



DALLAS BOROUGH
www.dallasborough.org

**COUNCIL MEETING
DECEMBER 17, 2025
AGENDA**

1. CALL TO ORDER: Pledge of Allegiance

2. ROLL CALL:

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

3. SWEARING IN CEREMONY

Officer Bradley Snell
Officer Philip Orzechowski

4. APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the regular Council Meeting held on November 19, 2025 and the Public Work Session held on November 17, 2025.

Motion _____ Second _____

5. TREASURER’S REPORT:

Motion _____ Second _____

6. BUILDING PERMITS REPORT:

November 2025

Number of Permits	3
Plan Reviews for Pending Permits	\$ 0.00
Flood Plain Administration	\$ 0.00
Permit(s) Dollar Amount	\$ 2,063.50
Motion _____	Second _____

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

November 2025

Number of Permits	
Zoning	3
Stormwater	0
Driveway (new)	0
Transient Retail	0
Permit(s) Dollar Amount	\$ 150.00
Zoning Hearing Board Fees	\$ 1,000.00
Conditional Use Appl. Fees	\$ 0.00
Motion _____	Second _____

8. BILLS AND PAYROLL:

November 2025

Bills as Presented	\$ 304,972.22
Payroll as Presented (2 pays)	\$ 70,360.42
Total Bills & Payroll	\$ 375,332.64

December 1 – 17, 2025

Bills as Presented	\$ 138,839.52
Payroll as Presented (1 pay)	\$ 33,672.71
Total Bills & Payroll	\$ 172,512.23

Motion _____ Second _____

ROLL CALL VOTE _____

9. FINES RECEIVED REPORT:

November 2025

District Court:	\$ 265.17
Accident/ Incident Reports:	\$ 105.00
Police Receipts:	\$ 60.00
Total Fines & Monies Received	\$ 430.17

10. COMMUNICATIONS:

None

11. 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.

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

- None.

13. NEW BUSINESS:

- Approve **Ordinance 8 - 2025** setting the tax rate for the year 2026 on real property at 3.50 Mills on each dollar of assessed valuation based upon the 2026 Tax Certification from Luzerne County Assessor's Office and retaining unchanged the rate of taxes on earned income, real estate transfer, mechanical devices and local services tax (LST).

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve **Resolution 21 - 2025** replacing Resolution 4 of 2013 and amending the Disability Leave Policy in the Borough of Dallas Employee Manual.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the ***final*** Dallas Borough 2026 Operating Budget in the amount of **\$2,105,000** including a real estate tax millage increase to 3.50 and attached salary schedule as submitted by the Borough Manager and authorize the Borough Manager to advertise a public notice that the adopted budget is available for public inspection in compliance with the Pennsylvania Borough Code.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to advertise the 2026 Reorganization Meeting and newly elected officials swearing in ceremony for Monday, January 5, 2026 commencing at 5:30 p.m. to be held in Council Chambers in the Dallas Borough Building, 25 Main Street, Dallas PA 18612.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to advertise the 2026 regular meetings of Council for the third Wednesday of each month commencing at 7:00 p.m. and work session meetings on the preceding Monday at 7:00 p.m. in Council chambers, Dallas Borough Building, 25 Main Street, Dallas PA 18612.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve Payment Application #3 to Dutchman Contracting LLC Inc. in the amount of \$66,124.90 for work completed on the New Garage Project as approved by Quad Three Group Inc., consulting engineers for Dallas Borough, to be paid accordingly:
 - \$42,439.60 EDCDI grant funds received from the Pennsylvania Department of Community and Economic Development.
 - \$2,904.50 interest on EDCDI grant funds.
 - \$20,780.80 from General Funds.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve and renew the Borough’s General Insurance Package in the estimated amount of \$62,233.00, Workers Compensation coverage in the amount of \$41,883.00 with Bond renewals and other coverages as presented by DGK Insurance for 2026.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize payment to CODY Computer Services Inc. in the amount of \$11,193.50 representing the annual subscription fee, Pathfinder cloud and storage service and authorize the Borough Manager to submit for reimbursement of such to the Pennsylvania Commission on Crime and Delinquency under grant award 44408.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve payment to 911 Rapid Response in the amount of \$8,386.60 for two (2) new in-car computers for police vehicles with reimbursement in the amount of \$4,093.00 received from the Pennsylvania Department of Community and Economic Development under Local Share Account Grant Contract C000089383.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to cancel the Borough’s agreement with Topp Business Solutions and enter into an agreement with Valley Tech Group LLC for such services.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve and authorize the 2026 uniform (boot) allowances for the Road Department employees at the rate of \$200 for all employees.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Acknowledge receipt of the certified list of Back Mountain Regional Fire & EMS members eligible for the Volunteer Service Credit Program as provided by Fire Chief Harry Vivian on December 15, 2025.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Affirm the Borough Manager’s close out of the Pennsylvania Department of Conservation and Natural Resources Grant for the Memorial Park renovation project with the final reimbursement of \$42,580.00 approved and forthcoming from the Commonwealth.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the seasonal closing of Memorial Park upon the onset of inclement weather in the best interest of public safety. Park will re-open at the discretion of the Borough Manager weather permitting.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Affirm the closing out of Luzerne Bank (now Northwest) General Reserve Fund and PLGIT American Rescue Plan Fund accounts with residual balances deposited into remaining General Fund Account.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the re-appointment of Ben Sevenski as a regular member of the Dallas Borough Zoning Hearing Board for a 3-year term commencing January 1, 2026 and ending December 31, 2028.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the re-appointment of Barbara King to the Dallas Borough Planning Commission for a 3-year term commencing January 1, 2026 and ending December 31, 2028.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the re-appointment of Terry Eckert to the Dallas Borough Property Maintenance Code Appeals Board for a 3-year term commencing January 1, 2026 and ending December 31, 2028.

Motion _____ Second _____
 ROLL CALL VOTE _____

14. POLICE REPORT:

15. MAYOR’S REPORT:

16. SOLICITOR’S REPORT:

17. CODE ENFORCEMENT REPORT:

18. MANAGER’S REPORT:

• **Road Department Report**

The Dallas Borough Road Department will commence curbside collection of Christmas trees the week of **January 5, 2026** and continue through until **January 23, 2026**. Christmas trees must have all decorations removed prior to being placed curbside. Residents should refrain from placing their trees curbside prior to weather predictions for snow and/or freezing rain events.

• **Announcements**

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

- **Monday, January 5, 2026** at 5:30 pm – Reorganization Meeting.
- **Monday, January 19, 2026** at 7:00 pm - Public Work Session.
- **Wednesday, January 21, 2026** at 7:00 pm - Regular Meeting.

19. EXECUTIVE SESSION: (if needed)

20. FURTHER BUSINESS:

21. ADJOURN:

Motion _____ Second _____
Meeting Adjourned at _____