

The Dallas Township Board of Supervisors held its monthly Meeting on Tuesday, May 1st, 2018 at 7:00P.M. in the Municipal Building located at 2919 SR 309 Highway, Dallas, Luzerne County, Pennsylvania. The following elected and appointed officials were present: Supervisor Frank E. Wagner, Supervisor Robert J. Wagner, Solicitor, Attorney Thomas P. Brennan, Police Chief, Douglas J. Higgins, Road Master, Martin K. Barry, Zoning Officer/Code Enforcement Officer, Carl M. Alber, Township Engineer Representative, Thomas J. Doughton, and Secretary-Treasurer, Nancy Y. Balutis.

Motion was made by Supervisor F. Wagner to **Pay the Bills**. Motion was seconded by Supervisor R. Wagner and carried.

Motion was made by Supervisor F. Wagner to **approve Employee Health Reimbursements** for the month of April in the amount of \$650.00. Motion was seconded by Supervisor R. Wagner and carried. Total employee health reimbursements to date for 2018 are \$3715.18.

Motion was made by Supervisor F. Wagner to **approve the Minutes** from the April 3rd, 2018 Meeting. Motion was seconded by Supervisor R. Wagner and carried.

Supervisor F. Wagner made a Motion to adopt **Ordinance #2018-3**: An Ordinance which would require all **Contractors performing construction work in the Township** to register and obtain a license with the Township's Code Enforcement Officer for the purpose of knowing who is working in the Township and that he has insurance coverage. Motion was seconded by Supervisor R. Wagner and carried.

**Proposals received for the Sale of the Township's 2013 Nissan NCV.**

Bids received for the sale of the Township's 2013 Nissan NCV were opened. Results were as follow:

Bay Ridge Motors Inc. from Staten Island, NY - \$3814.00

Callahan from Hunlock Creek, PA - \$5500.00

Mitchell Hendrickson from Baden, PA -\$5252,00

H2O Pools & Spas - \$16,109.00

Yousef Dabbagh from Island Lake, IL - \$8868.00

Bill DeAngelo - \$18,421.00

The Township originally purchased the Nissan through a grant, for approximately \$40,000.00. Police Chief D. Higgins said he felt that all bids received were low. The vehicle is three or four years old and only has seven hundred miles on it. It is a mint condition van. The book value of the van, obtained online in the Blue Book, is between twenty and twenty two thousand dollars. Attorney Brennan said the Township has the right to either award the bid to the highest responsible bidder or to reject all the bid proposals. Supervisor F. Wagner said he felt the Board should table accepting any bid. Supervisor R. Wagner agreed. Attorney Brennan said the Supervisors have the option to re-bid the sale of the vehicle if they want. Everyone who submitted bids today would have the option to re-bid if they opt to, either submitting the same bid amount they had today or changing their bid to something else. But it would be an entirely new process - No bid amounts received today would be carried over or taken into account at the next re-bid.

T. Doughton recommended the Supervisors go to the dealer and get an official appraisal on the van. Attorney Brennan suggested we explore the van's worth as well as an acceptable bid amount we might consider. The sale could be taken up again at a later date.

#### **Awarding of 2018 Road Material Bids.**

Road Master M. Barry stated the bids received for the 2018 road materials had been opened up at the last Supervisors Meeting and reviewed. He presented the awarding list for approval. Supervisor F. Wagner made a Motion to approve the 2018 list of Road Materials with the awarding bidder presented by M. Barry. Motion was seconded by Supervisor R. Wagner and carried. Attached is Exhibit A, containing the list of the road materials awarded to each individual bidder.

#### **Resolution #2018-8**

Supervisor F. Wagner made a Motion to approve Resolution #2018-8, which authorizes and designates Supervisor W. Grant to execute all documents and agreements between the Township and the Commonwealth Financing Authority to facilitate and assist in obtaining a **Greenways, Trails, and Recreation Grant** of \$244,327.00 for the development of a paved trail through the woodlands at the Township Park, as well as a pedestrian bridge to span the creek - to connect the trail to the nature play area. Motion was seconded by Supervisor R. Wagner and carried.

#### **Agreement between BMCP and Township.**

Supervisor F. Wagner made a Motion to approve the **shared equipment storage building agreement** between BMCP and the Township. Motion was seconded by Supervisor R. Wagner and carried. The equipment insurance is paid by all the participating municipalities in the BMCP.

