

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Reorganization and Regular Council Meeting**  
**January 8, 2024**

**Meeting time:** The meeting was called to order at 7:00 pm.

**Location:** Rosslyn Farms Community Center

**Attendees:** Council members Barbara Becker (2025), Jonathan Glance (2025), Chad Green (2027), Jay Lear (2027), Dave Robb (2025), and Eve Jackson (2027) were present. Also present were Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller.

**Regrets:** Council member Lee Griffin (2025)

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

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Mayor Ford called the meeting to order. The Pledge of Allegiance was recited.

**SWEARING IN OF COUNCIL**

Mayor Ford administered the oath of office to the newly elected and re-elected members of borough council: Chad Green, Jay Lear, and Eve Jackson.

**ELECTION OF OFFICERS**

Mayor Ford asked for nominations for President of Council. Mr. Glance made a motion to nominate Mr. Robb for President of Council, which was seconded by Mr. Lear. The motion carried by a vote of 5-0, with Mr. Robb abstaining. Mayor Ford turned the meeting over to President Robb.

President Robb asked for nominations for Vice President of Council. Ms. Becker made a motion to nominate Mr. Glance for Vice President of Council, which was seconded by Mr. Lear. The motion carried by a vote of 5-0, with Mr. Glance abstaining.

President Robb asked for nominations for President Pro Tem of Council. Mr. Glance made a motion to nominate Mr. Lear for President Pro Tem of Council, which was seconded by Ms. Becker. The motion carried by a vote of 5-0, with Mr. Lear abstaining.

**RESOLUTION TO APPOINT TAX COLLECTOR**

Mr. Glance made a motion that Council appoint Samuel Maccarone as the Borough Tax Collector and that Council authorize and direct Mr. Maccarone to deputize Jordan Tax Services to perform the tasks associated with the role of tax collector. The motion was seconded by Mr. Green and passed unanimously.

**SWEARING IN OF TAX COLLECTOR**

Mayor Ford administered the oath of office to the newly appointed Tax Collector Samuel Maccarone.

## **COUNCIL APPOINTMENTS**

Mr. Glance made a motion that council make the following appointments:

- Secretary/Treasurer – Dorothy Falk
- Tax collector (all other non-real estate) – Jordan Tax Services
- Solicitor – Emily Mueller (Goehring, Rutter, & Boehm)
- Engineers – Kevin Brett (Lennon, Smith, Souleret Engineering), Jamie Harshman (Harshman LLC)
- Building Inspector – Jarrod D’Amico (Harshman LLC)
- Zoning Officer – Harshman LLC
- Code Enforcement – Harshman LLC
- Auditor – Hosack, Specht, Muetzel, & Wood
- Newspaper of Record – Pittsburgh Post-Gazette

The motion was seconded by Ms. Becker and approved unanimously.

Mr. Glance made a motion that council make the following board and commission appointments:

- Vacancy Board Chair – Derek Luke
- Planning Commission (4 year term) – Nicole Fiorentino
- UCC Appeals – Jim Veri (3 year term)

The motion was seconded by Mr. Lear and approved unanimously.

Council was asked to consider candidates to fill a vacancy on the Zoning Hearing Board.

## **COMMITTEES**

Mr. Glance made a motion that council establish the following committees and appoint the following chairs and (committee members):

- Code management – Chad Green (Dorothy Falk, Solicitor Emily Mueller)
- Communication/Website – Chad Green (Lee Griffin)
- Community Facilities – Betsy Tassaro (Barb Becker - Council liaison, Isabel Ford, Becca Lear, Mariah McGrogan, John Repine)
- Finance/Grants – Dave Robb (Barb Becker, Jay Lear, Dorothy Falk)
- Human Resources – Jay Lear (Lee Griffin, Jonathan Glance)
- Infrastructure - vacancy (Chad Green, Jonathan Glance)
- Parks/Recreation – Lee Griffin (Jonathan Glance)
  - Tennis Courts - Isabel Ford (Dave Robb)
  - Swimming Pool – Lauren Prepelka (Michelle Robb, Isabel Ford)
  - Parks & Playground Equipment – Chad Green
  - Ball Field – vacancy
  - Parks/Landscaping – Lee Griffin
  - Master Plan – Jonathan Glance
- Waste/Recycling - Jonathan Glance

The motion was seconded by Mr. Lear and approved unanimously.

## **APPROVAL OF PRIOR MEETING MINUTES**

Mr. Lear made a motion to accept the minutes from December 11, 2023 as presented. The motion was seconded by Mr. Glance and passed unanimously.

Mr. Lear made a motion to accept the minutes from the December 18 2023 work session as amended. The motion was seconded by Ms. Becker and passed unanimously with Mr. Glance abstaining.

## **PUBLIC FORUM**

*President Robb invited the public to speak.*

Residents Nancy Barsotti, Steve and Betsy Tassaró, and Mariah McGrogan were present to observe.

Resident Dave Semancheck (3 Rosslyn) asked for an update on the work being done at 4 Rosslyn Rd and reported that they were having water issues. President Robb said that Harshman will be looking into the situation and someone will get back to him.

