

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

**MINUTES OF THE COMMITTEE WORKSHOP MEETING
JULY 15, 2026, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Christian Soltysiak	Council Vice President
Deborra Sines Pancoe	Councilor
Steve Spindler	Councilor
Joanne Bruno	Councilor (via teleconference)
Maxine Marlowe	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Anne MacHaffie	Councilor
Joshua Curtin	Councilor (from 7:06 p.m.)

REGRETS:

Gordon Lewis	Councilor
Alex Bartlett	Councilor

GUESTS:

George Locke	Borough Manager
Thomas Scott	Chief of Police
Chief Kenneth Lynch	Borough Fire Chief
Kenneth Riggins	Public Works Foreman (until 8:13 p.m.)
Mark Bickerton	Borough Engineer, Pennoni Associates
Adam Fox	Borough Intern
Tiffany Fisher	Recording Secretary, Minutes Solutions Inc. (via teleconference)

1. CALL TO ORDER

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 7:00 p.m.

2. PUBLIC COMMENT

Maureen Lucak made a comment regarding an event titled "Growing Greener Together" hosted by State Representative Napoleon Nelson on August 27, 2026, from 7:00 p.m. until 8:30 p.m. at 8900 Hawthorne Lane Wyndmoor, the Free Library of Springfield Township. Citizens were asked to fill out a survey via the Jenkintown Borough website and outline what environmental issues are most important to them. The feedback will help guide discussions with the Environmental Advisory Committees from Cheltenham Township, Jenkintown Borough, and Springfield Township before the town hall meeting to be held in August, 2026.

MaryJane Reilly, West Avenue noted a recent change to the zoning map that was provided in June, 2026, and cited confusion regarding commercial and residential inconsistencies, adding that the updated map on the Jenkintown Borough website lists a year of 2010. It was noted that the 2010 map cited Borough Hall's location as the corner of Greenwood and Leedom and that the location is not accurate. They asked for clarification regarding whether citizens are

permitted to install telephone pole signage or if this is restricted to the Borough or prohibited entirely.

There were no public comments by email.

3. PRESENTATION

3.1 Website and Social Media Upgrades

ACTION – Adam Fox will email surrounding municipalities who are using Apptegy to inquire about their customer service experiences with the company.

Adam Fox presented plans to upgrade the Borough website and social media, highlighting the necessity to meet incoming ADA compliance standards that were originally due by April, 2027, as a primary driver for the initiative. The deadline for compliance was recently updated to April, 2028. The Borough's goal is to include the upgrades in the 2027 budget and implement the changes during the 2027 calendar year.

The Jenkintown Borough website currently uses an original 2012 WordPress version that is becoming outdated. The proposal is to redesign the website to fully function in mobile and desktop browsers. CivicPlus provided a proposal at \$2,556.75 for setup and \$11,572 annually with a 5% annual increase. Apptegy provided a proposal at \$4,500 for setup and annual cost of \$6,900 with an expectation of a 5% annual increase. A meeting with Apptegy will be held July 16, 2026, to confirm technical aspects and pricing, including any anticipated annual increases, and a recommendation for a proposal will follow. The Borough is currently paying an annual website fee of \$9,400, and the webmaster receives \$2,400 annually. The current webmaster's duties will decrease over time, but the proposal includes keeping the webmaster role to support the transition for the next two years.

Council asked that municipalities using Apptegy be surveyed for their experience with customer service from a layman user perspective. Apptegy customer service is maintained through an app. Jenkintown Borough will receive a customized app that will handle notifications and messaging. It is powered by Apptegy, but the notifications and messaging will be available from the Borough website. The goal would be for users to download the app and use the app for long-term use as more information will be available in a customized format.

Council highlighted concerns regarding changes to email notifications and the potential for processes to become more complex, making information difficult to access.

4. REPORTS

4.1 Jenkintown Fire Department

Chief Kenneth Lynch stated that the report has been submitted.

4.2 Police Department

Chief Thomas Scott noted that most of the reports have been submitted to Council, and the overall monthly report will be available at the July 22, 2026, Council meeting.

