



JENKINTOWN BOROUGH COUNCIL PUBLIC MEETING

August 26, 2026

7:00 P.M.

**700 Summit Avenue, Jenkintown Pennsylvania (Also -
Live Streamed ZOOM Webinar Link Below)**

<https://us02web.zoom.us/j/85135403095?pwd=eXpUX1DBcS6bUSWyis2TkNCzcaDGk2.1>

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of July Council/Committee Meeting Minutes Councilor D. Ballard
5. Approval of Payrolls in the amount of \$203,893.83 and Invoices in the amount of \$258,704.68.
Councilor D. Ballard
6. Public Comment
7. Conditional Use Hearing - Jenkintown School District – Wall Mural Application

Reports

- | | |
|----------------------------|--------------------------|
| 8. Engineers Report | Khal Hassan PE Pennoni |
| 9. Public Works Department | Foreman K. (Jim) Riggins |
| 10. Solicitor's Report | Solicitor P. Hitchens |
| 11. Mayor's Report | Mayor G. Lerman |
| 12. Police Chief's Report | Chief of Police T. Scott |
| 13. Manager's Report | Borough Manager G. Locke |

ORDER OF BUSINESS

1. JSD Wall Mural Application - Conditional Use Hearing

Councilor J. Bruno

Motion:

2. Jenkintown Education Foundation request for waiver of actual cost of Conditional Use Hearing and Permitting.

Councilor D. Sines Pancoe

Motion:

(Previously waived were the \$1000 escrow and \$400.00 permit fee. Actual costs incurred by the Borough include; administration, advertisement, notifications, mailings, stenographer, property postings and legal)

3. Resolution 2026-17 – A Resolution Honoring Anne Brennan for Her Service on the Zoning Hearing Board.

Council President J. Conners

"Prior to the motion, I want to thank Ms. Brennan for her faithful service on the Zoning Hearing Board. Her deliberation on vital development issues was critical to the future of Jenkintown Borough."

Motion: move to approve Resolution 2026-17, recognizing and honoring Ms. Brennan for her faithful service on the Zoning Hearing Board from February 2023 to February 2026.

4. Resolution 2026-18 – Right to Know Policy and appointment of Open Records Officer and Deputy Officer.

Council President J. Conners

Motion: move to approve Resolution 2026-18, establishing a Right to Know Policy and appointment of George Locke as Open Records Officer and Meredith Gans as Deputy Open Records Officer.

5. Installation of All-Way Stop Control at Rodman and Cloverly Avenues

Councilor C. Soltysiak

Motion: move to approve the installation of All-Way Stop control at the intersection of Rodman and Cloverly Avenues, consistent with the Borough Engineer's warrant analysis.

6. 2027 Minimum Municipal Obligation - Uniform & Non-Uniform Pensions

Councilor D. Ballard

Motion: move to approve the 2027 Minimum Municipal Obligation (MMO) \$252,374.00 as presented.
(Uniform - \$142,287.00, Uniform Act 49 - \$15,000.00, Nonuniform - \$95,087.00)

7. Appointment of Anne Brennan, Chairperson of Shade Tree Commission.

Councilor D. Ballard

Motion: move to approve appointment of Anne Brennan as Chairperson of the Shade Tree Commission.

8. Real Estate Tax Settlement Stipulation.

Councilor D. Ballard

Motion: move to approve Tax Settlement Stipulation on tax parcel number 10-00-00540-00-8, 430 Clement Road.

9. Right to Know Requests, Legal and Administrative Assistance.

Councilor D. Ballard

Motion: move to approve the proposal submitted by S. Kilkenny Law to provide legal and administrative assistance as well as manage the Right to Know process for the Borough.

NEW BUSINESS AND DISCUSSION

ADJOURNMENT

NOTICE OF HEARING JENKINTOWN BOROUGH

NOTICE IS GIVEN that the Borough Council of the Borough of Jenkintown will hold a public hearing at **7:00 P.M. on Wednesday, August 26th, 2026**, at Jenkintown Borough Hall, 700 Summit Avenue, Jenkintown Pennsylvania 19046, and live-streamed on the Borough website www.jenkintownboro.com, to consider the application of the Jenkintown Education Foundation/Jenkintown School District, 250 West Avenue, Jenkintown, PA 19046 (the “Applicant”). The subject property is 250 West Avenue, Jenkintown, Pennsylvania 19046, tax map parcels 10-00-04696-00-1 located in the B-1 Residential (the “Property”). The applicant is seeking conditional use approval under section 181-138(5) of the Borough Zoning Ordinance to permit a “Mural” on the proposed building wall of the subject property.

All affected or interested parties are invited to attend and offer testimony. A complete copy of the application to Jenkintown Borough Council is available for public inspection at Jenkintown Borough Hall during business hours or online at <https://jenkintownboro.com/zoning-and-land-development-applications/>. If you wish to attend the meeting and are a person with a disability requiring assistance or other accommodation, please contact the Borough Office at 215-885-0700 prior to 10:00 am on August 25, 2026, to discuss appropriate accommodations for your needs.

George Locke, Borough Manager, Jenkintown Borough

THE BOROUGH OF JENKINTOWN

700 SUMMIT AVENUE
JENKINTOWN, PA 19046
WWW.JENKINTOWNBORO.COM

215/885-0700

25
FEE: \$35.00

RESIDENTIAL ZONING APPLICATION

REQUIRED FORMS:

- Completed Application
- Plan and survey showing existing and proposed structures.
- Completed building impervious surface coverage sheet.

Name of Applicant: Jenkintown Education Foundation

Address of Applicant: 250 West Ave.

Contact Number: (215) 869-3414

Name of Property Owner: Jenkintown School District

Address of Property Owner: 250 West Avenue

Contact Number: (215) 885-3722

Site Address: 250 West Avenue

Application is being made to:

- Erect a structure
- Add to an existing structure
- Remodel an existing structure

RECEIVED

JUL 27 2026

Jenkintown Borough

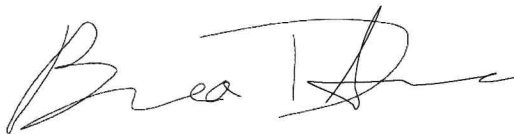
260376

Other please explain: Request a condition use hearing in order to paint a mural

Height of Proposed Structure: 7'

Dimensions and Description of Proposed Work: 7'x19'; Wonder Garden transforms the playground wall at Legacy Park into a vibrant landscape of imagination, discovery, and play. Inspired by the curiosity that drives childhood exploration, the mural features oversized flowers, whimsical botanical forms, playful Venus flytraps, mushrooms, butterflies, seedpods, and hidden creatures woven throughout a colorful garden environment. Designed specifically for a high-activity play space, the mural integrates interactive elements directly into the artwork. Flower centers, seedpods, and other botanical forms serve as playful targets that support activities such as wall ball while remaining fully integrated within the overall design. Wonder Garden is designed to support both active and imaginative play. Interactive target elements encourage movement and games, while hidden creatures and discoveries reward observation and curiosity. Peeking eyes, insects, and unexpected details are tucked throughout the composition, inviting children and families to engage with the artwork through exploration and repeated discovery. Each visit offers the opportunity to notice something new. Option for a plaque to be included with seek and find "instructions" (10 lady bugs, 8 sets of eyes, 6 mushrooms ect). Bold colors and graphic forms ensure the mural remains visible, engaging, and durable within the outdoor environment. The imagery is intentionally open-ended and welcoming, allowing visitors of all ages and abilities to connect with the work in their own way. The design extends onto the adjacent wall, creating the impression that the garden continues to grow beyond the primary mural space and into the surrounding playground environment. Inspired by the energy and creativity that define childhood, Wonder Garden encourages visitors to look closer, move freely, and engage with the space around them. The mural is intended to become both a landmark and a gathering place, creating opportunities for play, storytelling, and shared experiences within the park. By combining art, play, and discovery, Wonder Garden celebrates Legacy Park as a place where creativity flourishes, curiosity is encouraged, and community connections can grow. The mural transforms an everyday wall into a playful destination that invites movement, imagination, and joyful exploration.