Laurie Bean (1 Rosslyn, in Carnegie) asked about parking on Rosslyn Road. Ms. Falk was authorized to provide her with a temporary parking permit.

## **SOLICITOR'S REPORT:**

Solicitor Mueller reviewed her opinion letter indicating that the borough could purchase the backhoe from the cooperative purchasing group Sourcewell under the Pennsylvania Procurement Code.

## **ENGINEER'S REPORT:**

None.

## **MAYOR'S REPORT:**

Mayor Ford gave the police report. There were several medical calls, one suspicious vehicle, one suspicious incident, and one alarm call.

Mayor Ford is coordinating a thank-you lunch for the police department.

## **SECRETARY/TREASURER'S REPORT**

Ms. Falk presented council with Deposits, Profit and Loss, and Balance Sheet reports.

Disbursements: Ms. Falk presented council with a list of disbursements for bills received since the December meeting. A discussion followed. Mr. Glance made a motion that council approve the disbursements as presented. Ms. Becker seconded the motion, which passed unanimously.

Ordinance increasing Sanitary Sewer Surcharge Fee: Ms. Falk reported that the proposed ordinance to raise the sanitary surcharge fee from \$6.00 to \$6.50 per thousand gallons had been advertised. A discussion followed. Mr. Glance made a motion that Council approve the ordinance as presented, which was seconded by Mr. Lear. The motion passed unanimously.

2024 Budget: A discussion was held regarding the 2024 budget. The budget will remain as approved at the December 11, 2023 meeting.

### **COMMITTEES:**

Code management: Mr. Green reported that Harshman was looking into issues on Rosslyn Road. One building permit has been issued (deck awning) and one is under review (building addition).

Code update: General Code is in the process of updating the borough codebook. Ms. Falk informed Council that the Borough does not currently have any fully updated hard copies of the borough ordinance book and requested authorization to order multiple sets of the complete ordinance pages once the update is completed, final count determined by the number of binder covers located. Council approved the request.

Website: The update and hosting migration are underway.

### Community Center:

*Electric work in the gym:* Ms. Becker reported that electrical work is needed in the gym. She presented a proposal from Smith Electric to remove a subpanel, remove and replace wires and conduit, and install receptacles and new light fixtures for \$3,135. A discussion followed. Ms. Ford reported that there is a non-functioning outlet in the Calvert Room that should be repaired. Mr. Glance made a motion that Council accept the proposal from Smith Electric and that they be asked to investigate and repair the non-functioning outlet (for time and materials) in addition to the proposed project. Ms. Jackson seconded the motion, which passed unanimously.

*Bathroom:* Ms. Becker distributed a conceptual drawing for including a bathroom in one of the classrooms as part of Evergreen Montessori's proposed expansion. A discussion was held, including project cost and cost recovery. Next steps include getting the ad hoc committee together, involving an architect, getting proposals from a contractor, and determining fair market value.

*CCC member addition:* Ms. Becker made a motion to appoint Mariah McGrogan to the Community Center Commission, which was seconded by Mr. Glance. The motion was approved unanimously.

### Finance/Grants:

*Caliguiri Group:* President Robb reported that The Caliguiri Group has merged with another company. No major changes are expected in our work arrangement.

President Robb summarized the status of various grant applications for which the Borough has applied and/or is considering.

### Human Resources:

Mr. Lear is currently reviewing the Borough job descriptions in anticipation of Charlie Smith's pending retirement.

### Infrastructure:

*Sanitary Sewer expansion update:* No update. A meeting is planned for January 16 for neighbors interested in joining the Schells in an early on ramp to tap into the sewer system.

*Sidewalk catchup project update:*

A discussion was held on issues covered in the work session meeting. Harshman will provide an updated report and recommendations based on the results of the session. An additional work session was tentatively scheduled for January 22, 2024, pending Harshman's availability.

*Resolution to trade in backhoe and purchase a new one:* Ms. Falk reported that M&R Power Equipment Group has submitted a proposal to purchase a new backhoe with a trade-in of the current one for a final cost of \$65,367.97 through the Sourcewell cooperative purchasing group. A discussion followed. Mr. Glance made a motion that the borough join the Sourcewell purchasing group and authorize the purchase of the new backhoe and trade-in of the current backhoe to M&R Power Equipment Group as presented. Mr. Lear seconded the motion, which was approved unanimously.

Parks/Recreation: No report.

Waste/Recycling: No report.

**OLD BUSINESS:**

Traffic calming:

*Stop signs:* Mr. Glance made a motion that Council authorize the borough engineer LSSE to put together an estimate to conduct a traffic study for stop signs at Terrace/Pilgrim/Park and Kings/Rosslyn/Club. The motion was seconded by Mr. Lear and passed unanimously.

*Speed Humps:* Mr. Glance made a motion that Council authorize LSSE to get estimates for additional speed humps. The motion was seconded by Mr. Lear and passed unanimously. Council was asked to come to the February meeting prepared to select a location for the next speed hump(s).

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

Mr. Glance made a motion that council adjourn the meeting at 8:40 PM. Mr. Lear seconded the motion, which carried.