

The Board of Supervisors of Dallas Township held their **2021 Organizational Meeting and monthly meeting** on Monday January 4, 2021 at 6pm in the Municipal Building located at 105 Lieutenant Michael Cleary Drive, Dallas, Luzerne County, Pennsylvania.

Those in attendance included: Supervisor Robert J. Wagner, Attorney Thomas J. Mosca, Township Manager Martin K. Barry, Secretary/Treasurer K. Gary Kirk, and Township Engineer Ryan Doughton, all who were wearing masks, had their temperature checked and also used hand sanitizer prior to the meeting. Those in attendance via GoTo Meeting/phone included: Supervisor William J. Grant, Supervisor Elizabeth A. Martin, Police Chief Douglas J. Higgins, Township Roadmaster Gary VanDeutsch, Alan Pugh, EMA Coordinator and Thomas Doughton, Township Engineer. Marketing Consultant Amanda Faneck was at the Administration Building and set up Facebook Live to allow additional residents to participate in the meeting. There were several others who participated through GoTo Meeting and Facebook Live.

Following the Pledge of Allegiance, Temporary Chairman Martin, opened the floor for nominations for **Chairman of the Board of Supervisors**. Motion made by Supervisor Martin to nominate Supervisor Grant, seconded by Supervisor Wagner and carried with Supervisor Grant abstaining.

Temporary Chairman Martin turned the Meeting over to the newly elected Chairman Grant.

Supervisor Grant requested nominations for **Vice-Chairman of the Board of Supervisors**. Motion was made by Supervisor Grant to nominate Supervisor Martin, seconded by Supervisor Wagner and carried with Supervisor Martin abstaining.

Supervisor Grant requested nominations for **the appointment of a tie-breaker in the event of an Elected Vacancy in Dallas Township Board of Supervisors**. Motion made by Supervisor Grant to nominate Clem Gover, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for **Township Manager**. Motion made by Supervisor Wagner to nominate Martin K. Barry, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for **Secretary/Treasurer to the Board of Supervisors**. Motion made by Supervisor Grant to nominate K. Gary Kirk, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for **Solicitor to the Board of Supervisors**. Motion made by Supervisor Wagner to nominate Attorney Thomas J. Mosca, seconded by Supervisor Martin and carried. Retainer fees were set at \$350 per month with additional charges for services rendered.

Supervisor Grant requested nominations for **Township Roadmaster**. Motion made by Supervisor Grant to nominate Gary VanDeutsch, seconded by Supervisor Wagner and carried.

Supervisor Grant announced the proposed **appointment of full-time Road Department Employees** as follows: **William Fedrow, Mark Good, Donn Hunter, Jr., Raymond Miller, Nathan Pavlichko and Robert Wagner**. Motion made by Supervisor Martin to approve the above listed as Road Department Employees for the Township, seconded by Supervisor Grant and carried with Supervisor Wagner abstaining. Wages are set per the previously approved union contract.

Supervisor Grant requested nominations for **Township Police Chief**. Motion made by Supervisor Grant to nominate Douglas J. Higgins, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for **Township Police Secretary**. Motion made by Supervisor Martin to nominate Susan E. Maloney, seconded by Supervisor Grant and carried.

Supervisor Grant announced the proposed **appointment of full-time Township Police Officers** as follows: **William Acuff, Todd Adams, Bradley Balutis, Eric Eramo, Brian Feeney, Paul Henn, Gina Kotowski, John Mendygral, Jason Mislevy, Bernard Posten and Robert J. Odgers**. Motion made by Supervisor Martin to approve the above listed as Police Officers for the Township, seconded by Supervisor Wagner and carried. Wages are set per the previously approved union contract.

Supervisor Grant requested nominations for **Township Right-to-Know Officer**. Motion made by Supervisor Grant to nominate K. Gary Kirk, seconded by Supervisor Martin and carried.