Signature of
Owner

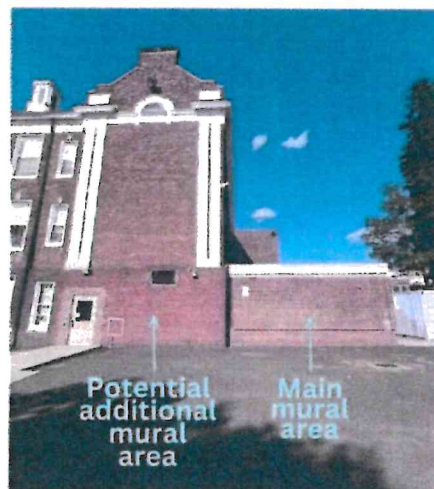
A handwritten signature in black ink, appearing to read "Brea D. H.", with a stylized, flowing script.

Date:
7/27/07



CHRISTINE TROYER '26

"Wonder Garden"
Version 2





Jenkintown Borough

700 Summit Ave
Jenkintown PA, 19046
(215) 885-0700

Payment Receipt

From: Nina Russakoff
Owner: Jenkintown School District

325 Highland Ave

Jenkintown, PA 19046--

Receipt Number : 2652.7 28470

Receipt Date : 07/27/26

Received By : MG

Permit # : 260376

Contractor: Owner

Service Code	Description	Quantity	Amount
ZONE-ZONR	Zoning - Residential		\$25.00

Signature

[Handwritten Signature]

TOTAL RECEIPT

\$25.00

[Handwritten: 2648]

This receipt does not indicate that the permit has been approved.

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George Locke, Borough Manager, Jenkintown Borough

Tax Collector's Monthly Report to Taxing Districts
For the Month of July, 2026
Jenkintown Borough

	Real Estate	2026 Interim	Prior year interim	Sewer
ome://settings/searchEngines				
1. Balance Collectable - Beginning of Month	\$ 386,268.00	\$ 6,195.00	\$ 14,996.00	\$ 49,199.00
2A. Additions: During the Month (*)	\$ -			
2B. Deductions: Credits During the Month - (from line 17)				
3. Total Collectable	\$ 386,268.00	\$ 6,195.00	\$ 14,996.00	\$ 49,199.00
4. Less: Face Collections for the Month	\$ 42,394.00	\$ -		\$ 5,640.00
5. Less: Deletions from the List (*)	\$ 790.00			
6. Less: Exonerations (*)	\$ -			
7. Less: Liens/Non-Lienable Installments (*)	\$ -	\$ -		
8. Balance Collectable - End of Month (1)	\$ 343,084.00	\$ 6,195.00	\$ 14,996.00	\$ 43,559.00
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)	\$ 42,394.00	\$ -		\$ 5,640.00
10. Plus: Penalties	\$ 345.00	\$ -		
11. Less: Discounts/Variance	\$ -			
12. Total Cash Collected per Column	\$ 42,739.00	\$ -	\$ -	\$ 5,640.00
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 48,379.00
Line 5: Maxine Marlow processing error/credit				

ome://settings/searchEngines
Food

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. Payment of Taxes

14. Amount Remitted During the Month (*)

MONTCO

Date	Transaction #	Amount	TOTAL ALL TAXES
July 17, 2026	1198	\$ 45,901.31	
August 4, 2026	1202	\$ 2,477.84	
		Total	\$ 48,379.15

15. Amount Paid with this Report Applicable to this Reporting Month

Transaction #

16. Total Remitted This Month

\$ 48,379.15

17. List, Other Credit Adjustments (*)

Parcel #	Name	Amount
		Total

\$ -

18. Interest Earnings (if applicable)

\$ _____

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month

Amount Collected This Month

Less Amount Paid this Month

Ending Balance

\$

-

Tax Collector

Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): _____

Title: _____ Date: _____

I acknowledge the receipt of this report.

MEMORANDUM

TO: George Locke, Borough Manager

FROM: Khaled Hassan, PE., Borough Engineer

DATE: August 17, 2026

SUBJECT: Engineer's Report (JENK 0000) for August Council Meeting

As requested, and in preparation for the August Council meeting, we prepared this engineer's report for your review and consideration:

1. Sewer Lateral Reviews for Properties Being Sold in Borough

To date, and since the requirements for sewer lateral inspections have been implemented, **421 lateral reviews** have been received and submitted. Summary reports based on video and written reports received have been completed.

2. Mather Road Storm Sewer Culvert Failure - (No update since the last report)

The major failure of the existing storm sewer culvert has been repaired 100%. The repair required the reconstruction of approximately 10 LF of the invert of the storm culvert, reconnection of two storm water laterals and reconnection of one sewer lateral to the sanitary main. The failure of the culvert resulted in a large area of the roadway being undermined and the failure of the three laterals. The undermined areas of the roadway have been restored with a combination of flowable fill and 2A stone compacted stone. The roadway has been patched with temporary asphalt and final paving will be placed in early fall. No additional updates (See Cedar to Walnut Storm Sewer project)

3. 821 Homestead Drive

Meeting held on May 12, 2025 at the site to discuss curb, sidewalk, and inlet tops between Borough, Applicant, Borough Engineer and PECO. The following was determined:

- ADA ramp at the intersection of Homestead and Old York Road must be completed per the HOP/LD plans. PennDOT will be performing review and approval of this ramp as part of the HOP permit.
- Curb along Old York Road from the ADA ramp at Homestead and Old Road, down to the first PECO vault will be constructed at 6" reveal. From that point and down towards the C-top inlet, the curb will transition down to about 4" reveal to match existing grades and to maintain a 2% (max) cross slope. If necessary, the cross slope can be reduced to 0.50% due to the longitudinal slope.
- The 3 inlet tops (two C-Tops, 1 M-Top) have to be replaced due to excessive damage, exposed rebar, etc. Curb should taper 5' min on either side of the C-Tops to match the top of the curb

piece. Sidewalk should be poured flush to the top of the curb piece to avoid the tripping hazard the current tops present.

