

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

**MINUTES OF THE BOROUGH OF JENKINTOWN COUNCIL MEETING
OCTOBER 22, 2025, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Anne MacHaffie	Councilor

REGRETS:

Maxine Marlowe	Councilor
Alex Bartlett	Councilor
Aliza Narva	Councilor
Gabriel Lerman	Mayor

GUESTS:

George Locke	Borough Manager
Thomas Scott	Chief of Police
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Sean Kilkenny	Solicitor, Kilkenny Law
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. APPROVAL OF MINUTES

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to approve the minutes of September 29, 2025, Borough of Jenkintown Council meeting as presented. Motion unanimously carried.

3. APPROVAL OF PAYROLLS

On a motion made by David Ballard, seconded by Joanne Bruno, it was resolved to approve payrolls in the amount of \$195,079.54 and invoices totaling \$394,230.03. Motion unanimously carried.

4. PUBLIC COMMENT

Mary Jane Reilly, West Avenue, stated that she read the parking inventory was finalized and distributed to council and that she hopes the inventory will be available to the public.

5. PRESENTATIONS

5.1 Hope Card Program – Noah Marlier, MONTCO Prothonotary

The prothonotary office files most civil filings, over 100 filing types in total. Protection from Abuse (PFA), commonly referred to as a restraining order, is a crucial portion of prothonotary operations. Weekly, approximately 30 to 50 petitioners are serviced with an over-25-page packet. This packet is presented to the prothonotary's office and re-entered into their system to create a 10-day temporary protection order; the applicant will need to return after 10 days for an official hearing to receive the PFA. The current process is lengthy with barriers leading to the potential for danger for the applicant and can lead to the applicant not pursuing the full PFA. The over-25-page packet can now be accessed on the internet to reduce the time spent in the courthouse during the initial filing process.

The goal is to lower barriers with the Hope Card Program. Those who receive a final PFA order from the Montgomery County Common Pleas Court will be mailed a free business-card-sized document that lists key information from the final order. If there is a PFA violation, a responding officer can use the "Hope Card" to confirm there is an active protective order listed in the Pennsylvania Protection from Abuse Database.

5.2 Legacy Park

Kelly Hudson and Jillian Greenberry represented the Legacy Park community board. They reviewed the renovation proposal, highlighting the focus area of the playground on elementary school grounds. They collaborated with the school by generating feedback from students, parents, and the schoolboard to create a master plan.

The tot lot would be moved to a far corner of the lot to allow parents a view of the entire playground while with their younger children in the tot lot. Dyed cork surfacing will be installed with developmentally appropriate installations. Kelly Hudson and Jillian Greenberry highlighted the importance of considering the costs of equipment, ground surfacing, sitework, regrading, drainage, irrigation, electrical, and more when considering the installation of a new surface and its impact on funds. They reviewed the master plan and reviewed Jenkintown's historic buildings as inspiration for the playground equipment designs. They are restricted to construction during summer months.

The Jenkintown Education Foundation will begin to implement a line item for repair projects and Legacy Park elements to clarify who will own and maintain the space. It is believed that it will be operated by the district. The proposed hours are from dawn to dusk, 365 days a year, to maintain its function as a community park. The goal is accessibility by intention to accomplish ADA requirements and more for all the planned equipment and open spaces.

A local business has donated \$100,000 and an anonymous local family has donated \$500,000. Corporate partnerships are being investigated for collaboration and end-of-year donations.

Residents can email comments or questions to play@jtowndrakes.org, and the site plans can be found on the website at www.jenkintowndrakes.org.

5.3 Jenkintown Library Changes to Passport Application Acceptance Service

Nina Meister presented on behalf of the Jenkintown Library. The library is asking the Borough to assist in re-opening the passport office or to open the passport agency under their governance to continue operations.

The passport agency and the Jenkintown Library have worked together for 12 years. Since 2022, significant growth occurred and revenue increased to allow for the library to hire another professional. The Borough allowed for the expansion of operating hours, including service on Sundays, which is not offered by any other agency in the area. The income of the passport office has increased to \$94,552.95 for 2025.

The facility acceptance fee is \$35 per application, and up to six applicants can be serviced at once with group appointments, compared to other passport offices that can only service one applicant at a time. A major portion of expenses is for paying for priority mail envelopes and express envelopes, but seven applications can be submitted in one envelope, offsetting costs.

