

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
February 10, 2025

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 Jonathan Glance (2025), Chad Green (2027), 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), Lee Griffin (2025), and Jay Lear (2027)

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. Glance made a motion to accept the minutes from January 13, 2025 as amended. The motion was seconded by Mr. Green and passed unanimously.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Nancy Barsotti was present to take notes for The Last Word.

A discussion was held regarding public access to contracts with Jordan. These can be obtained by filing a Right to Know request.

ENGINEER'S REPORT

President Robb reported that he would be having monthly meetings with LSSE. He reviewed their written report of items they are currently working on, which included sewer televising and cleaning proposals, the Chapter 94 report, the MS-4 waiver permits, the Club Road sewer project, and grant identification.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from the previous month.

Certificate of Use and Occupancy: Solicitor Mueller reported that the current borough ordinance requires a zoning certificate of use and occupancy be issued prior to the sale of both residential and commercial properties, which is not typical. A discussion followed. Council authorized Solicitor Mueller to draft an ordinance that would eliminate the certificate requirement for the sale of residential properties while keeping it in place for commercial properties.

Sewer Lateral and Inspection Video: Solicitor Mueller reported that the current sewer lateral inspection ordinance requires that the borough receive a copy of the post-repair video if a defect is found and corrected, which might lead to confusion about who is certifying the sewer repair. A discussion followed. Solicitor Mueller was asked to revise the application to require that the purchaser also receive a copy of the post repair video and to clarify that the borough is relying on certification of the plumber that the remediation work was done in issuing the certificate.

MAYOR'S REPORT

Mayor Ford gave the police report for January. There was no major activity.

SECRETARY/TREASURER'S REPORT

Sewer billing refunds: Ms. Falk reported that she looked into an unresolved issue from 2012 that involved houses on septic systems getting billed for sewer usage. ALCOSAN had issued credits to Rosslyn Farms for sewer charges billed from 2005 to 2011 for 17 and 19 Standish but the borough did not appear to have refunded the residents for the ALCOSAN charges or the borough sewer surcharges. Based on water volume usage from the ALCOSAN credit, the following refunds are due to the following individuals:

Bob McGuire:	\$5,288.06
David Jones:	\$ 477.05
Matthew Kastrounis:	\$1,301.68
Elissa Bryan:	\$ 342.18
Nickolous Ward:	\$ 19.69

A discussion followed. Mr. Glance made a motion to authorize Ms. Falk to issue the refunds. The motion was seconded by Ms. Jackson and passed unanimously.

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

Auditor proposal: Ms. Falk reported that Hosack Specht Muetzel & Wood submitted a proposal to perform the annual financial audit and prepare the financial reports for FY2024 for a fee of \$5,275, an increase of \$250 (5%) from last year. A discussion followed. Mr. Glance made a motion that Council accept the proposal from HSMW as presented. Mr. Green seconded the motion, which passed unanimously.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reported that there were no new investigations.

A discussion was held about the requirement that residents remove snow from their sidewalks within 24 hours after a snowfall. Solicitor Mueller reported that the current ordinance differentiates what the Borough is permitted to do based on whether the property is occupied or vacant. She was

authorized to draft an ordinance that would allow the Borough to have the snow removed and recover the costs + 10% for all properties, both occupied and vacant.

Ms. Jackson will reach out to Harshman 24 hours after the next big snowfall to request snow removal enforcement.

Communication/Website (Jackson)

Newsletter: President Robb and Mayor Ford are putting together a Council update to be distributed with a hard copy of The Last Word. President Robb will email it to Council for review prior to distribution.

Community Facilities (Jackson) - Ms. Jackson reported that the Community Center Commission met. They want to move forward with the projects listed below. Other future projects include lighting at the basketball courts, outdoor LED lights, and repairing the gym floor.

Boiler room and storage door replacement: The estimate from January 2024 was \$5,575. Mr. Glance made a motion that Council authorize the project at a cost not to exceed \$6,500, which was seconded by Ms. Jackson. The motion passed unanimously. The work will be done following the boiler work.

Kitchen painting: A discussion was held regarding kitchen improvements, including removing wallpaper and painting. Mr. Glance made a motion that Council authorize the project at a cost not to exceed \$3,000. Mr. Green seconded the motion, which passed unanimously. The work will be performed while Evergreen Montessori is on spring break in March.

Boiler RFP: President Robb reported that the RFP is in progress.

Finance/Grants (Robb)

Grant update – President Robb reviewed which grant applications are currently still open. David Caliguiri of C&G Strategies will reach out to Sen. Robinson and Rep. Deasy to check on their status. A discussion was held on the length of continued C&G advocacy.

Human Resources (Lear)

Health Insurance renewal: Ms. Falk reported that the UPMC health insurance policy renewal for 2025 reflects a premium increase of 4.9% (\$42,067 to 44,125). A discussion followed. Mr. Glance made a motion that Council approve the renewal of the current UPMC health insurance policy, which was seconded by Mr. Green. The motion was approved unanimously.

Infrastructure (Green)

Club Road Force Main Project update – The permitting process with the ACHD has begun.

Parks/Recreation (Griffin)

Parrish Park playground renovation: The C2P2 grant startup meeting will take place on March 6.

A discussion was held on holding an informational community meeting that includes LaQuatra Bonci prior to the next Council meeting to let residents express their thoughts. A playground

subcommittee can be set up afterwards for those who want to share their feedback. Mr. Green will bring their recommendations to Council. LQB will be asked to share their new material.

Waste/Recycling (Glance) – No report.

OLD BUSINESS

None.

NEW BUSINESS

Council member resignation: Ms. Griffin has a new job with frequent international travel that limits her ability to attend meetings. She submitted a letter of resignation but has offered to remain on the parks and recreation committee to continue scheduling the tennis courts and ballfield. Mr. Glance made a motion that Council accept her resignation, which was seconded by Mr. Green. The motion passed unanimously. Council expressed its appreciation for Ms. Griffin's dedication and effort in making Rosslyn Farms a wonderful place to live.

New Council member appointment: Mr. Glance made a motion that Council appoint resident Vashishta Bhaskar to fill the remainder of Ms. Griffin's term (12/2025). The motion was seconded by Ms. Jackson, and it passed unanimously.

New alternate delegate for the Chartiers Valley District Flood Control Authority: Ms. Falk reported that Kathy Green would like to be replaced as alternate to the authority. President Robb and Mayor Ford will look for candidates for discussion at next month's meeting.

Evergreen Montessori: Mayor Ford reported that Tracy Beresford of Evergreen Montessori is interested in renting space in the Calvert Room on weekdays, with her supplies and materials removed from the space each weekend. The Community Center Commission is not in favor of the request. A discussion followed. Council declined the request but is open to reconsidering the previously presented proposal for exclusive rental of the gym.

EXECUTIVE SESSION

Council went into executive session at 9:00 PM to discuss code enforcement issues. Council came out of executive session at 9:55 PM.

Solicitor Mueller will write two letters for Harshman to send to the property owner, including plans for abatement. Ms. Jackson will inform Harshman that the letters are coming. Ms. Jackson and Mr. Glance will contact Harshman to inquire as to why plans were not required prior to issuing a permit. A discussion was held on having Harshman drive the borough regularly rather than have code enforcement be complaint driven.

ADJOURNMENT

Mr. Glance made a motion that Council adjourn the meeting at 10:00 PM, which was seconded by Mr. Green. The motion carried.