- The project will be responsible to complete permanent trench restoration across Old Roak Road, prior to Kehoe Construction mill and overlay project under a PennDOT contract.
- The sidewalk will be installed flush with the top of the curb and a paver pattern against the curb per the approved plans.
- Bobby will reach out to PECO regarding the adjustments to the curb and sidewalk around the new vault. Bobby will also inquire if PECO will replace the grate cover for the older vault before pouring the sidewalk.
- Bobby asked Jeff Lustig and his contractor to ensure that the debris and removed curb currently left in the sidewalk area be removed. Additionally, the area behind the curb needs to be backfilled in accordance with the drop-off detail shown on the HOP Plans at the end of each working day so as to not present a roadside hazard.
- Jeff is waiting on a response from the Borough is the existing sidewalk by the PECO vaults can remain or if it has to be removed and replaced. If the sidewalk is determined that it can remain, then cutting the sidewalk to install the pavers will still be needed and new 4" curb will have to be installed.

Change order for retaining wall landscaping was received on June 10, 2025. Submitted to Borough for review.

Streetscaping along Old York Road almost complete. Pending PECO to adjust vault and Penndot to adjust curb. Also waiting on developer to complete replacement of Type C inlet top units and concrete sidewalk behind curbline.

Pending request from developer to complete a punchlist inspection to prepare a list of improvements that have not been completed.

As-Built received 1/20/26. Review completed and sent to Borough on 2/10/26. Pending response comments from Borough.

Sent punchlist inspection and as-built review to both the Borough and the Applicant on March 31, 2026.

4. MS4 Annual Progress Report

- a. MS4 update sent to Borough on May 23, 2025 to be included in June 25, 2025 Borough Council Meeting.
- b. MS4 YR 7 annual progress report was submitted to PADEP on September 30, 2025.
- c. **MS4 YR 8 updates to be placed on June 24, 2026 Council meeting.**
- d. **The annual progress report for MS4 YR 8 will be due by September 30, 2026.**

5. Wyncote & York Road Grocery Store Land Development Application

As-built plan approval review 3rd submission, Punchlist approval review 3rd submission, and maintenance bond calculation sent to Borough and Applicant on August 27, 2025. Project in maintenance period beginning May 13, 2025 through November 13, 2026. **Pennoni to perform maintenance bond inspection week of 8/17/26 and generate punchlist of any deficient items if any.**

6. Chapter 94 Report

Chapter 94 Report 2022 submission was completed and set out on March 31, 2023.

Received flow data and calibration reports from the Borough on 3/10/25. 2024 Chapter 94 report was submitted to PA DEP online on 3/31/25. Two (2) copies of the report were hand delivered to the Borough on 4/8/25.

Chapter 94 will be due at the end of March. Coordination with Pennoni and Borough currently underway to complete Chapter 94 by end of March.

The 2025 Chapter 94 Annual Report was submitted to the PADEP on March 31, 2026.

7. 501 Washington Lane LD (Preliminary/Final)

Project completed and in the Maintenance Bond Period. Maintenance Bond will expire on October 24, 2026. A punchlist inspection prior to the expiration of the Maintenance Bond will be completed 3 months before expiration around July 24, 2026. Pennoni to perform maintenance bond inspection week of 8/17/26 and generate punchlist of any deficient items if any.

Contractor submitted request for escrow release on March 6, 2026. Pennoni processing this release request. Pennoni had previously submitted review of escrow release to the Borough back in November 2025.

8. 101 York Road

This project is the proposal of a Take Five Oil Change business. This project went in front of Council at their regularly scheduled meeting on February 22, 2023 and was granted a waiver of land development.

Project is prepared to start construction of the new business when they have obtained the applicable permits from the Borough.

9. Borough Hall Renovations

Local share grant for \$900,000 was approved for submission on November 27, 2023 Special Council Meeting and the grant was submitted on 11/30/23.

Renovations have not been started yet as of August 17, 2026

Pennoni submitted a CDBG grant application on April 9, 2026 for the ADA improvements for the Borough Renovations.

10. Cedar & Washington Stormwater Improvements

Maintenance bond period will expire on October 9, 2026. A punchlist inspection prior to the expiration of the Maintenance Bond will be completed 3 months before expiration around July 9, 2026.

3 month maintenance bond expiration inspection completed on July 1, 2026. No issues observed with construction. Will conduct a final inspection prior to maintenance bond expiration.

11. 2024 Paving project

Project completed and in maintenance period which expires on November 19, 2026. A punchlist inspection will be completed 3 months prior to expiration of the maintenance bond period on or about August 21, 2026. **Pennoni to perform maintenance bond inspection week of 8/17/26 and generate punchlist of any deficient items if any.**

12. CDBG ADA Ramp Project

Final payment application completed and sent to County for approval on July 25, 2025. County approval received August 8, 2025. Final payment application sent to Borough for processing and payment on August 7, 2025. Project is in maintenance period until June 17, 2027.

13. 459-471 Old York Road Mixed Use Development

Completed review of the Applicant's sanitary and stormwater HOP and performed a traffic review of the developer's HOP and LD plans and submitted comments on December 18, 2025.

Revised plans are currently under review for recording. Recording Plan review was completed and sent out on January 20, 2026.

Pre-Con Meeting held on March 24, 2026. FINAL meeting minutes issued April 3, 2026. Project is currently in construction.

14. Montco 2040 Grant

Evaluating the updated program criteria and begin preparing a cost estimate for a Borough-wide Pedestrian Enhancements & Traffic Calming project. This would be based on the previously completed evaluations such as Washington & Walnut, Wyncote & Summit, etc. Assisted Borough Manager with completing the grant application, submitted on 3/3/2025.

Continuing to advance additional intersection layout options for the Linda Vista & Cheltena intersection. We have continued to advance the conceptual sketches for Linda Vista & Cheltena and Walnut & Hillside in close coordination with the Borough Manager. Construction documents have been initiated for the other locations. Continuing to progress the final designs and finalize the construction documents. Prepared the submission for review by County officials. County has authorized the project to be bid. Waiting on PennDOT HOP approval at Walnut & Hillside. **8/13/2026 PennDOT HOP for the Walnut & Hillside improvements has been resubmitted to PennDOT. The bid documents are finalized and the project is going live on PennBID the week of 8/17/2026.**

15. Leedom Street & Shoemaker Avenue Flooding

Pennoni attended meeting with Borough on 2/24/25. Concept plan and cost estimate preparation currently under review. No update since last report submitted.

