



## COMMITTEE WORKSHOP MEETING

Wednesday June 17<sup>th</sup>, 2026

7:00 P.M.

Draft Agenda

### ZOOM MEETING LINK

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

### Call to Order

### Public Comment

### Reports

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

### Public Works - New Business/Items for Discussion

- PW Employee Search Driver/Laborer  
Human Resources has administered the PW employee search. The Borough received over thirty resumes and have interviewed eight candidates. The final decision will be made in June so the PW team can be restored to a full complement of 4 F.T. driver/laborers.
- Parking Study – Pennoni Associates has been requested to provide a proposal to perform the Borough wide parking study. Meetings have taken place with staff and Professionals for planning scope of study purposes. A public meeting will be scheduled to discuss the parking study process prior to the project beginning.
- PennDOT (Leading Pedestrian Intervals (LPI) intersection of York Road and Borough owned roads  
PennDOT would like to partner with the Borough to configure all York Road intersections with LPI. This is a safety feature for pedestrians and bicyclist. The ped button would continue operating as it does, side street traffic would be held for 5 seconds making an all way stop to allow the pedestrian to safely establish themselves in the crosswalk. The system greatly increases yielding to the pedestrian while crossing.

- 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, break room and the codes office. **No update.**
- Eagles Scout Projects – two projects have been confirmed for 2026 and planning is underway. Project 1 - Replacement of the two remaining raised planting beds at Borough Hall, Project 2 construction and placement of informational signage at Cedar Street Moretti Park.

#### **Public Works - Ongoing Business**

- 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.
- Parking Inventory Completed – 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.
- 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). **no update.**
- Equipment Assessment for Capital Planning All vehicles and heavy equipment are being evaluated for capital planning and planning for replacement. **no update.**
- DCED – Flood Mitigation Program Grant - Shoemaker Avenue at Leedom Street  
Grant application was submitted, and awards have not been announced. **no update.**
- Noble Bridge Replacement PennDOT – Update - Septa Project announced plans to bid the project at years end and construction may begin in 2027. **no update.**

#### **Public Safety - New Business/Items for Discussion**

- Library Parking Lot Lease – Proposed Lease was presented to Library Director. Library has responded with two options. The memorandum of understanding will be for a 12-month period and the proposed MOU's have been provided to Committee.  
**Motion: to move to Borough Council Wednesday, June 24th for consideration to approve.**
- Traffic Light Upgrades Runnymede Avenue and Walnut Street – Green Light Go Grant, Phase one. **Payment release #1 (final) in the amount of \$67,904.00 was issued due to grant deadline and will be confirmed before Council on June 24<sup>th</sup>.**  
(Meetings with abutting property owners have taken place, first phase of the traffic light is being completed)

- 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 and Montgomery County has approved.  
**Permission to advertise the public bid for construction will go before Council Wednesday, June 24<sup>th</sup>.**
- 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 of Cherry Street. Addition of pavement markings have been considered and recommended.
- 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. A plan showing the parking spaces eliminated is being prepared by the Engineer.
- 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.

#### **Public Safety - Ongoing Business**

- 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) **no update.**
- 440 York Road – Vacant Building / Public Safety Concerns  
Status update and discussion of possible solutions available. **no update.**
- 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.**
- Crossing Guard – Compensation Comparison Completed. Recommendation Forthcoming.  
The JSD notified the Borough that the increase in pay is in the approved 2026/27 budget.
- 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. **no update.**
- Truck Traffic / Vehicle Concerns and Ordinance – Revised List of Streets. **no update.**

## Administration & Finance - New Business/Items for Discussion

- Ordinance 2026 – 5 Delinquent Account Penalty Fee Sewer and Solid Waste  
Ordinance 2026-5 has been publicly advertised memorializing the current penalty fee assessed to delinquent Sewer (10%) and Solid Waste (\$5 per quarter owed). **This will go before Borough Council Wednesday, June 24<sup>th</sup>.**
- Blighted Property Removal Committee – appoint four members to a 3-year term consisting of: 1 Council Member, 1 Planning Commission Member, 1 Representative from the Montgomery County Redevelopment Authority and the Borough Manager or their designee. **Proposed appointments will go before Council on June 24<sup>th</sup>, 7:00 PM for consideration to approve.** (Committee to be established in compliance with Ordinance No. 2026-4, and 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".)
- 100% Wind Power Contract Renewed with Washington Gas & Electric  
The four-year contract was renewed four months early as well as the need to purchase one year of wind power credits due to an error by the Borough Electric Consultant during the last renewal.
- 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. **The Borough's application was not approved for funding.**
- Right to Know requests – The Borough Solicitor has 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. **The Solicitor has been requested to provide a proposal to document and manage the RTK process and that proposal will go before Council on June 24<sup>th</sup>, for consideration to approve.**

## 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 no update.*
- Edmunds GovTech Code and Financial Software – Migration of records on hold while coordination with outgoing software company is completed. **no update.**
- ALTEK – Conversion of Paper Documents to Electronic Files  
The electronic transfer of Property Records and Zoning files is nearing completion. ALTEK provided a training session with staff to review the operational functions of the Docuware software.
- 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 the Firstrust 'Parking Reserve' fund.
- Governor's Center for Local Government Services  
(STMP - Strategic Management Planning Program) **no update.**

### **Building Zoning & Revitalization - New Business/Items for Discussion**

- Planning Commission – met Tuesday, June 16<sup>th</sup>. PC is proposing ordinance changes to the current offsite advertising sign Ordinance, working on updating the Zoning code and a street and canopy tree inventory.
- Ordinance 2011-6 - § 181-141 Off-site outdoor advertising signs.  
The Planning Commission has provided a proposed revised Off-site Outdoor Advertising Sign Ordinance. The proposed ordinance was distributed to the Borough Solicitor, Borough Engineer, and Zoning Officer for reviews. The proposed ordinance and review letters will be provided to the JB Planning commission and Council for consideration and comments. Should Council choose to move forward with the recommended revisions the proposed ordinance will be required to be reviewed by the Montgomery County Planning Commission prior to advertisement and adoption.
- 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. Construction began in May 2026 and progressing nicely.
- 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.

### **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**

- Revision of Zoning Map – 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. **Ordinance 2026-3 zoning map revision, Public Hearing before Council at the June 24<sup>th</sup>, 7:00 PM Council meeting.**

**Other Business**

**Adjournment**

**JENKINTOWN FIRE DEPARTMENT  
MONTHLY CHIEF'S REPORT  
May 1 – May 31, 2026**

36 calls for the Department, 27 Incidents within the Borough of Jenkintown and 9 Mutual Aid Incidents

17 Automatic Fire Alarm	2 CO Detector	1 Vehicle Fire
5 Dwelling	2 Building Investigation	1 Stand by at Vehicle Accident
3 Commercial Building	1 Officers Investigation	
3 Gas Odor Inside	1 Wires Outside	

