

ROSSLYN FARMS BOROUGH COUNCIL
Reorganization and Regular Council Meeting
January 10, 2022

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 (2023), Lee Griffin (2025), Jay Lear (2023), Dave Robb (2025), and Steve Tassarò (2023) were present. Also present were Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Emily Mueller from Goehring, Rutter and Boehm.

Regrets: none

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

SWEARING IN OF THE MAYOR

The Honorable Judge Jennifer Satler administered the oath of office to newly elected mayor Isabel Ford.

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

SWEARING IN OF COUNCIL

Judge Satler administered the oath of office to the newly re-elected members of borough council: Barbara Becker, Jonathan Glance, Lee Griffin, and David Robb.

ELECTION OF OFFICERS

Mayor Ford asked for nominations for President of Council. By motion of Mr. Robb, Mr. Tassarò was nominated for President of Council. The motion carried by a vote of 6-0, with Mr. Tassarò abstaining. Mayor Ford turned the meeting over to President Tassarò.

President Tassarò asked for nominations for Vice President of Council. By motion of Ms. Becker, Mr. Robb was nominated for Vice President of Council. The motion carried by a vote of 6-0, with Mr. Robb abstaining.

President Tassarò asked for nominations for President Pro Tem of Council. By motion of Mr. Glance, Ms. Griffin was nominated for President Pro Tem of Council. The motion carried by a vote of 6-0, with Ms. Griffin abstaining.

APPOINTMENTS

Mr. Robb made a motion that that council appoint Emily Mueller of Goehring, Rutter and Boehm as the borough solicitor. Ms. Becker seconded the motion. A discussion followed. The motion was approved unanimously.

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

Secretary/Treasurer:	Dorothy Falk
Tax collector (for all non real estate taxes)	Jordan Tax Services

Engineers:	Kevin Brett of LSSE (primary) Jamie Harshman of Harshman LLC (secondary)
Building inspector	Jarrold D'Amico (Harshman LLC)
Zoning Officer	Harshman LLC
Code enforcement	Harshman LLC
Auditor	Hosack Specht Muetzel & Wood
Newspaper of Record	Pittsburgh Post Gazette
Char Valley Flood Control representative	Fred Bigham, Kathy Green (alternate)

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

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

Vacancy Board Chair	Derek Luke
Planning Commission (4 yr term):	Tim Harman (2025)
Zoning Hearing Board (3 yr term):	Eve Jackson (2023) to replace Ms. Ford Nate Prepelka (2024)

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

Committees:

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

<u>Committee:</u>	<u>Chair (members)</u>
Code Management:	Mr. Green (Solicitor Mueller, Ms. Falk)
Communication/Website:	Mr. Green (Ms. Griffin)
Community Facilities:	Betsy Tassarò (Ms. Becker, Isabel Ford, John Repine, Jim Veri, Becca Lear)
Finance/Grants:	Mr. Robb (Ms. Becker, Mr. Lear, Ms. Falk)
Human Resources:	Mr. Lear (Ms. Griffin, Mr. Glance)
Infrastructure/Roads/Sewers:	President Tassarò (Mr. Glance, Mr. Green)
Parks/Recreation:	Ms. Griffin (Mr. Glance)
Parks/Landscaping (Ms. Griffin)	
Master Plan (Mr. Glance, President Tassarò)	
Parks/Playground equipment (Mr. Green)	
Swimming Pool (Lauren Prepelka, Michele Robb, Isabel Ford)	
Tennis Courts (Isabel Ford, Mr. Robb)	
Waste/Recycling:	Mr. Glance (President Tassarò)

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

APPROVAL OF PRIOR MEETING MINUTES

Ms. Becker made a motion to accept the minutes from December 13, 2021 as presented. The motion was seconded by Mr. Glance and passed unanimously.

ENGINEER'S REPORT:

Phase 2 Consent Order: Borough engineer Kevin Brett from LSSE updated council on the requirements for Rosslyn Farms to comply with the consent order. A discussion was held. Mr. Brett will coordinate a meeting with Carnegie Borough within the next month to discuss the Arch Street section, which will require approximately \$63,000 in repairs and may meet the consent order requirements for Rosslyn Farms.

CITIZEN'S FORUM

President Tassarò invited citizens to speak.

Betsy Tassarò and the Honorable Magistrate Judge Jack Kobistek were present to observe.

Resident Ted Ford asked about a No Outlet sign for Park Road. President Tassarò will look at it.

EXECUTIVE SESSION:

Council went into executive session at 7:55 PM to discuss litigation. Council came out of executive session at 8:35 PM.

SOLICITOR'S REPORT:

Tax collector appointment: Solicitor Mueller updated council on the requirements to appoint a tax collector. She will put together a written description of the position. Council was asked to consider potential candidates to appoint to the position.

MAYOR'S REPORT:

The newly elected Mayor Ford had nothing to report.

SECRETARY/TREASURER'S REPORT

Ms. Falk presented council with a list of Deposits, a Profit and Loss statement, and a Balance Sheet.

Disbursements: Ms. Falk presented council with a list of disbursements for bills received since the December meeting. She asked council to also approve payment of a bill from Smith Electric in the amount of \$4,903.63 for the work on the community center electric panels. A discussion followed. Ms. Becker made a motion that council approve the disbursements as presented, including the Smith Electric invoice. Mr. Glance seconded the motion, which passed unanimously.

Ms. Becker made a motion to move the surplus from the 2021 fiscal year to the Capital Reserve account when finalized. The motion was seconded by Mr. Glance and passed unanimously.

COMMITTEE REPORTS

Code management (Green) –No report.

Communication/Website (Green) – No report.

Community Facilities (Becker) – No report.

Finance/Grants (Robb) – No report.

Human Resources (Lear) – No report.

Infrastructure (Tassaro) – No report.

Parks/Recreation (Griffin) – No report.

Waste/Recycling (Glance) – No report.

OLD BUSINESS:

Master plan update: Ms. Griffin will put together a committee list and thank volunteers for their efforts. She will coordinate with Dan MacDowell of LaQuatra Bonci to identify the tasks that might be reasonably accomplished in 2022 for further consideration by council. She will also request information about LQB fees going forward. A discussion followed. President Tassaro requested that Mr. MacDowell be asked to put together a sketch for an overall borough connection plan. Another public meeting will be considered in the spring.

Edgecliff fence replacement: The fence work has been completed.

NEW BUSINESS:

None.

ADJOURNMENT:

Mr. Glance made a motion that council adjourn the meeting at 9:20 PM. Ms. Becker seconded the motion, which carried.