

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**March 10, 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 Vashishta Bhaskar (2025), Jonathan Glance (2025), Chad Green (2027), and Eve Jackson (2027) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.
- Regrets:** Council members Barbara Becker (2025) and Jay Lear (2027)
- Materials:** A sign-in sheet and agenda were provided to those in attendance.
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**SWEARING IN OF NEW COUNCIL MEMBER**

The Honorable Mayor Isabel Ford gave the Oath of Office to Vashishta Bhaskar.

**The Pledge of Allegiance was recited.**

**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Green made a motion to accept the minutes from February 10, 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.*

Jesse and Nyra Schell indicated that there was not much progress on the Club sewer project, which is currently being evaluated by the County Health Department. President Robb reported that it would go to the DEP after that, and then the borough engineers LSSE would take over the project. Council will need to determine how to pass the cost to the affected property owners.

**ENGINEER'S REPORT**

President Robb reviewed the written report provided by LSSE.

**SOLICITOR'S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

Draft ordinance: Removal of Snow from Sidewalks – Solicitor Mueller summarized the ordinance to allow the borough to remove snow from the sidewalks of occupied or unoccupied properties if not done by the property owners within 24 hours and to recover the cost from them. A discussion followed. Mr. Glance made a motion to authorize Ms. Falk to advertise the ordinance for adoption at the May Council meeting. The motion was seconded by Mr. Green, and it passed unanimously.

Draft zoning ordinance: Certificate of Use and Occupancy requirement - Solicitor Mueller summarized the proposed ordinance, which would require a zoning Certificate of Use and Occupancy only for sales of properties within the industrial and mixed-use districts. A discussion followed. The Allegheny County Planning Department and Rosslyn Farms Planning Commission need to review the ordinance prior to consideration, and Council will need to hold a public hearing prior to consideration. Mr. Glance made a motion to authorize Ms. Falk to advertised the hearing for an appropriate meeting following the required reviews.

### **MAYOR'S REPORT**

Mayor Ford gave the police report for February. There was one narcotics violation, one report of fraud, and five traffic citations.

Mayor Ford has arranged for lunch for the Scott Twp. Police Department to be held on March 13 to express the Borough's appreciation for their work.

A new streetlight has been authorized at 4 Rosslyn Road. Blinders are being installed on some streetlights by resident request.

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

Code update proposal: Ms. Falk presented the proposal from General Code to update the Borough Code book. A discussion followed. Council will postpone the update as additional ordinances will likely be passed in the near future.

Verizon and Comcast franchise fee renewals: Ms. Falk reported that the Verizon franchise agreement expires in 2028, and the Comcast agreement expires in June 2025. A discussion followed. Ms. Falk will reach out to the Cohen Law Group who negotiated the Verizon agreement for a proposal.

Sewer billing refunds: Ms. Falk reported that she continued looking into the issue of septic properties being billed for sewer use. She found documentation that Bob McGuire (19 Standish) and Nickolous Ward (17 Standish) are owed refunds through January 2012. Council approved issuing refunds through those dates. The property owners are responsible for identifying any other potential refunds.

### **COMMITTEE REPORTS**

Code management (Jackson) – Ms. Jackson reported that there are no new issues to report.

Ms. Jackson gave a summary of the meeting in Carnegie regarding the Carnegie Elementary School addition. A discussion followed. Ms. Jackson will reach out to the Carlynton School Board to see if they will come to a future Rosslyn Farms Council meeting for a short discussion on district activities.

Communication/Website (Jackson) – No report.

Community Facilities (Jackson) -

*Boiler preventative maintenance agreement:* A discussion was held regarding the proposal from McKamish for preventative maintenance of the boiler. Mr. Glance made a motion that Council approve the agreement, which was seconded by Ms. Jackson. The motion passed unanimously. The purchase of a new boiler may lead to additional discussions with McKamish.

*Boiler RFP:* President Robb reported that McKamish has registered for the Costars program, which would allow for the direct purchase of a boiler from them without putting it out to bid. A discussion followed. Ms. Jackson requested getting additional estimates for Council review. President Robb and Ms. Falk will look into it further.

Finance/Grants (Robb) –

*Grant update* – President Robb reviewed the status of existing grant applications. A discussion was held on continuing to use C&G's consulting/advocacy services.

Human Resources (Lear) – No report.

Infrastructure – (Green)

*Club Road Force Main Project update* – discussed in Public Forum.

Parks/Recreation –

*Parrish Park playground renovation:* Mr. Green reached out to LaQuatra Bonci for electronic copies of materials. Mr. Glance offered to print them. A public meeting will be held before the April Council meeting. A virtual meeting was suggested to include Dan McDowell.

Waste/Recycling (Glance) – No report.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

Mr. Glance made a motion that Council adjourn the meeting at 8:07 PM, which was seconded by Mr. Green. The motion carried.

## **EXECUTIVE SESSION**

Council held an executive session immediately following the meeting to discuss pending code enforcement.