



DALLAS BOROUGH  
www.dallasborough.org

**COUNCIL MEETING  
AUGUST 20, 2025  
AGENDA**

1. CALL TO ORDER: Pledge of Allegiance

2. ROLL CALL:

Vice President Oliver	_____	Mayor Carroll	_____
Mr. Eckert	_____	Solicitor Malak	_____
Mr. Jolley	_____	Treasurer Herbert	_____
Mr. McCarthy	_____	Adm. Asst. Federici	_____
		Manager Carr	_____

3. APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the regular meeting held on July 16, 2025 and work session held on July 14, 2025.

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

4. TREASURER’S REPORT:

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

5. BUILDING PERMITS REPORT:

July 2025

Number of Permits	6	
Plan Reviews for Pending Permits	\$	0.00
Flood Plain Administration	\$	0.00
Permit(s) Dollar Amount	\$	1,647.00
Motion	_____	Second _____

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

July 2025	Number of Permits	
	Zoning	3
	Stormwater	0
	Driveway (new)	1
	Transient Retail	0
	Permit(s) Dollar Amount	\$ 1,261.00
	Zoning Hearing Board Fees	\$ 0.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

July 2025	Bills as Presented	\$ 193,630.14
	Payroll as Presented (2 pays)	\$ <u>71,532.67</u>
	Total Bills & Payroll	\$ 265,162.81
August 1 - 20, 2025	Bills as Presented	\$ 176,926.16
	Payroll as Presented (2 pays)	\$ <u>73,947.26</u>
	Total Bills & Payroll	\$ 250,873.42
	Motion _____	Second _____
	ROLL CALL VOTE _____	

8. FINES RECEIVED REPORT:

July 2025	District Court:	\$ 839.31
	Accident/ Incident Reports:	\$ 60.00
	Police Receipts:	\$ <u>130.00</u>
	Total Fines & Monies Received	\$ 1,029.31

9. COMMUNICATIONS:

- Notice received of PSAB Fall Leadership Conference to be held October 3-5, 2025 at The Penn Stater, State College.
- Notice received of Luzerne County Boroughs & Townships Association holding a dinner meeting on September 25, 2025.

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):

- Commonwealth of Pennsylvania Department of Environmental Protection conducted a five-year audit of the 2020 -2024 MS4 Permit Program on July 28, 2025.
- Dallas Borough’s Annual MS4 Status Report for 07/01/24 to 06/30/25 is due to DEP by 09/30/25.

12. NEW BUSINESS:

- Approve **Resolution 10 of 2025** appointing Todd Buckley as a Council Member for Dallas Borough to fill the vacancy caused by the passing of Council President Robert Edgerton in accordance with Section 901 of the Commonwealth of Pennsylvania Borough Code.

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

**Mayor Timothy J. Carroll shall administer the Oath of Office.**

*“I, Todd Buckley, do solemnly swear, that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity.”*

- **NOMINATION AND ELECTION OF COUNCIL PRESIDENT:**
  - Nominations of Council President
  - Close Nominations
  - Election of Council President

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

- **NOMINATION AND ELECTION OF COUNCIL VICE-PRESIDENT:**
  - Nominations of Council Vice-President
  - Close Nominations
  - Election of Council Vice-President

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

- **PRESENTATION OF THE GAVEL**
  - Mayor presents the gavel to the newly elected President
  - President of Council to preside over the balance of the meeting

- Designate the authorized signers for all Dallas Borough depository accounts to be as follows:
  - John Oliver, Council Member
  - Robert Jolley, Council Member
  - Lee Eckert Jr., Council Member
  - Mary Herbert, Treasurer

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

- Approve **Ordinance 4 of 2025** prohibiting parking on either side of Reservoir Road.

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

- Approve **Ordinance 5 of 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

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

- Approve **Resolution 7 of 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.

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

## ROLL CALL VOTE \_\_\_\_\_

- Approve **Resolution 8 of 2025** authorizing the disposition and destruction of certain municipal records as itemized on the resolution.

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

ROLL CALL VOTE \_\_\_\_\_

- Approve **Resolution 9 of 2025** approving the proposed inter-municipal liquor license transfer application by Kaitlyn's Kafe, LLC to located at 50 Lake Street in Dallas Borough.

