

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
May 13, 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), Jonathan Glance (2025), Chad Green (2027), 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 member Lee Griffin (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

Mr. Lear a motion to accept the minutes from April 8, 2024 as presented. The motion was seconded by Mr. Green and passed unanimously.

PUBLIC FORUM

President Robb opened the floor to those wishing to speak.

Jesse and Nyra Schell provided an update for the status of their sewer project. Engineers are looking at the plans and determining what forms and permits are required.

Nancy Barsotti was present to observe.

SOLICITOR'S REPORT

Solicitor Emily Mueller summarized her activities from last month. She also informed Council of a change to overtime requirements, expanding the pool of employees who are eligible.

ENGINEER'S REPORT

Scheffield storm sewer and paving – Council authorized the advertising of this project last month upon approval of the bid specs, which are expected to be completed within the next two days. Ms. Falk will submit the notice as soon as council has reviewed and approved them.

Arch Street base repair and tar/chip – A discussion was held on the condition of Arch St. Mr. Glance made a motion that Council authorize the borough engineer to prepare bid specs for base repair and tarring/chipping of Arch Street and to authorize Ms. Falk to advertise the bid request. The motion was seconded by Mr. Lear and passed unanimously.

MAYOR'S REPORT

Mayor Ford gave the police report. She reported that there were eight extra police details, resulting in 32 stops resulting in citations and warnings (written and verbal).

Mayor Ford indicated that she had received a rental request for the first Monday of June, July, and August, which might interfere with Council's holding additional meetings. A discussion followed, including the option for Council to meet in the gym if needed. Mayor Ford was authorized to rent the space.

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

Insurance renewals:

Liability - Ms. Falk reported that the current policy with PIRMA expires on July 10, 2024. The renewal premium is \$13,436, an increase of \$640 (5%) from the previous year after no increase last year. A discussion followed. Mr. Glance made a motion that Council renew the policy as presented, which was seconded by Ms. Becker. The motion passed unanimously.

Property - Ms. Falk reported that the current policy with MRM expires on July 10, 2024. The renewal premium is \$5,456, an increase of \$259 (5%) from the previous year. The borough received dividends from the trust of \$448.51 in April, which will likely increase next year due to additional years of coverage. A discussion followed. Mr. Glance made a motion that Council renew the policy as presented, which was seconded by Ms. Becker. The motion passed unanimously.

Resolution appointing Act 32 delegates: Ms. Falk reported that the Tax Collection Committee requires a resolution appointing the official voting delegates for the borough. A discussion followed. Mr. Glance made a motion that Council appoint Dorothy Falk as the primary voting delegate, Mr. Lear as the first alternate delegate, and Mr. Glance as the second alternate delegate. The motion was seconded by Ms. Becker and approved unanimously.

COMMITTEE REPORTS

Code management (Jackson) – Ms. Jackson reported that driveway issues on Rosslyn Road are still being investigated. A fence permit was denied with a variance request expected. A discussion was held regarding feeding squirrels, which are not addressed in the ordinances. Ms. Falk will look into permit requirements for POD units. Ms. Jackson will talk to Harshman about property maintenance issues pertaining to overgrown grass/weeds and dead trees.

Communication/Website (Jackson) – Ms. Falk reported that she is currently working on approving the site content.

Community Center/Facilities (Becker) - Ms. Falk reported that the McKamish preventative maintenance program for the boiler is increasing by 3% to \$1,824 for the next year. A discussion followed. Ms. Becker made a motion that Council renew the preventive maintenance program with McKamish, which was seconded by Ms. Jackson. The motion was approved unanimously.

A discussion was held regarding the Multi-Purpose Community Facilities grant application, which included outdoor uplighting and a boiler. Council will look into alternate funding options if the grant is not received.

Finance/Grants (Robb) –

Caliguiri Group update/Grants: President Robb summarized the status of the various grant applications.

