

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**July 14, 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), Vashishta Bhaskar (2025), Jonathan Glance (2025), Chad Green (2027), Eve Jackson (2027), and Jay Lear (2027) were present. Secretary/Treasurer Dorothy Falk and Solicitor Emily Mueller from GRB were also present.

**Regrets:** Mayor Isabel Ford (2025)

**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. Lear made a motion to accept the minutes from June 9, 2025 as presented. The motion was seconded by Ms. Jackson and passed unanimously.

**PUBLIC FORUM**

*President Robb opened the floor to those wishing to speak.*

Resident Anne Lackner asked that Council consider the value of trees and protecting green spaces as part of the Parrish Park revitalization.

Resident Jesse Schell indicated that he had no update to the Club Road sewer project.

**ENGINEER'S REPORT**

Ms. Falk reviewed the highlights from LSSE's written monthly report.

President Robb reported that the Borough is anticipating approval for Part 1 of the Club Road sewer project in August. Once that is received, the project will transition from the Schells and Gales Engineering to the Borough and LSSE for the Part 2 permitting, bidding, and construction.

Service Order Authorization for Club Road sewer project – President Robb reviewed the SOA for engineering services related to the Club Road Force Main project. Mr. Glance made a motion that Council authorize LSSE to perform the services listed for an amount not to exceed \$38,400. The motion was seconded by Mr. Lear and passed unanimously.

The DEP requires a letter confirming that Rosslyn Farms will obtain a grinder pump maintenance agreement from residents. Mr. Glance made a motion authorizing Solicitor Mueller to prepare and share a draft letter, which was seconded by Ms. Jackson. The motion passed unanimously.

## **SOLICITOR'S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

*Zoning certificate of use and occupancy* – A discussion was held on borough zoning officer Jarrod D'Amico's recommendation for an inspection requirement in the industrial district when there is a change of tenant. Solicitor Mueller was authorized to draft an ordinance in a new chapter in the code of ordinances for "Licenses, permits, and general business regulations" that would require an inspection by the zoning officer when there is a change of occupant or use. She will work with Mr. D'Amico in identifying the items to be inspected. Council requested that all properties be inspected upon adoption of the ordinance (with advance notice given) and then again with a change in owner/use/occupancy.

## **MAYOR'S REPORT**

No report.

## **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 June meeting. A discussion followed. Mr. Glance made a motion that Council approve the disbursements as presented. Ms. Becker seconded the motion, and it passed unanimously.

New laptop: Ms. Falk reported that the current laptop is no longer functioning predictably. She requested authorization to purchase a new laptop and software, if necessary. A discussion followed. Mr. Glance made a motion that Council authorize Ms. Falk to purchase a new laptop and any necessary software updates. The motion was seconded by Ms. Becker and passed unanimously.

## **COMMITTEE REPORTS**

Code management (Jackson) – Ms. Jackson reported that a citation was being filed for a storage pod, and a hearing has been scheduled for a sidewalk/driveway.

Communication/Website (Jackson) – Ms. Jackson reported that the borough website has been updated with information for residents who wish to file code enforcement complaints.

Community Facilities (Jackson) -

*Evergreen Montessori Lease* – Ms. Falk reported that she received a letter and a rent check from Tracy Beresford dated June 2, 2025, indicating that Evergreen Montessori would be continuing its lease in the Community Center, thereby exercising the 3<sup>rd</sup> extension (8/1/2025 -7/31/2026).

*Ratification of decision to authorize replacement of boiler*: Mr. Glance made a motion that Council ratify its decision to accept the proposal from McKamish to replace the inoperable Dunkirk boiler in the Community Center with a new Dunkirk 800k steam boiler for \$45,798 using Costars contract #008-E24-1344. The motion was seconded by Ms. Becker, and it passed unanimously

*Carpet cleaning*: Ms. Jackson reported that Council had previously authorized window cleaning for the Community Center in an amount not to exceed \$2,000. The work was done for \$410. She requested that the remainder of those funds be used to clean the rugs and carpet. A discussion followed. Ms. Jackson made a motion that Council authorize that the Community Center carpets be

cleaned for an amount not to exceed \$1,500, which was seconded by Mr. Glance. The motion passed unanimously.

A discussion was held on maintenance and landscaping at the Community Center and the pool.

Finance/Grants (Robb) –

*Resolution authorizing DCED Multimodal Transportation Fund grant application and funds commitment letter-* Ms. Falk summarized a grant application for the construction of sidewalks in Parrish Park, Kings Highway Park, and the Rosslyn Road ballfield called the Active Pathways Project. A discussion followed. Mr. Glance made a motion that Council resolve to authorize Ms. Falk to submit a grant application for the project on behalf of the Borough of Rosslyn Farms to the DCED Multimodal Transportation Fund grant program requesting a grant in the amount of \$230,000 and committing to a borough match of \$99,650. The motion was seconded by Ms. Becker, and it passed unanimously.

Human Resources (Lear) – No report.

Infrastructure (Green) -

*Club Road Force Main Project update* – A discussion was held on resident payment options for the assessment of the sewer project. Solicitor Mueller will research it further.

A discussion was held on various maintenance issues throughout the borough.

Clogged storm drain – President Robb reported that a clogged storm drain on Rosslyn Road was determined to be an issue involving the Port Authority, not PennDOT. Discussion of maintenance responsibilities continues.

Parks/Recreation - (Green) – Mr. Green summarized feedback from families with children of an age to use the park and playground. Equipment suggestions include a climbing structure, a slide, and swings, with wooden structures preferred over metal and mulch preferred over turf. The desired concept is to have a playground nestled in a natural setting. The next steps are to confer with representatives of the DCNR and DCED/GTRP to identify any potential issues with the grant requirements, to confirm the design with Council, and to authorize a final design for LaQuatra Bonci. The final design will be posted on the website.

Waste/Recycling (Glance): No report.

**OLD BUSINESS**

Deer culling: President Robb forwarded the information from Solicitor Mueller to resident Tina Engleka. A discussion followed. Council will take no further action at this time.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Mr. Glance made a motion that Council adjourn the meeting at 8:47 PM, which was seconded by Ms. Jackson. The motion carried.