

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

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

**MEMBERS:**

Jay Conners	Council President
Gordon Lewis	Councilor
Steve Spindler	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Anne MacHaffie	Councilor

**GUESTS:**

Gabriel Lerman	Mayor
George Locke	Borough Manager
Thomas Scott	Chief of Police
William Pross	Deputy Chief, Jenkintown Fire Department
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Kenneth Riggins	Public Works Foreman
Tiffany Fisher	Recording Secretary, Minutes Solutions (via teleconference)

**REGRETS:**

Christian Soltysiak	Council Vice President
Deborra Sines-Pancoe	Councilor
Maxine Marlowe	Councilor
Alexandria Khalil	Councilor
Aliza Narva	Councilor
Alex Bartlett	Councilor

**1. CALL TO ORDER**

Adequate and proper notice of the meeting having been given, the meeting was called to order at 7:15 p.m. It was noted that quorum was not present, and the meeting proceeded for informational purposes.

**2. PUBLIC COMMENT**

There was no public comment.

**3. REPORTS**

**3.1 Jenkintown Fire Department Report**

The Jenkintown Fire Department report was in the meeting package. On October 9, 2025, the fire department visited schools and daycare facilities to perform fire prevention activities and drills with the children. Three members of the Jenkintown Fire Department are enrolled in the F1 program in Abington Township.

### **3.2 Second Alarmers**

Rich Garrett, Assistant Chief of the Second Alarmers Rescue Squad, stated that no report has been sent and that the report will be submitted during the week of October 20, 2025.

### **3.3 Police Department**

Chief Thomas Scott presented the police department report from the meeting package.

All Taser 7 conductivity weapons have been replaced due to a recall.

Chief Thomas Scott commended Officer Tuffy as a vital resource and asset to the Borough and surrounding municipalities, aiding in the apprehension of two suspects believed to be involved in thefts of over \$6,000 and in the apprehension of a suspect in a vehicle theft.

### **3.4 Public Works Department**

Public Works Foreman Kenneth Riggins shared that Public Works attended the Sustainability Fair held by the Environmental Advisory Committee (EAC) with a booth sharing information and reviewing completed projects. Public Works members attended free training sessions for LTAP in October, 2025. Municipal parking signs were received and have been installed around the Borough in collaboration with the Borough Traffic Engineer. The paving project on West Avenue between the intersections of Florence and Greenwood Avenue are planned to be completed on October 21, 2025. The PECO gas main project is almost complete, and there is a wait period of 30 days for the trenches to settle before continuing with trench repairs and beginning to pave sections in 2026.

### **3.5 Engineer Report**

Mark Bickerton from Pennoni Associates provided the engineer's report. He stated that they are continuing to assist with land development reviews and the 2025 paving program. Sketches are underway for the Montco 2040 traffic calming project. They are finalizing the bid package for Phase 1 of Walnut and Runnymede traffic signal upgrades.

## **4. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION**

### **4.1 Proposed 2025 Road Paving Project – West Avenue (Florence Avenue to SEPTA)**

Notices were sent to Jenkintown residents that paving will take place October 21, 2025, and the workers plan to mill and pave in one day. Milling allows for driving on the road, but paving requires a minimum of an hour of no driving on the surface once laid.

## **5. PUBLIC WORKS – ONGOING BUSINESS**

Council President presented Public Works' ongoing business.

## **6. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION**

Council President presented.

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

Council President presented.

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

Councilor Ballard presented the administration and finance new business items.

**8.1 Borough Monthly Reporting – September, 2025**

The Borough monthly report through September, 2025, was in the meeting package and reviewed during the first 2026 budget meeting held on October 16, 2025, before the committee workshop.

**8.2 Borough Tax Collection Report**

Much of the annual expected revenue has been collected, and the report is in the package.

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

The report is in the meeting package.

**8.4 2026 Public Budget Meeting/Workshop Schedule**

The 2026 public budget meeting/workshop schedule was shared in the meeting package, and the first meeting was held October 16, 2025, before the committee workshop.

**8.5 Proposed Plastic Bag Ordinance**

The EAC's response from the solicitor comments was forwarded to Council. The implementation of the bag fee was reviewed, including consideration of exceptions for the fee. If the purchaser is on social assistance, they would be exempt from paying the bag fee. The retailer would keep the fee. Out of 40 municipalities that have a plastic bag ordinance, 27 of them have a bag fee.

Questions, recommendations, and revisions have been sent back to the solicitor, and a response is pending.

**8.6 Edmunds GovTech Code and Financial Software**

Edmunds GovTech software manages financial matters, code, and land development and is user-friendly with accurate reporting compared to the Borough's current DOS-based system.

**8.7 Solid Waste Collection Contract**

Waste collection and hauling will be bid publicly at the end of 2026.

**8.8 Transportation Alternatives Set-Aside Draft Grant Application for Pedestrian Crossing**

Mayor Lerman stated that they are implementing recommendations and finalizing the grant application with updates. It is due October 31, 2025.

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

Councilor Ballard presented.

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

Councilor Bruno presented the building zoning and revitalization new business.

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

Councilor Bruno presented.

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

Manager Locke has signed the appraisal order to search for funding as approved by Council.

**12. OTHER BUSINESS**

There was no other business to discuss.

**13. ADJOURNMENT**

The meeting was closed at 7:58 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