

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

**MINUTES OF THE BOROUGH OF JENKINTOWN COUNCIL MEETING
JULY 22, 2026, 7:00 P.M.**

MEMBERS:

Jay Conners	Council President
Deborra Sines-Pancoe	Councilor
Maxine Marlowe	Councilor
Joanne Bruno	Councilor
Steve Spindler	Councilor (from 7:04 p.m.)
Anne MacHaffie	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Alex Bartlett	Councilor

REGRETS:

Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor
Joshua Curtin	Councilor

GUESTS:

George Locke	Borough Manager
Mark Bickerton	Borough Engineer, Pennoni Associates
Patrick Hitchens	Borough Solicitor
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 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance.

3. APPROVAL OF MINUTES

On a motion made by David Ballard, seconded by Anne MacHaffie, it was resolved to approve the minutes of the Borough of Jenkintown Committee workshop meeting held on June 17, 2026, and the Borough of Jenkintown Council meeting held on June 24, 2026, as presented. Motion unanimously carried.

4. APPROVAL OF PAYROLLS

On a motion made by David Ballard, seconded by Alex Bartlett, it was resolved to approve payrolls in the amount of \$198,159.72 and invoices in the amount of \$545,240. Motion unanimously carried.

5. PUBLIC COMMENT

Mary Jane Reilly asked how the Borough will use the library parking lot and shared personal opinions regarding the Hiway Theater grant repayment.

Maureen Lucak asked about right-to-know request administrative legal costs.

Patrick Hitchens stated that it is not in the packet but the general subject matter is included on the legal bill. Council could create specific separate bills for only right-to-know administration work instead of putting the details under the general category.

Manager Locke stated that the Borough could track the managers' time and administrative time for who is working on what but noted that determining every administrators' time regarding right-to-know requests could deter residents from filings, as per federal judge guidance. The IT company is paid monthly instead of hourly; in those cases, it would be difficult to determine exactly how many hours are spent toward each right-to-know request. He stated that it is not feasible to track every exact dollar related to right-to-know expenses.

6. REPORTS

6.1 Engineer's Report

The engineer's report has been filed. The new signal controller has been installed at Walnut Street and Runnymede Avenue. A meeting is scheduled with PennDOT to review findings at Township Line, Greenwood Avenue, Summit Avenue, and West Avenue.

6.2 Solicitor's Report

The solicitor's office continues to provide legal services on an as-needed and as-requested basis. A formal amended engagement letter for the Borough to approve has not yet been created for the legal and administrative proposal regarding right-to-know requests.

6.3 Manager's Report

Foreman Riggins provided the Public Works report the week of July 13, 2026, and a new public works employee will start work July 27, 2026.

The manager's report was submitted July 22, 2026. Manager Locke recognized Adam Fox for his internship work and many contributions to Jenkintown Borough's website, social media, and more. The internship will end on July 30, 2026.

The PECO light up the square grant was awarded to the Borough for \$900. The 2023 recycling performance grant (Section 904) was received at a total of \$20,356.66. The Borough has received PennDOT's winter service agreement for \$3231.38 for the work required to be completed by the Borough on state roads. The LSA grant was awarded at \$800,000 for rehabilitation of Borough Hall, including accessibility upgrades. The Borough applied for \$120,750 from the Community Development Block Grant to use toward accessibility upgrades so that it would not be taken from the LSA grant total. The Borough has been recommended to be approved, and on August 15, 2026, it will go to the county for their annual action plan. In September or October, 2026, the final decision will be made. A meeting will be held July 23, 2026, at 2:30 p.m. with the Borough engineer to review recommendations. Suzanne Ryan from PECO will be retiring in November, 2026. The website proposal from Apptegy was accepted, and the migration of the current website and conversion to ADA accessibility will begin September, 2026. The new website is planned to go live in January, 2027. A meeting will be held with the Jenkintown Borough Environmental Advisory Committee (EAC) members

and the Cheltenham Township EAC members on July 23, 2026, to discuss EV station funding and installation. A meeting will be held August 19, 2026, at Aqua headquarters for the quarterly coordination meeting.

7. ORDER OF BUSINESS

7.1 Recognition of Louisa Garrido, Outgoing Chairperson of Shade Tree Commission

On a motion made by Jay Conners, seconded by Alex Bartlett, it was resolved to move to approve Resolution 2026-16, the recognition of service for Louisa Garrido. Motion unanimously carried.

Positions are open on the Shade Tree Commission for resident volunteers who are interested.

7.2 Library Parking Lot Memorandum of Understanding (MOU)

On a motion made by Jay Conners, seconded by Deborra Sines-Pancoe, it was resolved to move to approve the library parking lot MOU as presented, subject to solicitor review. Motion unanimously carried.

The library parking lot is used for special events, such as the arts fest. Without the MOU, the insurance will not cover the public that the Borough encourages to park there. It could not be included in the parking inventory because the MOU did not exist at the time of completion. The library wants the Borough to have an MOU if they plan to park any equipment in their parking lot.

7.3 2026 Borough Paving Project – Intent to Award Contract to GoreCon Inc.

On a motion made by Deborra Sines-Pancoe, seconded by Anne MacHaffie, it was resolved to move to award the 2026 Borough paving project to the lowest bidder, GoreCon Inc., in the amount of \$89,479.09 as recommended by the Borough Engineer. Motion unanimously carried.

7.4 Real Estate Tax Settlement Stipulation

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to move to approve the Tax Settlement Stipulation 20-25-27636 for 821 Homestead Road. Motion unanimously carried.

7.5 Right-to-Know Requests – Legal and Administrative Assistance

On a motion made by Jay Conners, seconded by an unidentified Councilor, it was resolved to move to table the issue of legal and administrative assistance for right-to-know requests for the Borough of Jenkintown. Motion unanimously carried.

7.6 Hiway Theater Anchor Grant Repayment Proposal

On a motion made by David Ballard, seconded by Anne MacHaffie, it was resolved to move to approve the repayment schedule of the Anchor Building Grant as proposed by the Hiway Theater. Motion unanimously carried.

The Anchor Building Grant is considered a loan and is listed as an existing second mortgage that the Borough signed off on once the Hiway Theater refinanced with a new finance company. Entering into an agreement regarding how that second mortgage will be repaid should not be considered any satisfaction of that mortgage. The mortgage would not be

considered satisfied, by the solicitors knowledge, by any outside third-party, such as a bank, unless it was marked as satisfied with the recorder of deeds office. The interest of the Borough would be protected. If the Borough were to forgive the loan, Hiway Theater would then ask the Borough to mark the second mortgage as satisfied, in which case no mechanism to continue receiving payment would be in place if they stopped paying. With the second mortgage, the property acts as collateral to ensure that the Borough is repaid at some point. When repayment is received, it does not return to the Borough as tax dollars, but rather returns to the Anchor Building Grant fund to preserve anchor buildings in the Borough. The solicitor noted from his experience that, if a non-profit seeks to liquidate their assets, they will need to obtain orphans' court approval involving the attorney general's office and their charitable trust division. A letter from Fulton Bank referenced subordinate debt as a subordinate lender, and that it was recorded in the Montgomery recorder of deeds office dated September 11, 2006, in Mortgage Book 11901 Page 168.

8. **NEW BUSINESS**

The Zoning Hearing Board meeting that was to be held July 23, 2026, has been postponed with no new date set yet.

9. **ADJOURNMENT**

The meeting was closed at 7:31 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