The Jenkintown Library passport office was honored in the agency newsletter for fraud detection activities, highlighting the efforts of Nina Meister.

Non-residents of Jenkintown will visit the library to apply for a passport, which results in them utilizing other Jenkintown Borough services and local shops.

The library would be forced to make difficult cuts if the revenue lost from the passport services is not recovered. The proposal includes the possibility for the Borough to take a percentage of the revenue as part of the arrangement to oversee the passport office within the library, utilizing the current facilities, infrastructure, and employees already trained.

The Council agreed that the library is a vital resource in Jenkintown Borough. Sean Kilkenny suggested that an agreement between the Borough and the Jenkintown Library would be the easiest way to accommodate the proposal. The matter can be discussed with their office further.

6. REPORTS

6.1 Engineer's Report

Mark Bickerton is collaborating with Manager Locke to complete the transportation alternative set-aside grant application, due October 31, 2025, for the upgraded pedestrian crossing facility located at the train station.

6.2 Public Works Department

The 2025 paving project was completed on October 22, 2025. Foreman Riggins has completed the material takeoffs. Abington Township's leaf collection fees have increased approximately \$30,000 and may continue to increase. Jenkintown Borough will receive a breakdown on the increase for the 2026 public budget meeting discussion.

6.3 Solicitor's Report

The solicitor's office continues to provide services on an as-needed and as-requested basis.

6.4 Police Chief's Report

Chief Thomas Scott stated that wording issues were discovered in the parking ordinance that require amendments and will be addressed during the next committee meeting.

Chief Thomas Scott was on duty October 18, 2025, during the "No Kings" protest on York Road and no issues occurred.

6.5 Manager's Report

The parking inventory was turned into staff to perform utilization counts. Utilization counts are underway and, upon completion, it will be turned into the county to complete the parking study.

The second budget meeting was held before the Public Council meeting on October 22, 2025, where the following funds were reviewed: 02 Streetlight, 05 Library, 08 Solid Waste, 18 Street Tax, 20 Debt Services, and 35 Liquid Fuels.

The first budget meeting was held on October 16, 2025, where the entirety of the 01 General fund was reviewed. The next meeting will be held November 13, 2025, as a stand-alone meeting, and the fire department will be present to review funds 03 Fire Protection, 04 Fire Apparatus, 08 Sewer, and 31 Capital Projects. November 19, 2025, will be the following budget meeting, reviewing the following funds: 60 Police Pension and 65 Non-Uniform Pension. The final budget meeting will be held November 24, 2025, to review funds 95 Police Donation, 96 EAC, and the final overview of 01 General.

The Jenkintown Halloween lights ride event will be held October 25, 2025, from 6:00 p.m. to 8:00 p.m. starting at the town square.

A trunk-or-treat will be held on October 26, 2025, from 2:30 p.m. until 8:30 p.m. in the four parking lots on Johnson Street between Cherry and West.

7. ORDER OF BUSINESS

7.1 Jenkintown Police Department Policies

On a motion made by Christian Soltysiak, seconded by David Ballard and unanimously carried, it was resolved to approve Jenkintown Police Department policy numbers as follows:

- **5.13 Probationary Quarterly Evaluation**
- **41.2.5 Missing Persons – Adults**
- **41.2.6 Missing Persons – Children**
- **41.2.7 Handling of People who have Mental Illness**
- **41.3.1.A Unmarked Patrol Vehicles and Utilization Procedures**
- **41.3.2 Equipment Specification and Replacement**
- **41.3.2A Automated External Defibrillator**
- **41.3.3 Employee Manual Seatbelt Usage**
- **44.2.1 Handling of Juvenile Offenders**

Policy 44.2.1 has a typographical error in the document provided to Council, and Chief Thomas Scott will update it and send it to Council.

8. NEW BUSINESS

Cheltenham Township proposed a resolution regarding the relationship between the ICE 287(g) program and the local police department, stating that they will not participate in the federal ICE 287 agreement. A Council member suggested Jenkintown Borough consider following suit.

Chief Thomas Scott stated that the department will not be participating due to a policy that specifically states they are not authorized for any involvement with immigration issues. Police department members offered this program would need to participate in training to transition,

and requirements are set based on the size of the department. The Jenkintown Police Department will only be present to keep the peace and never to enforce immigration.

9. ADJOURNMENT

The meeting was closed at 8:33 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