



COMMITTEE WORKSHOP MEETING

Wednesday May 20th, 2026

7:00 P.M.

Draft Agenda

ZOOM MEETING LINK

<https://us02web.zoom.us/j/88663604222?pwd=KTw8s0euhJuB4B4TAyHft3S7xf5IEW.1>

Call to Order

Public Comment

Presentation

Environmental Action Committee, proposal for Jenkintown to adopt a Resolution for Ready for 100

Reports

- Jenkintown Fire Department
- Second Alarmers
- Police Department
- Public Works Department
- Engineer Report

Public Works - New Business/Items for Discussion

- 2025 PECO Green Region Grant - \$10,000 awarded for Cedar Street Moretti Park improvements. Final items include lighting, mosaic seating wall, park sign, and Moretti Family Plaque.
Final Phase – Cedar Street Moretti Park - Requires further discussion prior to construction.
 - Material choice for covering on vertical portion of seating wall.
 - Walking Path Lighting
 - Park sign design.
- PW Employee Search Driver/Laborer
- Parking Inventory – Parking evaluation of on an off-street inventory has now been completed by the Borough Traffic Engineer. (Map provided) An occupancy audit conducted by Borough Parking Staff was provided to the Engineer. Parking map has been provided to Montgomery County Planner to initiate planning of parking study. Public meeting to take place prior to commencement of parking study.

- **Borough Hall Roof Leak – Process of Emergency Repairs Underway**
During recent storm events, the Borough Hall roof experienced water infiltration above the Police Department and Building Codes office. The original installer has completed several warranty repairs. Servpro completed professional remediation, flooring replacement is required in the Detective office, breakroom and the Codes office.
- **Contract Signed w/ Quality Counts LLC – \$7,200 – York Road Traffic Signal Timing**
Data collection associated with the York Road traffic signal system timing updates (8 intersections). This effort is associated with the Borough's recent ARLE award and is 100% reimbursable through the grant. The Engineer received quotes and PennDOT has approved of moving forward with the contract.
- **Noble Bridge Replacement PennDOT – Update - Septa Project** announced plans to bid the project at years end and construction may begin in 2027.

Public Works - Ongoing Business

- **Public Works Dump Truck #27 Ford F-550**
Truck #27 repairs completed maintenance performed and has been returned to service.
- **Borough Hall Council Room – Updating of Audio/Visual**
A needs assessment was conducted to identify upgrades required for full meeting equity during hybrid meetings. The plan is to make the required upgrades during the Borough Hall rehabilitation project (LSA grant).
- **Equipment Assessment for Capital Planning** All vehicles and heavy equipment are being evaluated for capital planning and planning for replacement. ***no update.***
- **Parking Study – MONTCO Planner** will be performing the parking study as part of the planning agreement the Borough has with MONTCO planning department. A public meeting will be scheduled to discuss the parking study process prior to the project beginning. ***no update.***
- **DCED – Flood Mitigation Program Grant - Shoemaker Avenue at Leedom Street**
Grant application was submitted ***no update.***

Public Safety - New Business/Items for Discussion

- **Review and Discussion of Jenkintown Borough Code – “Chapter 85 Emergencies”**
(Chapter 85 adopted by Borough Council 11-27-1978 requires updating to current standards and conditions)
- **Proposed Stop Sign – Cherry and Johnson Street**
Currently East bound Cherry Street does not have a stop sign, and it is confusing for drivers and pedestrians. The Engineer has worked with staff and the property owner to facilitate the installation of a Stop sign on both the Northwest and Southwest corners. Addition of pavement markings is being considered and reviewed.

- Proposed Stop Sign – Cloverly and Rodman Avenues.
According to PennDOT standards there is now a warrant for the four-way stop signs and the evaluation of on-street parking is being evaluated in this area.
- Crossing Guard – Compensation Comparison Completed. Recommendation Forthcoming.
- Summit Avenue – 300 and 400 Block Speed Hump Request
There has been a request for a speed hump on the 300 block of Summit Avenue. The PD & PW Departments have collected the speed and traffic data and provided it to the Borough Traffic Engineer for evaluation and comment.
- MONTCO 2040 Implementation Grant – Accessibility, Pedestrian Safety and Traffic Calming
The Engineer has completed site surveys and final engineered plans for the six intersections receiving improvements have been submitted to Montgomery County for final review. Publicly bidding the project for construction will be the next stage of the project.

Public Safety - Ongoing Business

- 440 York Road – Vacant Building / Public Safety Concerns
Status update and discussion of possible solutions available.
- Fire Department – coordination is ongoing to establish a program of onboarding and annual physicals for active-duty Fire Personnel. Quotes and information have been obtained for budgeting purposes. **no update.**
- Traffic Light Upgrades Runnymede Avenue and Walnut Street – Green Light Go Grant, Phase one
(Meetings with abutting property owners have taken place, first phase of the traffic light and pedestrian accessibility can now proceed)
- Green Light Go Grant Application Submitted – Phase two of the Runnymede/Walnut Upgrade
The Borough applied for \$274,080 in funding to complete the second phase of the traffic light and pedestrian accessibility and safety improvements to this intersection. If awarded the GLG has a 15% local match requirement.
- Truck Traffic / Vehicle Concerns and Ordinance – Revised List of Streets. **no update.**
- Library Parking Lot Lease – Proposed Lease presented to Library Director **no update.**

Administration & Finance - New Business/Items for Discussion

- Employee Handbook Manual **Councilor D. Ballard**
Motion: move to full Council adoption of the Employee Handbook Manual.
(The E.H.M. has been updated to comply with State and Federal Laws.)
- Appointment to Non-Uniform Pension Committee **Councilor D. Ballard**
Motion: move to full Council appointment of Marcus Lambert, Finance Director to the Non-Uniform Pension Committee replacing Anthony McAlister.
- Resolution 2026- 15 Ready for 100 – proposed by EAC. **Councilor D. Ballard**
Motion: to send the Resolution to the Borough Solicitor for review and comment.

- Borough Monthly Reporting – January 2026 Board report provided. Remaining month reports forthcoming.
- JSD Sharing Budget Presentation to Borough Council – May 27th 7:00 PM
- Firstrust Bank – Borough Banking
The Borough accounts have been established and financial information migration has begun. The remaining parking fund monies (\$83,577.49) that resided in TD Bank have been transferred into Firstrust ‘Parking Reserve’ fund.

Administration & Finance - Ongoing Business

- Local Share Account (LSA) Grant – Rehabilitation and Accessibility of Borough Hall
Permission to advertise was granted by Council 3/25/26
- Edmunds GovTech Code and Financial Software – Migration of records underway.
- ALTEK – Conversion of Paper Documents to Electronic Files
The second of three phases began with the electronic transfer of Zoning files.
- TA Set-Aside Draft grant application for Pedestrian Crossing, Traffic Control and Drainage improvements at the West Avenue crossing to Jenkintown Train station was submitted prior to deadline. ***no awards have been announced.***
- Governor’s Center for Local Government Services
(STMP - Strategic Management Planning Program) no update.
- Right to Know requests – The Borough Solicitor is assisting with multiple requests requiring legal opinion and required redaction. Several RTK’s are being filed significantly increasing the administration workload and legal expenses for assistance with the multiple requests filed.

Building Zoning & Revitalization - New Business/Items for Discussion

- Planning Commission – met Tuesday, May 19th. PC is proposing ordinance changes to the current offsite advertising sign Ordinance.
- Revision of Zoning Map – Notifications sent to affected property owners. Advertisements placed. Hearing before Borough Council scheduled for June 24th, 7:00 PM
- Design Review Board – The DRB received a project for a porch enclosure at 314 Washington Lane. The DRB confirmed information and approved the project based on the application submittal and details.
- Blighted Property Removal Committee – Proposed Ordinance 2026 – 4
The ordinance was advertised and will be considered at a Public Meeting before Council on May 27th, 2026.
(A committee formed by ordinance as described by Section 1712.1 of the Pennsylvania Urban Redevelopment Law (35 P.S. 1712.1) providing for blighted property removal, consisting of four members as specified by the Act, and known as the "Blighted Property Removal Committee".)

- Private / Public Parking Lot – 429 York Road
 - Proposal made by property owners for Borough to purchase or lease parking lot
 - Appraisal of property prepared by Indian Valley Appraisals
 - Meeting with property owners and Owners appear at April Committee Meeting
 - Parking lot usage survey distributed to business owners and residents in the vicinity of the parking lot. Later extended to entire Borough and placed in Glenside Local – Survey results provided in packets and made publicly available.

- Zoning Code – Ongoing comprehensive review to revise/modernize the Borough zoning code, last revised in 2010. Current focus is on SALDO compliance, use & dimensional standards, and signage.

Current Development Updates

- 459/471 Old York Road LLC – Mixed Use Building, 3,400 sq ft Commercial-Retail / 40 Apartments above. The project has all approvals; construction plans, building permits, demolition permit, PaDep - EDU planning module and PennDOT. The preconstruction meeting has taken place and site demolition began in May 2026.

- 604 West Avenue Immaculate Church – 3-residential 3-bedroom units / 400 sq ft Commercial. EDU Planning Module approved by Pa DEP. The Borough approved the building, and demolition permits. Work ongoing.

- 109 Summit, The Verizon Building, has approved permits to replace the outdated generator located inside the building with a new generator. Work coming to completion. Underground oil tank being removed from property.

New Businesses – Zoning & Use Permits

- 401 York Road – “Go Bananas Frozen Yogurt” Must apply for EDU and building permit.

Recently Opened Businesses

- 610 York Road Suite 449 – “Site Armor Solutions” – Business Administration All Borough approvals have been obtained. Certificate of occupancy inspection scheduled.
- 425 York Road – “Eastern Notes” Perfume/Cologne Store
- 433 York Road – “Hair by Kinei Co”
- 101 West Avenue Suite 200 – “Tabor Children Services” (non-profit social service)

Building Zoning & Revitalization - Ongoing Business

- Zoning Map Revision Ordinance 2026-3 – Council voted at the February Council meeting to advertise the zoning ordinance revision. Letters have been sent to affected properties. Notifications will be posted on the affected blocks. Public notifications are scheduled to be advertised twice in the newspaper and sent to law library as required by the Municipal Planning Code. Information has been shared on Borough social media. Approval of the zoning map revision is expected to come before Council at the June 24th Council meeting.

Other Business

Adjournment

Ready for 100:

A volunteer led effort to help individuals, local governments, and schools transition towards clean energy

- 100% clean, renewable electricity by 2035
- 100% clean, renewable heat and transportation by 2050
- To equitably involve all stakeholders in the planning to reach these goals



- Why take action for clean energy?
 - Environmental:
 - Combat climate change through policies and actions
 - Borough obligation (Jenkintown2035)
 - Financial
 - Solar financial payback
 - Federal incentives for clean energy investments
 - Worse storms cause more damage and cost more
 - Fossil fuels are a limited resource

Jenkintown Borough is currently using wind energy to power Borough Hall

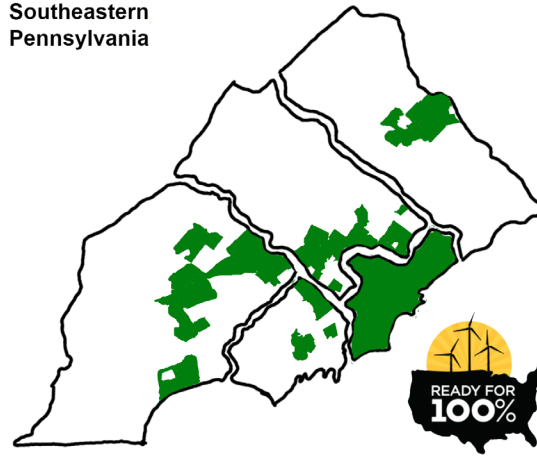
Ready for 100 Steps

- Commit:
 - Prepare a Resolution to continue to use Clean Energy (this is the action proposed *now*)
- Plan:
 - Draft an Action Road Map (potentially next year)
- Act:
 - Energy Conservation & Efficiency
 - Benchmark Existing Energy Usage & Perform an Energy Audit
 - Continue to Acquire / Produce Renewable Energy



48 Ready for 100% Clean Energy Communities in PA as of April 2025

Southeastern Pennsylvania



Bucks County

Adopted (3)

Chester County

Adopted (16)

Delaware County

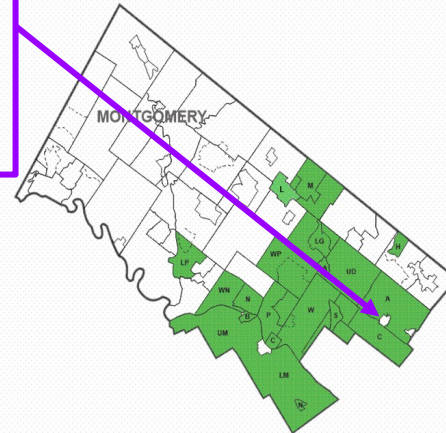
Adopted (5)

Berks County – 1

Centre County - 2

Philadelphia - adopted

The addition of Jenkintown would mean one third of MontCo is a part of Ready for 100



Montgomery County

Adopted (20)

- Bridgeport
- Springfield Twp
- Whitmarsh Twp
- Ambler
- Cheltenham Twp
- Norristown
- Plymouth Twp
- Narberth
- Abington Twp
- Conshohocken
- Upper Merion Twp
- West Norriton Twp
- Hatboro
- Lower Gwynedd Twp
- Lower Providence Twp
- Montgomery Twp
- Upper Dublin Twp
- Lower Merion Twp
- Whitpain Twp
- Lansdale

Fin

Supporting Documentation



Jenkintown Ready For 100% Clean Energy

Introduction to an EAC- 6/2025

Outline

- What is Ready for 100%
- Why adopt a clean energy resolution?
 - Financial Savings
 - Climate Change Remediation
- Regional RF100 Status
- Steps to set clean energy targets
- Take action
 - Quick Start Actions / Energy Transition Plan / Climate Action Plan
 - Implement Electrification and Sustainable Building Policies
- State of the Climate

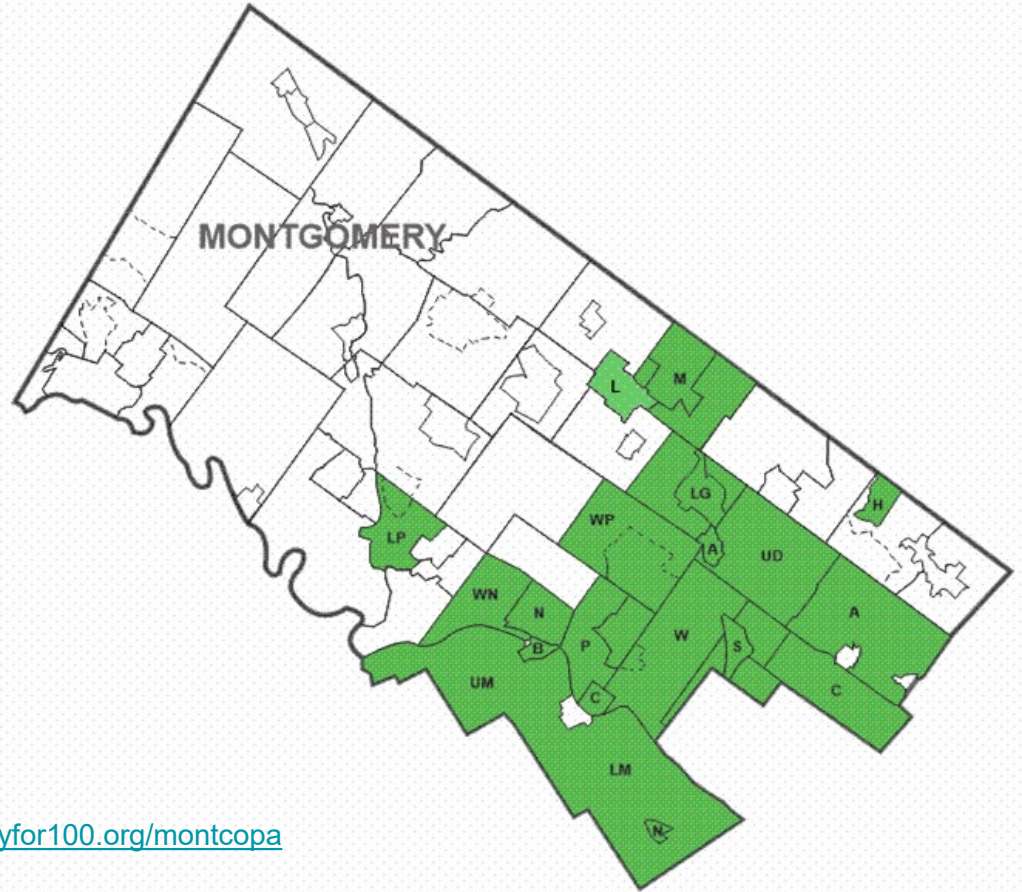
Montgomery County Ready for 100

Adopted Resolution (20)

- Abington, Ambler, Bridgeport, Cheltenham, Conshohocken, Hatboro, Lower Gwynedd, Lower Merion, Lower Providence, Montgomery, Narberth, Norristown, Plymouth, Springfield, Upper Dublin, Upper Merion, West Norriton, Whitemarsh, Whitpain

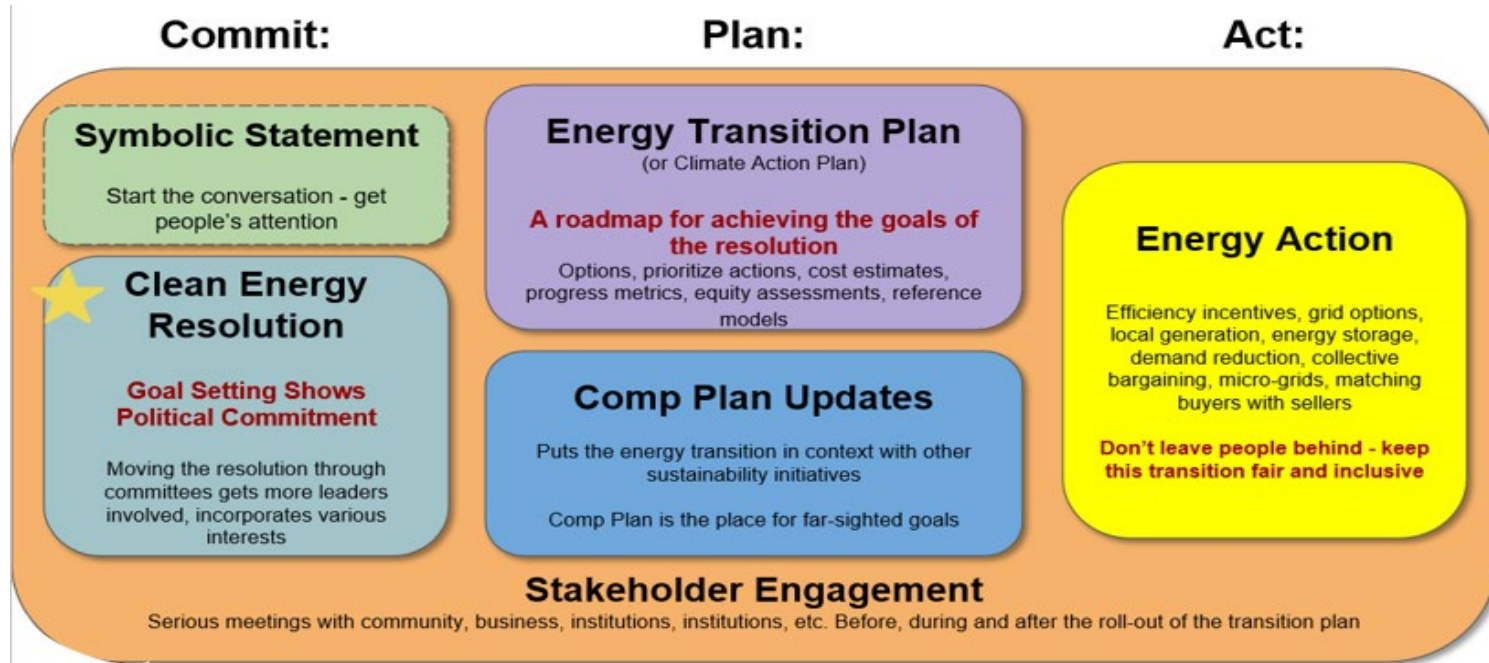
Potential Joiners?

- *Jenkintown?*
- Hatfield Township
- Pottstown Borough
- Towamencin Township
- Upper Gwynedd Township
- Upper Moreland Township



<http://readyfor100.org/montcopa>

Ready for 100 Municipal steps



Financial Savings - Solar installation

West Rockhill Township, Bucks County (as of September 2024)

70 kW system installed in 2021 covers 100% of municipal operations electricity usage
This system was installed prior to the 30% solar credit now available to municipalities

Purchase cost	\$169,000	
Three year electricity offset + RECs income	\$50,850	
Projected ROI	10 years*	Original estimate: 11 years
Projected Life-Time Savings	\$500,000	Original estimate: \$370,000
Reduction of Carbon Emissions	480,348 pounds	

<https://www.westrockhilltownship.org/community/solar>

**Note: If the Federal 30% solar credit had been available their payback would have been approximately 7 years*

Additional Actions

Solar installations - positive return on investment

Horsham Twp, West Goshen Twp (Chesco)

State College coalition (22 MW), Philadelphia (70 MW in Adams Cty)

Solar proposals

Springfield Twp, Plymouth Twp

Electric vehicle lower cost of ownership

Springfield Township Hybrid SUVs

Energy Efficient Apartments in Exton

At This Eco-Friendly Apartment, Renters Won't Have Electric Bills

These eco-friendly homes use energy efficient appliances and boast clean air and a comfortable living space.

Uwchlan Township's Board of Supervisors had passed a resolution in February 2019 to move toward clean and renewable energy. It joined other municipalities locally and across the country in signing on to the Sierra Club's Ready for 100 campaign to transition to 100 percent clean energy.

<https://www.theepochtimes.com/bright/at-this-eco-friendly-apartment-renters-wont-have-electric-bills-5773072>

1. Prepare a RF100 resolution

Engage environmental board, volunteers, or staff to:

1. Draft a renewable energy resolution
2. Present an overview of Ready for 100% Clean Energy to municipal officials
3. Present the resolution to municipal officials
4. Celebrate joining neighboring communities committed to renewable energy

Our Municipality is
Ready for 100% Clean Energy



2. First year- Energy Transition Plan

Create a committee that will

1. Partner with neighboring RF100 communities to share knowledge and strategies
2. Review existing transition plans
3. Evaluate transition strategies
4. Identify programs/grants to help with the transition
5. Draft an energy transition or climate action plan and action road map

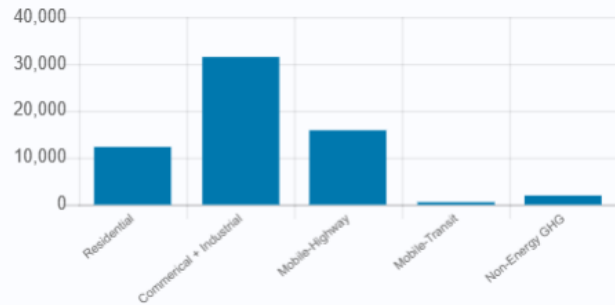
“Our Municipality is drafting our
Energy Transition Plan”



Jenkintown Emissions / Energy Expenditures

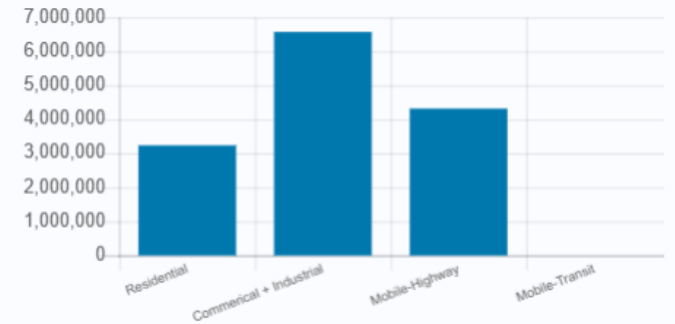
GHG Emissions by Sector

Sector	Emissions (MTCO ₂ e.)	%
Residential	12,320	20%
Industrial & Commercial	31,529	51%
Mobile-Highway	15,887	26%
Mobile-Transit	544	1%
Non-Energy GHG	1,960	3%
Total	62,241	100%



Energy Expenditures By Sector

Sector	Expenditures (Dollars)	%
Residential	3,238,789	23%
Industrial & Commercial	6,573,893	47%
Mobile-Highway	4,320,097	31%
Mobile-Transit	N/A	0%
Total	\$14,132,778	100%



[https://dvrpc.org/webmaps/
MunicipalEnergy/](https://dvrpc.org/webmaps/MunicipalEnergy/)

2015 Data

3. Energy Transition Actions

- Key focus areas
 - Energy conservation
 - Energy efficiency
- Benchmark existing energy usage
- Perform an energy audit
- Acquire / Produce renewable energy

“Our Municipality is
transitioning to clean energy”

Continue the Clean Energy Journey

- Collaborate with county planning and other munis
- Enlist the assistance of Community Advocates for Clean Energy of Greater Philadelphia (www.cacephilly.com and rfl00phl.org/t2)
- Lead by example and share progress with the community

<https://www.pacleanenergy.com/community>

Individual and Local Actions

Take advantage of the 2022 Inflation Reduction Act credits and grants to make these investments in clean energy.

Promote *Solarize SE PA*

Join Green Schools Campaign

Advocate for State and Regional Policies

- Community Solar (HB1155)
- Community Energy (HB504)
- Community Choice Aggregation for Boroughs
- Solar for Schools
- Solar for All (on hold)
- Home Energy Rebates/Home Electrification and Appliance Rebates (tbd)

DVRPC Sustainable Energy Partnership

Connect with our County Planning/Sustainability Offices

Community Choice Aggregation for Boroughs

- Community Choice Aggregation for PA is working on giving Boroughs the authority to purchase electricity for their stakeholders with a goal to increase the renewable percentage as electricity prices allow
- Eight boroughs have petitioned the PA PUC to request authorization

Implement Electrification and Sustainable Building Po

Examples:

- EV Ready Ordinance for new construction
 - DVRPC template
- Solar Ready Ordinance for new construction
 - DVRPC template
- Renewable Energy Ordinance Framework
 - <https://www.dvrpc.org/energyclimate/aeowg/>

State of the Climate

Climate Change Understanding vs Action

~90% basically believe that climate change is real

Only ~2% believe it should be a policy priority

Ref: Drawdown (<https://youtu.be/mEQLWHsIVRo?t=2209>)

CO2 levels keep climbing

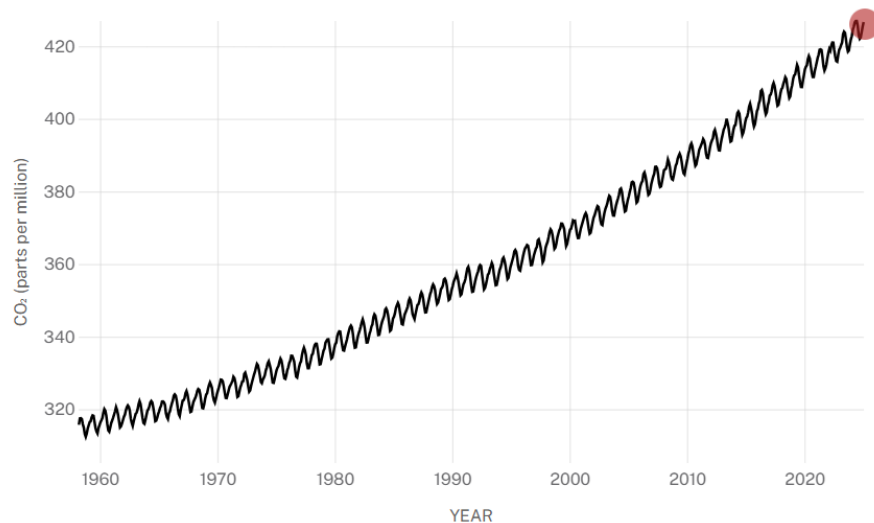
Carbon Dioxide

LATEST MEASUREMENT: March 2025

428 ppm

DIRECT MEASUREMENTS: 1958-PRESENT

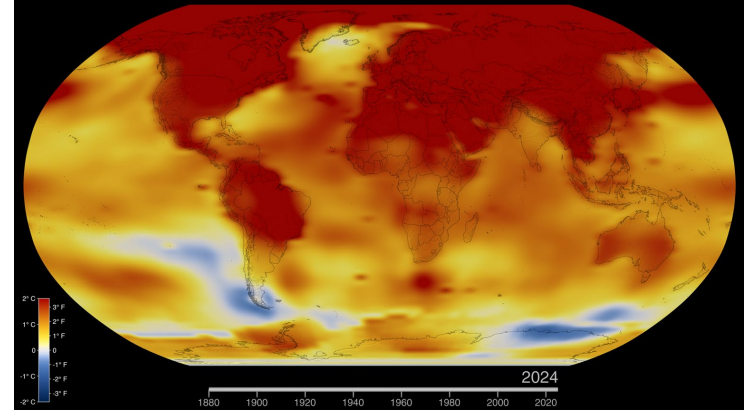
Data source: NOAA, measured at the Mauna Loa Observatory



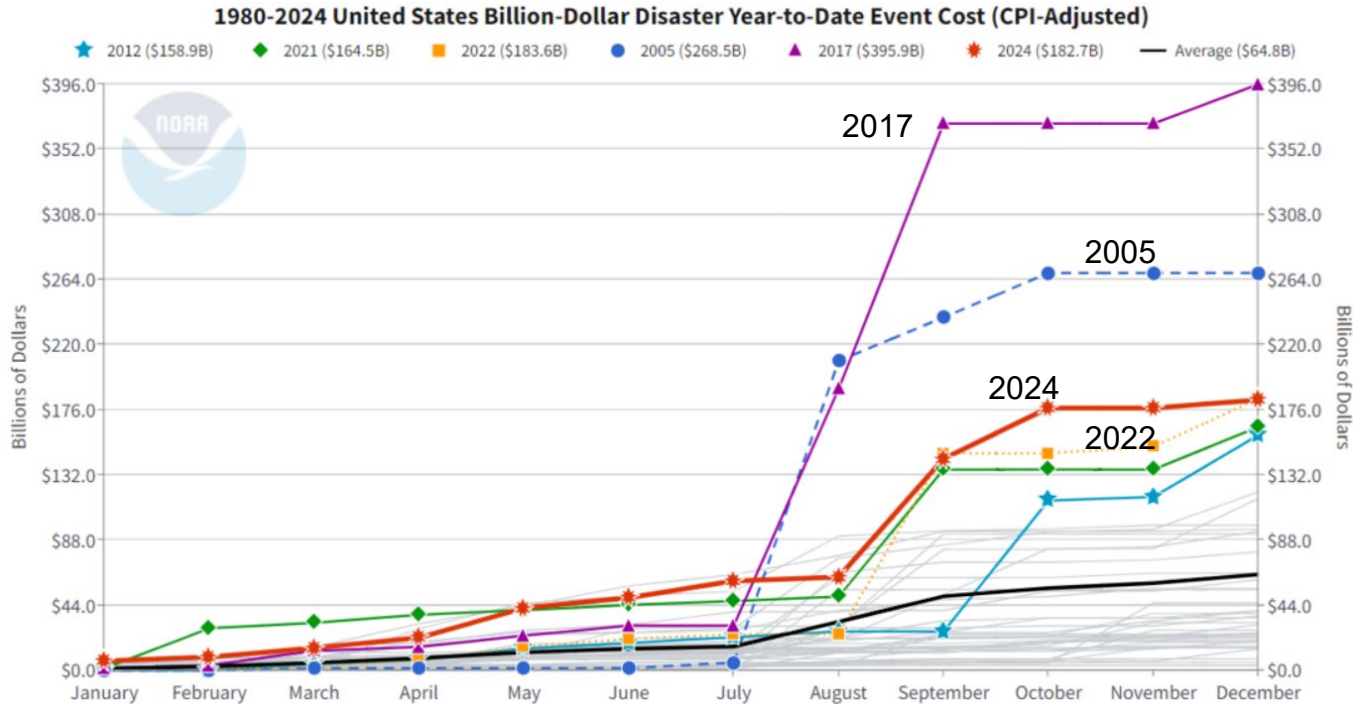
<https://climate.nasa.gov/vital-signs/carbon-dioxide/>

2024 Warmest Year on Record

“Once again, the temperature record has been shattered 2024 was the hottest year since record keeping began in 1880,” said NASA Administrator Bill Nelson. “Between record breaking temperatures and wildfires currently threatening our centers and workforce in California, it has never been more important to understand our changing planet.”



Increasing costs of storm damage



2024

Approximately \$182.7 billion.

568 deaths

4th costliest

Increasing Billion\$ Storms

U.S. billion-dollar weather disasters set an all-time record in 2023, with 28

A record-warm December closes out the fifth warmest year in more than 120 years of U.S. recordkeeping.



