

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
December 8, 2025

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 Barbara Becker (2025), Vashishta Bhaskar (2025), Jonathan Glance (2025), Chad Green (2027), Eve Jackson (2027), and Jay Lear (2027) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.

Regrets: None.

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

The Pledge of Allegiance was recited.

PRESIDENT'S REMARKS

President Robb recognized Ms. Becker, whose term ends on December 31, 2025, for 6.5 years of service on Borough Council. Council expressed its gratitude for her contributions to the Borough, including her work on the Finance Committee and the Community Center Commission.

ALCOSAN REP: Municipal Relation Coordinator Joseph Day was present to observe. He made Council aware of the Clean Water Assistance Fund which provides low-income households with financial assistance for their sewer bills. Ms. Falk summarized the retroactive sewer billing situation with Mallett Industries. She will send him an email with further details.

APPROVAL OF PRIOR MEETING MINUTES

Ms. Jackson made a motion the Council accept the minutes from November 10, 2025 as corrected. The motion was seconded by Mr. Lear and passed unanimously.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Resident Jesse Schell was present to observe.

ENGINEER'S REPORT

Mr. Green reviewed highlights from the monthly report.

Club Road Force Main project – Mr. Green reported that the DEP Part 2 permit had been approved, and LSSE will be finalizing the bid document. The goal is to advertise in December and award the project in January. Mr. Glance made a motion that Council authorize Ms. Falk to advertise the bid package once it has been finalized. Mr. Green seconded the motion, which passed unanimously.

Sanitary Sewer O&M and Service Order Authorization approval: A discussion was held on the defects identified in the 2024 CCTV work and LSSE's recommendation for prioritization of repairs. The cost estimate for repairs identified as the highest priority is \$128,610. Council reviewed LSSE's Service Order Authorization/Proposal (SOA) for engineering services related to the prioritized work in the amount of \$17,300. Mr. Glance made a motion that Council approve the SOA as presented, which was seconded by Mr. Lear. The motion passed unanimously. President Robb will review the prioritized repairs with Public Works Director Charlie Smith for confirmation.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from the previous month. A discussion was held regarding code and zoning citations, appeal timelines, and borough remediation options.

MAYOR'S REPORT

No report.

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 November meeting. A discussion followed. Mr. Glance made a motion that Council approve the disbursements as presented. Mr. Lear seconded the motion, and it passed unanimously.

2026 meetings: Council discussed the meeting schedule for 2026. Mr. Glance made a motion that Council authorize Ms. Falk to advertise Council meetings for each Monday with the regular monthly Council meeting to be held on the second Monday of each month and other meetings to be held only if necessary. The motion was seconded by Mr. Lear, and it passed unanimously.

Mr. Glance made a motion to authorize Ms. Falk to advertise the 2026 Planning Commission meeting schedule when it has been confirmed. The tentative schedule is the first Monday of each month. The motion was seconded by Ms. Jackson and passed unanimously.

Sewer billing: Ms. Falk informed Council that Pennsylvania American Water Company (PAWC) had miscoded Mallett Industries' water meter as irrigation rather than domestic, resulting in their not having been charged for any sewer usage. ALCOSAN will back bill them for the previous six years, the maximum they can retroactively bill. Ms. Falk will work with PAWC and ALCOSAN to verify that accounts in the industrial area are correctly assigned.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reviewed code enforcement and zoning activities for the previous month. Harshman will be asked to look at a trailer and potential junked cars.

Ms. Jackson, Mr. Glance, President Robb, and Solicitor Mueller met with Harshman to review code enforcement activities and to discuss quality of life enforcement. Harshman will drive through the Borough and send notices of violations to property owners before they become larger issues. A Harshman representative will attend the January meeting to discuss further.

Communication/Website (Jackson) – No report.

Community Facilities (Jackson) – Mayor Ford reported that Evergreen Montessori was inspected, and it was determined that radiators were too hot in two areas. New covers will be installed and radiators reinspected.

Finance/Grants (Robb) –

Grant update: Ms. Falk reported that the Borough was awarded \$100k for the Gaming Economic Development Tourism Fund (GEDTF) grant. The requested amount was \$230k for a project to install three new sections of sidewalk. The project will be scaled back due to the partial award.

Ms. Falk reported that she submitted grant applications for the Local Services Account (LSA) grant, Community Development Block Grants (CDBG) (two projects), and the PIRMA Loss Control Grant. Grant award dates vary.

2026 Budget: Ms. Falk reviewed Draft D of the budget, which incorporated changes made at the November meeting. A discussion followed. Mr. Glance made a motion that Council approve the 2026 Budget as presented, which included salary and hourly rate increases of 3% as follows: Falk - \$45,361.20 (salary); Gosset - \$28.35/hour; and Smith - \$40.55/hour. Mr. Lear seconded the motion, which was approved unanimously.

2026 Real Estate tax millage Resolution – The real estate millage used to develop the 2026 budget was 8.0 mills, unchanged from 2025. Mr. Glance made a motion that Council pass a resolution maintaining the millage rate at 8.0 mills, which was seconded by Mr. Lear. The motion was approved unanimously.

Human Resources (Lear) – No report.

Infrastructure (Green) - President Robb reported that he spoke with Charlie Smith about installing new sections of sidewalk in house. Excavation may begin soon, but concrete will not be poured until spring.

Parks/Recreation (Green) –

Parrish Park playground update - Mr. Green provided an update on the progress of the project. After reviewing the proposed playground equipment, DCNR recommended an additional ground level feature, so a music play panel has been added. DCNR has given approval to purchase the playground equipment. Mr. Green reviewed the proposal from Yocca Playgrounds and Outdoor Fitness. A discussion followed. Mr. Glance made a motion that Council authorize President Robb to execute the agreement to purchase the equipment at a cost of \$141,991.25. The motion was seconded Ms. Jackson, and it passed unanimously.

The next step in the process is to prepare the bid package for the remainder of the work and submit it to DCNR for approval.

Waste/Recycling (Glance): No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

EXECUTIVE SESSION

Council went into executive session at 7:57 PM to discuss pending litigation and bonuses. Council came out of executive session at 8:07 PM.

2025 year-end bonuses – Mr. Lear made a motion that Council approve net bonuses of \$750 for the three permanent employees and \$375 for the seasonal public works employee (approximate gross amounts: \$1,070 for Falk, \$900 for Gossett, \$1,140 for Smith, \$430 for Clayton). The motion was seconded by Mr. Green and approved unanimously.

ADJOURNMENT

Ms. Becker made a motion that Council adjourn the meeting at 8:08 PM, which was seconded by Mr. Lear. The motion carried.