



DALLAS BOROUGH  
www.dallasborough.org

**COUNCIL MEETING**  
**APRIL 19, 2023**  
**AGENDA**

1. CALL TO ORDER: Pledge of Allegiance

2. ROLL CALL:

President Edgerton	_____	Mayor Carroll	_____
Vice President Youngman	_____	Solicitor Malak	_____
Mr. Eckert	_____	Treasurer Herbert	_____
Mr. Oliver	_____	Adm. Asst. Federici	_____
Mr. Stevens	_____	Manager Carr	_____

3. APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the regular meeting held on March 15, 2023 and work session meeting held on March 13, 2023.

Motion \_\_\_\_\_ Second \_\_\_\_\_

4. TREASURER’S REPORT:

Motion \_\_\_\_\_ Second \_\_\_\_\_

5. BUILDING PERMITS REPORT:

March 2023	Number of Permits		4
	Plan Reviews for Pending Permits	\$	0.00
	Flood Plain Administration	\$	0.00
	Permit(s) Dollar Amount	\$	2,343.00

Motion \_\_\_\_\_ Second \_\_\_\_\_

6. ZONING/ STORMWATER/ DRIVEWAY/ TRANSIENT PERMITS REPORT:

March 2023	Number of Permits	
	Zoning	3 (approved)
	Stormwater	0
	Driveway (new)	0
	Transient Retail	0
	Permit(s) Dollar Amount	\$ 75.00
	Zoning Hearing Board Fees	\$ 0.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

March 2023	Bills as Presented	\$ 148,903.13
	Payroll as Presented (3 pays)	\$ 69,137.50
	Total Bills & Payroll	\$ 218,040.63
April 1 - 19, 2023	Bills as Presented	\$ 62,274.78
	Payroll as Presented (1 pay)	\$ 23,476.06
	Total Bills & Payroll	\$ 85,750.84
	Motion _____	Second _____
	ROLL CALL VOTE _____	

8. FINES RECEIVED REPORT:

March 2023	District Court:	\$ 770.13
	Accident Reports:	\$ 165.00
	Police Receipts:	\$ 166.91
	Total Fines & Monies Received	\$ 1,102.04

9. COMMUNICATIONS:

- Correspondence received from Dallas Township requesting a letter of support for their grant application being submitted to DCNR for Phase III of the Southside Park Revitalization Project.

10. PUBLIC COMMENTS:

- Please state your name and address for the meeting record.
- Public comments are limited to five minutes per person.
- Please do not repeat comments/ questions that have already been stated.

11. PUBLIC COMMENTS AND DISCUSSION SPECIFIC TO MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):

- Street Sweeping commenced April 3, 2023 throughout the Borough.
- Annual training conducted by DAMA for our Road Department was held on April 12, 2023.

12. NEW BUSINESS:

- Approve a proposal received from Jason Santee in the amount of \$3,500.00 to wash, prepare, and paint the front of the borough building including all brick, front entrance doors and overhead door contingent upon receipt of an insurance certificate meeting minimum vendor requirements.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Acknowledge receipt of the Audit and Annual Pennsylvania Department of Community and Economic Development Report for the year ended December 31, 2022 for Dallas Borough and affirm payment for such professional services to Kohanski Company in the amount of \$6,250.00.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirm a letter of support sent to Dallas Township on behalf of Dallas Borough in support of their Pennsylvania Department of Conservation and Natural Resources Grant Application for Phase III of the Southside Park Revitalization Project.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve a proposal received from Reeves Rent-A-John to keep a porta potty at the park for \$110 per month including weekly cleaning.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve an amendment to income levels for a hardship discount as approved by the DAMA Board pending municipal approval.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve an updated quote from American Asphalt for Co-Stars Contract #5610-36 for the purchase of various asphalt products.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirming Dallas Borough’s participation in the Luzerne County Office of Community Development Block Grant Program for fiscal years 2024 to 2026.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirm a \$100.00 memorial donation from Dallas Borough to the Back Mountain Memorial Library in honor of Claudia Stevens, Council Members Brian Steven’s mother who recently passed.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

13. POLICE REPORT:

14. MAYOR’S REPORT:

15. SOLICITOR’S REPORT:

16. CODE ENFORCEMENT REPORT:

17. MANAGER’S REPORT:

- **Road Department Report**

The Dallas Borough Road Department has commenced street sweeping throughout the Borough in April.

The 2023 Annual Spring Clean Up will be held **May 1-6, 2023** at the Dallas Borough Municipal Building, 25 Main Street, Dallas. The hours of operation will be from 7:30 AM to 3:00 PM Monday through Wednesday, 7:30 AM to 6:00 PM Thursday and Friday and 8:00 A.M. to 2:00 P.M. on Saturday. Spring clean-up is only available to Dallas Borough residents. Dallas Borough will require all residents to purchase an admission permit for the clean-up. Contact the Dallas Borough Building at 570-675-1389 for fee structure and clean up regulations. Proof of residency will be required to purchase the necessary permit. Admission permits will be issued to the occupants, not owners of Dallas Borough rental units.

- **Announcements**

The next meetings of Dallas Borough Council will be held as follows:

**Monday, May 15, 2023** at 7:00 pm - Public Work Session.

**Wednesday, May 17, 2023** at 7:00 pm - Regular Monthly Meeting.

18. EXECUTIVE SESSION (if needed)

19. FURTHER BUSINESS

20. ADJOURN:

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Meeting Adjourned at \_\_\_\_\_.