



DALLAS BOROUGH  
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***Dallas Borough Council  
Work Session  
December 16, 2024  
Agenda***

1. PUBLIC COMMENTS:

2. RESIDENT QUESTIONS/CONCERNS:

3. BOROUGH CONSULTING ENGINEER: Report and project update:

- DEP MS4 compliance.
- Toby Creek Flooding Issue – Meeting was held at December 12, 2024 with Senator Baker, PennDOT, DEP, Luzerne Conservation District, Luzerne County EMA, Dallas Township and Kingston Township to identify current issues, discuss remedies and initiate an updated Toby Creek Watershed Study.
- Community Development Grant – Removal of Architectural Barriers.
- Kenneth Young Memorial Park Renovation Project.
  - Reimbursement received from Commonwealth in the amount of \$133,880.00 under Local Share Account Contract C000080683 and \$170,763.00 Local Share Account Grant C000080436 for the children’s play equipment purchase and installation.
  - Payment Application #1 from Kobalt Construction Inc. in the amount of \$19,350.00 for work completed to November 30, 2024 as approved and submitted for payment by Quad Three Group Inc. and authorize the Borough Manager to seek reimbursement from the Commonwealth under Local Share Account Grant C000080436.
- ARA Project – Stormwater Infrastructure Hickory / Fawn.
  - Approve Change Order #1 from American Asphalt in the amount of \$12,600.00 to perform 4” depth 25mm base repair to the intersection of Fawn Drive and Hickory Street and also the remainder of Hickory Street as approved by Quad Three Group Inc. (This is the same price as the estimate you approved last month)
  - Payment Application #1 from American Asphalt Paving Co Inc. in the amount of \$278,530.88 for work completed to November 12, 2024 as approved and submitted for payment by Quad Three Group Inc.

4. ORDINANCE 2 – 2024 setting tax rates for 2024 with real estate tax millage to increase to 3.00 mills and all other taxes unchanged. Advertised for passage at the regular Council meeting.
  
5. POLICE DEPARTMENT:
  - Authorize the Borough Manager to meet with the Civil Service Commission to commence the process of updating the list of eligible hires.
  - Approve an updated Job Description for the Dallas Borough Chief of Police to be effective January 1, 2025.
  
6. ROAD DEPARTMENT:
  - Setting the Road Department personnel uniform (boot) allowance at \$200.00 for 2025.
  - Collapsed stormwater infrastructure between Norton Avenue and the Borough lot.
  
7. BOROUGH PROPERTY:
  - Insurance payment received from USAA for motorist who damaged fencing along Church Street. Approve quote received from Minichi Contracting Group in the amount of \$4,250.00 to replace damaged sections of fencing.
  - Authorize the Borough Manager to seek a tenant for the upstairs apartment with rent of \$1,000.00 per month.
  
8. BUDGET:
  - Approval of 2025 Operating Budget in the amount of \$3,023,000.00 and salary schedule with a millage increase to 3.0.
  - Discussion on 2024 revenues/expenditures projected for year end.
  
9. BOARDS/COMMISSIONS:
  - Re-appoint William Peiffer as a regular member of the Dallas Borough Zoning Hearing Board for a 3 year term commencing January 1, 2025 and ending December 31, 2027.
  - Re-appoint Thomas J. Matinas as an alternate member to the Dallas Borough Zoning Hearing Board for a 3 year term commencing January 1, 2025 and ending December 31, 2027.
  - Re-appoint Donald Berlew to the Dallas Borough Planning Commission for a 3 year term commencing January 1, 2025 and ending December 31, 2027.
  - Re-appoint Barbara Barnes to the Dallas Borough Property Maintenance Code Appeals Board for a 3 year term commencing January 1, 2025 and ending December 31, 2027.
  - Need to fill a vacancy on the Dallas Borough Property Maintenance Board of Appeals.
  
10. SOLICITOR'S REPORT:

#### 11. MANAGER'S REPORT:

- Distribution of Compared to Budget Financial Reports for 01/01/24 to 12/16/24.
- Update on recent Code Enforcement Actions.
- Approve 2025 Council Meeting Schedule.
- Annual \$3,000.00 P.I.L.O.T. received from Dallas Township on November 25, 2024.
- Commonwealth of Pennsylvania Department of the Auditor General Pension Audit of the years 2020 to 2023 has commenced.

#### 12. EXECUTIVE SESSION (if needed)