

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING
JULY 16, 2025, 7:00 P.M.**

MEMBERS:

Christian Soltysiak	Council Vice President
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Joanne Bruno	Councilor (from 7:21 p.m.)
David Ballard	Councilor
Alexandria Khalil	Councilor
Anne MacHaffie	Councilor
Alex Bartlett	Councilor
Aliza Narva	Councilor

REGRETS:

Jay Conners	Council President
Gordon Lewis	Councilor
Maxine Marlowe	Councilor
Patrick Hitchens	Borough Solicitor

GUESTS:

Gabriel Lerman	Mayor (until 8:00 p.m.)
George Locke	Borough Manager
Rich Garrett	Assistant Chief, Second Alarmers
Chief Kenneth Lynch	Borough Fire Chief
Chief Thomas Scott	Chief of Police
Kenneth Riggins	Public Works Foreman
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 7:09 p.m.

2. PUBLIC COMMENT

Mary Jane Reilly commented about the condition of York Road. She witnessed a minimum of three dead trees, two or three trees that are dying, and the remaining trees need to be pruned to maintain adequate growth patterns. She added that the "slow down" sign is not making a positive impact, as drivers are still opting to speed. She stated that uneven bricks are a tripping hazard and she herself fell on the sidewalk in June, 2025. She stated that it is unsafe to walk on the sidewalks, and she often chooses to walk on the street.

There were no comments received by email.

3. REPORTS

3.1 Jenkintown Fire Department Report

Fire Chief Kenneth Lynch noted that the Jenkintown Fire Department report was in the meeting package.

3.2 Second Alarmers

Rich Garrett, Assistant Chief of the Second Alarmers Rescue Squad, noted that the Fire Department report may not have made it in the packet but will be available at the meeting. They responded to 32 requests for ambulance services in June, 2025, transporting 20 to the hospital. They attended the Jenkintown Sunset 5k on June 3, 2025.

3.3 Police Department

Police Chief Thomas Scott noted that the Jenkintown Police Department report was in the meeting package and policies are up for approval at the June 23, 2025, meeting.

The Police Department attended the local preschool and assisted the children with science week by practicing fingerprint removal.

Abington Township is having a soil testing event called SoilSHOP on August 2, 2025, from 12:00 p.m. until 4:00 p.m. and Jenkintown residents were welcomed to attend. The Jenkintown Borough will hold its own soil testing event in September, 2025. The Borough is collaborating with the school and the Pennsylvania Department of Health to work toward an exact date and formulate the experience into a science project for the school children.

3.4 Public Works Department

Public Works Foreman Kenneth Riggins stated that the Public Works Department report was in the meeting package.

The Jenkintown Fire Department executed a successful Independence Day parade with a large turnout. The event remained organized from start to finish.

3.5 Engineer Report

Mark Bickerton from Pennoni Associates provided the engineer's report. He stated that they have been focusing on land development reviews and ongoing inspections. They assisted with finalizing the ARLE grant application and parking inventory for the 2025 paving program. They are awaiting the review of Walnut Street and Runnymede Avenue.

4. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION

4.1 2025 PECO Gas Main Replacement Project

Public Works Foreman Kenneth Riggins shared that the 2025 gas main replacement project is ongoing. They have replaced 1761 linear feet of gas main despite the severe weather. The project should be completed by August 1, 2025.

4.2 Proposed 2025 Road Paving Project – West Avenue (Florence to SEPTA)

The 2025 road paving project was posted for advertisement on July 11, 2025, through July 16, 2025. Out of eight concrete repairs, seven have been completed. The final notice of repair was received.

5. PUBLIC WORKS – ONGOING BUSINESS

5.1 Parking Inventory – Parking Evaluation of On- and Off-Street Inventory

The plan is to review all the streets and blocks evaluated in the ordinance update for the parking inventory. Manager Locke and Chief Scott are collaborating with parking enforcement to perform a utilization study.

5.2 ARLE Grant Application

Mark Bickerton stated that they submitted a new field of work proposal for the ARLE grant and noted that it was well received. They will perform data collection and an update to the traffic model to investigate a new set of timings. Routine maintenance is due and will be completed in hopes of optimizing traffic. They plan to install radar and “Don’t Block the Box” signage and paper markings at York Road and Greenwood Avenue and York Road and West Avenue in November, 2025.

5.3 DCED Flood Mitigation Program Grant – Shoemaker Avenue at Leedom Street

The homes on Shoemaker Avenue’s rear yards and driveways experience flooding, so a grant was submitted to install drainage and connect to the existing system to attempt to alleviate the flooding.

6. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION

6.1 SPS Fire Recovery and Testing Updates

The finalization of the reimbursement cheque release was executed and is to be delivered to Abington Township on July 17, 2025.

6.2 Fire Department Updates

The Council had a brief meeting on July 17, 2025, with the Fire Department involving policy updates around the code of conduct, rules and regulations, and social media.

6.3 Proposed Traffic and Pedestrian Safety Improvements – 93 York Road

Mark Bickerton stated that the Qwick Kurb was installed and is visually appealing.

Deborra Sines-Pancoe stated that when driving on Walnut Street toward Washington Lane, it is difficult to see to the left to visualize oncoming traffic.

