

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING
MAY 21, 2025, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor (from 7:23 p.m.)
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Anne MacHaffie	Councilor

REGRETS:

Alex Bartlett	Councilor
Aliza Narva	Councilor

GUESTS:

Gabriel Lerman	Mayor
George Locke	Borough Manager
Rich Garrett	Assistant Chief, Second Alarmers
Chief Kenneth Lynch	Borough Fire Chief
Patrick Hitchens	Borough Solicitor
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 7:00 p.m.

2. PUBLIC COMMENT

Maurene Lucak, 115 Cedar Street, spoke about a dumpster between the Smoothie King and a house driveway overflowing with trash. An email has been sent about the issue for follow up.

Alison Fraser, 416 Cedar Street, thanked the Council for arranging the May 7, 2025, meeting and for the ability to have an open dialogue about parking concerns. She reiterated the request for a formal parking study and thanked Councilor Soltysiak for agreeing to put out a request for a proposal to determine the cost of a parking study. She added that, as a community, it would be beneficial to investigate the development in the Borough and why it was decided to build more apartments when there is already insufficient parking for residents. The incoming 40-unit apartment at 459-471 York Road will not have enough parking. She asked for

clarification around the parking arrangement and if street permit parking will be provided for new residents. As per the zoning relief that was granted for this area, there will be 48 parking spots for 40 units, but the zoning code states a requirement of 65 parking spots, leaving 17 unaccounted spots. She asked for further clarification around the decision-making and final approval process regarding operating zoning relief and variances for parking when it could be used for current residents.

Patty Brown, 413 Leedom Street, noted that she has witnessed people park on Shoemaker and walk to Park to avoid paying the 50-cent fee. She stated that this proves there is no need to install ParkMobile on the residential streets, as it will just push people to park deeper into other residential streets not currently planned for ParkMobile meters. She added that the issue is enforcement and that it would be an easy ticket to write if a person would require a parking permit for that street. She noted that the business owners on West Avenue that are against installing ParkMobile had shared that their customers are unable or do not want to be forced to download a phone application just to be able to park, and that it can be inaccessible.

Bill Fraser, 416 Cedar Street, encouraged Council to gather more information about the T2 Systems and iChalk capabilities. He added that he is in full support of a parking study and encouraged the Borough to explore private public partnerships including underutilized lots like the library, which has free parking. He suggested that instead of using the first level of apartment buildings for businesses, it could be used for parking.

Lisa Spilner, 503 Willow Street, requested that ParkMobile not be installed on any streets, especially residential streets, and added that enforcement is simple; vehicles with a sticker for that street do not need to obtain a ticket, and vehicles without a sticker must obtain a ticket. She shared concern about how the timing that parking enforcement ends for the day coincides with ParkMobile ending at 6:00 p.m. and how that will be managed.

Darren Davis, 300 Block of Cottman Avenue, expressed gratitude to parking enforcement officers who are actively ticketing those who park without an appropriate permit. He requested a parking study and added that he does not want ParkMobile installed.

Coleen Hill, 603 Willow Street, stated that she has witnessed non-residents parking at night because they will be not ticketed as it is known that it is not patrolled. She speculated that non-residents will continue to ignore the parking times set as they know the area is not enforced at night.

Betsy Schiller, 512 Shoemaker Avenue, requested that the letter she sent to Borough Council be read in detail as the meeting on May 7, 2025, was held only for certain streets and hers was not included. She stated that residents on her street will be impacted by the decision around ParkMobile due to those who park on Shoemaker Avenue to avoid parking fees. She asked the Council to reconsider restrictions regarding the number of cars each address is allotted, based on family sizes and aging children, as different families may require more cars.

There were no comments received by email.

3. REPORTS

3.1 Second Alarmers

Rich Garrett, Assistant Chief of the Second Alarmer's Rescue Squad, stated that they had 39 call requests for EMS and that they transported 26 people to the hospital in April, 2025. Second Alarmers will be present on June 3, 2025, at the Sunset 5k event.

3.2 Police Department

Police Chief Thomas Scott noted that the report has been posted in the information packet along with several policies that require motions at the May 28, 2025 meeting. He noted that they are working on the automation process with ParkMobile and T2 Systems integrated and that they are actively working with Public Works to remove the current meter housing and kiosks. There is an updated version of the parking ordinance included for the Council to review before advertising it after the meeting held on May 28, 2025.

Among training classes for Jenkintown Police, officers underwent training to become armorers for the patrol rifles; they can now replace or repair parts when required. Police Chief Thomas Scott stated that he believes they have an agreement with Jenkintown PVA regarding their contract and hopes to bring it to Council at the May 28, 2025, meeting for approval. The police department is collaborating with the school district to be at the junior and senior prom. They have been working with the Jenkintown Community Alliance to prepare for the Jenkintown Festival of the Arts. Police Chief Thomas Scott welcomed questions from the floor and there were none.