16. Borough Wide Truck Restrictions Studies

There are 13 streets that have posted truck restrictions but no ordinance which makes the restriction not enforceable. The Draft TE-109 PennDOT's Engineering and Traffic Study for Restrictions forms have been reviewed with Chief Scott and have been submitted to Manager Locke. The approved roads must be added to the municipal ordinance. **We are coordinating with staff to discuss at the September committee meeting.**

17. 2025 Paving Program

Pay App #1 and Final Quantities Adjustment Change Order #1 completed and sent to Borough on December 12, 2025. **Project is in maintenance period beginning October 27, 2025 and will expire on October 27, 2027.**

18. 2025 ARLE Grant Application

Due to PennDOT feedback noted in #8 above, we have assisted the Borough Manager in identifying a new eligible project for the ARLE grant application. We have coordinated with PennDOT and are awaiting feedback on the revised scope which includes traffic data collection to support the retiming of the York Road traffic signals. Also included in the scope is funding request to update the last three (3) intersections currently using loop detectors to radar, and signage and striping to install "Don't Block the Intersection" at York & Greenwood and York & West. The grant was finalized and submitted prior to the June 30th deadline. The Borough was notified on February 10, 2026 that PennDOT has awarded the full amount to the Borough. **The reimbursement agreement was completed and data collection was completed before schools let out. Completed clearance calculations for the study intersections. The existing and proposed Synchro models have been completed for the AM, midday, PM, PM off-peak, and Saturday peak hours. We are currently preparing the Signal Design Report package for September 2026 submission to PennDOT. The Signal Design Report includes the System Plan, which includes the proposed signal timings.**

19. Parking Inventory

We have begun preparing the existing conditions parking inventory as requested. This will identify how many parking spaces are available and their classification (permit, metered, no restrictions). Provided comments for parking ordinance revisions. A final draft of the inventory map was provided on 2/13/2026. Additional revisions requested by staff were completed and submitted on 3/12/2026. **Parking study proposal is under final review and is expected to be submitted to Manager Locke the week of 8/24.**

20. 2025 Green Light Go Application

The Green Light Go Pre-Application Scoping phase opened. In coordination with Manager Locke, we have begun preparation of a scoping application for the Phase 2 traffic signal improvements for Walnut and Runnymede.

Assisted Borough Manager to finalize and submit scoping application prior to the January 2, 2026 deadline. Assisted the Borough Manager in finalizing & submitting the Application.

8/5/2025 The Borough was notified that PennDOT has awarded the Green Light Go grant in the amount of \$261,120.00. The final design and approvals will be finalized as soon as the reimbursement agreement has been completed. This Phase 2 upgrade is currently anticipated for completion in late summer 2027.

21. NFIP Annual Floodplain Management Report

NFIP Annual Floodplain Management Report for year 2025 was submitted online to FEMA on 2/10/26.

22. 2026 Paving Project

Borough Council approved to put out for bid the 2026 paving project

Project to go live on PennBID 5/15/26.

Pre-Bid meeting scheduled for 05/29/26. Bid opening will be 06/15/26

Award recommendation letter sent to Borough on 6/22/26. Will be scheduled on the July 22, 2026 Council Meeting for recommendation.

Award of contract approved by Borough Council on July 22, 2026. Award letter completed and sent to Contractor on July 29, 2026. Pending contract documents from Contractor for review.

23. Cheltenham Interceptor A - Alternatives Analysis

Coordinating with Abington Township and Jenkintown Borough on alternate sewer treatment/diversion options.

If you have any questions or comments, please do not hesitate to contact me. Thanks, Khal

Jenkintown Borough
Cash Analysis
May 31, 2026

Fund Name	Fund #	Parking	Parking	Pooled Accounts	Shade Tree	Petty Cash	Payroll	Land Develop. Escrow	Rec Board	Sewer Reserve	Capital Projects	Liquid Fuels	Liquid Fuels Loan	Uniform Mellon Investments	Non-Uniform Mellon Investments	Police Donation	EAC	Total Cash
General Fund	01	83,557	221,703	2,379,050	1,743	200	167,144	122,220	4,954									2,980,571
Street Light	02	-	-	57,842														57,842
Fire Protection	03	-	-	163,206														163,206
Fire Apparatus	04	-	-	407,366														407,366
Library	05	-	-	223,646														223,646
Sewer	08	-	-	934,378						4,966								939,344
Solid Waste	09	-	-	441,348														441,348
Ambulance	10	-	-	12,558														12,558
Street Tax	18	-	-	91,917														91,917
Sinking Fund	20	-	-	250,342														250,342
Capital Projects	31	-	-	-							177,818							177,818
Liquid Fuels	35											177,957	185					178,142
Police Pension	60	-	-	3,820										7,624,796				7,628,616
Non-Uniform Pension	65	-	-	2,678											1,637,733			1,640,411
Police Donations	95															1,440		1,440
EAC	96																235	235
		83,557	221,703	4,968,152	1,743	200	167,144	122,220	4,954	4,966	177,818	177,957	185	7,624,796	1,637,733	1,440	235	15,194,805

Fund Name	Fund #	Cash @ 12/31/2025	Other Assets/Liabilities	For Period ended 02/28/2026 Revenue	Expenditures	Cash @ 5/31/2026	Cash @ 5/31/2025	2026 YTD to 2025 YTD
General Fund	01	1,093,833	(138,712)	3,373,700	(1,490,697)	2,980,571	2,483,573	496,998
Street Light	02	19,727	-	50,889	(12,773)	57,842	40,065	17,777
Fire Protection	03	36,456	-	176,978	(50,228)	163,206	81,135	82,071
Fire Apparatus	04	306,634	-	100,733	-	407,366	327,304	80,062
Library	05	155		248,491	(25,000)	223,646	240,717	(17,071)
Sewer	08	501,375		440,919	(2,950)	939,344	815,111	124,233
Solid Waste	09	255,958		400,714	(215,323)	441,348	339,049	102,299
Ambulance	10	814	-	11,745	-	12,558	11,942	616
Street Tax	18	29,759	-	66,797	(4,640)	91,917	49,439	42,478
Sinking Fund	20	27,336		274,099	(51,092)	250,342	249,939	403
Capital Projects	31	177,625	-	700	(507)	177,818	91,216	86,602
Liquid Fuels	35	225,933	-	118,325	(166,115)	178,142	247,430	(69,287)
Police Pension	60	7,369,710	-	434,782	(175,876)	7,628,616	6,670,443	958,174
Non-Uniform Pension	65	1,562,734		97,799	(20,121)	1,640,411	1,398,993	241,418
Police Donations	95	1,435		6	-	1,440	1,424	16
EAC	96	124	-	111	-	235	165	70
Total		11,609,606	(138,712)	5,796,787	(2,215,323)	15,194,805	13,047,945	2,146,860

Jenkintown Borough
Summary of Revenue and Expenditure by Fund
Financial Data through May 31, 2026