Supervisor Grant requested approval of **Luzerne County's appointment of Berkheimer Tax Administrator as Collector of the Township's Earned Income Tax**. Motion made by Supervisor Martin to approve Luzerne County's appointment of Berkheimer Tax Administrator as Collector of the Township's Earned Income Tax, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the **Collector of the Township's Local Service Tax**. Motion made by Supervisor Grant to appoint Berkheimer Tax Administration, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the **Collector of the Township's Delinquent Per Capita Taxes**. Motion made by Supervisor Martin to appoint Berkheimer Tax Administration, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for a **Township Engineer and Representatives**. Motion made by Supervisor Martin to appoint Douglas F. Trumbower & Sons with Thomas J. Doughton & Ryan Doughton named as the representatives, seconded by Supervisor Wagner and carried. Rates are set at \$75 per hour for each representative.

Supervisor Grant requested nominations for a **Township Zoning Officer and Code Enforcement Officer**. Motion made by Supervisor Wagner to appoint Carl M. Alber, seconded by Supervisor Grant and carried.

Supervisor Grant requested nominations for the **Solicitor for the Township's Planning Commission**. Motion made by Supervisor Wagner to appoint Attorney William McCall, seconded by Supervisor Martin and carried. Rate is set at \$150 per hour.

Supervisor Grant requested nominations the **Solicitor for the Township's Zoning Hearing Board**. Motion made by Supervisor Martin to appoint Attorney Donald Karpowich, seconded by Supervisor Wagner and carried. Rate is set at \$100 per hour.

Supervisor Grant requested nominations for the appointment of one **Planning Commission Member** to replace Daniel Mulhern whose term expired December 31, 2020. Motion made by Supervisor Grant to appoint Daniel Mulhern to a four-year term, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for the appointment of one **Zoning Hearing Board Member** to replace Robert Bayer whose term expired December 31, 2020. Motion made by Supervisor Grant to appoint Robert Bayer to a three-year term, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for One **Alternate Member of the Township's Zoning Hearing Board**. Motion made by Supervisor Martin to appoint Nanda Palissery, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for **Secretary/Treasurer for both the Township's Planning Commission and Zoning Hearing Board**. Motion made by Supervisor Wagner to appoint Tammy L. Miller, seconded by Supervisor Grant and carried.

Supervisor Grant requested nominations for the **Uniform Construction Code Board of Appeals**. Motion made by Supervisor Martin to appoint Robert Bayer, Ryan Doughton and Paul Greela, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the **Township's Pension Plan Committee**. Motion made by Supervisor Martin to appoint the Township's Supervisors Grant, Martin and Wagner, Township Manager Barry, Secretary/Treasurer Kirk, Chief Higgins, Raymond L. Miller and Robert J. Odgers, seconded by Supervisor Wagner and carried.

Supervisor Grant requested a motion to set the **bonding** for the Township's Secretary/Treasurer, Township Manager and Planning Commission/Zoning Hearing Board Secretary to be set at \$3,000,000 each. Motion made by Supervisor Wagner, seconded by Supervisor Martin and carried.

Supervisor Grant requested a motion to approve **depositories** for the Township's funds. Motion made by Supervisor Martin to approve Luzerne Bank as the primary depository and to have Certificates of Deposit with Janney Montgomery Scott, LLC and First Keystone Bank, seconded by Supervisor Wagner and carried.

Supervisor Grant requested a motion **for the Township's bills to be paid out of the Township's General Checking Account Fund**. Motion made by Supervisor Martin, seconded by Supervisor Wagner and carried.

Supervisor Grant requested a motion to **establish a Regular Monthly Meeting date, time, and location for the Board of Supervisors' Meetings**. Motion by Supervisor Wagner to set regular Meetings for the Board of Supervisors to the first Tuesday of each month at 6:30pm in the Township's Administration Building located at 105 Lt. Michael Cleary Drive, Dallas, PA, seconded by Supervisor Martin and carried. Motion by Supervisor Martin to have the November Monthly Meeting on Wednesday November 3, 2021 at 6:30pm, seconded by Supervisor Wagner and carried.

