

**ROSSLYN FARMS BOROUGH COUNCIL**  
**Regular Council Meeting**  
**April 8, 2019**

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

**Location:** Rosslyn Farms Community Center

**Attendees:** President Steve Tassarò was present. Council members Jonathan Glance, Chad Green, Lee Griffin, and Nate Prepelka were present. Also present were Mayor Jim Stover, Secretary-Treasurer Dorothy Falk, and Solicitor Daniel Conlon.

**Regrets:** Kate Dewey, 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.**

**RESIGNATION OF COUNCIL MEMBER**

Mr. Glance made a motion that council accept the resignation of council member Kate Dewey. The motion was seconded by Ms. Griffin and passed unanimously.

**APPOINTMENT OF NEW COUNCIL MEMBER**

Mr. Glance made a motion that council appoint borough resident Barbara Becker to fill the vacancy created by Ms. Dewey's resignation. Mr. Green seconded the motion, which passed unanimously. Mayor Stover administered the Oath of Office to Ms. Becker.

**Council went into executive session at 7:03pm to discuss potential litigation. Council came out of executive session at 7:40pm.**

**APPROVAL OF PRIOR MEETING MINUTES**

Mr. Glance made a motion to accept the minutes from March 11, 2019 as presented. The motion was seconded by Mr. Green and passed unanimously, with Ms. Becker and Ms. Griffin abstaining.

**PUBLIC FORUM**

President Tassarò invited citizens to speak.

Resident Barry Nelson (Edgecliff) asked about requirements for repairing his sidewalk. The road is narrow, and cars drive and park on the sidewalks, which damages them. He was referred to building and zoning officer Bruce Graff for information on sidewalk permits.

**SOLICITOR'S REPORT:**

Sewer fees ordinance: Solicitor Conlon presented the draft ordinance amending the sewer fees to allow for ALCOSAN fee increases. A discussion followed. Ms. Griffin made a motion that council adopt the ordinance as presented. Mr. Green seconded the motion, which passed unanimously.

Employee manual: Solicitor Conlon presented council with a draft update of the employee manual. Mr. Glance and Mr. Green volunteered to review the draft prior to the next meeting.

Solicitor Conlon informed council that adopting a new employee manual will require an ordinance. He will put together a draft ordinance and legal notice. Mr. Glance made a motion to authorize Ms. Falk to advertise the ordinance for adoption when the manual is ready. The motion was seconded by Ms. Becker and passed unanimously.

#### **ENGINEER'S REPORT:**

Ms. Falk distributed the engineers report. A discussion followed. Mr. Prepelka made a motion that council ratify the \$9,456 contract with ACA, which was seconded by Ms. Becker. The motion passed unanimously.

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

Mayor Stover presented the police report. There were two medical calls and one animal complaint. There were eight recorded sessions for truck observation, with no citations issued during that timeframe.

#### **TREASURER'S REPORT**

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

Ms. Falk presented council with reports for Deposits, Profit and Loss, and a Balance Sheet. She reported that she continues to work on recategorization of previous entries. Mr. Glance offered help in finding assistance for her.

#### **COMMITTEE REPORTS:**

Budget and Finance – President Tassaró suggested that a council representative assist with financial review.

Public Works/Sewers – President Tassaró reported that ball field storm sewer repairs are being scheduled.

Community Center – President Tassaró reported that the bell tower and chimney pointing are underway. The tree trimming has been completed.

*Roof project*: The roof bid will be advertised with bids due by May 6. The asbestos testing came back negative.

#### Parks and Recreation

*Ballfield* - President Tassaró reported that the aeration, fertilization, and seeding of the ballfield has been completed. Mr. Prepelka made a motion that council ratify the agreements with Sports Turf Specialties in the amount of \$1,200 and with Advanced Turf Solutions in the amount of \$977.76 and authorize payment to each. The motion was seconded Mr. Glance and passed unanimously.

Ms. Griffin reported that an industrial supplier will need to be used for a water fountain. Port-a-potties are available to install when the field is ready. Solicitor Conlon will review a license agreement and field use policy.

*Tennis Courts* -The repair to the fences of the tennis and basketball courts has been completed.

Solicitor Conlon will put together a License Agreement for outside groups to use the tennis courts. Ms. Griffin will provide him with a copy of the current agreement being used with residents.

The tennis shed is in need of major repair, including a new roof. Mr. Glance got an estimate from Swede Construction for \$8,504 to do the necessary repairs, with the exception of the roof. President Tassarò got an estimate of \$800 for the roof repair. A discussion followed. Mr. Glance made a motion that council authorize the repair of the shed for an amount not to exceed \$10,000 and the replacement of the roof for an amount not to exceed \$1,000. The motion was seconded by Mr. Prepelka, and it passed unanimously.

*Swimming Pool* – Public Works director Charlie Smith is preparing to open the pool. Pool guard interviews have been scheduled for May 9 with Ms. Griffin.

#### Human Resources

*Public Works employee search* – President Tassarò summarized the search that is currently underway for the public works position. A candidate has been identified and is currently undergoing background checks and drug screening. Mr. Glance made a motion that council offer the position to Brad Gossett, contingent upon his passing the required clearances and agreeing to an acceptable compensation package. Ms. Becker seconded the motion, and it passed unanimously.

*Retirement plan* – A discussion was held regarding the contractual requirements of the borough's retirement plan and the financial contributions made by the state to assist with the borough's contribution. Council agreed to retain Bob Diamond as a part time seasonal employee for 2019.

#### **OLD BUSINESS:**

Ordinance modifications: A discussion was held regarding potential ordinance changes. Solicitor Conlon requested that any comments or suggestions be sent to him. He will put together a draft ordinance for the next meeting.

#### **NEW BUSINESS:**

Dumping: A discussion was held about landscape debris being dumped on borough property. Solicitor Conlon will look into it.

#### **ADJOURNMENT:**

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