

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

**MINUTES OF THE BOROUGH OF JENKINTOWN BUDGET MEETING
NOVEMBER 13, 2025, 6:00 P.M.**

MEMBERS:

Christian Soltysiak	Council Vice President
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Anne MacHaffie	Councilor

REGRETS:

Jay Conners	Council President
Gordon Lewis	Councilor
Alexandria Khalil	Councilor
Alex Bartlett	Councilor
Aliza Narva	Councilor

GUESTS:

George Locke	Borough Manager
Chief Thomas Scott	Chief of Police
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 6:03 p.m.

2. 2026 PUBLIC BUDGET WORKSHOP NO. 3 – DISCUSSION AND REVIEW OF FUNDS

2.1 Hiway Theater

The Hiway Theater is Line 01-489-301 under “reserve” in the 01 General Fund. The funds were used to repair the facade of the building and masonry corning, completed May, 2025. A matching grant from the Pennsylvania Historical and Museum Commission and individual donations funded the remainder of the costs. The Hiway Theater is asking for \$2,500 in 2026, as in the budget in 2024. The funds will be put towards replacing the servers and sound processors in the digital projectors that were purchased in 2013. They require a replacement once every decade. The Hiway Theater is actively fundraising to raise the remainder of the \$40,000 projected cost to replace the equipment. The full projected cost to replace the digital projector itself is \$84,000, which will be a future concern. They aim to reach their fundraising goal by the end of 2025 but will continue fundraising into 2026 if it is not met.

2.2 03 Fire Protection

A fire commission meeting was held November 12, 2025, where Line 03 and 04 were reviewed.

The red font indicates a possibility for change as the numbers are still coming in until December, 2025. No real estate tax was collected for October, 2025. The real estate budget has increased for 2026 as per the new assessment provided by the board of assessments the week of November 3, 2025. A transfer from the general fund is shown in red of \$27,527 to cover the cost of physical exams to onboard approximately 52 new members. There is no millage transfer required, as the 01 General Fund can cover these costs.

The training contract can be moved from the expenditures section as the way Bucks County Fire Department's program is delivered is being changed. Instead of a flat rate fee, it will be a per hour/per student fee. This is shown as an increase in the cost of the fire department operations budget to \$66,000 from \$56,600. Many of the costs in Line 03-411-800 are reoccurring within fleet maintenance, as well as related to an increase due to the records management system requiring an upgrade. The remainder is the result of inflated costs from vendors.

The independent facilities 2026 budget has decreased as they are not planning any capital projects for 2026. Capital improvements are underway for the Pioneer Facility, with a \$7,000 HVAC upgrade for the basement furnace, as it is over 30 years old. A renovation for an overhead door is required at approximately \$5,000, as the motor is now obsolete. Manager Locke noted that the initial budget submission for 2026 left a deficit, and he thanked all parties for working on the budget to bring it back to a positive with a projected balance of \$3,168 for 2026. Landscaping and snow removal were added to the 2026 Pioneer Facility budget due to a new contract for a landscaper to take on these tasks as the city was skipping clearing their facility.

The Council noted the budgeted fees for each 501(c)(3) to have their own website and the tax preparation fees for each 501(c)(3) to complete their own tax preparation. Council acknowledged that it is too late for fire companies to submit a different budget but hoped they would consider that these expenditures are for an outside organization that is not the Borough and that they should not be in the Borough's budget. A speaker noted that it is the Borough's tax money that is being managed, as 99% of the funds are Borough taxes, and it would be difficult to separate it. It was suggested that it could be split for 2026, so the money spent on tax preparation for the Borough-managed funds is separate to the money spent on tax preparation for each 501(c)(3).

Manager Locke summarized that the Borough is spending more than it is bringing in this cycle. He noted that some of the repairs are capital projects and some are a one-time fee. The fund balance at the end of 2026 will be \$3,168 if the budget plays out as forecasted.

2.3 04 Fire Apparatus

This line was set up to set funds aside to purchase fire trucks or emergency vehicles as needed. The last purchase out of this fund was the ladder truck. The real estate budget rose from \$28,000 to \$121,00 in 2025 due to returning the millage that was used from the 01 General Fund during COVID-19 to avoid raising taxes for residents. This is the last fund to be replenished, as the debt fund, library fund, and 04 fund also aided in operating the 01 General Fund without the need to raise taxes for taxpayers. Manager Locke clarified that it is not a rise in taxes because it is taken out of the 01 General Fund, reducing that millage and transferring the millage to the 04 Fire Apparatus Fund. As real estate taxes are collected, they will permanently go into the 04 fund.

