ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
April 8, 2024

Time: The meeting was called to order at 7:02 PM.

Location: Rosslyn Farms Community Center, Calvert Room

Attendees: Council President David Robb (2025) was present and chaired the meeting. Council members Jonathan Glance (2025), Chad Green (2027), Lee Griffin (2025), and Eve Jackson (2027) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.

Regrets: Council members Barbara Becker (2025) and Jay Lear (2027).

Materials: A sign-in sheet and agenda were provided to those in attendance

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The Pledge of Allegiance was recited.

PUBLIC FORUM
President Robb opened the floor to those wishing to speak.
Jesse and Nyra Schell updated Council on the status of their sanitary sewer project. They hope to be able to provide initial plans for borough review in the near future.

APPROVAL OF PRIOR MEETING MINUTES
Mr. Glance made a motion to accept the minutes from March 11, 2024 as presented. The motion was seconded by Mr. Green and passed unanimously.

SOLICITOR'S REPORT
Solicitor Emily Mueller summarized her activities over the last month.

3rd Amendment to the Lease with Evergreen Amendment: President Robb reported that Evergreen Montessori has decided not move forward with the proposed lease for the space in the gym at this time. Council will discuss this issue further in Executive Session later this evening.

ENGINEER'S REPORT
CCTV proposals: President Robb summarized the letter from LSSE regarding the proposals received for the 2024 cleaning and televising work. Four proposals were received, ranging from $15,725 to $20,300. A discussion followed. Mr. Glance made a motion that Council award the project to Insight Pipe Contracting, who presented the lowest priced proposal of $15,725. The motion was seconded by Ms. Jackson, and it was unanimously approved.

Scheffield storm sewer expansion: A discussion was held on the Scheffield storm sewer project. President Robb, Ms. Jackson, and Charlie Smith walked the project with LSSE, who will put together the bid documents. Mr. Glance made a motion that Council authorize Ms. Falk to advertise the project for bid upon Council's approval of the final bid documents, potentially via poll vote to keep the project moving. Mr. Green seconded the motion, which passed unanimously.

MAYOR'S REPORT
Mayor Ford gave the police report. There were several additional patrols which resulted in stops, warnings, and citations. A manhole cover was stolen on Puritan.

As required by Borough Code, Mayor Ford reported that she notified Council in writing that she would be performing weddings.

SECRETARY/TREASURER'S REPORT
Ms. Falk presented Council with reports for Deposits, Profit and Loss, and Account Balances.

Disbursements: Ms. Falk presented Council with a list of disbursements for invoices received since the March meeting. A discussion followed. Mr. Glance made a motion that Council approve the disbursements as presented. Ms. Jackson seconded the motion, and it passed unanimously.

COMMITTEE REPORTS
Code management (Green) – Mr. Green reported that a dumpster permit was processed.

Mr. Glance mentioned that a resident had begun installing a non-compliant fence without a permit, for which a cease and desist letter was sent. A discussion was held on ensuring that residents are aware of permit requirements. Ms. Griffin and Mayor Ford will put together a notice to be delivered to residents.

Communication/Website (Green) – Ms. Falk reported that she and Mayor Ford had reviewed and approved the mock up for the new website provided by Course Vector. Content will now be uploaded and created. A discussion was held regarding using the website to communicate with residents.

Community Center/Facilities (Becker) - No report.

Finance/Grants (Robb) –
Caliguiri Group update/Grants: President Robb summarized the status of the various grant applications. Rosslyn Farms did not receive the DCED MTF grant for the new/missing sidewalks project.

Multi-purpose Community Facilities Grant and Match Commitment: President Robb summarized the grant application for the Community Center Improvement Project. The total project cost is estimated to be $386,072, consisting of a $90,000 borough match commitment and $296,072 grant request. A discussion followed. Council committed to providing the $90,000 match from its budgeted funds for community center repairs, maintenance, and renovation.