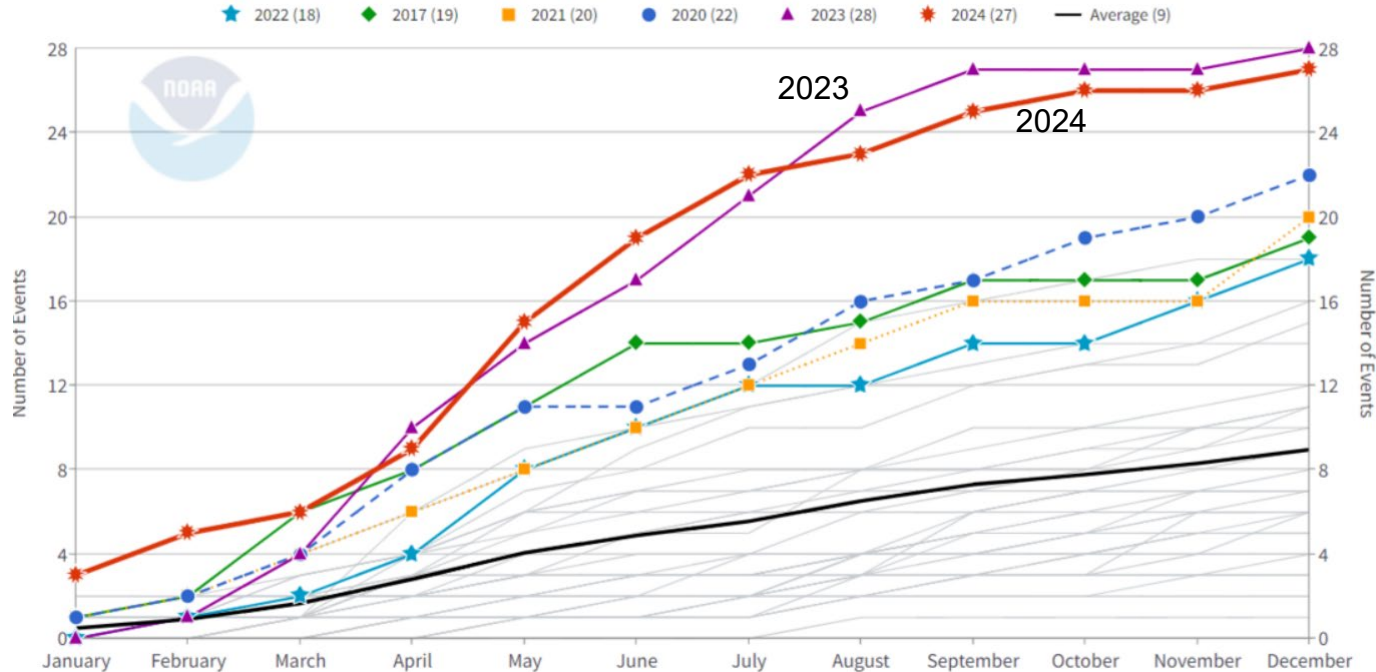
by **JEFF MASTERS** and **BOB HENSON**

JANUARY 9, 2024



Count of \$Billion disaster storms

1980-2024 United States Billion-Dollar Disaster Year-to-Date Event Count (CPI-Adjusted)



27 Storms in 2024

The year 2024 (red line) is the 14th-consecutive year (2011-2024) in which 10 or more separate billion-dollar disaster events have impacted the U.S.

2025 California Fires up to \$275 B

The [latest estimate](#) from weather forecasting service AccuWeather puts the total expected damage and economic loss to between **\$250 billion and \$275 billion**. That includes the costs of damage, loss of life, healthcare, business disruptions and other economic impacts

29 Deaths as of 1/27

Palisades Fire
6,000 structures
23,000 acres

Eaton Fire
10,000 structure
14,000 acres

Four tornadoes over 90 minutes ripped through Bucks and Montgomery counties. Here's how it unfolded



Jo Ciavaglia

Bucks County Courier Times

Published 10:00 p.m. ET Sept. 3, 2021 | Updated 12:47 p.m. ET Sept. 5, 2021



Upper Dublin



'Lost' The Township Building

"An EF 2 tornado is going to do heavy damage," Leonard said. "And it certainly did that. We lost the township building for all intents and purposes."



Upper Dublin- After the 2021 Disaster

Township building to be rebuilt as Net Zero!!



NEW UPPER DUBLIN TOWNSHIP AND POLICE BUILDING

**A MODEL NET ZERO
PUBLIC FACILITY
SERVING THE NEEDS
OF THE COMMUNITY**

The Upper Dublin Township building was destroyed in a tornado in September 2021.

After numerous evaluations, the decision was made to rebuild a more compact, efficient, sustainable and energy efficient new building to serve the community.

For more info

Contact: Bill Sabey

bill.sabey@yahoo.com

610-277-8888

- 100% clean, renewable electricity by 2035
- 100% clean, renewable heat and transportation by 2050*
- To equitably involve all stakeholders in the planning to reach these goals
 - *2015 IPCC targets to keep planetary warming under 1.5 C

Financial Savings - Energy Audit Springfield Township (as of Fall 2024)

Springfield Township performed energy audits and benchmarking on two buildings in 2019 & 2022

Audit/Implementation costs	\$15,000
Annual Energy Savings	\$60,000
CO2 emissions avoided	650,000 pounds CO2 (2019 - 2023)

433 Cedar St

SEATING WALL - MATERIAL DECISION

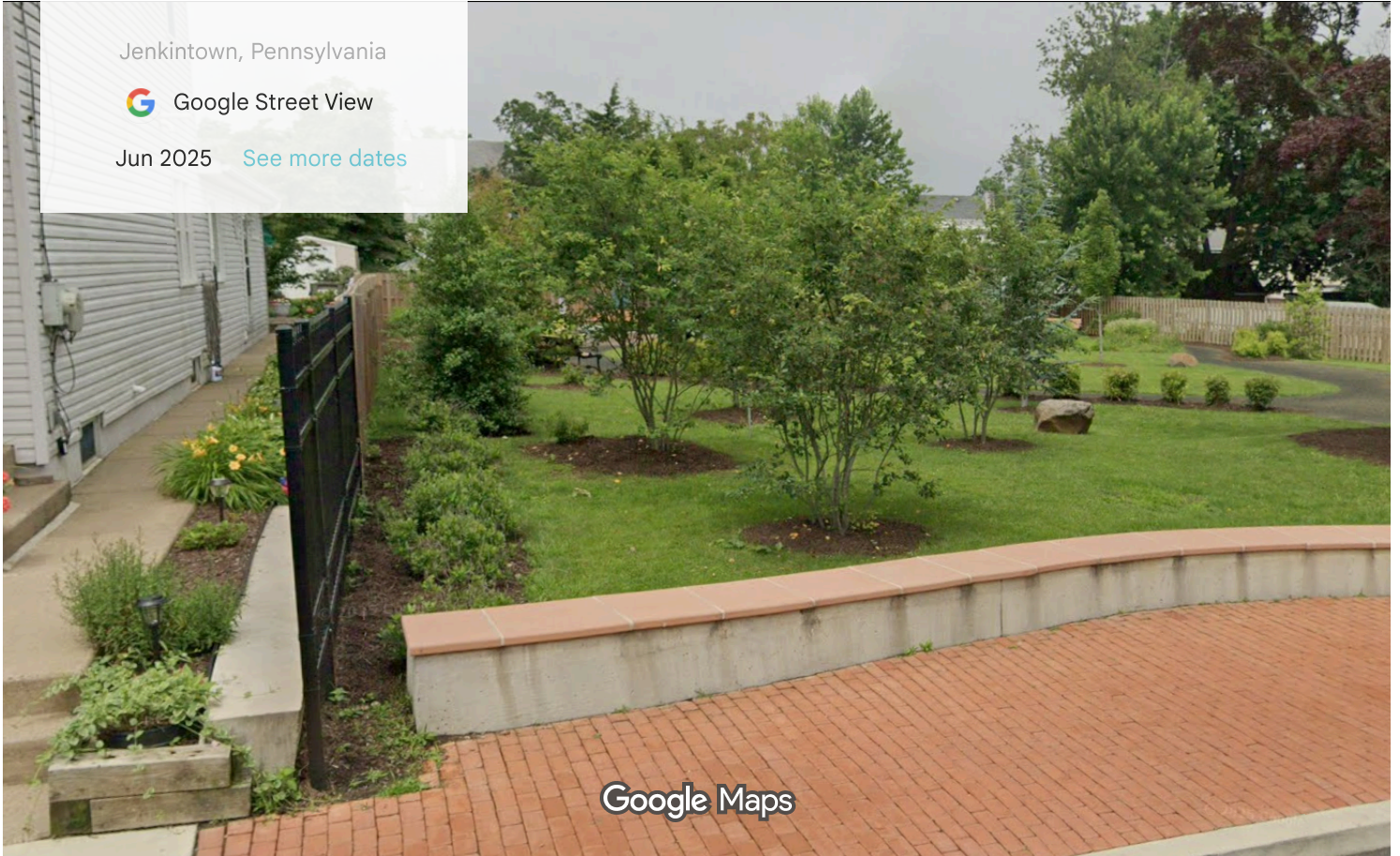
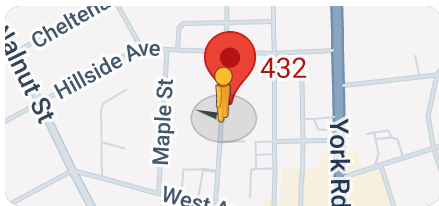


Image capture: Jun 2025 © 2026 Google





ESTIMATE



BOS:PA

BILL TO : Pennoni
1900 Market Street , Suite 300
Philadelphia,PA 19103
(215) 254-7879

CLIENT PROJECT # :HESAX26003

ESTIMATE DATE : 5/5/2026

ORDER DATE : 5/4/2026

ORDER No	PROJECT NAME	PAYMENT TERMS	ORDER BY
176097	Mitzvah Circle Expansion	PWP	AJ Joshi

QTY	DESCRIPTION	RATE	TOTAL
8	Standard w/Near Miss-Turn Count	\$750.00	\$6,000.00
	8 Location(s) for time period(s): 6:00 AM -- 8:00 PM-(Midweek) - 14 Hrs.		
	-Old York Rd -- Oil Change Dwy/Washington Ln, Jenkintown, PA		
	-York Rd -- Cloverly Ave/Rydal Rd, Jenkintown, PA		
	-York Rd -- Greenwood Ave, Jenkintown, PA		
	-York Rd -- West Ave, Jenkintown, PA		
	-York Rd -- Madeira Ave/Jenkins Ct, Montgomery, PA		
	-Old York Rd -- Wyncote Rd/Fox Pavilion Dr, Jenkintown, PA		
	-Washington Ln -- Greenwood Ave, Jenkintown, PA		
	-York Rd -- Ped Signal, Jenkintown, PA		
8	Standard w/Near Miss-Turn Count	\$150.00	\$1,200.00
	8 Location(s) for time period(s): 11:00 AM -- 2:00 PM-(Saturday) - 3 Hrs.		
	-Old York Rd -- Oil Change Dwy/Washington Ln, Jenkintown, PA		
	-York Rd -- Cloverly Ave/Rydal Rd, Jenkintown, PA		
	-York Rd -- Greenwood Ave, Jenkintown, PA		
	-York Rd -- West Ave, Jenkintown, PA		
	-York Rd -- Madeira Ave/Jenkins Ct, Montgomery, PA		
	-Old York Rd -- Wyncote Rd/Fox Pavilion Dr, Jenkintown, PA		
	-Washington Ln -- Greenwood Ave, Jenkintown, PA		
	-York Rd -- Ped Signal, Jenkintown, PA		
		TOTAL	\$7,200.00

Balances unpaid by end of Payment term (listed above) will be charged 1.5% interest per month

Check Remittance: Quality Counts | P.O. Box 104675 | Pasadena, CA 91189-4675
Legal Address: Quality Counts LLC | 15615 SW 74th Ave, Ste 100 | Tigard, OR 97224

Generated on 05/05/2026 01:07 PM

Page 1 of 1

Chapter 85
EMERGENCIES

ARTICLE I
Emergency Coordinating Board

- § 85-1. **Board created.**
- § 85-2. **Membership.**
- § 85-3. **Powers and duties.**
- § 85-4. **Notification of emergencies.**

ARTICLE II
States of Emergency

- § 85-5. **Authorized actions.**

ARTICLE III
States of Snow or Ice Emergency

- § 85-6. **Authorized actions.**
- § 85-7. **Snow emergency routes established.**
- § 85-8. **Prohibited acts.**

ARTICLE IV
Enforcement

- § 85-9. **Removal of vehicles.**
- § 85-10. **Violations and penalties.**

[HISTORY: Adopted by the Borough Council of the Borough of Jenkintown 11-27-1978 by Ord. No. 78-6. Amendments noted where applicable.]

GENERAL REFERENCES

Administration of government — See Ch. 4.
Streets and sidewalks — See Ch. 156.

Abandoned vehicles — See Ch. 170.
Vehicles and traffic — See Ch. 172.

ARTICLE I
Emergency Coordinating Board

§ 85-1. Board created.

The Jenkintown Borough Emergency Coordinating Board (hereinafter referred to as the "Board") is hereby established.

§ 85-2. Membership.

A. The Board shall be comprised of the following five persons:

- (1) Borough Manager (Chairperson).
- (2) President of Borough Council.
- (3) Mayor.
- (4) Director of Public Works. **[Amended 10-24-2011 by Ord. No. 2011-5]**
- (5) Borough Fire Chief.

B. In the event that any of the above-named persons are not available for service on the coordinating board, then any of the following persons shall be designated by the Chairperson to fill any vacancy on the Emergency Coordinating Board, so that the Board will always be comprised of five persons:

- (1) Chairperson of the Public Works Committee.
- (2) Chairperson of the Public Safety Committee.
- (3) Vice Chairperson of Administration in charge of Finance.
- (4) Highway Commissioner.
- (5) Borough Fire Marshal.¹

§ 85-3. Powers and duties.

A. The Board shall:

- (1) Establish plans for dealing with future emergencies, including but not limited to the designation, establishment and maintenance of emergency centers and the establishment and maintenance of methods of communicating the existence of emergencies to the public and the making of arrangements for manpower, equipment and supplies.
- (2) Expend such sums as are necessary to protect the health, safety and property of the Borough, its citizens, residents and property owners from conditions caused by an emergency. The Board shall not expend more than \$10,000 during any emergency without prior approval of Borough Council. **[Amended 10-24-2011 by Ord. No. 2011-5]**

B. The Board shall:

- (1) Meet when needed to review plans and programs for dealing with emergencies. **[Amended**

1. Editor's Note: Former Subsection B(6), Borough Health Officer, was repealed 10-24-2011 by Ord. No. 2011-5.

10-24-2011 by Ord. No. 2011-5]

- (2) Proclaim a state of emergency within the Borough upon the occurrence or imminence of any fire, flood, earthquake, hurricane, civil disturbance, riot or other occurrence which will seriously and substantially affect the health, safety and property of the Borough, its citizens, residents and property owners.
 - (3) Proclaim a state of snow or ice emergency within the Borough upon the occurrence or imminence of a snowfall in excess of four inches.
- C. Any state of emergency declared by the Board shall exist for the period set forth in the proclamation, but in no event shall the period exceed 10 days unless extended by Borough Council.

§ 85-4. Notification of emergencies. [Amended 10-24-2011 by Ord. No. 2011-5]

The Police and Fire Departments of Jenkintown Borough shall be responsible for notifying the citizens of and visitors to the Borough that an emergency has been declared and to give appropriate directions. Notification shall be by the use of a loudspeaker broadcasting the required information on all of the streets of the Borough. When possible, information shall also be broadcast on local television stations, on KYW radio and on the Borough website.

ARTICLE II
States of Emergency

§ 85-5. Authorized actions.

Upon the declaration of a state of emergency by the Emergency Coordinating Board, the Board shall then be authorized and empowered to take any or all of the following measures throughout the Borough of Jenkintown or any part thereof:

- A. Prohibit or limit the number of persons who may gather or congregate upon the public highways, public sidewalks or at any other public place.
- B. Halt the movement of all vehicular traffic into, within or from the Borough, or any part thereof.
- C. Regulate the parking of vehicles on any streets or highways within the Borough.
- D. Establish a curfew limiting the hours when persons may go upon or travel the public streets.
- E. Require the closing of restaurants and bars and prohibit the sale or service of alcoholic beverages in any hotel, restaurant, club or other establishment. [**Amended 10-24-2011 by Ord. No. 2011-5**]
- F. Prohibit or restrict the sale of gasoline or other flammable liquids.
- G. Undertake any other appropriate actions that a specific emergency shall dictate.

ARTICLE III
States of Snow or Ice Emergency

§ 85-6. Authorized actions.

The Emergency Coordinating Board upon the occurrence or imminence of a snowfall or ice emergency may declare a highway emergency.

§ 85-7. Snow emergency routes established.

A. Upon the declaration of a state of snow or ice emergency by the Emergency Coordinating Board, the following streets shall be designated snow emergency routes, and it shall be unlawful, during the period of such emergency for any person to park a motor vehicle or tractor or to allow the same to be parked on any such streets until the entire street is cleared of snow or ice or to operate any such motor vehicle or tractor on any such streets or portion thereof unless such vehicle or tractor shall be equipped with adequate equipment to provide sufficient traction to keep such vehicle or tractor in motion so that other traffic on such streets will not be blocked or seriously impeded.

Primary Snow Emergency Routes

West Avenue	Summit Avenue to Washington Lane
Walnut Street	Washington Lane to Railroad Bridge
Summit Avenue	West Avenue to York Road
Greenwood Avenue	Cedar Street to Washington Lane
Leedom Street	West Avenue to Summit Avenue

Secondary Snow Emergency Routes

Vernon Road	Washington Lane to Rydal Road
Cedar Street	Washington Lane — Linda Vista — Runnymede
Hillside Avenue	Florence Avenue to York Road
Greenwood Avenue	West Avenue to Cedar Street
Runnymede Avenue	West Avenue to Cloverly Avenue

B. Permanent and/or temporary signs shall be placed to assist the operators of motor vehicles and tractors in determining the streets affected by a snow or ice emergency and shall read as follows:

SNOW
 EMERGENCY
 ROUTE
 SNOW TIRES OR
 CHAINS REQUIRED
 NO PARKING
 DURING EMERGENCY
 VEHICLES
 TOWED AWAY

§ 85-8. Prohibited acts.

Upon the accumulation of any snow or ice, the following shall be unlawful in the Borough:

- A. Abandonment of any motor vehicle or any other vehicle on any public street or highway or fire zone within the Borough.
- B. Parking of any motor vehicle or any other vehicle on any public street or highway within the Borough other than in a normal legal fashion in relation to curbs, intersections, fire hydrants and crosswalks.
- C. Depositing of any snow, ice or slush by any person, persons or contractor from residential or commercial property onto any public street or highway or fire zone, or depositing any snow, ice or slush that in any manner obstructs or prevents the complete and proper function of fire hydrants, crosswalks and stormwater inlets or culverts.

ARTICLE IV
Enforcement

§ 85-9. Removal of vehicles.

The Jenkintown Police Department is hereby authorized to remove any vehicle parked upon any public street or highway or in a fire zone in violation of the terms and provisions of this chapter or any temporary regulation promulgated under the authority hereof. Such vehicle shall be removed to a garage or other place of safety. The registered owner of said vehicle shall be promptly notified in writing of the fact of the removal and of the place to which said vehicle has been taken. The owner of such vehicle shall be responsible for any and all towing and storage charges.

§ 85-10. Violations and penalties. [Amended 4-28-1980 by Ord. No. 80-13; 1-30-1989 by Ord. No. 89-2; 10-24-2011 by Ord. No. 2011-5]

Any person who shall violate any of the provisions of this chapter shall, upon summary conviction before a court of competent jurisdiction, be sentenced to pay a fine of not more than \$1,000 for each violation and the costs of prosecution or to imprisonment for a period not exceeding 30 days, or both. It shall be considered a separate violation for each day that the violation is not corrected.



EMPLOYEE HANDBOOK

Revised: **April 28**, 2026



Table of Contents

WELCOME	6
Scope and Purpose of the Handbook	7
Definitions.....	8
COMPLIANCE.....	11
Employee Relations	11
Equal Employment Opportunity (EEO).....	11
Americans with Disabilities Act (ADA).....	12
Immigration Law Compliance	13
HIRING & EMPLOYMENT.....	13
At-Will Employment Policy	13
Employment Classifications	13
Employment Applications.....	14
Employment References and Background Checks.....	14
Employee Medical Examinations and Drug/Alcohol Screens.....	15
Hiring of Relatives	15
Introductory Period.....	15
Outside Employment	16
Personnel Files.....	17
Performance Reviews	17
Development Opportunities.....	18
Layoffs	18
Ending Employment.....	19
EMPLOYEE BENEFITS.....	22
Employee Benefits	22
Holidays	22
Vacation Leave.....	23
Personal Leave.....	24
Sick Leave.....	24
Bereavement Leave.....	25



Jury Duty Leave	25
Military Leave	25
Parental Leave	27
Family and Medical Leave (FMLA)	28
Disability Leave	33
Health and Dental Insurance	33
Life, Accidental Death and Dismemberment, and Long-Term Disability Insurance.....	34
Non-Uniformed Pension Plan	34
Workers' Compensation	34
Unemployment Compensation.....	35
WORK SCHEDULE & PAYROLL.....	35
Work Schedule	35
Meal and Rest Periods	35
Timekeeping.....	36
On-Call Policy	36
Paydays	36
Payroll Deductions.....	37
Mileage Reimbursement	37
Overtime	37
Compensatory Time	38
Longevity Pay	38
WORKPLACE EXPECTATIONS.....	40
Ethical Standards	40
Open Door Policy	40
Confidentiality	41
Conflicts of Interest.....	41
Care of Borough Equipment and Vehicles	42
Attendance and Punctuality	43
Dress Code	43
Political Activity	45



Social Media Policy	45
Technology & Electronic Communications	47
Workplace Monitoring	52
Use of Phone and Mail Systems	52
Protection of Borough and Personal Property	53
Smoking and Vaping	54
Visitors in the Workplace	54
Solicitation	54
Bulletin Boards	54
Drug and Alcohol Policy	55
Unlawful or Illegal Activities	57
Employee Complaint Policy	57
Anti-Harassment Policy	57
Workplace Violence Prevention	60
Weapons	61
Employee Conduct & Disciplinary Action	61
Emergency Closings	64
SAFETY	64
Scope and Responsibility	64
Safety Committee	65
Reporting Work-Related Injuries	65
Security Inspections	66
Motor Vehicle Safety Policy	67
Uniformed Employee Addendum	71
Purpose	71
Layoffs and Furloughs	71
Ending Employment	72
Longevity	72
Confidentiality	73
APPENDIX A: Employee Classifications	74



APPENDIX B: Borough Departments.....	75
APPENDIX C: Organizational Chart	76
APPENDIX D: New Employee Checklist.....	77
APPENDIX E: Employee Handbook Acknowledgment & Receipt.....	78
APPENDIX F: Anti-Harassment Policy Acknowledgment & Receipt.....	79



WELCOME

On behalf of your colleagues, we welcome you to the Borough of Jenkintown and wish you every success here.

We believe that each employee contributes directly to the Borough of Jenkintown's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Borough of Jenkintown.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Welcome!

Borough of Jenkintown Borough Council



Scope and Purpose of the Handbook

This Employee Handbook was created and approved as a useful reference for you, the employee of the Borough of Jenkintown (also referred to as “the Borough”). It provides general information on current human resource policies, procedures and benefits furnished by the Borough of Jenkintown. The Handbook does not represent a complete statement or final authority on human resource matters.

This Handbook is *not*, in whole or in part, an employment contract between the Borough of Jenkintown and you as an employee. You should not rely on it as a contract. Rather, it is meant to be a helpful guide describing some of the ordinances, regulations, policies, and procedures related to human resource matters. These ordinances, regulations, policies, and procedures can be changed without prior notice at any time during your employment, and those changes will be binding upon you as an employee. You remain free at any time to terminate your employment relationship with the Borough of Jenkintown if you are dissatisfied with existing ordinances, regulations, policies or procedures or any changes made to them. We will review this Handbook periodically to keep you "up to date" on the changes affecting you.

It is possible that this Handbook will not always accurately reflect the ordinances, regulations, policies, and procedures upon which it is based. In such instances, reference must be made to the ordinances, regulations, policies, and procedures, which are the final authority, as interpreted and applied by the Borough of Jenkintown Borough Council. In cases where information in this Handbook conflicts with the terms of any applicable collective bargaining agreement, personnel services contract, or Federal or State law including the Attorney General's guidelines with respect to Police Department personnel matters and the Pennsylvania Civil Service Act, the terms of that contract or law will prevail. A Uniformed Employee Addendum is included at the end of this Handbook and contains policy provisions specific to Police Department personnel. Where the Addendum differs from the general policies in this Handbook, the Addendum governs.

We hope that you find the information in this Handbook useful in your employment with the Borough of Jenkintown. If you have any questions that are not answered here, please feel free to contact your supervisor or the Borough Manager for an explanation or clarification of any human resource regulation or practice.



Definitions

The terms below shall mean the following when used in this manual:

Exempt Employee: Managerial, professional, supervisory, administrative, and executive positions that are salaried and are not eligible for overtime pay, regardless of the number of hours worked, in accordance with the Fair Labor Standards Act.

Extended family: An employee's grandparents, grandchildren, nieces, nephews, aunts, uncles, cousins related by blood or any person related by blood or marriage residing in an employee's household.

Flex time: Time granted to exempt employees in lieu of overtime payment.

Full-time employee: Any individual employed by the Borough, other than a temporary or seasonal employee, who works an average of 30 hours per week or at least 130 hours in that month. This definition does not apply to police officers in the Jenkintown Police Department. "Full-time" for police officers in the Jenkintown Police Department shall be defined in the Collective Bargaining Agreement.

Holiday: The period between 12:01 a.m. to 12:00 midnight of the date on which the holiday falls.

Immediate relatives: An employee's spouse, parents, children, civil union partner or legal equivalent, stepparents, stepchildren, siblings, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Job descriptions: An outline of basic duties and expected attributes of an employee serving in a position.

Lay-off: The separation of an employee from employment with the Borough, which has been made necessary by lack of funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee.

Leave: An approved type of absence from work as provided by these policies.

Management: The Borough Manager and Department Heads.

Non-uniformed employees: All employees who are not sworn police officers.



Non-Exempt Employee: Non-supervisory, clerical, mechanical, and technical positions that are hourly and are eligible for overtime pay, in accordance with the Fair Labor Standards Act.

Overtime: Authorized time worked by an employee in excess of forty (40) hours per week.

Overtime pay: Compensation paid to an employee for overtime work.

Part-time employee: Any individual employed by the Borough, other than a temporary or seasonal employee, who regularly works an average of 29 or fewer hours per week or 129 hours or fewer per month.

Pay period: The recurring length of time over which employee work hours are recorded and paid.

Position: A post of employment.

Promotion: The movement of an employee from a position to another having higher compensation than the original position.

Suspension: The temporary separation of an employee from duties without pay for disciplinary reasons or pending the outcome of an investigation involving the employee.

Temporary (seasonal) employee: Employed at an hourly rate for limited periods of time (usually less than twelve months in duration) in order to complete a specific task, project, or seasonal job. Jobs in this classification would include crossing guards, interns, interim and summer positions, and seasonal building inspectors, for example.

Transfer: The movement of an employee from one position to another position of the same class, having the same maximum salary rate, involving the performance of similar duties, and requiring essentially the same basic qualifications.

Uniformed employees: All sworn police officers.

Vacancy: An authorized position that is not occupied and for which funds have been provided and are available.

Work day: Scheduled number of hours an employee is required to work per day.



Work week: The total of scheduled workdays in a seven-day period as determined by Department rules and regulations.



COMPLIANCE

Employee Relations

Work conditions, wages, and benefits we offer to our employees are competitive with those offered by other companies in this area and in this industry. If you have a complaint, problem or concern about work conditions or compensation, you are encouraged to bring those concerns to your supervisor or the Borough Manager. If the problem is not resolved, or in rare cases when you believe the problem cannot be discussed with the supervisor, please reach out to the Borough Manager or Human Resources. We value an “open door” environment where we listen to concerns and commit to resolving our issues.

When employees deal directly with supervisors, communications are clear, and attitudes are positive. The Borough of Jenkintown demonstrates its commitment to employee concerns by promptly responding to questions and complaints.

Equal Employment Opportunity (EEO)

Employment decisions at the Borough of Jenkintown are based on merit, qualifications, and competence. Employment practices shall be without regard to an applicant’s or employee’s race, color, national origin, ancestry, citizenship status, religion, gender, sexual orientation, age, military service, disability, or any other characteristic protected by law. In addition, it is our policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, racial, or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge and other terms and conditions of employment. The Borough of Jenkintown will make reasonable accommodation in accordance with the law for persons with disabilities and for individual religious practices.

You should immediately notify your supervisor or the Borough Manager of any situation that you believe involves illegal discrimination. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Any employee with questions or concerns about any possible discrimination in the workplace is encouraged to bring these issues to the attention of the Borough Manager. If the issue involves the Borough Manager, employees can bring such issues to the attention of Human Resources or the Borough Council.



Americans with Disabilities Act (ADA)

The Borough of Jenkintown is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

Reasonable accommodations are available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria and essential functions of the position, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Borough of Jenkintown is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Borough will comply with any state or local law that provides individuals with disabilities greater protection than the ADA.

The Borough encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. For qualified individuals with substantial limitations of one or more major life activities, the Borough shall make reasonable accommodations, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that the accommodation does not impose an undue hardship on the Borough.

The Borough will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information may be subject to disciplinary action.

This policy is neither exhaustive nor exclusive. The Borough is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. All decisions with regard to reasonable accommodation shall be made by the Borough Manager.



Immigration Law Compliance

The Borough of Jenkintown is committed to complying with the Immigration Reform and Control Act of 1986. The Borough will hire only those people who are legally allowed to work in the United States.

Because of the Immigration Reform and Control Act of 1986, each new employee must properly complete Form I-9. Newly rehired employees must also complete the form if they have not previously filled one out, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

If you have any questions or would like more information on immigration law issues, please talk with the Borough Manager.

HIRING & EMPLOYMENT

At-Will Employment Policy

With the exception of employees who are covered under union contracts, employment with The Borough of Jenkintown is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, The Borough of Jenkintown may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between The Borough of Jenkintown and any of their employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of The Borough of Jenkintown.

Employment Classifications

It is the intent of The Borough of Jenkintown to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws and will belong to another employment category as explained in [Appendix A](#).



Employment Applications

The Borough of Jenkintown is committed to recruiting qualified candidates through a fair and transparent application process. All position openings shall be posted on the Borough of Jenkintown's website and relevant job search platforms. Positions designated as civil service shall follow approved civil service guidelines and regulations for posting and associated job descriptions.

Each position posting shall include the following information:

- Position title
- Pay range
- Nature of work to be performed
- Required qualifications for employment
- Instructions on how to apply for employment

Current employees of the Borough shall be notified of all position vacancies and the qualifications required for promotion or transfer to the vacant position. Whenever possible, qualified employees will be granted preference in appointment to such vacancies.

Names of persons applying for Borough positions, or the evaluation of their applications in any selection process, shall not be considered public record as outlined in Section 708 of the Pennsylvania Right-to-Know Law (Act 3 of 2008).

Employment References and Background Checks

As part of the pre-employment process, the Borough conducts reference checks with former supervisors, employers, and references provided by candidates. All reference checks shall be documented and maintained as part of the application file.

Department Heads shall request that applicants authorize a background check during the pre-employment interview. The Department Head shall forward a copy of the application for each recommended applicant to the Chief of Police, who shall initiate the background investigation.

The background check shall include, but is not limited to:

- Verification of information provided on the application form
- Active warrants or wants on the applicant
- Records of improper or illegal conduct which directly affect the applicant's ability to perform in the position for which application is made
- Additional information obtained during the application process that may require further investigation



Employee Medical Examinations and Drug/Alcohol Screens

To help ensure that employees are able to perform their duties safely, medical examinations may be required. Not all positions will require medical examinations. Whether an examination is required is dependent upon the essential physical requirements and nature of the position. All positions will require a drug/alcohol screen.

After an offer has been made to an applicant entering a designated job category, a medical examination (if required for the position) and pre-employment drug/alcohol screen will be performed at the Borough of Jenkintown's expense by a health professional of the Borough of Jenkintown's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam and a negative drug/alcohol screen result.

Current employees may be required to take medical examinations to determine their fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Borough of Jenkintown's expense.

Additionally, employees may be subject to random drug/alcohol screens as a condition of employment and the Borough reserves the right to request a drug/alcohol screen at any time either on a random or for cause/suspicion basis.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause conflicts and problems with favoritism and employee morale. Relatives of current Borough employees may not occupy a position that will be working directly for or supervising their relative. If a relative relationship is established after employment between employees who are in a reporting relationship, it is the responsibility of the employees involved to disclose the relationship to the Borough Manager immediately.

Introductory Period

The Borough of Jenkintown utilizes an introductory period to evaluate new employees and ensure compatibility with their position and the organization. The first six (6) months of employment are considered an introductory period. During this time, your compatibility with your position and the organization is evaluated. All new and rehired employees must complete



this introductory period. Employees who are promoted or transferred within the Borough must complete a secondary introductory period.

At the end of the introductory period, your supervisor will review your job performance with you. Based on this review, the supervisor may extend the introductory period for a specified time if additional evaluation is warranted. During the introductory period, your employment remains at-will, and either you or the Borough may terminate the employment relationship at any time, with or without cause or notice. Completion of the introductory period does not alter your at-will employment status or create any contractual right to continued employment.

Outside Employment

Employees are permitted to engage in outside employment, subject to the restrictions outlined below. Employees must notify the Borough Manager in writing of any outside employment. The notification must include the employer's name, phone number, and address, the nature of the position, and the hours of the outside employment. The Borough Manager, with the advice and consent of the Borough Council, may request that employees restrict outside employment if it is determined that a conflict of interest exists or if the outside employment adversely affects the Borough in any way.

Employees who hold an interest in or are employed by any entity doing business with the Borough must submit a written notice of these outside interests to the Borough Manager, who shall present the request to the Borough Council for approval. Activities and conduct away from the Borough job must not compete, conflict with, or compromise the Borough's interests or adversely affect job performance and the ability to fulfill all responsibilities to the Borough. Employees are prohibited from using any Borough tools or equipment or using any confidential information of the Borough in their outside employment. In addition, employees are prohibited from engaging in any outside employment during Borough paid working time.

Employees are expected to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to work overtime, or inability to work different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued. Disciplinary procedures will be followed to address specific performance issues.

Employees may not use paid sick leave to perform any outside employment. Fraudulent use of sick leave will result in disciplinary action up to and including termination.



Personnel Files

Employees who are currently employed, laid off with re-employment rights, or on a leave of absence may request an inspection of their official personnel file at least once per calendar year. An employee's designated agent may also request inspection in accordance with 43 P.S. § 1322.1.

Requests for personnel file inspection must be submitted in writing to the Borough Manager at least two (2) weeks prior to the desired appointment date. The request must include a specific date and purpose for the inspection. A representative of the Borough shall remain in the room with the employee while the review is being conducted. Under no circumstances may employees review any file other than their own. If an employee wishes to authorize a representative to review the file on their behalf, the employee must provide written authorization for such review.

Employees or their representatives may not alter or remove any documents from the file. The employee or designated representative may take notes regarding the contents of the personnel file; however, photocopying any of the contents of the file is prohibited.

Any medical information is maintained as a confidential file separate from an employee's personnel file. If an employee wishes to review their medical file, a specific written request should be submitted to the Borough Manager's office.