3.3 Public Works Department

Public Works Foreman Kenneth Riggins stated that they attended the PennDOT's 2025 Municipal Road Maintenance and Safety Symposium and that it was a beneficial experience for the Borough. The symposium focused on best practices, new products, services, and technologies related to road maintenance and safety.

The free electronic waste recycling event held on May 3, 2025, had a successful turnout with two full dump trucks of electronics. The event was organized when Junk King reached out to the Borough to offer a free event. Administration worked to create the agreement including disposal of televisions and monitors, which are usually expensive to have disposed.

Phase two of the thermoplastic line striping project was completed the week of May 12, 2025. An unidentified Councilor stated that the thermoplastic lining is visually appealing and makes a clear distinction that it is an intersection and thanked the Public Works department for it.

A street sweeper route and schedule was created, and it will be released on May 23, 2025, and the week of May 26, 2025, and a regular schedule will begin June 9, 2025. Residents were advised to stay off street parking when the street sweeper is scheduled and to not drive too closely behind it.

3.4 Engineer Report

Mark Bickerton from Pennoni Associates provided the engineer's report. They have been assisting Manager Locke with a land development review, ongoing inspections, and project closeouts throughout the Borough. Phase one has been submitted for the traffic signal updates at Runnymede Avenue, and it is under review. They assisted Manager Locke in gathering a cost estimate for the same intersection and a scoping application for phase two, expecting feedback from PennDOT by May 31, 2025.

4. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION

4.1 Montco 2040 Implementation Grant

Jenkintown Borough was awarded the Montco 2040 Implementation Grant on May 15, 2025, by way of ceremony in the amount of \$250,000 for Borough-wide pedestrian safety and traffic calming improvements. This was a complex grant with approximately five smaller projects in

one. Manager Locke thanked the team involved in securing the grant. Sketches are available to show to the Council and the residents for discussion at the next meeting.

Jenkintown will make the following pedestrian and road improvements:

- A raised crosswalk connecting to a sidewalk along Washington Lane for pedestrians crossing to Walnut Street
- Raised crosswalks along Summit Avenue and Wyncote Road, pedestrian signage, and a more visible stop bar on Wyncote Road
- Narrowing of Linda Vista Avenue with a vegetated curb extension, as well as provide a pedestrian refuge island and crosswalks along Linda Vista Avenue, Cheltona Avenue, and Cedar Street
- Adding crosswalks and pedestrian signage to Vernon Road and Vista Road
- Installing accessible push buttons on all four corners of the intersections at York Road and West Avenue

4.2 Parking Inventory

The off-street inventory as a precursor to a parking study will start the week of May 26, 2025, with the help of a summer internship worker.

5. PUBLIC WORKS – ONGOING BUSINESS

Councilor Sines-Pancoe presented Public Works' ongoing business.

5.1 2024 PECO Gas Man Replacement Project

Gordon Lewis noted that PECO was under the impression that permits had not yet been approved. George Locke clarified that all those received have been approved.

Resident Robin Spilner contacted the Council with a concern about poison ivy in the town square and invasive plants located at the school and other properties. He is willing to contact Jenkintown Community Alliance to ask for funding to manage the concern as a Borough-wide project. George Locke wrote to the horticulturist consultant that assisted with the park and requested that she inspect the park and review the maintenance schedule that was provided to determine if more work is required to address invasive species. The town square is managed by an arborist. He has been asked to identify where the poison ivy is located. Ideally, he will remove it, and the Borough will be advised on to how to manage it going forward.

6. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION

6.1 SPS Fire Recovery and Testing Updates

The Fire Commission meeting was held on May 20, 2025, but was not attended by a member of Council. A video of the meeting will be posted online for review by the Council.

6.2 Fire Department Updates

George Locke and Christian Soltysiak attended the fire commission meeting. Jenkintown Fire Department has received their truck, and the fire chief command pickup truck has been painted and will be complete after having stickers applied. The Jenkintown Fire Department has established post-incident testing with Abington Township, and all affected members of the fire department that were operating during the incident on February 17, 2025, will have their blood drawn as a matter of record keeping. Jenkintown Fire Department suffered a loss of approximately \$130,000 due to contaminated gear, ladder truck equipment, radio equipment,

and other items. SPS has agreed to reimburse the affected entities with 95% coverage, which is approximately \$126,000. It was proposed to Council that the Borough assist in this matter and consider paying for the items before obtaining the reimbursement directly from SPS. The fire department will need to sign a waiver acknowledging the reimbursement agreement in full and once it is accepted, it cannot be undone. The Council agreed that this should be advertised and moved to Council for motion at the May 28, 2025 meeting.

6.3 Ordinance 2025–3, Act 49 of the 2024 – Purchase of Uniform Pension Service Credit

This matter was publicly advertised and will go before Council on May 28, 2025, for consideration of adoption.

