

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING  
NOVEMBER 19, 2025, 7:00 P.M.**

**MEMBERS:**

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

**GUESTS:**

Gabriel Lerman	Mayor
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
James Smith	Public Works
Patrick Hitchens	Borough Solicitor
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Tiffany Fisher	Recording Secretary, Minutes Solutions (via teleconference)

**REGRETS:**

Jay Conners	Council President
Aliza Narva	Councilor
Alex Bartlett	Councilor

**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. PUBLIC COMMENT**

Maureen Lucak commented that she has been impacted by news articles that speak on elderly residents losing their homes due to missed tax payments and she hoped that the Borough would consider a program to notify family members in these circumstances before any action is taken to seize a home due to missed payments.

There were no comments received by email.

### **3. RECOGNITION OF LONG-TERM EMPLOYEES**

#### **3.1 James “Pat” Smith and Kenneth “Jim” Riggins**

The Borough acknowledged two long-term employees: James Smith (20 years) and Kenneth Riggins (15 years). They were commended for their years of efforts with a commemorative plaque, words of appreciation, and praise. Council shared personal sentiments and gratitude for both men and their commitment to the Borough.

### **4. REPORTS**

#### **4.1 Jenkintown Fire Department Report**

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

#### **4.2 Second Alarmers**

Rich Garrett, Assistant Chief of the Second Alarmers Rescue Squad, stated that they had 38 requests for EMS calls and 23 people were transported to the hospital. Rich Garrett announced his retirement after 46 years as a Second Alarmer.

#### **4.3 Police Department**

Police Chief Thomas Scott noted that the police department report was in the meeting package. They had 517 calls for service in October, 2025. Public Works collaborated with parking enforcement to change signage according to the new parking ordinance and they provided the subsequent inventory assessment to the traffic engineer for the parking study that is to be completed. Many traffic violations are occurring across the Borough, and tickets will be given accordingly. The police department will be collaborating with Borough administration to transition to new scheduling software. Civil service interviews have been completed, and the police department will be presenting a list to the civil service panel for approval, which will then be brought to the Borough Council.

#### **4.4 Public Works Department**

Public Works Foreman Kenneth Riggins shared that Public Works is going through leaf season with five routes throughout the Borough four times a year. November 20, 2025, will be the second time completing all five routes. Two routes will remain moving forward, and residents are urged to get their leaf yard waste out before the deadline. The leaf truck may not be out after November 20, 2025, as Public Works will be transitioning to prepare for snow removal. The 2025 paving project was completed for the bottom portion of West Avenue. Safety in the area increased with the use of STOP bars extra striping, and parking stalls for the turn at the bottom of the road at West Avenue between Florence toward the train station. He completed a walk-through with PECO on November 19, 2025, as trench restoration is planned for early December, 2025, and milling in the spring of 2026.

#### **4.5 Engineer Report**

Mark Bickerton from Pennoni Associates provided the engineer’s report. The Transportation Alternatives Set-Aside grant application for the pedestrian street crossing at the train station is being finalized. The parking inventory was completed and delivered with maps and spreadsheets included. An upcoming Green Light-Go scoping grant application for Phase 2 improvements at Walnut and Runnymede is underway. Final approvals of Phase 1 for the

same intersection are in progress. Preparing the Montco 2040 bid package for spring, 2026, will be a focus for the Borough engineer moving into 2026.

**5. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION**

**5.1 Proposed 2026 Road Paving Project – Cedar Street and Harper Avenue**

On a motion made by Deborra Sines-Pancoe, seconded by Gordon Lewis, it was resolved to move to full Council for approval of the 2026 Borough road paving project to include roads Cedar Street from Washington Lane until Summit Avenue and the entirety of Harper Avenue. Motion unanimously carried.

**5.2 2025 PECO Green Region Grant**

On a motion made by Deborra Sines-Pancoe, seconded by David Ballard, it was resolved to move to full Council for approval to submit the 2025 PECO Green Region Grant application requesting funding in the amount of \$10,000. Motion unanimously carried.

