

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**December 11, 2023**

**Time:** The meeting was called to order at 7:00 PM.

**Location:** Rosslyn Farms Community Center, Calvert Room

**Attendees:** Council President Steve Tassaro (2023) was present and chaired the meeting. Council members Barbara Becker (2025), Jonathan Glance (2025), Chad Green (2023), Jay Lear (2023), and David Robb (2025) were present. Council member Lee Griffin (2025) participated by phone. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Joe Perotti from GRB were also present.

**Regrets:** None

**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**

Mr. Glance made a motion to accept the minutes from November 13, 2023 as presented. The motion was seconded by Mr. Lear and passed unanimously.

**PUBLIC FORUM**

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

Residents/property owners Sean Lloyd, Derek Luke, Jim Strutz, Nyra Schell, Steve George, and David Semancheck were present.

A discussion was held on the renovation of the property located at 4 Rosslyn Rd. Issues included permit and grading requirements, road widening and surfacing, and water management. The property owner is having a survey conducted and has retained a geotechnical engineer to assess the hillside. Harshman will be asked to review the plans in a timely fashion.

Carnegie resident Laurie Bean from 1 Rosslyn Rd. was present. A discussion was held on parking permits for homes located on Rosslyn Rd. Ms. Falk was authorized to issue a temporary replacement permit pending review by the solicitor.

**SOLICITOR'S REPORT**

Solicitor Joe Perotti reported on behalf of Emily Mueller.

Solicitor Perotti reported that an ordinance is required in order to change the sewer surcharge fee. He reviewed a draft ordinance that would set the surcharge at \$6.50 per thousand gallons. A discussion followed. Mr. Glance made a motion that Council authorize Ms. Falk to advertise the

ordinance for adoption at the January 8, 2024 meeting. The motion was seconded by Mr. Robb, and it passed unanimously.

### **ENGINEER'S REPORT**

A discussion was held on the boundaries of the PennDOT property on Rosslyn Rd. The information was not required for the grant application so no survey was necessary.

### **MAYOR'S REPORT**

Mayor Ford gave the police report. There were four additional traffic details that resulted in nine written warnings, four verbal warnings, and two citations, issued to at least four residents. There was one animal call, two suspicious persons, one alarm (false), and one medical call.

End of year police gifts: Council discussed the annual end of year gifts to the Scott police. Mayor Ford will coordinate having a food gift delivered to the station this year in lieu of the small cash gifts given in previous years.

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

ALCOSAN rate increase resolution – Ms. Falk reported that ALCOSAN is increasing its quarterly service charge from \$21.88 to \$23.41 per account and its usage charge from \$10.41/k gallons to \$11.14/k gallons, effective January 1, 2024. Mr. Glance made a motion that the borough authorize Jordan Tax Services to pass the new charges to borough residents to recover the increased costs. Mr. Lear seconded the motion, which passed unanimously.

### **COMMITTEE REPORTS**

Code management (Green) – Mr. Green reported that there was code enforcement activity for 4 Rosslyn, as discussed in the public forum.

Communication/Website (Green) –

CourseVector proposal: Ms. Falk presented a proposal from CourseVector to migrate the Borough website at a cost of \$1,999.20, which includes the first-year hosting fee. The current annual renewal rate is \$599. A discussion followed. Mr. Glance made a motion that Council accept the proposal, which was seconded by Ms. Becker. The motion passed unanimously. Ms. Falk will coordinate the project.

Finance/Grants (Robb) –

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

2024 Budget: Ms. Falk reviewed Draft D of the budget, which included changes from the November meeting. A discussion followed. Mr. Robb made a motion that Council approve the 2024 Budget with one update as described. Mr. Glance seconded the motion, which was approved unanimously.

*2024 Real Estate tax millage resolution* – The real estate millage used to develop the 2024 budget was 8.0 mills, unchanged from 2023. Mr. Glance made a motion that Council pass a resolution maintaining the millage rate at 8.0 mills, which was seconded by Mr. Lear and approved unanimously.

Human Resources (Lear) –

*2023 year-end bonuses for approval* – Mr. Glance made a motion the Council approve net bonuses of \$500 for the three permanent employees and \$250 for the seasonal public works employee (approximate gross amounts: \$700 for Falk, \$656 for Gossett, \$760 for Smith, \$308 for Trasport). The motion was seconded by Ms. Becker and approved unanimously.

Community Center/Facilities (Becker) -

*Boiler replacement*: Mr. Robb and Mr. Glance will put together the RFP for a replacement 800k boiler. Public works director Charlie Smith is keeping track of work being done on the current boiler.

Infrastructure (Tassaro) –

*Sanitary sewer expansion – update*: Mr. Robb informed council that the grant for the project has been submitted. If the Schells want an early on-ramp, they need to submit a request with a drawing, which the borough engineer would review and Council could authorize. A discussion followed. Council offered no objection, so the Schells can proceed with development of their plans.

*Sidewalk catchup project – update*: Mr. Robb reported that Harshman has provided initial results of the sidewalk survey. A Council work session was tentatively scheduled for Monday, December 18, 2023 at 7pm pending attendance of a Harshman representative.

*Kings Highway sidewalk and storm inlet project update* – Mr. Glance made a motion that Council ratify its decision to accept the Strnisha proposal to install a concrete tapered curb at the storm water inlet on Kings Hwy at a cost of \$2,300. Mr. Robb seconded the motion, which passed unanimously.

Parks/Recreation (Griffin) –No report.

Waste/Recycling (Glance) – No report.

## **EXECUTIVE SESSION**

Council went into executive session at 8:30 PM to discuss lease negotiations. Council came out of executive session at 9:20 PM.

Mr. Green left the meeting at 9:20pm.

## **PRESIDENT’S REPORT**

President Tassaro distributed and summarized a list of items for Council to consider after his departure from Council.

Ms. Griffin left the meeting at 9:25pm.

**OLD BUSINESS**

Potential new stop signs – Tabled until the January meeting.

Potential new speed humps – Tabled until the January meeting.

**NEW BUSINESS**

Ms. Falk requested authorization to move \$181,620 to the Capital Reserve account from the General Funds account, which represents the excess 2022 revenues over expenses less the reserved funds in the Liquid Fuels and Sewer accounts. Mr. Lear made a motion that Council authorize the transfer, which was seconded by Ms. Becker. The motion passed unanimously.

**ADJOURNMENT**

President Tassaró made a motion that council adjourn the meeting at 9:30pm. Mr. Glance seconded the motion, which carried.