

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
January 13, 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 Barbara Becker (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: Council member 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 December 9, 2024 as presented. The motion was seconded by Ms. Jackson and passed unanimously.

APPOINTMENTS

Mr. Green made a motion that council make the following board appointments:

- Zoning Hearing Board (3 year term) – Nate Prepelka (via resolution)
- UCC Appeals (3 year term) – Mike Arnold
- Vacancy Board Chair – Derek Luke

The motion was seconded by Mr. Lear. A discussion followed. The motion passed unanimously.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

A discussion was held regarding cleaning the catch basins. They are scheduled for late spring/early summer after the pool is ready for the season.

A discussion was held regarding motorists going around the speed bumps. Reflective sticks are being installed. The situation will be monitored.

A discussion was held on stop signs and visibility. “Stop sign ahead” signs are on backorder and will be installed when they arrive.

ENGINEER’S REPORT

No report. Ms. Falk will reach out again to request written monthly reports.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from the previous month.

Field usage policy and Resolution: President Robb spoke with Ms. Griffin, whose concerns have been incorporated into the version under consideration. A discussion followed. The borough can install a “no parking” sign to prevent parking on the field without prior borough consent. Mr. Glance made a motion that Council pass the resolution to approve the field usage policy as presented, which was seconded by Mr. Green. The motion passed unanimously.

MAYOR'S REPORT

Mayor Ford gave the police report for December. There were no significant incidents.

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 December 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.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reported that there were no new investigations. The driveway at 312 Kings Hwy was inspected. Ms. Jackson will talk to Harshman about having the owner backfill the sidewalk until they can pour the concrete. A discussion was held about a curb cut permit, which the borough does not currently require.

A discussion was held on clearing snow from sidewalks. An email will be sent to residents reminding them that there is a requirement that sidewalks be cleared within 24 hours of a snowfall. Harshman will be asked to enforce the ordinance if residents do not comply.

Communication/Website (Jackson) – No report.

Community Facilities (Jackson) -

Mayor Ford reported that the new Community Center doors were painted and sealed last year. She recommended that the wall paper in the kitchen be removed and the walls painted.

Finance/Grants (Robb) –

Grant update – Additional grant award decisions are expected before the February meeting.

Project priorities review – President Robb reviewed the grant summary sheet and the major project summary. Community Center projects will be the next priority. The Community Center Commission will be consulted.

Human Resources (Lear) – No report.

Infrastructure – (Lear)

Club Road Force Main Project update – In October, Council agreed that the borough will take over the installation of a force main sewer line on Club Road. Several families have indicated that they intend to connect to the system, including the Schells who initiated the project. The Rosslyn Farms Planning Commission approved its portion of the DEP planning module application. A discussion was held on how to fund the project, which has an estimated cost of \$165k. An ordinance on funding is required before it can go out to bid.

A meeting will be arranged with the borough engineer (LSSE), the Schells’ engineer (KAG), the Schells and Council representatives to coordinate the project transfer to the borough. Mr. Glance made a motion that Council authorize up to \$3,000 towards transfer expenses. The motion was seconded by Ms. Becker and passed unanimously.

Resolution authorizing revision to the Borough’s Official Sewage Facilities Plan: Mr. Glance made a motion that Council pass a resolution authorizing a revision to the Borough’s Official Sewage Facilities Plan for the Club Road Force Main Project. The motion was seconded by Mr. Lear and passed unanimously.

Parks/Recreation (Griffin) –

Parrish Park playground renovation: Mr. Green will coordinate with Mr. Glance and Ms. Griffin to put together a committee to revisit the park design. President Robb suggested working on the design in the spring/summer of 2025 to prepare for installation in the fall/winter 2025-26.

Waste/Recycling (Glance) – No report.

OLD BUSINESS

None.

NEW BUSINESS

Bid awards - A discussion was held on the definition of “responsible” bidders in awarding project contracts. Solicitor Mueller indicated that the borough would need to meet a very high bar of evidence in order to classify a low bidder as not being “responsible”.

Ms. Falk reported that there are new bidding thresholds for 2025:

| | |
|-------------------|--------------------|
| Below \$12,900 | No quotes required |
| 12,900 - \$23,800 | 3 quotes required |
| Over \$23,800 | Formal bid |

ADJOURNMENT

Mr. Glance made a motion that Council adjourn the meeting at 8:25 PM, which was seconded by Mr. Lear. The motion carried.