

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
June 10, 2024

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), Chad Green (2027), Lee Griffin (2025), Eve Jackson (2027), and Jay Lear (2027) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, Solicitor Emily Mueller from GRB were also present.

Regrets: Council member Jonathan Glance (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

Ms. Becker made a motion to accept the minutes from May 13, 2024 as presented. The motion was seconded by Mr. Green and passed unanimously.

SAFE STREETS FOR ALL PROGRAM:

Crafton Borough Manager Jim Price summarized the federal program, which provides grant funding to increase road safety. Crafton is applying for the planning/demonstration project grant in this round and is gauging the interest of other local municipalities (Rosslyn Farms, Thornburg, Carnegie, Ingram) in applying for a joint, multi-municipal project. The minimum grant is \$100k, with a 20% match requirement. Additional federal funding may be available for the implementation of the analysis. Solicitor Mueller indicated that an intergovernmental cooperation agreement would be required, which can be passed as a resolution. Crafton would like a decision by the July 8 meeting.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Jesse and Nyra Schell provided an update on their sanitary sewer project. Their engineers have provided a preliminary sketch of the potential sewer location and are identifying permit requirements. Borough engineer David Kovac from LSSE raised three issues that should be addressed: open cut versus boring; providing access for future connections (curb boxes), and lines coming in from Standish. A meeting for those potentially affected will be scheduled with an intent to identify a path forward at the July meeting.

ENGINEER'S REPORT

Scheffield storm sewer and road improvement bid result and award: President Robb reported that six proposals were received for the project, ranging from \$163,395.00 to \$271,612.11. Mr. Lear made a motion that Council award the project to Mele & Mele & Sons, who had the lowest base bid in the amount of \$163,395.00. The motion was seconded by Ms. Griffin, and it was unanimously approved.

President Robb reported that the awarded contract came in lower than anticipated, which may result in grant funding that could potentially be used to increase the scope of the project.

2024 road maintenance (Arch) – seal coating bid result and award: Mr. Kovac summarized the bid proposal for the Borough section of Arch, which included base repair on the areas in the worst condition, a thin layer of asphalt to level and help with drainage, and then tarring and chipping. Mr. Kovac reported that two bids were received for the project, \$96,449 and \$149,530. Ms. Jackson made a motion that Council award the project to the low bidder, Youngblood Paving, in the amount of \$96,449. The motion was seconded by Ms. Griffin and unanimously approved.

Liquid Fuels fund –A discussion was held on the use of state issued Liquid Fuels funds. Both the Scheffield and Arch projects qualify. Council authorized that the Liquid Fuels fund revenues be used to pay for the projects.

Stop sign analysis: Mr. Kovac presented the findings of the analysis. Three intersections were analyzed: Terrace/Pilgrim/Park, Kings/Rosslyn/Club, and Rosslyn/Alden/Parkway Ramp. All met the requirements for stop sign installation. A discussion followed, including signage, sight distance, one way street designation, crosswalks, and speed hump locations.

Ms. Griffin made a motion that Council authorize Solicitor Mueller to draft an ordinance adding stop signs at the three identified intersections and designating a one-way street, as presented. The motion was seconded by Mr. Lear and passed unanimously.

Speed hump – A discussion was held on relocating a previously approved speed hump to the pool area based on the new stop signs to be installed. Grade and sight distance will be factors. Ms. Becker made a motion that Council authorize President Robb to discuss relocating the speed hump in consultation with Mele & Mele who were awarded the project. Ms. Griffin seconded the motion, which passed unanimously.

CCTV: Mr. Kovac reported that Insight Pipe will begin the CCTV and cleaning work this week. He will ask them look at the Scheffield storm project while they are here.

Ms. Becker left the meeting at 9:00 PM.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from the previous month.

Third Amendment to the Evergreen Montessori Lease and authorizing resolution – Solicitor Mueller reported that she spoke with the Evergreen Montessori representative regarding the lease and they have come to agreement, with only minor changes indicated. Ms. Jackson made a motion

that Council approve the resolution authorizing the appropriate individuals to execute the lease as presented. The motion was seconded by Mr. Lear, and it passed unanimously.

MAYOR'S REPORT

Mayor Ford gave the police report. There were a number of stops and warnings, with many going to residents. A discussion was held on the extra shifts, which seem to have been successful in reducing speeding. Council requested that additional shifts be paused until the new stop signs are installed.

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

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reported that a zoning hearing has been scheduled for a variance request for a fence on Edgecliff and that Harshman will do a borough drive-through to identify property maintenance issues. Ms. Falk provided an update on permit issues for a property on Terrace.

Communication/Website (Jackson) – Review of the new website is ongoing.

Community Center/Facilities (Becker) -

Community Center Commission: President Robb reported that Betsy Tassarò has resigned from the Community Center Commission and that Ms. Becker has stepped down as the Council representative. Mr. Lear made a motion that the borough accept the resignation of Ms. Tassarò and appoint Marty O'Toole to fill the open position. The motion was seconded by Mr. Green and passed unanimously. President Robb appointed Ms. Jackson as the Council representative to the commission.

Finance/Grants (Robb) –

Caliguiri Group update/Grants: President Robb summarized the status of the various grant applications. The next grant application will be submitted at the end of July. Council expressed interest in having David Caliguiri provide a full update within the next few months.

Human Resources (Lear) – No update.

Infrastructure – (Lear)

Sanitary sewer expansion/Club Road sewer right of way: Covered in the Public Comment.

Parks/Recreation (Griffin) – Ms. Griffin reported that the basketball hoops need new backboards.

Waste/Recycling (Glance) – Ms. Falk reported that the contract with Valley Waste had been executed with service beginning on July 1, 2024. Biweekly recycling will continue, but the pick-up week will be on the alternate week as the current schedule.

OLD BUSINESS

Traffic calming: Covered in the Engineer's Report.

NEW BUSINESS

New sign for Parrish Park. Mayor Ford reported that a new sign is needed. She will personally donate the funds for the sign. Ms. Griffin made a motion that Council authorize the replacement of the sign in an amount not to exceed \$2,000 and accept Mayor Ford's donation. Mr. Green seconded the motion, which passed unanimously.

ADJOURMENT

Ms. Jackson made a motion that Council adjourn the meeting at 9:30 PM, which was seconded by Ms. Griffin. The motion carried.

EXECUTIVE SESSION

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