	2026		2025	BUDGET	% OF	BUDGET	VARIANCE
	MTD	YTD	YTD	REMAINING	BUDGET		
01 GENERAL FUND							
Revenues							
REAL PROPERTY TAXES	\$1,138,645.16	\$1,896,574.87	\$1,875,943.91	\$188,264.13	90.97%	\$2,084,839	\$20,630.96
LOCAL TAX ENABLING ACT	\$247,253.82	\$810,876.51	\$928,409.30	\$746,173.49	52.08%	\$1,557,050	(\$117,532.79)
LICENSES & PERMITS	\$26,106.73	\$187,465.56	\$122,651.78	\$39,564.44	82.57%	\$227,030	\$64,813.78
OTHER	\$31,114.71	\$478,783.31	\$557,306.73	\$519,568.69	47.96%	\$998,352	(\$78,523.42)
TOTAL GENERAL FUND REVENUE	\$1,443,120.42	\$3,373,700.25	\$3,484,311.72	\$1,493,570.75	69.31%	\$4,867,271	(\$110,611.47)
Expenditures							
ADMINISTRATION	\$39,310.98	\$334,167.54	\$338,997.97	\$476,388.46	41.23%	\$810,556	(\$4,830.43)
POLICE & FIRE	\$94,626.91	\$564,702.60	\$814,601.44	\$1,013,346.40	35.78%	\$1,578,049	(\$249,898.84)
PLANNING & ZONING	\$6,696.96	\$50,936.38	\$106,634.92	\$165,225.62	23.56%	\$216,162	(\$55,698.54)
PUBLIC WORKS	\$24,383.81	\$230,131.49	\$198,210.90	\$288,188.51	44.40%	\$518,320	\$31,920.59
DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00	\$350,000.00	0.00%	\$350,000	\$0.00
OTHER	\$18,950.73	\$310,758.61	\$595,529.46	\$1,594,166.39	16.31%	\$1,904,925	(\$284,770.85)
TOTAL GENERAL FUND EXPEND	\$183,969.39	\$1,490,696.62	\$2,053,974.69	\$3,887,315.38	27.72%	\$5,378,012	(\$563,278.07)

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Jenkintown Borough
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	MTD	YTD	YTD	REMAINING	BUDGET		
02 STREET LIGHTING TAX FUND							
Revenues							
REAL PROPERTY TAXES	\$30,338.88	\$50,789.22	\$48,015.59	\$5,203.78	90.71%	\$55,993	\$2,773.63
OTHER	\$39.90	\$99.60	\$102.46	\$6,050.40	1.62%	\$6,150	(\$2.86)
TOTAL STREET LIGHTING REVEN	\$30,378.78	\$50,888.82	\$48,118.05	\$11,254.18	81.89%	\$62,143	\$2,770.77
Expenditures							
OTHER	\$0.00	\$12,773.09	\$22,331.23	\$48,439.91	20.87%	\$61,213	(\$9,558.14)
DEBT PRINCIPAL	\$0.00	\$0.00	-	\$0.00	#DIV/0!	\$0	\$0.00
DEBT INTEREST	\$0.00	\$0.00	-	\$0.00	#DIV/0!	\$0	\$0.00
TRANSFER TO GENERAL FUND	\$0.00	\$0.00	-	\$0.00	#DIV/0!	\$0	\$0.00
TOTAL STREET LIGHTING EXPEN	\$0.00	\$12,773.09	\$22,331.23	\$48,439.91	20.87%	\$61,213	(\$9,558.14)

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	MTD	YTD	YTD	REMAINING	BUDGET		
03 FIRE PROTECTION FUND							
Revenues							
REAL PROPERTY TAXES	\$102,131.57	\$176,763.65	161,080.61	\$9,878.35	94.71%	\$186,642	\$15,683.04
OTHER	\$112.59	\$214.22	130.46	\$185.78	53.56%	\$400	\$83.76
TOTAL FIRE PROTECTION FUND	\$102,244.16	\$176,977.87	\$161,211.07	\$10,064.13	94.62%	\$187,042	\$15,766.80
Expenditures							
OTHER	\$0.00	\$50,228.05	96,363.74	\$150,754.95	24.99%	\$200,983	(\$46,135.69)
TOTAL FIRE PROTECTION FUND	\$0.00	\$50,228.05	\$96,363.74	\$150,754.95	24.99%	\$200,983	(\$46,135.69)

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	MTD	YTD	YTD	REMAINING	BUDGET		
04 FIRE APPARATUS RESERVE FUND							
Revenues							
REAL PROPERTY TAXES	\$67,587.05	\$99,545.63	26,070.52	\$22,849.37	81.33%	\$122,395	\$73,475.11
OTHER	\$281.03	\$1,187.16	2,038.60	\$2,312.84	33.92%	\$3,500	(\$851.44)
FIRE APPARATUS RESERVE FUNI	\$67,868.08	\$100,732.79	\$28,109.12	\$25,162.21	80.01%	\$125,895	\$72,623.67
Expenditures							
ADMINISTRATION	\$0.00	\$0.00	-	\$0.00	#DIV/0!	\$0	\$0.00
OTHER	\$0.00	\$0.00	48,713.20	\$34,465.00	0.00%	\$34,465	(\$48,713.20)
FIRE APPARATUS RESERVE EXPE	\$0.00	\$0.00	\$48,713.20	\$34,465.00	0.00%	\$34,465	(\$48,713.20)

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	MTD	YTD	YTD	REMAINING	BUDGET		
05 LIBRARY TAX FUND							
Revenues							
REAL PROPERTY TAXES	\$150,193.13	\$248,273.76	236,490.35	\$25,494.24	90.69%	\$273,768	\$11,783.41
OTHER	\$154.29	\$217.56	401.60	\$82.44	72.52%	\$300	(\$184.04)
TOTAL LIBRARY TAX FUND REVE	\$150,347.42	\$248,491.32	\$236,891.95	\$25,576.68	90.67%	\$274,068	\$11,599.37
Expenditures							
OTHER	\$0.00	\$25,000.00	-	\$244,500.00	9.28%	\$269,500	\$25,000.00
TOTAL LIBRARY TAX FUND EXPE	\$0.00	\$25,000.00	\$0.00	\$244,500.00	9.28%	\$269,500	\$25,000.00

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08 SEWER FUND							
Revenues							
OTHER	\$308,918.32	\$440,919.26	380,801.43	\$190,830.74	69.79%	\$631,750	\$60,117.83
TOTAL SEWER FUND REVENUES	\$308,918.32	\$440,919.26	\$380,801.43	\$190,830.74	69.79%	\$631,750	\$60,117.83
Expenditures							
SANITATION EXPENDITURES	\$0.00	\$2,949.70	205,197.81	\$725,567.30	0.40%	\$728,517	(\$202,248.11)
OTHER	\$0.00	\$0.00	-	\$151,213.00	0.00%	\$151,213	\$0.00
TOTAL SEWER FUND EXPENDITURES	\$0.00	\$2,949.70	\$205,197.81	\$876,780.30	0.34%	\$879,730	(\$202,248.11)

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	MTD	YTD	YTD	REMAINING	BUDGET		
09 SOLID WASTE COLLECTION FUND							
Revenues							
INTEREST	\$304.19	\$1,567.54	2,275.34	\$432.46	78.38%	\$2,000	(\$707.80)
COLLECTION FEES	\$29,932.00	\$399,146.08	423,695.43	\$141,053.92	73.89%	\$540,200	(\$24,549.35)
STATE CAPITAL & OPERATING G	\$0.00	\$0.00	-	\$14,000.00	0.00%	\$14,000	\$0.00
OTHER	\$0.00	\$0.00	-	\$0.00	0.00%	\$0	\$0.00
TOTAL SOLID WASTE REVENUES	\$30,236.19	\$400,713.62	\$425,970.77	\$155,486.38	72.04%	\$556,200	(\$25,257.15)
Expenditures							
OTHER	\$0.00	\$215,323.45	250,951.01	\$379,744.55	36.18%	\$595,068	(\$35,627.56)
TOTAL SOLID WASTE EXPENDITURE	\$0.00	\$215,323.45	\$250,951.01	\$379,744.55	36.18%	\$595,068	(\$35,627.56)

