

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**November 13, 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), Jay Lear (2023), and David Robb (2025) were present. Mayor Isabel Ford (2025), Secretary/Treasurer Dorothy Falk, and Solicitor Joe Perotti from GRB were also present.

**Regrets:** Council members Chad Green (2023) and Lee Griffin (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**

Mr. Glance made a motion to accept the minutes from October 9, 2023 as amended. The motion was seconded by Mr. Robb and passed unanimously.

**THE DESIGN ALLIANCE ARCHITECTS BRIEFING ON THE COMMUNITY CENTER STUDY**

President Tassaro introduced Marty Powell from The Design Alliance Architects. Mr. Powell discussed the architectural and historical strengths of the Community Center building and the growth needs of Evergreen Montessori. Architecturally, he recommended that the Calvert Room be used for school expansion and the gym be repurposed as a new community room. However, the current gym also provides an opportunity for the school to expand to 5<sup>th</sup> grade, as the Calvert Room expansion is no longer being considered. He recommends the Borough develop a master plan for the building with the goal of maintaining rental income; eliminating hazardous materials; addressing health, safety, and welfare concerns; addressing infrastructure needs; and addressing ongoing building maintenance. A discussion followed, including issues such as recess, furniture, acoustics, lighting, bathroom access, parking, and cost. The steering committee (Mr. Green, Ms. Becker, Mr. Robb, and Mayor Ford) will work to define the scope of the renovation and continue moving the plan forward. Evergreen Montessori will be consulted as part of the process.

**PUBLIC FORUM**

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

Resident Nancy Barsotti was present, reporting for The Last Word. Additional residents included Derek Luke, Betsy Tassaro, Jesse Schell, and others.

## **EXECUTIVE SESSION**

Council went into executive session at 7:45 pm to discuss lease negotiations. Council came out of executive session at 8:15 pm.

## **SOLICITOR'S REPORT**

Solicitor Joe Perotti reported on behalf of Emily Mueller. GRB is preparing a memo regarding a recent ruling on the Sunshine Law and items not on the agenda.

## **ENGINEER'S REPORT**

No report.

## **MAYOR'S REPORT**

Mayor Ford gave the police report, which consisted of two traffic complaints. Additional patrols will be scheduled for November, December, and January.

## **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 October meeting. A discussion followed. Mr. Glance made a motion that Council approve the disbursements as amended. Ms. Becker seconded the motion, and it passed unanimously.

Meeting schedule: A discussion was held on the meeting schedule for 2024. Mr. Glance made a motion that Council authorize Ms. Falk to advertise Council meetings for each Monday with the regular monthly Council meeting to be held on the second Monday of each month and other meetings to be held only if necessary. Mr. Lear seconded the motion, which passed unanimously.

## **COMMITTEE REPORTS**

Code management (Green) – Ms. Falk reported that there was one code enforcement activity and one zoning permit issued.

*General Code update proposal*: Ms. Falk presented the estimate from General Code to incorporate the 18 new ordinances into the Borough code, which will be between \$7,735 and \$8,345. A discussion followed. Mr. Glance made a motion that Council authorize the update for an amount not to exceed \$8,345, which was seconded by Ms. Becker and unanimously approved.

Communication/Website (Green) – A discussion was held on updating the Borough website. Ms. Falk will get an estimate from Coursevector, the vendor with the PA State Association of Boroughs website program.

Community Center/Facilities (Becker) - Ms. Becker requested that Council consider how to effectively transition the work that President Tassarò has been doing since he will be leaving Council at the end of the year.

*Boiler replacement:* President Tassaro received an estimate from McKamish of \$43,485 for a replacement boiler, an amount that will require the project be publicly bid. A discussion followed. Mr. Robb and Mr. Glance will put together a request for proposal for a new boiler.

Finance/Grants (Robb) –

*Caliguiri Group update/Grants:* Mr. Robb distributed a grant scorecard, summarizing the grants, timing, and match requirements for recent and current grant applications. A discussion followed.

*2024 Budget:* Ms. Falk reviewed Draft C of the budget, which included the changes from the October meeting. A discussion followed. Ms. Falk will incorporate the additional changes into the budget. Mr. Glance made a motion authorizing Ms. Falk to advertise the budget for adoption at the December 11, 2023 Council meeting. Mr. Robb seconded the motion, which was approved unanimously.

Human Resources (Lear) – No report.

Infrastructure (Tassaro) –

*Sanitary sewer expansion – update and Local Share Account (LSA) grant resolution:* Mr. Robb updated Council on the discussion with residents on Club and Winthrop. LSSE provided project design options, with the most cost effective including a grinder pump and force main. This option would not require all residents to tie into the public sewer. Residents were in support of applying for a grant. The total project cost estimate is \$1,050,000, 80% of which will be requested as a grant with a 20% Borough match which would eventually be recovered by resident tie in fees.

Mr. Glance made a motion that Council pass a resolution authorizing a grant application in the amount of \$840,000 for the Club Road Force Main Improvements project and authorizing Borough secretary Dorothy Falk to execute the necessary documents and agreements to facilitate the application. The motion was seconded by Mr. Robb and passed unanimously.

LSSE and Solicitor Mueller will be asked to look at a reimbursement agreement that would allow the Schells to tap into the public sewer earlier than the anticipated project start.

*Sidewalk catchup project – update and ratification of PennDOT MTF grant application and funding commitment:* Mr. Robb updated Council on the status of the project. The sidewalk ordinance has been updated and adopted. Harshman is assessing the current condition of the sidewalks. A work session will likely be scheduled when the initial results are ready.

*PennDOT MTF grant:* Mr. Glance made a motion to ratify its decision to authorize David Robb, on behalf of the Borough, to apply for a \$139,168 PennDOT MTF Grant and to commit to contribute \$43,052 in matching funds for the Rosslyn Farms Parkway Entrance Pedestrian Interconnection project. The motion was seconded by Ms. Becker and passed unanimously.

*Kings Highway sidewalk and storm inlet project update* – President Tassaro reported that the project will be finished soon.

Parks/Recreation (Griffin) –No report.

Waste/Recycling (Glance) – No report.

**OLD BUSINESS**

Traffic calming – A discussion was held on stop signs, speed humps, and the speed radar sign. These will be put on the agenda for the December meeting.

**NEW BUSINESS**

Mr. Glance thanked President Tassaro for his years of service and dedication to the borough. All Council members concurred.

**ADJOURNMENT**

Mr. Glance made a motion that council adjourn the meeting at 9:40 PM. Mr. Lear seconded the motion, which carried.