The Borough is committed to maintaining the confidentiality of the contents of all personnel files consistent with applicable law. Subject to state laws such as the Right to Know Law, the Borough will not disclose the contents of a personnel file to third parties without a release signed by the employee. In all cases, the Borough will comply fully with the terms and provisions of the Pennsylvania Inspection of Employment Records Law, P.L. 1212, No. 286, as amended, 43 P.S. § 1321-1323.

Performance Reviews

The primary purpose of an employee performance review is to ensure that each employee has a clear understanding of their job responsibilities and performs them in an efficient manner. Performance reviews provide an opportunity for employees and supervisors to discuss job performance, set goals, identify areas for improvement, and recognize accomplishments.

An initial performance review shall be performed after an employee has been with the Borough for a period of six (6) months. A second performance review shall be performed after an employee has been with the Borough for a period of one (1) year. After the employee's one-year



performance review, additional performance reviews shall be conducted on an annual basis. Annual performance reviews shall be completed by September 30 of each year.

Employee performance reviews will be conducted by the employee's direct supervisor and shall be based on the employee's job description. Department heads will be evaluated by the Borough Manager. The Borough Manager shall be evaluated by Borough Council. All employee performance reviews conducted by department heads shall be submitted to the Borough Manager for review and approval. The department head will discuss any necessary personnel actions with the Borough Manager at this time, such as discipline, pay increases, additional job duties, or training needs.

Performance reviews shall be used in decisions affecting such items as merit-based pay increases, performance-based discipline, additional job duties, training and development opportunities, and other personnel actions.

Development Opportunities

The Borough of Jenkintown is committed to the professional growth and development of its employees. The Borough desires to have a well-trained staff who can efficiently and effectively execute the duties required of their respective positions. In order to accomplish this goal, training and development opportunities will be offered to employees.

To the extent possible, funds will be budgeted for the costs associated with training programs. Employees are encouraged to take advantage of development opportunities that enhance their skills and contribute to their professional growth. Participation in training and development opportunities will be considered during employee performance evaluations.

Employees interested in specific training or professional development programs should discuss opportunities with their supervisor or department head.

Layoffs

The Borough of Jenkintown recognizes that economic conditions and operational needs may occasionally necessitate workforce reductions. A layoff is defined as the separation of an employee from employment with the Borough, which has been made necessary by lack of funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee.

Although the Borough cannot guarantee a future free of layoffs, the Borough will use layoffs only as a last resort. When layoff decisions must be made, they will be based primarily on job



performance, skills, ability, and years of service with the Borough. Length of service may be a consideration when other factors are substantially equal.

If layoffs become necessary, affected employees will be notified as far in advance as possible. If it appears, based on all available information at the time, that the amount of work will warrant recalls within three (3) months, employees may be placed on temporary layoff status. Employees on temporary layoff status may be eligible for recall in accordance with applicable law and any relevant collective bargaining agreements.

Uniformed employees are not subject to the layoff provisions of this section. The separation of uniformed employees from employment due to a reduction in force is governed exclusively by the furlough procedures set forth in the Civil Service Commission Rules and Regulations of the Borough of Jenkintown, including the order of furlough, the maintenance of a Furlough List, and the reinstatement of furloughed officers. Uniformed employees should refer to those Rules and Regulations for all matters related to workforce reduction.

Nothing in this policy alters the at-will employment relationship between the Borough and its employees, nor does it create any contractual right to employment or recall.

Ending Employment

Ending employment is part of organizational life and occurs for various reasons. The most common circumstances under which employment is terminated include:

- **Resignation:** An employee chooses to leave the Borough voluntarily
- **Discharge:** The Borough initiates termination
- **Layoff:** Involuntary employment termination initiated by the Borough primarily due to a reduction in the workforce or in a particular department
- **Medical Termination:** Employment termination initiated by the employee or by the Borough when the employee is unable, for health reasons, to perform the essential functions of the job even with reasonable accommodation, or when the employee poses a direct threat of harm to self or others
- **Retirement:** The employee initiates voluntary retirement from active employment

Since employment with the Borough of Jenkintown is based on mutual consent, both the employee and the Borough have the right to terminate employment at any time, unless otherwise required by the terms of any applicable collective bargaining agreement.

Employees who intend to resign must notify the Borough Manager in writing at least two (2) weeks in advance. Management level employees are requested to provide thirty (30) days written



notice. The Borough reserves the right to accept the resignation immediately and to establish an earlier separation date if deemed necessary. After giving notice of resignation, employees are expected to assist their supervisor and co-workers by providing information concerning their current projects and helping in the training of a replacement. Unless otherwise authorized, time off benefits cannot be used during the resignation period except for paid holidays.

The Borough requests that all employees considering retirement communicate their decision to their supervisor or the Borough Manager ninety (90) days prior to their anticipated retirement date.

Final Pay and Benefits

Upon separation from employment, employees will be compensated for all accrued and unused vacation leave in accordance with Borough policy and applicable collective bargaining agreements. Personal days are not paid upon separation. Employees will receive their final pay on the regularly scheduled pay date. Employee benefits will be affected by employment termination. Employees will be notified in writing of any benefits that may be continued at their expense and the terms, conditions, and limitations of such continuance, including COBRA options.

Uniformed employees are subject to the separation compensation provisions of their respective employment contracts or collective bargaining agreements, which may differ from the general provisions above. All matters related to final pay, accrued leave payouts, and any applicable severance for uniformed employees shall be governed by the applicable contract or agreement and the Uniformed Employee Addendum.

Exit Interview

The Borough Manager will conduct an exit interview which provides an opportunity to discuss employee benefits, repayment of outstanding debts to the Borough, return of Borough-owned property, and appropriate retirement issues. Suggestions, complaints, and questions can be voiced during this time.

Return of Borough Property

On the last day of work and prior to receiving the final paycheck, employees must return their employee identification card, all keys, equipment, and all Borough property, materials, written information, or electronic files. Where permitted by law, the Borough may withhold amounts owed from the employee's final pay, including the cost of any unreturned items, and may take legal action to recover or protect its property.



The employee will sign a termination memo designating all money owed, which will be retained in the official personnel file.



EMPLOYEE BENEFITS

Employee Benefits

The Borough of Jenkintown provides a comprehensive benefits package to eligible employees. Outlined below are benefits that will be offered to eligible employees. Uniform employees should refer to their Collective Bargaining Agreement.

A number of benefit programs, such as Social Security, workers' compensation, and unemployment insurance, cover all employees in the manner prescribed by law. In addition to these benefits, elective and supplemental benefits may be offered to Borough employees. Elective and supplemental benefits will be offered at the sole expense of the employee. The benefits described in this handbook are available to full-time employees unless otherwise specified. Part-time employees are not eligible for paid time off benefits except as required by law or as specified in a collective bargaining agreement, employment contract, or other written agreement.. Benefits eligibility is dependent upon a variety of factors, including employee classification.

Detailed information about specific benefit plans is available from the Finance Director. The Finance Director can answer questions about the programs for which you are eligible and can provide benefit-related details not covered in this handbook. Although this handbook provides general descriptions of eligibility and benefits, eligibility and benefits are governed by the actual formal plan documents, related insurance contracts, and Collective Bargaining Agreements, if any. Nothing in this handbook is intended to replace, supersede, expand, or in any way modify the terms of those documents. This handbook should not be construed as an interpretation of those documents.

The Borough reserves the right to change, modify, eliminate, or add benefits at any time, subject to applicable law and the terms of any applicable Collective Bargaining Agreement. In the event of any discrepancy between this handbook and the actual plan documents, the plan documents will govern. Eligibility for or participation in any benefit does not guarantee employment for any period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Borough of Jenkintown.

Holidays

All non-uniformed full-time employees are entitled to the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day



- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Non-uniformed full-time employees receive one (1) floating holiday per calendar year. A floating holiday allows employees to have an additional paid day to cover absences for personal reasons such as religious observances, parent-teacher conferences, or to supplement vacation, sick or holiday leave. Floating holidays are available at the beginning of each calendar year and must be taken in the calendar year in which they are given. Floating holidays cannot be carried over to the next calendar year, nor may they be cashed out if not taken or paid out upon termination of employment. Floating holidays must be scheduled and approved in advance by the employee's supervisor.

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday. In the event the Borough deems it necessary, employees may be required to work any of these holidays. Under any such circumstances, non-exempt employees will be compensated at the rate outlined in the Overtime Policy.

Vacation Leave

Vacation leave is provided to eligible employees to promote rest, relaxation, and personal time away from work. Vacation is prorated based upon the anniversary of the employee's date of hire according to the schedule below:

1 day for each full month of service (not exceeding 8 days)	Year 1
10 days	Year 2 through 5
15 days	Year 6 through 11
20 days	Year 12 through 20
25 days	Year 21+

Vacation leave for non-uniformed employees is provided on a front-loaded accrual basis, meaning the full annual vacation allotment is made available at the beginning of each calendar year. Because vacation time is front-loaded, upon separation from employment the amount of vacation leave taken will be reconciled against the amount actually accrued through the



employee's last day of work. If an employee has taken more vacation than they have accrued at the time of separation, the difference will be deducted from the employee's final paycheck. If an employee has taken less vacation than they have accrued at the time of separation, the employee will be compensated for the remaining accrued balance. The proration will be calculated based on the employee's termination date and the number of days worked in that calendar year.

Vacation days may only be used in half-day and whole-day increments. Employees must receive approval from their department head before taking vacation time. Two weeks' notice is required for vacation requests of one working week or more. Employees who do not use all of their vacation allowance may, with the permission of their supervisor, carry their unused days to March 31st of the following year, but shall not carry over more than five (5) days. If these days are not used by March 31st of the following year, they will be forfeited.

Personal Leave

Full-Time employees are entitled to three (3) personal days per year to be used for their own business, which may only be used in half and whole day increments. Any unused days, in excess of one, are forfeited at the end of each calendar year. By carrying one excess day over, employees may start a year with four days but will not accumulate more than that.

Sick Leave

Employees are entitled to ten (10) days of sick leave per calendar year. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member, including a civil union partner. Sick leave may only be used in half-day and whole-day increments. Employees must notify their supervisor as soon as possible when they need to use sick leave, preferably before the start of their scheduled shift.

Employees absent on sick leave for three (3) or more consecutive days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, including a civil union partner, a doctor's verification of that individual's illness or injury is required. Prior to the return to work after prolonged absence due to illness or injury, the Borough reserves the right to require an employee to be examined, at the Borough's expense, by a physician designated by the Borough to verify the fitness to return to normal duties. The employee will not be permitted to return to work until verification is received.

An employee's unused sick time may be carried over to the following year and continues to accumulate indefinitely until the date of separation. When an employee is separated from the Borough, that employee shall be paid for accumulated sick days at 25% of the employee's daily rate, up to a maximum of \$4,000.00.



Bereavement Leave

An employee shall be excused for up to four (4) days with full pay for reason of death of an employee's immediate relative and up to two (2) days for extended family. Bereavement leave can continue unpaid as needed but shall not extend beyond 15 consecutive calendar days immediately following the death of a family member. An employee can supplement the bereavement leave with vacation and/or personal days.

Jury Duty Leave

The Borough encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time employees may request up to two (2) weeks of paid jury duty leave over any two-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence less the amount the employee receives for such services as a juror. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Either the Borough or the employee may request an excuse from jury duty if, in the Borough's judgment, the employee's absence would create serious operational difficulties. The Borough will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave. Time spent on jury duty will not be used to calculate overtime pay.

Military Leave

The Borough of Jenkintown is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Borough's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefits of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.



If any employee believes that they have been subjected to discrimination or retaliation in violation of this policy, the employee should immediately contact their supervisor, department head, or the Borough Manager.

The Borough will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Pennsylvania Military Leave of Absence Act pertaining to military leave. As the laws change, or as interpretations of the laws change, military leave benefits for employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as military leave situations arise, employees should consult with their supervisor, department head, or the Borough Manager for current and complete details regarding their military leave rights and any continuation of benefits issues.

Eligibility and Notice

A military leave of absence will be granted to employees who are absent from work because of active service in the United States uniformed services, including the reserves and the National Guard, in accordance with USERRA and Pennsylvania law. Employees are required to provide advance notice of military service to their supervisor and the Borough Manager, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Compensation

Military leave will be unpaid for non-exempt employees. Exempt employees on military leave will be paid for any week in which the employee performs some services for the Borough. However, the Borough will offset the amounts received as military pay against the salary due for that particular week. All employees may use, but are not required to use, accrued vacation or other accrued time off to maintain income while on military leave.

Benefits

Continuation of health insurance benefits is available as required by USERRA and Pennsylvania law based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. For the first thirty (30) days of military leave, the Borough will continue health insurance benefits and employees are only required to pay their regular contributions. After the expiration of the thirty (30) days, if employees on military leave wish to continue coverage for themselves and their dependents, they may continue such health insurance benefits at their own expense by paying 100% of the premium.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the military leave and will resume upon the employee's return to active employment.



Return to Work

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled work day that would fall eight (8) hours after the end of the calendar day when service ends. Employees on military leave for 31 to 180 days must submit an application for reemployment no later than fourteen (14) days after completion of service. Employees on military leave for more than 181 days must submit an application for reemployment no later than ninety (90) days after completion of service.

Employees who are separated from military service under honorable conditions and seek reinstatement within the required time period will be reemployed by the Borough. Employees will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA and Pennsylvania law. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Exceptions to Reemployment

The Borough will not reemploy an employee after military leave if that employee is no longer qualified for the position. If an employee is not qualified due to a disability sustained during military service, but is able to perform other jobs, the Borough may offer a position that will provide that employee with like seniority, status, and pay or the nearest approximation thereof. The Borough will also not reemploy an employee after military leave if the Borough's circumstances have changed making it unreasonable or impossible to reinstate that employee or reemployment would impose an undue hardship on the Borough.

Parental Leave

Pregnancy Leave

Regular full-time employees who have been employed by the Borough for at least twelve (12) months are eligible for pregnancy leave. If an employee is temporarily unable to perform her job because of her pregnancy, she shall be entitled to six (6) weeks of paid time off preceding or immediately following the birth of a child. In addition, employees are eligible to take up to an additional six (6) weeks of unpaid time for a total of twelve (12) weeks. Vacation, sick, and personal leave may be used to supplement any unpaid leave.

An extension of unpaid leave past this initial twelve-week period can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Borough reserves the right to deny a request for an extended leave. Pregnancy leave may run concurrently with Family and Medical Leave Act (FMLA) leave when applicable. Employees should refer to



the Family and Medical Leave policy for additional information about eligibility, notice requirements, and job protection rights.

Maternity and Paternity Leave

Employees who have been employed by the Borough for at least twelve (12) months are eligible for maternity or paternity leave. This policy permits eligible employees to receive up to two (2) weeks of paid time off to assist with child care within six (6) months following the birth or adoption of a child. Female employees shall be entitled to these two (2) weeks of leave in addition to any leave taken in relation to a pregnancy-related disability as set forth above. Uniformed employees are subject to the provisions of their collective bargaining agreement. Any alteration or accommodation will be at the discretion and approval of the Borough Council or their designee.

Family and Medical Leave (FMLA)

The Borough of Jenkintown fully complies with the requirements of the Family and Medical Leave Act (FMLA), which provides for leaves of absence to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; to care for a child, spouse, or parent with a serious health condition; for the employee's own serious health condition; or under the provisions governing military family leave under the FMLA.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Eligibility

Employees are eligible for Family and Medical Leave if they have been employed by the Borough of Jenkintown for at least twelve (12) months prior to the commencement of the leave and have at least 1,250 hours of service with the Borough during the twelve (12) months before their FMLA leave starts. The 1,250 hours must be actual worked time.

The 12 months of service need not be consecutive. Employment before a break in service of seven (7) years or more will not be counted, unless the break was caused by the employee's active duty with the National Guard or reserve, or there was a written agreement that the Borough intended to rehire the employee after the break in service.

Amount of Leave Available



Eligible employees may take up to twelve (12) workweeks of leave in a 12-month period for any FMLA leave reason except military caregiver leave, and up to twenty-six (26) workweeks of military caregiver leave during a single 12-month period.

The Borough administers the 12-month period as a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken, except when in reference to military caregiver leave.

For employees who work a flexible schedule, the Borough will calculate available leave based on the average number of hours scheduled for the employee in the 12 months preceding the need for FMLA leave, in accordance with applicable federal law and regulations.

Reasons for Leave

The FMLA protects leave for the following reasons:

Basic FMLA Leave (up to 12 weeks):

- The birth of a child or to care for the employee's son or daughter during the first 12 months following birth
- The placement of a child with the employee for adoption or foster care, or to care for a child during the first 12 months following placement
- To care for a spouse, son, daughter, or parent with a serious health condition
- For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth
- A serious health condition that makes the employee unable to perform the essential functions of their position

Military Family Leave:

- Qualifying exigency leave – Leave for certain reasons related to a family member's foreign deployment in the National Guard or Reserves, including short-notice deployment, attending certain military events, arranging alternative childcare, addressing certain financial and legal arrangements, periods of rest and recuperation for the service member, attending certain counseling sessions, attending post-deployment activities, caring for a parent who is incapable of self-care, and other activities arising out of the service member's active duty as agreed upon by the Borough and the employee
- Military caregiver leave (up to 26 weeks) – Leave to care for a covered service member who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty, or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the



five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Limitation for Married Couples

In cases where a married couple is employed by the Borough of Jenkintown, the two spouses together may take a combined total of 12 weeks leave during any 12-month period for the birth or placement of a child for adoption or foster care, or to care for the same family member with a serious health condition.

Intermittent and Reduced Schedule Leave

Employees have the right to take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. Intermittent or reduced schedule leave is also available for qualifying military exigency leave. However, employees may use FMLA leave intermittently or on a reduced leave schedule for bonding with a newborn or newly placed child only if the employee and the Borough agree.

Notice Requirements

Employees must provide as much notice as possible prior to the start of FMLA leave. If the need for FMLA leave is foreseeable (such as for pregnancy or planned medical treatment), employees should provide at least thirty (30) days' advance notice before FMLA leave is to begin. When dates are not known in advance, the employee must give notice as soon as practicable, within one or two business days of learning of the need for leave except in extraordinary circumstances. Failure to provide proper notice may be grounds for delaying the start of FMLA leave.

When submitting a request for leave, the employee must provide sufficient information for the Borough to determine if the leave might qualify for FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Calling in "sick" is not sufficient notice. Sufficient notice may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military leave.

Whenever possible, requests for FMLA leave should be submitted to the Borough Manager. Employees may request FMLA forms from the Borough Manager.

Employees who have a need to be off work on an intermittent basis for a possible FMLA qualifying reason or who are going to be off work for greater than three (3) days are required to contact the Borough Manager to discuss whether FMLA may apply. Failure to do so can result in denial of FMLA leave.



Medical Certification

Employees are required to provide certification from a healthcare provider to the Borough Manager regarding the employee's own serious health condition or that of a family member. The Borough uses the medical certification forms provided by the U.S. Department of Labor:

- WH-380-E for the employee's own serious health condition
- WH-380-F for a family member's serious health condition
- WH-384 for qualifying exigency leave
- WH-385 for serious injury or illness of a covered service member

Employees are responsible for any costs associated with the medical certification forms and must provide a completed form to the Borough Manager within fifteen (15) days of the request for FMLA leave (or in advance of the start of leave if the leave is foreseeable), or the leave request can be delayed or denied. Employees are not required to provide certification for leave to bond with a newborn child or a child placed for adoption or foster care.

The Borough reserves the right to request additional medical opinions and, if so requested, the cost will be paid by the Borough. Employees will be required to provide any requested medical certification updates should the need for leave extend longer than originally anticipated, the circumstances of the leave change, or if the Borough has any reason to question the circumstances of the leave. Failure to provide requested updates on medical status or anticipated return to work can result in disciplinary action or the denial of ongoing leave.

Use of Paid Leave

The Borough requires employees to use all accrued paid sick leave and unpaid leave as part of their FMLA leave. Employees may, but are not required to, use accrued vacation, personal, and floating holiday time as part of their FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the 12 or 26-week leave period. An employee's family and medical leave runs concurrently with other types of leave, including workers' compensation leave and disability leave.

Family and medical leave is unpaid leave once paid leave benefits are exhausted. Although employees may be eligible for short-term or long-term disability or workers' compensation benefit plans, FMLA itself remains unpaid.

Health Insurance Benefits

Subject to the terms, conditions, and limitations of the applicable plans, the Borough will continue to provide health insurance benefits for the full period of the approved family and medical leave, up to twelve (12) weeks (or twenty-six weeks for military caregiver leave).



During this period of time, the employee is expected to continue to pay the employee's portion of all health insurance benefits, if applicable. Payments are due on paydays when payroll deductions are made for actively working employees to cover the employee portion of the health insurance.

If premiums go unpaid for more than thirty (30) days after a payment is due, health insurance benefit coverage will cease after a 15-day notice to the delinquent employee. However, the employee will be returned to full insurance coverage upon return from leave of absence. Unless failure to return to work is for reasons beyond the employee's control, if an employee fails to return to work upon completion of a family and medical leave of absence, the Borough may elect to recover from the employee the cost of any payments made to maintain health insurance.

Other Benefits During Leave

Leaves of absence are not considered a break in service for determining amount of paid time off eligibility or length of continuous service with the Borough. However, employees do not accrue vacation or sick leave benefits during the family and medical leave of absence, and do not receive holiday pay.

Designation as FMLA Leave

When leave is requested under this policy, employees will be advised of their rights under the FMLA. If the leave of absence qualifies as leave under the law, it will be officially designated to the employee and on the Borough's records as FMLA leave. Simultaneously, the employee will be provided a list of the essential functions of their position to provide to their physician for return-to-work certification.

Return to Work

So that an employee's return to work can be properly scheduled, an employee on family and medical leave is requested to provide the Borough with at least two (2) weeks advance notice of the date the employee intends to return to work. Employees will be required to provide a return-to-work certification from their healthcare provider prior to resuming their duties.

At the conclusion of an approved FMLA leave, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Additional Non-FMLA Leave

If an employee exhausts their FMLA leave entitlement, additional non-FMLA leave may be approved under the terms of any applicable benefit plan or collective bargaining agreement; however, unless otherwise specified in the applicable collective bargaining agreement, the Borough cannot guarantee the employee's position, or any position, will be available upon their return from any approved additional non-FMLA leave.



Failure to Return from Leave

If an employee fails to return to work on the agreed upon return date, the Borough will assume that the employee has resigned. Employees who are unable or unwilling to return to work following a leave of absence may be terminated.

General Provisions

Matters not specifically covered in this policy will be controlled by the provisions of the FMLA and applicable regulations.

Disability Leave

Full-time employees who are unable to work due to a non-work-related illness or injury must exhaust all accrued sick time prior to the commencement of disability benefits. A disability leave of absence runs concurrently with Family and Medical Leave Act (FMLA) leave when applicable. Employees should contact the Finance Director for information about short-term disability benefits, if available, including eligibility requirements, benefit amounts, and duration.

Disability leave runs concurrently with FMLA leave when the disability qualifies as a serious health condition under FMLA. This means that the time an employee is on disability leave will count toward the 12-week FMLA entitlement when applicable. Employees should refer to the Family and Medical Leave policy for information about FMLA eligibility, notice requirements, and job protection rights.

Health and Dental Insurance

All full-time equivalent employees are entitled to participate in the health, medical, and dental insurance program offered by the Borough. Benefits under this program are subject to the terms of the applicable plan. Health and medical insurance coverage shall include individual and family plans. Family coverage includes the employee, their spouse, and all dependent children. The Borough covers the cost of the health insurance deductible for non-uniformed employees. For uniformed employees, deductible coverage shall be governed by the applicable collective bargaining agreement or employment contract.

Waiver of Coverage

Employees eligible for participation in the Borough's health, medical, and dental insurance program may opt to not participate in the program, for example, if the employee receives similar coverage from a spouse. Employees opting not to participate in this program shall submit, in writing, proof of insurance with an alternate carrier. Employees opting not to participate in this program shall be eligible to receive compensation in the amount of 50% of the monthly premium



under the Borough's health, medical, and dental insurance program based on the employee's insurance coverage tier such as single or family coverage.

Benefits Continuation (COBRA)

Under federal law, employees and their qualified beneficiaries may have the right to continue health insurance coverage under certain circumstances when coverage would otherwise end, such as termination of employment, reduction in hours, or other qualifying events. Eligible individuals will receive detailed information about continuation coverage rights and obligations, including costs and enrollment procedures, at the time of eligibility or when a qualifying event occurs. Additional information is available from the Finance Director.

Life, Accidental Death and Dismemberment, and Long-Term Disability Insurance

All full-time employees are entitled to participate in the life insurance program offered by the Borough. Benefits under this program are subject to the applicable plan.

Non-Uniformed Pension Plan

Subject to the Borough approved Pension Plan guidelines/documents, non-uniformed full-time employees are eligible to participate in the Borough Pension Plan which provides for retirement income based upon age and years of service upon retirement. For details on the Pension Plan, please reference the applicable plan documents.

Workers' Compensation

The Borough of Jenkintown provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical attention. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a seven-day waiting period.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an injury or illness may appear at the time, it must be reported promptly. When an employee is involved in an accident or injury on the job, the employee and supervisor must complete a written accident report detailing the accident, injury, and other pertinent details. If medical attention is required, the injured employee and the supervisor must complete the proper injury report forms immediately. The supervisor will submit the completed forms to the Finance Director, who will forward all necessary information to the Borough's workers' compensation carrier for processing.



All near-miss accidents or accidents involving injury must be reviewed by the Borough Workplace Safety Committee. The supervisor and involved employee shall complete the Supervisor's Accident Investigation Report and submit it to the Finance Director for review. The Safety Committee and Finance Director will review the accident and make recommendations to prevent future similar accidents. Recommendations will be forwarded to the Borough Manager for action.

If a Borough employee suffers injury as a result of employment with an employer other than the Borough of Jenkintown, that injury is not covered under the Borough's workers' compensation program.

Neither the Borough of Jenkintown nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Borough. The Borough of Jenkintown has a designated panel of physicians that employees must treat with for the first ninety (90) days following a work-related injury. Treatment outside of the designated panel during this period may affect the employee's workers' compensation benefits. The panel of physicians is posted in the workplace and is available from the Borough Manager's office.

Unemployment Compensation

The Borough of Jenkintown pays all the costs of state unemployment compensation insurance. An employee may receive benefits according to state law if they are unemployed through no fault of their own and meet other tests of eligibility required by the State of Pennsylvania.

WORK SCHEDULE & PAYROLL

Work Schedule

The normal working hours for administrative departments are 8:00 a.m. to 4:00 p.m., with a one-hour paid lunch. The working hours for other departments are established by departmental procedures and bargaining unit agreements. The Borough Manager may, at their discretion, grant an employee flexibility in the hours of work provided the employee works their regularly scheduled number of hours per work week.

Meal and Rest Periods

Full-time administration employees will receive a one-hour lunch break and two (2) fifteen-minute rest breaks each day — one in the morning and one in the afternoon. Employees must



communicate the timing of their breaks and meal period with their supervisor in advance. Employees are not permitted to leave the premises during their fifteen-minute rest breaks, and rest breaks may not be combined with each other or with the meal period. Employees within any bargaining unit should review their collective bargaining agreement for any specific provisions regarding breaks and meal periods.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Borough to keep accurate records of time worked by employees. The Borough utilizes electronic software to manage all timekeeping functions, including the recording of hours worked, time off requests, and the tracking of all leave banks.

Employees are required to use the electronic time clock to accurately record the time they begin and end each work period, as well as any departure from and return to work during the workday. Altering, falsifying, or tampering with time records, or recording time on another employee's time record, will result in disciplinary action up to and including termination of employment.

On-Call Policy

Non-exempt employees of the Public Works Department who are placed on "on-call" status in order to be available to report to work for any reason, including potential weather emergencies, shall receive two (2) hours compensation for each 24-hour period in which they are on call but not called in for duty. Compensation shall be paid at the employee's regular hourly rate.

Employees shall be placed on call by their department head when, in the department head's judgment, there is the potential for an emergency which may require the response of Borough employees. Employees placed on call must be available to report to work when called to do so. Employees who are not available to report to work when called shall not receive on-call compensation and may be subject to disciplinary action.

Paydays

Paychecks are directly deposited to employees biweekly on Thursdays. When the normal payday falls on a holiday, the employee will receive their direct deposit on the day prior to the holiday. Any questions concerning an employee's pay should be directed to the employee's department head, who will then discuss the matter with the Borough Manager as needed.



Payroll Deductions

The Borough will make all standard deductions from an employee's pay for Social Security, Medicare, and applicable federal, state, and local income taxes. The Borough will also make any other applicable deductions such as pension contributions, union dues, and wage garnishments as required by law or authorized by the employee.

Mileage Reimbursement

Employees who are required to use their personal vehicles for Borough-related business, such as attending meetings outside of the office, will be reimbursed for mileage at the applicable rate established by the Internal Revenue Service (IRS).

Requests for reimbursement must be submitted to the Borough Manager for approval. The request for reimbursement shall include the date, activity or function, location, and the mileage incurred. All requests for mileage reimbursement must be submitted by the end of the fiscal year.

Overtime

The Borough recognizes that the nature of municipal operations may require overtime work. All overtime must be specifically authorized in advance by the employee's department head in order to be credited and paid, unless other arrangements are made by the department head. Whenever overtime is necessary, the department head will distribute work assignments as equitably as possible among employees.

Overtime pay will be paid to covered employees in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees will be paid one and one-half (1.5) times their regular hourly rate for actual hours worked in excess of forty (40) hours per workweek.

For Public Works employees, due to the nature of their job responsibilities and scheduling, any pre-approved paid time off taken during a workweek shall be counted as productive time worked for the purpose of calculating overtime eligibility. Therefore, a Public Works employee who uses pre-approved paid leave during a workweek and whose combined total of hours worked and approved paid leave exceeds forty (40) hours shall be eligible for overtime compensation for those excess hours.

Uniformed employees are subject to the overtime provisions of their applicable collective bargaining agreement, which may differ from the general provisions above. Please refer to the applicable agreement and the Uniformed Employee Addendum for overtime provisions specific to uniformed personnel.



Holiday Overtime

Non-uniformed employees required to work on a holiday shall be compensated at the rate of one and one-half (1.5) times their regular hourly rate for hours actually worked.

Minimum Call-In Compensation

Non-uniformed employees shall be paid for a minimum of two (2) hours whenever called in during off-duty time. This will be paid at the rate of one and one-half (1.5) times the hourly base pay, provided that all other minimum requirements of hours worked are met.

Compensatory Time

Exempt employees who are not eligible to receive overtime payment for hours worked beyond forty (40) hours per workweek shall be eligible to receive compensatory time (flex time) in lieu of overtime payment. Compensatory time shall be earned on a one-to-one basis for such activities as evening meetings or other functions at the discretion of the Borough Manager. On nights of evening meetings, compensatory time shall not be earned for the period between the end of the workday and the start of the evening meeting.

Non-exempt non-sworn civilian employees who work hours in excess of forty (40) hours in a workweek may choose to receive compensatory time in lieu of overtime cash payment. Compensatory time for non-exempt employees shall be earned at the rate of one and one-half (1.5) hours for each hour of overtime worked. Non-exempt employees may accrue compensatory time up to a maximum of 480 hours in accordance with the Fair Labor Standards Act (FLSA). Once the 480-hour maximum is reached, any additional overtime must be paid in cash at the applicable overtime rate.

Employees who earn compensatory time should use the time within the pay period in which it is earned. Compensatory time may not be carried over from year to year. If other arrangements are necessary, they must be approved in writing by the Borough Manager.

Compensatory time requests must be submitted in writing to the Borough Manager or department head.

Longevity Pay

Subject to budget constraints, employees are eligible to receive longevity payments in recognition of their years of service with the Borough. Longevity increments will be granted and paid on the first payday after the anniversary date of an employee's full-time hire date according to the following schedule:

- \$500 after five (5) years of service



- \$1,000 after ten (10) years of service
- \$1,500 after fifteen (15) years of service
- \$2,000 after twenty (20) years of service
- \$2,500 after twenty-five (25) years of service

Uniformed employees are subject to the longevity compensation schedule set forth in their respective employment contracts or collective bargaining agreements, which may differ from the general schedule above. Please refer to the applicable contract or agreement and the Uniformed Employee Addendum for longevity provisions specific to uniformed personnel.



WORKPLACE EXPECTATIONS

Ethical Standards

The successful operation and reputation of the Borough of Jenkintown is built upon the principles of fair dealing and ethical conduct of its employees. The Borough's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Borough is dependent upon residents' trust, and the Borough is dedicated to preserving that trust. Employees owe a duty to the Borough and its residents to act in a way that will merit the continued trust and confidence of the public.

The Borough of Jenkintown will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee's immediate supervisor and, if necessary, with the department head or Borough Manager for advice and consultation.

Compliance with this policy is the responsibility of every Borough employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including termination of employment.

Open Door Policy

The Borough of Jenkintown encourages open communication between employees and management. Employees are encouraged to share their concerns, seek information, provide input, and resolve problems or issues through their supervisors and management. Management will listen to employee concerns, encourage their input, and strive to achieve a mutually beneficial resolution.

Employees may talk to their direct supervisor, department head, or the Borough Manager at any time to discuss any workplace issue. Employees are encouraged to choose a mutually convenient time so that both parties can focus on the topic at hand without interruption.



Confidentiality

The Borough of Jenkintown is committed to maintaining the highest level of confidentiality and privacy of sensitive information obtained in the course of Borough business. All employees are expected to maintain the confidentiality of information relating to the Borough, its employees, and its residents.

Examples of prohibited conduct include discussing a resident's personal financial information with an unauthorized third party, sharing personnel information with unauthorized individuals, or disclosing any other sensitive Borough information outside of its intended use.

All sworn and non-sworn Police Department personnel, including the Fire Marshal, who have access to criminal justice information are subject to the requirements of the Criminal Justice Information Services (CJIS) Security Policy as established by the Federal Bureau of Investigation, and the Criminal History Record Information Act (CHRIA) as established by the Commonwealth of Pennsylvania. Access to, use of, and dissemination of criminal justice information and criminal history record information is strictly regulated and shall only be used for authorized purposes in accordance with applicable law and departmental policy. Unauthorized access, use, or release of such information to any individual, including other Borough employees, is strictly prohibited and may result in criminal penalties in addition to disciplinary action up to and including termination.

