



## JENKINTOWN BOROUGH COUNCIL

### PUBLIC MEETING

March 24, 2014

7:30 P.M.

700 Summit Avenue, Jenkintown Pennsylvania

### Meeting Minutes

1. **Call to Order:** President Pancoe called the meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:** Chief DiValentino led those present in the Pledge of Allegiance.
3. **Roll Call**
  - **Council members present:** President Pancoe, Councilor Conners, Councilor Danilak, Councilor C. Durkin, Councilor L. Durkin, Councilor Farrell, Councilor Golden, Councilor Marlowe, Councilor Mixon, and Councilor Soltysiak.
  - **Council members absent:** Vice-President Bunker and Councilor Boutcher.
  - **Others present:** Manager Locke, Assistant Manager Bashore, Chief DiValentino, Solicitor Kilkenny, and Engineer Hughes.
  - **Others absent:** Mayor Foley and Public Works Director Frank.
4. **Approval of Minutes: February 24, 2014:** Councilor C. Durkin made a motion to approve the minutes from the February 24, 2014 meeting of Borough Council. Councilor Marlowe seconded the motion. Councilor Golden noted that the motion for approval of the January minutes noted an amendment to the minutes and that should be included. There was no further discussion and the motion approving the minutes passed unanimously.
5. **Approval of Payrolls dated March 6 and March 20 in the amount of \$126,317.29 and Invoices totaling \$377,116.42:** On motion of Councilor Marlowe, seconded by Councilor Conners, the motion approving payrolls and invoices passed unanimously.
6. **Public Comment:** There was no public comment at this time.
7. **Presentation**
  - a. **Recognition Awards - Jenkintown Building Services**
    1. **Resolution #2014 - 10: Recognition of Jenkintown Building Services:** On motion of President Pancoe, seconded by Councilor Danilak, the motion that Council approve Resolution #2014-10, recognizing Jenkintown Building Services for 80 years of business operations in the Borough of Jenkintown passed unanimously.
  - b. **PA Representative Steve McCarter - Local Government Week:** Jeanne Sorg of PA Representative Steve McCarter's office appeared before Borough Council in order to present

Certificates of Appreciation for their service to the Committee. Council thanked Rep. McCarter and Ms. Sorg for their recognition.

- c. **Cathy Seiler - 2013 Financial Report:** Cathy Seiler and Morris Gocial of MDG, LLC appeared before Borough Council in order to present their findings from the 2013 Financial Report. Ms. Seiler stated that the 2013 Financial Report will be filed with the PA Dept. of Community and Economic Development and the Borough will be provided notification of the filing. President Pancoe noted her appreciation for the auditor's work on the 2013 Financial Report. Councilor Golden thanked MDG, LLC for their work and noted that the progress Council has made over the years is articulated as they read through the management letters.

**ACTION:** On motion of Councilor Golden, seconded by Councilor Marlowe, the motion to approve the 2013 financial audit for the Borough of Jenkintown as prepared by MDG LLC passed unanimously.

## 8. Committee Reports

- **Administration and Finance:** A written report was provided with the monthly meeting materials. President Pancoe noted that the 2013 Financial Report was reviewed at the meeting.
- **Building, Zoning and Revitalization:** A written report was provided with the monthly meeting materials. Chairperson L. Durkin highlighted her completion of a community planning course sponsored by the Montgomery County Planning Commission. Chairperson L. Durkin highlighted that a business database is being built for the Borough.
- **Public Safety:** A written report was provided with the monthly meeting materials.
- **Public Works:** A written report was provided with the monthly meeting materials. Chairperson Conners reported that he, Manager Locke, and Public Works Director Frank met with Suzanne Ryan, PECO's External Affairs Representative for Montgomery County, to discuss several issues, including upcoming work and clean up from the February ice storm. Chairperson Conners noted that a workshop with PECO will be held on April 29, 2014 at Jenkintown High School and an e-mail notification will be issued to the public.
- **Jenkintown School District:** Councilor Farrell reported that an e-mail was issued with an article highlighting the achievements of the Jenkintown School District. Councilor Farrell reported that standardized testing will be held over the next two (2) weeks. Councilor Farrell noted that the school district is making slow progress on the pick-up and drop-off issue at the Link.

Councilor Conners asked about the status of the proposed Junior Council Person program. President Pancoe stated that the Principal, Thomas Roller, supported the program, but there was no one appointed. Councilor Farrell stated that she will speak with the school district about reinitiating this program.

- **Jenkintown Community Alliance:** Councilor L. Durkin stated that the first Restaurant Week will be held from April 22 to April 26.
- **Multi-Municipal Group:** Councilor Golden stated that the Delaware Valley Regional Planning Commission will be holding a symposium on April 2, 2014 regarding public health and planning around public health.

