

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
December 9, 2024

Time: The meeting was called to order at 7:00 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), 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: Council members Jonathan Glance (2025) and Lee Griffin (2025).

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

The Pledge of Allegiance was recited.

APPROVAL OF PRIOR MEETING MINUTES

Mr. Green made a motion to accept the minutes from November 11, 2024 as presented. The motion was seconded by Mr. Lear and passed unanimously.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Residents Jesse & Nyra Schell reported that they have an updated preliminary plan for the sewer project. Their engineer is expected to have additional documents ready by December 20 for borough engineer LSSE to review. The plan will need to be reviewed by the borough planning commission before Council can act. The planning module will also need to be reviewed by the county health department.

Solicitor Mueller informed Council that an ordinance will be required if the cost for the sewer project will be passed along to residents.

ENGINEER'S REPORT

No report. LSSE is still waiting for payment applications from Mele & Mele and Youngblood for work completed on the Scheffield and Arch projects.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from the previous month.

Field usage police and Resolution: This item was tabled to January so that council member Lee Griffin can participate in the discussion.

MAYOR'S REPORT

Mayor Ford gave the police report for November, which included traffic stops and warnings being issued. Speeding seems to have improved. A discussion was held on perhaps cutting back from two additional shift per month to one. Mayor Ford will inquire about additional construction at the end of Baldwin.

End of year police gift – Mayor Ford reported that the end of year appreciation lunch held last year in lieu of individual gifts was well received. Ms. Becker made a motion that Mayor Ford arrange another lunch for the Scott police to show appreciation for their efforts in 2024. The motion was seconded by Mr. Green and passed unanimously.

SECRETARY/TREASURER'S REPORT

Ms. Falk presented Council with reports for Deposits, Profit and Loss, and Account Balances.

Ratification of payment to Excaliber – Mr. Lear made a motion that Council ratify its decision to issue payment to Excaliber in the amount of \$57,325.10 as the final payment for the sidewalk project. The motion was seconded by Ms. Becker and passed unanimously.

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

Borough credit card: Ms. Falk reported that there are currently three borough credit cards with First Commonwealth Bank; cards have been issued to Steve Tassarò, Carolyn Bucci, and Charlie Smith. A discussion followed. Mr. Green made a motion that Council authorize Ms. Falk to cancel the cards issued to Tassarò and Bucci, keep the card for Smith, and open a new card in her name (Dorothy Falk). Ms. Becker seconded the motion, which passed unanimously.

2025 meetings: Council discussed the meeting schedule for 2025. Mr. Lear 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. Green, and it passed unanimously.

Mr. Green made a motion to authorize Ms. Falk to advertise the 2025 Planning Commission schedule when it has been confirmed. The tentative schedule is the first Monday of each month. The motion was seconded by Mr. Lear and passed unanimously.

ALCOSAN rate increase resolution – Ms. Falk reported that ALCOSAN is increasing its quarterly service charge from \$23.41 to \$23.05 per account and its usage charge from \$11.14/k gallons to \$11.92/k gallons, effective January 1, 2025. Mr. Green made a motion that Council pass a resolution to authorize Jordan Tax Services to pass the new charges to borough residents to recover the increased costs. Ms. Becker seconded the motion, which passed unanimously.

Treasurer's bond: Ms. Falk reported that Traveler's Insurance offers a Treasurer's bond for \$50k with cumulative coverage at an annual premium of \$170. A discussion followed. Mr. Green made

a motion that Council authorize Ms. Falk to apply for coverage at Traveler's, which was seconded by Mr. Lear. The motion passed unanimously.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reported that code enforcement issues at 312 Kings Highway are ongoing, with no additional issues added. A discussion was held on potential grading concerns for the new driveway at 312 Kings. Ms. Falk will ask Harshman to look into it further.

Communication/Website (Jackson) – No report.

Community Facilities (Jackson) -

Handrail repair: Ms. Falk inquired about the status of the repair so that she can follow up with the insurance claim. Mayor Ford will discuss repair options with Charlie Smith. Ms. Jackson suggested that Harshman be consulted about potential building code regulations if changes are made to the size of the opening.

An RFP for a new boiler will be put together soon.

Finance/Grants (Robb) –

Ratification of authorization to apply for PIRMA grant – Mr. Green made a motion that Council ratify its decision to authorize Ms. Falk to submit an application in the amount of \$5,000 to the PIRMA Loss Control grant for the Parrish Park Revitalization and Renovation project. The motion was seconded by Ms. Becker and passed unanimously.

2025 Budget: Ms. Falk reviewed Draft C of the budget, which included changes from the November meeting. A discussion followed. Ms. Becker made a motion that Council approve the 2025 Budget as presented, including salary and hourly rate increases of 3% as follows: Falk - \$36,700 annually; Gosset - \$26.72/hr; and Smith - \$39.36/hr. Ms. Jackson seconded the motion, which was approved unanimously.

2025 Real Estate tax millage resolution – The real estate millage used to develop the 2025 budget was 8.0 mills, unchanged from 2024. Mr. Green made a motion that Council pass a resolution maintaining the millage rate at 8.0 mills, which was seconded by Mr. Lear and approved unanimously.

Park renovation plans – A discussion was held on park renovations and community involvement. Mr. Green will reach out to Ms. Griffin and Mr. Glance to put together a group of families for additional input.

Human Resources (Lear) –

Borough secretary – expanded responsibilities – A discussion was held on expanding the responsibilities of the Borough Secretary to include grant writing and administration, estimated to add approximately 4 hours per week. This would require that Ms. Falk be added to the borough retirement plan as an employee working in excess of 1,000 hours annually. Mr. Lear made a motion that Council expand Ms. Falk's responsibilities to include grant writing and administration, increase her annual salary by \$7,340 annually, and add her to the retirement plan. The motion was

seconded by Ms. Becker and passed unanimously. Ms. Falk's total salary in 2025 will be \$44,040 with the additional responsibilities.

Infrastructure (Lear) -

Sidewalk project update: President Robb reported the work has been completed, punch list items have been addressed, and the borough has received the maintenance bond. Excaliber will return in the spring to take care of reseeding and any additional work that needs to be done.

Parks/Recreation (Griffin) – No report.

Waste/Recycling (Glance) – No report.

OLD BUSINESS

None.

NEW BUSINESS

Appointment of LaQuatra Bonci for professional services – President Robb reported that the C2P2 grant allows for expenses incurred by appointed professionals. A discussion was held on the services of LaQuatra Bonci for the park project. Mr. Green made a motion to appoint LaQuatra Bonci as the borough's landscape architect. The motion was seconded by Mr. Lear, and it passed unanimously.

Potential new streetlight – A resident on lower Rosslyn Road has requested an additional streetlight since one of the streetlights on the border of Carnegie has been disconnected. A discussion followed. Ms. Jackson made a motion that Council approve the installation of an additional streetlight on lower Rosslyn Road, which was seconded by Mr. Lear. The motion passed unanimously.

EXECUTIVE SESSION

Council went into executive session at 8:26 PM to discuss employee bonuses. Council came out of executive session at 8:31 PM.

2024 year-end bonuses – A discussion was held on end of year bonuses for borough employees. Mr. Lear made a motion that Council approve net bonuses of \$500 for the three permanent employees and \$250 for the seasonal public works employee (approximate gross amounts: \$677 for Falk, \$653 for Gossett, \$760 for Smith, \$287 for Creely). The motion was seconded by Ms. Becker and approved unanimously.

ADJOURNMENT

Mr. Green made a motion that Council adjourn the meeting at 8:32 PM, which was seconded by Mr. Lear. The motion carried.