

ROSSLYN FARMS BOROUGH COUNCIL
Regular Council Meeting
October 12, 2020

Meeting time: The meeting was called to order at 7:02 PM by President Steve Tassaro.

Location: Rosslyn Farms Community Center

Attendees: President Steve Tassaro (2023) was present. Council members Barbara Becker (2021), Jonathan Glance (2021), Chad Green (2023), Lee Griffin (2021) and David Robb (2021) were present. Mayor Jim Stover (2021) was present. Secretary/Treasurer Dorothy Falk and Solicitor Daniel Conlon from Tucker Arensberg were present.

Regrets: Jay Lear (2023)

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

The Pledge of Allegiance was recited.

APPROVAL OF PRIOR MEETING MINUTES

Mr. Robb made a motion to dispense with the reading of the minutes from September 14, 2020. The motion was seconded by Ms. Becker and passed unanimously.

Mr. Robb made a motion to accept the minutes from September 14, 2020 as amended. The motion was seconded by Ms. Becker and passed unanimously.

PUBLIC FORUM –

Brandon Hall (Edgecliff) asked council about the status of permit parking. A discussion followed. This item will be discussed further under old business.

APPOINTMENTS

Zoning hearing board – Current zoning hearing board member Isabel Ford has a term which expires on 11/12/2020. Mr. Robb made a motion that council re-appoint Ms. Ford as a member of the zoning hearing board with a term that expires on 12/31/2020, to align with the expiration date of the other members' terms. Ms. Griffin seconded the motion, which passed unanimously.

Planning commission – A discussion was held regarding finding a new member for the planning commission. Mr. Robb will follow up with Tim Harman, the commission chair.

SOLICITOR'S REPORT

Draft zoning ordinance – Short Term Rentals - Solicitor Conlon updated council on the status of the zoning ordinance. The county has reviewed the ordinance with minimal suggestions. The planning commission has met to review the ordinance, and their comments are forthcoming.

Ms. Becker made a motion that council authorize Ms. Falk to advertise a public hearing on November 9, 2020 at 7:00 PM to consider the ordinance, to be followed immediately by the regular council meeting. Ms. Griffin seconded the motion, which was approved unanimously.

Mr. Glance arrived at 7:20 PM.

ENGINEER'S REPORT

No report.

MAYOR'S REPORT

Mayor Stover gave the police report. There was one incident with a speeding tractor trailer that knocked down cable wires. A citation will be issued.

Mayor Stover indicated that he would like to find a family in the borough to be in charge of lowering and raising the flag when appropriate. A discussion followed.

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 bills received since the September meeting. She asked council to include three additional disbursements: B&R Pools (\$140.00), Lakewood Mechanical (\$205), and Verizon (\$42.50). Mr. Robb made a motion that council approve the disbursements, including the three additional disbursements, which was seconded by Mr. Glance and approved unanimously.

2019 Financial Audit – Ms. Falk shared the auditors' report and the contents of the management letter with council. A discussion followed.

Retirement plan - 2021 Minimum Municipal Obligation – Ms. Falk reported that the estimated 2021 contribution to the pension fund based on estimated wages of \$122,000 and an 8% contribution rate will be \$9,760 and needs to be included in the 2021 budget.

COMMITTEE REPORTS

Code management (Green) – No report.

Communication/Website (Green) – Mr. Green indicated that the minutes and meeting agenda have been posted to the website.

Community Facilities (Becker)

Community Center Commission – Ms. Becker indicated that Andrea Harkins is stepping back from handling community center reservations. Isabel Ford has offered to handle it temporarily. Ms. Becker made a motion to authorize Ms. Ford to sign license agreements on behalf of the borough. Mr. Glance seconded the motion, which passed unanimously. Ms. Falk will forward requests from the website to Ms. Ford for follow up.

President Tassaró reported that the steps and sidewalks from the Community Center to the basketball court have been replaced. Council commended the efforts of the public works department.

Finance/Grants (Robb) –

Edgecliff grant update - Mr. Robb updated council on the status of the Edgecliff grant application. He received a follow up request for additional information, which he provided with assistance from the engineer.

CARES grant – Ms. Falk indicated that the grant application has been submitted. Additional documentation was requested and provided, with funds expected to arrive soon.

2021 Budget – Draft A of the 2021 budget was distributed. A discussion followed. Council members were asked to provide input on the accounts related to their committees prior to the next meeting.

Human Resources (Lear) – Mr. Robb reported that all three public works employees were tested for CoVid-19 after being exposed to someone who tested positive. One employee remained at home pending test results. A discussion followed.

Infrastructure (Tassaro) –

Streetlights: Mr. Robb reported that a work order has been created for three additional LED streetlights on Pilgrim

Parks/Recreation (Griffin) – Ms. Griffin reported that the fields are being used. The port-a-potty will be removed at the end of the month.

Waste/Recycling (Glance) – Ms. Falk informed council that the current garbage contract would expire in June 2021. She also reminded council of the glass recycling bin that would be in Thornburg from October 17-22.

OLD BUSINESS

Permit parking: President Tassaro indicated that council has received a letter from a resident regarding parking on Edgecliff and Terrace. A discussion followed. Mr. Glance reported that 60% of houses on Edgecliff have private off-street parking. The gravel lot was a borough project, not meant to be private parking. Solicitor Conlon indicated that the permit ordinance could be repealed. Ms. Falk will look for the original ordinance. Mr. Glance will review the resident letter with the traffic engineer.

Pilgrim traffic calming - No update.

Application fees for permits: Ms. Falk reported that council had considered charging fees for zoning and building permit fees. Mr. Glance made a motion that council set the residential application fees at \$25 and the \$50 for commercial applications. Ms. Griffin seconded the motion. The vote was tied at 3 ayes and 3 nays. Mayor Stover broke the tie with a vote of aye, and the motion carried.

NEW BUSINESS

None.

EXECUTIVE SESSION

Council went into executive session at 8:30 PM to discuss personnel. Council came out of executive session at 8:50 PM.

ADJOURNMENT

Mr. Glance made a motion that council adjourn the meeting at 8:53 PM. Ms. Griffin seconded the motion, which carried.