Mutual Aid Responses: 9

26-124	05/02	747 Baeder Rd.	Dwelling	Abington Township
26-128	05/04	1403 Reservoir Ave.	Dwelling	Abington Township
26-129	05/05	907 Old York Rd.	Commercial	Abington Township
26-136	05/17	100 Old York Rd.	Commercial	Abington Township
26-139	05/18	7807 Oak Lane Rd.	Dwelling	Cheltenham Township
26-140	05/19	Highland Ave. & Jenkintown Rd.	Dwelling	Abington Township
26-141	05/19	8100 Washington Ln.	CO Detector	Cheltenham Township
26-145	05/20	7414 Richards Rd.	Investigation	Cheltenham Township
26-146	05/20	240 Barker Rd.	Commercial	Cheltenham Township

Mutual Aid Received: 3

26-123	05/02	309 Florence Ave.	Gas Odor Inside	E-200, E-300-2, L-1
26-150	05/23	309 Florence Ave.	Gas Odor Inside	E-200, E300-2, L-100
26-156	05/26	728 West Ave.	Gas Odor Inside	E-200, E-300-2, L-100

The Fire Department had 469 Members respond to 36 calls and were in service for 12 hours and 42 minutes. Of those 469 Members, Per the adopted Borough Training Standard 358 of them were certified firefighters, the remaining were support personnel and Juniors. Of those 358 firefighters, 262 of them responded to the scene of the Incident either on the apparatus or POV, the remainder were at the station.

EQUIPMENT USED: 40 air packs, Thermal Imagine Camera, Misc. hand tools, Air Monitoring Meters, PPV fans, RIT equipment

HOSE USED: 100' 1.75" hand line

LADDERS RAISED: 66' Ground ladders

INJURIES: 0

EQUIPMENT DAMAGED: 0

FUEL USAGE:

Quint 99: 53.1 Gallons Diesel

Tac 99: 0 Gallons Diesel

Engine 99: 14.2 Gallons Diesel

Engine 99-1: 34.2 Gallons Diesel

Estimated civilian insurance loss for the month: \$ 100,000.00

Estimated Civilian insurance loss for the year: \$ 100,000.00

Training: In the month of May members conducted drills on deploying and climbing ground ladders with the intent for VEIS (rescue) and hydrant operations

Respectfully submitted:

Kenneth Lynch  
Fire Chief

# JENKINTOWN FIRE DEPARTMENT ABRIVATION LIST

## **ALARM ABRIATIONS**

AFA – AUTOMATIC FIRE ALARM

RIT. RAPID INTERVENTION TEAM

STANDBY- RELOCATION TO ANOTHER STATION TO COVER THAT STATIONS CALLS

CO DETECTOR- CARBON MONOXIDE DETECTOR.

BLD. INVESTIGATION- BUILDING INVESTIGATION

## **APPARATUS ABRIATION**

L- Ladder Truck

Sqd- Squad

E- Engine

TAC- Tactical Support Truck

Res- Rescue

SS- Special Service

EM- Emergency Management

FM- Fire Marshall

## **STATION ASSIGNMENTS**

99a Pioneer Fire Company

99b Independent Fire Company

100 Abington Fire Company

200 McKinley Fire Company

300 Weldon Fire Company

400 Edgehill Fire Company

500 Roslyn Fire Company

1 Glenside Fire Company

2 Lamott Fire Company

3 Elkins Park Fire Company

4 Cheltenham Fire Company

9 Rockledge Fire Company

35 Willow Grove Fire Company

82 Wyndmoor Fire Company

19 Fettermills Fire Company

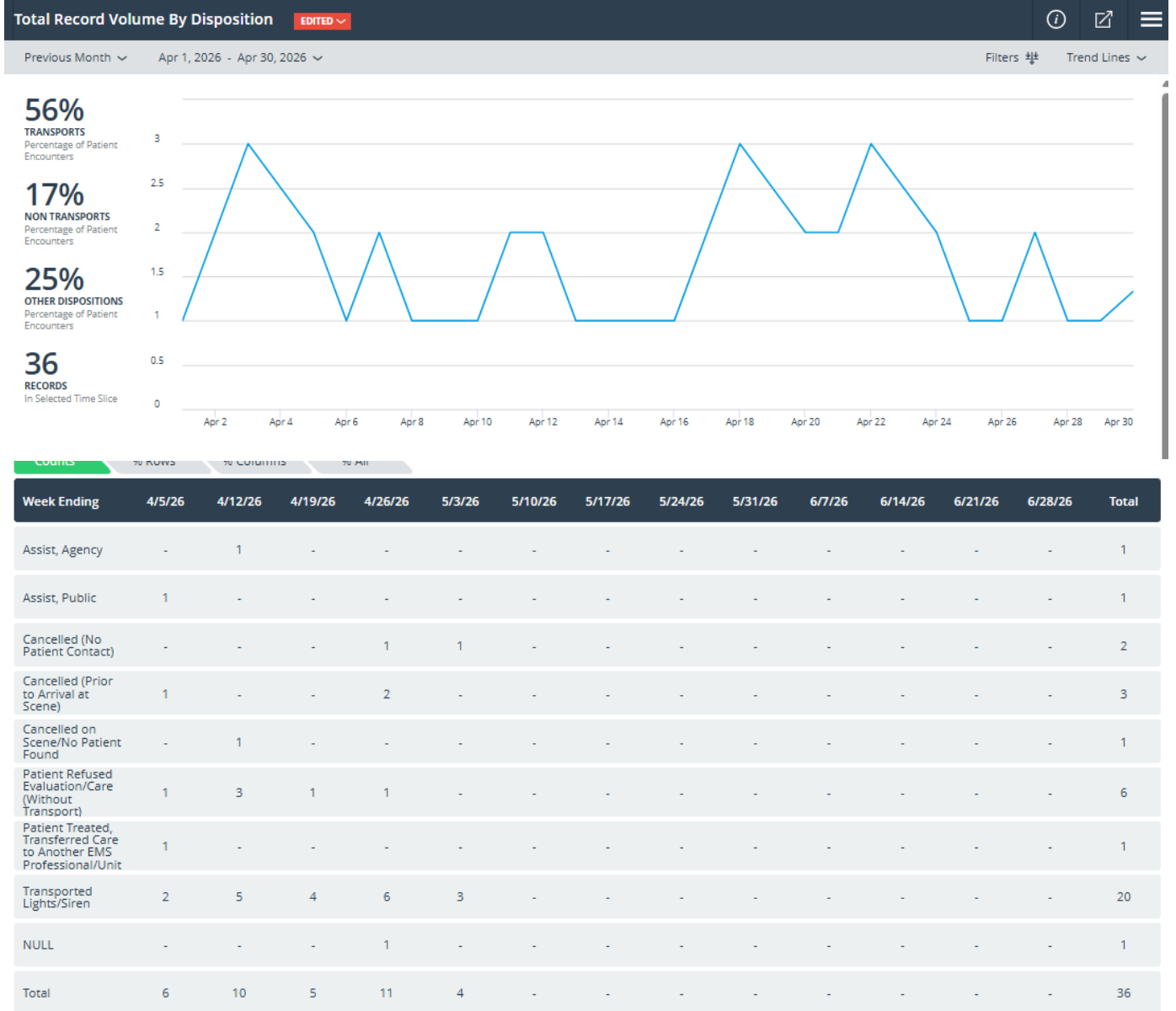
# Second Alarmers Snapshot

## Jenkintown Borough

May 2026



### Calls for service in Jenkintown in April:



# April 2026 Naloxone Administration Report- Jenkintown



## Notable news:

- SARS continues to ask that as many area residents as possible contact their state representative and urge them to support House Bill 1152 which provides for patient protection, direct payment to EMS, and a state regulated fee schedule for 911 EMS response. We are waiting to hear when the Senate companion bill will be introduced by Senator Robinson. At this time Senators Kim, Flynn, Williams, Schwank, Langerholc, Colette, Pisciotano, Ward, Batolotta, Pennycuick, and Mastriano have agreed to sign on as co-sponsors.
- Act 54 of 2024 includes a provision that allows municipalities in the counties abutting Philadelphia to implement/increase a dedicated ambulance tax millage to 5 mills. Previously this amount was capped at 0.5Mills without a referendum and 1Mill with a referendum. SARS request to the municipalities is for 0.25Mills. At present Abington, Jenkintown, and Hatboro all have a dedicated EMS tax of 0.05Mills.

