

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**September 9, 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. Council Vice President Jonathan Glance (2025) arrived at 7:10PM. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from GRB were also present.

**Regrets:** None

**Materials:** A sign-in sheet and agenda were provided to those in attendance

---

**The Pledge of Allegiance was recited.**

Ms. Falk reported that Council met in Executive Session immediately following the August meeting to discuss potential litigation

**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Lear made a motion to accept the minutes from August 12, 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.*

Joseph Day, municipal relations coordinator from ALCOSAN, was present. He informed Council that ALCOSAN was having an Open House on Saturday and that ALCOSAN could help residents in need through its Clean Water Assistance Fund. He will provide Ms. Falk with a billing contact.

Residents Jesse and Nyra Schell were present and gave an update on their sanitary sewer project, which they feel is onerous in terms of cost and legal responsibility. They asked that the borough consider assisting with the ROW portion of the project. A discussion followed.

Mr. Glance arrived at 7:10PM.

**ENGINEER'S REPORT**

Roadway Operation and Maintenance Report – LSSE engineer David Kovac presented the results of the road condition study, which ranked all road segments in the borough from 1-10, based on condition, traffic, planned utility work, etc. This will allow the borough to prioritize resurfacing and reconditioning work. LSSE recommend stabilizing the roads in Appendix D as a priority over the next 5-10 years, at a cost of \$661K. A discussion followed. Mr. Kovac will send the final spreadsheet to Mr. Robb and Ms. Falk.

Scheffield storm sewer project – Contractor Mele & Mele will start this week, with a pre-construction meeting scheduled for tomorrow at 2. Scheffield Road will remain accessible to residents while the project is underway.

Arch Street - The contractor (Youngblood Paving) cannot start the project until the end of September, which will not allow for chipping this season. Youngblood offered to do the chipping in the spring at the contracted price due to the delay. A discussion followed. Council agreed to the new timeline. A change order will be put together to extend the deadline and maintain the price.

### **SOLICITOR’S REPORT**

Solicitor Emily Mueller summarized her activities from the previous month.

Club Road sewer extension update: Solicitor Mueller indicated that the agreement prepared for the Schells was typical for a private developer extending a sewer main for a subdivision, which establishes a high cost to the party signing the agreement, which would then be apportioned to the affected properties. A discussion followed. Mr. Glance made a motion that the borough assume the responsibility of installing the force main portion of the sewer project on Club Road and assessing the affected property owners. The motion was seconded by Ms. Becker, and it passed unanimously. Mr. Robb will get an estimate of the cost for the force main portion of the project.

Weeds: A discussion was held on various definitions of weeds. No action was taken. Harshman will be asked to treat properties consistently.

### **MAYOR’S REPORT**

Mayor Ford gave the police report. There were eight calls, including alarms in the industrial park and an arrest for DUI. Mayor Ford was asked to request additional patrols due to increased traffic from the closing of Campbells Run Road. Faded traffic signs were replaced, and trees were trimmed for better visibility. A discussion was held on traffic issues on the Edgecliff/Terrace loop.

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

Minimum Municipal Obligation (MMO) for Retirement Plan: Ms. Falk reported that the MMO for 2025 will be \$11,824, based upon an estimated payroll of \$147,800 and a contribution rate of 8%. This will be budgeted for 2025.

2023 Financial Audit and Report: Ms. Falk reported that the 2023 financial report and audit were completed, which determined that the borough’s financial reports accurately reflected the financial condition of the borough. She will follow up with the auditor regarding suggestions for strengthening internal controls.

Landlord Tenant Form: Ms. Falk reported that there is a borough ordinance that requires landlords to provide tenant information to the borough annually, enacted to assist with the collection of the local earned income tax. A discussion followed. Ms. Falk will make sure the form is available on

the website and that the requirement appear on a resident information page. She will reach out to property owners who may be currently renting out their properties.

Archangel Gabriel security deposit- Ms. Falk reported that Archangel Gabriel school submitted a duplicate security deposit for use of the soccer field. Mr. Glance made a motion that Council authorize Ms. Falk to refund the duplicate security deposit, which was seconded by Ms. Griffin. The motion passed unanimously.