Mr. Glance made a motion that Council authorize President Robb to apply for the grant and sign the provided $90,000 match commitment letter for the grant. Mr. Green seconded the motion, which passed unanimously.

Human Resources (Lear) –
Seasonal public works employee: Ms. Falk reported that Charlie Smith recommended that the Borough hire Paul Creely as the seasonal public works employee at a rate of $20 per hour. A discussion followed. Mr. Glance made a motion that Council hire Paul Creely at the recommended

hourly rate for a total of not more than 1,000 hours. The motion was seconded by Ms. Griffin, and it was unanimously approved.

Infrastructure -
Sanitary sewer expansion – update – This item was covered in the public forum.

Sidewalk catchup project –

1. *Bid review*: Harshman provided a summary of bids that were received for the project. Mr. Glance made a motion to table this item until the final scope for the project has been determined after meeting with residents interested in participating. The motion was seconded by Ms. Griffin and passed unanimously.

2. *Draft agreement with residents:* A discussion was held over the current version of the document. Residents will be provided with an estimated range of cost for the work required at their specific properties based on the proposals of the apparent low bidders. No landscaping will be included. Mr. Glance made a motion that Council approve the agreement pending final adjustments provided to Solicitor Mueller. Mr. Green seconded the motion, which passed unanimously.

Parks/Recreation (Griffin) – The pool committee will meet to confirm 2024 membership rates. Applications will be available after the rates have been confirmed. Council will be notified if any rate changes are recommended.

Council confirmed that the 2024 lifeguard pay scale will remain unchanged from last season.

Waste/Recycling (Glance) – Ms. Falk reported that there have been significant changes in cost and collection methods since the previous garbage bid was requested. A discussion was held, including automated versus manual collection, bulk items, and hazardous waste. Council will request the following options for the bid: unlimited manual collection (with or without manual recycling) and automated collection with one trash cart (with manual recycling, with automated recycling, or without recycling).

OLD BUSINESS
Traffic calming:
Stop sign study update: LSSE has completed the field work and is preparing the report.

Speed hump update: This project will begin when the asphalt plants open.

Road condition and replacement forecast: A discussion was held regarding the condition of the Borough roads, including Arch Street in the industrial district.. Mr. Glance made a motion that Council authorize LSSE to review the condition of the roads and prepare a maintenance plan, at a cost not to exceed $4,000. Ms. Griffin seconded the motion, which was approved unanimously.

Zoning Hearing Board appointment and resolution: Mr. Glance made a motion that Council appoint Sean Handerhan to the Zoning Hearing Board to fill the seat whose term expires on December 31, 2026. The motion was seconded by Ms. Jackson and passed unanimously.

Committees and appointments:
A discussion was held on realigning committees. The following changes were made:

Infrastucture: Mr. Green will chair the committee, which will include Ms. Jackson and Mr. Glance.
Streets: Mr. Lear will chair.
Code Enforcement, Communication/Website: Ms. Jackson will chair.
Parks/Recreation: Chaired by Ms. Griffin, will now include the tennis commission and the pool committee.

Projection room abatement proposal: A discussion was held on removing the asbestos in the projection room, which will expand the room by 40% and make it more usable. Mr. Glance made a motion that Council authorize President Robb to accept the proposal from American Contracting Enterprises to remove the asbestos containing transite wall, ceiling, and floor panels for $3,901. Ms. Griffin seconded the motion, which passed unanimously. The work will be scheduled when the building is not in use.

NEW BUSINESS
Fee schedule: A discussion was held on the fee schedule, which needs to be updated. Ms. Falk will provide Solicitor Mueller with the most recent resolution.

EXECUTIVE SESSION
Council went into executive session at 8:35 PM to discuss lease negotiations. Council came out of executive session at 8:55 PM.

ADJOURMENT
Mr. Glance made a motion that Council adjourn the meeting at 8:55 PM, which was seconded by Mr. Green. The motion carried.