Supervisor Grant requested a motion for **Officials/Employees to attend the PSATS Convention in April and for a voting delegate**. Motion made by Supervisor Martin for Supervisor Wagner, Township Manager Barry & Secretary/Treasurer Kirk to attend the PSATS Convention and for Supervisor Wagner to be the voting delegate, seconded by Supervisor Grant and carried.

Supervisor Grant requested **authorization for Compensation and Expenses for those attending PSATS Convention, Luzerne County Convention, or attending educational training meetings or conferences.** Motion made by Supervisor Martin, seconded by Supervisor Wagner and carried.

Supervisor Grant requested that the **Mileage Rate to be established for Driven Business Miles** to be set at \$0.56/mile, as established by the IRS. Motion made by Supervisor Wagner, seconded by Supervisor Martin and carried.

Supervisor Grant requested **nominations for EMA Coordinator, EMA Deputies, and Supervisor Representative to sit on Board.** Motion made by Supervisor Martin to approve EMA Coordinator, Alan Pugh, EMA Deputies, Harry Vivian and Jack Dodson, EMA Staff Members, Brenda Pugh, Russell Eyt and Douglas Higgins, and Supervisor Representative, Supervisor Martin, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for a **Township EMA Representative for Back Mountain Regional EMA.** Motion made by Supervisor Martin to appoint Alan Pugh, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the **voting member and alternate member of the Back Mountain Community Partnership (BMCP).** Motion made by Supervisor Martin to appoint Supervisor Grant as our voting member and Township Manager Barry as our alternate member of the BMCP, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the appointment of a **Township Representative for the Dallas Area Municipal Authority Board** to replace Brett Snowdon whose five-year term expired December 31, 2020. Motion made by Supervisor Martin to appoint Brett Snowdon to a five-year term, seconded by Supervisor Wagner and carried.

All nominations being completed, the Organization Meeting agenda items concluded at 6:26pm and the Regular Monthly Meeting agenda items began.

Supervisor Martin made a **Motion to Pay the Bills**, seconded by Supervisor Wagner and carried. Supervisor Grant suggested that all the Supervisors, Township Manager Barry & Secretary/Treasurer Kirk meet in the next couple of weeks to review all the actual 2020 expenditures.

Supervisor Wagner made a **Motion to approve the Minutes** from the December 1, 2020 Meeting and December 15, 2020 Special Meeting, seconded by Supervisor Martin and carried.

There were not any **employee health care reimbursements** since the last meeting. Total employee health reimbursements made for 2020 is \$12,851.09.

Citizens' Comments Concerning Agenda Items:

None.

Agenda:

Supervisor Grant provided a financial update as of December 31, 2020. Real Estate taxes collected were at 100.41% of our budget, our Earned Income Tax was at 102% and our Local Services Tax was at 98.22%. Considering the COVID-19 situation, our tax collections were very good. Our police pension

plan was at 161% and our nonuniform pension plan was at 125% of their January 1, 2019 actuarial liability. We have about \$8,700,000. We have approximately \$2,795,000 available in the General Fund and \$184,000 in the Fire Protection Tax fund.

Supervisor Grant stated that the most recent Declaration of Disaster Emergency approved at the December 1, 2020 Supervisors' Meeting needed to be renewed. The only changes from the previous Declaration of Disaster Emergency would be that it would be effective today and continue until February 2, 2021. Supervisor Wagner made a **Motion to approve the Declaration of Disaster Emergency of January 1, 2021 through February 2, 2021**, seconded by Supervisor Martin and carried.

Township Manager Barry provided a COVID-19 update and stated that we have not received any concerns or complaints from Township Residents. HVAC equipment and other sanitizing equipment have been installed in our buildings and we will be installing touchless faucets and towel dispensers soon. We received a CARES Grant that will cover these expenditures.

