



DALLAS BOROUGH
www.dallasborough.org

**COUNCIL MEETING
DECEMBER 18, 2024
AGENDA**

1. CALL TO ORDER: Pledge of Allegiance

2. ROLL CALL:

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

3. APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the regular meeting held on November 20, 2024.
The scheduled work session meeting on November 18, 2024 was cancelled due to lack of a quorum.

Motion _____ Second _____

4. TREASURER’S REPORT:

Motion _____ Second _____

5. BUILDING PERMITS REPORT:

November 2024

Number of Permits		1
Plan Reviews for Pending Permits	\$	0.00
Flood Plain Administration	\$	0.00
Permit(s) Dollar Amount	\$	2,270.50

Motion _____ Second _____

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

November 2024	Number of Permits		
	Zoning	1	
	Stormwater	1	
	Driveway (new)	1	
	Transient Retail	0	
	Permit(s) Dollar Amount	\$	883.65
	Zoning Hearing Board Fees	\$	0.00
	Conditional Use Appl. Fees	\$	0.00
	Motion _____	Second _____	

7. BILLS AND PAYROLL:

November 2024	Bills as Presented	\$	44,556.04
	Payroll as Presented (2 pays)	\$	<u>75,262.60</u>
	Total Bills & Payroll	\$	119,818.64
November 1-20, 2024	Bills as Presented	\$	364,188.08
	Payroll as Presented (1 pay)	\$	<u>30,094.82</u>
	Total Bills & Payroll	\$	394,282.90
	Motion _____	Second _____	
	ROLL CALL VOTE _____		

8. FINES RECEIVED REPORT:

November 2024	District Court:	\$	718.02
	Accident/ Incident Reports:	\$	180.00
	Police Receipts:	\$	<u>50.00</u>
	Total Fines & Monies Received	\$	948.02

9. COMMUNICATIONS:

- None.

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):

- None.

12. NEW BUSINESS:

- Approve **Ordinance 2 of 2024** setting the tax rate for the year 2025 on real property at 3.00 (three) Mills on each dollar of assessed valuation based upon the 2025 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 the *final* Dallas Borough 2025 Operating Budget in the amount of **\$3,023,000** 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 2025 regular meetings of Council for the third Wednesday of each month commencing at 7:00 p.m. and work session meeting 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 Change Order #1 with American Asphalt in the amount of \$12,600.00 for performing 4" depth 25mm base repair at the intersection of Fawn Drive and Hickory Road and same on the remainder of Hickory Road in association with the American Rescue Plan Stormwater Improvement Project as approved by Quad Three Group Inc. as consulting engineers for Dallas Borough.

Motion _____ Second _____
ROLL CALL VOTE _____

- Approve Payment Application #1 for American Asphalt in the amount of \$278,530.88 for work completed on the Fawn Drive and Hickory Road American Rescue Plan Stormwater Improvement Project as approved by Quad Three Group Inc. as consulting engineers for Dallas Borough.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve Payment Application #1 for Kobalt Construction Inc. in the amount of \$19,350.00 for work completed on the Memorial Park Renovation Project as approved by Quad Three Group Inc. as consulting engineers for Dallas Borough and authorize the Borough Manager to seek reimbursement from the Commonwealth of Pennsylvania in accordance with Local Share Account Grant Contract #C000080436.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Affirm a quote in the amount of \$4,250.00 from Minichi Contracting Group to remove and replace the damaged sections of ornamental fence along Church Street damaged by a motorist on October 22, 2024 with reimbursement received from USAA Insurance.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Acknowledge contractor quotes received for an emergency repair including labor and equipment to replacement of collapsed stormwater infrastructure in the area of Norton Avenue and King Street and authorize the work to be completed by the lowest responsible contractor with an acceptable work commencement date.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to seek a tenant and execute a lease for the 2nd floor apartment above the Borough offices with rent set at \$1,200.00 per month.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve an updated job description for the Dallas Borough Chief of Police effective January 1, 2025.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to meet with the Civil Service Commission to commence the process of updating the certified list of eligible hires for the Dallas Borough Police Department.

Motion _____ Second _____
ROLL CALL VOTE _____

- Approve and authorize the 2025 uniform (boot) allowances for the Road Department employees at the rate of \$200 for all employees.

Motion _____ Second _____
ROLL CALL VOTE _____

- Re-appoint William Peiffer as a regular member of the Zoning Hearing Board for a three (3) year term being January 1, 2025 to December 31, 2027.

Motion _____ Second _____
ROLL CALL VOTE _____

- Re-appoint Thomas J. Matinas as an alternate member of the Dallas Borough Zoning Hearing Board for a three (3) year term being January 1, 2025 to December 31, 2027.

Motion _____ Second _____
ROLL CALL VOTE _____

- Re-appoint Donald Berlew to the Dallas Borough Planning Commission for a three (3) year term being January 1, 2025 to December 31, 2027.

Motion _____ Second _____
ROLL CALL VOTE _____

- Re-appoint Barbara Barnes to the Dallas Borough Property Maintenance Code Appeals Board for a three (3) year term being January 1, 2025 to December 31, 2027.

Motion _____ Second _____
ROLL CALL VOTE _____

- Accept the resignation of John Oliver as a Dallas Borough delegate to the Dallas Area Municipal Authority Board of Directors effective December 31, 2024.

Motion _____ Second _____
ROLL CALL VOTE _____

- Appoint Mark Van Etten as a Dallas Borough delegate to the Dallas Area Municipal Authority Board of Directors to fill John Oliver’s unexpired term ending December 31, 2026.

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 Dallas Borough Road Department will commence curbside collection of Christmas trees on **January 2, 2025** and continue through until **January 17, 2025**. 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 13, 2025** at 7:00 pm - Public Work Session.
- **Wednesday, January 15, 2025** at 7:00 pm - Regular Meeting.

An Executive Session was held on December 16, 2024 for personnel purposes.

18. EXECUTIVE SESSION (if needed)

19. FURTHER BUSINESS

20. ADJOURN:

Motion _____ Second _____
 Meeting Adjourned at _____