



**JENKINTOWN BOROUGH COUNCIL
PUBLIC MEETING
February 25, 2013
7:30 P.M.
700 Summit Avenue, Jenkintown Pennsylvania**

MINUTES OF MEETING

1. **Call to Order:** President Dobbs called the meeting to order at 7:30 p.m.
2. **Pledge of Allegiance:** Mayor Foley led those in attendance in the Pledge of Allegiance.
3. **Roll Call**
 - **Council members present:** President Dobbs, Councilman Boutcher, Councilman Bunker, Councilman Conners, Councilman Danilak, Councilman Durkin, Councilwoman Durkin, Councilwoman Farrell, Councilman Golden, Councilwoman Pancoe, and Councilwoman Soltysiak
 - **Council members absent:** Vice-President Marlowe
 - **Others present:** Mayor Foley, Solicitor Kilkenny, Chief DiValentino, Assistant Manager Bashore, Code Enforcement Officer Locke, and Engineer Hughes
4. **Approval of Minutes from January 28, 2013:** On motion of Councilman Botucher, seconded by Councilman Durkin, the motion approving the minutes from the January 28, 2013 meeting of Borough Council passed unanimously.
5. **Approval of Payrolls dated February 7 and February 21 in the amount of \$121,489.83 and Invoices totaling \$148,347.27:** On motion of President Dobbs, seconded by Councilwoman Farrell, the motion approving payrolls and invoices passed unanimously.
6. **Public Comment:** There was no public comment at this time.
7. **Committee Reports**
 - **Administration and Finance:** A written report was provided in the monthly meeting materials.
 - **Building, Zoning and Revitalization:** A written report was provided in the monthly meeting materials. Councilman Golden asked about the plans for the proposed ATM in Town Square. Code Enforcement Officer Locke stated that the plans have not yet been provided. Councilman Golden asked if this was a use by right. Code Enforcement Locke stated that it was, but the applicant will work with the Borough in order to address any concerns.
 - **Public Safety:** A written report was provided in the monthly meeting materials.
 - **Public Works:** A written report was provided in the monthly meeting materials.
 - **Jenkintown School District:** Councilwoman Farrell reported that she met with representatives of the School District in order to discuss the preliminary budget, noting that it has changed slightly since its adoption in January.

- **Jenkintown Community Alliance:** Councilwoman Durkin noted that the JCA is redesigning its website and will include government links.
 - **Multi-Municipal Group:** Councilman Golden reported that SEPA First Suburbs has been asked to oversee Building One PA, which produce a greater voice in the larger Building One America organization.
8. **Solicitor's Report:** Solicitor Kilkenny reported that he would have items for discussion during Executive Session.
 9. **Mayor's Report:** There was no report given.
 10. **Police Chief's Report:** There was no report given.
 11. **Manager's Report:** A written report was provided in the monthly meeting materials.
 12. **Assistant Manager's Report:** A written report was provided with the monthly meeting materials. Assistant Manager Bashore noted that a meeting would be held at Cheltenham Township on Friday, March 1 with PennDOT and SEPTA in order to discuss delays related to the Greenwood Ave. Bridge Replacement Project. Assistant Manager Bashore also reported that Sen. Washington's office would be offering tax preparation service to low-income residents and senior citizens.
 13. **Engineer's Report:** A written report was provided in the monthly meeting materials.

ORDER OF BUSINESS

1. Ordinance #2013 - 2: Amendment to Chapter 92 (Firearms) of the Jenkintown Borough Code - Authorization to Advertise

On motion of Councilman Durkin, seconded by Councilman Golden, the motion to authorize the advertisement of proposed Ordinance #2013-2, amending chapter 92 of the Jenkintown Borough Code pertaining to firearms passed unanimously.

2. Ordinance #2013 - 3: Amendment to Chapter 142 (Rental Property) of the Jenkintown Borough Code - Authorization to Advertise

On motion of Councilwoman Pancoe, seconded by Councilwoman Durkin, the motion to authorize the advertisement of proposed Ordinance #2013-3, amending chapter 142 of the Jenkintown Borough Code pertaining to rental properties, passed unanimously.

3. Skirpan Settlement

On motion of President Dobbs, seconded by Councilman Durkin, the motion to authorize the payment of \$46,500 to settle any and all legal matters related to the 2008 condemnation by Jenkintown Borough of the property of Frank Skirpan and/or FDG LLC located at 214 Leedom Street, Jenkintown, PA, passed unanimously.

4. Resolution 2013-6: Authorizing a \$333,000 Tax Revenue Anticipation Note

President Dobbs made a motion to adopt Resolution 2013-6, authorizing a \$333,000 Tax Revenue Anticipation Note (TRAN). Councilwoman Durkin seconded the motion.

