BOROUGH OF JENKINTOWN
700 SUMMIT AVENUE
JENKINTOWN, PENNSYLVANIA

MINUTES OF THE COMMITTEE WORKSHOP MEETING
SEPTEMBER 16, 2026, 7:00 P.M.

MEMBERS:

Christian Soltysiak	Council Vice President
Gordon Lewis	Councilor
Deborra Sines-Pancoe	Councilor
Steve Spindler	Councilor
Maxine Marlowe	Councilor
David Ballard	Councilor
Alexandria Khalil	Councilor
Joshua Curtin	Councilor

GUESTS:

George Locke	Borough Manager, Jenkintown Borough
Thomas Scott	Police Chief, Jenkintown Police Department
Kenneth Lynch	Fire Chief, Independent Fire Company
Kenneth Riggins	Public Works Foreman, Jenkintown Borough (until 7:55 p.m.)
Mark Bickerton	Borough Traffic Engineer, Pennoni Associates
Eric Horowitz	Member, Planning Commission
Jom Thomas	Recording Secretary, Minutes Solutions (via teleconference)

REGRETS:

Jay Conners	Council President
Joanne Bruno	Councilor
Anne MacHaffie	Councilor
Alex Bartlett	Councilor

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 7:04 p.m.

2. PUBLIC COMMENT

One public comment was made.

3. REPORTS

3.1 Jenkintown Fire Department

Kenneth Lynch presented the report.

3.2 Police Department

Thomas Scott provided a brief update on ongoing departmental operations, routine training, and general community safety matters.

3.3 Public Works Department

Kenneth Riggins reported that the department continues routine seasonal operations, including landscaping, inlet maintenance, and preparation for upcoming fall work. The department is also preparing for scheduled pavement work on Cedar and Harper in the coming weeks.

3.4 Engineer Report

Mark Bickerton presented the engineering report and provided a brief update on ongoing transportation and infrastructure projects, including signal timing work, grant-related preparations, and progress on the parking study.

4. PUBLIC WORKS

Deborra Sines-Pancoe presented Public Works' business items.

5. PUBLIC SAFETY

Christian Soltysiak presented Public Safety's business items. It was noted that recent walkway installations do not meet accessibility standards and will require correction, and coordination is underway between the Borough engineer, the school district's engineer, and the contractor to address elevation, compliance, and inspection needs.

The Committee expressed concern about communication gaps between the school district, volunteers, and contractors, noting that several components were installed or removed without Borough inspection and that clearer oversight responsibilities are needed to avoid future liability. The Committee raised questions about playground accessibility and construction methods, highlighting the importance of ensuring compliance. The Committee agreed that further discussion with the school district's project manager is necessary to clarify roles, expectations, and legal responsibilities moving forward.

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

6.1 Real Estate Tax Settlement Stipulation

On a motion made by David Ballard, seconded by Christian Soltysiak, it was resolved to move to full Council approval of the tax settlement stipulation for 410 York Road (Docket No. 2024-23338), 412 York Road (Docket No. 2024-23328), and 428 York Road (Docket No. 2024-23321). Motion carried.

6.2 Resolution 2026-19: 'Ready 100' Clean and Renewable Energy

On a motion made by David Ballard, seconded by Gordon Lewis, it was resolved to move to full Council approval of Resolution 2026-19, supporting clean energy and 100% renewable energy initiatives. Motion carried.

6.3 Resolution 2026-20: Montgomery County Consortium of Communities – Road Salt Contract

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council approval of Resolution 2026-20, authorizing participation in the Montgomery County Consortium of Communities 2026/2027 road salt contract. Motion carried.

6.4 Resolution 2026-21: Emergency Procurement Declaration for Borough Hall Roof Replacement

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to approve Resolution 2026-21, ratifying an emergency procurement declaration and authorizing immediate expenditure of funds for the Borough Hall roof replacement. Motion carried.

6.5 Resolution 2026-22: Authorization to Establish Commercial Credit Card Account with Firstrust Bank

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council approval of Resolution 2026-22, authorizing establishment of a commercial credit card account with Firstrust Bank. Motion carried.

6.6 2027 Budget Meeting Schedule – Permission to Advertise

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council approval to advertise the 2027 budget public meeting schedule. Motion carried.

6.7 ALTEK – Conversion of Paper Documents to Electronic Files

On a motion made by David Ballard, seconded by Deborra Sines-Pancoe, it was resolved to move to full Council approval of the destruction of paper records that have been converted into electronic files through ALTEK. Motion carried.

6.8 PA Small Water Grant – Permission to Advertise for Public Bid

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council approval to advertise the Pennsylvania Small Water grant project, with a total award of $97,194 and a required 15% match of $14,579. Motion carried.

6.9 Holiday Parking Schedule/Business Support Initiative

On a motion made by David Ballard, seconded by Alexandria Khalil, it was resolved to move to full Council approval of the revised holiday season parking schedule, providing free parking Friday through Sunday from November 27, 2026 through January 4, 2027. Motion carried.

7. ADMINISTRATION AND FINANCE – ONGOING BUSINESS

7.1 Borough Website – Apptegy's Complete Platform Overhaul Ongoing

Staff reported continued progress on the Borough website overhaul, including accessibility upgrades, content migration, and development of the Borough's mobile apps. The vendor is

moving faster than anticipated, and staff will begin preparing public information ahead of rollout.

7.2 Local Share Account (LSA) 2025 Grant

Employee and steering committee survey results have been compiled and shared to help prioritize project needs, and coordination continues with the Department of Community and Economic Development, the Montgomery County Community Development Block Grant Program, and design professionals.

7.3 Resolution Forthcoming in October, 2026, Local Share Account Grant – Rehabilitation of Borough Hall

Staff reported that the forthcoming October, 2026, resolution will request additional LSA funding for Borough Hall. The recent building survey identified further needs, primarily in the Police Department area, including space reconfiguration, HVAC upgrades, and general safety and health concerns. Approximately $500,000 in supplemental funding will be sought to address these issues.

8. BUILDING ZONING AND REVITALIZATION

Christian Soltysiak presented Building Zoning and Revitalization's business items.

8.1 Jenkintown Education Foundation Request for Waiver of Actual Cost of Conditional Use Hearing and Permitting

On a motion made by Christian Soltysiak, seconded by Joshua Curtin, it was resolved to move to full Council consideration of the Jenkintown Education Foundation's request for a waiver of the actual costs associated with the conditional use hearing and permitting. Motion carried.

9. ADJOURNMENT

The meeting was closed at 8:25 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