

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**June 9, 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), 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 members Vashishta Bhaskar (2025), Jonathan Glance (2025), and Chad Green (2027)
- 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**

Ms. Jackson made a motion to accept the minutes from May 12, 2025 as presented. The motion was seconded by Mr. Lear and passed unanimously.

**PUBLIC HEARING**

President Robb opened the public hearing at 7:00 PM to consider the adoption of an ordinance that would require a Certificate of Use and Occupancy for the sale of properties in the C1 and I1 districts only. Solicitor Mueller summarized the ordinance and provided comments from the Rosslyn Farms Planning Commission and the Allegheny County Planning department. In her opinion, the ordinance is acceptable as currently written. There were no questions or comments from residents. President Robb closed the public hearing at 7:04 PM.

Proposed ordinance – Mr. Lear made a motion that Council approve the ordinance as presented, which was seconded by Ms. Jackson. The motion passed unanimously.

**PUBLIC FORUM**

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

Resident Nick van der Merwe expressed concerned about the proliferation of invasive species and asked how to engage with the Rosslyn Farms community. A discussion was held on putting together an educational presentation and starting to address honeysuckle in the fall.

Resident Nyra Schell reported that there has been no update on their sewer project. Their current permit expires in October.

**ENGINEER'S REPORT**

Ms. Falk reviewed the written report provided by LSSE. The ponding on Arch has been addressed. Tarring and chipping will be done soon.

## **SOLICITOR'S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

Sewer main assessment: Solicitor Mueller reported that current ordinances do not address general interest and penalty rates that apply to all municipal claims, though there are specific fees for delinquent sewer payments. She recommended that Council specify the penalties in the assessment ordinance since it is not mentioned elsewhere. She recommended a maximum 5% penalty and 10% interest rate, as specified in the Municipal Claims & Tax Lien Law.

Deer culling/hunting: Solicitor Mueller followed up on questions raised at the previous meeting, including minimum acreage requirements, safety zones, and property owners combining lots. Borough ordinances currently prohibit hunting in “any park, community center, and recreation area”.

## **MAYOR'S REPORT**

Mayor Ford gave the police report. There were four incidents reported in the industrial park (vehicle theft, burglar alarm, trespassing, and theft), one report of fraudulent activity, and a tree down on Edgecliff. There were several traffic posts that resulted in warnings and citations. Mayor Ford will begin discussions with the Chief regarding the renewal of the police contract, which expires at the end of this year.

## **SECRETARY/TREASURER'S REPORT**

General Code renewal – Ms. Falk reported that the annual renewal for the online access and maintenance to the Borough's code of ordinances is \$1,195, unchanged from last year. A discussion followed. Ms. Becker made a motion that Council renew the contract, which was seconded by Mr. Lear. The motion passed unanimously.

MRM - Property Insurance renewal – Ms. Falk reported that the annual renewal for property insurance with MRM is \$5,760, an increase of \$304 (5.5%) from last year. A discussion followed. Ms. Jackson made a motion that Council renew the policy, which was seconded by Ms. Becker. The motion passed unanimously.

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. Ms. Jackson seconded the motion, and it passed unanimously.

E-mail storage: Ms. Falk reported that the free email storage on Google is 86% full (15GB). She suggested subscribing to Google One with 100 MB storage for \$20/year. A discussion followed. Ms. Jackson made a motion that Council authorize Ms. Falk to subscribe to Google One for e-mail storage, which was seconded by Mr. Lear. The motion passed unanimously.

Ratification of GTRP grant application and funds commitment: Ms. Becker made a motion the Council ratify its decision to pass a resolution that authorized Ms. Falk to submit a grant application on behalf of the Borough in the amount of \$160,522.50, designated Ms. Falk and President Robb as contacts to execute all the necessary documents to facilitate obtaining the

grant, and authorized Ms. Falk to provide a letter committing the Borough to providing the 15% match (\$28,327.50) as part of the grant application. The motion was seconded by Ms. Jackson, and it passed unanimously.

Discontinue use of grant services from C&G Services: A discussion was held on the use of consulting services provided by C&G Services. Council expressed its appreciation for C&G's support in identifying and securing past funding but felt it would be cost effective to discontinue use at this time. Mr. Lear made a motion that Council end the current agreement with C&G Services effective June 30, 2025. The motion was seconded by Ms. Becker and passed unanimously.

## **COMMITTEE REPORTS**

Code management (Jackson) – Ms. Jackson reported that there are active issues on Winthrop and Kings. A discussion was held on resident complaints of potential code violations. Council determined that resident complaints be made directly to Harshman.

Communication/Website (Jackson) – Ms. Falk will work with Ms. Jackson to update the website to address resident complaints for potential code violations.

Community Facilities (Jackson) -

*Outdoor electric and lighting project* – Mayor Ford summarized an updated proposal from Smith Electric for the outdoor electric and lighting at the Community Center. This will be discussed at a future meeting.

Finance/Grants (Robb) –

*Grant update* – Ms. Falk summarized the updated grant scorecard, which included the GTRP grant application submitted last month. The next grant that the borough is considering is the DCED Multimodal Transportation Fund for sidewalks along Rosslyn, Kings, and Parrish Park, with a deadline of July 31.

Ms. Falk reported that David Caliguiri of C&G indicated that State Sen Robinson remains favorably inclined towards helping find funding for the new boiler but that it was dependent on the state budget passing, which is supposed to be finalized on June 30.

Human Resources (Lear) – No report.

Infrastructure – (Green)

*Club Road Force Main Project update* – No update.

Parks/Recreation

*Playground* – Mr. Greene reported that only two families showed up to the meeting. Conversation continues.

*Pool* - Opening was delayed two weeks due to weather. Things are running smoothly otherwise.

Waste/Recycling (Glance): No report.

**OLD BUSINESS**

Deer culling - President Robb will share the information provided by Solicitor Mueller with the interested resident.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Ms. Jackson made a motion that Council adjourn the meeting at 8:13 PM, which was seconded by Mr. Lear. The motion carried.