Greenways, Trails, and Recreation Program- grant resolution and match commitment: President Robb summarized a \$250,000 grant application for safe walkways within the park, ballfield, and to the pool, which requires a 15% match (\$294,118 project value, \$44,118 match, \$250,000 grant). Mr. Glance made a motion that Council authorize President Robb to apply for the grant of \$250,000 and to authorize him to execute any necessary documents on behalf of the Borough. Mr. Lear seconded the motion, which was approved unanimously.

Mr. Glance made a motion that Council authorize President Robb to sign the 15% match commitment letter for the grant application, which was seconded by Ms. Jackson. The motion passed unanimously.

Human Resources (Lear) –

Lifeguards: Mr. Lear reported that lifeguard interviews have been completed. A discussion was held on the current pay scale for lifeguards:

1 st year:	\$15.00/hour
2 nd year+	\$17.00/hour
Asst Head Guard:	\$19.00/hour
Head Guard:	\$20.00/hour
End of year bonus	\$150

Mr. Lear made a motion that Council approve the hiring of 10 lifeguards and two reserve lifeguards and approve the pay scale as presented. The motion was seconded by Mr. Glance and passed by a vote of 5-0, with Mr. Robb abstaining.

Infrastructure – (Lear)

Sanitary sewer expansion – update: This was discussed in the Public Comment.

Sidewalk catchup project discussion and bid award:

A discussion was held regarding the necessity of installing detectible warning surfaces. Council will proceed with their installation as they have been installed previously in other borough locations and are recommended by the borough engineer and solicitor.

President Robb reported that Harshman tabulated the segments accepted by the residents for the bids that were received. The low bidder was Excaliber, at a total of \$60,292 for the selected scope. Mr. Glance made a motion that Council award the project to Excaliber at a cost of \$60,292. The motion was seconded by Mr. Green, and it passed unanimously.

Due to the amount of traffic and activity at Kings Highway and Rosslyn Road, Council discussed installing sidewalks, which would include two sections of sidewalk and four ADA ramps, at an estimated cost of \$18k. Solicitor Mueller indicated that she is comfortable with the borough submitting this as a change order due to the uniqueness of the bid project and since it would fall within the quantity of the original project.

A discussion was held regarding the shuffleboard court on Puritan. A former resident has offered to pay to have it repaired in honor of her parents. Mr. Glance made a motion that Council accept the gift of the repair of the shuffleboard court. Ms. Jackson seconded the motion, which passed unanimously.

Parks/Recreation (Griffin) –

Pool fees: Pool membership fees will remain the same as last summer. The pool is on track to open on Memorial Day, as scheduled.

Waste/Recycling (Glance) – Ms. Falk presented the results from the bid opening on Friday. A discussion followed, including the various collection options. Mr. Glance made a motion that Council award the garbage contract to Valley Waste for manual garbage collection and manual recycling collection for a three-year contract in the total amount of \$148,177.20. The motion was seconded by Ms. Becker and passed unanimously. Ms. Falk will coordinate with Valley Waste for the service transition.

OLD BUSINESS

Traffic calming:

Stop sign study update: The borough engineer distributed the study report today, which indicates that stop signs can be placed at all suggested locations. This will be discussed further at the June meeting so that Council has an opportunity to review the report in greater detail and so that interested residents can attend. LSSE will be asked to attend to answer any questions that arise.

Speed hump update: No update.

Committees and appointments:

A discussion was held on the composition of the Community Center Commission. Ms. Becker will talk to Betsy Tassarò to verify her previous emails expressing an interest in stepping down or whether she wants to remain on the commission. Marty O'Toole has agreed to serve on the commission if there is a vacancy.

NEW BUSINESS

Ms. Falk reported that Nicole Fiorentino is moving, so Council will need to appoint a new representative to the planning commission.

EXECUTIVE SESSION

Council went into executive session at 8:50 PM to discuss lease negotiations and potential litigation. Council came out of executive session at 9:30 PM.

ADJOURNMENT

Mr. Glance made a motion that Council adjourn the meeting at 9:30 PM which was seconded by Mr. Green. The motion carried.