Councilman Golden asked if the TRAN was still necessary seeing as the Borough recently received reimbursement from the RCAP grant and the status of updated cash standing. Assistant Manager Bashore stated that representatives from Major & Mastro completed their closeout of January, but he had not received a

report. President Dobbs noted that funds from the RCAP grant was being placed towards paying down debt service.

There was no further discussion and the motion passed unanimously.

5. Chapter 94 - Municipal Wasteload Management Report Proposal

On motion of Councilman Boutcher, seconded by Councilman Durkin, the motion to accept the proposal from Remington & Vernick Engineers for the preparation of the 2012 Chapter 94 Municipal Wasteload Management Report for the Borough of Jenkintown for a not-to-exceed amount of **\$2,390.00**, passed unanimously.

6. Proposal for quarterly calibrations of sewer flow meters

Councilman Boutcher made a motion to accept the proposal of WG Malden to perform calibrations of three (3) Isco 2150 Area Velocity sewer flow meters at a price of **\$1,250 per quarter (\$5,000 per year)**. Councilman Durkin seconded the motion.

Councilman Danilak asked if this would be an on-going, yearly expense. Councilman Boutcher stated that it would be and it will be included in the 2014 budget. Councilwoman Durkin requested that variances to the 2013 budget be noted and included during budget preparation.

There was no further discussion and the motion passed unanimously.

7. Sanitary Sewer Rehab Project - Change Order #2

On motion of Councilman Boutcher, seconded by Councilman Durkin, the motion to approve Change Order #2 for the Sanitary Sewer Rehab Project as a decrease of \$2,160.00, passed unanimously.

8. Notice of Intent to Award Cedar to Walnut Storm Sewer Project

Councilman Boutcher made a motion that Jenkintown Borough issue an Intent to Award the contract for the Cedar to Walnut Storm Sewer Project to Carusone Construction, Inc. The contract award shall be conditioned on the issuance of a written contractor responsibility determination as required by Section 80-6 of the Borough Code, and any other conditions determined appropriate by Jenkintown Borough, passed unanimously. Councilman Durkin seconded the motion.

Councilman Boutcher noted that this is the new apparent low bidder. Engineer Hughes stated that the bid amount was \$433,300. President Dobbs asked if Engineer Hughes had ever worked with the contractor before. Engineer Hughes stated that he has not.

There was no further discussion and the motion passed unanimously.

DISCUSSION

- 1. Cash statement:** Councilman Bunker requested an accurate cash position for the monthly Council meetings.

EXECUTIVE SESSION

The meeting adjourned into Executive Session for the purposes of discussing matters related to potential litigation and personnel.

Council reconvened from Executive Session at 9:15 p.m.

NEW BUSINESS

President Dobbs announced that Borough Council, with the exception of Vice-President Marlowe, met on Thursday, February 21, 2013 at Borough Hall at 7:00 p.m. for the purpose of discussing matters related to personnel.

1. **Public Comment:** President Dobbs re-opened the floor to public comment. There was no public comment at this time.
2. **Motion to open the agenda:** On motion President Dobbs, seconded by Councilman Golden, the motion to open the agenda passed unanimously.
3. **Resolution 2013-7: Appointment of George Locke as Interim Borough Manager/Secretary**

On motion of President Dobbs, seconded by Councilman Pancoe, the motion adopting Resolution 2013-7, appointing George Locke as Interim Borough Manager/Secretary, passed unanimously.

4. **Resolution 2013-8: Authorizing the Borough Solicitor to place advertisements for the position of Borough Manager**

President Dobbs made a motion to adopt Resolution 2013-8, authorizing the Borough Solicitor to place an advertisement for the position of Borough Manager. Councilwoman Pancoe seconded the motion.

Presidents Dobbs directed Assistant Manager Bashore to place the advertisement on the Montgomery County Consortium of Communities and the Municipal Job Junction through the PA League of Cities and Municipalities.

There was no further discussion and the motion passed unanimously.

Adjournment: On motion Councilwoman Pancoe, seconded by Councilman Danilak, the motion adjourning the meeting passed unanimously.

Respectfully submitted,

George K. Locke
Interim Borough Manager/Secretary

Please see "Action Items" list on next page.

February 25, 2013

Action Items

Chris Bashore, Assistant Borough Manager	<p><u>Ord. #2013 - 2:</u> Advertise ordinance</p> <p><u>Ord. #2013 - 3:</u> Advertise ordinance</p> <p><u>Borough Manager Job Advertisement:</u> Post on the discussion board for the Montgomery County Consortium of Communities</p>
Sean Kilkenny, Esq., Borough Solicitor	<p><u>Borough Manager Job Advertisement:</u> Place advertisement in municipal publications</p> <p><u>Skirpan Settlement:</u> Sign-off on settlement agreement</p>
Paul Hughes, P.E., Borough Engineer	<p><u>Chapter 94 Report:</u> Prepare report</p> <p><u>Cedar to Walnut:</u> Review apparent low bidder for contractor responsibility criteria</p>