNCIL PRESIDENT PRO TEM

8.1 Nominations

President Conners opened the floor for nominations for the Borough Council President Pro Tem; the following name was put forward by Councilor Bartlett:

- Joanne Bruno

8.2 Results of Election

On a motion made by Jay Conners, and unanimously carried, it was resolved to close the nominations and to nominate Councilor Joanne Bruno as Jenkintown Borough Council President Pro Tem.

9. PRESIDENT'S MESSAGE

President Conners thanked everyone in attendance. He thanked outgoing Councilor Aliza Narva for her dedication and commitment and welcomed the newly elected Councilor Joshua Curtin. He highlighted the efforts of those in the Borough who contribute in all capacities, including all volunteer-run boards and individuals who volunteer their time and consideration

to infrastructure improvements, creating open space, updating policies, and attracting new businesses, partnerships, and charities. He highlighted the need for every department and stated the value that they bring to Jenkintown Borough.

10. APPROVAL OF MINUTES

On a motion made by Jay Conners, seconded by Alexandria Khalil, it was resolved to approve the minutes of the December 10, 2025, Borough of Jenkintown Council meeting as presented. Motion unanimously carried.

11. APPROVAL OF PAYROLLS

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to approve payrolls in the amount of \$81,352.95 and invoices totaling \$142,710.23. Motion unanimously carried.

12. ORDER OF BUSINESS

12.1 Appointment of Vacancy Board Chairperson

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint Kieran Farrell as the Borough's Vacancy Board Chairperson. Motion unanimously carried.

12.2 Appointment of Chairperson of the Administration and Finance Committee

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint David Ballard as the chairperson of the Administration and Finance Committee. Motion unanimously carried.

12.3 Appointment of Chairperson of the Building, Zoning, and Revitalization Committee

On a motion made by Jay Conners, seconded by Gordon Lewis, it was resolved to appoint Joanne Bruno as the chairperson of the Building, Zoning, and Revitalization Committee. Motion unanimously carried.

12.4 Appointment of Chairperson of the Public Safety Committee

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint Christian Soltysiak as chairperson of the Public Safety Committee. Motion unanimously carried.

12.5 Appointment of Chairperson of the Public Works Committee

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Deborra Sines-Pancoe as chairperson of the Public Works Committee. Motion unanimously carried.

12.6 Appointment of Liaison to the Jenkintown School District

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Joshua Curtin as the liaison to the Jenkintown School District. Motion unanimously carried.

12.7 Appointment of Borough's Solicitor

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Kilkenny Law, LLC as the Borough's Solicitor. Motion unanimously carried.

12.8 Appointment of Borough's Secretary/Manager

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint George Locke as the Borough's Secretary and Manager. Motion unanimously carried.

12.9 Appointment of Borough's Zoning Officer

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to appoint George Locke as the Borough's Zoning Officer. Motion unanimously carried.

12.10 Appointment of Borough's Building Code Official

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint George Locke as the Borough's Building Code Official. Motion unanimously carried.

12.11 Appointment of Borough's Treasurer

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint George Locke as the Borough's Treasurer. Motion unanimously carried.

12.12 Borough Manager's Employment Agreement

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to approve the Borough Manager's employment agreement between Jenkintown Borough and George Locke, which will be in effect from January 1, 2026, until the reorganization meeting in January, 2028. Motion unanimously carried.

12.13 Appointment of Borough Right-to-Know Officers

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint George Locke and Chief Thomas Scott as the respective Right-to-Know Officers for the Borough. Motion unanimously carried.

12.14 Appointment of Borough's Municipal Engineer

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Pennoni Associates Inc. as the Borough's Municipal Engineer. Motion unanimously carried.

12.15 Appointment of Borough's Traffic Engineer

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Pennoni Associates Inc. as the Borough's Traffic Engineer. Motion unanimously carried.

12.16 Appointment of Borough's Sewer Engineer

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint Pennoni Associates Inc. as the Borough's sewer engineer. Motion unanimously carried.

12.17 Appointment of Borough's Auditor

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to appoint Barbacane, Thornton & Company as the Borough's auditing firm. Motion unanimously carried.

12.18 Appointment of Borough's Police Chief

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Thomas Scott as the Borough's Police Chief for the Jenkintown Police Department. Motion unanimously carried.

12.19 Appointment of Borough's Emergency Management Coordinator

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Chief Thomas Scott as the Borough's Emergency Management Coordinator. Motion unanimously carried.

12.20 Borough Police Chief Employment Agreement

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to approve the Borough Police Chief's employment agreement between Jenkintown Borough and Chief Thomas Scott, which will be in effect from January 1, 2026, until the reorganization meeting in January, 2028. Motion unanimously carried.

12.21 Appointment of Borough's Fire Chief

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Ken Lynch as the Borough's Fire Chief. Motion unanimously carried.

