

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**October 14, 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 Jonathan Glance (2025), Chad Green (2027), Lee Griffin (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 member Barbara Becker (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**

Ms. Griffin made a motion to accept the minutes from September 9, 2024 as presented. The motion was seconded by Mr. Lear and passed unanimously.

**GRANT UPDATE**

David Caliguiri from C&G Strategies was present and provided an update on the grants that have been submitted. Several grants are expected to be awarded within the next several weeks. A pre-application has been submitted for the 2024 CDBG grant, and the borough may reapply for the statewide LSA grant, though awards for the 2023 grants have yet to be announced.

2024 PennDOT MTF - Application, Resolution, and Funding Commitment letter – A discussion was held on reapplying for this grant. Mr. Glance made a motion that Council pass a resolution authorizing President Robb to reapply for a grant in the amount of \$139,168 and to provide a letter committing to a match of at least \$43,052. The motion was seconded by Ms. Griffin and passed unanimously.

**PUBLIC FORUM**

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

Jesse and Nyra Schell reported that seven of the ten properties to be serviced by the proposed new sanitary sewer line have been surveyed. When all properties have been surveyed, the project will be put on hold, at which point work may transition to the borough.

**ENGINEER'S REPORT**

President Robb reported that the Scheffield storm sewer and road work was completed, the speed hump on Kings Highway was installed, and the new stop signs have been put up. A discussion was held on redoing street lines with thermoplastic. President Robb will look into it.

## **SOLICITOR'S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

A discussion was held on the Club Road sewer extension. An ordinance will be required if the Borough takes over the sewer project. President Robb reported that the LSSE estimate for the force main is approximately \$153,000 for the ten residences to be serviced.

Update Community Center license agreement: A discussion was held on situations where the borough can retain the security deposit and/or deny future rentals when facilities are not left clean. These will be incorporated into the rental agreement.

## **MAYOR'S REPORT**

Mayor Ford gave the police report for September. There were five traffic citations and additional warnings, a fraud complaint, a 9-1-1 hang up, and several unlocked cars that were entered.

Mayor Ford provided a summary of a traffic calming webinar she attended through the PSAB.

A discussion was held on additional ways to slow traffic, including requesting police patrols during the morning school bus routes and enforcement of the new stop signs. A potential new stop sign at Park and Edgecliff was suggested. President Robb suggested that Council compile additional suggestions which that could be incorporated into the traffic study that would be required.

## **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 September meeting. Mr. Glance made a motion that Council approve the disbursements as presented. Ms. Griffin seconded the motion, and it passed unanimously.

A discussion was held on providing flexibility in making field decisions for construction projects. Mr. Glance made a motion that Council authorize the President and Vice-President of Council to approve up to \$5,000 in changes for such projects. The motion was seconded by Ms. Griffin and passed unanimously.

Sidewalk sub-billing: A discussion was held on sub-billing residents for their share of the sidewalk projects. Council approved billing residents when the detailed information is available.

## **COMMITTEE REPORTS**

### Code management (Jackson) –

Ms. Falk reported that resident Josh Roberts, who is requesting a fence variance from the zoning hearing board, informed her via email that he met with a landscape architect last weekend, who will be forwarding plans and drawings for Council to review.

Communication/Website (Jackson) – No report.

Community Facilities (Jackson) -

*Ratification of boiler repair* - Mr. Glance made a motion that Council ratify its decision to accept the proposal from McKamish to repair the boiler in the amount of \$4,915. The motion was seconded by Mr. Lear and approved unanimously. Ms. Falk reported that the work was completed and will likely come in lower than the proposal as they were able to perform the repair without welding a new section of pipe.

Finance/Grants (Robb) –

*2025 Budget* – President Robb and Ms. Falk presented Budget Draft A that was put together by the budget committee. A discussion followed. Council suggestions will be incorporated into the budget for discussion at the November meeting.

Human Resources (Lear) – No report.Infrastructure (Lear) -

*Ratification of line-painting proposal* – Mr. Glance made a motion that Council ratify its decision to accept the proposal from Mele & Mele for line painting at the intersection of Kings Highway and Park and the add alternate #1 of 130lf of thermoplastic stop bars. The motion was seconded by Ms. Griffin and passed unanimously.

Parks/Recreation (Griffin) –

*Field rental policy, Rules and Regulations and Resolution:* Ms. Griffin provided Solicitor Mueller with suggestions regarding the security deposit, seasonal rates, and notification of no restroom availability. These will be incorporated and discussed at the November meeting.

Waste/Recycling (Glance) – No report.**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Mr. Glance made a motion that Council adjourn the meeting at 8:40 PM, which was seconded by Mr. Green. The motion carried.

**EXECUTIVE SESSION**

Council went into Executive Session immediately following the meeting to discuss personnel issues.