Supervisor Martin made a **Motion to approve Resolution #2021-1, A Resolution Levying and Re-enacting the Act 511 Taxes**, seconded by Supervisor Wagner and carried with Supervisor Martin stating that she is not in favor of the Real Estate Property Tax increase.

Supervisor Martin made a **Motion to approve the 2021 non-union employee wages (attached)**, seconded by Supervisor Wagner and carried.

There was discussion concerning the Elected Tax Collector's compensation for the term that would begin January 1, 2022. Supervisor Martin made a **Motion to set the Elected Tax Collector's Compensation at 2.5% of the taxes collected beginning with the next elected term in January 2022**, seconded by Supervisor Grant and carried.

Attorney Mosca explained the changes that DAMA will be making concerning having a contracted Sewage Enforcement Officer instead of an employee and that this change requires approval by all participating municipalities. Supervisor Martin made a **Motion to approve Resolution #2021-2, A Resolution approving an amendment to the Articles of Agreement of Cooperation between the Borough of Dallas, the Township of Dallas and the Township of Kingston and the Dallas Area Municipal Authority relating to the change of a Sewage Enforcement Officer services to be provided by a contracted third-party**, seconded by Supervisor Wagner and carried.

Attorney Mosca, Township Manager Barry and Township Engineer T. Doughton discussed that the Overbrook Water Company has been sold to Suez Water. Suez plans on making improvements to the water lines. These improvements will require a Pave Cut Permit with a bond of 110% of the cost. Supervisor Martin made a **Motion to approve Suez Water Company a Pave Cut Permit in accordance with our Pave Cut Ordinance Requirements**, seconded by Supervisor Wagner and carried.

Township Engineer R. Doughton provided a report on the Salt Shed including the results of the bids which were opened at the December 15, 2020 meeting. The approved lowest responsible bidders were:

Contract 1, Site work & stormwater: Machiesky Construction \$105,000.00

Contract 2, Building Construction: Dutchman Contracting, LLC \$249,452.00

Contract 3, Electrical Work: Delta Electrical Systems, Inc. \$14,099.00

The total of the three contracts is \$368,551.00. He also stated that the MS4 portion of the contracts to be paid by DAMA is approximately \$32,000, which would result in the Township's cost to be about \$336,000. We have an LSA grant towards this project in the amount of \$310,500 so that our net cost would be about \$26,000. Construction should be completed by June, weather permitting.

Township Manager Barry provided an update on Southside Park. Even with the winter weather, things are proceeding. EBI, LLC are working on the stacked retaining wall and steps. Supervisor Grant stated that the Metz family will be sending a donation of \$25,000 this week. This is part of their \$75,000 overall donation towards the park.

Police Update:

Chief Higgins stated that things are quiet right now and they are waiting to see what new laws will be passed.

Road Department Update:

Roadmaster VanDeutsch stated that they have been addressing winter weather issues lately. They were well prepared for the recent 20" snow storm and worked all night to keep our roads accessible. The trucks and crew worked hard with only 2 minor hydraulic issues which we repaired and continued. The freezing rain over New Year's was challenging and we did a fantastic job making them safe for traffic. This week and next is our official Christmas tree pick up recycling for all township residents. Please place trees along the edge of the roadway. We do not pick up any trees or wreaths with lights or metal on them.

Additional Citizens' Comments:

Supervisor Martin stated that DEP will be having a virtual meeting on January 13th concerning the Penn East Pipeline project. She also stated that the local state prison has had over 1,200 COVID-19 cases with 9 deaths. The prison is located within the 18612 Dallas zip code, but is not in Dallas Township. She also thanked our EMA staff for all the volunteer work they have done during the COVID-19 pandemic.

Adjournment:

Supervisor Martin made a **Motion to adjourn**, seconded by Supervisor Wagner and carried. The Meeting adjourned at 6:57 pm.

Respectfully submitted by,



K. Gary Kirk, CPA
Secretary/Treasurer