



**DALLAS BOROUGH**

www.dallasborough.org

***COUNCIL MEETING***  
***April 20, 2022***  
***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 16, 2022 and work session held March 14, 2022.

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

4. TREASURER'S REPORT:

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

5. BUILDING PERMITS REPORT:

March 2022	Number of Permits	4
	Plan Reviews for Pending Permits	\$ 0.00
	Flood Plain Administration	\$ 0.00
	Permit(s) Dollar Amount	\$ 1,188.00

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

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

March 2022	Number of Permits	
	Zoning	4 (approved)
	Stormwater	0
	Driveway (new)	0
	Transient Retail	0
	Permit(s) Dollar Amount	\$ 125.00
	Zoning Hearing Board Fees	\$ 0.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

March 2022	Bills as Presented	\$ 75,611.58
	Payroll as Presented (2 pays)	\$ <u>53,266.54</u>
	Total Bills & Payroll	\$ 128,878.12
April 1 - 18, 2022	Bills as Presented	\$ 72,722.03
	Payroll as Presented (2 pay)	\$ <u>50,135.16</u>
	Total Bills & Payroll	\$ 122,857.19

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

8. FINES RECEIVED REPORT:

March 2022	District Court:	\$ 656.75
	Accident Reports:	\$ 195.00
	Police Receipts:	\$ <u>0.00</u>
	Total Fines & Monies Received	\$ 851.75

9. COMMUNICATIONS:

- Correspondence received from Dallas Township requesting a letter of support for their grant application being submitted to DCNR for Phase II 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):

The annual spring street sweeping will be completed by the week of April 25<sup>th</sup>.

12. NEW BUSINESS:

- Acknowledge receipt of the Audit and Annual Pennsylvania Department of Community and Economic Development Report for the year ended December 31, 2021 for Dallas Borough and affirm payment for such services sent to Kohanski Company in the amount of \$5,503.18.

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 II of the Southside Park Revitalization Project.

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

- Approve a Polling Place Agreement between Luzerne County Bureau of Elections and Dallas Borough for use of the municipal building on May 17, 2022 and November 8, 2022 and authorize the execution of such agreement by the appropriate Borough officials with a notation advising there will be no front access to the building from Main Street on May 17, 2022 due to a construction project. Access to the building will only be available from the Borough parking lot behind the building.

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

- Approve an amendment to the Cooperation Agreement between Luzerne County and Dallas Borough increasing the grant funds to be \$146,778.00 for the Removal of Architectural Barriers (Ramp) Project in association with the Community Development Block Grant and authorize the execution of such agreement by the appropriate Borough officials.

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

- Approve a Cooperation Agreement By and Between the Member Municipalities of the Back Mountain Community Partnership relative to the Commonwealth of Pennsylvania Local Share Account Grant in the amount of \$500,000.00 as sponsored by Dallas Township contingent upon agreement approval by the Back Mountain Community Partnership and authorize the execution of such agreement by the appropriate Borough officials.

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

- Authorize payment to Schaedler Yesco Distribution in the amount of \$2,254.00 for the pedestrian light anchor bolts under PA Co-Stars Contract #033-027 and authorize the Borough Manager to submit a reimbursement request to the Commonwealth of Pennsylvania Commonwealth Financing Authority under Local Share Account Grant contract C000061922.

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

- Affirm and approve Change Order #1 for the Downtown Improvement Project in the amount of \$2,325.00 to add three (3) additional junction boxes to the pedestrian lighting plan.

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

- Affirm the renewal of the Highway Occupancy Permit Obligation Bond in the amount of \$203,030.00 with Selective Insurance relative to the Downtown Project and execution of such by the appropriate Borough officials.

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

- Approve a proposal received from Draintech Inc. to vacuum excavate “soft dig” to locate a Suez Water pipe in the area of Foster Street, contingent upon the expressed approval of Suez Water, in order to install a stormwater infrastructure pipe in close proximity.

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

- Authorize the Borough Manager to seek bids for the sale of the 2015 Ford Interceptor Sedan Police Cruiser.

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

- Approve a proposal from Topp Business Solutions for off-site back up services for the police computer system at a monthly fee of \$145.00.

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

- Approve the Dallas Borough roadway improvement project list for 2022 contingent upon availability of applicable funds:
  - Resurfacing of a portion of Doe Drive.
  - Resurfacing of a portion of White Tail Drive.
  - Stormwater infrastructure improvements and resurfacing portions of Hickory Road and Fawn Drive.
  - Stormwater infrastructure improvements on Elizabeth Street.
  - Stormwater infrastructure improvements on West Center Hill Road.

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

- Accept the resignation of John Williams from the Dallas Borough Road Department with his last day being April 27, 2022.

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

- Authorize the Borough Manager to seek applications for a permanent part-time worker and seasonal summer worker(s) for the Road Department.

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

- Approve a proposal received from Grasshopper Lawn for an annual lawn care fertilization program for the grass in the roundabout, next to Besecker's Realty and the former Fino's Pharmacy area at a cost of \$387.50 contingent upon product compliance with MS4 regulations.

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 \_\_\_\_\_

13. POLICE REPORT:

14. MAYOR'S REPORT:

15. SOLICITOR'S REPORT:

16. CODE ENFORCEMENT REPORT:

17. MANAGER'S REPORT:

- **Road Department Report**

The 2022 Annual Spring Clean Up will be held **May 2-7, 2022** at the Dallas Borough Municipal Building, 25 Main Street, Dallas. The hours of operation will be from 7:30 A.M. to 6 P.M. Monday through 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 16, 2022** at 7:00 pm - Public Work Session.

**Wednesday, May 18, 2022** at 7:00 pm - Regular Monthly Meeting.

18. EXECUTIVE SESSION (if needed)

19. FURTHER BUSINESS

20. ADJOURN:

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