Violations of this policy will result in disciplinary action up to and including termination of employment.

Conflicts of Interest

Employees, including Borough officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Borough. The Borough recognizes the right of employees to engage in outside activities that are of a private nature and unrelated to Borough business; however, business dealings that create a conflict between the employee's and the Borough's interests are unlawful under the Pennsylvania Public Official and Employee Ethics Act.

Under the Act, certain employees and officials are required to annually file a state-mandated disclosure form. The Borough Manager will notify employees and Borough officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including a Borough official, is in a position to influence a Borough decision that may result in a personal gain for the



employee or an immediate relative. For purposes of this policy, immediate relatives include a spouse, partner, significant other, child, parent, stepchild, sibling, grandparent, daughter-in-law, son-in-law, grandchild, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household.

Employees are required to disclose possible conflicts so that the Borough may assess and prevent potential conflicts. If there are any questions as to whether an action or proposed course of conduct would create a conflict of interest, employees must immediately contact the Borough Manager to obtain clarification. The Borough will evaluate each situation individually to determine whether a conflict of interest exists and what action, if any, should be taken to address it. The Borough reserves the right to take appropriate measures to eliminate conflicts of interest, including but not limited to reassignment, transfer, or changes in supervisory relationships.

Employees may not accept donations, gratuities, contributions, or gifts that could be interpreted to affect their Borough duties. Employees may not accept donations, gratuities, contributions, or gifts from a vendor doing business with or seeking to do business with the Borough or any person or firm seeking to influence Borough decisions. Employees are required to report to the Borough Manager any offer of a donation, gratuity, contribution, or gift, including meals and entertainment, that is in violation of this policy.

Violations of this policy will result in appropriate disciplinary action up to and including termination.

Care of Borough Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Borough property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Borough equipment and vehicles are not available for personal use. Employees are not permitted to sell Borough equipment or vehicles. Employees, unless otherwise expressly authorized by the Borough Manager, are prohibited from transporting anyone other than Borough employees in a Borough-owned vehicle except where transporting someone on official Borough business and as



authorized by the Borough Manager. Program participants, such as playground participants or senior citizen groups, are not to be transported in Borough vehicles.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles will not be tolerated and may result in disciplinary action up to and including termination of employment. For specific requirements regarding vehicle operation, driver's licenses, accidents, cell phone use, and seat belt requirements, employees should refer to the Motor Vehicle Safety Policy in the Safety section of this handbook.

Attendance and Punctuality

All employees are expected to be at work and ready to assume their duties at the beginning of their scheduled workday. Poor attendance and excessive tardiness are disruptive and place a burden on other employees and the Borough.

All absences must be reported to the employee's supervisor within thirty (30) minutes of the start of the normal workday and documented through the Borough's electronic timekeeping software by submitting a time off request that includes the date, time, and reason for the absence. Failure to properly report and document an absence may result in the absence being recorded as unauthorized. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. Excessive tardiness or absenteeism may result in disciplinary action up to and including termination of employment.

Dress Code

The Borough of Jenkintown expects employees to present a professional appearance that reflects positively on the Borough and is appropriate for their position and interactions with the public. Dress, grooming, and personal hygiene standards are important factors in maintaining a safe, professional work environment. Employees are expected to use sound judgment regarding their appearance, hygiene, and grooming, maintaining a professional standard appropriate to their job responsibilities. All employees should arrive for work clean, well-groomed, and wearing clothing free of holes, stains, or excessive wear. Clothing should be neat and in good repair. Use of fragrances should be moderate and not disruptive to others.

Business casual attire is acceptable for many positions and includes neat, clean clothing suitable for a professional setting. Examples of appropriate attire include collared shirts, polo or golf shirts, sweaters, jackets, professional blouses, dress pants (including khakis), clean jeans with no rips or holes, skirts or dresses of appropriate length, and professional footwear. Employees should dress in business casual or business professional attire unless otherwise specified by their department.



Prohibited Attire

Employees shall not wear suggestive attire, items of casual attire that do not present a businesslike appearance, or clothing that creates a safety hazard, unless approved by their department head for specific job-related purposes.

Prohibited items include, but are not limited to:

- Clothing with offensive language or graphics
- Excessively revealing clothing (short skirts or dresses, short shorts, backless tops)
- Torn, frayed, or visibly worn clothing
- Form-fitting athletic wear such as yoga pants (unless required for specific job duties)
- Flip-flops or other inappropriate footwear for the work environment

Uniforms and Safety Equipment

Uniforms are required for certain positions and are to be worn in accordance with applicable departmental standards and essential job functions. Employees issued uniforms are expected to wear them as prescribed and maintain them in clean, presentable condition.

Employees in positions that require personal protective equipment (PPE) or safety gear must wear such equipment as required by departmental standards and applicable safety regulations.

Jewelry and Tattoos

The Borough of Jenkintown respects personal expression and acknowledges that jewelry and tattoos are often a reflection of individual identity. Reasonable self-expression is permitted, provided it does not interfere with an employee's ability to perform their job effectively or create a conflict with the work environment. Jewelry or tattoos that are considered offensive, harassing, or disruptive to others, or that pose a safety risk, may need to be removed, covered, or otherwise addressed.

When determining whether jewelry or tattoos conflict with workplace standards, management may consider personal safety, risk of damage to Borough property, interference with productivity or job performance, offensiveness to coworkers or the public, community or professional norms, and customer feedback or complaints.

If a conflict is identified, the employee will be encouraged to explore appropriate solutions such as covering a tattoo, removing certain jewelry, or potentially transferring to a more suitable role. Supervisors will initially handle these matters by explaining policy expectations and working with employees to resolve concerns. If resolution is not reached at that level, Human Resources will follow established Borough procedures to address the issue.



Religious Accommodations

With the advance approval of the Borough Manager, the Borough will make reasonable religious accommodations that do not violate safety standards or create an undue hardship on the Borough.

Consequences

If an employee arrives in attire that management deems inappropriate, the employee may be asked to return home and change before resuming work duties. Time away from work to address dress code violations will be unpaid. The Borough is committed to maintaining an environment of mutual respect, inclusion, and professionalism, while ensuring that no employee is subject to harassment or a hostile work environment.

Political Activity

Employees have the right to join political organizations and participate in political activities, provided they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Borough time, supplies, or equipment in any political activity.

Any violation of this policy must be reported to the supervisor, department head, Borough Manager, or labor counsel.

Social Media Policy

This policy pertains to both Borough-sponsored and personal social media. In general, the Borough views social media sites such as Facebook, Instagram, X, LinkedIn, personal websites, and blogs (referred to collectively as "social media sites") positively and respects employees' responsible use of such sites as a medium of self-expression. However, if an employee chooses to identify themselves as an employee of the Borough on social media sites, some readers may view the employee as a representative or spokesperson for the Borough. In light of this possibility, the Borough requires, as a condition of employment, that employees observe the following guidelines when using social media sites.

General Guidelines for Using Social Media

If you are communicating using social media and mention the Borough, our officials, residents, or employees, you must expressly state that the views expressed on the site are yours alone and do not represent the views of the Borough. Unless given permission by your department head or the Borough Manager, you are not authorized to speak on behalf of the Borough or to represent that you do so.



Do not engage in any conduct online that is otherwise prohibited in the workplace, such as posting commentary, content, or images that are defamatory, obscene, proprietary, misleading, untruthful, threatening, harassing, offensive, disruptive, or that can create a hostile work environment. If you are not authorized by the Borough to write recommendations on behalf of employees or former employees, do not do so in any online forum.

Confidential Information

You may not share information that is confidential. This includes information about our residents and employees, and any other information that has not been publicly released by the Borough. These are given as examples only and do not cover the range of what the Borough considers confidential and proprietary. If you have any question about whether information has been released publicly or have doubts of any kind, speak with your department head or the Borough Manager before releasing information that could potentially harm the Borough, residents, or employees.

The Borough logo and letterhead may not be used without explicit permission in writing from the Borough. This is to prevent the appearance that you speak for or represent the Borough officially.

Respect and Privacy Rights

Speak respectfully about the Borough and our residents, officials, and employees. Do not engage in name calling or behavior that will reflect negatively on the Borough's reputation. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentations are prohibited and can result in disciplinary action up to and including employment termination.

The Borough encourages you to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your online interaction can result in members of the public forming opinions about the Borough, its residents, officials, and employees. Honor the privacy rights of our current employees by seeking their permission before writing about or displaying internal Borough happenings that might be considered to be a breach of their privacy and confidentiality.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Borough and, as such, is subject to disclosure to law enforcement and other third parties. The equipment, services, and technology provided to access the internet remain at all times the property of the Borough. As such, employees do not have an expectation of privacy in data composed, transmitted, received, or stored on the Borough's computer systems, including log-ins and passwords. The Borough



reserves the right to monitor internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Legal Liability and Discipline

Recognize that you are legally liable for anything you write or present online. You can also be sued by Borough employees, residents, and any individual or company that views your commentary, content, or images as defamatory, obscene, proprietary, harassing, or creating a hostile work environment. Employees can be disciplined for commentary, content, or images that are defamatory, obscene, proprietary, harassing, threatening, offensive, disruptive, or that can create a hostile work environment.

Any employee found to be in violation of any portion of this social media policy will be subject to immediate disciplinary action up to and including termination of employment.

Nothing contained in this policy shall be interpreted in any manner that would interfere with or restrain any employee's right to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.

Technology & Electronic Communications

This policy sets forth the Borough of Jenkintown's policy regarding access to, review of, and disclosure of messages sent or received by employees or other authorized users of Borough email, voice mail, facsimile, or other electronic communications systems. It also establishes policies on the proper use of these systems. The Borough reserves the right to amend this policy at any time. New system users should read this policy before logging into their electronic mail or before accessing the Internet.

This policy covers all employees and all Borough electronic communications systems at all locations. The following requirements apply to all electronic media, devices, and services that are accessed on or from Borough premises, including Borough vehicles; accessed using Borough equipment or Borough-paid access means; or used in a manner that identifies the individual employee with the Borough.

All information created, accessed, or stored using Borough electronic resources and systems is the property of the Borough of Jenkintown. Users do not have a right to privacy with regard to any activity conducted using Borough systems. The Borough can review, read, access, or otherwise monitor all activities, including email and Internet activity, on its electronic resources or systems, or on any other system accessed by use of Borough electronic resources. Even when an activity is erased, deleted, or password protected, it is still possible to review or retrieve the activity or communication. The use of passwords for security does not guarantee confidentiality. Employees should not consider their email or other electronic communications private.



Email Systems

The email system is provided at the expense of the Borough to assist in carrying out the business of the Borough. The email system permits authorized users to communicate with each other internally and with selected outside individuals, businesses, and other service providers that the Borough, at its sole discretion, decides should be connected to the system.

The Borough considers the email system to be for business use only with limited personal use permitted. Incidental use of the email system is defined as occasional, casual, minor, or insignificant use that does not impact upon an employee's duties or impede business-use operations. The Borough assumes no responsibility for the content of personal messages or for maintaining their privacy, and Borough employees have no expectation that such privacy will be maintained. In order to ensure that the system functions properly and that the Borough and its employees are not liable for improper use of Internet and other connections, the Borough considers all messages sent, received, or stored as business messages to be the property of the Borough. Conducting business unrelated to the Borough, other than incidental personal traffic, is expressly prohibited.

Because of our intent to operate within the law, the Borough reserves the right to access, review, copy, or delete all email messages for any purpose and to disclose them to any party inside or outside the Borough as it deems appropriate. This includes the right to install software that monitors email and Internet usage. The Borough, however, bears no responsibility for the content of messages sent or received by its employees. The Borough does not and will not preview, edit, or approve material on a routine basis in the email system. All messages sent on the email system are attributable solely to the individual users of the email system, and the Borough is not a party to them. The Borough shall not be liable for, assume any legal responsibility for, or bear any costs arising out of email communications flowing in or out of the Borough's computer system.

Should employees make incidental use of the email system for the purpose of transmitting or receiving personal messages, such messages will be treated no differently than other messages. The Borough reserves the right to access, review, copy, delete, or disclose them for any purpose. Accordingly, authorized users should not use the email system to send, receive, or store any messages that they wish to keep private.

No email messages or information should be created, sent, or forwarded which may reasonably be deemed to be intimidating, hostile, or offensive in nature, or which is discriminatory on the basis of race, color, religion, sex, national origin, gender, sexual orientation, disability, or any other basis that is unlawful under applicable state and federal law. Nor should any obscene,



profane, abusive, or offensive language be transmitted. Any violation of this policy is grounds for disciplinary action up to and including discharge.

No email or other electronic communication may be sent which hides the identity of the sender or represents the sender as someone else. Employees must not hide or misrepresent their identity when using Borough electronic resources. All messages communicated on the Borough's email system should contain the sending employee's name. The Borough bears no responsibility for any consequences resulting from any employee who uses the email system for any fraudulent or other illicit purpose, or contrary to the provisions of this policy. The use of Borough electronic communication equipment for purposes that are illegal under existing federal or state laws is expressly prohibited. Any violation of law may result in referral for possible criminal prosecution. Any employees who become aware of misuse of the Borough's email system must contact the Borough Manager immediately.

Some of the messages sent, received, or stored in the email system may be privileged communications between the Borough and its attorneys or other entities. Upon receipt of any such message, do not forward it or its contents to others inside the Borough without the authorization of all parties. Never forward such messages or contents to any outsiders. To the extent practicable, all efforts should be made to send such privileged communications in an encrypted form. Moreover, as the Borough has not established an encryption standard for use, all encryption software, prior to sending any message, should be approved by the Borough Manager.

In order to guard against dissemination and disclosure of proprietary information, employees should exercise caution when accessing their messages in the presence of others. Email windows should not be left open on the screen when the computer is unattended. Users shall not allow any other person to use their name and password to gain access to an email system.

The Borough strongly discourages the storage of large numbers of email messages. Retention of messages consumes space on the network server and individual hard disks and can reduce their performance. Accordingly, employees should promptly delete any email messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees should audit stored email messages regularly and should delete any messages that are no longer needed. The Borough reserves the right to establish database management guidelines on memory storage size limits for users and to establish guidelines which provide for the automatic purge of previously read messages.

Use of the email system to copy or transmit any documents, software, or other information protected by copyright laws, without proper authorization by the copyright owner, is prohibited. Copyright protection applies to any document, photo, software, or information unless it is



specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. The Borough assumes no responsibility for reviewing, ascertaining, or policing copyrighted material that may be transmitted to or from the email system by employees.

Please bear in mind that your email messages may be read by someone other than the addressee and may even have to be disclosed to outside parties including courts in connection with litigation. Accordingly, please take care to ensure that your messages are courteous, professional, businesslike, and tasteful.

Voice Mail and Facsimile

To the extent applicable, all policy provisions related to email systems shall apply to any voice mail and facsimile system owned by the Borough. Restrictions on access of these systems by others will only apply where password-controlled access is established. It is permissible for someone to leave a message in your voice mailbox, but other persons should not be given password access to your voice mailbox.

Internet Use

As with email, the Borough provides Internet access solely to facilitate the conduct of the Borough's business as a public service provider. Internet use during work time and using the Borough's electronic resources is authorized for business purposes with only limited personal use permissible. Access to the Internet may be limited at the Borough's sole discretion. This includes the use of filtering software to bar access to certain addresses. Employees are expected to use the Internet at all times in a manner that benefits the Borough.

You are not permitted to alter, delete, encrypt, or add programs or applications to any electronic resources, including the one on which you perform your work. Any alterations, deletions, encryptions, or additions must be approved by management. Do not load any software, change settings, or use the computer for anything other than business usage. The downloading and installation of software programs onto a Borough computer or onto a Borough network server without prior approval from the Borough Manager is prohibited. The Borough will not support the recreational use of the Internet, provide access to news groups or other Internet sources that are not clearly work-related, or provide assistance to users attempting these activities on their own.

Employees are required to comply with applicable state, federal, and local laws when utilizing electronic resources, including personal electronic resources, when driving vehicles and operating equipment. This includes talking on Borough-issued or personal phones; viewing email, text messages, images, and other content; using devices to communicate in any manner;



and using devices to input, upload, and download data and other content. These regulations also apply to situations where an employee accesses a Borough computer from any other location using an internet-based remote access module.

Prohibited Activities

Employees are prohibited from using Borough electronic resources or systems in any manner that violates federal, state, or local law or Borough policy, including but not limited to the Borough's policies against discriminatory harassment, confidential information policies, and social media policies. Confidential and proprietary information must not be shared outside of the Borough without authorization at any time. These electronic resources may not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Specifically, employees are prohibited from using Borough electronic resources to: run a personal business; send widely distributed emails to offer to sell or give away any product or services; send widely distributed emails regarding traffic, school closings, security threats, and related issues without appropriate authorization; load or download any software that has not been approved by the Borough or its IT provider; duplicate copyrighted or licensed software or use illegal copies of software; gain or attempt to gain unauthorized access to, or make unauthorized use of, computer accounts, disks, files, equipment, networks, or facilities; violate the privacy of others by reading their files or computer mail or listening to their voice mail without consent; intentionally erase stored information or modify equipment, accounts, disks, or files other than for business purposes; attempt to deceive other computer users through false representation or forgery; attempt to defeat any security mechanisms; intentionally introduce harmful software or release a virus, worm, or other program that damages or otherwise harms a system or network; interfere with any other person's fair use of computer systems; or compromise any component of any network or the intellectual property stored therein by releasing privileged or sensitive information, including personal passwords.

Employees are further prohibited from downloading, uploading, storing, sending, distributing, or displaying any content that is inappropriate to a professional business setting, including but not limited to content that may be considered obscene, lewd, lascivious, or pornographic; is reasonably likely to harass, intimidate, threaten, embarrass, humiliate, or degrade other individuals; targets an individual or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading, or discriminating on the basis of ethnic origin, race, sex, age, disability, or another protected characteristic; contains defamatory references or depictions of other individuals; or discredits or causes embarrassment to the Borough.



Any employee who discovers a violation of this policy must notify their supervisor or the Borough Manager. Any employee who violates this policy or uses electronic resources for improper purposes will be subject to disciplinary action up to and including termination.

Protected Activity

Nothing contained in this policy shall be interpreted in any manner that would interfere with or restrain any employee's right to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.

Workplace Monitoring

The Borough of Jenkintown may conduct workplace monitoring to ensure quality control, employee safety, and security. The Borough is committed to conducting all monitoring in an ethical and respectful manner while balancing legitimate business needs with employee privacy rights.

Computers furnished to employees are the property of the Borough of Jenkintown. As such, computer usage and files may be monitored or accessed, consistent with Fourth and Fourteenth Amendment rights to privacy. As part of network system management, in order to preserve the integrity or operational state of the network, the Borough may find it necessary to review, without prior consent of the user, any data or files of the user that exist on the system.

The Borough may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence. The Borough may conduct monitoring of Borough vehicles via global positioning system (GPS) technology, to the extent consistent with state and federal law. To the extent consistent with state and federal law, the Borough may also conduct audio surveillance of oral communications conducted in public and/or common areas of Borough facilities where there is no reasonable expectation of privacy.

Because the Borough of Jenkintown is sensitive to the legitimate privacy rights of employees, every effort will be made to ensure that workplace monitoring is conducted in an ethical and respectful manner. Certain private communications will not be monitored, consistent with Fourth and Fourteenth Amendment rights to privacy.

Use of Phone and Mail Systems

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Employees should confirm information received from the caller and hang up only after the caller has done so. Personal use



of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the Borough of Jenkintown for any charges resulting from their personal use of the telephone. Employees should not routinely place or receive personal phone calls while on work time.

Borough-Provided Cell Phones

Employees who are issued Borough-provided cell phones for business purposes are prohibited from using Borough-provided cell phones to conduct personal business unless arranged otherwise.

Personal Cell Phones

The Borough recognizes that employees may have a legitimate need to have access to their personal cell phone at times during the workday. However, employees are expected to refrain from routinely receiving or making calls, or sending or responding to text messages, during the workday from their personal cell phones. Additionally, employees are expected to conduct themselves in a professional manner with regard to accepting or making personal calls and should not discuss private matters in the presence of customers, vendors, or Borough residents.

Employees are prohibited from using their personal cell phones or other electronic devices to take unauthorized pictures of co-workers or Borough facilities, equipment, or events.

The use of a cell phone or other electronic device while operating a personal vehicle on Borough business or while operating a Borough vehicle is strictly prohibited. If it is necessary to make or receive a phone call or respond to or send a text message while driving, employees are expected to pull over to a safe location to do so.

Mail Systems

The use of Borough-paid postage for personal correspondence is not permitted.

Consequences

Violations of this policy, including excessive time spent on personal phone calls while on work time, will result in disciplinary action up to and including termination of employment.

Protection of Borough and Personal Property

Respect and protection of Borough owned property and employee personal property is everyone's concern. If you find property missing or damaged, report it immediately.

The Borough of Jenkintown will not be held responsible for anyone's personal items that have been damaged or are missing while on the Borough premises.



Smoking and Vaping

Borough facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere inside Borough property. Smoking is prohibited in all Borough buildings, in vehicles owned by the Borough, and near equipment that may be sensitive to smoke or present a safety hazard. For purposes of this policy, smoking includes the use of all tobacco products, e-cigarettes, vaping devices, and similar products.

Borough employees are prohibited from smoking while on Borough time. Employees are permitted to smoke only during designated break times, provided they are outside Borough buildings at locations that do not allow the re-entry of smoke into building entrances and outside the view of the general public. Employees are prohibited from having lit or unlit tobacco products, e-cigarettes, vaping devices, or similar products on their person while in view of the general public during work hours.

This policy shall be strictly enforced. Any employee found in violation will be subject to disciplinary action up to and including termination.

Visitors in the Workplace

Personal visits to employees during paid work hours, except for an emergency, should be kept to a minimum. No visitors are allowed on site without prior approval from Management.

Solicitation

The Borough recognizes that employees may have an interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time or in working areas. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

Impermissible forms of solicitation include the circulation of petitions, the distribution of literature, the solicitation of memberships or dues, the sale of goods or services for profit-making ventures, and solicitations that are political in nature. Employees should contact their supervisor or the Borough Manager with any solicitation requests or to request an exception to this policy.

Bulletin Boards

Bulletin boards display important Borough information and employees should consult them frequently for employee announcements, internal memos, and posters explaining legal rights as an employee. If you have a message of interest to the workplace, you may submit it to your



supervisor or the Borough Manager for approval before displaying it on a Borough bulletin board.

Drug and Alcohol Policy

The Borough of Jenkintown recognizes that the use of unlawful drugs and the abuse of alcohol pose a significant threat to the health and safety of all employees and the public we serve. To maintain a safe and productive work environment, the Borough has established the following policy regarding drugs and alcohol.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Borough premises or during work hours is strictly prohibited.

An employee will be required to submit to alcohol, drug, or controlled substance testing under the following circumstances:

- When the employee's conduct or work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug, or controlled substance use
- In cases where employment has been conditioned upon remaining alcohol, drug, or controlled substance free following treatment
- When an employee is observed by a supervisor or department head to be intoxicated or under the influence of alcohol or drugs during working hours

Reasonable suspicion may be based on an on-the-job accident, a medical emergency that can be attributed to drug use, direct observation of behavior which demonstrates that the employee is incapable of performing the job, information that the employee may be using drugs, physical on-the-job evidence of drug use, or documented deterioration in the employee's job performance. Any supervisor or department head who observes an employee under reasonable suspicion of intoxication or impairment must immediately report such suspicions to the Borough Manager. The employee will be immediately tested and is subject to disciplinary action up to and including termination.

Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

If an initial screening test indicates positive findings, a confirmatory test using gas chromatography or mass spectrometry will be conducted and screened by a laboratory for the presence of drugs or alcohol. Employees on probation as a result of prior violations of the drug and alcohol policy may be subject to random testing during the course of the probationary period.



Standards and Consequences

An employee found to have a blood-alcohol concentration of .02% or more (or its equivalent as determined by a diagnostic test such as a breathalyzer) while on the work site or performing official duties will be subject to disciplinary action up to and including termination. This workplace standard is intentionally more stringent than legal driving thresholds (.08% for standard drivers; .04% for CDL holders), as any level of alcohol impairment poses an unacceptable safety risk in the workplace. Employers are legally authorized to establish fitness-for-duty standards that exceed state and federal traffic law thresholds.

An employee found to have a detectable concentration of any drug other than marijuana or alcohol in his or her system, including but not limited to heroin, cocaine, morphine, phencyclidine (PCP), amphetamines, barbiturates, or hallucinogens (or metabolites of any such drug), shall be subject to disciplinary action up to and including termination.

Medical Marijuana

The Borough of Jenkintown will not take adverse action against a job applicant or employee solely on the basis of their status as an individual who is certified to use medical marijuana. To the extent permitted by law, the Borough will not treat positive tests for medical marijuana use as it treats positive tests for other drugs; however, employees of the Borough are prohibited from being under the influence of medical marijuana in the workplace and/or working while under the influence of medical marijuana.

Notification Requirements

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Commercial Driver's License (CDL) Requirements

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by federal law. Borough personnel who hold a CDL are subject to the provisions of the Commercial Driver's License Drug and Alcohol Testing Policy.

Prescription and Over-the-Counter Medications

Employees using prescription drugs that may affect job performance or safety must notify their supervisor or department head, who is required to maintain the confidentiality of any information regarding an employee's medical condition.

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are



not prescribed in their name on Borough property or while performing Borough business. Soliciting or distributing prescription drugs for or to other employees is strictly prohibited.

Unlawful or Illegal Activities

The nature and mission of the Borough of Jenkintown necessitates the employment of individuals whose conduct and behavior will not bring discredit upon the Borough or the employee. Any employee who is charged under a criminal statute must notify their supervisor in writing of such charge no later than five (5) calendar days after the charge. Failure to provide timely notification may result in disciplinary action.

In deciding what disciplinary action to take, the Borough may take into consideration the nature of the offense charged, the safety requirements of the employee's present job assignment, the employee's record with the Borough, the employee's statement of facts, the impact of the offense on the Borough, and other relevant factors. Any employee who is alleged to be involved in off-duty or on-duty unlawful or illegal activities that could bring discredit upon the Borough or the employee may be subject to disciplinary action up to and including termination.

Employee Complaint Policy

The Borough of Jenkintown is committed to maintaining a workplace free from harassment, discrimination, workplace violence, and other forms of wrongdoing. Employees are encouraged to report concerns promptly so that appropriate action can be taken. Employees who wish to report workplace concerns should immediately contact their supervisor. If the employee prefers not to discuss the matter with their supervisor, the employee should contact the department head, union representative (where applicable), Borough Manager, labor counsel, or any combination of the aforementioned individuals or offices. Employees are encouraged to file complaints in writing using the Employee Complaint Form but may make an oral complaint at their discretion.

All complaints will be promptly and thoroughly investigated in a confidential manner to the extent permissible. No employee will be penalized for reporting a good faith complaint. The Borough strictly prohibits retaliation against any individual who files a complaint or participates in an investigation. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be taken. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations made maliciously or recklessly.

Anti-Harassment Policy

The Borough of Jenkintown is committed to providing a work environment free from all forms of harassment. Harassment on the basis of race, color, religion, national origin, sex, age, gender,



sexual orientation, disability, or any other protected characteristic is strictly prohibited and will not be tolerated. This policy applies to all employees, elected and appointed officials, applicants for employment, and non-employees conducting business with the Borough.

Police Officers are covered under the provisions of the Jenkintown Police Department Policies and Procedures issued by the Chief of Police.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, sex, age, gender, sexual orientation, disability, or any other protected characteristic, or that of their relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities

Harassment includes, but is not limited to:

- Slurs, derogatory statements, negative stereotyping, or threatening, intimidating, or hostile acts
- Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, visual, or physical conduct of a sexual nature
- Unwelcome sexual flirtations, advances, or propositions
- Verbal abuse of a sexual nature
- Subtle pressure or requests for sexual activities
- Unnecessary touching of an individual
- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Display in the workplace of sexually suggestive objects or pictures
- Sexually explicit or offensive jokes
- "Jokes" or "pranks" that are hostile or demeaning
- Third party situations where one individual is offended by the sexual interaction, conduct, or communications between others
- Physical assault
- Use of email, cell phone, text, or other social media platforms to transmit sexually explicit material or content that is illegal, disruptive, offensive to others, or harmful to morale

This is not an exhaustive list of conduct that may constitute harassment. Employees are expected to use common sense and judgment to avoid any offensive conduct. To the extent there is any



question as to whether conduct falls within this definition, employees should err on the side of not engaging in the conduct.

No supervisor, employee, elected, or appointed official shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no employee, elected, or appointed official shall promise, imply, or grant any preferential treatment in connection with another employee or applicant conditioned upon engaging in sexual conduct.

Reporting

Regardless of whether you are a victim of harassment or simply a witness to it, all employees are expected and encouraged to report any incident of harassment to their supervisor, department head, or Borough Manager. If an employee has any questions regarding the scope of this policy, they should contact the Borough Manager. Employees should be prepared to provide specifics of the incident(s) or behavior, including the name of the suspected harasser and any potential witnesses.

Investigation

All complaints will be promptly and thoroughly investigated. Complaints will remain confidential to the extent practicable and desired by the individual making the complaint. In some cases, it may be necessary to disclose the nature and origin of the complaint in order to investigate it properly or to work out a solution. In most instances, the alleged harasser must be notified of the nature of the complaint made against them and by whom. The conduct will be evaluated from the totality of circumstances on a case-by-case basis. All employees must be able to work in security and dignity and shall not be required to endure insulting, degrading, or exploitative treatment.

Non-Retaliation

Retaliatory action of any kind against an employee who files a complaint of harassment or who participates in an investigation will not be tolerated. Any employee who brings a complaint in good faith or who in good faith assists in the investigation of such a complaint will not be adversely affected with respect to terms and conditions of employment, nor discriminated against, nor discharged because of the complaint.

Consequences

Any individual who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action up to and including



termination of employment. Department heads or other supervisory personnel who disregard incidents of harassment by subordinates may be subject to disciplinary action.

If an investigation results in a finding that the complainant falsely accused another individual of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate disciplinary action up to and including termination. If disciplinary action is taken, a record shall be maintained in the offender's personnel file.

Supervisory Responsibilities

The Borough's commitment to an environment free of harassment requires supervisory and management personnel to use their best efforts to stop harassment of employees or third parties by employees under their supervision. Supervisors must be alert for signs of illegal harassment and are expected to use their best efforts to stop harassment of which they are aware.

Workplace Violence Prevention

The Borough of Jenkintown is committed to preventing workplace violence and maintaining a safe work environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. The Borough will not tolerate workplace violence in any form.

Violent acts or threats made by any employee against another person or property are cause for immediate dismissal and will be fully prosecuted. This includes any violence or threats made on Borough property, at Borough events, or under other circumstances that may negatively affect the Borough's ability to conduct business.

Prohibited conduct includes, but is not limited to:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging Borough property or property of another employee
- Possession of a weapon while on Borough property or while on Borough business except with the authority of the Police Chief
- Committing acts motivated by, or related to, sexual harassment or domestic violence

All threats of or actual violence, both direct and indirect, must be reported immediately to your supervisor, department head, or Borough Manager. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not



place themselves in peril. If you see or hear a commotion or disturbance near your workstation, do not attempt to intervene.

The Borough will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of this policy will be subject to immediate disciplinary action up to and including termination of employment.

Weapons

The Borough of Jenkintown is committed to maintaining a safe workplace for all employees, residents, and visitors. Employees are prohibited from carrying, possessing, storing, or using weapons of any kind on Borough premises, in Borough vehicles, or while conducting Borough business, regardless of whether the individual possesses a valid permit or license to carry such weapon. For purposes of this policy, weapons include, but are not limited to, firearms, ammunition, explosives, knives (except small pocket knives used for work purposes), martial arts weapons, stun guns, tasers, pepper spray (except small personal defense devices), or any other object used or intended to be used to cause harm or intimidation.

Exceptions to this policy apply only to sworn law enforcement officers authorized to carry weapons as part of their official duties, employees specifically authorized in writing by the Chief of Police to carry weapons as a function of their job duties, and weapons properly secured and stored in personal vehicles in accordance with applicable law provided the weapon remains in the vehicle at all times while on Borough property. Employees who observe weapons on Borough property or who become aware of a violation of this policy must immediately report the situation to their supervisor, department head, the Borough Manager, or law enforcement. Violations of this policy will result in immediate disciplinary action up to and including termination of employment, and the Borough may involve law enforcement as appropriate.

Employee Conduct & Disciplinary Action

The Borough of Jenkintown expects all employees to conduct themselves in a professional manner and to comply with all Borough policies, procedures, and regulations. The Borough believes in rehabilitative action for the purpose of correcting undesirable behavior and preventing its recurrence. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions, and other relevant circumstances.

An employee may be subject to disciplinary action for, including but not limited to, the following reasons:



- Falsification of public records, including attendance and other personnel records
- Failure to report absence or unauthorized absence from work
- Harassment of colleagues, volunteers, or visitors
- Theft or attempted theft of property belonging to the Borough, fellow employees, volunteers, or visitors
- Fighting on Borough property at any time
- Being under the influence of intoxicants or illegal drugs on Borough property or at any time during work hours
- Possession, sale, transfer, or use of intoxicants or illegal drugs on Borough property or at any time during work hours
- Insubordination
- Entering the building without permission during non-scheduled work hours
- Unauthorized soliciting on Borough premises during work time, including distribution of literature or products or soliciting membership in organizations
- Careless waste of materials or abuse of tools, equipment, or supplies
- Deliberate destruction or damage to Borough or suppliers' property
- Sleeping on the job
- Carrying weapons of any kind on Borough premises or during work hours, unless carrying a weapon is a function of job duties or is otherwise permitted by the Chief of Police
- Violation of established safety and fire regulations
- Unscheduled absence or chronic or excessive absence
- Chronic tardiness
- Unauthorized absence from work area or roaming or loitering on the premises during scheduled work hours
- Defacing walls, bulletin boards, or any other Borough or supplier property
- Failure to perform duties, inefficiency, or substandard performance
- Unauthorized disclosure of confidential Borough information
- Horseplay, disorderly conduct, or use of abusive or obscene language on Borough premises
- Conviction of a crime
- Conduct unbecoming a public employee
- Violation of any Borough rules, policies, procedures, or regulations
- Violation of federal, state, or Borough regulations concerning drug and alcohol use and possession
- Misuse of public property, including motor vehicles
- Other conduct that is against the best interests of the Borough

Disciplinary Procedures



In cases of employee misconduct, supervisors and department heads may utilize the following corrective measures: verbal reprimand, Borough Manager review, written reprimand, suspension, fines, and dismissal. At the discretion of the Borough, action may begin at any step, and certain steps may be repeated or bypassed, depending on the severity and nature of the infraction and the employee's work and disciplinary record.