SARS 2026 Pay Scale:

2026 Provider Pay Scale

<b>Certification</b>	<b>0-24 Months</b>	<b>25-60 Months</b>	<b>61-120 Months</b>	<b>121-180 Months</b>	<b>181-240 Months</b>	<b>240 +Month</b>
EMT/AEMT	\$23.06	\$24.20	\$26.51	\$28.81	\$31.13	\$34.57
Paramedic/PHR N/PHP	\$26.51	\$28.81	\$31.13	\$36.88	\$40.35	\$43.80

2026 Supervisor Pay Scale

<b>Certification</b>	<b>0-24 Months</b>	<b>25-60 Months</b>	<b>61-120 Months</b>	<b>121-180 Months</b>	<b>181-240 Months</b>	<b>240 +Month</b>
EMT/AEMT	\$28.06	\$29.20	\$31.51	\$33.81	\$36.13	\$39.57
Paramedic/PHR N/PHP	\$31.51	\$33.81	\$36.13	\$41.88	\$45.35	\$48.80

# Leading Pedestrian Interval (LPI)


**SAFE TRANSPORTATION  
FOR EVERY PEDESTRIAN**

**COUNTERMEASURE TECH SHEET**



Leading Pedestrian Intervals (LPIs) are low-cost adjustments to signal timing to increase pedestrian safety at signalized intersections. An LPI gives pedestrians a typical 3- to 7-second head start before vehicles in the parallel direction are given the green signal indication. LPIs can help reduce conflicts between pedestrians and left- or right- turning vehicles. The LPI works to position the pedestrian within the crosswalk thereby decreasing the likelihood of a conflict or crash with a left- or right-turning vehicle ahead of the turning traffic. Agencies will often consider restricting Right Turns on Red (RTOR) in association with LPIs to better control for conflicts with right-turning vehicles.

The Manual on Uniform Traffic Control Devices (MUTCD) offers guidance on signal timing when LPI is used. The MUTCD says an LPI “should be at least 3 seconds in duration and should be timed to allow pedestrians to cross at least one lane of traffic or, in the case of a large corner radius, to travel far enough for pedestrians to establish their position before the turning traffic is released.” Using Accessible Pedestrian Signals (APS) with LPI provides indications for persons with disabilities. MUTCD guidance also offers considerations for accessible pedestrian signals when LPIs are used.<sup>2</sup>

 LPIs reduce conflicts between pedestrians and vehicles.

 LPIs improve visibility of pedestrians in the crosswalk.

LPIs can reduce pedestrian crashes by<sup>1</sup>

**13%**



## FEATURES:

- Increased likelihood of driver yielding.
- Enhanced safety for slower moving pedestrians.

## COMPLIMENTARY TREATMENTS:

- Right Turn on Red (RTOR) Restrictions.
- Accessible Pedestrian Signals.
- Parallel Vehicular Green Extension Interval.<sup>2</sup>

# Leading Pedestrian Interval (LPI)

STEP: [https://safety.fhwa.dot.gov/ped\\_bike/step/](https://safety.fhwa.dot.gov/ped_bike/step/)

## LPI LENGTH

Researchers have developed formulas to help agencies calculate a desirable duration of an LPI, calculating the minimum time required for pedestrians to cross the first travel lane or halfway across one direction of travel. Streets with wide or multiple lanes may result in pedestrian crossing phases that are longer than the concurrent vehicle phase. This situation may lead the agency to consider elongated LPIs to reduce conflicts with left-turning vehicles.<sup>3</sup>

## COST

LPI installation requires reprogramming the traffic signal to accommodate the advance pedestrian interval. In rare cases, agencies may need to upgrade signal controllers. The cost associated with LPI can range from \$200 (controller setting changes only) to \$1200 each (pedestrian/vehicle study, retiming analyses, incorporating the formers setting changes).<sup>1</sup>



Source: FHWA

## SELECTING SITES FOR LPI

Several cities across the U.S. have decided to install LPIs across systems of signalized intersections to improve pedestrian safety. Agencies prioritize the intersections where they install LPIs to maximize limited resources and after considering several common factors:

- **Crash history.** A review of 3 or more years of crash data for intersections with multiple crashes or a history of severe injury/fatal crashes are often a priority. Cities also use information from observed conflicts to supplement crash data.
- **Pedestrian crossing volumes.** Cities may look for pedestrian volumes exceeding traditional pedestrian signal warrants when considering LPIs. The estimated exposure (product of pedestrian and turning traffic volumes) may be another consideration.
- **Vulnerable populations.** Agencies often prioritize LPIs where school-aged children or older adults are expected to cross. These pedestrians may enter the crosswalk more slowly than other pedestrians.
- **One-Way Streets or at T-intersections.** Where left-turning vehicles aren't typically expected to yield to oncoming vehicles, LPIs may be useful to increase yielding to pedestrians in the crosswalk.
- **Intersection Visibility.** LPIs may be prioritized where the visibility of a crosswalk is limited or restricted. General examples are geometry, location of stopped vehicles, vegetation, and streetside features.

## References

<sup>1</sup> Goughnour, E., Carter, D., Lyon, C., Persaud, B., Lan, B., Chun, P., ... Signor, K. (2018). Safety Evaluation of Protected Left Turn Phasing and Leading Pedestrian Intervals on Pedestrian Safety, Federal Highway Administration, Report No. FHWA-HRT-18-044. Washington, D.C.