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	MTD	YTD	YTD	REMAINING	BUDGET		
10 AMBULANCE FUND							
Revenues							
REAL PROPERTY TAXES	\$7,512.52	\$11,730.03	11,666.48	\$1,757.97	86.97%	\$13,488.00	\$63.55
OTHER	\$8.66	\$14.88	\$0.00	\$85.12	14.88%	100.00	\$14.88
TOTAL AMBULANCE TAX REVEN	\$7,521.18	\$11,744.91	\$11,666.48	\$1,843.09	86.44%	\$13,588	\$78.43
Expenditures							
OTHER	\$0.00	\$0.00	(275.71)	\$13,456.00	0.00%	\$13,456.00	\$275.71
TOTAL AMBULANCE TAX EXPEN	\$0.00	\$0.00	(\$275.71)	\$13,456.00	0.00%	\$13,456	\$275.71

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Jenkintown Borough
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Financial Data through May 31, 2026

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	MTD	YTD	YTD	REMAINING	BUDGET		
18 STREET TAX FUND							
Revenues							
REAL PROPERTY TAXES	\$39,801.30	\$66,631.32	62,935.50	\$6,356.68	91.29%	\$72,988	\$3,695.82
OTHER	\$63.41	\$165.97	226.79	\$10,334.03	1.58%	\$10,500	(\$60.82)
TOTAL STREET TAX REVENUES	\$39,864.71	\$66,797.29	\$63,162.29	\$16,690.71	80.01%	\$83,488	\$3,635.00
Expenditures							
OTHER	\$0.00	\$4,640.00	67,232.72	\$93,860.00	4.71%	\$98,500	(\$62,592.72)
TOTAL STREET TAX EXPENDITURE	\$0.00	\$4,640.00	\$67,232.72	\$93,860.00	4.71%	\$98,500	(\$62,592.72)

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	MTD	YTD	YTD	REMAINING	BUDGET		
20 SINKING FUND							
Revenues							
REAL PROPERTY TAXES	\$166,714.43	\$273,852.76	261,661.19	\$30,589.24	89.95%	\$304,442	\$12,191.57
OTHER	\$172.71	\$245.97	\$44,578.57	\$33,754.03	0.72%	\$34,000	(\$44,332.60)
TOTAL SINKING FUND REVENUE	\$166,887.14	\$274,098.73	\$306,239.76	\$64,343.27	80.99%	\$338,442	(\$32,141.03)
Expenditures							
DEBT PRINCIPAL	\$1,307.30	\$46,838.32	\$12,497.09	\$208,148.68	18.37%	\$254,987	\$34,341.23
DEBT INTEREST	\$486.09	\$4,253.71	\$3,723.77	\$54,671.29	7.22%	\$58,925	\$529.94
ACT 511 EXPENDITURES	-	-		\$0.00	#DIV/0!	-	\$0.00
TOTAL SINKING FUND EXPENSE!	\$1,793.39	\$51,092.03	\$16,220.86	\$262,819.97	16.28%	\$313,912	\$34,871.17

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	MTD	YTD	YTD	REMAINING	BUDGET		
31 CAPITAL PROJECTS FUND							
Revenues							
INTEREST	\$143.76	\$700.06	\$383.68	(\$200.06)	140.01%	\$500	\$316.38
SANITARY SEWER EDU FEES	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
GRANT INCOME (H2O,CDBG)	\$0.00	\$0.00	\$186,821.49	\$1,894,284.00	0.00%	\$1,894,284	(\$186,821.49)
OTHER	\$0.00	\$0.00	\$0.00	\$205,290.00	0.00%	\$205,290	\$0.00
TOTAL CAPITAL PROJECTS REVE	\$143.76	\$700.06	\$187,205.17	\$2,099,373.94	0.03%	\$2,100,074	(\$186,505.11)
Expenditures							
PUBLIC WORKS	\$0.00	\$506.67	194,015.54	\$2,133,636.33	0.02%	\$2,134,143	(\$193,508.87)
DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
OTHER	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
TOTAL CAPITAL PROJECTS EXPEI	\$0.00	\$506.67	\$194,015.54	\$2,133,636.33	0.02%	\$2,134,143	(\$193,508.87)

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35 HIGHWAY/LIQUID FUEL TAX FUND							
Revenues							
OTHER	\$197.56	\$118,324.52	\$120,452.01	\$175.48	99.85%	\$118,500	(\$2,127.49)
 TOTAL HIGHWAY/LIQUID FUEL I	\$197.56	\$118,324.52	\$120,452.01	\$175.48	99.85%	\$118,500	(\$2,127.49)
 Expenditures							
ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
PUBLIC WORKS	\$0.00	\$153,601.21	\$14,225.85	(\$61,601.21)	166.96%	\$92,000	\$139,375.36
OTHER	\$2,502.83	\$12,514.15	\$12,514.15	\$17,519.85	41.67%	\$30,034	\$0.00
 TOTAL HIGHWAY/LIQUID FUEL I	\$2,502.83	\$166,115.36	\$26,740.00	(\$44,081.36)	136.12%	\$122,034	\$139,375.36

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	MTD	YTD	YTD	REMAINING	BUDGET		
60 POLICE PENSION FUND							
Revenues							
INTEREST EARNINGS	\$175,891.20	\$412,750.83	\$120,102.74	(\$336,750.83)	543.09%	\$76,000	\$292,648.09
OTHER	\$3,813.09	\$22,031.18	\$48,175.80	\$356,531.82	5.82%	\$378,563	(\$26,144.62)
TOTAL POLICE PENSION REVENUE	\$179,704.29	\$434,782.01	\$168,278.54	\$19,780.99	95.65%	\$454,563	\$266,503.47
Expenditures							
OTHER	\$35,805.61	\$175,876.36	\$209,352.97	\$197,785.64	47.07%	\$373,662	(\$33,476.61)
TOTAL POLICE PENSION EXPENSES	\$35,805.61	\$175,876.36	\$209,352.97	\$197,785.64	47.07%	\$373,662	(\$33,476.61)

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	MTD	YTD	YTD	REMAINING	BUDGET		
65 NON-UNIFORMED EMPLOYEES PENSION FUND							
Revenues							
INTEREST EARNINGS	\$37,415.91	\$87,741.29	\$26,969.85	(\$76,991.29)	816.20%	\$10,750	\$60,771.44
OTHER	\$1,809.35	\$10,057.28	\$10,106.86	\$112,610.72	8.20%	\$122,668	(\$49.58)
TOTAL NON-UNIFORMED PENSI	\$39,225.26	\$97,798.57	\$37,076.71	\$35,619.43	73.30%	\$133,418	\$60,721.86
Expenditures							
ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
OTHER	\$4,068.25	\$20,121.35	\$19,153.34	\$26,890.65	42.80%	\$47,012	\$968.01
TOTAL NON-UNIFORMED PENSI	\$4,068.25	\$20,121.35	\$19,153.34	\$26,890.65	42.80%	\$47,012	\$968.01

