

ROSSLYN FARMS BOROUGH COUNCIL
Reorganization and Regular Council Meeting
January 12, 2026

Meeting time: The meeting was called to order at 7:00 pm.

Location: Rosslyn Farms Community Center, Calvert Room.

Attendees: Council members Vashishta Bhaskar (2029), Jude Frank (2029), Chad Green (2027), Eve Jackson (2027), Jay Lear (2027), and David Robb (2029) were present. Council member Jonathan Glance (2029) arrived at 7:10pm. Mayor Isabel Ford (2029), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.

Regrets: none

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

Mayor Ford called the meeting to order. The Pledge of Allegiance was recited.

SWEARING IN OF COUNCIL

Mayor Ford administered the oath of office to the newly elected and re-elected members of borough Council: Vashishta Bhaskar, Jude Frank, and David Robb.

ELECTION OF OFFICERS

Mayor Ford asked for nominations for President of Council. By motion of Mr. Lear and second by Ms. Jackson, Mr. Robb was nominated for President of Council. The motion carried by a vote of 5-0, with Mr. Robb abstaining. Mayor Ford turned the meeting over to President Robb.

Mr. Glance arrived at 7:10 pm. Mayor Ford administered the oath of office to Mr. Glance as a newly re-elected member of borough Council.

President Robb asked for nominations for Vice President of Council. By motion of Mr. Lear and second by Mr. Bhaskar, Mr. Glance was nominated for Vice President of Council. The motion carried by a vote of 6-0, with Mr. Glance abstaining.

President Robb asked for nominations for President Pro Tem of Council. By motion of Mr. Glance and second by Ms. Jackson, Mr. Lear was nominated for President Pro Tem of Council. The motion carried by a vote of 6-0, with Mr. Lear abstaining.

RESOLUTION TO APPOINT TAX COLLECTOR

Mr. Glance made a motion that Council appoint Samuel Maccarone as the Borough Tax Collector due to a vacancy in the office and that Council authorize and direct Mr. Maccarone to deputize Jordan Tax Services to perform the tasks associated with the role of the tax collector. The motion was seconded by Mr. Lear and passed unanimously.

SWEARING IN OF TAX COLLECTOR

Mayor Ford administered the oath of office to the newly appointed Tax Collector Samuel Maccarone.

Committees:

Mr. Glance made a motion that Council establish the following committees and appoint the following Council members to each:

- | | |
|------------------------|---|
| ▪ Code Management | Eve Jackson |
| ▪ Community Facilities | Vashishta Bhaskar |
| ▪ Finance/Grants | Jay Lear, Vashishta Bhaskar, Jude Frank |
| ▪ Human Resources | Jay Lear |
| ▪ Infrastructure | Chad Green |
| ▪ Parks/Recreation | Chad Green, Jude Frank |
| ▪ Waste/Recycling | Jonathan Glance |

The motion was seconded by Mr. Lear and approved unanimously.

APPROVAL OF PRIOR MEETING MINUTES

Mr. Glance made a motion to accept the minutes from December 8, 2025, as presented. The motion was seconded by Ms. Jackson and passed unanimously.

CODE ENFORCEMENT

Jarrod D'Amico from Harshman was present to discuss code enforcement. He summarized quality of life ordinances and how they are enforced. Council will put together a list of relevant issues within the borough, including trees and rights of way. Council will see if LaQuatra Bonci has an arborist who can offer assistance in identifying the condition of trees.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Resident Steve Tassarò requested that Council continue to enforce issues that relate to the appearance of the neighborhood and enforce current ordinances. A discussion followed.

Residents Jesse Schell and Vince Silvaggio asked about the status of the Club Road force main project. President Robb indicated that Council is awaiting bid information from the borough engineer. The work is anticipated to begin in the spring or early summer.

Sam Maccarone asked about financial responsibility for new sewer installation. President Robb described the ordinance that was passed and the assessment process. Residents on Winthrop will be reengaged for that force main project.

ENGINEER'S REPORT:

Club Road Force Main – bid results and award: President Robb reported that the borough engineer has received multiple bids for two options for the force main installation: open cut and lateral drilling/boring. They will finalize the bid proposals and present the results for Council consideration. Council will meet next Monday if the report is prepared in time. Final road restoration will be handled separately for cost efficiency.

CCTV results are expected shortly.

SOLICITOR'S REPORT:

Solicitor Mueller summarized her report of monthly activities. She offered to meet with Mr. Frank for an informal new Council member orientation.

Council requested that Solicitor Mueller attend the zoning hearing for the driveway variance request from 312 Kings Highway.

A discussion was held on advertising requirements due to the Pittsburgh Post Gazette announcement that it will be shutting down in May. GRB will put together a recommendation. Solicitor Mueller suggested the Borough reach out to our state representatives regarding a bill recommended by the Pittsburgh Municipal League, which she will forward.

MAYOR'S REPORT:

Mayor Ford reported that there was one accident at the intersection of Club/Kings/Rossllyn due to a vehicle running the stop sign.

SECRETARY/TREASURER'S REPORT

Confirmation of 2026 meeting schedule: Council confirmed the 2026 meeting schedule of regular monthly meetings to be held on the second Monday of each month, with additional weekly meetings scheduled every Monday to be held needed.

Confirmation of 2026 budget: Ms. Falk informed Council that the 2026 budget could be reopened if desired. Council confirmed that the budget will remain as previously approved. Ms. Falk will look into posting the budget on the website.

Authorization to open bank account: Ms. Falk reported that DCNR grant administration would be simplified by depositing grant funds into a separate bank account. A discussion followed. Mr. Lear made a motion that Council authorize Ms. Falk to open a new deposit account for grant funds. The motion was seconded by Mr. Green and was unanimously approved.

Ms. Falk presented Council with a list of Deposits, a Profit and Loss statement, and a Balance Sheet.

Disbursements: Ms. Falk presented Council with a list of disbursements for bills received since the December meeting. A discussion followed. Mr. Glance made a motion that Council approve the disbursements as presented. Mr. Lear seconded the motion, which passed unanimously.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson summarized Harshman's monthly permit and code enforcement activity.

Community Facilities (Bhaskar) – Mayor Ford reported that the gym door heading towards the stage needs to be replaced at an approximate cost of \$500. Mr. Glance made a motion that Council approve the purchase, which was seconded by Ms. Jackson. The motion passed unanimously.

Finance/Grants (Robb) –

Grant update – Ms. Falk reported that the Borough was awarded a PennDOT MTF grant in the amount of \$139,168 for a sidewalk on Rosslyn near the PennDOT property.

GEDTF Active Pathways grant – A discussion was held on the overall sidewalk project, which includes the installation of three new sections of sidewalk. The grant award of \$100,000 was less than the requested amount of \$230K. Council discussed reducing the project to the park area along Kings Highway in light of the partial award. Mr. Glance made a motion that Council accept the grant, which was seconded by Mr. Green. The motion passed unanimously.

President Robb circulated a list of projects currently underway. A discussion followed.

Human Resources (Lear) – No report.

Infrastructure (Green) – No report.

Parks/Recreation (Green) –

Parrish Park Playground update – Bid documents are being put together for review by the DCNR.

Waste/Recycling (Glance) – No report.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Mr. Glance made a motion that Council adjourn the meeting at 8:31 PM, which was seconded by Mr. Green. The motion carried.