The Jenkintown Police Department and Jenkintown Fire Department were able to attend the Fourth of July parade, while other municipalities had to cancel due to the heat. The Jenkintown Police Department has transitioned to a new weapon system, and the trade-in for the value of the previous weapons is upcoming. Chief Thomas Scott attended training held by the county on July 15, 2026, and by the Pennsylvania Emergency Management Agency for mitigation

activities fundamental to reducing and eliminating long-term risk from hazards. The training outlined a software purchased called Juvare Crisis Track. The rest of the Borough staff will be educated on the software to align responsibilities and user comprehension.

4.3 Public Works Department

The 2026 paving project bids will go before Council on July 15, 2026. The concrete project has 37 homes under contract to comply with regulations, and 33 have been completed out of a total of 42 homes. The department has been working consistently to clean and repair inlets due to debris after the storms. The Borough does not collect bamboo, and many dumping centers will not take it due to its invasive nature. Citizens were urged to contact any dump location before traveling to confirm that they will take bamboo for disposal and if a charge is associated with it.

4.4 Engineer Report

The ARLE project has progressed through July, 2026, and a submission to PennDOT is incoming including changes to the York Road retiming. The final close-out for the Green Light-Go project phase one at Walnut Street and Runnymede Avenue is being overseen. The Montco 2040 project will be ready for bidding within the August, 2026, timeframe. The discussions regarding Township Line, West Avenue, and Summit Avenue are ongoing, and the Borough Engineer will schedule an inspection of the controllers, review the timings, and PennDOT will be contacted regarding collaboration to address concerns.

Council requested that the engineer report include dates related to each item, as some are years old, and tracking issues can become confusing without a date to reference. Mark Bickerton noted that some items stay on the report longer than necessary, but work may continue months later, and it can be useful for the item to be listed in the report. He noted that he will raise the dating concerns to the office to investigate implementing clarity moving forward. He personally contributes to the report and stated that he can address the concern with his team.

5. PUBLIC WORKS – NEW BUSINESS/ITEMS FOR DISCUSSION

Councilor Sines-Pancoe presented Public Works' new business items.

5.1 2026 Borough Paving Project – Intent to Award Contract

On a motion made by Deborra Sines-Pancoe, seconded by David Ballard, it was resolved to move to full Council with the intent to award the 2026 Borough paving project to the lowest, most responsive, and most responsible bidder as recommended by the Borough Engineer. Motion unanimously carried.

The lowest bidder is currently GoreCon, Inc. at a total base bid amount of \$89,479.09.

5.2 Inspection of Drainage Areas of Concern – Healy Street Retaining Wall Failure.

The engineer is researching to confirm ownership of the retaining wall.

5.3 Borough Hall Roof Leak

Manager Locke has requested an update from the solicitor, and they plan to have an update for Council during the July 22, 2026, Council meeting.

6. PUBLIC WORKS – ONGOING BUSINESS

Councilor Sines-Pancoe presented Public Works' ongoing business items.

6.1 Eagle Scout Projects

An additional Eagle Scout project is located at the front of the library near a stream where the approximately five-foot walkway bridge was repaired due to instability.

7. PUBLIC SAFETY – NEW BUSINESS/ITEMS FOR DISCUSSION

Council Vice President Soltysiak presented Public Safety's new business items.

7.1 Library Parking Lot Lease – Memorandum of Understanding (MOU)

On a motion made by Christian Soltysiak, seconded by Alexandria Khalil, it was resolved to move to Borough Council on July 22, 2026, for consideration to approve the proposed library parking lot MOU with the library. Motion unanimously carried.

The library was provided with the updated MOU proposals, but the Borough has not received a response as of July 15, 2026.

8. PUBLIC SAFETY – ONGOING BUSINESS

Council Vice President Soltysiak presented Public Safety's ongoing business items.

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

Councilor Ballard presented administration and finance new business items.

9.1 Real Estate Settlement Stipulation

On a motion made by David Ballard, seconded by Christian Soltysiak, it was resolved to move to full Council approval of Settlement Stipulation 20-25-27636 for 821 Homestead Road. Motion unanimously carried.