A transfer will go into this fund because the Borough did not return any millage. An amount of \$20,00 that was budgeted will be transferred into the 04 fund.

Line 04-411-740 was spent on the pumper truck repairs and establishing the fire chief's truck. Line 04-411-801 was spent on damaged equipment and materials due to the SPS Technologies fire incident. Line 04-387-000 is the reimbursement of \$97,504 for the amount spent during the SPS fire. The discrepancy is due to a cleaning fee required when the fire occurred as the fire department needed to use its equipment while awaiting new equipment. The cleaning fee is not reimbursable.

Line 04-471-460 is the payment for the ladder truck; final payment will be in October, 2029.

The fund balance at the end of 2026 will be \$435,821 if the budget plays out as forecasted.

2.4 31 Capital Projects

This line item does not receive any tax millage and is solely made up of grants and the money that the Borough transfers in to match those grants. The one project completed in 2025 was the CDBG ramp project, with a \$200,000 grant requiring no match. The project total was \$220,167.

Line 31-390-000 is made up of grants that have been applied for or awarded, but the Borough has not received revenue on them yet. One transportation grant is the Green Light Go Grant to work on traffic lights at Runnymede Avenue and Walnut Street. A grant application for the second phase of Runnymede Avenue and Walnut Street's Green Light Go Grant has been submitted for \$335,000. An application was put in for a traffic study grant that is considered Automated Red Light Enforcement grant money. It has no match on it and is for \$102,000 to address York Road and portions of Abington and Cheltenham on each side, including side streets. The set-aside grant for PennDOT pedestrian safety crossing at Greenwood and West has been applied for at \$349,000 with no match to it, but the Borough would pay the engineering fee.

Line 31-390-010 lists H2O and CDBG grants, but the list is not all inclusive. Approximately \$800,000 of the listed \$1,060,000 is approved from the Local Share Account grant. Construction should occur in 2026 from this grant. The Borough was also awarded the Montco 2040 Implementation Grant for \$250,000 with a \$50,000 match to increase pedestrian safety across the Borough. The PECO Green Region grant application was recently submitted.

The Line 31-390-100 application has been submitted to replace three sewer meters, complete flushing, and utilize televising equipment to identify problem areas to create a safer work environment for Public Works employees.

Line 31-392-010 is a transfer from the 01 General Fund of \$190,290 to cover matches and engineering fees if the grants are awarded. Line 31-392-080 is \$15,000 from the sewer fund to cover the match on the \$97,000 grant for sanitary sewer rehabilitation. A contingency was added for 2026 that stipulates that, if the grants are not awarded, the funds will not be transferred from the 01 General Fund. Line 31-429-364 is representing the sum of the grant and the match. The expenditures listed are expenses toward each individual grant for \$2,134,143 with a revenue of \$2,100,074.

The fund balance at the end of 2026 will be \$10,322 if the budget plays out as forecasted.

2.5 60 Police Pension

The police pension funds are managed by BNY Mellon with a pension actuary. The Borough has a uniform or non-uniform pension committee and a police pension committee. They meet at the same time, consisting of Council members and police from those divisions. The police

pension committee includes a retired police officer. The next meeting will be at the end of 2025 or start of 2026.

2.6 65 Non-Uniform Pension

Manager Locke stated that uniform and non-uniform pensions operate the same way. Manager Locke noted that they will move to full Council to nominate one of the Public Works workers, Anthony McAllister, onto the pension committee this cycle as he has shown interest.

2.7 95 Police Donation

This fund is being phased out by the Borough. There is a \$1,400 balance in the account that will be spent by the end of 2025, leaving it with \$1. The fund will then be closed out to eliminate donations for the police department.

2.8 01 General Fund

Council requested that the budget be finalized before the meeting held November 19, 2025, to have a deeper understanding of accurate numbers instead of the placeholders. Manager Locke clarified that they will not have the total revenue as that will come in after budget approval, but the finalized budget should be prepared by the November 19, 2025, meeting.

