

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**February 11, 2019**

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

**Location:** Rosslyn Farms Community Center

**Attendees:** Vice President Jonathan Glance and Council members Kate Dewey, Nate Prepelka, and Giuseppe Ragozzino were present. Also present were Mayor Jim Stover, Secretary-Treasurer Dorothy Falk, and Solicitor Daniel Conlon.

**Regrets:** Steve Tassarò (President), Lee Griffin, Tina Bucci Stacy

**Meeting Materials:** Sign-in sheet and agendas were provided to those in attendance

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**The Pledge of Allegiance was recited.**

The minutes from the January 7 and 14, 2019 meetings were not available. They will be reviewed at the next meeting.

**TREASURER'S REPORT**

**Disbursements:** Ms. Falk presented council with a list of disbursements for bills received in January and February. A discussion followed. Mr. Prepelka made a motion to approve the disbursements as presented with the exception of the March health insurance premium, due to the resignation of Brad Smith whose coverage is included in the invoice. Mr. Ragozzino seconded the motion, which passed unanimously.

Solicitor Conlon explained that the borough needed to appoint a new tax collector to replace Ms. Bucci who resigned. Although Jordan Tax Services collects taxes for the borough, they need to be deputized by the person holding the office of tax collector in order to do so. A discussion followed. Mr. Ragozzino made a motion to appoint Ms. Falk as the borough tax collector, who will then deputize Jordan to continue collecting the borough's taxes. The motion was seconded by Mr. Prepelka, and it passed unanimously.

Ms. Falk informed council that it needed to appoint an auditor to prepare the 2018 financials. She recommended the borough use the same firm as it had for the 2017 financials as this might be a smoother process considering the change in personnel. A discussion followed. Mr. Prepelka made a motion that council reappoint the firm of Hosack, Specht, Muetzel & Wood as the borough auditor to prepare the 2018 financial reports. Mr. Ragozzino seconded the motion, which passed unanimously. Ms. Falk informed council that the financial reports would likely be late as the records needed to be reviewed and reorganized prior to sending them to the auditor.

**PUBLIC FORUM**

Vice President Glance invited citizens to speak.

*Peter, Greg, and Hedy Muszalski (416 King's Hwy)* – The Muszalskis asked council for clarification of the requirements for storing jet skis on their property. They have been contacted by code enforcement officer Bruce Graff and told they were in violation of the borough code. A discussion followed. Solicitor Conlon will coordinate with Mr. Graff and get back to them.

Council went into Executive Session at 7:20pm to discuss personnel matters. Council came out of Executive Session at 7:45pm.

### **CONTINUATION:**

Vice President Glance continued the meeting until February 25, 2019 at 7:00pm.

The meeting was reconvened on February 25, 2019 at 7:05pm. In attendance were President Steve Tassaró and council members Jonathan Glance, Nate Prepelka, and Kate Dewey. Also present were Mayor Jim Stover, Secretary-Treasurer Dorothy Falk, Solicitor Daniel Conlon, and code enforcement officer Bruce Graff.

Property maintenance: Mr. Graff summarized some of the property maintenance issues he has noted in the borough. He explained that there are holes in the borough code and suggested that council consider adopting the International Property Maintenance code to address them. A discussion followed. Solicitor Conlon and Mr. Graff were asked to draft something for council to consider.

President Tassaró informed council that he has sent a follow up letter to the Muszalski family regarding the jet ski storage. He will keep council informed.

Fee Schedule: President Tassaró informed council that the borough did not have a fee schedule for items mentioned in the borough code. A discussion followed. Suggestions were made. Mr. Graff will review the schedule for appropriateness. Solicitor Conlon will draft a resolution to adopt the fee schedule at the next meeting.

### **DISBURSEMENTS:**

Ms. Falk presented council with a list of suggested disbursements based on invoices that had arrived since the previous meeting. Ms. Dewey made a motion to approve the disbursements as presented, which was seconded by Mr. Prepelka. The motion passed unanimously.

### **SOLICITOR'S REPORT:**

Website: Solicitor Conlon reported that Mr. Ragozzino had been working with the owner of the RosslynFarmsPA.com site to transfer ownership to the borough. Solicitor Conlon will follow up.

The owners of the RosslynFarms.org have made themselves intentionally invisible. Mr. Prepelka explained the process of identifying and removing a website. Solicitor Conlon informed council that it would cost \$4,000-5,000K to complete the process. Mr. Glance made a motion that council authorize Solicitor Conlon to start the process. There was no second.

Sewer rates: ALCOSAN has increased its sewer rates. Rosslyn Farms will need an ordinance to pass along the increase to its residents. Solicitor Conlon will put together a draft ordinance, which will need to be advertised prior to adoption.

Record retention: Solicitor Conlon informed council that record retention requirements are set by state law. Mr. Glance made a motion that the borough resolve to adopt the municipal guidelines, which was seconded by Ms. Dewey. It passed unanimously.

Employee manual: The Borough employee manual was reviewed by Cohen & Grigsby pro bono and needs updating. Mr. Glance made a motion that council authorize Solicitor Conlon to perform a comprehensive update. The motion was seconded by Ms. Dewey and passed unanimously.

President Tassaró informed council that he is putting together a job descriptions in preparation for the search for a new public works employee.

Roof project: Solicitor Conlon provided council with procurement guidelines for the roof project. A discussion followed. Ms. Dewey made a motion that council authorize Ms. Falk to advertise the bid package when it is ready. Mr. Prepelka seconded the motion, which passed unanimously.

Delinquent real estate tax collection – Solicitor Conlon reviewed the tax collection process. Rosslyn Farms is not able to recover legal costs when attempting to collect delinquent taxes, but a tax collector can pass its fees along to the delinquent property owner. He suggested council consider retaining an outside tax collector. Ms. Falk will pursue this further with Jordan, who is the collector of current real estate taxes.

#### **MAYOR'S REPORT:**

None.

#### **BUSINESS BEFORE COUNCIL:**

President Tassaró updated council on the clean-up and repair of the tennis court area. He summarized the proposals received for repair of the fence and rails, bell tower restoration, chimney pointing, tree pruning, and plaque purchase. Ms. Dewey made a motion that council authorize President Tassaró to enter into agreements for the following items in an amount not to exceed the following:

\$4,000 for the rail repair at the tennis courts;  
\$4,300 for repair of the chain link fence at the tennis and basketball courts;  
\$8,840 for reconstruction of the belltower;  
\$14,650 for chimney pointing;  
\$4,540 for tree pruning; and  
\$440/each for memorial plaque.

Mr. Glance seconded the motion, which passed unanimously.

**NEW BUSINESS:**

Council that council member Giuseppe Ragozzino has resigned effectively immediately due to family health issues. Solicitor Conlon informed council that the borough needs to take action within 30 days to appoint a new member. A discussion was held about finding and retaining new council members.

**ADJOURNMENT:**

Mr, Prepelka made a motion that council adjourn the meeting at 9:05pm. Mr. Glance seconded the motion, which passed unanimously.