



DALLAS BOROUGH
www.dallasborough.org

**COUNCIL MEETING
FEBRUARY 21, 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 January 17, 2024 and work session meeting held on January 15, 2024.

Motion _____ Second _____

4. TREASURER’S REPORT:

Motion _____ Second _____

5. BUILDING PERMITS REPORT:

January 2024

Number of Permits		3
Plan Reviews for Pending Permits	\$	0.00
Flood Plain Administration	\$	0.00
Permit(s) Dollar Amount	\$	472.10
Motion	_____	Second _____

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

January 2024	Number of Permits	
	Zoning	0 (approved)
	Stormwater	0
	Driveway (new)	0
	Transient Retail	0
	Permit(s) Dollar Amount	\$ 0.00
	Zoning Hearing Board Fees	\$ 500.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

January 2024	Bills as Presented	\$ 183,592.06
	Payroll as Presented (2 pays)	\$ 57,593.16
	Total Bills & Payroll	\$ 241,185.22
February 1-21, 2023	Bills as Presented	\$ 58,612.46
	Payroll as Presented (2 pays)	\$ 58,475.01
	Total Bills & Payroll	\$ 117,087.47
	Motion _____	Second _____
	ROLL CALL VOTE _____	

8. FINES RECEIVED REPORT:

January 2024	District Court:	\$ 583.14
	Accident Reports:	\$ 150.00
	Police Receipts:	\$ 0.00
	Total Fines & Monies Received	\$ 733.14

9. COMMUNICATIONS:

- Invitation received from the Luzerne County Boroughs & Townships Association for a dinner meeting on March 21, 2024 with keynote speakers. Fees apply.
- Notification received from the Pennsylvania State Association of Boroughs advising the 112th annual conference will be held June 2 – 5, 2024 at Hershey Lodge. Reservations and fees apply.

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):

- Dallas Area Municipal Authority will provide annual training for municipal employees on April 26, 2024 as required for MS4 compliance.

12. NEW BUSINESS:

- Authorize the Borough Manager to advertise Ordinance 1 of 2024 for passage at the Council meeting scheduled for March 20, 2024 to establish a volunteer service credit program, enacting tax credits for volunteer members of Back Mountain Regional Fire & EMS Inc. and establishing administrative procedures and appeals.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager and Consulting Engineer to seek a six (6) month extension from the Commonwealth Financing Authority on Local Share Account Grant Contracts C000080436 and C000080683 for renovation of the Kenneth Young Memorial Park to permit the grant expiration dates to be December 31, 2024.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize Quad Three Group Inc as the consulting engineers for the Kenneth Young Memorial Park Renovation Project to seek bids for completion of the project upon receiving final design and documents approval from the Commonwealth of Pennsylvania Department of Conservation and Natural Resources, Department of Community and Economic Development and Luzerne County Office of Community Development for use of use of Community Conservation Partnership Program Grant funds, Local Share Account Grant funds and Community Development Block Grant funds, respectively.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve and authorize the Borough Manager to execute a Payment and General Release Agreement between Dallas Borough and Bognet Inc. terminating the construction agreement between the two parties with an agreed upon final payment amount of \$10,412.12 by Dallas Borough to Bognet Inc.

Motion _____ Second _____
ROLL CALL VOTE _____

- Acknowledge receipt of Financial Statements received from Thomas J. Anderson & Associates as of December 31, 2023 for the Non-Uniformed and Police Pension Plans and approve payment from the Police Pension Fund and also the Non-Uniformed Pension Fund of \$600.00 each for preparation of the GASB 67 reports.

Motion _____ Second _____
ROLL CALL VOTE _____

- Approve payment in the amount of \$4,007.00 to Dallas Township representing Dallas Borough's share toward the cost of the 2024 Workers Compensation Insurance coverage for volunteer emergency personnel of the Back Mountain Regional Fire & EMA Inc.

Motion _____ Second _____
ROLL CALL VOTE _____

- Appoint David Landmesser as an additional Deputy EMA Coordinator for Dallas Borough.

Motion _____ Second _____
ROLL CALL VOTE _____

- Approve a Polling Place Agreement between Luzerne County Bureau of Elections and Dallas Borough for use of the municipal building on April 23, 2024 and November 5, 2024 with the notation that there is no phone in the polling room as required by paragraph one and authorize the execution of such agreement by the appropriate Borough officials.

Motion _____ Second _____
ROLL CALL VOTE _____

- Authorize the purchase of Power DMS Digital Management Software for the Police Department at a cost not to exceed \$2,600.00 for the first-year subscription.

Motion _____ Second _____
ROLL CALL VOTE _____

- Accept a proposal received from Raynor Inc. in the amount of \$8,790.00 to provide and install a level 3 bullet resistant exterior steel door with frame and hardware and authorize the Borough Manager to submit reimbursement request #7 and final in the amount of \$5,977.00 to the Commonwealth Financing Authority under Local Share Account Grant Contract #C000083228 sponsored by Dallas Borough on behalf of the Back Mountain Community Partnership.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Upon receipt from Luzerne County and final review, approve and authorize the appropriate Borough officials to execute and certify a Community Development Cooperation Agreement By and Between the County of Luzerne and Dallas Borough, a standard of conduct statement and a solicitor certification statement for a community development block grant to be used for Removal of Architectural Barriers for ADA Compliance to renovate the bathrooms at the Kenneth Young Memorial Park.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Accept a proposal received from Kuharchik Construction in the amount of \$10,000.00 for labor, material and equipment to replace the pedestrian light pole near the intersection of Lake Street and the Roundabout due to a hit and run in the parking lot of Pizza Bella with pending reimbursement of \$9,000.00 from the borough's insurance carrier, EMC Insurance.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve payment to Kingston Township in the amount of \$880.33 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 representing 1/3 share of the extended warranty and equipment delivery charge.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Accept the resignation of Ronald Chupka from his position with the Road Department effective as of his last working day on February 12, 2024.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve the hiring of Michael Dziedziec as a full-time worker for the Road Department Worker at a starting hourly rate of \$21.00 and full-time applicable employment benefits as outlined in the Dallas Borough Employee Manual contingent upon the following:

- 1) Six-month probationary period
- 2) Acceptable Criminal History Report and Background Checks
- 3) Acceptable Drivers History Motor Vehicle Report
- 4) Acceptable medical evaluation pre-employment testing

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to list the 1988 John Deere 210C backhoe for sale on Municibid with a reserve amount to be determined at the discretion of the Borough Manager and Road Supervisor.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve and authorize the Borough Manager to execute updated proposals for Response Maintenance and Preventative Maintenance of Traffic Signals submitted by Kuharchik Construction Inc.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Approve an updated Co-Star's Contract #5610 quote from American Asphalt Paving Co. for the purchase of aggregate products.

Motion _____ Second _____
 ROLL CALL VOTE _____

- Authorize the Borough Manager to solicit Requests for Proposal for container services for the 2024 Spring Clean Up Project.

Motion _____ Second _____
 ROLL CALL VOTE _____

13. POLICE REPORT:

14. MAYOR'S REPORT:

SOLICITOR'S REPORT:

15. CODE ENFORCEMENT REPORT:

16. MANAGER'S REPORT:

- **Road Department Report**

- **Announcements**

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

- **Monday, March 18, 2024** at 7:00 pm - Public Work Session.
- **Wednesday, March 20, 2024** at 7:00 pm - Regular Meeting.

17. EXECUTIVE SESSION (if needed)

18. FURTHER BUSINESS

19. ADJOURN:

Motion _____ Second _____
Meeting Adjourned at _____