



DALLAS BOROUGH  
www.dallasborough.org

**COUNCIL MEETING**  
**MAY 21, 2025**  
**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 April 16, 2025, work session held on April 14, 2025 and special meeting held on May 1, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_

4. TREASURER’S REPORT:

Motion \_\_\_\_\_ Second \_\_\_\_\_

5. BUILDING PERMITS REPORT:

April 2025

Number of Permits	4	
Plan Reviews for Pending Permits	\$	0.00
Flood Plain Administration	\$	0.00
Permit(s) Dollar Amount	\$	2,623.00
Motion	_____	Second _____

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

April 2025	Number of Permits	
	Zoning	0
	Stormwater	0
	Driveway (new)	0
	Transient Retail	2
	Permit(s) Dollar Amount	\$ 150.00
	Zoning Hearing Board Fees	\$ 0.00
	Conditional Use Appl. Fees	\$ 0.00
	Motion _____	Second _____

7. BILLS AND PAYROLL:

April 2025	Bills as Presented	\$ 159,017.09
	Payroll as Presented (2 pays)	\$ <u>61,656.69</u>
	Total Bills & Payroll	\$ 220,673.78
May 1-21, 2025	Bills as Presented	\$ 226,149.33
	Payroll as Presented (1 pay)	\$ <u>24,248.53</u>
	Total Bills & Payroll	\$ 250,397.86
	Motion _____	Second _____
	ROLL CALL VOTE _____	

8. FINES RECEIVED REPORT:

April 2025	District Court (March):	\$ 1,056.41
	District Court (April):	\$ 430.15
	Accident/ Incident Reports:	\$ 120.00
	Police Receipts:	\$ <u>70.00</u>
	Total Fines & Monies Received	\$ 1,676.56

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):

- Curbside yard waste collection began on May 13, 2025 for residents having purchased a permit. Collection will continue weekly through mid-October.

12. NEW BUSINESS:

- Authorize the Borough Manager and Borough Solicitor to advertise Ordinance 1 of 2025 for passage at the June Council meeting restating and amending the rules and regulations for use of both municipal parks replacing Ordinance 2-2008.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Authorize the Borough Manager and Borough Solicitor to advertise Ordinance 2 of 2025 for passage at the June Council meeting closing and dissolving Burndale Road from the park entrance to Luzerne Avenue due to the park renovation project.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve Payment Application #6 for Kobalt Construction Inc. in the amount of \$131,961.60 for work completed on the Memorial Park Renovation Project as approved by Quad Three Group Inc. as consulting engineers for Dallas Borough paid from general funds and grant funds received from the Pennsylvania Department of Conservation and Natural Resources.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve a quote received from Personal Touch Landscaping in an amount not to exceed \$9,680.00 for delivery and installation of playground mulch for the new children’s play equipment area in accordance with the specification in the Play Surface Section of the final park renovation plan as approved by the Commonwealth Department of Conservation and Natural Resources.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Acknowledge bids received, opened and read aloud on May 8, 2025 for the New Garage Project as shown the Bid Tabulation Sheet prepared by Quad Three Group Inc. Action on the bids will take place at the future meeting.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve payment to Brdaric Excavating Inc. in the amount of \$18,800.00 upon satisfactory completion of the loader barn and salt shed demolition project.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Authorize the distribution of the following Dallas Borough annual budgeted contributions:
  - Blue Chip Animal Refuge in the amount of \$1,000.00
  - Back Mountain Memorial Library in the amount of \$2,500.00
  - Back Mountain Regional Fire & EMS, Inc. in the amount of \$20,000.00

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Authorize payment in the amount of \$4,386.40 for the rental of seven 40-yard containers used for the 2025 Spring Clean Up Project as stated in the Agreement with ABC Hauling & Excavating LLC, 215 Division Street, Kingston PA 18704.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Acknowledge receipt of the 01/01/2025 Act 205 Actuarial Valuation Reports for the Police and Non-Uniformed Pension Plans and authorize payment to Thomas J. Anderson & Associates Inc. for completion of such as follows:
  - \$4,700.00 for preparation of the 1/1/25 Act 205 Actuarial Valuation Report and 2024 GASB 67 schedules payable from police pension fund assets.
  - \$4,700.00 for preparation of the 1/1/25 Act 205 Actuarial Valuation Report and 2024 GASB 67 schedules payable from non-uniformed pension fund assets.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Acknowledge the formal retirement announcement received from Police Chief James Drury with his last day of employment being October 10, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Acknowledge the formal retirement announcement received from Officer William Norris with his last day of employment being August 1, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve an Employee Agreement by and between Dallas Borough and Police Chief Wade Curtis addressing duties, salary, benefits and employment terms for a three-year period starting May 19, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirm the amended advertisement for the hiring of full-time police officer(s) with the following language relative to a sign on bonus: Dallas Borough Council is offering a \$10,000.00 sign on bonus to the appointed officer(s) commencing upon satisfaction of any and all hiring contingencies and successfully starting work for Dallas Borough. Bonus to be earned and paid incrementally through payroll as follows:

- \$2,500.00 added to first payroll following start of work.
- \$2,500.00 added to first payroll following completion of 1 year of service.
- \$2,500.00 added to first payroll following completion of 2 years of service.
- \$2,500.00 added to first payroll following completion of 3 years of service.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Authorize the Borough Manager and Borough Solicitor to commence the Unit Clarification Process with the Pennsylvania Labor Relations Board relative to the Dallas Borough Police Association.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve an updated quote from American Asphalt for Co-Stars Contract #5610-36 for the purchase of various asphalt products.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Approve a proposal requested from Fehlenger Construction Group LLC in an amount not to exceed \$10,661.00 for full width cartway milling of the following roadways in preparation for paving:

- Wyoming Avenue
- Monroe Avenue from Wyoming Avenue to #42 Monroe Avenue
- Monroe Avenue from Luzerne Avenue to Lackawanna Avenue

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirm a quote received from Dave Monk Electric Inc in the amount of \$4,970.00 for labor and material for work needed in the second-floor apartment above the municipal building.

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Affirm a quote received from RN Fitch & Sons in the amount of \$3,121.04 for the purchase and installation of a mini-split air conditioning unit in the administrative assistant's office

Motion \_\_\_\_\_ Second \_\_\_\_\_  
 ROLL CALL VOTE \_\_\_\_\_

- Authorize the Borough Manager to provide a letter of support to the Luzerne Conservation District for a Growing Greener 2025 Grant Application to the Commonwealth of Pennsylvania Department of Conservation and Natural Resources for funds to complete an updated watershed assessment for Toby Creek Watershed.

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 Road Department has primarily been completing the in-kind contribution work at the Park in addition to their regular seasonal duties.

- **Announcements**

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

- **Monday, June 16, 2025** at 7:00 pm - Public Work Session.
- **Wednesday, June 18, 2025** at 7:00 pm - Regular Meeting.

Executive Sessions were held on April 16, 2025 and May 19, 2025 for personnel purposes.

18. EXECUTIVE SESSION: (if needed)

19. FURTHER BUSINESS:

20. ADJOURN:

Motion \_\_\_\_\_ Second \_\_\_\_\_  
Meeting Adjourned at \_\_\_\_\_