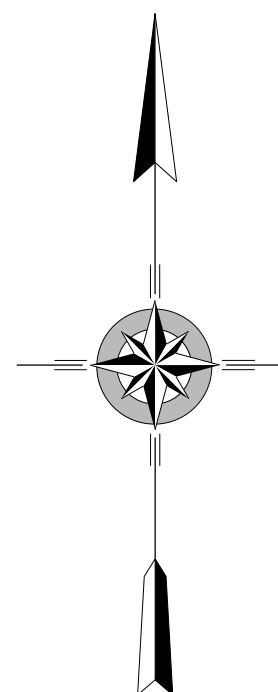
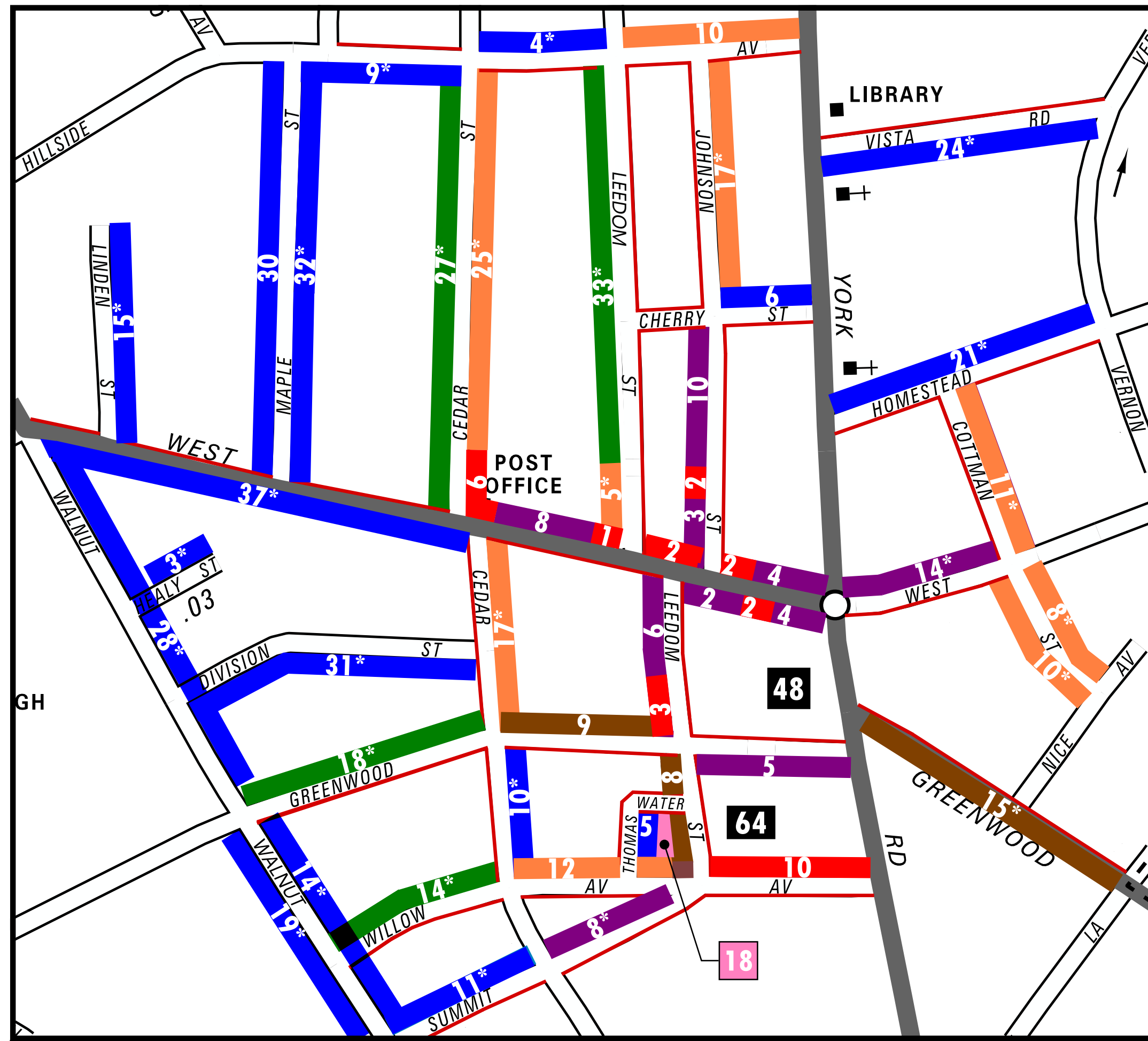
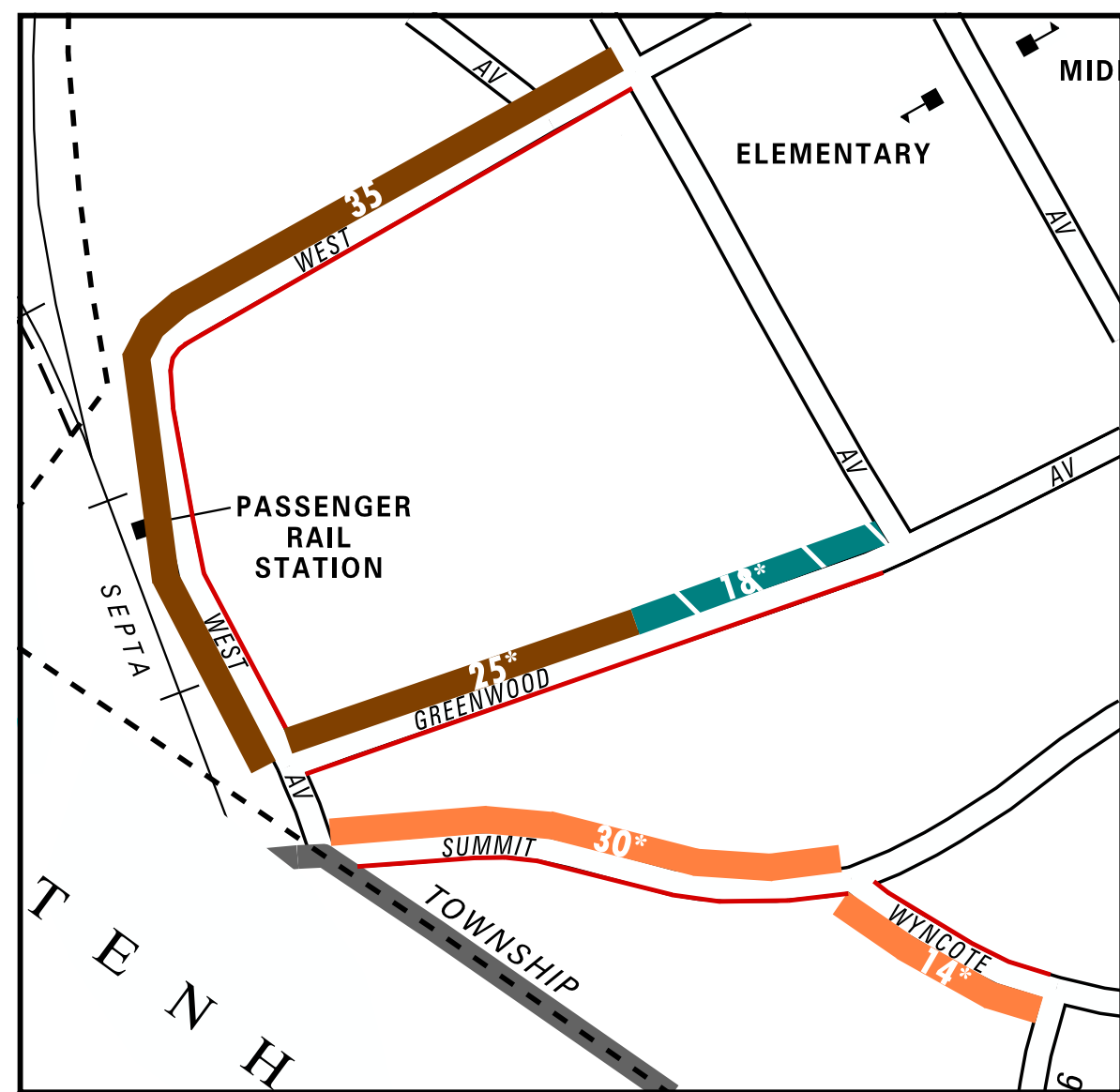
<sup>2</sup> Federal Highway Administration. (2009). Part 4, Chapter 4E Manual on Uniform Traffic Control Devices. Federal Highway Administration. Washington, D.C.