6.4 Proposed Traffic and Pedestrian Safety Improvements – 93 York Road

Driving area blockers have been installed in the parking areas of The Giant to direct residents to correct exits. Signage has been installed clarifying right-only turn areas, and flexible delineators were installed to redirect drivers. The exit to Wyncote Road has been an ongoing issue as it is a one-way street and drivers continually drive the wrong way, so a safety feature has been designed using Qwick Kurb channeling systems, which are striping on the road with flexible delineators in it. Qwick Kurb has been installed on Wyncote Road, and they are expected to be installed on Washington Lane, Summit Avenue, York Road, Leedom Street at the parking lot, at the intersection of West Avenue and York Road, and in the parking lot itself.

6.5 Public Parking Lot Signage Proposed Plan

Manager Locke and Mark Bickerton presented the parking lot signage sketch proposal. The signs are all Manual on Uniform Traffic Control Devices (MUTCD) compliant signs, which are traffic control devices that adhere to the specifications outlined in the MUTCD and need to be installed within four blocks of the parking lot.

7. PUBLIC SAFETY – ONGOING BUSINESS

Councilor Soltysiak presented Public Safety's ongoing business items.

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

Councilor Ballard presented the Administration and Finance new business items.

8.1 Borough Monthly Reporting – April, 2025, Update

Councilor Ballard stated that the 2025 report compared to the 2024 report may give the impression that the Borough is behind, but there was a large tax improvement on May 1, 2025, which did not make it into the total for April, 2025.

9. ADMINISTRATION AND FINANCE – ONGOING BUSINESS

Councilor Ballard presented the Administration and Finance ongoing business items.

9.1 Sanitary Sewer System Management Software – Waterworth Software

This item is ongoing, and a software engineer intern has been arranged for one day a week to assist him with all the different software currently being used and to suggest any new software that could assist.

9.2 PA Dep 902 Grant for 300 Lidded Wheeled Recycling Toters

The bins have arrived and the reimbursement of \$12,973 is pending.

9.3 LSA Grant – Rehabilitation of Borough Hall

Manager Locke stated that they are going to ask for RFPs on the design and the management of the rehabilitation of Borough Hall, as there is a subcommittee of councilors that will meet and co-manage this project.

9.4 Governor’s Center for Local Government Services

The Governor's Center for Local Government Services is an opportunity for the Borough to obtain support from the state for strategic management planning projects. It would be beneficial for members of Council to meet to discuss what the study may address and identify an outline for writing an RFP before the budget process begins.

9.5 Personnel Policy and Procedure Manual – Update

Manager Locke stated that they are waiting on pieces of information from the police department for the labor attorney to review before bringing it to the Committee and then to the Council.

9.6 Right-to-Know Requests

Manager Locke stated that they are remaining up to date with standard right-to-know requests and periodical ones. Requests with conflicts have been closed out. One right-to-know request was recently returned by the Borough solicitor on May 21, 2025, that had technical and legal questions on it and required redacting. They will be responding to it and closing it out.

It is not yet known how many hours the solicitor billed for these requests.

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

Councilor Bruno provided the Building Zoning and Revitalization report.

10.1 Planning Commission

Councilor MacHaffie attended the planning commission meeting. There was a presentation for 459 Flats land development and an update to the comprehension plan to evaluate what has been completed and what will be prioritized next. A green garden was proposed. The planning commission will provide a letter of recommendation for preliminary approval to the Council with their comments before the meeting scheduled for June, 2025. There will be two new appointees to the planning commission by the week of May 26, 2025, approximately.

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

The applicant for the property at 119 York Road will be requesting a revision from reducing 11 spaces to four spaces at the hearing on May 28, 2025.

11. BUILDING ZONING AND REVITALIZATION – ONGOING BUSINESS

Councilor Bruno provided the Building Zoning and Revitalization ongoing business report.

11.1 Building Improvements – 401 York Road/700 Block of West Avenue

Manager Locke stated that they have now received four zoning and use permits for the new storefronts: two clothing boutiques, a cosmetic waxing shop, and a pastry shop.

11.2 Community Playground at JSD – Update

Manager Locke stated that the RFP is out, and they have had calls from engineers and will be obtaining bids for the design of the playground. They are observing the coordination meetings to ensure it meets zoning requirements and safety needs, but no proposals have been made at this time. The existing playground is being addressed to keep it safe, but the new project design has less involvement at this time.

11.3 Private or Public Parking Lot – 429 York Road

Manager Locke stated that they have met with the property owner who is interested in working with the Borough to design the lot and sell it to the Borough for them to manage the parking lot instead of running it himself. The owner bought the Times Chronicle, which included the parking lot. He has offered to design it at no cost to the Borough. If they were to purchase the parking lot, it would require appraisal. Another municipality succeeded in showing the need for a parking lot and the county provided funding for it; they are aiming to follow suit.

11.4 Cedar Street/Greenwood Avenue Properties – Temporary Parking Agreement Ending

Manager Locke stated that they have all the plans for the property that is associated with a Jamaican restaurant planned for Old York Road and have been working with the Department of Environmental Protection on this project. They are awaiting a response regarding their EDU release and have earmarked eight EDUs in total for this project.

12. OTHER BUSINESS

There was no other business to discuss at this time.

13. ADJOURNMENT

The meeting was closed at 8:27 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