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

ROLL CALL VOTE \_\_\_\_\_

- Approve **Resolution 11 of 2025** adopting the Luzerne County 2025 Hazard Mitigation Plan Update as the official Hazard Mitigation Plan of Dallas Borough.

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

ROLL CALL VOTE \_\_\_\_\_

- Approve Payment Application #9 and final for Kobalt Construction Inc. in the amount of \$34,543.63.00 for work completed on the Memorial Park Renovation Project as approved by Quad Three Group Inc., consulting engineers for Dallas Borough, paid from general funds.

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

ROLL CALL VOTE \_\_\_\_\_

- 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 at the Memorial Park.

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

ROLL CALL VOTE \_\_\_\_\_

- Affirm a proposal received from Kuharchik Construction in the amount of \$4,711.00 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 Memorial Park to allow electric service for the security camera and lighting system.

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

ROLL CALL VOTE \_\_\_\_\_

- Authorize payment to Quad Three Group Inc. in the amount of \$3,420.00 for engineering services through July 31, 2025 completed on the New Garage Project and authorize the Borough Manager to seek reimbursement from the Commonwealth under Local Share Account Grant Contract C000083256.

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

- Approve Change Order #1 received from Dutchman Contracting and approved by Dallas Borough's consulting engineers, Quad Three Group Inc., relative to the New Garage Project providing a credit to Dallas Borough in the amount of \$12,704.00 as follows:
  - \$4,160.00 adding a 10 ft x 8 ft overhead door with manual operation to loft area.
  - \$1,950.00 adding 48" of wainscot to all exterior wall siding.
  - (\$18,814.00) deducting from bid alternate for a wood mezzanine.

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

- Approve and recognize the "Financial Requirement and Minimum Municipal Obligation (MMO) Budget for 2026" for both the Dallas Borough Uniformed (Police) Pension Plan in the amount of \$61,076.00 and the Non-Uniform Pension Plan in the amount of \$20,911.00 submitted to the governing body by the Dallas Borough Chief Administrative Officer, in compliance with Act 205 of the Commonwealth of Pennsylvania.

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

- Authorize the Borough Manager to make the following purchases and execute documents 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.

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

- 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.

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

ROLL CALL VOTE \_\_\_\_\_

- 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.

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

ROLL CALL VOTE \_\_\_\_\_

- Amend and restate the Dallas Borough improvement projects list for 2025 contingent upon availability of applicable funds including but not limited to State Liquid Fuels funds and General funds:
  - Fawn Drive - Resurfacing from Sterling Avenue to Hickory Road and from 37 Fawn Drive to 48 Fawn Drive. (Completed)
  - King Street - Pavement trench repair of King Street. (Completed)
  - Jackson Street - Crack sealing, tar and chip surfacing with fog sealant. (Completed)
  - Reservoir Road – Tar and chip surfacing of dirt/gravel portion of roadway from Dallas Township line to Machell Avenue. (Completed)
  - Park Street – Milling and resurfacing from Huntsville Road to dead end. (Completed)
  - Elizabeth Street - Stormwater infrastructure improvements.
  - West Center Hill Rd - Stormwater infrastructure improvements.
  - Added to 2025 Projects List: Resurfacing and patching portions of Reservoir Road & Resurfacing and patching portions of Crescent Lane.
  - Moved to 2026 Projects List: Whitetail Drive - Rebuilding portions, asphalt resurfacing and tar and chip surfacing with fog sealant.

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

ROLL CALL VOTE \_\_\_\_\_

- Acknowledge the receipt of \$20,204.81 from Proctor Financial Inc. on behalf of Freedom Mortgage Corporation representing fire escrow funds to be held by Dallas Borough per Commonwealth of Pennsylvania Statute 40-43-108 relative to a house fire at 30 Norton Avenue.

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 Road Department has been working on roadway resurfacing, weekly yard waste collection, pot hole patching, swale /catch basin restoration in addition to their regular seasonal duties.

- **Announcements**

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

- **Monday, September 15, 2025** at 7:00 pm - Public Work Session.
- **Wednesday, September 17, 2025** at 7:00 pm - Regular Meeting.

18. EXECUTIVE SESSION: (if needed)

19. FURTHER BUSINESS:

20. ADJOURN:

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