12.22 Appointment of Borough Fire Marshal

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Kevin Lynch as the Borough's Fire Marshal. Motion unanimously carried.

12.23 Appointment of Labor Counsel

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to appoint Obermayer Rebmann Maxwell & Hippel LLP as the Borough's labor counsel. Motion unanimously carried.

12.24 Appointment of Bond Counsel

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Obermayer Rebmann Maxwell & Hippel LLP as the Borough's bond counsel. Motion unanimously carried.

12.25 Appointment of Zoning Hearing Board Counsel

On a motion made by Jay Conners, seconded by David Ballard, it was resolved to appoint Hamburg, Rubin, Mullin, Maxwell & Lupin as the Zoning Hearing Board counsel. Motion unanimously carried.

12.26 Appointment of Civil Service Counsel

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to appoint Clarke Gallagher Barbiero Amuso & Glassman Law as the civil service counsel. Motion unanimously carried.

12.27 Appointment of Special Counsel

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to appoint Clarke Gallagher Barbiero Amuso & Glassman Law as the Borough's special counsel. Motion unanimously carried.

12.28 Appointment of Municipal Accountant

On a motion made by Jay Conners, seconded by an unidentified Councilor, it was resolved to appoint Tom Josiah Consulting LLC as the Borough's Municipal Accountant. Motion unanimously carried.

12.29 Resolution 2026-1 – General Fee Schedule

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to adopt Resolution 2026-1 approving the 2026 general fee schedule, as presented. Motion unanimously carried.

12.30 Resolution 2026-2 – Zoning Hearing Board Appointment

On a motion made by Jay Conners, seconded by an unidentified Councilor, it was resolved to adopt Resolution 2026-2 reappointing Scott Crumley to the Jenkintown Borough Zoning Hearing Board. Motion unanimously carried.

12.31 Resolution 2026-3 – Environmental Advisory Committee

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to adopt Resolution 2026-3 appointing Judith Levicoff and Jennifer Poole-Pendergrass to the Jenkintown Environmental Advisory Committee. Motion unanimously carried.

12.32 Resolution 2026-4 – Non-Uniform Pension Committee

On a motion made by Jay Conners, seconded by Joanne Bruno, it was resolved to adopt Resolution 2026-4 appointing David Ballard, Christian Soltysiak, and Anthony McAlister to the Jenkintown Borough Non-Uniform Pension Committee. Motion unanimously carried.

12.33 Resolution 2026-5 – Uniform Pension Committee

On a motion made by Jay Conners, seconded by Anne MacHaffie, it was resolved to adopt Resolution 2026-5 appointing David Ballard, Christian Soltysiak, and Rory Tuffy to the Jenkintown Borough Uniform Pension Committee. Motion unanimously carried.

12.34 Resolution 2026-6 – Fire Commission Appointments

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to adopt Resolution 2026-6 appointing Ken Lynch, Kevin Lyons, Bill Pross, and Chris O’Neill of the Independent Fire Company and Gary Bachman, Michael Furlong, Gerry West, and Sam Ford of the Pioneer Fire Company to the Jenkintown Borough Fire Commission. Motion unanimously carried.

12.35 Resolution 2026-8 – UCC Appeals Board

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to adopt Resolution 2026-8 appointing Mark Brunner and Jeff Orkin to the Jenkintown Borough UCC Appeals Board. Motion unanimously carried.

Councilor Ballard noted that many of the appeals board members are volunteers and that the process is multi-faceted. He shared that he was honored to contribute to these processes.

12.36 Resolution 2026-9 – Tax Revenue Anticipation Note (TRAN)

On a motion made by Jay Conners, seconded by Christian Soltysiak, it was resolved to adopt Resolution 2026-9 authorizing and approving a TRAN with Firsttrust Bank in the amount of \$350,000 at a rate of 5.62%. Motion unanimously carried.

Councilor Ballard noted that the goal is for the Borough to retire this TRAN by the end of 2026.

12.37 Permission to Advertise Ordinance 2026-1 Collection of Debts

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to publicly advertised Ordinance 2026-1 amending Chapter 199 of Borough Code and to adopt the associated fee structure as provided. Motion unanimously carried.

12.38 Resolution 2026-10 – Appointment of Portnoff Law Associates, Ltd.

On a motion made by David Ballard, seconded by Christian Soltysiak, it was resolved to adopt Resolution 2026-10 appointing Portnoff Law Associates, Ltd. as the collector of delinquent municipal debts in relation to solid waste and sanitary sewer charges for the year 2026 per the agreement presented. Motion unanimously carried.

12.39 Final Payment to Innovative Construction Services Inc.

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to issue the final payment in the amount of \$57,536.20 to Innovative Construction Services Inc. for the 2025 paving project as recommended by the Borough Engineer. Motion unanimously carried.

13. ADJOURNMENT

The meeting was closed at 7:30 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.

Director

Director

Date

Date