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	2026		2025	BUDGET	% OF		
	MTD	YTD	YTD	REMAINING	BUDGET	BUDGET	VARIANCE
95 POLICE DONATION FUND							
Revenues							
OTHER	\$1.16	\$5.65	12.40	(\$5.65)	#DIV/0!	\$0	(\$6.75)
 TOTAL POLICE DONATIONS FUN	 \$1.16	 \$5.65	 \$12.40	 (\$5.65)	 #DIV/0!	 \$0	 (\$6.75)
Expenditures							
POLICE	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
 TOTAL POLICE DONATIONS EXPI	 \$0.00	 \$0.00	 \$0.00	 \$0.00	 #DIV/0!	 \$0	 \$0.00

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	MTD	YTD	YTD	REMAINING	BUDGET		
96 EAC							
Revenues							
OTHER	\$4.10	\$111.34	16.87	(\$35.34)	146.50%	\$76	\$94.47
 TOTAL EAC FUND REVENUES	\$4.10	\$111.34	\$16.87	(\$35.34)	146.50%	\$76	\$94.47
 Expenditures							
OTHER	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00
 TOTAL EAC FUND EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0	\$0.00

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YTD - Year to Date

VARIANCE - The difference between revenue/expenditures from this year compared to the previous year.

BUDGET - The amount budgeted in the respective category.

BUDGET REMAINING - The difference between the year-to-date revenue/expenditures and the amount budgeted in the respective category.

% OF BUDGET - The percentage of the budgeted amount used in the respective category.

**Jenkintown Borough
Long Term Debt
05/31/2026**

Description	Interest Rates Rate	Original Issue	04/30/26 Balance	Additions	Refunds	May-26 Principal	05/31/26 Balance	Year-to-Date Interest
Republic Bank - 2015 GON (Liquid Fuels)	1.61%	\$400,000.00	\$132,916.60			2,004.39	\$130,912.21	\$2,585.06
Republic Bank - 2015 GON Series A	2.10%	2,789,602.51	952,102.51			-	952,102.51	-
Republic Bank - 2016 Cedar Street Pocket Park	3.50%	250,000.00	116,662.01			1,307.30	115,354.71	2,501.85
Republic Bank - 2019 Sewer Construction	4.12%	1,400,000.00	945,000.00			-	945,000.00	-
US Bancorp - 2019 Fire Apparatus	2.61%	300,000.00	130,734.80			-	130,734.80	-
US Bancorp - 2023 Police Cars/Public works Capit	6.147%	196,827.57	43,908.54			-	43,908.54	-
US Bancorp - 2024 Police Car		56,760.80	36,848.14			-	36,848.14	533.87
2025 Tax Anticipation Note		350,000.00	350,000.00			-	350,000.00	4,207.28
US Bancorp - 2025 Police Car/Ford Explorer		64,696.40	52,056.39			-	52,056.39	1,217.99
						-		
Totals			\$2,760,229	\$0	\$0	3,311.69	\$2,756,917	\$11,046



THE BOROUGH OF JENKINTOWN

700 SUMMIT AVENUE
JENKINTOWN, PA 19046
WWW.JENKINTOWNBORO.COM

P: 215.885.0700
F: 215.885.3786

To: Borough Council, Mayor
Fr: George Locke, Borough Manager
Re: Legacy Park – Jenkintown Education Foundation request for waiver of \$1,541.82 actual costs of the conditional use permit

As you are aware, on May 27th of this year, Borough Council voted to reduce the permit fees for Legacy Park (Jenkintown Education Foundation) at JSD. The permit fees were reduced to reflect only actual costs to the Borough.

The breakdown and estimated cost of the permits are below.

- Grading permit actual cost was \$1322.81 and was paid on 6/18/26.
- Building permit will not have a cost until completion of the project. (Utilizing Engineer's, Staff Inspector and admins estimates of time, this cost should fall between \$2,500 and \$4,500 dollars.) **Prior to the fee reduction agreement, the building permit for the estimated 1.5-million-dollar project would have been \$37,579.50.**
- Mural permit actual cost was \$25 and was paid on 7/27/26.
- Conditional use permit required for the wall mural. The conditional use hearing date has been set as August 26th on the Borough Council agenda. The actual costs the Borough has incurred thus far are advertisement \$460.12, legal \$160.00, mailings \$61.70, administration \$560.00 and stenographer \$300.00. Total cost of \$1,541.82.

Prior to the fee reduction agreement, the conditional use permit would have been \$400.00 and a \$1000.00 escrow fee to cover actual costs. In keeping with the actual permit cost intent of Council, neither was charged.

The Jenkintown Education Foundation has now requested a waiver of the \$1,541.82 actual costs of the conditional use permit. This waiver request will be on the August Council agenda.

BOROUGH OF JENKINTOWN
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026-17

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF JENKINTOWN, COUNTY OF MONTGOMERY, COMMONWEALTH OF PENNSYLVANIA, FOR APPRECIATION AND RECOGNITION OF ANNE BRENNAN FOR SIGNIFICANT CONTRIBUTIONS WHILE SERVING ON THE ZONING HEARING BOARD TO THE BOROUGH OF JENKINTOWN.

The Borough Council of the Borough of Jenkintown Montgomery County, Pennsylvania (the "Borough") hereby adopts the following resolution:

WHEREAS, Anne Brennan has dedicated countless hours and considerable contributions above and beyond for the betterment of the residents of Jenkintown Borough; and

WHEREAS, the Council of Jenkintown Borough wishes to extend their utmost appreciation to Anne Brennan for her work and support; and

THEREFORE, BE IT RESOLVED, the Mayor and all members of Jenkintown Borough Council, on behalf of themselves and the citizens of the Borough, desire to publicly acknowledge Anne Brennan for her unwavering commitment to serving Jenkintown Borough and sincerely wish her all the very best in the future.

DULY PRESENTED AND ADOPTED by Jenkintown Borough Council, Borough of Jenkintown, Montgomery County, Pennsylvania, in a public meeting held this 26th day of August 2026.

BOROUGH OF JENKINTOWN

Jay Conners
Borough Council President

ATTEST: _____
George K Locke
Borough Secretary

BOROUGH OF JENKINTOWN
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026- 18

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
JENKINTOWN, MONTGOMERY COUNTY, ESTABLISHING A RIGHT-TO-
KNOW POLICY AND DESIGNATING AN OPEN RECORDS OFFICER AND
DEPUTY OFFICER**

The Borough Council of the Borough of Jenkintown Montgomery County, Pennsylvania (the “Borough”) hereby adopts the following resolution:

WHEREAS, the Borough Council of the Borough of Jenkintown is a local agency subject to the Pennsylvania Right-to-Know Law, Act 2 of 2008, 65 P.S. §§ 67.101 et seq.; and

WHEREAS, the Right-to-Know Law requires local agencies to designate an Open Records Officer to receive, process, and respond to requests for records submitted pursuant to the Right-to-Know Law; and

WHEREAS, Borough Council desires to have a Deputy Officer appointed should the Open Records Officer ever be unavailable to process requests in a timely manner;

WHEREAS, the Borough Council of the Borough of Jenkintown desires to adopt a written Right-to-Know Policy to establish uniform procedures for the receipt, processing, and response to requests for public records in accordance with the Right-to-Know law and application regulations.