An agreement was made between the school district and the county to lower the tax at 821 Homestead Road. The Borough will owe a refund of \$663 for 2025 and \$2,322 in 2026, as those amounts were already paid out to the Borough.

9.2 ALTEK – Conversion of Paper Documents to Electronic Files

Original paper plans for commercial buildings must be kept for the life of the building.

9.3 Recognition of Louisa Garrido – Shade Tree Commission

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council for Resolution 2026-16 for the recognition of service for Louisa Garrido. Motion unanimously carried.

9.4 Hiway Theater – Anchor Grant Agreement

On a motion made by David Ballard, seconded by Maxine Marlowe, it was resolved to move to full Council on July 22, 2026, for approval to modify the loan agreement with Hiway Theater. Motion carried. Ten in favor and one abstention.

Chris Collier, Executive Director of Renew Theaters, presented context regarding the administration agreement with Hiway Theater and the DCED grant that was allocated as part of the Anchor Building Grant Program for \$247,000. The current terms of the grant are a 10-year repayment plan, amounting to approximately \$24,000 a year, coming due in September, 2026, after a prior repayment deferral. The amount due would be detrimental to the present financial health of Hiway theater and put the theater's existence at risk. The packet provided to Council presented the Hiway Theater budget in 2026 and shows a net proceed of \$1,000. The proposal is to make repayments within the current budget, at \$250 per month, with a plan to revisit it on a periodic basis with the Borough.

Most of the Council agreed that the Hiway Theater is essential to the community and that actions should not be taken to jeopardize the wellbeing and operation of the theater.

Councilor Khalil stated objection to deferring the loan repayments and asked if a property lien can be put in place, if necessary, to protect the interests of the Borough.

9.5 Holiday Parking Schedule – Discussion

A proposal was presented to review the Borough's holiday parking, which takes place from Thanksgiving until the New Year. Some municipalities are keeping paid parking on streets and offering free parking in municipal lots only. It was noted that if the entire two months of street parking is made free during the holiday, the turnover of parking spaces can be lost to cars that park for the entire month. The intent is to have parking enforcement operate on Friday and Saturday to maintain control and to implement no-overnight-parking restrictions.

Chief Thomas Scott noted that, as part of the Chapter 85 emergency declarations, it could nullify any of the exemptions if vehicles must be moved for emergency clearing services or scenarios. He will ask that parking enforcement officers speak to any business impacted by a holiday parking schedule to receive feedback before the discussion continues.

9.6 Right-to-Know Requests

The Borough is receiving daily right-to-know requests.

10. ADMINISTRATION AND FINANCE – ONGOING BUSINESS

Councilor Ballard presented administration and finance ongoing business items.

10.1 Firsttrust Bank – Borough Banking

The migration of funds is to begin on July 20, 2026.

10.2 DEP 2023 Grants – Recycling Performance Grant

Within four to six weeks, the Borough will receive a payment of \$20,356 for the 2023 grant.

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

Council President Connors provided the building zoning and revitalization new business items.

11.1 Ordinance 2026-3 Revision of Zoning Map Notification

The "Proposed Rezoning of Town Center District" is accessible on the Jenkintown Borough website with four PDF attachments. The proposed zoning map currently indicates 2010, as the requested changes to the 2010 map are in a proposal status, but upon approval and

implementation, the map will be updated to indicate 2026. The proposed zoning map incorrectly indicates that Borough Hall is next to Immaculate Conception School, and the verbiage on the map should not be there. Manager Locke confirmed that the county can remove the words incorrectly indicating Borough Hall's location.

12. OTHER BUSINESS

12.1 Public Safety

Council shared concerns submitted from a citizen regarding the broad intersection located at Highland Avenue and Wyncote Road and the need for stop signs due to new traffic concerns.

12.2 Mural Ordinance

An email about a survey regarding installing a mural on the school playground was sent to Council, and it was stated that the Borough has a mural ordinance regarding no residential murals. The proposing party was advised to follow the Borough code regarding murals, and a Council member suggested that the Borough waive the residential restriction based on the school being a public location.

13. ADJOURNMENT

The meeting was closed at 8:48 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Director

Director

Date

Date