ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
July 13, 2026

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

Location: Rosslyn Farms Community Center

Attendees: Council President David Robb (2029) was present and chaired the meeting. Council members Vashishta Bhaskar (2029), Chad Green (2027), Eve Jackson (2027), and Jay Lear (2027) were present. Secretary/Treasurer Dorothy Falk and Solicitor Emily Mueller were also present.

Regrets: Council members Jude Frank (2029) and Jonathan Glance (2029), Mayor Isabel Ford (2029)

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

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The Pledge of Allegiance was recited.

APPROVAL OF PRIOR MEETING MINUTES
Mr. Green made a motion to accept the minutes from June 8, 2026 as presented. 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 requested an update on the Club Road project. President Robb reported that the closeout paperwork has been submitted to the DEP and that the resident information packets were being finalized. He will confirm with Emily Palmer at LSSE that residents can proceed with their laterals.

ALCOSAN REPRESENTATIVE
ALCOSAN's municipal representative Joseph Day was present. He introduced the new director of communications Jill Snyder, a Rosslyn Farms resident. A discussion followed.

ENGINEER'S REPORT
President Robb summarized items discussed at the monthly status meeting.

SOLICITOR'S REPORT
Solicitor Mueller summarized her report.

Quality of Life ticketing program ordinance– Solicitor Mueller summarized the ordinance. A discussion followed. Ms. Jackson made a motion that Council approve the ordinance as presented, which was seconded by Mr. Lear. The motion passed unanimously.

MAYOR'S REPORT:
No report

SECRETARY/TREASURER'S REPORT
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 June 8, 2026 meeting. A discussion followed. Mr. Green made a motion that council approve the disbursements as presented. Ms. Jackson seconded the motion, which passed unanimously.

Property insurance renewal: Ms. Falk reported that she received property insurance proposals from the current carrier HUB ($6,112) and from PIRMA ($8,186). The renewal was due on July 10. As authorized by Council at the June meeting, Ms. Falk renewed the policy with HUB.

2025 Audit: Ms. Falk summarized the auditor's finding letter, which stated that the 2025 financials were in order and an accurate reflection of the borough's financial condition. It included a comment about including general fixed assets. Ms. Falk will investigate further.

CDBG resolution: Ms. Falk reported that the borough needed to opt in to the CDBG program if it wanted to receive CDBG grant funds. Ms. Jackson made a motion that Council resolve to authorize a cooperation agreement with the County for program years 2027, 2028, and 2029. The motion was seconded by Mr. Bhaskar and passed unanimously.

COMMITTEE REPORTS

Code management (Jackson) – Zoning permits were issued for a roof, siding, and a dumpster.

Community Facilities (Bhaskar) –

Ceiling repair: A discussion was held on a proposal from Volpatt. Mr. Glance will be asked for additional information.

Boiler update: President Robb asked McKamish to look into a manufacturer warranty for the boiler, which they have agreed to do. More information will follow. Ms. Jackson will provide Ms. Falk with a list of reputable boiler installation companies to see if they participate in the CoStars program.

Basketball court: Ms. Jackson received confirmation that the current equipment is not regulation and the pole cannot be retrofitted but would need to be removed and replaced. Equipment only options include: regulation height pole, non-regulation backboard ($5,158); regulation height pole, regulation backboard ($5,598), regulation height pole, regulation backboard that can be hung on ($6,498). Installation is not included in the above proces. A discussion followed. Ms. Jackson will get a cost for new backboards and nets that can be installed in house.

Finance/Grants (Lear/Bhaskar/Frank) –

COVID-19 ARPA PA Small Water and Sewer balance – President Robb summarized the Mele change order to perform the ballfield drainage work. A discussion followed. Mr. Green made a motion that Council accept the change order proposal from Mele excluding items 7 and 8 (sidewalk and the water fountain) at a total cost of $24,472.50. The motion was seconded by Mr. Bhaskar and passed unanimously. Ms. Falk reported that the grant expiration date is September 30, 2026, so all work and billing will need to be completed by then.

New truck: President Robb reported that Public Works Director Charlie Smith recommended that the Borough start preparing for the purchase of a new truck in the relatively near future. A discussion followed, including CoStars contracts and funding options (DCED, US Rural Development). Ms. Falk and President Robb will work with Mr. Smith to put together the specs for a suitable truck.

Human Resources (Lear) – No report.

Infrastructure (Green) –
Sanitary Sewer - 2026 O&M repair bid – A public bid opening was held on July 9 and the following bids were received for the project:

Company	Base bid	Add Alt #1	Add Alt #2	Add Alt #3	Total
Insight Pipe	$61,530	$20,208.00	$8,310	$19,000	$109,048.
Robinson Pipe	$72,565	$22,067.50	$7,237.50	$21,375	$123,245.

A discussion followed. Mr. Lear made a motion that Council accept the LSSE recommendation to award the base bid and add alternates 1, 2, and 3 to Insight Pipe Contracting, LLC as low bidder in the total amount of $109,048.00, subject to receipt of insurance certificates, performance bond, and payment bond, and legal review and approval of same by the Borough Solicitor. The motion was seconded by Mr. Green, and it passed unanimously.

GEDTF - Pilgrim Road sidewalk– The bid deadline was extended to July 23, 2026 in hope of receiving additional bids. Bid results will be considered at the August 10 meeting.

Club Road force main update, assessment – LSSE has finalized the resident packets which will be mailed and e-mailed. Ms. Falk has provided LSSE with a list of current expenses. LSSE will need to certify the costs, which will then be assessed equally among the 10 affected property owners.

Winthrop Road force main update – LSSE will begin survey work this week.

Parks/Recreation (Green) –
Parrish Park Playground – Ground has been broken, and the project is underway. Demolition and excavation have begun.

Waste/Recycling (Glance) – No report.

OLD BUSINESS:
None.

NEW BUSINESS:
None.

ADJOURNMENT:
Ms. Jackson made a motion that council adjourn the meeting at 7:58 PM. Mr. Green seconded the motion, which carried.

EXECUTIVE SESSION:
Council went into executive session immediately following the meeting to discuss potential litigation.