#### **Resolution #2018-9. Revision to the “Official Sewage Facilities Plan for the Fellowship Church Land Development.**

Supervisor F. Wagner made a Motion to approve Resolution #2018-9: A Resolution to approve and submit to DEP for its approval, a revision to the “Official Sewage Facilities Plan” of the Municipality for the Fellowship Church Land Development to be served by individual on-lot systems. Motion was seconded by Supervisor R. Wagner and carried. Supervisor F. Wagner also made a **Motion to give the Fellowship Church, a non-profit organization, a donation of \$1000.00**, as the Township was unable to waive their fee for their Conditional Use. Motion was seconded by Supervisor R. Wagner and carried.

Motion was made by Supervisor F. Wagner to approve **donations for 2018** to the following:

1. Back Mountain Regional Fire & EMA - \$30,000.00, and
2. Kunkle Fire & Ambulance Company - \$30,000.00

Supervisor F. Wagner explained that the amount given to each company since the 1970s was \$15,000.00 per year. The Supervisors had discussed it and decided that because of the increased number of calls they respond to each year, as well as the increasing costs for purchasing the equipment and supplies needed, the Supervisors had decided to increase the Township's annual donation from \$15,000.00 to \$30,000.00 for each company. If the fire and ambulance companies did not provide the services, the Municipality would be required to do it, and the cost to do it would be an overwhelming amount of money. Motion to approve the donation of \$30,000.00 to each company was seconded by Supervisor R. Wagner and carried.

**Possible uses for OCD money in the amount of \$65,000.00 required to be used by December 31st of 2018.**

T. Doughton said the Township had originally been notified they had received a grant in the amount of \$65,000.00 to go towards ADA improvements in the old Township building. He spoke to Mark Hurst from Community Development about the possibility of transferring the funds to the new Township building, which needs things to be done to be ADA compliant. The architect had provided him with a list of the things that need to be done inside the new building that would enable this, along with an estimated cost of \$51,500.00 to have them done. We can also consider making additional handicapped parking stalls in the parking lot. This would be eligible under the grant, and would include the construction and surveying. The possibility of installing an elevator was also discussed. An elevator is eligible but it has to be a 100% designated ADA elevator, which means it cannot be a normal passenger elevator. A designated ADA elevator is designed to be able to back a wheelchair into it and carry it up as a one person wheelchair ride. Tom said Mark had told him we originally had only put in for \$65,000.00. If we can come up with additional things that need to be done in excess of the \$65,000.00, he will see if they can fund it. We are guaranteed the \$65,000.00. In determining the time line, we need to put contracts together, we need to bid it, and we need to do a state wage rate for the project. It has to be advertised. With the time it will take the architects to do the drawings and things, we have to get started on it right now. The handicapped parking project has to be a separate contract in itself. It cannot be part of the building renovation contract. Automatic doors are eligible providing they are handicapped accessible. T. Doughton said the grant rounds are every three years. We are behind. The applications for next year's rounds have already gone out and are due back to Community Development by June 15th, 2018. Next year's allotments for everyone will be upped because Community Development has received extra money.

**Police Update.**

Police Chief D. Higgins said he has concerns with **parking by Crabby's on Ryman Road**. Vehicles are parking on both sides of Ryman Road. A car is barely able to get through on the road, let alone a fire truck. Road Master M. Barry said we are in the final rewrite of the new parking ordinance. If the Supervisors are in agreement, we can add it that there is no parking on the street anytime from the intersection and 250 feet in. For now, we can post a sign that there is no parking on either side of the street by temporary enforcement of the Police. When the Ordinance is passed and goes into effect, it can be enforced and proper signage could then be put in. Parking on Lower Demunds Road at Crabby's also is a problem, but there is nothing we can do about it because it is a county road. T. Doughton said if there's a site distance problem coming out of Ryman, left or right, before anything can be done out in the intersection and before we could talk to the County, we'd have to get a highway occupancy permit for that intersection. The County would then be able to post no parking signs on Lower Demunds.

Police Chief Higgins said back in 2017, Chief Jolley had applied for a grant for body cameras. In going thru things today, he found they had never been purchased. He said he checked into purchasing some from Watchguard, and found he could get five body cameras for \$4400.00. Since the money received for the purchase was originally from a grant and was deposited in the Township's General Checking Account, he needs to have a receipt on hand that showing the purchase, in case we were ever to get audited for the grant. Supervisor F. Wagner made a **Motion to approve the purchase of the body cameras** by Chief Higgins. Motion was seconded by Supervisor R. Wagner and carried.

**Road Department Update.**

Road Master M. Barry gave an update on the Road Department's activities since the last Meeting in April. He said he is going to apply for two more grants from the Luzerne

Conservation District. Spring Clean-Up will be held next week beginning Monday and ending Saturday.

