

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING
SEPTEMBER 17, 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
Maxine Marlowe	Councilor
Joanne Bruno	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Anne MacHaffie	Councilor
Aliza Narva	Councilor (via teleconference)

GUESTS:

Gabriel Lerman	Mayor
George Locke	Borough Manager
Chief Kenneth Lynch	Borough Fire Chief
Chief Thomas Scott	Chief of Police
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Tiffany Fisher	Recording Secretary, Minutes Solutions (via teleconference)

REGRETS:

Alex Bartlett	Councilor
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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 7:08 p.m.

2. PUBLIC COMMENT

No Public comment via teleconference.

There were no comments received by email.

3. REPORTS

3.1 Jenkintown Fire Department Report

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

3.2 Police Department

Police Chief Thomas Scott noted that the Police Department report was in the meeting package.

The Police Department will be speaking at the Jenkintown School District Back to School Night held on September 18, 2025. They will address concerns about scooters being utilized on sidewalks and on roadways, as they are currently being used against the law. Motorized scooters are only legal for use on private property. They will be addressing concerns regarding children riding scooters without helmets and suggest preventative actions that can be taken by parents to encourage safety while riding scooters.

He stated that crossing guards have been secured to replace the positions that needed to be filled.

The new police department Interceptor Explorer vehicle has been received.

He opened the floor to questions and there were none.

3.3 Public Works Department

George Locke shared that the Public Works Foreman is working with PECO subcontractors InfraSource and Danella to switch the utilities on the current utility poles in the Borough and replace the older utility poles entirely. Over a period of two months, subcontractors have replaced over 20 poles. They are in the process of completing restoration work to all properties affected.

The department attended a Storm Water Responsibilities training session provided by LTAP to reiterate responsibilities of the Municipalities and techniques to stay ahead of maintaining the Borough's stormwaters system.

Public Works assisted with removal of decorative pillars on York Road.

A new traffic box was installed at the intersection of York Road and Greenwood Avenue to replace the temporary traffic box that was in place after a major vehicular crash.

3.4 Engineer Report

Mark Bickerton from Pennoni Associates stated that they have been working since the week of September 1, 2025, on finalizing the parking inventory and mapping that will support a future parking study.

Documents for the road paving program are in their final steps, and a land development review has taken place. Additional concepts and renderings for the MONTCO 2040 grant are underway, and submission is planned for the TA Set-Aside Grant application.

4. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION

4.1 Final Payment – Community Development Block Grant – ADA Ramps

On a motion made by Deborra Sines-Pancoe, seconded by Joanne Bruno it was resolved to make the final payment to Albert G. Cipolloni & Sons in the amount of \$20,372.92. Motion carried.

5. PUBLIC WORKS – ONGOING BUSINESS

5.1 Parking Inventory

David Ballard shared that completing the parking inventory after the ordinance has been passed does not impact the inventory negatively. He stated that it is logical to observe the parking in the Borough after the ordinance has been put in place, because they can then take any corrective action required from the information acquired with the new ordinance parking inventory and parking study. He speculated that it eliminates the need to predict how the ordinance changes would impact a study had it been completed before approving the changes.

Mark Bickerton stated that the ordinance does not reflect what is signed and posted currently and there is value in updating the ordinance, and then performing the inventory, to provide a new baseline for the future parking study. Valuable data will be collected from Park Mobile to assist.

5.2 ARLE Grant Application

Mark Bickerton stated they are awaiting a response regarding the grant application for the automated red light enforcement grant. The funds are distributed statewide to fund red-light camera traffic light improvements.

Chief Thomas Scott stated that, through legislation, the census requirements within the Municipalities have been reduced, several Municipalities throughout Montgomery County have had red-light cameras installed without meeting the 50,000-resident requirement. Hatfield Township is seeking a red-light camera along 309 due to consistent traffic concerns, and they are seeking support from all the surrounding County Chiefs to address the issues with the data used for decision making. PennDOT has been utilizing census information from 2010, which is outdated. State representatives and state senators are looking to address the concerns and have the requirements updated to eliminate relying on census data for red-light camera funding approval.

Chief Thomas Scott stated that they are investigating grant opportunities for installing an automatic license plate reader and a live camera feed at the intersection of York Road and Greenwood Avenue.

6. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION

Christian Soltysiak presented Public Safety's new business items.

7. PUBLIC SAFETY – ONGOING BUSINESS

7.1 Traffic Light Upgrade at Runnymede Avenue and Walnut Street

Mark Bickerton stated that the initial grant funding did not cover the traffic light upgrades, as it focused solely on pedestrian-related improvements, a mast arm replacement, and replacing the controller.

This upgrade is being completed in two phases, and phase two will include looking for funding and grant opportunities to upgrade the traffic lights. The intersection will not be changed significantly; the poles are planned to be moved to create a wider sidewalk and functionality.

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

8.1 Borough Monthly Reporting – August, 2025

David Ballard stated that the Borough monthly report through August, 2025, was in the meeting package.

8.2 Borough Tax Collection Report

Much of the annual expected revenue has been collected.

8.3 2026 Public Budget Meeting/Workshop Schedule

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council for approval and permission to publicly advertise the 2026 public budget meeting/workshop schedule. Motion carried.

8.4 2026 Minimum Municipal Obligation – Uniform and Non-Uniform Pensions

On a motion made by David Ballard, seconded by Councilor Soltysiak it was resolved to move the Minimum Municipal Obligation (MMO) to full Council with uniform pension at \$221,805 and non-uniform pension at \$45,758. Motion carried.

8.5 MS4 – Seven-Year Permit Renewal

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to move to full Council for Official Notification of MS4 Report Filing. Motion carried.