Internal Investigations

The Borough may conduct internal investigations into alleged employee misconduct. During such investigations, employees may be required to participate in investigatory interviews.

Employees have the right to union representation during any investigatory interview that the employee reasonably believes may result in disciplinary action (Weingarten rights).

When an employee is compelled to provide statements during an administrative investigation, the employee will be provided with appropriate warnings regarding the use of such statements (Garrity warnings). Statements given under these protections cannot be used against the employee in subsequent criminal proceedings.

Due Process Protections

Before imposing suspension or termination, the Borough will provide the employee with:

- Notice of the charges and proposed disciplinary action
- An explanation of the evidence against the employee
- An opportunity to respond to the charges (pre-disciplinary hearing/Loudermill hearing)

The Borough will consider the employee's response before making a final decision on disciplinary action.

Appeal Process

Employees who disagree with disciplinary action may appeal the decision in accordance with applicable collective bargaining agreement provisions or Borough procedures. Employees should contact their union representative or the Borough Manager for information regarding the appeal process.

Police Department

Police officers are subject to the disciplinary procedures set forth in the Jenkintown Police Department Policies and Procedures as issued by the Chief of Police.

Employee Rights

Nothing contained in this policy shall be interpreted in any manner that would interfere with or restrain any employee's right to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.



This disciplinary policy does not alter the at-will employment relationship or create any contractual rights, subject to applicable due process protections and collective bargaining agreements.

Emergency Closings

At times, emergencies such as severe weather, unsafe conditions, or other circumstances may disrupt Borough operations. In extreme cases, these circumstances may require the closing of a work facility or a delayed opening.

In the event of unsafe conditions, the Borough Manager may authorize department heads to close operations earlier than normal working hours. If unsafe conditions exist prior to scheduled openings, the Borough Manager shall notify department heads of a delayed opening and establish a new opening time. Each department will have a calling system in place to notify employees.

If an employee chooses not to report to work during a delayed opening or early closing, a full vacation day or compensatory time will be charged. Sick time will only be charged for a legitimate illness. If work is called off for the day, no time will be charged.

This provision does not apply to the Department of Public Works, Police, Emergency Services, or any personnel who may be required to assist in an emergency. Employees in essential operations may be required to work when operations are otherwise closed or delayed.

SAFETY

Scope and Responsibility

Employees are responsible for observing safety rules and using available safety devices including personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure, or act must be immediately reported to the supervisor or department head. Any on-the-job accident or accident involving Borough facilities, equipment, or motor vehicles must also be immediately reported to the supervisor or department head, who shall immediately report the incident to the Finance Director.

The Borough of Jenkintown is committed to providing a safe and healthful work environment for all employees, residents, taxpayers, and visitors. To achieve this goal, the Borough has



established a comprehensive workplace safety program. The success of this program depends on the alertness and personal commitment of all employees.

The Borough provides information to employees about workplace safety and health issues through regular internal communication channels, including supervisor-employee meetings, bulletin board postings, memoranda, and other written communications. Each employee is expected to comply with all safety rules and to exercise caution in all work activities. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations when appropriate, may be subject to disciplinary action up to and including termination of employment.

Safety Committee

The Borough has appointed a Safety Committee composed of employees representing both labor and management that meets on a regular basis to discuss and recommend solutions to safety problems. Employees are encouraged to discuss safety concerns with their Safety Committee Representative. The committee functions under the Guidelines for Workplace Safety Committees and Accident and Illness Prevention Programs in Pennsylvania issued by the Pennsylvania Department of Labor and Industry.

The committee's functions and responsibilities include evaluating existing accident and illness prevention programs and making written recommendations; establishing procedures for periodic workplace inspections to locate and identify safety and health hazards; reviewing incidents resulting in work-related illness, injuries, or deaths; conducting follow-up evaluations of newly implemented safety equipment or procedures; reviewing existing and establishing new safety procedures as necessary; and recommending and arranging for training programs.

Reporting Work-Related Injuries

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an injury or illness may appear at the time, it must be reported. Any employee involved in or witnessing a work-related injury, illness, accident, or near-miss incident is required to complete an accident/incident report as soon as practicable following the occurrence. Accident/incident report forms are available from the Borough Manager's office. Failure to report an injury or complete the required documentation in a timely manner may affect the employee's eligibility for workers' compensation benefits and may result in disciplinary action.

Medical Treatment



The Borough or its insurance carrier may, at its discretion and expense, direct any employee who claims a work-related injury or illness to be evaluated by a physician chosen by the Borough or its insurance carrier.

First Aid

Employees may occasionally need first aid treatment for minor injuries such as minor cuts or blisters. First aid kits are available throughout the workplace for self-treatment. Any injury that may require further treatment beyond basic first aid must be reported immediately to the supervisor and documented using proper injury report forms.

Accident Investigation

When an employee is involved in an accident or injury on the job, the employee and supervisor must complete a written accident report detailing the accident, injury, and other pertinent details. If medical attention is required, the injured employee and the supervisor must complete the proper injury report forms immediately. The supervisor will submit the completed form to the Finance Director, who will forward all necessary information to the Borough's workers' compensation carrier for processing.

All near-miss accidents or accidents involving injury must be reviewed by the Borough Workplace Safety Committee. The supervisor and involved employee shall complete the Supervisor's Accident Investigation Report and submit it to the Finance Director for review. The Safety Committee and Finance Director will review the accident and make recommendations to prevent future similar accidents. Recommendations will be forwarded to the Borough Manager for action.

Security Inspections

The Borough of Jenkintown is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, and other improper materials. The Borough requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Borough. These items, as well as any articles found within them, may be inspected by any agent or representative of the Borough at any time, either with or without prior notice, consistent with all applicable federal and state laws. The Borough or its representative may also inspect persons entering or leaving the premises and any packages or other belongings to discourage theft or unauthorized possession of property.

Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Borough premises.



Motor Vehicle Safety Policy

The Borough of Jenkintown is committed to promoting safety while operating motor vehicles on Borough business. All employees must operate vehicles safely, maintain proper licensing, and use required safety equipment at all times. The Borough recognizes that motor vehicle accidents are a leading cause of workplace injuries and fatalities, and that adherence to vehicle safety policies can prevent these costly injuries and strengthen our effectiveness.

Driver's License Requirements

Every employee of the Borough of Jenkintown is required to possess a valid driver's license if the operation of a vehicle is necessary to perform the essential duties of the position. Some employees are required to possess a valid driver's license as a condition of employment. In addition, certain positions require a specialized Class B Commercial Driver's License (CDL) as a condition of employment.

Pennsylvania Motor Vehicle Code, Section 1151, "Carrying and exhibiting a driver's license on demand," requires that every licensee possess a driver's license issued to the licensee at all times when driving a motor vehicle and exhibit the license upon demand by a police officer. Every employee of the Borough who operates a Borough or personal motor vehicle while conducting official Borough business must be in possession of a valid operator's license at all times. Copies of a valid license are not considered an acceptable substitute for the operator's license. Employees who are cited for failure to carry a valid driver's license will be subject to disciplinary action up to and including dismissal for repeated violations of this policy.

An employee whose driving privileges are temporarily suspended for any reason is required to notify the Borough immediately. A temporary suspension is defined as a period not exceeding thirty (30) days. During a period of suspension from driving privileges, an employee will not be permitted to operate a motor vehicle under any circumstances. If the employee's primary job responsibility requires the operation of a motor vehicle, the Borough will attempt to reassign duties during the period of suspension; however, reassignment to other duties is not guaranteed. If reassignment is available, this may require a reduction in pay during the suspension period as a result of the performance of lower-level job responsibilities.

If an employee loses their driving privileges on a permanent basis, it is the employee's responsibility to notify the Borough immediately. If a primary responsibility of the employee involves the operation of a motor vehicle and the possession of a valid driver's license is a condition of employment, the employee will be discharged immediately from Borough service. The Borough of Jenkintown is under no obligation to reassign an employee who has lost their



driver's license on a permanent basis to another position that does not require possession of a driver's license as a condition of employment.

Use of Borough Vehicles

The Borough of Jenkintown provides selected Borough employees or officials with Borough-owned vehicles for use in performing their normal work duties and for responding to emergency situations within the Borough. Borough Council may provide vehicles to employees or officials with duties in the following areas: Fire Department, Police Department, Emergency Management, Code and Housing Enforcement, and Public Works Management.

Borough employees and officials will operate Borough vehicles in accordance with the Pennsylvania Motor Vehicle Code as well as all applicable local laws and ordinances. Illegal operation of a Borough vehicle will result in termination of use of the vehicle and may subject the employee or official to other disciplinary action. Employees and officials operating Borough-owned vehicles are prohibited from talking or texting on cell phones while driving. If a driver must make or answer a call or send or answer a text, they are required to pull over and park the vehicle in a safe location before using the cell phone. This prohibition also applies to any employee or official using a personal vehicle to conduct Borough business.

Motor Vehicle Record (MVR) evaluations are conducted on an annual basis for all Borough employees who operate a Borough vehicle or use their personal vehicle to conduct Borough business. In addition to annual evaluations, Borough employees are required to immediately report any changes to their driving status, including license suspensions or restrictions, to their supervisor.

Employees and officials who are provided with Borough-owned vehicles will be permitted to fuel these vehicles at the Public Works garage. Records of fuel use will be maintained by the Public Works Supervisor. Employees and officials are responsible for scheduling appointments for routine maintenance through the Supervisor of Public Works. The employee shall report all vehicle-related mechanical problems to the Supervisor of Public Works for repair by the Borough mechanic. The employee or official will be responsible for keeping the vehicle in a reasonably clean condition. The employee or official will be required to provide a reasonably safe area at the employee's or official's residence to park or store the vehicle outside of normal working hours.

Employees or officials provided with Borough vehicles are considered essential employees and are required to respond to emergencies within the Borough during non-working hours. These employees and officials are encouraged to use Borough-owned vehicles during non-working hours under the following conditions: the employee or official is on-call and available to respond to an emergency if required; the employee or official has on their person a Borough-provided



communication device that allows Borough management, Police and Fire Officials, or County, State, or Federal Emergency Officials to contact them in the event of an emergency; and the employee or official remains within an area that permits a reasonable response time to the Borough, defined as within a ten (10) mile radius of the Borough limits unless otherwise authorized by Borough Council or their designee.

If a Borough vehicle is involved in an accident, the employee who was operating the vehicle at the time of the accident must immediately notify the Borough Police Department and the employee's supervisor. If the employee's supervisor is not available, the employee must immediately notify the Borough Manager. The employee involved must also complete and submit an accident report within twenty-four (24) hours of the accident.

The use of a Borough-provided vehicle by an employee or official during non-working hours may be taxable under the Internal Revenue Code. Emergency or qualified non-personal-use vehicles may be exempt under the code. Employees and officials should consult I.R.S. Publication 15-B or their tax advisor. In all circumstances, the employee or official will be responsible to pay any taxes required under the Internal Revenue Code.

Seat Belt Policy

Pennsylvania Title 75, the Pennsylvania Vehicle Code, Section 4581, requires that except for children under eight (8) years of age, each driver and front seat occupant of a passenger car, class I truck, class II truck, or motor home operated in the Commonwealth shall wear a properly adjusted and fastened safety seat belt system.

The Borough of Jenkintown recognizes that seat belts are an important and effective item of personal protective equipment, that employees needlessly die and are injured due to their failure to use available seat belts, and that reducing these costly injuries can strengthen our effectiveness. Therefore, available seat belts must be used while traveling on official business. This policy applies to all employees and to all occupants of vehicles driven by employees on official business. It is especially important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.

Occupants must use available seat belts in Borough-owned, leased, or rented vehicles whenever such vehicles are in use, as well as in personal vehicles when used for official business. Seat belt systems in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order. Seat belt use shall be enforced in the same manner, and with the same enforcement tools, as any other work rule. The driver of the vehicle is responsible for enforcing belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility.





Uniformed Employee Addendum

Purpose

This Addendum has been developed to address policy provisions that are specific to uniformed employees of the Borough of Jenkintown Police Department. It is intended to be read in conjunction with the Borough of Jenkintown Employee Handbook and supplements the general policies contained therein. In all cases where the provisions of this Addendum differ from or conflict with the general provisions of the Handbook, the terms of this Addendum shall control.

Uniformed employees are further subject to the terms of any applicable collective bargaining agreement, individual employment contract, the Borough of Jenkintown Civil Service Commission Rules and Regulations, and applicable Federal and State law, including the Attorney General's guidelines with respect to Police Department personnel matters and the Pennsylvania Civil Service Act. In all cases where those documents conflict with this Addendum, the terms of those documents shall prevail.

This Addendum is not, in whole or in part, an employment contract between the Borough of Jenkintown and any uniformed employee, and is subject to revision as needed to reflect changes in applicable law, contracts, or Borough policy.

Layoffs and Furloughs

Uniformed employees are not subject to the general layoff provisions of the Employee Handbook. The separation of uniformed employees from employment due to a reduction in force is governed exclusively by the furlough procedures set forth in the Civil Service Commission Rules and Regulations of the Borough of Jenkintown.

In the event that Borough Council determines it necessary to reduce the number of officers in the Police Department, the following shall apply:

- Police Officers shall be furloughed in numerical order, commencing with the last Police Officer appointed, including Probationers, until the required reduction has been accomplished. The names of all furloughed Police Officers shall be compiled into a Furlough List maintained by the Civil Service Commission.
- In the event that Borough Council determines to increase the size of the Police Department, officers on the Furlough List shall be reinstated in order of their seniority. A furloughed officer must accept reinstatement in writing within fourteen (14) days of receiving notice of the opening. Failure to do so may result in removal from the Furlough List.



- Uniformed employees should refer to the Civil Service Commission Rules and Regulations for a complete description of furlough procedures, including the conditions under which a name may be removed from the Furlough List.

Ending Employment

Uniformed employees are not subject to the general ending employment provisions of the Employee Handbook except where otherwise noted in this Addendum. All matters related to separation from employment for uniformed employees are governed by the applicable collective bargaining agreement, individual employment contract, and the Civil Service Commission Rules and Regulations where applicable.

Resignation & Removal

Uniformed employees who intend to resign must provide written notice in accordance with the terms of their applicable agreement or contract. Upon voluntary resignation, uniformed employees shall be entitled to any post-employment benefits set forth in their applicable agreement or contract. The removal of a uniformed employee for disciplinary reasons is governed exclusively by the Civil Service Commission Rules and Regulations of the Borough of Jenkintown. Uniformed employees subject to removal retain all rights of appeal as set forth in those Rules and Regulations.

Final Pay and Benefits

Upon separation, uniformed employees shall be compensated for accrued leave in accordance with the terms of their applicable agreement or contract, which may differ from the general provisions of the Employee Handbook. Sick leave and vacation payouts, as well as any applicable severance, shall be calculated accordingly. Uniformed employees will be notified in writing of any benefits that may be continued at their expense following separation, including COBRA options, in accordance with applicable law.

Longevity

Uniformed employees are not subject to the general longevity schedule set forth in the Employee Handbook. Longevity compensation for uniformed employees is as follows:

Chief of Police – is there different numbers for the other officers or is everyone the same?

Subject to budget constraints, the Chief of Police shall be eligible to receive longevity payments in accordance with the following schedule:

- \$1,000 after the completion of the 2026 calendar year
- \$1,500 after the completion of the 2027 calendar year
- \$1,500 after the completion of the 2028 calendar year



- \$1,500 after the completion of the 2029 calendar year

Rank and File Uniformed Employees

Longevity compensation for all other uniformed employees shall be governed by the applicable collective bargaining agreement. Please refer to the applicable agreement for the specific longevity schedule and eligibility requirements.

Confidentiality

Uniformed employees and all non-sworn Police Department personnel, including the Fire Marshal, are subject to the general confidentiality provisions of the Employee Handbook in addition to the heightened requirements set forth in this section.

CJIS/CHRIA Compliance

All sworn and non-sworn Police Department personnel, including the Fire Marshal, who have access to criminal justice information are subject to the requirements of the Criminal Justice Information Services (CJIS) Security Policy as established by the Federal Bureau of Investigation, and the Criminal History Record Information Act (CHRIA) as established by the Commonwealth of Pennsylvania. Access to, use of, and dissemination of criminal justice information and criminal history record information is strictly regulated and shall only be used for authorized purposes in accordance with applicable law and departmental policy.

Unauthorized access, use, or release of such information to any individual, including other Borough employees, is strictly prohibited. Violations of CJIS and CHRIA requirements may result in criminal penalties under applicable Federal and State law, in addition to disciplinary action up to and including termination of employment.

Release of Information

No criminal justice information or criminal history record information shall be released to any individual, agency, or entity without proper authorization in accordance with CJIS policy, CHRIA, and applicable departmental procedures. Requests for such information shall be directed to the appropriate supervisory personnel within the Police Department for review and authorization prior to any release.



APPENDIX A:

Employee Classifications

- **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws.
- **EXEMPT** employees are excluded from overtime provisions of federal and state wage and hour laws.
- **Full-time Employee:** Any individual employed by the Borough, other than a temporary or seasonal employee, who regularly works an average of 30 hours per week or at least 130 hours in that month. This definition does not apply to police officers in the Jenkintown Police Department. "Full-time" for police officers in the Jenkintown Police Department shall be defined in the Collective Bargaining Agreement.
- **Part-time Employee:** Any individual employed by the Borough, other than a temporary or seasonal employee, who regularly works an average of 29 hours or fewer hours per week or 129 hours or fewer per month.
- **Management:** This employee classification shall include the Borough Manager, and department heads functioning in a managerial, administrative, and/or executive capacity. All employees in this classification shall be salaried and considered "exempt" as defined by the Fair Labor Standards Act.
- **Support Staff:** This employee classification shall include Administrative Assistant(s), and any other employee functioning in a clerical or non-supervisory function. All employees in this classification shall be compensated on an hourly basis and considered "non-exempt" as defined by the Fair Labor Standards Act.
- **Non-uniform Police Department:** This employee classification shall include the Police Administrative Assistant, Parking Enforcement Officers, and Crossing Guards working in the Police Department, but are not subject to the terms and conditions of the Police Department Collective Bargaining Agreement. Employees in this classification shall be compensated on an hourly basis and considered "non-exempt" as defined by the Fair Labor Standards Act.
- **Uniform Police Department:** This employee classification shall include all sworn Police officers. These employees shall be covered by a Collective Bargaining Agreement and are governed by the policies outlined in the "Jenkintown Police Department Policies and Procedures Manual."
- **Public Works:** This employee classification shall include all the Public Works Department employees functioning in a non-supervisory function, including the Foreman and Public Works Laborers. Employees in this classification shall be compensated on an hourly basis and considered "non-exempt" as defined by the Fair Labor Standards Act.



APPENDIX B: Borough Departments

All departments of the Borough of Jenkintown are overseen by the Borough Manager.

Administration: The Administration department shall consist of the Borough Manager, Finance Director and Administrative Assistant.

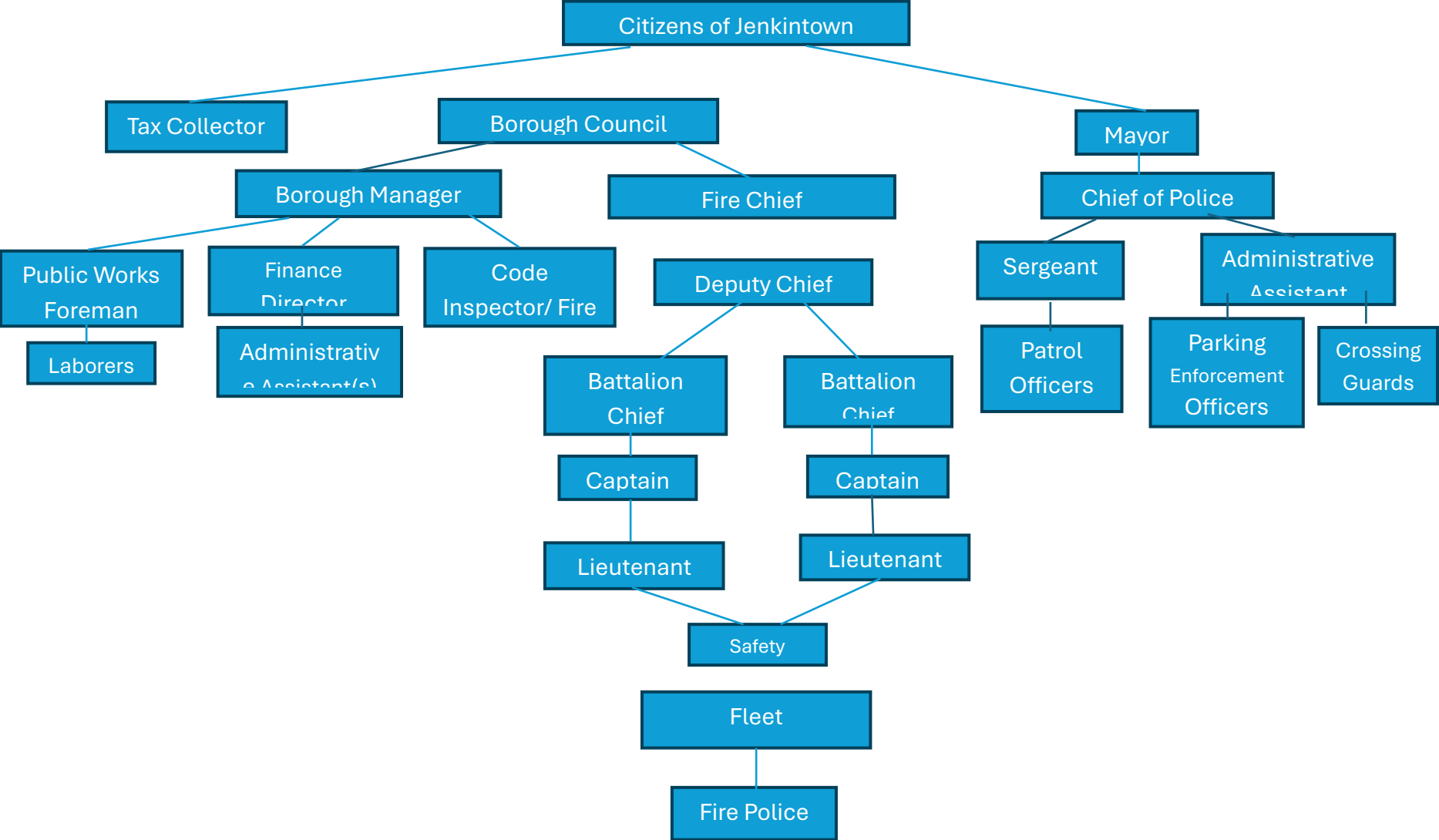
Code Enforcement & Zoning: The Code Enforcement & Zoning department shall consist of the Directors of Codes & Zoning and Administrative Assistant.

Public Works: The Public Works department shall consist of the Public Works Foreman and Laborers.

Police: The Police Department shall consist of the Chief of Police, Sergeant, Patrolmen, Administrative Assistant, Parking Enforcement Officers, and Crossing Guards.

Fire: The Fire Department shall consist of the Fire Chief, Fire Marshal, the Chiefs of Independent and Pioneer Fire Companies, Deputy Chiefs, Assistant Chiefs, Captain, Lieutenant, Chief Engineer, 2nd Engineer, 3rd Engineer, and Firefighters.

APPENDIX C: Organizational Chart



APPENDIX D:

New Employee Checklist

Employee Name: _____

Department: _____

Documents outlined below have been issued to the employee:

- Engagement Letter _____
- Job Description _____
- Statement of Benefits _____

Employment Forms:

- W-4 Tax Withholding Form _____
- I-9 Employment Eligibility Verification Form _____
- Direct Deposit Enrollment Form (If Applicable) _____
- Health Insurance Enrollment Form _____
- Dental Insurance Enrollment Form _____
- Life, Accidental Death & Dismemberment, and Long-term Disability Enrollment Form _____

All Employment Forms have been completed and returned to employer _____

Employee has provided a copy of a valid driver's license _____

Employee Signature: _____

Employer Signature: _____



APPENDIX E:

Employee Handbook Acknowledgment & Receipt

The employee handbook describes important information about the Borough of Jenkintown, and I understand that I should consult with my supervisor regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Borough of Jenkintown voluntarily and acknowledge that there is no specified or guaranteed length of employment. As such, *except where otherwise required by applicable collective bargaining agreement*, the Borough or the employee can terminate the employment relationship at any time.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes shall be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Borough Council has the ability to adopt any revisions to the policies in this handbook.

I understand that certain provisions of this employee handbook may be in conflict with the provisions of the collective bargaining agreement applicable to me. In such a case, I understand that the terms of the collective bargaining agreement shall govern any such issue. I acknowledge receipt of this handbook, as well as any revisions made that this handbook is neither a contract of employment nor a legal document. I have received the handbook, as well as any revisions thereto.

Acknowledge receipt of this handbook by providing your signature and date.

Employee's Name (Printed)

Signature of Employee

Date



APPENDIX F:

Anti-Harassment Policy Acknowledgment & Receipt

I have received, read and do fully understand the Borough of Jenkintown's Anti-Harassment Policy. I agree to abide by this policy and understand that compliance is necessary for continued employment. I understand that any violation of this policy may lead to disciplinary action, up to and including immediate discharge.

I understand that the Borough reserves the right to modify or amend this policy at any time, without prior notice. This policy do not create any promises or contractual obligations between the Borough and its employees. Unless otherwise provided in a Collective Bargaining Agreement, employment remains at-will at all times.

Employee's Name (Printed)

Signature of Employee

Date

Jenkintown Borough PA Clean Energy and
100% Renewable Energy Resolution

**A RESOLUTION OF THE JENKINTOWN BOROUGH COUNCIL, MONTGOMERY COUNTY,
PENNSYLVANIA, COMMITTING JENKINTOWN BOROUGH
TO TRANSITION TO 100 PERCENT CLEAN, RENEWABLE
ENERGY BY 2030**

□ **HEREAS**, climate change is a global long-term threat to civilization and Earth's living ecosystems;

□ **HEREAS**, more frequent and extreme weather events will become commonplace

□ **HEREAS**, a major contributor to climate change is the continued use of fossil fuels by individuals, businesses, and government agencies

□ **HEREAS**, the impacts of climate change will stress our infrastructure, emergency and social services, threaten our access to food, water, and energy supplies, heighten the disruption of services and commerce, and negatively affect the quality of life and human health

□ **HEREAS**, 200 countries participating in the 2023 United Nations Climate Change Conference (COP28) decided to call on governments to speed up the transition away from fossil fuels to renewables such as wind and solar power and to accelerate these actions by 2030 to keep the global temperature limit of 1.5 degrees Celsius within reach

□ **HEREAS**, the 197 participating countries in the 2021 United Nations Climate Change Conference in Glasgow agreed to limit the increase in global average temperatures to well below 2 degrees Celsius, and reduce global CO2 emissions by 45% by 2030 relative to the 2010 level and to net zero by 2050

□ **HEREAS**, the February 2022 (Working Group II) and April 2022 (Working Group III), and March 2023 (AR6 Synthesis) reports by the Intergovernmental Panel on Climate Change (IPCC) Summary for Policymakers Headline Statements state, in part:

- WGII B3: Global warming, reaching 1.5°C in the near-term, would cause unavoidable increases in multiple climate hazards and present multiple risks to ecosystems and humans (very high confidence)
- WGIII C4: Reducing GHG emissions across the full energy sector requires major transitions, including a substantial reduction in overall fossil fuel use, the deployment of low-emission energy sources, switching to alternative energy carriers, and energy efficiency and conservation. The continued installation of unabated fossil fuel infrastructure will 'lock-in' GHG emissions. (high confidence);
- AR6 C1: Climate change is a threat to human well-being and planetary health (very high confidence). There is a rapidly closing window of opportunity to secure a livable and sustainable future for all (very high confidence).
- AR6 C3: Rapid and far-reaching transitions across all sectors and systems are necessary to achieve deep and sustained emissions reductions and secure a livable and sustainable future for all. (high confidence)

□ **HEREAS**, in 2024, the Pennsylvania Department of Environmental Protection published the Pennsylvania Climate Action Plan 2024, which identifies 22 strategies to reach Pennsylvania's greenhouse gas emission reduction goals by 2050

□ **HEREAS**, in 2025, Montgomery County published a draft Climate Action Plan to reach a 40% reduction in carbon emissions by 2030 and to reach 100% emissions-free energy use by 2050 in all sectors.

□ **HEREAS**,

More than 45 municipalities in Southeastern PA, including the municipalities of Abington, Cheltenham, Lower Gwynedd, Lower Merion, Lower Providence, Montgomery, Plymouth, Springfield, Upper Dublin, Upper Merion, West Norriton, Whitmarsh and Whitpain Townships and Ambler, Bridgeport, Conshohocken, Hatboro, Lansdale, Narberth and Norristown Boroughs in Montgomery County and Phoenixville, West Chester, Downingtown along with others in Bucks County, Chester County and Delaware County have stepped up as regional leaders in setting goals for the transition to renewable energy in their communities

□ **HEREAS**, Jenkintown Borough has demonstrated a commitment to reducing its energy usage by implementing energy efficiency improvements in multiple areas

□ **HEREAS**, Jenkintown Borough is committed to being a community characterized by equality, health, safety, livability, prosperity and equity□

□ **HEREAS**, Jenkintown Borough recognizes that it has a responsibility to future generations to take an active stance to reduce the emission of greenhouse gases within the Borough□

□ **HEREAS**, the best strategy for achieving a cost-effective, even cost-saving, energy source transition is through collaboration with other Montgomery County energy leaders and participation in acquiring aggregated procurement contracts – Power Purchase Agreements (PPAs) - for regional wind and solar energy. To this end, Jenkintown Borough also recognizes the importance of developing a close working relationship with its electric energy supplier(s) to create the most advantageous and mutually beneficial plan for integrating locally generated and renewable power□and with Bucks, Chester, Delaware and Montgomery counties working to jointly purchase electricity to power their operations, our municipality will plan to join this collaborative purchase program when it is available.

□ **HEREAS**, a renewable energy initiative can produce energy cost savings for residents and local businesses while stimulating new economic activity and local jobs, all while simultaneously mitigating the risks from climate change for everyone□

□ **HEREAS**, prioritizing community-owned renewable energy sources like distributed solar in poor neighborhoods creates local jobs and community wealth where they are needed most in our communities□

□ **HEREAS**, local green jobs reduce income inequality and create opportunities for people currently struggling economically in high-unemployment neighborhoods throughout our area□

□ **HEREAS**, PACleanEnergy.com is an online platform, not affiliated with any lobbying or mission-based organization, for PA municipalities and counties to share best practices and establish a network of representatives from communities that are taking climate action□

AN □ □ **HEREAS**, clean energy addresses not only climate change but also air quality and other public health impacts from our fossil fuel history. Like extreme weather events, recessions, and pandemics, these disproportionately burden poor people and especially low-income people of color in our communities.

BE IT RESOLVE □ **THAT**:

- Jenkintown Borough will join other leading towns and cities across the nation and Pennsylvania that have set Ready for 100 goals to transition to 100□ clean, renewable energy for all, and complete this transition, community-wide, to
 - 100□ clean, renewable electricity by 2035□
 - 100□ clean renewable energy when replacing heating systems and transportation equipment by 2050□
 - Stretch target: As vehicles are replaced, priority will also be given to transitioning the Jenkintown Borough vehicle fleet to 100□ renewable energy sources by 2030, where feasible□
- Jenkintown Borough will consider sharing the “Resources for Community” on the online platform PACleanEnergy.com with its constituents to help everyone make informed decisions about reducing, electrifying, and transitioning to clean energy sources in their homes, schools, and businesses.
- The Jenkintown Environmental Advisory Committee will provide guidance to municipal officials for commissioning a committee, task force, and/or consultant to draft an energy transition plan or climate action plan for achieving these goals within one year after the adoption of this resolution, to include interim milestones, financial impacts, equity metrics, potential financing mechanisms, and the percentage of renewable energy that is locally produced□
- The Energy Transition Plan or Climate Action Plan will include conducting an energy audit for municipal buildings and vehicle fleets as a baseline, with ongoing monitoring and tracking usage through energy benchmarking.