9. **Solicitor's Report:** Solicitor Kilkenny stated that he will have two (2) items for discussion during Executive Session.

10. **Mayor's Report:** There was no report given.
11. **Police Chief's Report:** A written report was provided with the monthly meeting materials. Councilor Golden thanked the Police Department for their monitoring of the pick-off and drop-off issue at the school. Councilor L. Durkin thanked Chief DiValentino for addressing an issue with a vacant property on Township Line Road. Councilor Danilak noted his appreciation for increase police presence at the intersection of Walnut St. and Summit Ave. during the morning rush hour.
12. **Manager's Report:** A written report was provided with the monthly meeting materials. Manager Locke reported that the negotiations for the inter-municipal sewer agreement are nearing the final stages and minor engineering language is being finalized. It is anticipated that this will be presented to the Public Works Committee in April. Manager Locke noted that the Borough has enough road salt on hand for the remainder of the year.
13. **Assistant Manager's Report:** A written report was provided with the monthly meeting materials. Assistant Manager Bashore reported that the Greenwood Ave. Bridge's opening would be delayed to June 2014 due the winter weather and the relocation of utilities taking longer than anticipated.
14. **Engineer's Report:** A written report was provided with the monthly meeting materials. Engineer Hughes noted that he anticipated providing comments to Cheltenham Township this week. Engineer Hughes reported that he has met with the contractor for the 2013 ADA Ramp Replacement project to complete the mark for the ramps that need to be repaired. Engineer Hughes reported that bids for the 2014 Paving Project will be opened on April 4.

#### **ORDER OF BUSINESS**

1. **Resolution #2014 - 9: Authorization for submission of Transportation Alternatives Program grant application:** On motion of Councilor C. Durkin, seconded by Councilor Golden, the motion that Council approve Resolution #2014-9, authorizing the submission of a grant application through the Transportation Alternatives Program for the installation of School Zone signals on Walnut St. from West Ave. to Greenwood Ave. passed unanimously.
2. **Appointment of Accounting Services Firm:** President Pancoe made a motion that Council approve the proposal of Major & Mastro LLC dated January 24, 2014 to provide accounting services for the Borough of Jenkintown. Councilor Conners seconded the motion.

Councilor L. Durkin asked if this was going to be a one year term of appointment and if the Borough Account could be included in the appointment of municipal professionals during the Organizational Meeting. President Pancoe stated that she did not believe a term limit needed to be specified. Solicitor Kilkenny stated that any municipal professional service is at-will.

Councilor L. Durkin noted the significant strides that the Borough has made in financial reporting over the past year. Councilor L. Durkin reviewed a publication from the PA Dept. of Community and Development and noted her desire for leadership from the Borough Accountant to move the Borough to the next level of financial reporting. President Pancoe stated that this is an on-going conversation with the Borough Accountant to determine the appropriate reporting of the Borough's financials.

There was no further discussion and the motion appointing Major and Mastro LLC to provide accounting services for the Borough of Jenkintown passed unanimously.

3. **Ordinance #2014-3: Local Taxpayer Bill of Rights - Authorization to Advertise:** On motion of President Pancoe, seconded by Councilor Golden, the motion that Council authorize the advertisement of proposed Ordinance #2014-3, implementing the provisions of the local taxpayer's bill of rights passed unanimously.

4. **Resolution #2014-11: Community Recreation and Conservation Program:** On motion of Councilor Farrell, seconded by Councilor Conners, the motion that Council approve Resolution #2014-11, authorizing a grant application through the Community Recreation and Conservation Program for the rehabilitation of the Jenkintown Playground passed unanimously.

#### **NEW BUSINESS AND DISCUSSION**

1. **TTF Stormwater Management Tour:** Councilor Soltysiak announced that the Tookany/Tacony-Frankford Watershed Partnership will conduct a tour of stormwater management facilities on April 2, 2014.
2. **EAC Rain Barrel Workshop:** Councilor Farrell announced that the Jenkintown Environmental Advisory Committee will hold a rain barrel workshop at the Jenkintown Library on March 29, 2014.

**EXECUTIVE SESSION:** On motion of Councilor Golden, seconded by Councilor Conners, the motion to convene in Executive Session passed unanimously.

At the conclusion of the Executive Session, Council reconvened in open session. President Pancoe announced that matters pertaining to litigation and personnel were discussed during the Executive Session.

**ADJOURNMENT:** On motion of Councilor Marlowe, seconded by Councilor C. Durkin, the motion adjourning the meeting passed unanimously.