8.6 Replacement of Parking Enforcement Vehicle – 2026 Budget

On a motion made by David Ballard, seconded by Joanne Bruno, it was resolved to move to full Council for permission for the Manager to pursue replacement vehicle through the COSTARS program in the 2026 budget. Motion carried.

The older vehicle was previously used as a K9 vehicle with the Police Department. It was decommissioned as a police vehicle, deep cleaned, and attempted to be reused as a parking enforcement vehicle. The vehicle still contains a lingering smell of K9. It gives the appearance of a police vehicle which can put the parking enforcement officers in a dangerous position. A considerable number of repairs remain on the vehicle to pass the next inspection. The Borough Manager stated that the decision to investigate an alternative vehicle will be financially supported by using funds from auctioning off the 2018 vehicle and from funds remaining in the parking reserve fund; the Borough will not need to fund this vehicle. They plan to secure a smaller vehicle that can be operated safely year-round.

8.7 TA Set-Aside Draft Grant Application

Mark Bickerton stated that the grant is to improve pedestrian crossing, traffic control, and drainage at the West Avenue crossing to Jenkintown Train Station. A meeting will be held on September 19, 2025, for any required revisions, and it should be finalized by October 31, 2025. The initial budget was not to exceed \$600,000, and they did not exceed this amount at this time. There is no match on this grant, and if it is approved, they will pay the entirety of the cost.

Anne MacHaffie asked if there is an update regarding the ADA updates SEPTA planned. George Locke clarified that the person who has been assigned this project for the last five years will be retiring but assured him that the project will be progressing forth.

9. ADMINISTRATION AND FINANCE – ONGOING BUSINESS

9.1 Sanitary Sewer System Management Software – Waterworth Software

George Locke stated that he collaborated with Waterworth the week of September 15, 2025, and they will be meeting again the week of September 22, 2025, to finalize the migration of information.

9.2 LSA Grant – Rehabilitation of Borough Hall

George Locke stated that this has been discussed with Pennoni and Associates and another architectural firm and the next step is to put out an RFP for the design plan.

9.3 Personnel Policy and Procedure Manual Update

George Locke stated that they have not yet received the final revision back but that they have been keeping them very busy with work, so this timeline is understandable.

9.4 Right-to-Know Requests

The Montgomery Public Defenders Office submitted a right-to-know request seeking all the Police Department Policies. They will be providing the table of contents to the Public Defenders Office, including recent updates to the policies.

Joanne Bruno asked if there is a way to calculate how much the Borough spends on right-to-know requests per year for the upcoming budget.

George Locke clarified that it would be difficult to calculate in full. Only the Borough Solicitors time could be calculated as more goes into the requests that cannot be reflected in total.

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

10.1 Planning Commission

George Locke attended the meeting held on September 16, 2025, where they touched on the historic register and what can be expanded on. They will hear by the week of October 15, 2025, about the Horace Trumbauer recognition of 400 Old York Road. They also spoke about the bike safety program and a street tree inventory with an overall canopy of the Borough.

There is a proposed plastic bag ordinance through EAC. Comments from the solicitor have been provided to the EAC, and they will be reviewing its contents. The process will be to bring it to the Committee when it is ready to be advanced to Council; the draft has been provided at the meeting held on September 17, 2025.

11. BUILDING ZONING AND REVITALIZATION – ONGOING BUSINESS

11.1 Community Playground at JSD – Update

George Locke clarified that the RCAP grant budget line item will need approval from Council. The grant is a one-to-one match; any grant amount would need to be matched by the applicant. He stated that there is a time limit cap on these grants, and they call it sunseting. The RCAP

\$4 million grant will be sunset in 2027, and the second-line \$3 million grant will be sunset in 2030.

The RCAP grant is complex, as once the application is submitted, the Borough receives a budget line number, then the budget line needs to be approved by the Governor, and then the project itself needs to be approved to be taken from that budget line item. George Locke stated that they have a new member of the planning commission who has previous experience with the RCAP grants and is assisting the Borough in adding another line item to the budget.

Deborra Sines-Pancoe shared that RCAP funds were not used by Grace Presbyterian Church. George Locke confirmed that they used funds from the County Line instead. Deborra Sines-Pancoe shared that Grace will be holding an open house on September 25, 2025, at 10:30 a.m. to see the construction advances.

11.2 Private/Public Parking Lot – 429 York Road

On a motion made by Deborra Sines-Pancoe, seconded by Joanne Bruno, it was resolved to move to full Council to seek approval to authorize George Locke to seek appraisal for the parking lot located at 429 York Road parking lot. Motion carried.

George Locke shared that he met with the architectural firm who owns the parking lot. They do not want to be responsible for operating the parking lot, but they have been involved in redesigning plans to create a successful space. George Locke stated that they will need an appraisal of the lot to be eligible for grant applications and for the Borough to proceed with purchasing the parking lot space. George Locke clarified that a motion to seek appraisal would be needed.

12. OTHER BUSINESS

David Ballard shared that the public library would need to become a part of Borough Government to be eligible to continue providing passport acceptance facility services due to a new regulation by the state. Non-profit organizations are no longer allowed to provide passport acceptance as per the state regulations. The library issued 12,000 passports in the year 2024. David Ballard stated he plans to work with the library to prepare a proposal to join the library with Borough Government.

Maxine Marlowe sought a donation from The Giant, and they provided over double of what was requested. She shared that they are eager to collaborate with the Jenkintown community.

Chief Thomas Scott stated that they attended a thank-you ceremony on September 4, 2025, sponsored by SPS and held by Abbington Township and received a plaque of recognition and a notation from the United States Senators office and House Representatives. The Fire Department was also recognized at the event. Abbington Township announced they will be updating their FOP Lodge 5 facility to be state of the art and that it will bring in many job opportunities for the area.

13. ADJOURNMENT

The meeting was closed at 8:21 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