There are no real estate funds that receive real estate tax millage so no subsequent increase in the 2026 budget is required. The Borough received an update from Berkheimer, the Borough's business privilege tax collector, regarding Act 511 taxes, and they are forecasting that the Borough will have an increase in business privilege tax for 2026, estimated between \$955,000 and \$995,000. In 2025, it was \$875,000 to \$900,000. The Borough set the 2026 figure at \$970,000 in the middle of Berkheimer's estimate.

The mercantile tax was projected to be lower than actuals in 2025, and Manager Locke noted that he will be inquiring as to why it came in much lower than anticipated. He noted that new stores are mercantile on West Avenue, including the new Giant.

The real estate transfer tax received a large transfer from the property at 93 York Road being sold to the Giant. The Borough received \$57,870 in real estate transfer tax for October, 2025.

Line 01-320-020 displays a difference due to land development projects not budgeted for 2026. The two potential projects are located at 610 York Road for the Starbucks and 440 York Road, the old Chelsea.

Line 01-363-200 for parking meter revenues was reduced by \$18,000 due to improvements made to the ParkMobile user experience that deters people from paying after parking hours. Council asked about special parking for the holidays and how it will be impacted by the new ParkMobile systems. Chief Thomas Scott stated that the ordinance specifies holidays do not receive parking enforcement and that it will be posted on the Borough website. Manager Locke shared that ParkMobile devices can have zone-specific announcements on the meters that indicate when the area is parking by permit only or similar messaging.

Line 01-394-100 proceeds from the TRAN have been added back into the 2026 budget; the Borough did attempt to keep it out. They are investigating a shorter payback period to cut down on interest. First Trust confirmed that they have no payback penalty, and the Borough could pay it off in full to halt interest from accruing.

Line 01-400-295 is a full-year budget for a temporary accountant, Marcus Lambert of the Robert Half agency, who may not be in use for all of 2026. The budget is listed in the event it ends up as a full-year solution.

Line 01-400-750 was increased to offer training to those who show interest. Foreman Riggins will be attending the American Concrete Institute training online and testing in person.

Line 01-407-100 and Line 01-409-100 are likely to increase as the Borough is replacing the mixer located at the back of the Borough meeting room, adding a microphone for each Council member, and adding a podium microphone.

The police budget has been reduced by \$230,000 from 2025.

Line 01-414-400 for contract services was budgeted for \$35,625 in 2025 and has been increased to \$54,085 for 2026. There is a one-time fee of \$25,000 to convert Borough documents stored in Borough Hall to electronic files and for the cloud-based system they will be imported onto. Manager Locke noted that this will be reviewed in depth in a future meeting.

Line 01-433-200 and 01-433-210 were budgeted for in 2025 but no work was completed and it is due. Mark Bickerton, engineer from Pennoni Associates, set up a program to dictate how frequent traffic signal maintenance should be completed.

Line 01-452-410 is a new line for Cedar Street Moretti Park electric; the cost is \$50 a month for 2026. The Borough paid back unpaid charges for this line item for 2025.

Line 01-486-210 should be titled "Workers Comp". It had an increase for the 2026 budget. Line 01-486-260 increased from \$1,500 to \$50,000 due to instances where insurance had to defend the Borough.

Line 01-487-032, non-uniform insurance deductible, was passed by Council in 2023. The insurance company projected \$25,500 as 60% to 70% that will be utilized out of the full liability. The Borough budgeted \$15,300 and used \$1,000 in 2025. Manager Locke reduced it to \$10,200 for 2026 due to the rate it is being used.

Line 01-489-000 had budgeted \$82,598 for the reserve in 2025. An amount of \$42,598 was for if pay increases came through the CBA, and the remaining \$40,000 was for regular reserve funds. An amount of \$300,000 is budgeted for 2026. Line 01-489-300 is the contingency fund for scenarios where grants are awarded and require a match or when the outcome is unknown.

Line 01-491-300 is for mercantile tax collected, and 50% of all collected goes to the school district through an agreement. Line 01-491-430 is partially made up of payments made toward a reassessment. The final payment of \$23,673 for the 610 York Road settlement will be in 2026. The remainder of the \$45,758 is for any potential reassessment repayments.

The fund balance at the end of 2026 will be \$312,757 if the budget plays out as forecasted.

3. ADJOURNMENT

The meeting was closed at 7:37 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