- Renewable energy will be defined as carbon-free and pollution-free energy generated sustainably from renewable sources such as wind, solar, small hydro, tidal, fuel cells, and geothermal□
- Locally produced and distributed energy is prioritized whenever feasible for the many advantages it provides to the community□
- Jenkintown Borough will continue to strategically decrease energy usage by implementing energy efficiency improvements in all sectors of the community□
- All Jenkintown Borough stakeholders will have the opportunity and will be encouraged to participate in the planning and implementation process□
- That Jenkintown Borough sets a goal to generate at least 20□ of community-wide electricity from local renewable/solar sources by 2029 and maintain at least this apportion throughout the electrification process. We call on the local electric utility company (PECO) to work with our community as a partner to achieve this local generation goal and set its own similar goals for the region. We will collaborate with our electric utility, PECO's "Path To Clean" platform, helping communities reach their climate goals - <https://www.peco.com/safety-community/environment/our-path-to-clean>;
- Jenkintown Borough will call on the Commonwealth of Pennsylvania to set a goal to use 100□ renewable energy for all purposes no later than 2050□
- Jenkintown Borough elected officials will call on the Commonwealth of Pennsylvania to adopt codes and standards to increase the efficiency of buildings and appliances□
- Jenkintown Borough will call on the Commonwealth of Pennsylvania to increase the Alternative Energy Portfolio Standards (AEPS) to levels that put us on track to meet 100□ renewable energy goals as recommended in the 2021 Climate Action Plan for Pennsylvania. We will support Pennsylvania HB501, introduced in 2025, with its proposal to increase the AEPS□
- Jenkintown Borough will call on the Commonwealth of Pennsylvania to adopt a Community Solar bill to allow Pennsylvania residents without the ability to install solar to subscribe to solar produced in Pennsylvania. We will support Pennsylvania HB504, "Community Energy," introduced in 2025, with its proposal to provide a community solar provision.
- *Jenkintown Borough will seek to work with other Montgomery County Municipalities and the Montgomery County Planning Commission and/or Delaware Valley Regional Planning Commission to create an energy planner/advocate position. The energy planner/advocate will develop and implement renewable energy strategies for Montgomery County municipalities, residents, businesses, and institutions. Alternatively, an energy planning firm may be contracted to create the energy transition plan or supplement an energy transition plan outlined by a volunteer and staff task force.*

A □OPTE□, this □□□day of □Month, Year□

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
01 GENERAL FUND											
6963	17045	1	01430	200 ADVANCE AUTO PARTS MATERIALS/SUPPLIES 6604032478_03.31.2026			04/28/26	04/30/26	04/28/26	60489	109.35
											109.35
7516	17100	1	01430	200 AIRGAS USA LLC MATERIALS/SUPPLIES	5523436429		04/28/26	04/30/26	04/28/26	60490	172.60
											172.60
7875	17114	1	01491	430 ANDRA MINIO REFUNDS OF PRIOR YEAR R.E. TAX REFUND FOR DIFFERENCE PAID			04/28/26	04/30/26	04/28/26	60492	1,410.51
											1,410.51
7112	17115	1	01410	184 ANTHONY MATTEO Canine Reimbursement KANE VETERINARY HOSPITAL VISIT			04/30/26	04/30/26	04/30/26	60493	616.00
											616.00
7175	17016	1	01407	110 APPLIED MICRO SYSTEMS LTD MAINT AND SUPPORT	71402		04/28/26	04/30/26	04/28/26	60494	1,252.06
											1,252.06
77	17018	1	01409	110 AQUA PA UTILITIES 0277204_04.16.2026			04/28/26	04/30/26	04/28/26	60495	63.37
	17020	1	01409	110 UTILITIES 0277214_04.16.2026			04/28/26	04/30/26	04/28/26	60495	22.38
	17021	1	01409	110 UTILITIES 0279941_04.16.2026			04/28/26	04/30/26	04/28/26	60495	146.89
											232.64
1430	17038	1	01407	111 AT&T MOBILITY CELLULAR SERVICE AND HOT SPOTS 287314824291X04092026			04/28/26	04/30/26	04/28/26	60496	143.41
	17039	1	01407	111 CELLULAR SERVICE AND HOT SPOTS 287314823554X04092026			04/28/26	04/30/26	04/28/26	60496	130.60
	17091	1	01407	111 CELLULAR SERVICE AND HOT SPOTS 999848996X03242026			04/28/26	04/30/26	04/28/26	60496	80.03
											354.04

Expenditures Register
GENERAL FUND
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
01 GENERAL FUND											
7761	17111	1	01489	312 Boris Kerzner EAC	CLASS 05102026		04/28/26	04/30/26	04/28/26	60497	150.00
											150.00
7872	17035	1	01410	125 CARDIO PARTNERS INC POLICE EQUIPMENT PURCHASE	SS-839724		04/28/26	04/30/26	04/28/26	60498	201.90
											201.90
1659	17043	1	01400	300 COMCAST TELEPHONE EXPENSE	849910140005705		04/28/26	04/30/26	04/28/26	60499	146.31
											146.31
1659	17051	1	01400	300 COMCAST TELEPHONE EXPENSE 8499 10 140 0033806_03.26.2026			04/28/26	04/30/26	04/28/26	60500	424.22
											424.22
1659	17052	1	01400	300 COMCAST TELEPHONE EXPENSE 8499 10 138 0356557_03.24.2026			04/28/26	04/30/26	04/28/26	60501	102.05
											102.05
1659	17076	1	01407	112 COMCAST INTERNET 8499 10 140 0021116_03.22.2026			04/28/26	04/30/26	04/28/26	60502	25.22
											25.22
7165	17042	1	01400	300 COMCAST TELEPHONE EXPENSE 967596727_04.01.2026	268016885		04/28/26	04/30/26	04/28/26	60503	375.11
7165	17049	1	01400	300 COMCAST TELEPHONE EXPENSE 901815526_04.01.2026	267760057		04/28/26	04/30/26	04/28/26	60503	297.57
											672.68
7696	17050	1	01407	112 COMCAST INTERNET 708749490_04.02.2026	001003882919		04/28/26	04/30/26	04/28/26	60504	721.75
											721.75

Expenditures Register
 GENERAL FUND
 GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
7649	17037	1	01409	450 CONROYS CLEANING SERVICES JANITORIAL SERVICE	4826		04/28/26	04/30/26	04/28/26	60505	425.00
											425.00
290	17036	1	01410	124 DAVIDHEISERS INC EQUIPMENT REPAIR/MAINT.	317		04/28/26	04/30/26	04/28/26	60507	120.00
											120.00
6975	Delaware Valley Health Trust										
	17108	1	01487	031 HOSP/Major Med Non Uniform	30975		04/28/26	04/30/26	04/28/26	60508	12,940.92
	17108	2	01487	030 HOSP./MAJOR MEDICAL UNIFORM	30975		04/28/26	04/30/26	04/28/26	60508	16,470.27
	17109	1	01487	031 HOSP/Major Med Non Uniform	30880		04/28/26	04/30/26	04/28/26	60508	12,940.92
	17109	2	01487	030 HOSP./MAJOR MEDICAL UNIFORM	30880		04/28/26	04/30/26	04/28/26	60508	16,470.27
	17110	1	01487	031 HOSP/Major Med Non Uniform	31320		04/28/26	04/30/26	04/28/26	60508	9,010.25
	17110	2	01487	030 HOSP./MAJOR MEDICAL UNIFORM	31320		04/28/26	04/30/26	04/28/26	60508	11,467.60
											79,300.23
7345	ESTABLISHED TRAFFIC CONTROL INC.										
	17101	1	01445	210 PARKING METER MAINT.	27235		04/28/26	04/30/26	04/28/26	60509	454.35
	17102	1	01445	210 PARKING METER MAINT.	27258		04/28/26	04/30/26	04/28/26	60509	125.00
											579.35
7651	FITZGERALDS TIRE & AUTO SERVICE										
	17024	1	01410	127 MAINTENANCE/REPAIR	KD4599		04/28/26	04/30/26	04/28/26	60510	153.69
	17025	1	01410	127 MAINTENANCE/REPAIR	KD4307		04/28/26	04/30/26	04/28/26	60510	92.44
	17026	1	01410	127 MAINTENANCE/REPAIR	KD4555		04/28/26	04/30/26	04/28/26	60510	2,830.24
											3,076.37
528	HOME DEPOT CREDIT SERVICES										
	17061	1	01430	210 GENERAL EXPENSES 6035 3225 0100 0818 03.27.2026			04/28/26	04/30/26	04/28/26	60511	809.42
											809.42
675	KEYSTONE FIRE AND SECURITY										
	17071	1	01409	300 CONTRACT SERVICE	8149194		04/28/26	04/30/26	04/28/26	60514	1,353.73
											1,353.73
7219	KILKENNY LAW LLC										
	17096	1	01400	290 LEGAL SERVICE	18581		04/28/26	04/30/26	04/28/26	60515	10,087.50
	17097	1	01400	290 LEGAL SERVICE	18582		04/28/26	04/30/26	04/28/26	60515	52.50
	17099	1	01400	290 LEGAL SERVICE	18584		04/28/26	04/30/26	04/28/26	60515	175.00
											10,315.00

Expenditures Register
GENERAL FUND
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
01 GENERAL FUND											
7703				LEAF							
	17063	1	01409	700 EQUIPMENT PURCHASE	20057865		04/28/26	04/30/26	04/28/26	60516	1,029.76
											1,029.76
840				McDONALD UNIFORM CO INC							
	17044	1	01410	119 Uniforms	256255		04/28/26	04/30/26	04/28/26	60517	220.98
											220.98
773				MELROSE GRAPHICS							
	17054	1	01410	122 GENERAL EXPENSES	17452		04/28/26	04/30/26	04/28/26	60518	358.22
											358.22
7810				MINUTES SOLUTIONS INC							
	17105	1	01400	200 GENERAL EXPENSES	INV-48163		04/28/26	04/30/26	04/28/26	60519	265.00
											265.00
7873				MONTGOMERY COUNTY PLANNING COMMISSION							
	17040	1	01414	400 CONTRACTED SERVICES	NO. 5		04/28/26	04/30/26	04/28/26	60520	6,319.50
											6,319.50
7730				MYFLEETCENTER.COM							
	17112	1	01430	400 EQUIPMENT MAINT/REP	15275956		04/28/26	04/30/26	04/28/26	60521	20.00
	17113	1	01430	400 EQUIPMENT MAINT/REP			04/28/26	04/30/26	04/28/26	60521	147.25
											167.25
7020				NAPA AUTO PARTS							
	17078	1	01430	200 MATERIALS/SUPPLIES	864909		04/28/26	04/30/26	04/28/26	60522	30.69
	17079	1	01430	200 MATERIALS/SUPPLIES	862248		04/28/26	04/30/26	04/28/26	60522	35.27
	17080	1	01430	200 MATERIALS/SUPPLIES	860972		04/28/26	04/30/26	04/28/26	60522	71.70
	17081	1	01430	200 MATERIALS/SUPPLIES	860796		04/28/26	04/30/26	04/28/26	60522	104.64
	17082	1	01430	200 MATERIALS/SUPPLIES	860599		04/28/26	04/30/26	04/28/26	60522	60.50
	17083	1	01430	200 MATERIALS/SUPPLIES	860453		04/28/26	04/30/26	04/28/26	60522	4.62
	17084	1	01430	200 MATERIALS/SUPPLIES	857311		04/28/26	04/30/26	04/28/26	60522	314.52
	17085	1	01430	200 MATERIALS/SUPPLIES	856338		04/28/26	04/30/26	04/28/26	60522	58.34
	17086	1	01430	200 MATERIALS/SUPPLIES	855921		04/28/26	04/30/26	04/28/26	60522	335.56
	17087	1	01430	200 MATERIALS/SUPPLIES	855847		04/28/26	04/30/26	04/28/26	60522	127.02
	17088	1	01430	200 MATERIALS/SUPPLIES	853335		04/28/26	04/30/26	04/28/26	60522	27.48
	17089	1	01430	200 MATERIALS/SUPPLIES	851824		04/28/26	04/30/26	04/28/26	60522	50.43
	17090	1	01430	200 MATERIALS/SUPPLIES	850543		04/28/26	04/30/26	04/28/26	60522	112.76
											1,333.53

Expenditures Register
GENERAL FUND
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
01 GENERAL FUND											
7870				NETCARRIER							
	17069	1	01407	112 INTERNET	IN3904		04/28/26	04/30/26	04/28/26	60523	495.99
	17070	1	01407	112 INTERNET	IN3906		04/28/26	04/30/26	04/28/26	60523	561.15
											1,057.14
1383				PECO							
	17047	1	01433	210 TRAFFIC SIGNAL ELEC. 3625207000_04.07.2026			04/28/26	04/30/26	04/28/26	60524	494.44
	17056	1	01409	110 UTILITIES 1168668000_03.31.2026			04/28/26	04/30/26	04/28/26	60524	567.40
	17057	1	01409	110 UTILITIES 9719898000_03.31.2026			04/28/26	04/30/26	04/28/26	60524	359.40
	17059	1	01409	110 UTILITIES 6762479000_03.31.2026			04/28/26	04/30/26	04/28/26	60524	1,113.96
	17060	24	01409	110 UTILITIES 9875139000_03.26.2026			04/28/26	04/30/26	04/28/26	60524	317.28
											2,852.48
938				PENNONI ASSOCIATES INC							
	17093	1	01400	285 Engineering	1319611		04/28/26	04/30/26	04/28/26	60525	8,754.75
											8,754.75
975				PRIMEX GARDEN CENTER							
	17073	1	01430	200 MATERIALS/SUPPLIES	2-641504		04/28/26	04/30/26	04/28/26	60526	14.95
											14.95
7823				Primo Brands Blue Triton Brands Inc							
	17074	1	01410	122 GENERAL EXPENSES	06C8720092389		04/28/26	04/30/26	04/28/26	60527	92.98
											92.98
6996				PSATS							
	17023	1	01400	750 TRAINING, CONFERENCES, DUES INV-193412-D4V5			04/28/26	04/30/26	04/28/26	60528	35.00
											35.00
7785				Rydin							
	17075	1	01445	210 PARKING METER MAINT. ORDER # 407950			04/28/26	04/30/26	04/28/26	60530	321.77
											321.77

Expenditures Register
 GENERAL FUND
 GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
7668				SHAUNA RIVERA							
	17065	1	01410	122 GENERAL EXPENSES HOME DEPOT REIMBURSEMENT			04/28/26	04/30/26	04/28/26	60531	13.66
	17066	1	01410	122 GENERAL EXPENSES AMAZON REIMBURSEMENT			04/28/26	04/30/26	04/28/26	60531	73.86
	17066	2	01410	122 GENERAL EXPENSES AMAZON REIMBURSEMENT_2			04/28/26	04/30/26	04/28/26	60531	22.26
											109.78
7409				SHEARER REPAIR INC							
	17116	1	01430	400 EQUIPMENT MAINT/REP	JB023		04/30/26	04/30/26	04/30/26	60532	445.03
	17117	1	01430	400 EQUIPMENT MAINT/REP	JB024		04/30/26	04/30/26	04/30/26	60532	793.67
	17118	1	01430	400 EQUIPMENT MAINT/REP	JB025		04/30/26	04/30/26	04/30/26	60532	827.04
	17119	1	01430	400 EQUIPMENT MAINT/REP	JB026		04/30/26	04/30/26	04/30/26	60532	10,190.00
	17120	1	01430	400 EQUIPMENT MAINT/REP	JB022		04/30/26	04/30/26	04/30/26	60532	627.85
	17121	1	01430	400 EQUIPMENT MAINT/REP	JB027		04/30/26	04/30/26	04/30/26	60532	2,884.06
	17122	1	01430	400 EQUIPMENT MAINT/REP	JB028		04/30/26	04/30/26	04/30/26	60532	2,675.76
	17123	1	01430	400 EQUIPMENT MAINT/REP	JB029		04/30/26	04/30/26	04/30/26	60532	2,871.29
	17124	1	01430	400 EQUIPMENT MAINT/REP	JB030		04/30/26	04/30/26	04/30/26	60532	4,111.41
	17125	1	01430	400 EQUIPMENT MAINT/REP	JB031		04/30/26	04/30/26	04/30/26	60532	5,120.90
											30,547.01
7021				SUBURBAN PROPANE-2751							
	17067	1	01430	500 VEHICLE OPERATION	2751-610331		04/28/26	04/30/26	04/28/26	60533	417.13
	17068	1	01430	500 VEHICLE OPERATION	2751-610404		04/28/26	04/30/26	04/28/26	60533	519.55
											936.68
7838				T-MOBILE							
	17077	1	01410	126 RADIO EXPENSE 209420518_04.19.2026			04/28/26	04/30/26	04/28/26	60534	178.00
											178.00
7802				T2 SYSTEMS INC.							
	17055	1	01445	210 PARKING METER MAINT.	UPS00057322		04/28/26	04/30/26	04/28/26	60535	179.00
	17064	1	01445	210 PARKING METER MAINT.	UPS00056553		04/28/26	04/30/26	04/28/26	60535	172.00
											351.00
7234				TOM JOSIAH CONSULTING LLC							
	17029	1	01400	280 ACCOUNTING & AUDIT SERVICE	125		04/28/26	04/30/26	04/28/26	60536	1,015.00
	17030	1	01400	280 ACCOUNTING & AUDIT SERVICE	124		04/28/26	04/30/26	04/28/26	60536	5,110.00
											6,125.00

Expenditures Register
 GENERAL FUND
 GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
1187	17028	1	01410	128 TOWNSHIP OF CHELTENHAM OPERATING EXPENSE	15573		04/28/26	04/30/26	04/28/26	60537	1,672.70
											1,672.70
7781	17017	1	01486	200 Travelers PACKAGE POLICY 6662X9186_04.17.2026			04/28/26	04/30/26	04/28/26	60538	31,695.00
											31,695.00
1589	17094	1	01400	210 USA TODAY MEDIA CORP ADVERTISING	0007613159		04/28/26	04/30/26	04/28/26	60539	365.74
	17095	1	01400	210 ADVERTISING	0007521709		04/28/26	04/30/26	04/28/26	60539	706.07
											1,071.81
1713	17106	1	01430	400 VECCHIONE FLEET SVC EQUIPMENT MAINT/REP	80729		04/28/26	04/30/26	04/28/26	60541	32.85
	17107	1	01430	400 EQUIPMENT MAINT/REP	79677		04/28/26	04/30/26	04/28/26	60541	585.85
											618.70
1578	17062	1	01410	126 VERIZON WIRELESS RADIO EXPENSE ACCNT # 621469757-00001	6139500830		04/28/26	04/30/26	04/28/26	60542	480.12
											480.12

Expenditures Register
 STREET LIGHTING TAX
 GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
02	STREET LIGHTING TAX										
1383				PECO							
	17048	1	02434	300 STREET LIGHTING ELECTRIC 8884532222_04.07.2026			04/28/26	04/30/26	04/28/26	60524	3,014.71
	17060	1	02434	401 LEEDOM ST PARK ELECTRIC 2187604000_03.31.2026			04/28/26	04/30/26	04/28/26	60524	115.70
	17060	2	02434	300 STREET LIGHTING ELECTRIC 9992025000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.39
	17060	3	02434	300 STREET LIGHTING ELECTRIC 9933462222_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.39
	17060	4	02434	300 STREET LIGHTING ELECTRIC 8355065111_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.40
	17060	5	02434	300 STREET LIGHTING ELECTRIC 6144717000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.39
	17060	6	02434	300 STREET LIGHTING ELECTRIC 6038143000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.40
	17060	7	02434	300 STREET LIGHTING ELECTRIC 6847122000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.39
	17060	8	02434	300 STREET LIGHTING ELECTRIC 9106336000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.39
	17060	9	02434	300 STREET LIGHTING ELECTRIC 2026666111_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	10	02434	300 STREET LIGHTING ELECTRIC 0311462000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	11	02434	300 STREET LIGHTING ELECTRIC 1237867000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	12	02434	300 STREET LIGHTING ELECTRIC 1252587000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	13	02434	300 STREET LIGHTING ELECTRIC 2405786000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	14	02434	300 STREET LIGHTING ELECTRIC 2082981222_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	16	02434	310 JENKINTOWN SIGN ELECTRIC 5903226000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	32.74
	17060	17	02434	300 STREET LIGHTING ELECTRIC 5475484111_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	18	02434	300 STREET LIGHTING ELECTRIC 0226383000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	19	02434	300 STREET LIGHTING ELECTRIC 4845428000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	20	02434	300 STREET LIGHTING ELECTRIC 4956725000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	46.31
	17060	21	02434	300 STREET LIGHTING ELECTRIC 3684503000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	22	02434	300 STREET LIGHTING ELECTRIC 3443014000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21
	17060	23	02434	401 LEEDOM ST PARK ELECTRIC 2109211222_03.27.2026			04/28/26	04/30/26	04/28/26	60524	61.29
	17060	25	02434	300 STREET LIGHTING ELECTRIC 3916054000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	21.21

Report Date 04/30/26

Expenditures Register
STREET LIGHTING TAX
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
02 STREET LIGHTING TAX											
1383				PECO							
	17060	26	02434	300 STREET LIGHTING ELECTRIC			04/28/26	04/30/26	04/28/26	60524	21.21
				3109595000_04.02.2026							
											3,773.23

Expenditures Register
FIRE PROTECTION TAX
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
03 FIRE PROTECTION TAX											
7685				AMERICAN TEST CENTER INC							
	17031	1	03411	800 FIRE DEPARTMENT OPERATIONS	2251814		04/28/26	04/30/26	04/28/26	60491	1,525.00
											1,525.00
77				AQUA PA							
	17019	1	03411	140 HYDRANT RENTAL			04/28/26	04/30/26	04/28/26	60495	7,083.42
				0348584_04.01.2026							
											7,083.42
7322				KALER MOTOR COMPANY LLC							
	17032	1	03411	800 FIRE DEPARTMENT OPERATIONS	W 7832		04/28/26	04/30/26	04/28/26	60513	9,628.10
	17033	1	03411	800 FIRE DEPARTMENT OPERATIONS	W 7841		04/28/26	04/30/26	04/28/26	60513	225.00
											9,853.10

Expenditures Register
SEWER
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
08 SEWER											
7219				KILKENNY LAW LLC							
	17098	1	08429	310 LEGAL FEES	18583		04/28/26	04/30/26	04/28/26	60515	34.25
											34.25
1383				PECO							
	17058	1	08429	360 PUBLIC UTILITY SERVICES 0099014000_03.31.2026			04/28/26	04/30/26	04/28/26	60524	38.25
	17060	15	08429	360 PUBLIC UTILITY SERVICES 5014207000_04.02.2026			04/28/26	04/30/26	04/28/26	60524	17.12
											55.37

Expenditures Register
SOLID WASTE
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
09 SOLID WASTE											
7175	17041	1	09427	320	APPLIED MICRO SYSTEMS LTD POSTAGE	71433	04/28/26	04/30/26	04/28/26	60494	942.48
											942.48
253	17034	1	09427	501	CONSTRUCTION DEMOLITION RECYCLING TIPPING FEES	089068	04/28/26	04/30/26	04/28/26	60506	529.50
											529.50
7646	17072	1	09427	450	HOUGH ASSOCIATES CONTRACTED SERVICES MONTGOMERY COUNTY RECYCLING SURVEY MARCH 2026	2026.01	04/28/26	04/30/26	04/28/26	60512	900.00
											900.00
7145	17022	1	09427	450	REPUBLIC SERVICES #320 CONTRACTED SERVICES	0320-004675390	04/28/26	04/30/26	04/28/26	60529	42,841.50
											42,841.50

Expenditures Register
SINKING
GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
20	SINKING										
7415				USbankcorpGovernment Leasing and Finance							
	17027	1	20472	350 DEBT INTEREST - POLICE VEHICLES	579976796		04/28/26	04/30/26	04/28/26	60540	249.72
	17027	2	20471	350 DEBT PRINCIPAL - POLICE VEHICLES	579976796		04/28/26	04/30/26	04/28/26	60540	1,014.85
	17053	1	20472	350 DEBT INTEREST - POLICE VEHICLES	578930935		04/28/26	04/30/26	04/28/26	60540	172.30
	17053	2	20471	350 DEBT PRINCIPAL - POLICE VEHICLES	578930935		04/28/26	04/30/26	04/28/26	60540	914.78
											2,351.65

Expenditures Register
 HIGHWAY/LIQUID FUEL TAX
 GL-2604-28078

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
35 HIGHWAY/LIQUID FUEL TAX											
938				PENNONI ASSOCIATES INC							
	17092	1	35439	610 MAJOR ROAD CONSTRUCTION	1318980		04/28/26	04/30/26	04/28/26	55068	9,375.00
											9,375.00
											278,444.04
60 Printed, totaling											278,444.04

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	199,179.54	GENERAL FUND
02	01	3,773.23	STREET LIGHTING TAX
03	01	18,461.52	FIRE PROTECTION TAX
08	01	89.62	SEWER
09	01	45,213.48	SOLID WASTE
20	01	2,351.65	SINKING
35	35	9,375.00	HIGHWAY/LIQUID FUEL TAX
		278,444.04	

PERIOD SUMMARY

Period	Amount
2604	278,444.04
	278,444.04

Legend:
 Expenditures Register Spooling to Windows Prompt
 Print those ready to UPDATE
 Sorting by fund
 Printing for GL Period 2604
 Doing a page break
 Archiving to Expenditures Register-2604.txt
 MARP05 run by Marcus Lambert 2 : 34 PM

Vendor	Req #	Budget#	Sub#	Description	Invoice Number	Grant	Req Date	Check Dte	Recpt Dte	Check#	Amount
01 GENERAL FUND											
7871				ALTEK BUSINESS SYSTEMS							
	17009	1	01407	100 EQUIPMENT AND SUPPLIES	337134		04/23/26	04/23/26	04/23/26	60487	207.00
	17010	1	01407	110 MAINT AND SUPPORT	337333		04/23/26	04/23/26	04/23/26	60487	1,032.00
	17011	1	01407	200 SOFTWARE	331030		04/23/26	04/23/26	04/23/26	60487	1,387.06
	17012	1	01407	200 SOFTWARE	336708		04/23/26	04/23/26	04/23/26	60487	1,727.00
	17013	1	01407	200 SOFTWARE	331033		04/23/26	04/23/26	04/23/26	60487	1,727.00
	17014	1	01407	200 SOFTWARE	333638		04/23/26	04/23/26	04/23/26	60487	1,727.00
	17015	1	01414	400 CONTRACTED SERVICES	334927		04/23/26	04/23/26	04/23/26	60487	4,776.00
											12,583.06
7846				ROBERT HALF							
	17005	1	01400	090 SALARY STAFF	66059179		04/23/26	04/23/26	04/23/26	60488	2,874.56
	17006	1	01400	090 SALARY STAFF	66085895		04/23/26	04/23/26	04/23/26	60488	3,593.20
	17007	1	01400	090 SALARY STAFF	65880345		04/23/26	04/23/26	04/23/26	60488	3,593.20
	17008	1	01400	090 SALARY STAFF	65973751		04/23/26	04/23/26	04/23/26	60488	3,593.20
											13,654.16
											26,237.22

2 Printed, totaling 26,237.22

FUND SUMMARY

Fund	Bank Account	Amount	Description
01	01	26,237.22	GENERAL FUND
		<u>26,237.22</u>	

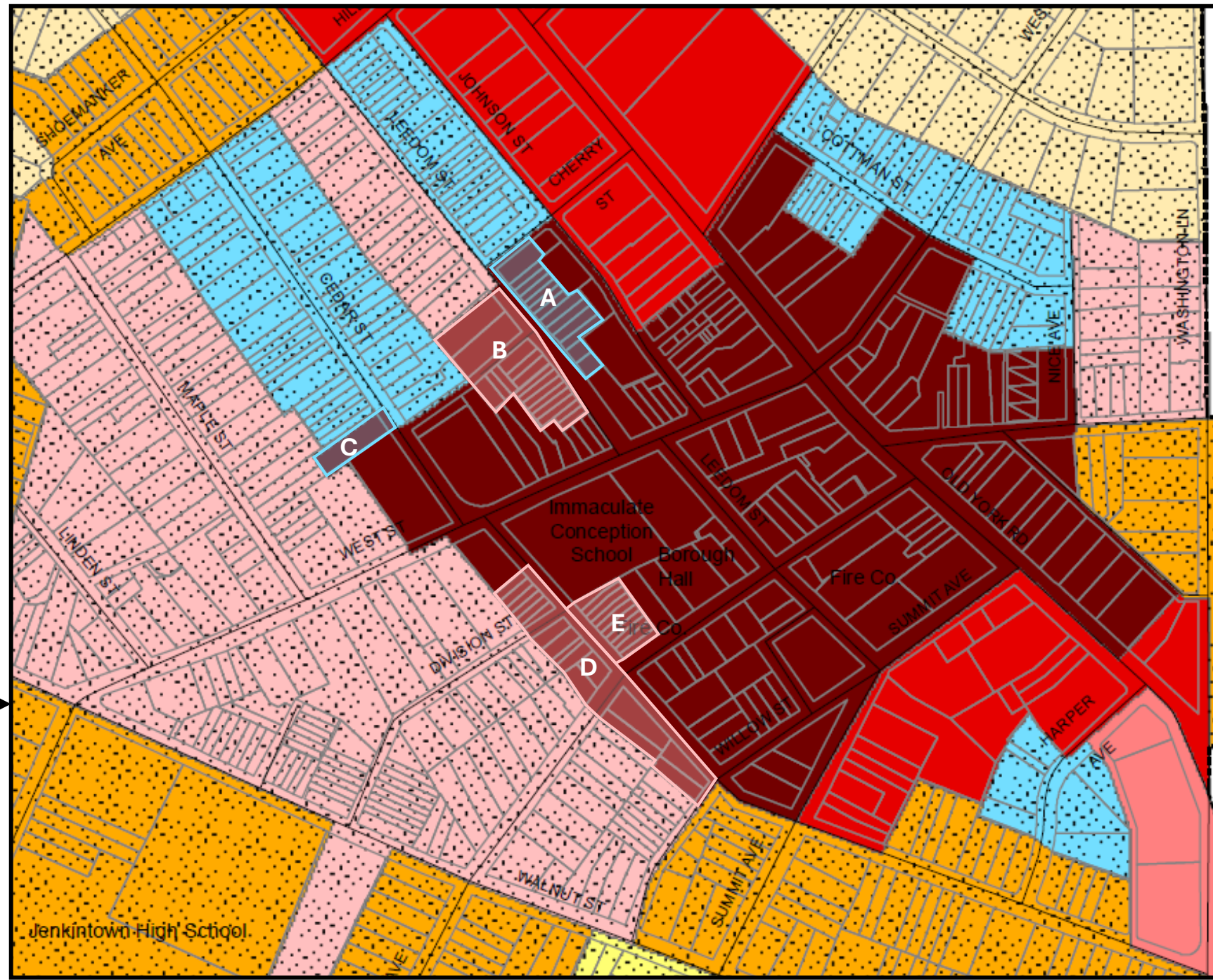
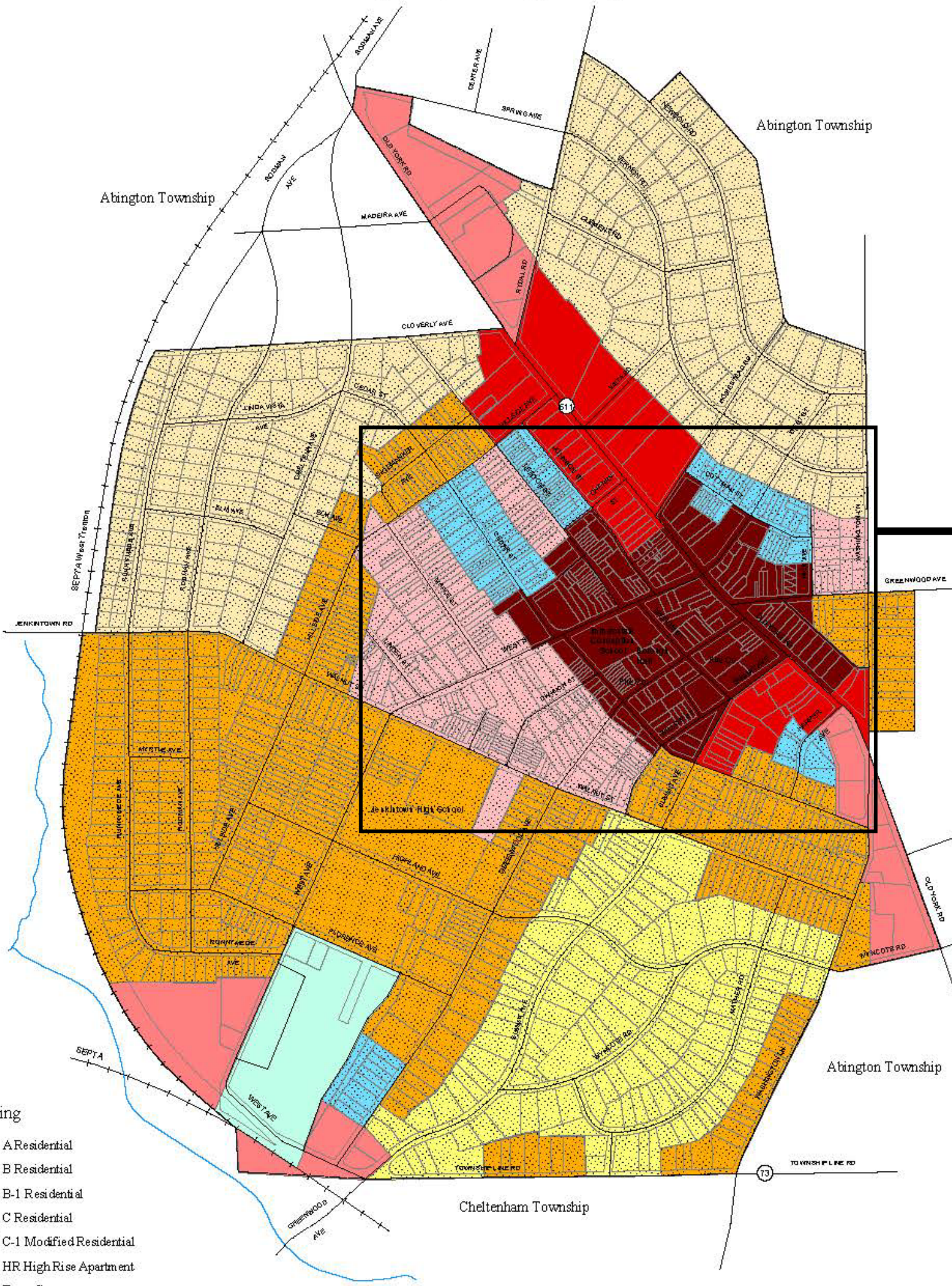
PERIOD SUMMARY

Period	Amount
2604	<u>26,237.22</u>
	<u>26,237.22</u>

Legend:

- Expenditures Register Spooling to Windows Prompt
- Print those ready to UPDATE
- Sorting by fund
- Printing for GL Period 2604
- Doing a page break
- Archiving to Expenditures Register-2604.txt
- MARP05 run by Marcus Lambert 3 : 18 PM

Jenkintown Borough Official Zoning Map Adopted September 13, 2010 Montgomery County, Pennsylvania



- Zoning
- A Residential
 - B Residential
 - B-1 Residential
 - C Residential
 - C-1 Modified Residential
 - HR High Rise Apartment
 - Town Center
 - Neighborhood Commercial Residential
 - Gateway Commercial
 - Traditional Residential Infill Overlay

The Zoning Districts displayed on this map were determined by the Zoning Code of Jenkintown Borough, Ordinance #2010-05.

MCPC Montgomery County Planning Commission
 Montgomery County Courthouse - Planning Commission
 PO Box 311 • Norristown, PA 19384-0311
 (610) 278-3722 • (610) 278-3944
 www.montcopa.org/planning

This map is based on 2005 aerial photography and official sources. Property lines were compiled from individual block maps from the Montgomery County Board of Assessment Appeals, with verification from the deed. This map is not meant to be used as a legal definition of properties or for engineering purposes.