NOW THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Jenkintown, hereby establishes the following:

1. **Purpose:** It is the policy of Jenkintown Borough (hereinafter referred to as the “Borough”) to provide public records in accordance with the Right-to-Know Law, 65 P.S. Section 67.101. 2008, Feb.14, P.L.6, No. This policy outlines the proper procedures for requesting records from the Borough. Questions about this policy should be directed to the Borough Open Records Officer, George Locke, by phone or by email.
2. **Open Records Officer:** The Borough Manager shall serve as the Open Records Officer. The Borough Manager/Open Records Officer is George Locke. Meredith Gans is the Deputy Open Records Officer. In the event that the Open Records Officer is unavailable, the Deputy Officer shall have authority to respond.
3. **Requests:** Any request made to the Borough under the Right-to-Know Law, if the requester chooses to retain his or her rights and remedies under the Act, shall be in writing and meet the following procedural requirements:

- a) The request must be in writing. No oral requests will be accepted.
 - b) The request must be on the uniform form adopted by the Pennsylvania Office of Open Records, or under a form developed by the Borough and made available on the Borough website or at Borough Hall. The Borough will not respond to requests that are not submitted on approved forms.
 - c) They shall be directed to the Right-to-Know Officer at Borough Hall.
 - d) Specifically identify the record(s) requested, with sufficient specificity to enable the Borough to ascertain which records are being requested.
 - e) State the date of request, name, address and phone number of the requester.
 - f) State whether the requester is a legal resident of the United States.
 - g) No anonymous requests shall be accepted.
4. Any request that does not meet the requirements listed above shall be considered administratively incomplete, and the Borough shall not be required to respond to administratively incomplete requests.
 5. If a request is received by the Borough after the close of regular business hours, it shall be deemed to have been received on the following regular business day. This shall include facsimile or email requests after regular business hours. The regular business hours of the Borough are Monday through Friday, 8:00 a.m. to 4:00 p.m.
 6. Open records requests may be submitted by email to: rtk@jenkintownboro.com, by mail to 700 Summit Ave, Jenkintown, PA 19046, or in person during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m. except for holidays and official office closings.
 7. **Fees:** The Borough follows the [OOR - Official RTKL Fee Schedule \(pa.gov\)](#).
 8. **Responses:** The Right-to-Know Officer shall review all written requests for access to public records. As soon as possible, but no later than five (5) business days after receiving a written request to access public records, the Right-to-Know Officer shall respond to all requests in a manner consistent with the Law. The Borough recognizes the 30 categories of exceptions under the Pa Right-to Know Law (D, 16).
 9. **Appeals:** If a written request is denied or deemed denied, the requester may file an appeal within fifteen (15) business days of the mailing date of the response, or within fifteen (15) business days of a deemed denial. Appeals should be made to the following:

Office of Open Records
Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120

10. For more information regarding the Right-to-Know law, please visit:
www.openrecords.pa.gov

11. Severability. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.

12. Repealer. All Resolutions setting forth Right-to-Know policies or procedures are hereby repealed and replaced with this Resolution.

13. Effective Date. This Resolution shall be effective immediately upon its legal adoption/ approval by the Borough Council.

DULY PRESENTED AND ADOPTED by Jenkintown Borough Council, Borough of Jenkintown, Montgomery County, Pennsylvania, in a public meeting held this 26th day of August 2026.

BOROUGH OF JENKINTOWN

Jay Conners
Borough Council President

ATTEST: _____
George Locke
Borough Manager/Secretary



519 Swede Street • Norristown, PA 19401
(484) 679-8150

SEAN KILKENNY, ESQUIRE
Direct Dial: 484-679-8153
sean@skilkennylaw.com

August 5, 2026

Via First Class Mail & Email: glocke@jenkintownboro.com
George Locke, Borough Manager
700 Summit Avenue
Jenkintown, PA 19046

Re: Engagement Letter for Legal Services

Dear Mr. Locke,

Please allow this letter to express our interest in providing Right-to-Know legal and administrative assistance for Jenkintown Borough. As requested, and in accordance with the applicable provisions of the Pennsylvania Rules of Professional Conduct, please allow this letter to express our interest in serving as Right-to-Know counsel for calendar year 2026 based on the following rates for legal services to be rendered to the Borough.

In addition to the legal services already provided to the Borough, the Firm will provide support services in connection with the administration of requests submitted under Pennsylvania's Right-to-Know Law ("RTKL") for a flat monthly fee of **Five Hundred Dollars (\$500.00)**. These administrative services include processing and tracking RTKL requests; preparing and sending acknowledgment and extension letters; maintaining and monitoring all applicable statutory deadlines; coordinating with the Borough's staff to identify, collect, and preserve potentially responsive records for review; and monitoring and processing appeals. The monthly flat fee is limited to these administrative services. Any services performed by an attorney, including but not limited to legal research, legal analysis, review of records for the applicability of exemptions or privileges, attorney review of requests, records, or responses, legal advice, drafting or revising substantive legal responses, participation in conferences or meetings requiring legal counsel, or representation in administrative appeals or litigation, shall be billed separately at the Firm's then-current hourly rates in accordance with this Engagement Letter.

Patrick M. Hitchens, Esquire and Kailie J. Melchior, Esquire will be the attorneys primarily assigned to handle any and all work as requested by Jenkintown Borough.

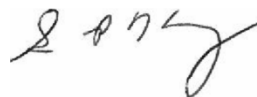
After (1) one calendar year, the Borough will review these rates and may consider applicable adjustments in compensation based on inflation or merit as it may see fit.

We will not be tracking administrative time or providing a detailed invoice of such time. However, we will continue to provide detailed invoices that show any attorney time spent on RTK requests. Our normal practice is to bill clients on a monthly basis. All invoices from our firm will contain the \$500 administrative fee and include any attorney time also invoiced for RTK. Our bills also contain amounts designated as costs. These expenses include filing fees, process server fees, transcripts, postage charges, computer research charges, overnight delivery charges, large copy and/or fax jobs, and similar expenses. We generally advance minor expenses but typically ask clients to advance larger disbursements such as court reporter fees for depositions, travel expenses and the like.

Our firm is committed to providing legal services promptly and efficiently and in accordance with the highest legal and ethical standards. On behalf of the firm, I wish to thank the Borough for offering us this opportunity to be of service.

If the Borough consents to our representation under the terms outlined in this letter, we would request that you and the appropriate elected Township official countersign this letter and return it to us.

Very truly yours,



SEAN KILKENNY, ESQUIRE

AGREED AND ACCEPTED:

George Locke, Borough Manager

Date