<sup>3</sup> Dittberner, R., & Vu, N. (2017). How Long Is Your LPI?: Balancing Pedestrian Comfort and Traffic Impacts with an Elongated Leading Pedestrian Interval. ITE Journal. Washington, D.C.

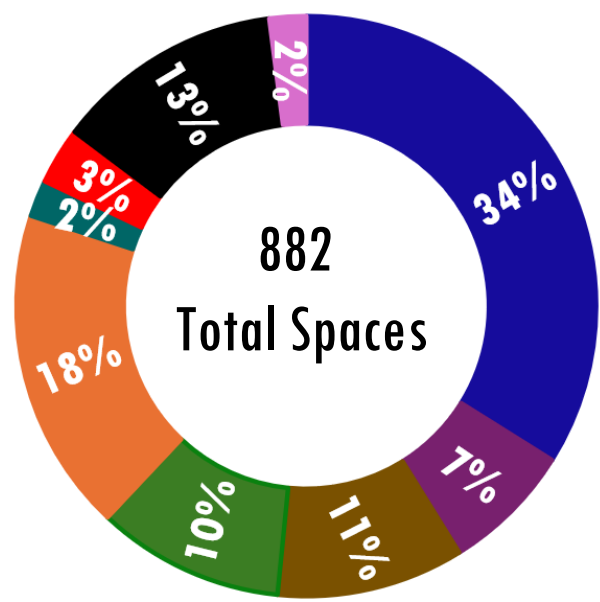
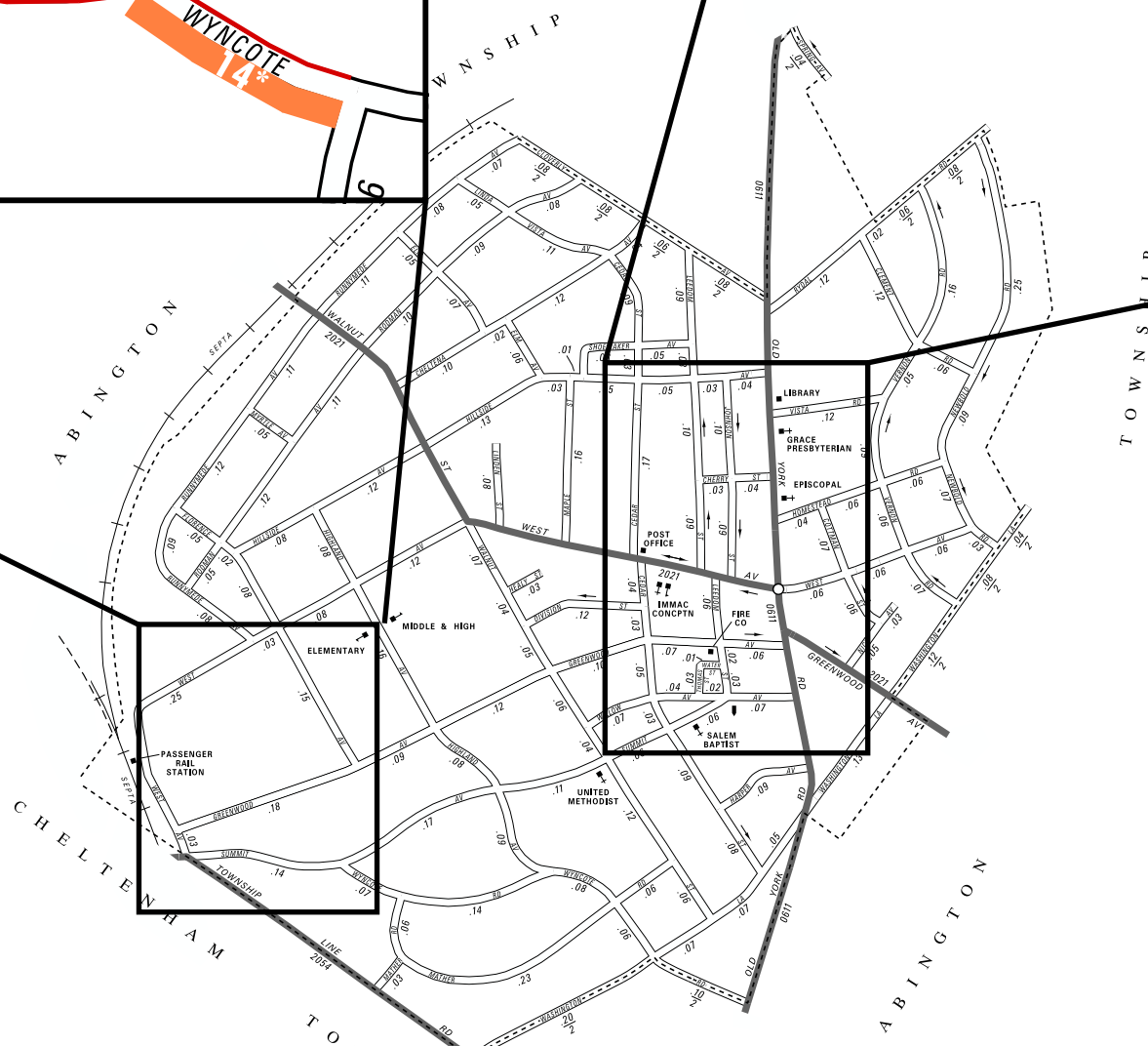
# Final Parking Inventory

## Legend

- On-Street Unmetered (238)
  - On-Street Meter - 3 hr (64)
  - On-Street Meter - 10 hr (92)
  - Permit Only (92)
  - Evening and Weekend Permit Parking or Meter - 3 hr 8AM to 6PM (159)
  - Evening and Weekend Permit Parking or Meter - 10 hr 8AM to 6PM (18)
  - Free 20 Minute (28)
  - Off-Street Public/Metered (112)
  - Off-Street Free - 6pm to 6am (18)
  - No On-Street Parking
  - Not Inventoried
- \* Estimated Number of Parking Spaces



CEDAR ST  
CHELTENA AV  
CHERRY ST  
CLEMENT RD  
CLOVERLY AV  
COTTMAN ST  
DIVISION ST  
ELM AV  
FLORENCE AV  
GREENWOOD AV  
HARPER AV  
HEALEY ST  
HIGHLAND AV  
HILLSIDE AV  
HOMESTEAD RD  
JOHNSON ST  
LEEDOM ST  
LINDA VISTA AV  
LINDEN ST  
MAPLE ST  
MATHER RD  
MYRTLE AV  
NEWBOLD RD  
NICE ST  
RODMAN AV  
RUNNYMEDE AV  
RYDAL RD  
SHOEMAKER AV  
SPRING AV  
SUMMIT AV  
THOMAS ST  
VERNON RD  
VISTA RD  
WALNUT ST  
WASHINGTON LA  
WATER ST  
WEST AV  
WILLOW AV  
WYNCOTE RD