Supervisor F. Wagner asked M. Barry to give a **Progress-Upgrade on the new building**.

To date, the following have been looked into:

1. Converting to LED lighting - This will be eligible for a rebate by UGI and would save on the electric the Township uses.
2. Campbell Business Machines is going to submit a proposal for internet hookup, resources, servers, and a video camera system.
3. The Telephone Company that had previously operated the phone system that is in the new building, FiberTel, Inc., did an inspection of the building and informed us we could use Frontier or Comcast for the system. They offered their services for the programming.
4. CK Alarm was contacted and asked to put in a proposal for video cameras and a card key system. They have already performed a checkup on the generator that is there.
5. Doors were requested to be put in at the end of the hallways, both on the Township's administration side and Representative Boback's administration side, to make the area secure from the Police Department. Two contractors will be submitting proposals to install the wall frameworks and matching doors.
6. Upon entering the building from the front, there are two side doors, one that enters into the Township's administration hallway and one that enters into Representative Boback's administration hallway. The glass presently in the side doors will be replaced with something that is shatterproof and break proof.

#### **Citizens' Comments.**

Township resident, Brenda Pugh, asked Road Master M. Barry if he knew why the **trees on Jake Moore Road have been marked off**. M. Barry replied the Road Department are conducting safety surveys on all Township roads to determine which trees are hazardous with the ash borer infestation. They will need addressing if they are determined to be a hazard to prevent them from falling on our roadways and motoring public.

Mrs. Pugh also asked if the cameras and other equipment/services needed for the new building will be put out to bid or if we were just hiring somebody. M. Barry replied that the PA Department of Labor & Industry has set new **municipal bidding thresholds for 2018** that include:

1. Purchases and contracts below \$10,900 require no formal bidding or written/telephonic quotations.
2. Purchases and contracts between \$10,900.00 and \$20,100.00 require three written/telephonic quotations.
3. Purchases and contracts over \$20,100.00 require formal bidding.

Presently, we are obtaining verbal quotations, in hope that the purchases will each be below \$10,000.00.

Attorney Brennan asked Supervisor F. Wagner if anything had been said at the PSATS Convention in Hershey in regards to Supervisor **Wagner's fifty years of Township service**. Supervisor F. Wagner replied that both he and another Supervisor from Sayre had been recognized and given plaques. Attorney Brennan said his dedication and time given was something that should be commended and he thanked him for his fifty years of service to our community.

There being no further questions, Supervisor F. Wagner made a **Motion to adjourn the Meeting**. Motion was seconded by Supervisor R. Wagner and carried. The Meeting ended at 7:50P.M.

Respectfully submitted,

Nancy Y. Balutis, Secretary-Treasurer

## **EXHIBIT 1**

### **“2018” ROAD MATERIALS**

#### **BRDARIC EXCAVATING, INC.**

- 100 tons #1B Stone more/less del (unit price-\$13.25)
- 1500 tons 2A Modified Stone, more/less del (unit price-\$9.25)
- 3000 tons 2RC Stone more/less del (unit price-\$9.00)
- 500 tons 3A Stone, more/less del (unit price-\$11.50)
- 400 tons 2B Stone, more/less del (\$11.25)
- 500 tons Gabion Stone, more/less del (\$13.85)
- 100 tons R3 and R4 Stone, more/less (unit price-\$14.00)
- 100 tons R5 and R6 Stone, more/less (unit price-\$17.50)
- 100 tons R7 and R8 Stone, more/less (unit price-\$18.75)

#### **HAINES & KIBBLEHOUSE**

- 500 tons Superpave, 9.5mm Fine, more/less del (unit price-\$61.00)
- 1800 tons Superpave, 9.5mm, more/less del (unit price-\$59.95)
- 800 tons Superpave, 19mm, more/less del (unit price-\$55.45)
- 200 tons Superpave, 25mm, more/less del (unit price-\$51.75)
- 30 tons Cold Patch, more/less fob (unit price-\$115.00)-also awarded to HeiWay
- 800 tons Anti-Skid, Type 2, more/less del

#### **HEI WAY**

- 30 tons Cold Patch, more/less fob (unit price-\$120.00)-also awarded to Haines & Kibblehouse

#### **AMERICAN ASPHALT THRU CO-STARS**

- 1000 gallons Tack Coat, more/less fob
- 300 gallons Crack Sealer, more/less fob

#### **BROWN FARMS ENTERPRISES**

- 800 tons Type 1 Anti-Skid for Municipal, more/less del (unit price-\$19.25)