



DALLAS BOROUGH
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*Dallas Borough Council
Work Session
August 18, 2025
Agenda*

1. PUBLIC COMMENTS:

2. RESIDENT QUESTIONS/CONCERNS:

3. BOROUGH CONSULTING ENGINEER: Report and project update:

- Authorize payment to Quad Three Group Inc. in the amount of \$2,900.00 as consulting engineers for general engineering services from February 1, 2025 to July 31, 2025 as specified on the invoice.
- DEP MS4 compliance.
 - DEP conducted a five-year audit of the 2020 -2024 MS4 Permit Program on July 28, 2025. Discussion on the findings including status of the Chesapeake Bay Pollution Reduction Plan Projects.
 - Dallas Borough's Annual MS4 Status Report for 07/01/24 to 06/30/25 is due to DEP by 09/30/25.
- Community Development Grant – Removal of Architectural Barriers.
 - Discussion on alternate options.
- Kenneth Young Memorial Park Renovation Project.
 - Payment request #9 and final from Kobalt Construction Inc. in the amount of \$34,543.63 for work completed to July 31, 2025 as approved and submitted for payment by Quad Three Group Inc. to be paid from general funds.
 - Chief Curtis and Manager Carr met with representatives of AMP at the park on August 14, 2025 to determine the security camera and lighting system needs. AMP will be providing a proposal under PA CoStars Contract.
 - Approve a proposal received from Kuharchik Construction for labor, material and equipment to install a class 4, 40 foot wood utility pole to 10 foot depth at the Burndale Road entrance into the Park to allow electric service for the security camera and lighting system.

- Approve payment to Modern Nursery Tree Service in the amount of \$1,960.00 for removal of two large pine trees which conflicted with the locations of a security camera and the parking area gate.
- New Garage Project.
 - Update on the project.
 - Authorize payment to Quad Three Group Inc. in the amount of \$3,420.00 for engineering services through July 31, 2025 and authorize the Borough Manager to seek reimbursement from the Commonwealth under Local Share Account Grant Contract C000083256.

4. VACANCY ON COUNCIL:

- Commonwealth of Pennsylvania Borough Code states Council shall fill the vacancy within 30 days by appointment by resolution. If Council is unable to do so, the Vacancy Board shall fill the position within another 15 days. The Vacancy Board is the remaining members of Council and the Vacancy Chair (Charles Youngman).

5. PUBLIC HEARING FOR LIQUOR LICENSE TRANSFER:

- Public Hearing has been scheduled and advertised for 6:30 pm on August 20, 2025 to take testimony and receive comment on a proposed inter-municipal liquor license transfer and to consider approval of a resolution approving an application by Kaitlyn's Kafe, LLC to located at 50 Lake Street which is owned by Misericordia University.

6. ORDINANCE 4 - 2025:

- Approve Ordinance 4-2025 prohibiting parking on either side of Reservoir Road as advertised for passage at the August 20, 2025 meeting.

7. ORDINANCE 5 - 2025:

- Approve Ordinance 5-2025 adopting the Pennsylvania Department of Environmental Protection's Model Stormwater Management Ordinance as part of the Small Municipal Separate Storm Sewer System (MS4) Permit Program as advertised for passage at the August 20, 2025 meeting.

8. RESOLUTION 7 – 2025:

- Affirm the Borough Manager's submittal of a Multimodal Transportation Fund grant application in the amount of \$456,448.40 to the Pennsylvania Department of Community and Economic Development for funds to improve and enhance pedestrian safety in our downtown area including the purchase and installation of rapid flashing beacon pedestrian crosswalk systems, coated asphalt crosswalk applications to improve visibility of crosswalks, additional pedestrian light poles on Lake Street and the replacement of remaining deteriorated sidewalks and curbing along Lake Street.

9. RESOLUTION 8 – 2025:

- Authorize the disposition and destruction of certain municipal records as itemized on the Resolution.

10. RESOLUTION 9 – 2025:

- Approve the proposed inter-municipal liquor license transfer application by Kaitlyn's Kafe, LLC to located at 50 Lake Street in Dallas Borough.

11. RESOLUTION 10 – 2025:

- Fill the vacancy on Dallas Borough Council caused by the passing of Robert Edgerton.

12. POLICE DEPARTMENT:

- Authorize the Borough Manager to make the following purchases relative to Commonwealth of Pennsylvania Local Share Account Grant C#000089383 for \$75,000.00 toward the purchase of a new police vehicle with upfitting:
 - 2025 Police Interceptor Utility AWD Vehicle from New Holland Auto Group through PA Co-Stars Contract #013-E22-223 with equipment upfitting by 10-8 Emergency Vehicle Service through PA Co-Stars Contract #012-D22-259 in the amount of \$71,008.00.
 - Radio from Motorola Solutions under Luzerne County Contract 36126 pricing in the amount of \$3,872.11.
 - Radio installation by Jalvo Inc. in the amount of \$599.50.
- Executive Session needed for personnel and negotiation purposes.

13. ROAD DEPARTMENT:

- Discussion on altering Road Department project list for 2025.

14. BACK MOUNTAIN COMMUNITY PARTNERSHIP:

- Authorize Dallas Borough's participation in a Cooperation Agreement By and Between Dallas Borough, Dallas Township, Harveys Lake Borough, Jackson Township, Kingston Township and Lehman Township through the Back Mountain Community Partnership relative to the shared ownership of two (2) asphalt hot boxes with funding provided by Commonwealth of Pennsylvania Local Share Account Grant for Shared Road Department Equipment sponsored by Jackson Township.
- Authorize Dallas Borough's participation in a Cooperation Agreement By and Between Dallas Borough, Dallas Township, Franklin Township, Jackson Township and Lehman Township through the Back Mountain Community Partnership relative to the shared ownership of a tractor with a boom mover and blower attachment with funding provided by Commonwealth of Pennsylvania Local Share Account Grant for Shared Road Department Equipment sponsored by Jackson Township.
- Authorize Dallas Borough to sponsor and apply for a Commonwealth of Pennsylvania Local Share Account Grant application for equipment to benefit the fire and ambulance service providers of the Back Mountain Community Partnership member municipalities.

15. PENSION PLANS:

- 2025 MMO for the Police Plan is \$81,310 and \$17,421.00 for the Non-Uniformed Plan which need to be funded by December 31, 2024.
- 2025 State Aid is yet unknown and should be received in early September.

- 2026 MMOs for the pension plans need to be acknowledged by Council before September 30, 2025 in accordance with Act 205 and included in the 2026 Operating Budget as follows:
 - Police Plan is \$61,076.00.
 - Non-Uniformed Plan is \$20,911.00.

16. SOLICITOR'S REPORT:

17. MANAGER'S REPORT:

- Distribution of Compared to Budget Financial Reports for 01/01/25 to 08/18/25.
- Update on recent Code Enforcement Actions.
- Fire Escrow Funds received for house fire at 30 Norton Avenue in 2024.
- Memorial Donation in the name of Robert Edgerton to Blue Chip Animal Rescue.
- PSAB Fall Leadership Conference will be October 3-5, 2025 at Penn State University Park.
- Luzerne County Boroughs & Townships Association holding a dinner meeting on September 25, 2025 with several keynote speakers.

18. EXECUTIVE SESSION (if needed)