## JENKINTOWN BOROUGH

MONTGOMERY COUNTY

PREPARED BY THE  
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

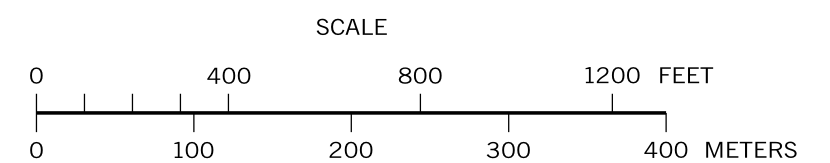
BUREAU OF PLANNING AND RESEARCH  
GEOGRAPHIC INFORMATION DIVISION

IN COOPERATION WITH THE  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

AND  
MUNICIPAL SERVICES DISTRICT 6-0

MUNICIPAL CODE 46 410

REVISED PER FORM 990 DATED 4-7-17



## OPTION 2 – MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into this \_\_\_\_ day of [Month] 2026, by and between the Jenkintown Library (“Library”), whose address is 460 York Road, Jenkintown, Pennsylvania and the Borough of Jenkintown (“Borough”), whose address is 700 Summit Avenue, Jenkintown, Pennsylvania.

### BACKGROUND

The Library owns the premises known as 460 York Road, Jenkintown, Pennsylvania, which includes a parking lot at the rear of the Library (“Premises”). The parking lot includes four rows in the following configuration. See Attachment One, Plot Plan.

Row 1 - 8 spaces + 3 HC spaces  
Row 2 - 15 spaces  
Row 3 - 16 spaces  
Row 4 - 19 spaces  

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**Total = 58 spaces + 3 HC spaces**

1. **Agreement.** The Library and Borough agree to the following terms of use:
  - The Library shall have exclusive and unrestricted use of Row 1 (8 spaces + 3 HC spaces).
  - Row 2 (15 spaces), Row 3 (16 spaces) and Row 4 (19 spaces) shall be designated Public Parking and shall be made available to the public by mutual agreement.
  - Either the Library or the Borough may reserve Rows 1-4 for a public event with 30 days’ notice to the other party. A public event shall be restricted to a maximum of eight (8) hours during a calendar day starting no earlier than 7 am or ending no later than 7 pm.
2. **Term.** This MOU shall be in force for a term of one year, beginning on [Month], 2026 and ending on [Month], 2027.
3. **Rent.** No rent shall be incurred by either party for use of the premises.
4. **Option.** The Library and Borough shall enter into good faith negotiations sixty (6) days in advance of the expiration of this MOU to renew the MOU for subsequent years, subject to a Library Master Plan.
5. **Real Estate Taxes.** The Library shall pay any and all real estate taxes assessed upon the Premises during the term of this MOU. The taxes shall be pro-rated in the first and last years of this MOU, and any extensions thereof.

6. **Insurance.** The Borough agrees to purchase and maintain insurance to cover claims which may arise out of or result from the public's use of the Premises under this MOU. Such insurance shall name the Library as an additional insured party and shall contain an endorsement stating that the said coverage shall be primary to any other coverage available to Library, its officers, agents, and employees. Such insurance shall be written on an "occurrence" basis and shall be maintained in full force and effect during the entire term of this MOU and any extensions thereof.
7. **Use of Premises.** Row 2 (15 spaces), Row 3 (16 spaces), and Row 4 (19 spaces) may be designated by the Borough as public parking or for public events per the terms of this Agreement.
8. **Condition of Premises.** The Borough stipulates, represents, and warrants that the Borough has examined the Premises and is accepting the surface parking in its current condition.
9. **Maintenance and Repairs.** The Library will, at its sole expense, keep and maintain the Premises during the term of this MOU in the same condition and state of repairs as existed upon execution of the MOU as affected by ordinary wear and tear thereafter. The Library shall:
  - a. Keep the Premises in overall good repair and condition;
  - b. Make such repairs and alterations to the parking lot and entrance as necessary;
  - c. Keep the Premises free from trash, garbage, rubbish, or refuse; and
  - d. Maintain lot during the winter season (plowing and salting as required).
10. **Assignment and Subletting.** The Borough shall not assign, sublet or grant any license to the Premises or any part thereof without the prior written consent of the Library. A consent by the Library to one such assignment, subletting or license shall not be deemed to be a consent to any subsequent assignment, subletting, or license. An assignment, subletting, or license without the prior written consent of the Library or an assignment or subletting by operation of law shall be absolutely null and void and shall, at the Library's option, terminate this MOU.
11. **Alterations.** The Borough agrees to provide white surface striping and sequential numbers to mark parking spaces to designate all parking spaces on the Premises; and to provide signage to designate public parking spaces and any other restrictions, within three months of the MOU term start date. All striping, numbers, and signage shall be approved in advance by the Library. No alterations to the Premises, other than the striping and signage stipulated in this paragraph, shall be permitted.

12. **Indemnification.** The Borough and its agents, employees, contractors, and subcontractors shall indemnify, defend, and hold harmless the Library, its officers, agent, and employees from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and legal fees), claims, suits, actions, damages, liability and expenses, occasioned wholly by the Borough's act or omission or negligence or fault, or the act of omission or negligence or fault of Borough's agents, employees, contractors and subcontractors, in connection with the use of the lot including, but not limited to, those in connection with the loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the Property of the Library, and failure to pay any such contractors, subcontractors, and suppliers, any fines or liens from any governmental body for failure to secure any necessary permits, abide by any required ordinance, code or law. The Library shall indemnify, hold harmless and defend the Borough, its agents, employees, contractors, and subcontractors, and shall assume all risk and bear any loss or injury to the property or any person which is caused by the negligence or unlawful activity on the part of the Library and its invitees, employees, or agents, including its own contractors and subcontractors.

13. **DEFAULT.** If the Borough, during this MOU:

- a. Violates or fails to perform or otherwise defaults with respect to any term, condition, or covenant herein contained on its part to be performed; or
- b. Vacates or abandons the premises, or manifests an intention to terminate this MOU other than in accordance with the terms hereof;

Then and in any event, this MOU and the term shall at the sole option of the Library and without waiver of any other rights of the Library terminate and become absolutely void without any right on the part of the Borough.

14. **Surrender of Premises.** Upon the expiration of the term hereof, the Borough shall surrender the Premises in as good a state and condition as it was at the commencement of this MOU

15. **Termination.** It is hereby mutually agreed that either party hereto may terminate this MOU at the end of the said term by giving to the other party written notice thereof at least sixty (60) days prior thereto, otherwise this MOU shall continue in full force and effect for a term of one year.

16. **Notices.** All notices required hereunder to be given by either party to the other may be given either by regular mail or hand delivery at the following address:

Jenkintown Library  
460 York Road  
Jenkintown, PA 19046

Attn: Nina Meister

Borough of Jenkintown  
700 Summit Avenue  
Jenkintown, PA 19046  
Attn:

It is expressly understood and agreed by and between the parties that this MOU and the attachment set forth the promises, agreements, conditions, and understandings between Library and Borough relative to the Premises, and that there are no promises, agreements, conditions, or understandings, either oral or written, between them other than in this Agreement. Any amendments or modifications to this Agreement must be mutually agreed upon in writing.

