BOROUGH OF JENKINTOWN
700 SUMMIT AVENUE
JENKINTOWN, PENNSYLVANIA

MINUTES OF THE BOROUGH OF JENKINTOWN BUDGET MEETING
OCTOBER 15, 2026, 6:00 P.M.

MEMBERS:

Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor
Steve Spindler	Councilor
Joanne Bruno	Councilor
Maxine Marlowe	Councilor
Anne MacHaffie	Councilor (until 8:32 p.m.)
David Ballard	Councilor
Alexandria Khalil	Councilor

GUESTS:

Thompson	(via teleconference)
Nina Meister	Jenkintown Library (from 6:48 p.m., via teleconference)
Marcus Lambert	Borough Director of Finance, Jenkintown Borough
George Locke	Borough Manager, Jenkintown Borough
Carmen Albanese	Recording Secretary, Minutes Solutions Inc. (via teleconference)

ABSENT:

Jay Conners	Council President
Deborra Sines-Pancoe	Councilor
Joshua Curtin	Councilor
Alex Bartlett	Councilor
Gabriel Lerman	Mayor
Thomas Scott	Chief of Police
Kenneth 'Jim' Riggins	PW Foreman

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 6:07 p.m.

2. OPENING STATEMENT

The Council has been working to prepare the draft 2027/2028 budget. The Borough has begun modernizing its hardware and software to bring its operations up to current standards. While these changes are expected to result in increased costs in the short term, they should improve operational efficiency for Borough staff and enhance services to residents in the long term.

3. DRAFT GENERAL FUND 01 BUDGET

3.1 Revenues

3.1.1 Real Property Taxes

The Real Estate Delinquent tax revenue is projected to be above budget because of a one-time payment of $100,000 from a resident for outstanding taxes.
David Ballard reported that assessed property values generally do not increase year-over-year due to the county's assessment process. As a result, property tax revenue does not automatically increase with inflation, while Borough expenses continue to rise. Therefore, modest tax increases are generally necessary to keep pace with inflation and cover increased operating costs.

3.1.2 Act 511 Taxes

It was reported that Mercantile and Business Privilege Tax revenue is expected to decline in 2027 because of back tax payments made for previous years.

3.1.3 Fines & Forfeits

The budgeted amount for Vehicle Code DJ revenue was reduced to $9,000 for 2027, as collections in 2026 are lower than anticipated.

Parking fine revenue was unusually high in 2025. For 2026, year-end revenue is projected to exceed the budget; however, improved ParkMobile usability and clearer parking signage are expected to improve compliance and reduce parking infractions. Accordingly, the 2027 budgeted revenue was reduced.

3.1.4 Intergovernmental Revenues

It was reported that Police Grants had been moved to Capital Projects.

The 2027 budget reflects the regular contractual payment from the Pennsylvania Department of Transportation (PennDOT). Any services provided outside the scope of the contract are charged separately.

The Foreign Fire Insurance Tax is collected by the Borough and passed on in full to the Fire Relief Board, which represents Pioneer and Independent.

3.1.5 Public Safety

It was reported that the Public Safety Reports/Copies is likely being miscategorized to Other Receipts and will be fixed to the correct line item.

3.1.6 Highway & Streets

The 2027 parking meter venue is budgeted at $110,000, down from 2026 projection of $123,000, likely as a result from changes to after-hours payments and discounted holiday parking hours.

3.1.7 Escrows

It was reported that Starbucks is expected to come in 2027, and $40,000 has been budgeted for reimbursement.

Management reported that there is a delay of several months between when the Borough pays for a service and when the developer reimburses them. This arrangement also requires additional administrative time to follow up on invoices and outstanding reimbursements. The Council was asked to consider changing this arrangement for future land development projects

by having contractors and developers work directly with each other, rather than using the Borough as an intermediary.

3.1.8 Interfund Operating Transfers

Interfund Operating Transfers reflect the transfer of funds to the General Fund to cover administrative fees for the relevant services.

The Solid Waste Fund was underfunded in previous years, resulting in administrative fees not being fully covered. The Council chose not to increase resident rates to cover these fees, so they were temporarily underfunded. Following improved collections and system updates in 2026, the fund is now adequately funded, and the administrative fees have increased to the full amount of $25,000 in the 2027 budget.