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

On a motion made by Christian Soltysiak, seconded by Aliza Narva, it was resolved to move to full Council for permission to dispose of the Borough-owned property Unit 3302 PD 2018 Ford Explorer Interceptor through public bid by way of the Municibid Pennsylvania website. Motion unanimously carried.

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

On a motion made by Christian Soltysiak, seconded by Joanne Bruno, it was resolved to move to full Council for consideration to publicly advertise Ordinance 2025-1, Ch. 172 Vehicles & Traffic Art. III and IV. Motion unanimously carried.

6.6 Fire Department Policies

On a motion made by Christian Soltysiak, seconded by David Ballard, it was resolved to move to full Council for consideration to adopt the Jenkintown Fire Department policies as presented. Motion unanimously carried.

6.7 Police Department Policies

On a motion made by Christian Soltysiak, seconded by Joanne Bruno, it was resolved to move to full Council for consideration to adopt the Jenkintown Police Department policies as presented. Motion unanimously carried.

7. PUBLIC SAFETY – ONGOING BUSINESS

Councilor Soltysiak presented Public Safety's ongoing business items.

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

8.1 Borough Monthly Reporting – June, 2025

Councilor Ballard stated that the Borough monthly report for May, 2025, was in the meeting package.

8.2 Borough Tax Collection Report

Typically, property tax collections are completed by mid-July, but collection submissions are being awaited.

8.3 Act 511 Tax Collection – BPT, MCT, LST, and Non-Resident EIT

All Act 511 tax collections are on track to receive the budgeted amount for 2025.

8.4 Letter of Credit No. 6 Escrow Release – 821 Homestead Road, Midgard Properties

On a motion made by David Ballard, seconded by Joanne Bruno, it was resolved to move to full Council for approval of the release of \$86,130 in lender credit escrow. Motion unanimously carried.

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

8.5 MS4 – Seven-Year Permit Renewal

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to move to full Council for the official notification of MS4 report filing. Motion unanimously carried.

Manager Locke stated that they are collaborating with the engineer to perform the seven-year permit. They perform an additional annual report. This will be brought to Council in September, 2025, when it is planned to be submitted.

8.6 DCED – Main Street Matters Program Grant Opportunities

The Main Street Matters program is designed to promote economic development on main streets to preserve historic buildings. The program has two components: Main Street to address the business district and Elm Street to address historical housing surrounding Main Street. Manager Locke will investigate the grant further and asked Council to review the paperwork provided regarding the program. The application is due August 31, 2025.

9. ADMINISTRATION AND FINANCE – ONGOING BUSINESS

9.1 Borough Financial, Billing, and Building Code Software – Edmunds GovTech Software

Manager Locke met with the company on July 10, 2025, to finalize the software quote. They updated the quote to include the escrow module and the renters module. They are adjusting their product to be a sufficient fit for the Borough.

9.2 Sanitary Sewer System Management Software – Waterworth Software

Manager Locke stated that they have provided additional information for Waterworth and will be setting up a meeting date to review. The Borough volunteer software engineer has met with the company and highlighted areas for review.

9.3 LSA Grant – Rehabilitation of Borough Hall

There were no further developments to the LSA grant. Manager Locke stated that they will move forward with an RFP for the design and management of the contractors.

9.4 Governor’s Center for Local Government Services

The Strategic Management Planning Program assists with planning RFPs and the Borough could benefit from the program.

9.5 Personnel Policy and Procedure Manual Update

David Ballard stated they are awaiting a response from the labor council deciding how to move forward.

9.6 Right-to-Know Requests

The Borough solicitor reviews larger requests or requests that require a redaction. Manager Locke stated that they have received six requests, and one is a repeat from 2018.

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

10.1 Planning Commission

Residents of 501 York Road are parking on the street to avoid paying a fee to park in their residential lot.

Bright lights are shining from the pavilion, and they are disturbing residents.

The Board discussed various incidents involving vehicles located at a crosswalk by the Giant. The flasher lights are functioning, and safety measures are in place, so it should not be a malfunction and may be distracted driving. Mark Bickerton stated that they are investigating

the possibility of a raised crosswalk at Walnut Street and Washington Lane, with pavement markings and bright signage.

The developer of 459/471 York Road has addressed the eight previously presented concerns, and the property now requires a Highway Occupancy Permit. Five planning commission members were all in favor with the Jenkintown 2035 Comprehensive Plan, with attention paid to zoning issues, walkability, and design.

10.2 Conditional Use Hearing – Requesting Relief per Borough Code 181-74

The applicant for the property at 729 West Avenue will be requesting a revision.

10.3 New Businesses – Zoning and Use Permits

An arcade is listed as indoor entertainment, and it is permitted for use in a gateway.

11. BUILDING ZONING AND REVITALIZATION – ONGOING BUSINESS

11.1 Community Playground at JSD – Update

In partnership with Jenkintown’s Night Market and Summer Music Series, a Battle of the Bands fundraiser was held on June 24, 2025, to benefit Legacy Park.

12. OTHER BUSINESS

There was no other business to discuss at this time.

13. ADJOURNMENT

The meeting was closed at 8:18 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