The parties hereto have executed this MOU the day and year first above written and expressly intend to be legally bound by it.

**For the Borough of Jenkintown:**

\_\_\_\_\_  
Jay Conners, President of Borough Council

\_\_\_\_\_  
Date

**For the Jenkintown Library:**

\_\_\_\_\_  
Steve Farr, President, Board of Trustees

\_\_\_\_\_  
Date

### OPTION 3 – MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is made and entered into this \_\_\_\_\_ day of [Month] 2026, by and between the Jenkintown Library (“Library”), whose address is 460 York Road, Jenkintown, Pennsylvania and the Borough of Jenkintown (“Borough”), whose address is 700 Summit Avenue, Jenkintown, Pennsylvania.

#### BACKGROUND

The Library owns the premises known as 460 York Road, Jenkintown, Pennsylvania, which includes a parking lot at the rear of the Library (“Premises”). The parking lot includes four rows in the following configuration. See Attachment One, Plot Plan.

Row 1 - 8 spaces + 3 HC spaces

Row 2 - 15 spaces

Row 3 - 16 spaces

Row 4 - 19 spaces

---

**Total = 58 spaces + 3 HC spaces**

1. **MOU.** The Library and Borough agree to the following terms of use:
  - The Library shall have exclusive and unrestricted use of Row 1 (8 spaces + 3 HC spaces).
  - Row 2 (15 spaces) and Row 3 (16 spaces) shall be designated Public Parking and shall be made available to the public by mutual MOU.
  - The Borough shall have exclusive use of Row 4 (19 spaces) for one year for the term of this MOU, for the monthly maintenance fee stated in this MOU.
  - Either the Library or the Borough may reserve Rows 1-3 for a public event with 30 days’ notice to the other party. A public event shall be restricted to a maximum of eight (8) hours during a calendar day starting no earlier than 7 am or ending no later than 7 pm.
2. **Term.** The Library shall provide the Borough with exclusive use of Row 4 for a term of one year, beginning on [Month], 2026 and ending on [Month], 2027.
3. **Monthly Maintenance Fee.** The total maintenance fee for the term is \$75.00 per month x 12 months = \$900.00, payable monthly or in lump sum.
4. **Option.** The Borough and The Library shall enter into good faith negotiations sixty (60) days in advance of the expiration of this MOU to renew the MOU for subsequent years, subject to a Library Master Plan.

5. **Real Estate Taxes.** The Library shall pay any and all real estate taxes assessed upon the Premises during the term of this MOU. The taxes shall be pro-rated in the first and last years of this MOU, and any extensions thereof.
6. **Insurance.** The Borough agrees to purchase and maintain insurance to cover claims which may arise out of or result from the Borough's and the public's use of the Premises under this MOU, whether such operations by the Borough, contractors or by any subcontractor or by anyone directly or indirectly employed by any of them. Such insurance shall name the Library as an additional insured party and shall contain an endorsement stating that the said coverage shall be primary to any other coverage available to the Library, its officers, agents, and employees. The Borough shall provide the Library with Certificates of Insurance for general liability insurance, employer's liability insurance with no less than commercially reasonable limits for a MOU of this type and scope and workers' compensation insurance at statutory limits, if required by state law. Such insurance shall be written on an "occurrence" basis and shall be maintained in full force and effect during the entire term of this MOU and any extensions thereof.
7. **Use of Premises.** The Borough shall have exclusive designated use of Row 4 (19 spaces) contained on the Premises. Row 2 (15 spaces) and Row 3 (16 spaces) may be designated by the Borough as public parking or for public events per the terms of this MOU.
8. **Condition of Premises.** The Borough stipulates, represents, and warrants that the Borough has examined the Premises and is accepting the surface parking in its current condition.
9. **Maintenance and Repairs.** The Library will, at its sole expense, keep and maintain the Premises during the term of this MOU in the same condition and state of repairs as existed upon execution of the MOU as affected by ordinary wear and tear thereafter. The Library shall:
  - a. Keep the Premises in overall good repair and condition;
  - b. Make such repairs and alterations to the parking lot and entrance as necessary;
  - c. Keep the Premises free from trash, garbage, rubbish, or refuse; and
  - d. Maintain lot during the winter season (plowing and salting as required).

The Borough shall:

- a. Keep Row 4 (19 spaces) in overall good repair and condition;
  - b. Keep Row 4 free from trash, garbage, rubbish, or refuse; and
  - c. Accommodate winter maintenance (plowing and salting) as needed.
10. **Assignment and Subletting.** The Borough shall not assign this MOU, or sublet or grant any license to the Premises or any part thereof, without the prior written consent of the Library. A

consent by the Library to one such assignment, subletting or license shall not be deemed to be a consent to any subsequent assignment, subletting, or license. An assignment, subletting, or license without the prior written consent of the Library or an assignment or subletting by operation of law shall be absolutely null and void and shall, at the Library's option, terminate this MOU.

11. **Alterations.** The Borough agrees to provide white surface striping and sequential numbers to mark parking spaces to designate all parking spaces on the Premises; and to provide signage to designate Borough parking spaces and any other restrictions, within one month of the MOU term start date. All striping, numbers, and signage shall be approved in advance by the Library. No alterations to the Premises, other than the striping and signage stipulated in this paragraph, shall be permitted.

12. **Indemnification.** The Borough and its agents, employees, contractors, and subcontractors shall indemnify, defend, and hold harmless the Library, its officers, agent, and employees from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and legal fees), claims, suits, actions, damages, liability and expenses, occasioned wholly by the Borough's act or omission or negligence or fault, or the act of omission or negligence or fault of the Borough's agents, employees, contractors and subcontractors, in connection with the use of the lot including, but not limited to, those in connection with the loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the Property of the Library, and failure to pay any such contractors, subcontractors, and suppliers, any fines or liens from any governmental body for failure to secure any necessary permits, abide by any required ordinance, code or law. The Library shall indemnify, hold harmless and defend The Borough, its agents, employees, contractors, and subcontractors, and shall assume all risk and bear any loss or injury to the property or any person which is caused by the negligence or unlawful activity on the part of the Library and its invitees, employees, or agents, including its own contractors and subcontractors.

13. **DEFAULT.** If the Borough, during this MOU:

- a. Does not pay in full when due and payable any and all maintenance fees agreed to be paid by the Borough; or
- b. Violates or fails to perform or otherwise defaults with respect to any term, condition, or covenant herein contained on its part to be performed; or
- c. Vacates or abandons the premises, or manifests an intention to terminate this MOU other than in accordance with the terms of the MOU;

Then and in any event, this MOU and the term shall at the sole option of the Library and without waiver of any other rights of the Library terminate and become absolutely void

without any right on the part of the Borough to save the forfeiture by payment of any sum due or by performance of any condition, term, or covenant broken, and also in the event of any default as above set forth the Library may, without notice or demand, enter upon the Premises without liability to criminal or civil action for such entry or for the manner thereof, and may take possession of the Premises.

14. **Surrender of Premises.** Upon the expiration of the term hereof, the Borough shall surrender the Premises in as good a state and condition as it was at the commencement of this MOU

15. **Termination.** It is hereby mutually agreed that either party hereto may terminate this MOU at the end of the said term by giving to the other party written notice thereof at least sixty (60) days prior thereto, otherwise this MOU shall continue in full force and effect for a term of one year.