The Cedar Street Moretti Park improvements grant is to include lighting, the mosaic seating wall, and the park sign.

**5.3 Parking Study**

The holiday season may be considered as a delay for the parking study discussion.

**6. PUBLIC WORKS – ONGOING BUSINESS**

Councilor Sines-Pancoe presented Public Works' ongoing business.

**7. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION**

**7.1 Chapter 172 Vehicles and Traffic – Ordinance 2025-4 Parking Regulation Revisions**

On a motion made by Christian Soltysiak, seconded by David Ballard, it was resolved to move to full Council for permission to advertise Ordinance 2025-4, making minor language revisions to Chapter 172 Vehicles and Traffic as presented. Motion unanimously carried.

Council read aloud the changes summarizing that, in addition to a parking permit authorized in Subsection A, any resident that resides on the listed streets located in a parking permit zone is also authorized to apply for one temporary parking permit for visitors, family members, healthcare providers, or other such invitees. Such temporary parking permit requests shall be submitted to the police chief or the chief's designee on such form as provided by the chief or the Borough.

**7.2 Proposed Stop Sign – Cloverly and Rodman Avenues**

The Borough engineer clarified that the area was evaluated in 2023, and it did not meet the criteria for stop signs. It will be reevaluated due to recent incidents to verify if it meets the requirements for an all-way stop.

### **7.3 Proposed Stop Sign – Cherry and Johnson Street**

This intersection has an approach with no stop sign and has an 18-inch sidewalk. By observation, it meets criteria for an all-way stop. The Borough engineer plans to create a sketch and recommendations, aiming for three signs at a minimum.

### **8. PUBLIC SAFETY – ONGOING BUSINESS**

Councilor Soltysiak presented Public Safety's ongoing business items

### **9. ADMINISTRATION AND FINANCE – NEW BUSINESS/ITEMS FOR DISCUSSION**

#### **9.1 Borough Monthly Reporting – November, 2025**

Councilor Ballard stated that the Borough monthly report through November, 2025, was in the meeting package and reviewed during the fourth 2026 budget meeting held on November 19, 2025, at 6:00 p.m. before the Committee workshop.

#### **9.2 Borough Tax Collection Report**

The Borough is near the end of the tax year.

#### **9.3 Act 511 Tax Collection – BPT, MCT, LST, and Non-Resident EIT**

The BPT is above the Borough's budget and mercantile has increased further.

#### **9.4 2026 Public Budget Meeting/Workshop Schedule**

The 2026 public budget meeting/workshop schedule was shared in the meeting package, and the fourth 2026 budget meeting was held on November 19, 2025, prior to the Committee workshop. A final budget meeting will be held November 24, 2025, at 6:00 p.m. prior to the Borough Council meeting at which time Council will vote to advertise the 2026 budget. The vote to adopt the budget will occur on December 10, 2025, during the Borough Council meeting, finalizing the budget process.

#### **9.5 Borough Non-Uniform Pension Committee**

**On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to move to full Council for the appointment of Anthony McAlister to the non-uniform pension committee for a term of two years. Motion carried.**

#### **9.6 Edmunds GovTech Code and Financial Software**

**On a motion made by David Ballard, seconded by Christian Soltysiak, it was resolved to move to full Council for authorization of the Borough Manager to sign the contract agreement and begin migration of information to implement Edmunds GovTech software in 2026. Motion carried.**

There will be a 15-month lead from acceptance of the proposal to the time it will take to go live with the new system. A fee of \$50,042.50 including tax for information migration and implementation is due upon signing of the contract.

**9.7 2026 Vehicle Replacement – Parking Enforcement**

On a motion made by David Ballard, seconded by an unidentified Councilor, it was resolved to move to full Council for authorization of the Borough Manager to enter into the purchase agreement for the parking enforcement vehicle to be delivered in 2026. Motion unanimously carried.