Parcels with frontage along West would remain in the TC Town Center

Parcels with frontage along Johnson would remain in the TC Town Center

Section A. Rezone parcels along the east side of Leedom St. (with frontage on Leedom, not Johnson) to C-1 Modified Residential

Section B. Rezone parcels along the west side of Leedom St. to C Residential to be consistent with the zoning on the street. *Note: with this change, the two parcels (Parcel Nos. - and -) that are currently a commercial use would be in the C Residential, and the uses could be grandfathered in (per Section 181-11.B).*

Section C. Rezone parcel on west side of Cedar St. to C-1 Modified Residential to be more consistent with the existing conditions and align with the zoning on the street

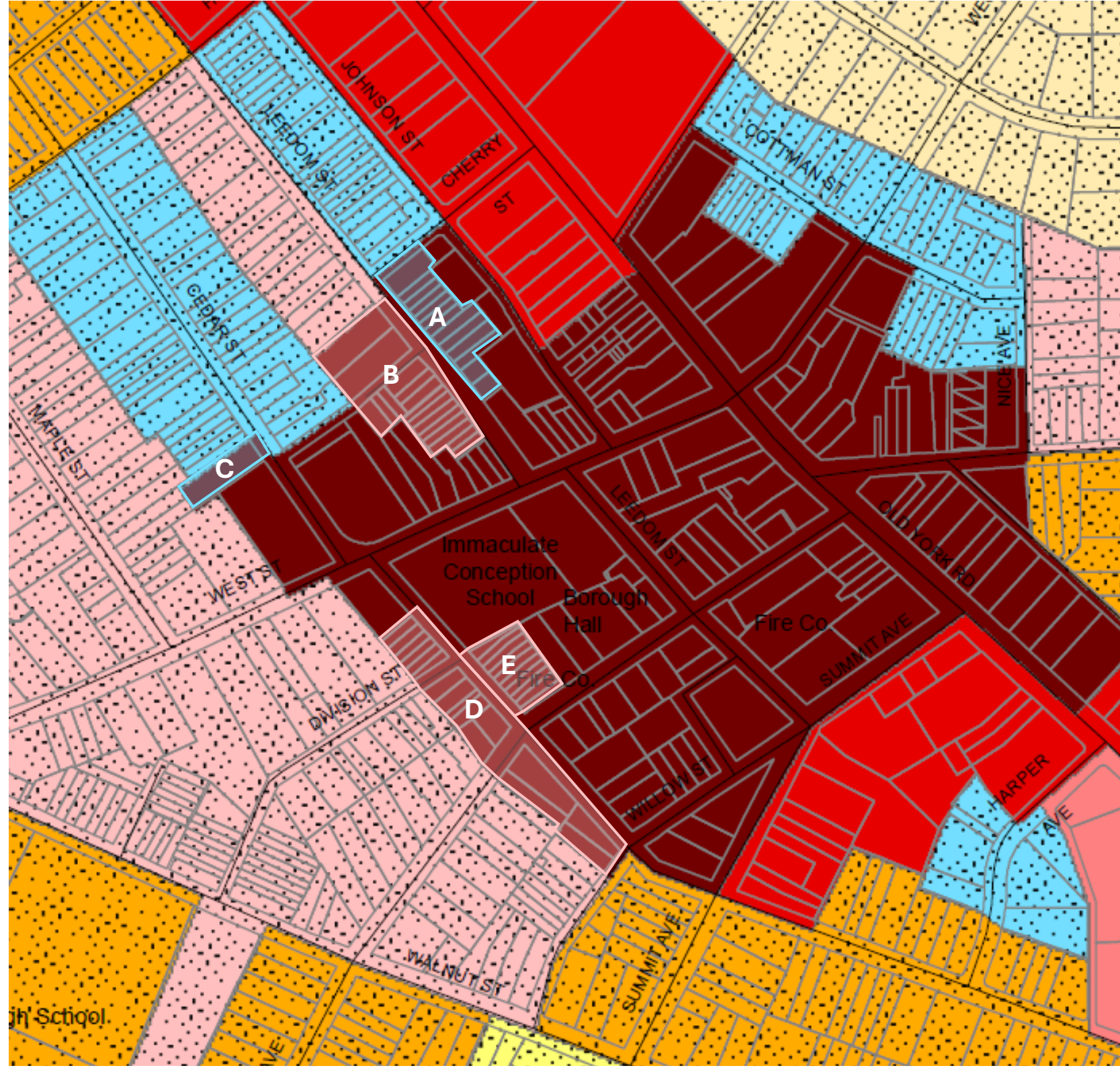
Section D. Rezone the west side of Cedar St. between West Ave. and Willow St. to C Residential (excluding the parcel located at the corner of West Ave. and Cedar St.)

Section E. Rezone the east side of Cedar St., between Division St. and Greenwood Ave. to C Residential

Potential Zoning Map Revisions

The map shows five segments (labeled A-E) that are proposed to be rezoned. The different segments listed along with the parcels that make up each of the segments.

Areas shown in blue represent the parcels that are proposed to be rezoned from Town Center to C-1 Modified Residential. Areas that are shown in pink represent the parcels that are proposed to be rezoned from Town Center to C Residential.



Parcels with frontage along West would remain in the TC Town Center

Parcels with frontage along Johnson would remain in the TC Town Center

Section A. Rezone parcels along the east side of Leedom St. (with frontage on Leedom, not Johnson) to C-1 Modified Residential

- Parcel Nos.
 100001992005
 100001988009
 100001987001
 100001980008
 100001976003
 100001972007
 100001968002
 100001964006
 100001960001
 100001956005
 100001952009
 100001948004
 100001944008

Section B. Rezone parcels along the west side of Leedom St. to C Residential to be consistent with the zoning on the street. *Note: with the is change, any existing commercial uses would be grandfathered in (per Section 181-11.B).*

- Parcel Nos.
 100002132009
 100002136005
 100002140001
 100002144006
 100002148002
 100002152007
 100002156003
 100002160008
 100002176001
 100002184002
 100002656007
 100002652002
 100002648006
 100002172005
 100002168009
 100002164004

Section C. Rezone parcel on west side of Cedar St. to C-1 Modified Residential to be more consistent with

the existing conditions and align with the zoning on the street

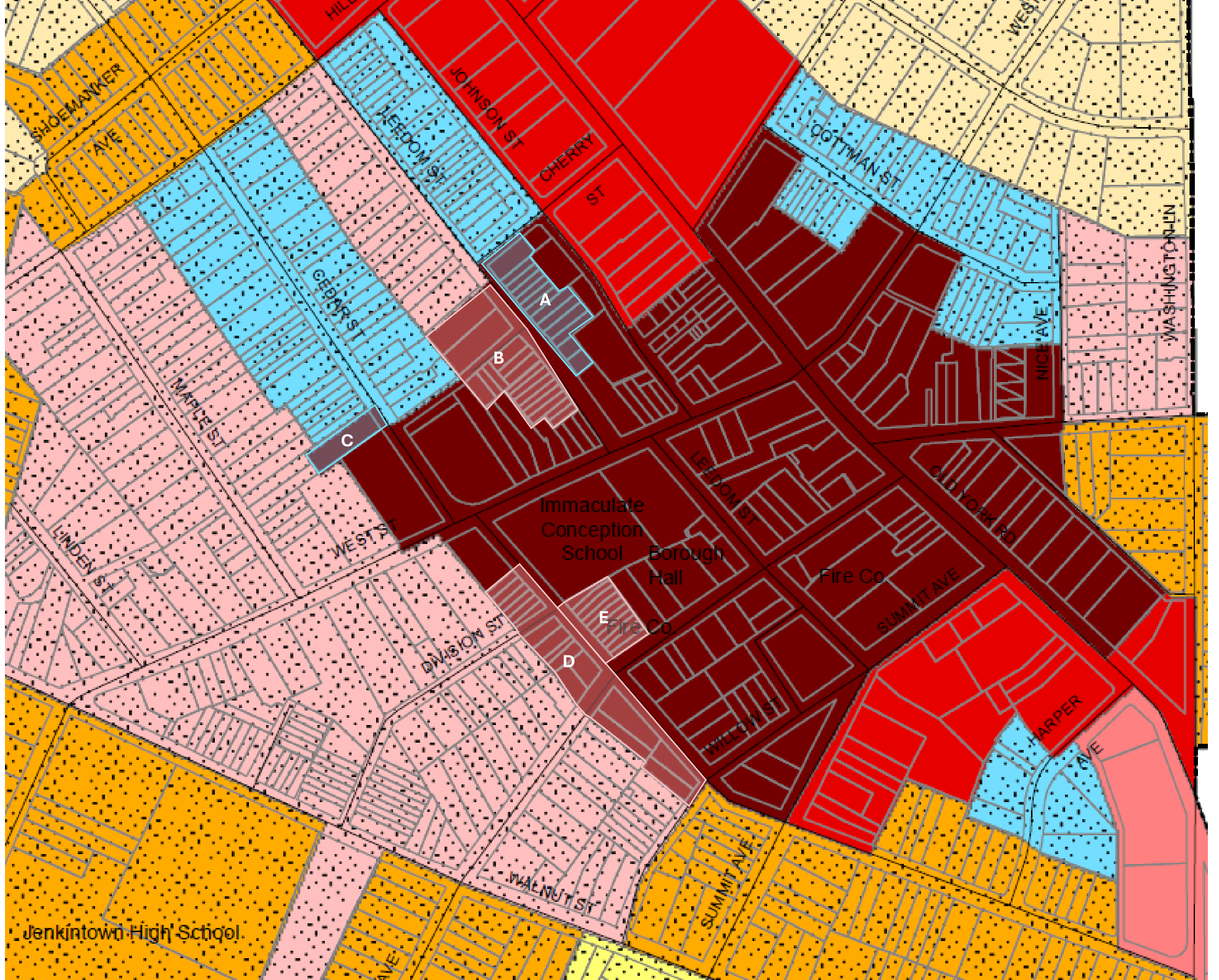
Parcel No. 100000308006

Section D. Rezone the west side of Cedar St. between West Ave. and Willow St. to C Residential (excluding the parcel located at the corner of West Ave. and Cedar St.)

- Parcel Nos.
 100000304001
 100000300005
 100000296009
 100000292004
 100000288008
 100000284003
 100000280007
 100000276002
 100000272015
 100000272006
 100001340009
 100001336004
 100001120004
 100001116008
 100005092001
 100005088005

Section E. Rezone the east side of Cedar St., between Division St. and Greenwood Ave. to C Residential

- Parcel Nos.
 100000104003
 100000100007
 100000096002
 100000092006
 100000088001
 100000084005
 100000080009
 100000076004
 100000073007
 100000072008



**BOROUGH OF JENKINTOWN
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2026-04

AN ORDINANCE OF THE BOROUGH OF JENKINTOWN, MONTGOMERY COUNTY, PENNSYLVANIA AMENDING THE BOROUGH CODE TO ADD A NEW CHAPTER TITLED “BLIGHTED PROPERTY REVIEW COMMITTEE” TO ESTABLISH A COMMITTEE AS REQUIRED BY THE PENNSYLVANIA URBAN REDEVELOPMENT LAW FOR THE DESIGNATION, ACQUISITION AND REDEVELOPMENT OF BLIGHTED PROPERTIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, there exists within the Borough properties which have become derelict, abandoned, or unfit for or use by reasons of age, obsolescence, prolonged vacancy, dilapidation, deterioration, lack of maintenance and care, or general neglect and

WHEREAS, such properties constitute unreasonable interferences with the reasonable and lawful use and enjoyment of other premises, are harmful to the social economic wellbeing of the Borough, depreciate property values, and generally jeopardize the health, safety, and welfare of the public and

WHEREAS, the Pennsylvania Urban Redevelopment Law, 1945, May 24, P.L. 991, as amended, 35 P.S. §§ 1701 et seq., provides special powers to local governments and their Redevelopment Authorities to acquire blighted properties for redevelopment and

WHEREAS, to exercise such powers under the Urban Redevelopment Law a local municipality must establish a blighted property review committee by ordinance and

WHEREAS, Borough Council now desires to create a blighted property review committee as permitted by and in accordance with the Urban Redevelopment Law to participate in the identification of blighted properties within the Borough in order to allow for the acquisition and disposition of such real property as permitted by law in order to protect the health, safety and general welfare of the Borough residents.

NOW THEREFORE, be it, and it is hereby **ORDAINED** by the Jenkintown Borough Council, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

SECTION 1. The Code of the Borough of Jenkintown shall be amended by adding a new Chapter 10 entitled “Blighted Property Review Committee” to provide as follows:

Chapter 10 “Blighted Property Review Committee”

§10-1. Definitions.

For the purposes of this Chapter, the following definitions shall apply unless the context clearly requires otherwise:

ABANDONED PROPERTY.

A property shall be considered abandoned if: (1) it is a Vacant or unimproved lot or parcel of ground on which a municipal lien for the cost of demolition of any structure is located on the property remains unpaid for a period of six (6) months; or (2) it is a Vacant property or Vacant or unimproved lot or parcel of ground on which the total of municipal liens on the property for tax or any other type of claim of the Borough or any other political subdivision are in excess of 150% of the fair market value of the property as established by the Montgomery County Assessment Office or Board of Assessment Appeals; or (3) the property has been declared abandoned by the owner, including an estate that is in possession of the property.

AUTHORITY OR REDEVELOPMENT AUTHORITY.

The Redevelopment Authority of Montgomery County.

BLIGHTED PROPERTY.

Property that meets one or more of the following:

- (1) Any premises which because of physical condition or use is regarded as a public nuisance at common law or has been declared a public nuisance in accordance with the provisions of this Code.*
- (2) Any premises which because of physical condition, use or occupancy is considered an attractive nuisance to children, including but not limited to abandoned wells, shafts, basements, excavations, and unsafe fences or structures.*
- (3) Any dwelling which because it is dilapidated, unsanitary, unsafe, vermin-infested or lacking in the facilities and equipment required by this Code, has been designated as unfit for human habitation.*
- (4) Any structure which is a fire hazard, or is otherwise dangerous to the safety of persons or property.*
- (5) Any structure from which the utilities, plumbing, heating, sewage or other facilities have been disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.*
- (6) Any Vacant or unimproved lot or parcel of ground in a predominantly built-up-neighborhood, which by reason of neglect or lack of maintenance has become a place for accumulation of trash and debris, or a haven for rodents or other vermin.*
- (7) Any unoccupied property which has been tax delinquent for a period of two years.*

(8) Any property which is Vacant but not tax delinquent, which has not been rehabilitated within one year of the receipt of notice to rehabilitate from a municipal code enforcement agency.

(9) Any Abandoned Property.

BOROUGH.

The Borough of Jenkintown

BOROUGH COUNCIL OR COUNCIL.

The Council of Jenkintown Borough.

COMMITTEE.

The Blighted Property Review Committee as established by this Chapter.

REDEVELOPMENT AREA.

Any area, whether improved or unimproved, which the Borough Planning Commission may find to be blighted because of the existence of conditions enumerated herein, so as to require or permit redevelopment under the provisions of the Urban Redevelopment Law, as amended.

REDEVELOPMENT CONTRACT.

A contract between the Authority and a redeveloper for the redevelopment of an area under the provisions of the Urban Redevelopment Law, as amended.

RESIDENTIAL AND RELATED USE.

Residential and related use shall include residential property for sale or rental and related uses, including, but not limited to park and recreation areas, neighborhood community service, and neighborhood parking lots.

URL OR URBAN REDEVELOPMENT LAW.

The Pennsylvania Urban Redevelopment Law, as amended.

VACANT.

A property shall be considered vacant if:

(1) the property is unoccupied or its occupancy has not been authorized by the owner of the property; or

(2) in the case of an unimproved lot or parcel of ground, a lien for the cost of demolition of any structure located on the property remains unpaid for a period of six (6) months; or

(3) in the case if an unimproved lot or parcel of ground, the property has remained in violation of any provision of local building, property maintenance or related codes applicable to such lots or parcels, including licensing requirements, for a period of six (6) months.

§10-2. Committee Established.

There is hereby created a Committee as described under the Pennsylvania Urban Redevelopment Law, 35 P.S. § 1712.1 (relating to blighted property removal) and that may be referred to the "Jenkintown Blighted Property Review Committee" or "Jenkintown Blight Committee."

§10-3. Committee Membership.

Unless otherwise required by law, the Committee shall consist of four (4) members who shall be as follows:

- A. One shall be a Borough Council member as designated by Borough Council from time to time by Motion or Resolution; and*
- B. One shall be a member of the Borough Planning Commission as designated by Borough Council from time to time by Motion or Resolution; and*
- C. One shall be the Executive Director of the Montgomery County Redevelopment Authority or her designee; and*
- D. One shall be the Borough Manager or his designee.*

§10-4. Power and Authority.

The Committee shall have power and authority to operate under the Urban Redevelopment Law, as amended, or any successor law to provide for the designation, certification and removal of blighted property as defined in the URL, to operate in conjunction with and cooperate with the Redevelopment Authority bringing about the acquisition by the exercise of eminent domain or otherwise, as authorized by the URL, and elimination of blighted property within the Borough; and to this end, said Committee shall have all power and authority to do such acts and deeds as are necessary and appropriate to carry out the goals of the URL, this Chapter, and applicable law.

§10-5. Certification.

The Committee and the Borough Planning Commission, upon making a determination that any property is blighted or is a Blighted Property as set forth in this Chapter or permitted under the Urban Redevelopment Law, as amended, must certify said Blighted Property to the Montgomery County Redevelopment Authority, except that:

- A. No property shall be certified to the Redevelopment Authority unless it is Vacant.*
- B. No property shall be certified to the Redevelopment Authority unless the owner of the property or an agent designated by her for receipt of service of notices within the County has been served with notice of the determination that the property is blighted, together with an appropriate order to eliminate the*

conditions causing the blight and notification that failure to do so may render the property subject to condemnation under this Chapter and the Urban Redevelopment Law. The notice shall be served upon the owner or her agent in accord with the provisions pertaining to service of notice of determination of a public nuisance under the Code of the Borough of Jenkintown. In the absence of specific service provisions, notice shall be sent via certified mail to the address on record with the Montgomery County Property Records, or by posting the property in a conspicuous place and proof of mailing. The owner or her agent shall have the right to appeal from the determination in the manner as an appeal from the determination of public nuisance. In the absence of a specified procedure or time-period, an administrative appeal may be filed to Borough Council within thirty (30) days of the date of the notice and Borough Council shall conduct a hearing in accord with the Pennsylvania Local Agency Law.

C. No blighted property shall be certified to the Redevelopment Authority until the time period for appeal has expired and no appeal has been taken, or, if taken, the appeal has been disposed of, and the owner or his agent has failed to comply with the order of the responsible department or other officer or agency.

§10-6. Acquisition and Disposition of Blighted Property.

A. Acquisition and disposition of Blighted Property under this Chapter shall not require preparation, adoption or approval of a Redevelopment Area Plan or Redevelopment Proposal, but at least thirty days prior to acquisition of any property under this section, the Redevelopment Authority shall transmit identification of the property to the Jenkintown Planning Commission and Borough Council and shall request a recommendation as to the appropriate reuse of the property. The Redevelopment Authority shall not acquire the property where the Jenkintown Planning Commission or Borough Council certifies that disposition for residential or related use would not be in accord with the comprehensive plan of the Borough.

B. Power of eminent domain shall be exercised pursuant to a resolution of the Redevelopment Authority and the procedure set forth in the act of June 22, 1964 (Sp.Sess., P.L. 84, No. 6), known as the "Eminent Domain Code," as amended or as otherwise permitted by applicable law.

C. Property disposed of within a Redevelopment Area shall be disposed of under a Redevelopment Contract in accordance with the provisions of the Urban Redevelopment Law.

D. Property disposed of outside an urban renewal project area shall be disposed of by deed in accordance with the provisions set forth in applicable law.

SECTION 2. SEVERABILITY

In the event that any section, sentence, clause, or word of this Ordinance shall be declared illegal, invalid, or unconstitutional by any Court of competent jurisdiction, such declaration shall

not prevent, preclude or otherwise foreclose the validity of the remaining portions of this Ordinance.

SECTION 3. REPEALER

All ordinances or resolutions or parts thereof inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after its approval as required by law.

OR AINE AN ENACTE by the Borough Council of the Borough of Jenkintown, Montgomery County, Pennsylvania this [] day of [], 2026.

ATTEST:

JENKINTOWN BOROUGH COUNCIL

[]
GEORGE LOCKE, MANGER

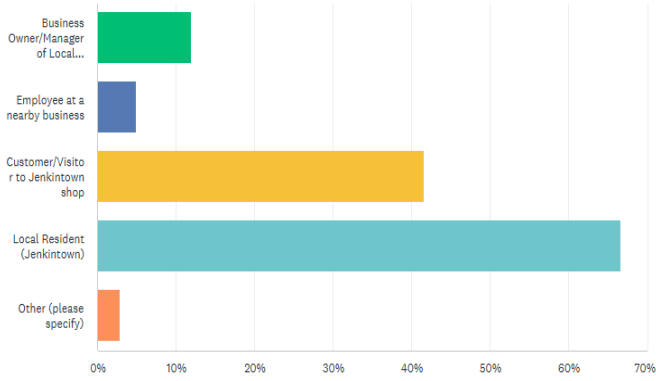
[]
JAY CONNERS
BOROUGH COUNCIL PRESIDENT

APPROVED:

[]
GABRIEL LERMAN, MAYOR

Which of the following best describes your relationship to this parking area? (...)

Answered: 243 Skipped: 0

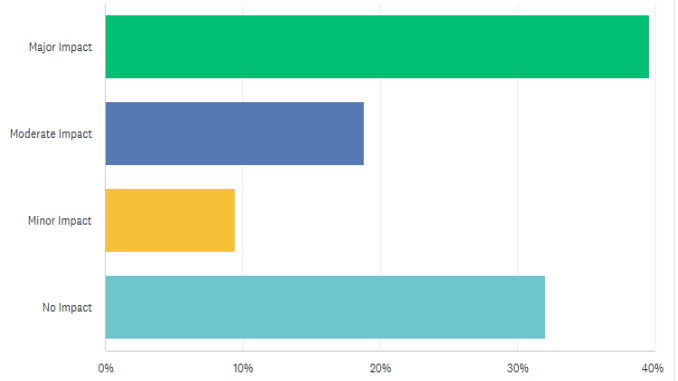


429 York Road / Parking Lot Use Survey

(0)

[Business Owners/Employees Only] Do you believe parking availability at 429...

Answered: 53 Skipped: 190

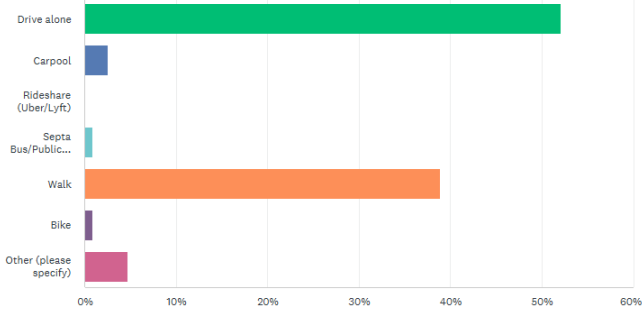


429 York Road / Parking Lot Use Survey

(0)

How do you typically travel to Jenkintown Borough?

Answered: 234 Skipped: 9

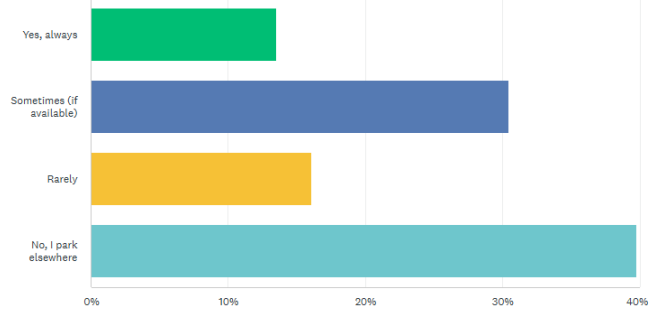


429 York Road / Parking Lot Use Survey

(0)

When visiting shops at Yorkway Place, York Road or West Avenue, do you typi...

Answered: 236 Skipped: 7

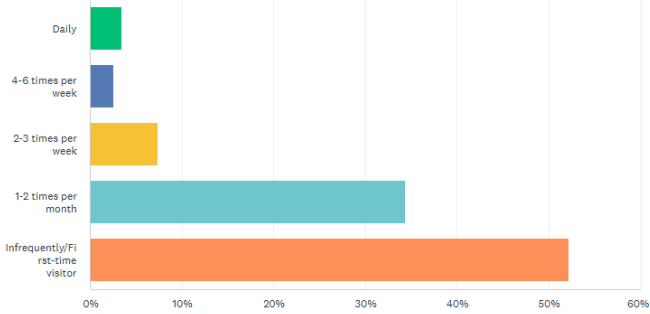


429 York Road / Parking Lot Use Survey

(0)

On average, how often do you use this specific lot?

Answered: 230 Skipped: 13

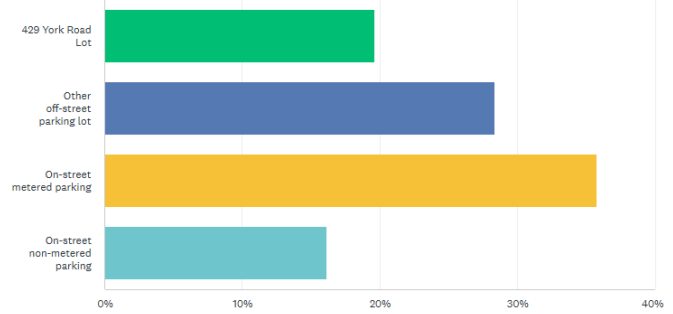


429 York Road / Parking Lot Use Survey

(0)

If you drive, where do you most frequently park?

Answered: 229 Skipped: 14

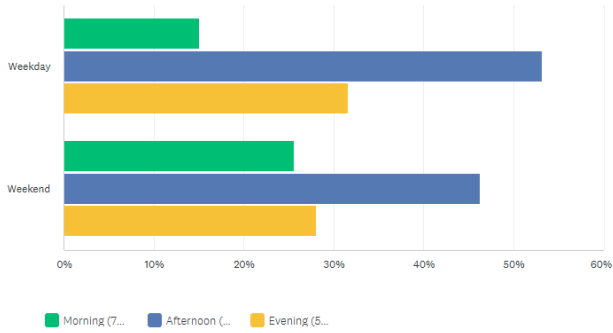


429 York Road / Parking Lot Use Survey

(0)

When do you typically visit this lot? (Select all that apply)

Answered: 156 Skipped: 87

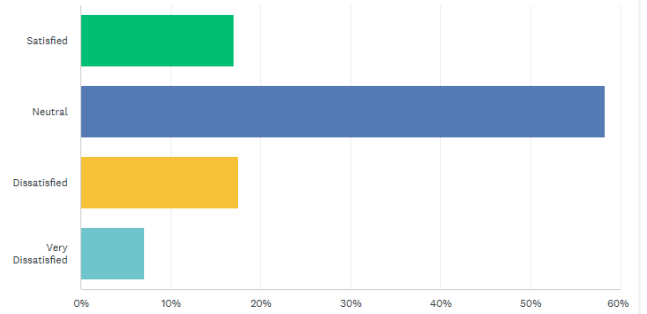


429 York Road / Parking Lot Use Survey

0

How satisfied are you with the current parking availability at 429 York Rd

Answered: 211 Skipped: 32

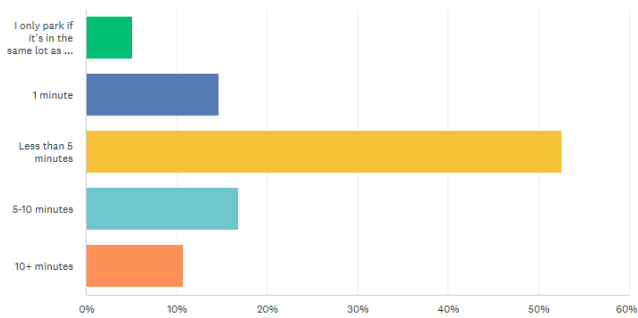


429 York Road / Parking Lot Use Survey

0

What is the maximum time you are willing to walk from your car to your destination?

Answered: 232 Skipped: 11

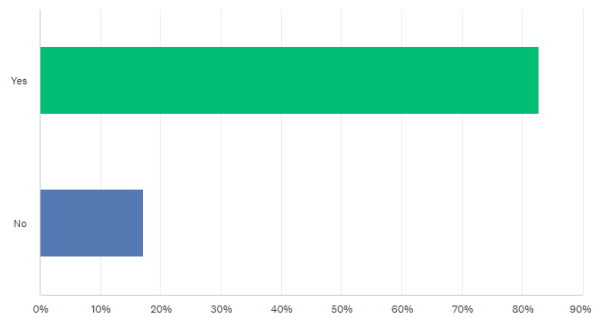


429 York Road / Parking Lot Use Survey

0

Should the Borough move to secure the future continued use of 429 York Road?

Answered: 227 Skipped: 16



429 York Road / Parking Lot Use Survey

0

Do you have any additional comments or suggestions for improving parking i... ...

Answered: 82 Skipped: 161

I value walkability and pedestrian friendly spaces more than car-friendly spaces.

Didn't even know it existed.

This lot is always well used. Taking it away will over burden the street parking. If anything, can the borough buy the old Glanzman lots (former Stutz candy space) as additional parking for business workers so that they don't take prime spots?

25 story parking podium please.

The mainstreet/downtown area has plenty of parking already, I really wish there were less and it was more walking-friendly over car-friendly.

No but the parking system that requires texting on a smart phone is sometimes difficult to use. Parking a short time costs 25 cents but the service fee is 60 cents!!! That's OUTRAGEOUS!!! I'm on a fixed income & every dollar counts. It was so much easier to put money in a meter. And cost a lot less.

Owners and employees should be able to purchase parking permits for their employees. Discount for monthly parking permits. Paying hourly parking is a huge deterrent for retaining staff who work every day. There should also be a "loading zone" available for pick up/ drop off of materials, supplies and equipment to businesses. The park mobile business option on the APP does not work currently in Jenkintown. Thank you for addressing these long time concerns.

With all the apartments going in, the borough needs more parking.

Do you have any additional comments or suggestions for improving parking i...



Answered: 82 Skipped: 161

Comment. To live in the downtown area, where can residents without on site available parking, go to park? Jenkintown needs parking!

i try not to shop in jenkintown because i dont like paying or parking and its rarely available

A parking solution is critical to maintain a healthy community. A balance is needed for both commercial and residents.

Given the lack of available land in the Borough, this parcel should be developed or turned into a public park.

I am most concerned about using the sidewalk on Johnson street. I know it's not often, but when cars leave the parking lot onto Johnson street, they don't stop before the sidewalk. One of my kids was almost hit by a car trying to get out of the lot or using it as a cut through.

I see many unused parking spots in the borough in the evenings when I come home from work. I live in the borough and commute out for work during the week so can't comment on what it's like at that time

I think parking is pretty important for the local businesses there, as there is not a ton of on street parking available. I do with it was more of a center town square though!

I would not shop there without this parking lot

429 York Road / Parking Lot Use Survey



Do you have any additional comments or suggestions for improving parking i...



Answered: 82 Skipped: 161

Parking can be confusing there isn't a lot of signage. I don't live in jenkintown but go there often for some shops there and dining and I never know where to go. Sometimes if this lot isn't open I just go home because I don't know where else to park if no street parking is available easily.

Need more parking—not less. What are the alternative uses for this property. Ownership?

Any extra public parking for Jenkintown downtown is a positive for the borough. Business traffic is increasing along with the number of residents and the need for parking spots isnt growing fast enough to compensate.

If it loses revenue then don't lose it. If it's costing money then dump it

Please keep this parking lot. The recent parking restrictions on Leedom are already making things hard without getting rid of the parking for those businesses.

I would prefer a parking lot or retail development only; NO more apartments or mixed use. This is entirely too dense in this location. I would suggest, as a compromise, to lease the parking lot short term to allow for assessment of other developments to come to completion and determine their impact before making a definitive decision to allow the lot to be developed or taking permanent ownership of the lot as a Borough. It would meet the short term needs of the Borough and the lot owner.

There is a handicap parking spot on one side of the parking lot and not the other side of the parking lot. It needs a handicap space on the PA-61 side.

429 York Road / Parking Lot Use Survey



Do you have any additional comments or suggestions for improving parking i...



Answered: 82 Skipped: 161

Jenkintown needs as much parking as it can get and keep.

The borough does not need to manage another parking lot.

This parking lot as a public lot will be great for further developing Yorkway place! Great idea.

build something, park lots suck and car-centric towns suck. be better than this

I think if the borough purchased this on and made it public parking, it could help the businesses in the alley way.

Check daily for 4 weeks at different times to see if this lot is being used and publish it. I never even saw it half full. Also, does the parking survey/inventory indicate that more parking is needed on this street with many private lots and Johnson Street parking?

There was not enough parking in the square and if you ever wanna do anything with that alley, you're gonna need that parking lot

Serious question about why in the world you enacted two 20 minute parking spots on the 400 block of Johnson St. It is detrimental to several businesses who have customers who park longer than 20 minutes, and to my knowledge, there is no business that benefits from this, other than the gelato shop which is only open during limited hours. Please consider returning the 20 min. spots to regular parking.

429 York Road / Parking Lot Use Survey



Do you have any additional comments or suggestions for improving parking i...



Answered: 82 Skipped: 161

Although I would like to see the lot remain as public parking, the Borough will have to weight the cost/benefit. Council will have to decide what that financial limit will be in terms of purchasing it.

This lot works for me. If the parking availability was moved, it would definitely deter me from shopping and eating in Jenkintown and attending the Hiway. I am healthy, 77 years old, and definitely limited in my ability to walk a few blocks.

I'd rather have more green spaces

More free parking will help bring more people to Jenkintown. I have lived here for 40 years and I go elsewhere to shop and dine.

How can we answer the question of whether this lot should continue to be used for parking if we don't know what the alternative use would be? I'd prefer for there to be public-use space like the park on Cedar.

I have found this lot to be extremely awkward due to the short parking bays and narrow aisle. And I have a smaller-than-average car. I don't think this lot provides a positive parking experience for visitors to our borough. Perhaps it could be used for resident permit parking since the adjacent street parking is paid via ParkMobile.