## **COMMITTEE REPORTS**

Code management (Jackson) – Ms. Falk reported that resident Josh Roberts had not provided a landscape plan as Council had requested in order to determine its support for his ZHB variance. She will reach out to him.

A discussion was held on tree removal and replacement. Council agreed that a uniform appearance on Kings Highway is desirable. Ms. Griffin will bring ideas for Council to consider.

Communication/Website (Jackson) – Ms. Falk suggested that a new page be created on the website to share information helpful for residents. A discussion followed. Ms. Falk will work with the website developer to create such a page.

Community Facilities (Jackson) - Ms. Jackson reported that the Community Center Commission met. Potential grant projects were discussed. Committee member Marty O’Toole will meet with Charlie Smith to discuss work on the retaining wall by the lower part of the building.

*Window cleaning:* A discussion was held on the windows in the Community Center, which have not been cleaned in several years. Mr. Glance made a motion that Council authorize Ms. Jackson to have the windows cleaned at a cost not to exceed \$2,000. The motion was seconded by Ms. Becker, and it passed unanimously.

*Vacuum cleaner-* A discussion was held on purchasing a new vacuum cleaner for the Community Center. Mr. Glance made a motion that Council authorize the purchase of a new vacuum cleaner at a cost not to exceed \$1,000. The motion was seconded by Ms. Becker and passed unanimously.

*Boiler condensate replacement proposal* – Ms. Falk shared a proposal from McKamish to replace the leaking boiler condensate at a cost of \$9,639. A discussion followed. Mr. Glance made a motion that Council accept the proposal, which was seconded by Ms. Becker. The motion passed unanimously.

*Climatech-* Ms. Falk reported that the maintenance agreement for the split system HVAC units in the Calvert Room had expired. A discussion followed. Mr. Glance made a motion that Council renew the maintenance agreement with Climatech, which was seconded by Ms. Becker. The motion passed unanimously.

Finance/Grants (Robb) –

*Caliguiri Group update/Grants:* President Robb summarized the status of the various grant applications. Awards are expected to be announced shortly.

*Gaming Economic Development Tourism Fund grant application and Resolution* – Mr. Glance made a motion that Council ratify its decision to apply for the GEDTF grant in the amount of \$500,000 and to pass a resolution authorizing Dorothy Falk to complete the paperwork required to do so. The motion was seconded by Mr. Lear and passed unanimously.

*Community Development Block Grant application and Resolution* – President Robb reported that the grant is in the preauthorization phase. Mr. Glance made a motion that Council authorize Mr. Robb to submit preauthorization for ADA accessible components of the playground project. The motion was seconded by Mr. Green, and it passed unanimously.

Human Resources (Lear) – Mr. Lear reported that the pool season ended over Labor Day weekend. The season went well, and pool manager Brad Gossett recommended that each lifeguard receive a bonus of \$150. Mr. Glance made a motion that Council approve a bonus of \$150 bonus for each lifeguard, which was seconded by Ms. Jackson. The motion passed by a vote of 6-0, with President Robb abstaining.

Infrastructure – (Lear)

*Sidewalk project update:* A discussion was held on the progress of the project, including concerns about expansion joints and general craftsmanship. Mr. Glance will continue to work with Harshman to ensure that the contractor Excaliber corrects all issues.

Parks/Recreation (Griffin) –

*Field rental policy, Rules and Regulations, and Resolution:* Solicitor Mueller summarized the field rental policy and rules/regulation documents that she put together. A discussion followed. This item will be tabled until next month.

Waste/Recycling (Glance) – No report.

## **OLD BUSINESS**

Safe Streets grant – Solicitor Mueller is working with Crafton manager Jim Price on the intergovernmental cooperation agreement to accompany the multi-municipal grant application.

Traffic calming – speed hump update – President Robb will meet with the contractor Mele & Mele to discuss installing the new speed hump at the Kings Highway location.

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

Mr. Glance made a motion that Council adjourn the meeting at 9:10 PM, which was seconded by Mr. Lear. The motion carried.