The waste collection contract is due for renewal in 2027 and will be publicly bid. The cost of the new contract is not yet known; however, the reserve fund is expected to cover any additional costs in 2027.

The Solid Waste Fund also covers leaf pickup and disposal at Abington Township. Leaf disposal costs have increased substantially, with the budgeted amount expected to rise from $50,000 in 2026 to $100,000 in 2027. In response to this significant increase, alternative disposal options are being explored.

3.1.9 Other Financing Sources

It was noted that a $350,000 tax revenue anticipation note (TRAN) was included in the budget as a potential cashflow measure to cover expenses during January through March, 2027, before tax revenues are received in April, 2027. If the TRAN is required, the Borough would be required to pay it back plus approximately $10,000 in interest.

3.2 Expenditures

3.2.1 Legislative Body

A 3% salary increase was budgeted for 2027. Additionally, the Salary Staff budget is expected to decrease by approximately $40,000 compared with 2026, partly because a position previously filled through Robert Half was brought in-house.

There is $5,120 budgeted for an intern in 2027, itemized under Salary PT Staff.

The Accounting and Auditing Services line item is budgeted at $45,000 in 2027, a $10,000 reduction from 2026, as internal staff are expected to take over responsibility for completing the monthly financial closeouts.

3.2.2 Information Technology

There are plans to move the information technology (IT) environment to the cloud in 2027, reducing monthly maintenance and support costs and avoiding an anticipated server replacement costing approximately $20,000 to $30,000.

The 2027 budget includes replacement of four police department computers, and one administrative laptop.

The Software line item includes an annual fee of $19,000 for Edmunds GovTech, $1,300 per month for AMS, approximately $5,500 for Microsoft licensing, $1,100 for the firewall, and $3,800 for DocuWare, plus an additional $1,100 for storage.

It was noted that 2027 will be the final year the Borough pays for AMS. The Borough is currently paying for both AMS and Edmunds GovTech while its systems are being migrated to Edmunds GovTech.

3.2.3 Building & Plants

The 2027 building and plants Contract Service was quoted at $6,000, compared to $1,400 in 2026. Requests for quotes have been sent to other providers, and responses are pending. The 2027 budget includes $6,000 in case a more cost-effective contract cannot be secured.

3.2.4 Police

It was reported that the current police budget includes six officers, one sergeant, and one chief. The chief may propose to Council the addition of a second sergeant. If approved, the total police force would remain the same size, but the number of officers would decrease to five, and sergeant-related expenses would double. The 2027 budget includes $3,500 for civil service testing in case the second sergeant position proceeds.

The overtime expenses have been subdivided to improve tracking, reporting, and management going forward.

The police radios must be replaced because Motorola has discounted support for the existing equipment and approximately $75,000 is budgeted for the replacements, with payment spread over five years through a county-arranged, interest free financing agreement.

It was noted that the overall police budget is projected to decrease by $200,000 between 2025, and 2027.

3.2.5 Planning and Zoning

It was reported that George Locke is currently performing the duties of zoning officer and building code official. The Council was asked to consider adding a budget line item to cover these expenses in the event that someone else is required to perform these duties.

The Borough received outstanding equipment maintenance and repair invoices for two prior years that had not been paid before 2025. The invoices were verified and paid, resulting in the 2026 Equipment Maintenance/Repair line item being over budget.

Three trees are being replaced on York Road.

3.2.6 Reserve

A contingency of $490,290 has been budgeted in 2027 for a potential payment related to a pending lawsuit. The outcome of the lawsuit remains pending.

4. DRAFT FUND 05 BUDGET

ACTION – Management will send Nina Meister from the Jenkintown Library the 05 Fund budget.

The Council reviewed the draft Fund 05 budget.

5. DRAFT FUND 02 BUDGET

The budgeted amount for Street Lighting Electrical increased to $46,000.

6. DRAFT FUND 60 BUDGET

The Council reviewed the draft Fund 03 budget.

7. DRAFT FUND 65 BUDGET

The pension fund was reported to be funded at 101%. As the fund is invested in the stock market, the budgeted amount is an estimate rather than a fixed amount. However, the associated fees are known and reflect actual amounts.

8. ADJOURNMENT

The meeting was closed at 8:42 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