I never knew this was a public parking lot. Always used the one near Marzano's

Seems like a no Brainer that more parking is needed.

Do you have any additional comments or suggestions for improving parking i... ...

Answered: 82 Skipped: 161

The borough should only secure the lot if it will have free parking available for ALL residents (or all in that immediate area which have difficulty finding spaces on the street.) If not, then I would not support the purchase of something the borough does not need.

Get rid of the meter parking on the streets. Only use on the two lots you already have. There is no more need for parking.

This has always felt like wasted space-the Borough should better utilize this parking lot.

It would be a huge improvement if this lot could be developed as mixed use commercial/residential in mind with other properties on York Road. Parking is NOT the highest and best use of this lot!

It's borderline impossible to answer question 10 without relevant data about what the likely effects of eliminating those spots would be. I'm normally opposed to spending valuable urban space on parking lots, but without any numbers on usage and likely effects on the nearby community, I feel I have to play it safe and advocate for the status quo.

NO MORE APARTMENTS!

No.

No

Parking availability seems better than in past years. Thanks

There are too many resident permits issued in the surrounding area which limits parking for customers

More flexibility for after hours parking for residents in metered zones. I get home late and often have to walk a few blocks. I am a 60% service connected disabled US Army veteran.

SPS MANUFACTURING FACILITY

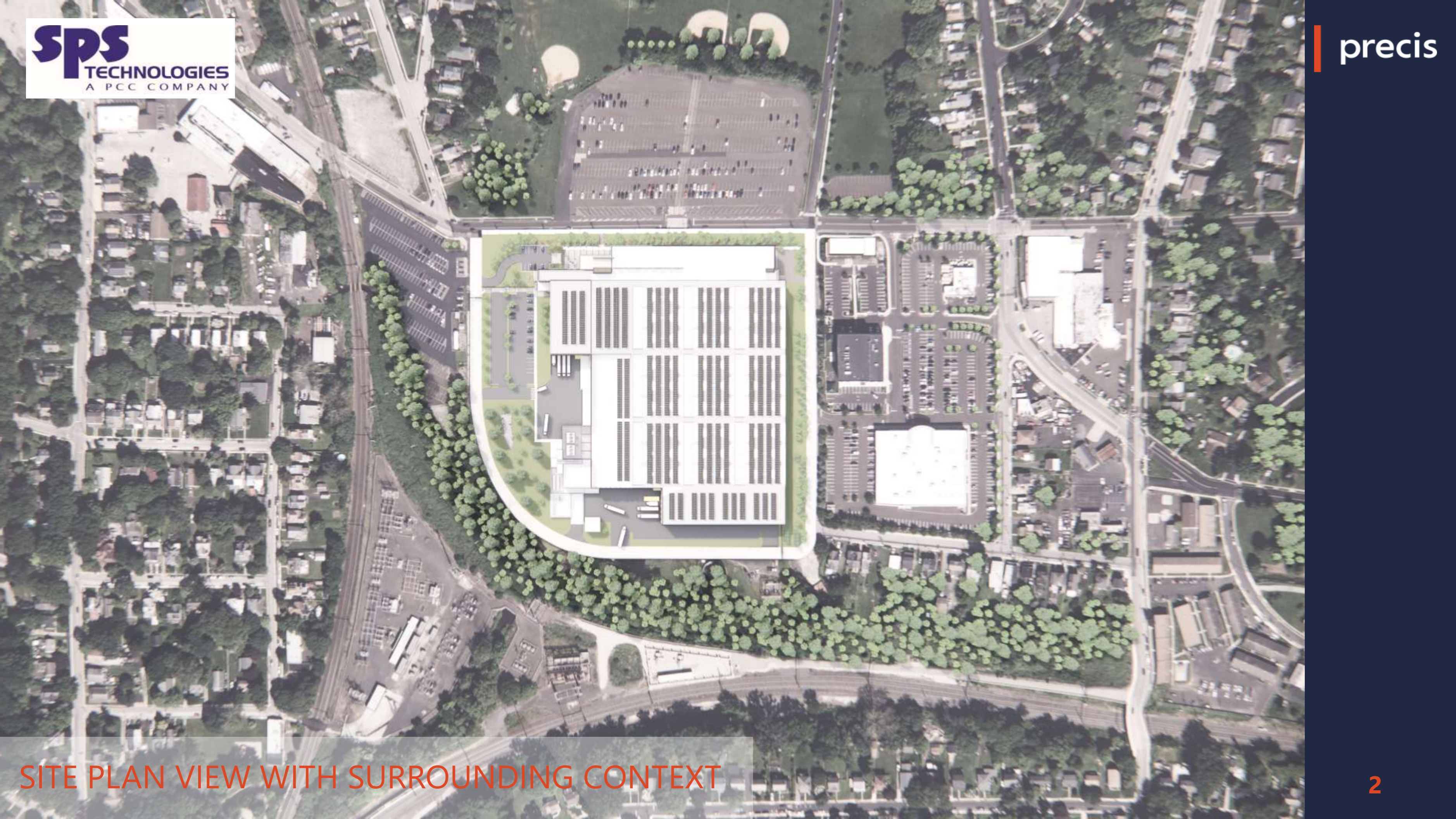
PLANNING COMMISSION DESIGN PACKAGE

03-24-26



SPS JENKINTOWN





SITE PLAN VIEW WITH SURROUNDING CONTEXT

HIGHLAND AVE

SECURE ACCESS GATE

SPS ACCESS DRIVE

KENMORE AVE

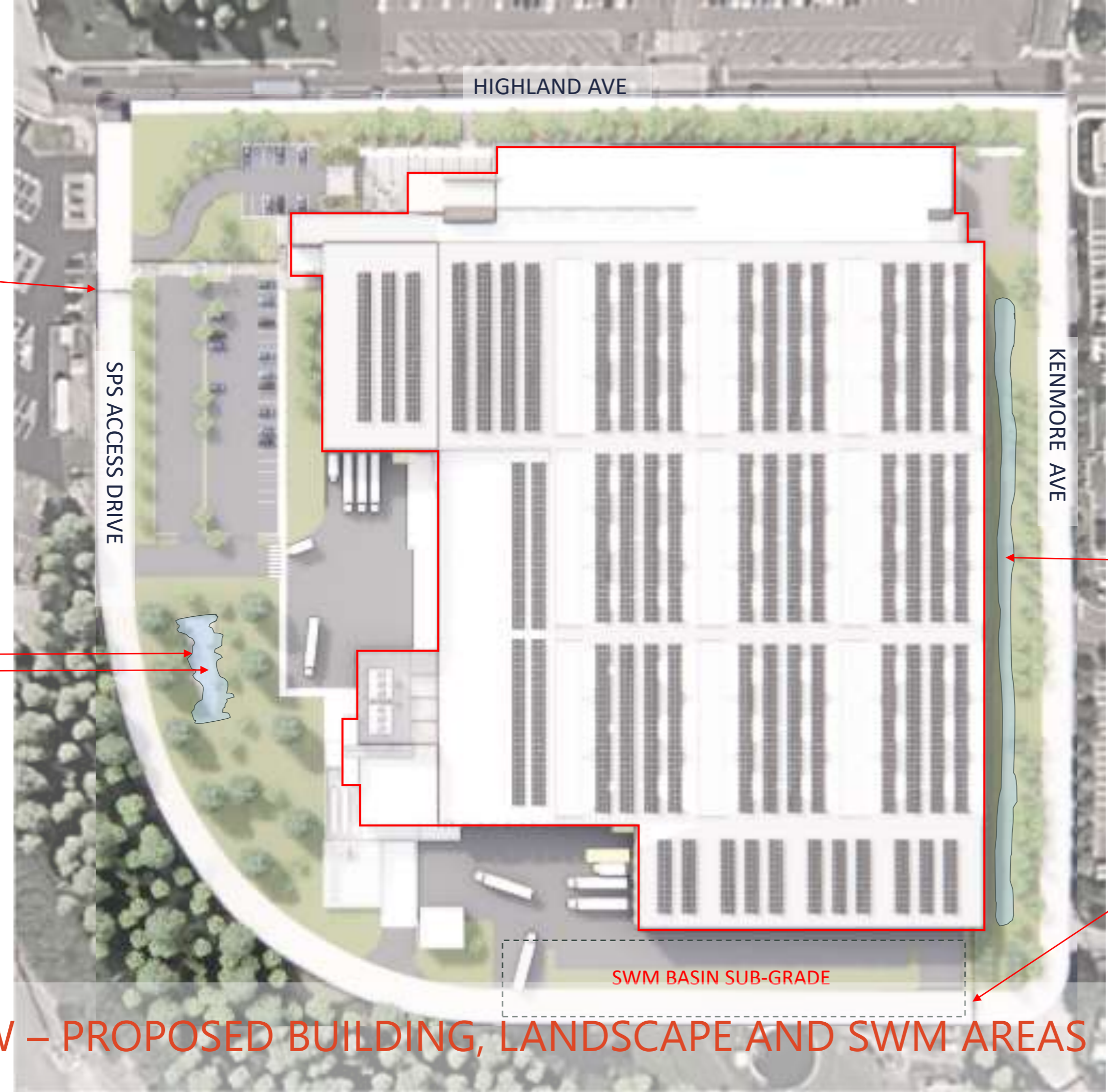
SWM BIO-RETENSION
BASIN AT GRADE

SWM BIO-RETENSION
BASIN AT GRADE

SECURE ACCESS GATE

SWM BASIN SUB-GRADE

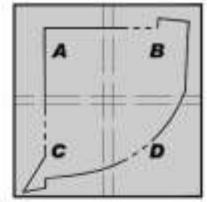
SITE PLAN VIEW – PROPOSED BUILDING, LANDSCAPE AND SWM AREAS





- GENERAL LANDSCAPE NOTES:**
1. THESE LANDSCAPE PLANS ARE TO BE READ IN CONJUNCTION WITH THE LANDSCAPE SPECIFICATIONS AND ASSOCIATED DETAILS FOUND ON THE LANDSCAPE DETAILS SHEET. THE GENERAL NOTES FOUND ON THE NOTES PAGE OF THIS PROJECT ARE CONSIDERED PART OF LANDSCAPE PLANS. THE CONTRACTOR MUST REFER TO AND FULLY COMPLY WITH ALL NOTES, SPECIFICATIONS AND DETAILS DESCRIBED HEREIN, ON THE LANDSCAPE PLANS AND ON THE LANDSCAPE DETAILS SHEET.
 2. ALL DISTURBED UNPAVED AREAS, EXCLUDING PLANTING BEDS, ARE TO BE INSTALLED AS LAWN IN ACCORDANCE WITH "MATERIALS" SECTION OF THE LANDSCAPE SPECIFICATIONS, UNLESS OTHERWISE SPECIFICALLY STATED ON THIS PLAN.
 3. SHRUBS PLANTED ALONG HEAD-IN-PARKING STALLS SHALL BE INSTALLED TO ALLOW A CLEARANCE OF TWO FEET FROM FACE OF CURB TO ALLOW FOR WALKER OVER-PARKING.
 4. PLANT MATERIAL SUBSTITUTIONS MUST BE FORMALLY SUBMITTED TO BOHLER AND THE MUNICIPALITY'S ENGINEERING AND LANDSCAPE CONSULTANTS FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.
 5. WITHOUT EXCEPTION, REED BARRIER FIELDS SHALL NOT BE INSTALLED WITHIN ANY STORMWATER FACILITY, INCLUDING BARRIERSIDES, INFILTRATION TRENCHES, VEGETATIVE SWALES AND STORMWATER BASINS.
 6. IF IRRIGATION IS REQUIRED BY THE OWNER OR APPROVED MUNICIPALITY, THE CONTRACTOR SHALL PROVIDE AN IRRIGATION SYSTEM MEETING THE SPECIFICATION OF THE CHOSEN PRODUCTS MANUFACTURER. THE IRRIGATION DESIGN SHALL ACCOMMODATE LAWN AND BED AREAS EACH UNDER SEPARATE ZONES TO MAXIMIZE WATER EFFICIENCY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY PERMITS REQUIRED FOR THE INSTALLATION OF AN IRRIGATION SYSTEM.
 7. CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPING UNTIL PROJECT MAINTENANCE IS TURNED OVER TO THE PROPERTY OWNER OR OTHER RESPONSIBLE PARTY. SUCH RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE CARE, WATERING, AND MAINTENANCE OF ALL PLANT MATERIAL, LAWN/MOWING, AND SEASONAL MAINTENANCE.

- Medium to large shade tree (20-30 feet tall and wide)
 - Ornamental / flowering tree (12-15 feet tall and wide)
 - Evergreen tree (14-16 tall and wide at the base (conical shape))
- (All other smaller symbols are groundcover and shrubs (3'-4'))



THIS PLAN TO BE UTILIZED FOR SITE LAYOUT PURPOSES ONLY

SCALE: 1" = 60'

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROJECT MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	DESIGNER	CHECKER
1	03/03/2026	PER TOWNSHIP COMMENTS	JM	AS



THIS DRAWING IS OFFERED FOR REVIEW AND APPROVAL BY THE MUNICIPALITY AND/OR AGENCY.
THESE DRAWINGS ARE NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN
CONSENT OF THE ENGINEER.

PROJECT No.: P202504200-10
DRAWN BY: AS
CHECKED BY: JM
DATE: 12/18/2025
CAD ID: P-EDM-LL017

PROJECT:

WAIVER OF LAND DEVELOPMENT PLANS

FOR

PRECIS ENGINEERING, INC.

PROPOSED INDUSTRIAL REDEVELOPMENT
1900 KENMORE AVENUE
JENKINTOWN, PA 19104
ABINGTON TOWNSHIP
MONTGOMERY COUNTY
APN 30-80-35584-00-8

BOHLER
1515 MARKET STREET, SUITE 520
PHILADELPHIA, PA 19102
Phone: (267) 422-3400
Fax: (267) 402-3401
www.BohlerEngineering.com

J.M. ILLIGASH
REGISTERED LANDSCAPE ARCHITECT
PENNSYLVANIA LICENSE NO. LA020860

SHEET TITLE:
OVERALL LANDSCAPE PLAN

SHEET NUMBER:
45/57

REVISION 1 - 03/03/2026





AERIAL VIEW WEST – PROPOSED BUILDING AND LANDSCAPE



AERIAL VIEW WEST – EXISTING BUILDING CONTEXT



STREET VIEW WEST – EXISTING BUILDING CONTEXT



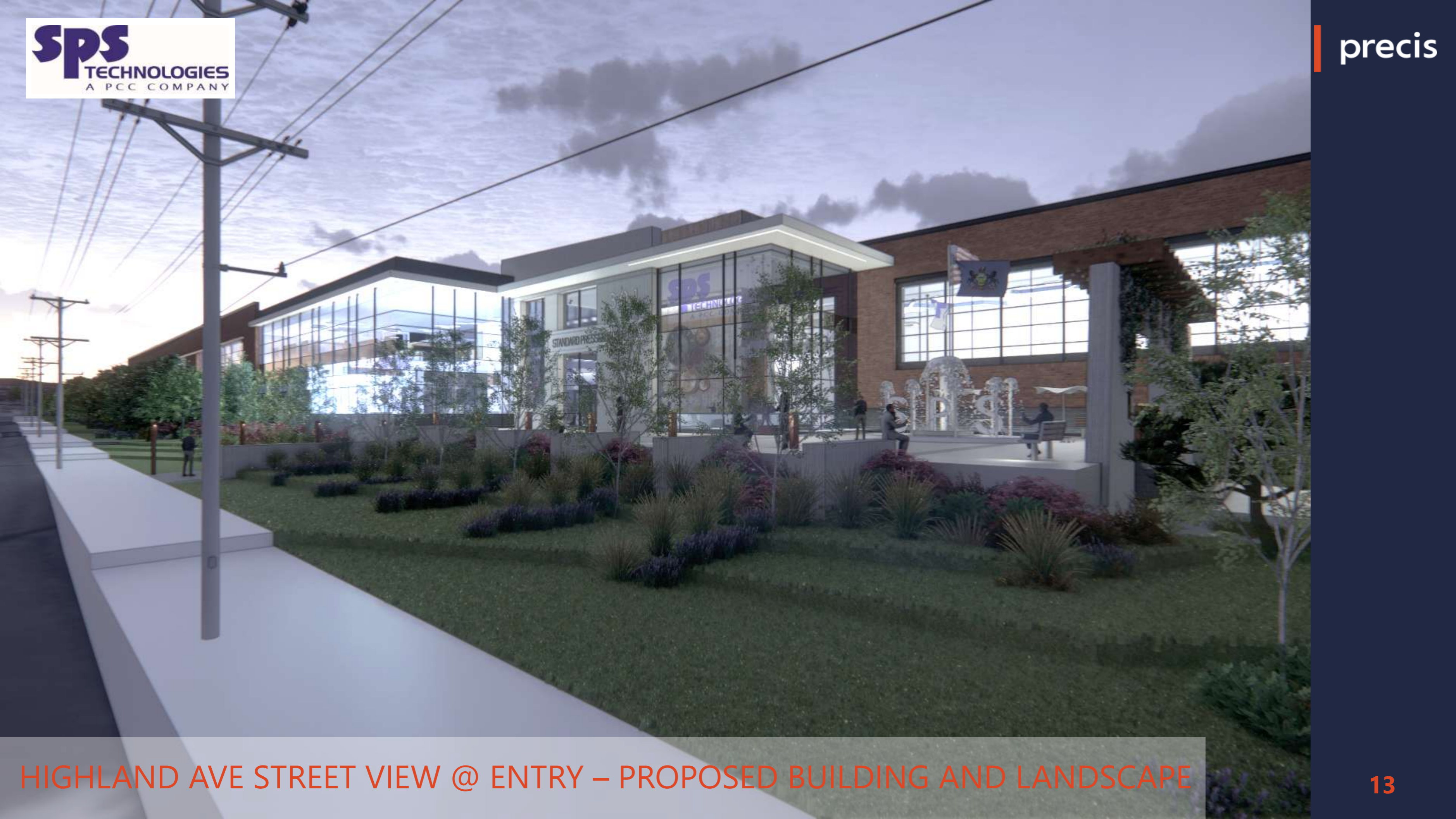
STREET VIEW WEST – PROPOSED BUILDING AND LANDSCAPE



RAISED STREET VIEW WEST – PROPOSED BUILDING AND LANDSCAPE



HIGHLAND AVE STREET VIEW @ ENTRY – PROPOSED BUILDING AND LANDSCAPE



HIGHLAND AVE STREET VIEW @ ENTRY – PROPOSED BUILDING AND LANDSCAPE



HIGHLAND AVE STREET VIEW – EXISTING BUILDING CONTEXT



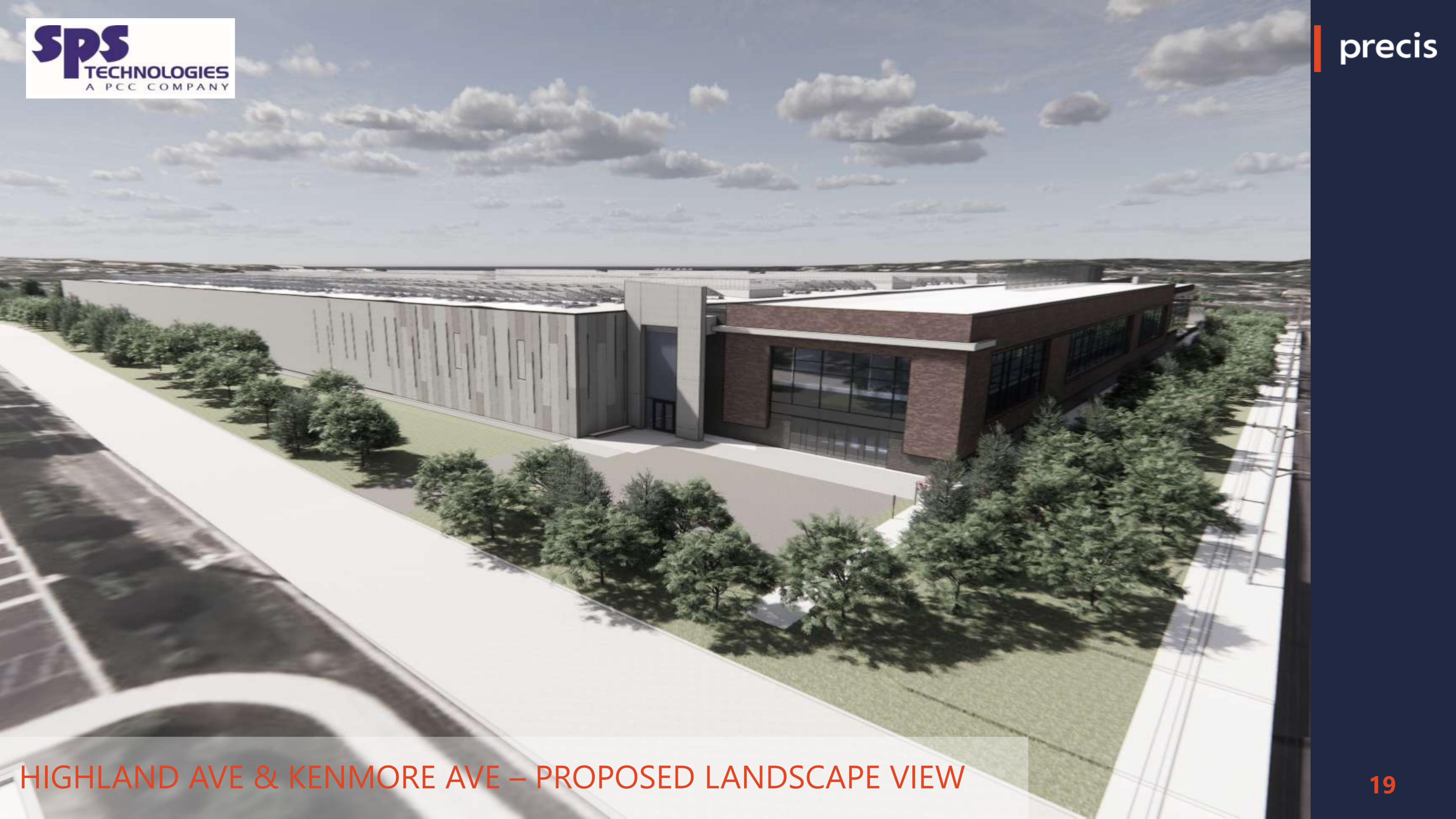
HIGHLAND AVE – AERIAL VIEW @ ENTRY PLAZA – PROPOSED LANDSCAPE



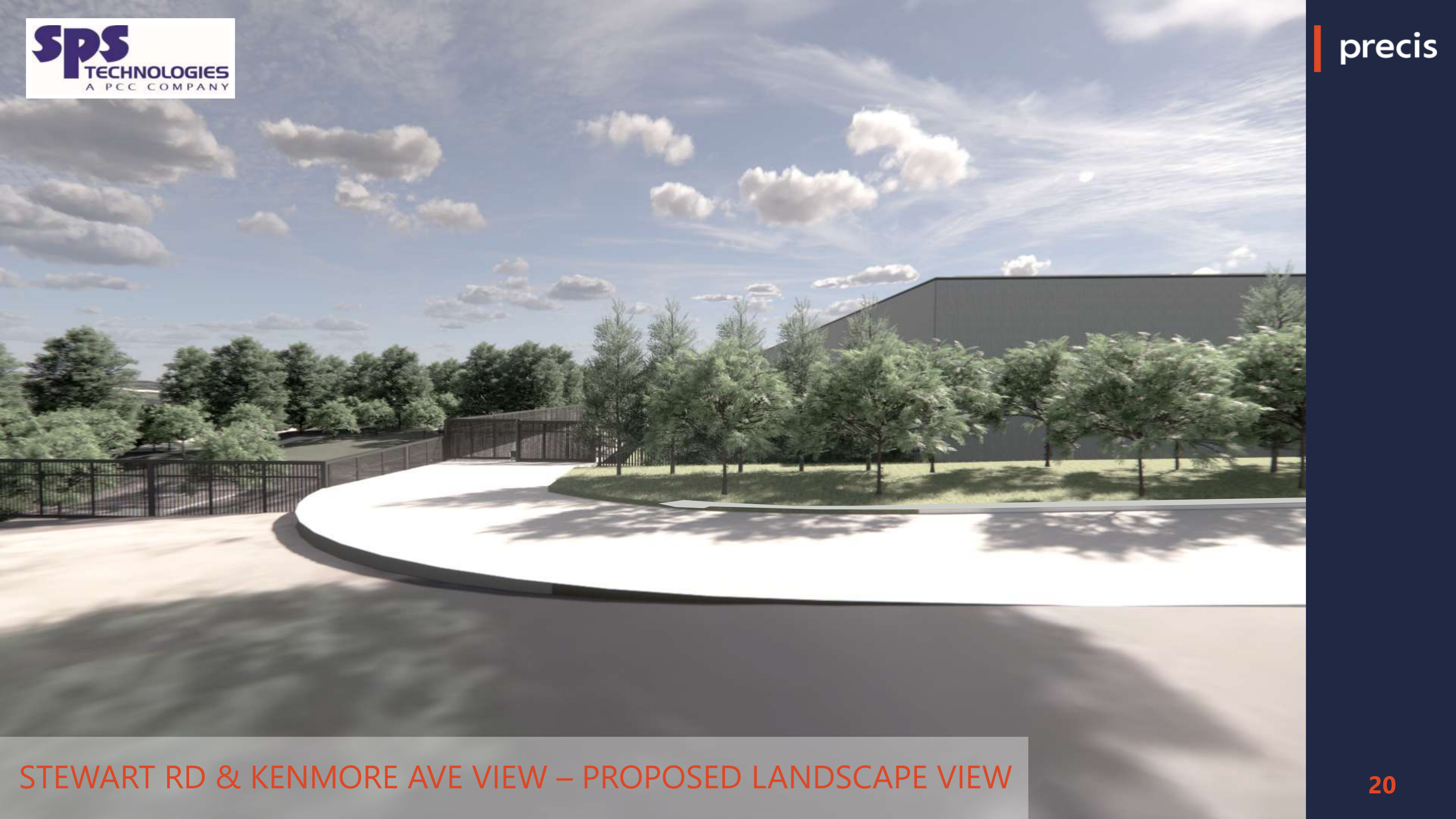
HIGHLAND AVE ELEVATION – ZONING REQUIRED LANDSCAPE VIEW



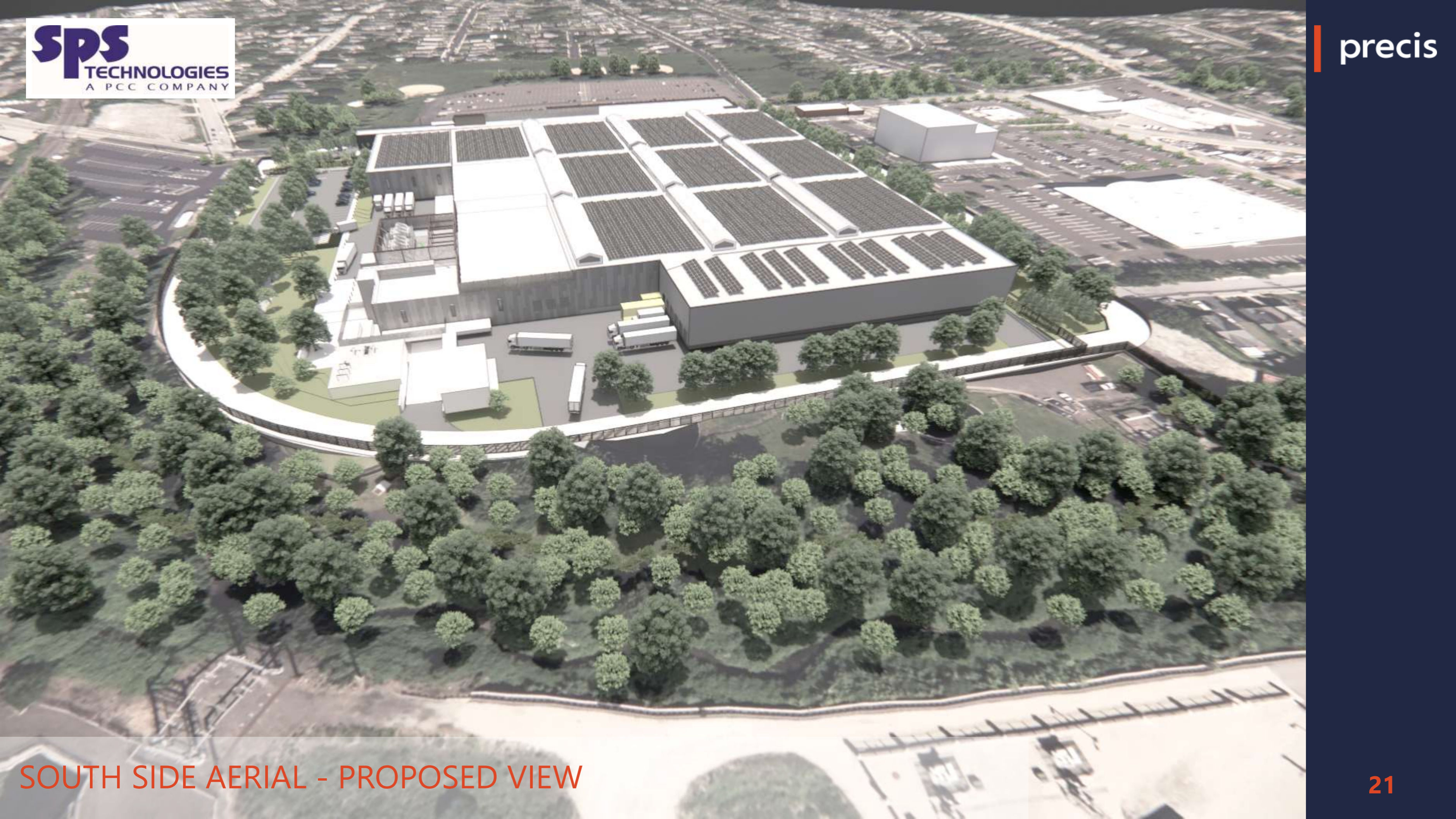
HIGHLAND AVE ELEVATION – PROPOSED LANDSCAPE VIEW



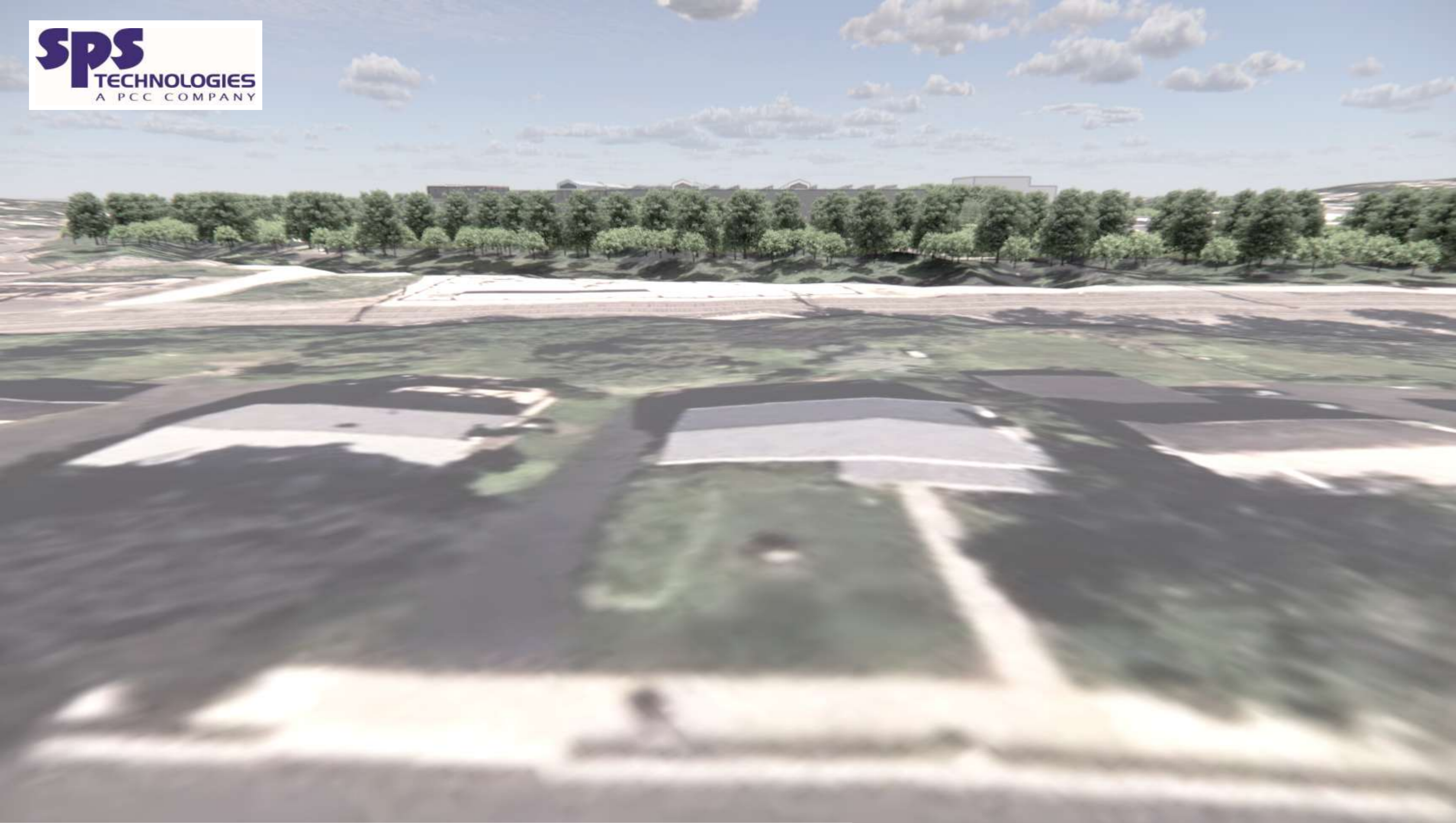
HIGHLAND AVE & KENMORE AVE – PROPOSED LANDSCAPE VIEW



STEWART RD & KENMORE AVE VIEW – PROPOSED LANDSCAPE VIEW



SOUTH SIDE AERIAL - PROPOSED VIEW



SOUTH SIDE RUNNYMEDE AVE. - PROPOSED VIEW