Vehicle and equipment upfit costs are to be funded through the sales of surplus equipment and parking reserve funds.

**9.8 Firsttrust Bank – Borough Banking**

On a motion made by David Ballard, seconded by Steve Spindler, it was resolved to move to full Council for authorization to transfer the Borough banking from Fulton Bank to Firsttrust Bank in 2026 and to begin migration of information in 2025. Motion carried.

**9.9 Paragon Consulting Group – Human Resource of Professionals**

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to move to full Council for authorization to enter into an agreement with Paragon Human Resources to provide comprehensive ongoing HR support for Jenkintown Borough at a cost of \$2,500 a month to begin January, 2026. Motion carried.

**9.10 Collection of Delinquent Accounts – Portnoff Law Associates, Ltd.**

Manager Locke stated that this is a firm the Borough could utilize for handling solid waste delinquent accounts. This is currently managed via spreadsheets and letters and is time-consuming for the administration team. Council agreed that this will be presented at a Council meeting.

**9.11 Sanitary Sewer System Management Software – Waterworth Software**

The software was presented during the budget meeting held on November 19, 2025.

**9.12 Sanitary Sewer Fund**

Concerns were discussed during the budget meeting held on November 19, 2025.

**10. ADMINISTRATION AND FINANCE – ONGOING BUSINESS**

Councilor Ballard presented administration and finance ongoing business items.

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

**11.1 Planning Commission**

At the most recent planning commission meeting, a standardized procedural resource packet for all new planning commission members was presented. Councilor Bruno noted that they could consider this for new Council members.

**11.2 Zoning Code – Comprehensive Review**

The code will be reviewed with Allison Schertzer of the planning commission, in consultation with Manager Locke as well as the Montgomery County Planning Commission and the Borough’s solicitor to ensure compliance. The first meeting is set for December 10, 2025, with

the solicitor and the county to review the process. The remainder of the review should begin in the spring of 2026.

**12. BUILDING ZONING AND REVITALIZATION – ONGOING BUSINESS**

**12.1 Private/Public Parking Lot – 429 York Road**

Manager Locke continues to collaborate with the owners of 429 York Road to work toward the Borough owning the parcel for parking. He will continue to explore funding opportunities.

**13. OTHER BUSINESS**

Chief Thomas Scott shared that he and Manager Locke discussed upgrades to the Borough building, including the security system. The surveillance system was originally installed for the police department, but they are now investigating installing cameras in the Public Works buildings, Borough administration, and Borough campus for indoor and outdoor surveillance. They are looking to monitor two parking lots and the town square due to several incidents of damage to the gazebo and other items in the town square. Monitoring the area will assist in investigations and identifying suspects.

The proposal for Council approval will include a camera bundle deal that will be placed on York Road at West to provide a live feed stream and an automated license plate reader. Flock Safety is being reviewed for their services. Chief Thomas Scott will ensure that they are well within compliance and that the cameras will be of benefit to the Borough. The goal is for the cameras to assist in crash investigations that occur at York and West, while also having the visual of York and Greenwood, as well as assisting in identifying suspects who are alleged to have committed crimes in the area.

The expenditure on first installation is approximately \$4,400 and then \$3,500 per year for five years. PennDOT is also investigating live feed cameras along their roads. Surrounding municipalities are also electing to sign with Flock Safety over other companies. The new Giant has similar facial recognition technology installed inside the store, and it has assisted in arresting 98% of the suspects alleged to be involved in crimes committed in the Giant.

Councilor Khalil noted objection to signing with Flock Safety due to news articles opposing the positive reviews of their services and urged for further discussion and review by Council to compare benefits, features, and fees against other companies.

Manager Locke introduced the Borough’s new finance manager Marcus Lambert to Council.

**14. ADJOURNMENT**

The meeting was closed at 8:32 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.

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Director

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Director

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Date

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Date