



DALLAS BOROUGH
www.dallasborough.org

**COUNCIL MEETING
DECEMBER 20, 2023
AGENDA**

1. CALL TO ORDER: Pledge of Allegiance

2. ROLL CALL:

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

3. APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the regular meeting held on November 15, 2023 and work session meeting held on November 13, 2023.

Motion _____ Second _____

4. TREASURER’S REPORT:

Motion _____ Second _____

5. BUILDING PERMITS REPORT:

November 2023

Number of Permits		3
Plan Reviews for Pending Permits	\$	0.00
Flood Plain Administration	\$	0.00
Permit(s) Dollar Amount	\$	1,743.50

Motion _____ Second _____

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

November 2023	Number of Permits	
	Zoning	1 (approved)
	Stormwater	0
	Driveway (new)	0
	Transient Retail	0
	Permit(s) Dollar Amount	\$ 25.00
	Zoning Hearing Board Fees	\$ 0.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

November 2023	Bills as Presented	\$ 120,464.19
	Payroll as Presented (2 pays)	\$ <u>61,265.42</u>
	Total Bills & Payroll	\$ 181,729.61
December 1 - 21, 2023	Bills as Presented	\$ 83,283.39
	Payroll as Presented (1 pay)	\$ <u>26,657.01</u>
	Total Bills & Payroll	\$ 109,940.40
	Motion _____	Second _____
	ROLL CALL VOTE _____	

8. FINES RECEIVED REPORT:

November 2023	District Court:	\$ 179.34
	Accident Reports:	\$ 120.00
	Police Receipts:	\$ <u>100.00</u>
	Total Fines & Monies Received	\$ 399.34

9. COMMUNICATIONS:

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 2023** setting the tax rate for the year 2024 on real property at 2.00 Mills on each dollar of assessed valuation based upon the 2024 Tax Certification report 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 20 of 2023** authorizing compensation to the Dallas Area Municipal Authority Board of Directors for public meeting attendance and expenses and determine and set pay rate of compensation. Rate requested by Tom Keiper, Director of DAMA, is \$100.00 pay per meeting and an additional \$25 per meeting for expenses.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the *final* Dallas Borough 2024 Operating Budget in the amount of **\$3,085,000.00** and attached salary schedule as submitted by the Borough Manager and authorize the Borough Manager to advertise a public notice that the proposed 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 2024 reorganization meeting and newly elected officials swearing in ceremony for Tuesday, January 2, 2024 commencing at 6:00 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 2024 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 and authorize the appropriate Dallas Borough officials to execute an engagement agreement with Kohanski Company to provide audit services including the annual Department of Community and Economic Development filing for the calendar year 2023 at an amount not to exceed \$6,500.00.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve and authorize the 2024 uniform (boot) allowances for the Road Department employees at the rate of \$200 for all employees.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Affirm a Short Form Agreement Between Owner (Dallas Borough) and Engineer (Quad Three Group Inc.) For Professional Services provided for the Kenneth Young Memorial Park Renovation Project in the amount of \$36,000.00 relative to Local Share Account Grants C000080436 and C000080683 as requested by the Pennsylvania Department of Community and Economic Development in addition to Resolution 1 – 2023 previously passed by Council.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize payment in the amount of \$12,250.00 to Misericordia University being Dallas Borough’s agreed upon share of the damaged retaining wall project in front of 121 Lake Street.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Affirm the purchase of office furniture from National Business Furniture for the police department in the amount of \$4,045.00 as contained in the 2023 Operating Budget.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Re-appoint Chris Matus as a regular member of the Dallas Borough Zoning Hearing Board for a three (3) year term being January 1, 2024 to December 31, 2026.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Re-appoint Edward Yonkoski as an alternate member of the Dallas Borough Zoning Hearing Board for a three (3) year term being January 1, 2024 to December 31, 2026.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Appoint Thomas J. Matinas as an alternate member of the Dallas Borough Zoning Hearing Board to fill the unexpired term of Robert Jolley ending December 31, 2024.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Re-appoint Patricia Peiffer to the Dallas Borough Planning Commission for a three (3) year term being January 1, 2024 to December 31, 2026.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Appoint Brian Stevens to the Dallas Borough / Lehman Township UCC Joint Appeals Board for a term commencing January 1, 2024 and ending July 31, 2025 to fill the unexpired term of H. Clark Lewis.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Re-appoint Claire Rupp to the Dallas Borough Civil Service Commission for a six (6) year term being January 1, 2024 to December 31, 2029.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Re-appoint Nancy Edgerton as an alternate member of the Dallas Borough Civil Service Commission for a six (6) year term being January 1, 2024 to December 31, 2029.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Appoint Todd Buckley as an alternate member of the Dallas Borough Civil Service Commission to fill a vacant term commencing January 1, 2024 and ending December 31, 2027.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Acknowledge receipt of multi-municipal reimbursement #5 in the amount of \$16,400.00 from the Commonwealth Financing Authority under Local Share Account Grant Contract #C000083228 sponsored by Dallas Borough on behalf of the Back Mountain Community Partnership and authorize distribution of the following:

- Dallas Township distribution of \$16,400.00

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve payment to Kingston Township in the amount of \$4,351.83 in accordance with the Cooperation Agreement by and between Dallas Borough, Dallas Township and Kingston Township relative to the shared ownership of a 2023 CrackPro 260 Crack Sealer purchased by Kingston Township from SealMaster PMG SM PA LLC under Commonwealth of Pennsylvania State Contract #4400018854 in the amount of \$94,917.50 with partial reimbursement of \$81,861.99 through the Back Mountain Community Partnership Local Share Account Grant C000086084 sponsored by Lehman Township.

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 the week of **January 2, 2024** and continue through until **January 19, 2024**. 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:

- **Tuesday, January 2, 2024** at 6:00 pm – Swearing In Ceremony & Reorganization Meeting
- **Monday, January 15, 2024** at 7:00 pm - Public Work Session.
- **Wednesday, January 17, 2024** at 7:00 pm - Regular Meeting.

18. EXECUTIVE SESSION (if needed)

19. FURTHER BUSINESS

20. ADJOURN:

Motion _____ Second _____
Meeting Adjourned at _____