16. **Notices.** All notices required hereunder to be given by either party to the other may be given either by regular mail or hand delivery at the following address:

Jenkintown Library  
460 York Road  
Jenkintown, PA 19046  
Attn: Nina Meister

Borough of Jenkintown  
700 Summit Avenue  
Jenkintown, PA 19046  
Attn:

It is expressly understood and agreed by and between the parties that this MOU and the attachment set forth the promises, MOUs, conditions, and understandings between the Library and the Borough relative to the Premises, and that there are no promises, MOUs, conditions, or understandings, either oral or written, between them other than in this MOU. Any amendments or modifications to this MOU must be mutually agreed upon in writing.

Signatures on the following page.

The parties hereto have executed this MOU the day and year first above written and expressly intend to be legally bound by it.

**For the Borough of Jenkintown:**

\_\_\_\_\_  
Jay Conners, President of Borough Council

\_\_\_\_\_  
Date

**For the Jenkintown Library:**

\_\_\_\_\_  
Steve Farr, President, Board of Trustees

\_\_\_\_\_  
Date



3100 Horizon Drive  
Suite 200  
King of Prussia, PA 19406  
T: 610-277-2402  
F: 610-277-7449

www.pennoni.com

June 3, 2026

JENKB26001

George Locke, Borough Manager  
Borough of Lansdale  
700 Summit Ave  
Jenkintown, PA 19046

**RE: Walnut & Runnymede Traffic Signal Upgrades Phase 1  
Payment Recommendation #1 (Final)  
Jenkintown Borough, Montgomery County, PA**

Dear Mr. Locke:

Enclosed are the Certificate for Payment prepared by Pennoni and Contractor Progress Payment #1 prepared by Armour & Sons Electric, Inc. for the above referenced project. All contract work, including fabrication and installation of the new mast arm and controller has been completed.

We recommend payment to Armour & Sons Electric, Inc. in the amount of: **\$67,904.00.**

Sincerely,

**PENNONI ASSOCIATES INC.**

Mark Bickerton, PE

Enclosures

cc: Khal Hassan, PE, Pennoni, Borough Engineer

U:\Accounts\JENKB\JENKB23001 - General Traffic Engineering\DELIVERABLES\08\_Walnut & Runnymede GLG\Phase 1 Pay Recommendation\2026-06-03 Progress Payment #1 Ltr.doc



**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO: Jenkintown Borough  
700 Summit Avenue  
Jenkintown, PA 19046

PROJECT: **Walnut Street & Runnymede Avenue  
Phase 1 Construction Plan**

APPLICATION NO: **1**  
PERIOD FROM: **5/1/2026**  
TO: **5/31/2026**

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: **ARMOUR & SONS ELECTRIC, INC** VIA CONSTRUCTION MANAGER:  
23 EAST CABOT BOULEVARD VIA ARCHITECT:  
LANGHORNE, PA 19047

CONTRACT FOR: **Traffic Signalization**

CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM. . . . . \$ 67,904.00
- 2. Net change by Change Orders . . . . . \$ -
- 3. CONTRACT SUM TO DATE . . . . . \$ 67,904.00
- 4. TOTAL COMPLETED & STORED TO DATE . . . . . \$ 67,904.00
- 5. RETAINAGE:
  - 10% of Completed Work . . . . . \$ -
  - % of Stored Material . . . . . \$ -
  - Total Retainage . . . . . \$ -  
or total in Column I on G703
- 6. TOTAL EARNED LESS RETAINAGE . . . . . \$ 67,904.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT . . . . . \$ -
- 8. CURRENT PAYMENT DUE. . . . . **\$ 67,904.00**
- 9. BALANCE TO FINISH, PLUS RETAINAGE \$ -

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total Approved this Month		
TOTALS	\$ -	\$ -
Net change by Change Orders	\$ -	

The undersigned Contractor certifies that to the best of his knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **ARMOUR & SONS ELECTRIC, INC.**

By: [Signature]  
Richard A. Armour, Jr., Treasurer

Date: 5/22/2026

State of: PENNSYLVANIA  
County of: BUCKS

Subscribed and sworn to before me this 22<sup>ND</sup> day of MAY, 2026.

Notary Public [Signature]

My Commission expires: September 1, 2028

Commonwealth of Pennsylvania - Notary Seal  
Stephanie Wood, Notary Public  
Bucks County  
My commission expires September 1, 2028  
Commission number 1209663

**CERTIFICATE FOR PAYMENT**

Member, Pennsylvania Association of Notaries

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . \$ \_\_\_\_\_

*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)*

CONSTRUCTION MANAGER:

By: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached In tabulations below, amounts are stated to the nearest dollar. Use Column 1 on Contracts where variable retainage for line items may apply

APPLICATION NUMBER: 1  
 APPLICATION DATE: 5/22/2026  
 PERIOD FROM: 5/1/2026  
 TO: 5/31/2026

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED			G TOTAL COMPLETED AND STORED (D+E+F)	H % Comp. (G/C)	I BALANCE TO FINISH (C-G)	RETAINAGE
			D Previous Applications	This Application					
				E Work in Place	F Stored Material (not in D or E)				
1	Controller Assy w/Rise & ATC Timer	\$ 24,494.00		\$ 24,494.00		\$ 24,494.00	100%	\$ -	
2	Generator Cabinet	\$ 1,200.00		\$ 1,200.00		\$ 1,200.00	100%	\$ -	
3	Trench Type II	\$ 3,150.00		\$ 3,150.00		\$ 3,150.00	100%	\$ -	
4	3" Conduit	\$ 300.00		\$ 300.00		\$ 300.00	100%	\$ -	
5	Type C Electric Service	\$ 1,450.00		\$ 1,450.00		\$ 1,450.00	100%	\$ -	
6	25' Mast Arm	\$ 24,775.00		\$ 24,775.00		\$ 24,775.00	100%	\$ -	
7	JB-30 Junction Box	\$ 1,300.00		\$ 1,300.00		\$ 1,300.00	100%	\$ -	
8	JB-27 Junction Box	\$ 1,150.00		\$ 1,150.00		\$ 1,150.00	100%	\$ -	
9	14-3 Signal Cable	\$ 760.00		\$ 760.00		\$ 760.00	100%	\$ -	
10	14-5 Signal Cable	\$ 2,300.00		\$ 2,300.00		\$ 2,300.00	100%	\$ -	
11	No Turn on Red sign	\$ 375.00		\$ 375.00		\$ 375.00	100%	\$ -	
12	12" Signals	\$ 3,225.00		\$ 3,225.00		\$ 3,225.00	100%	\$ -	
13	Maintenance & Protection of Traffic	\$ 1,900.00		\$ 1,900.00		\$ 1,900.00	100%	\$ -	
14	Removal of Existing Mast Arm	\$ 1,525.00		\$ 1,525.00		\$ 1,525.00	100%	\$ -	
<b>TOTAL</b>		<b>\$ 67,904.00</b>	<b>\$ -</b>	<b>\$ 67,904.00</b>	<b>\$ -</b>	<b>\$ 67,904.00</b>	<b>100</b>	<b>\$ -</b>	<b>\$ -</b>