

The Board of Supervisors of Dallas Township held their monthly meeting for June on Tuesday, June 1, 2021 at 6:30pm in the Municipal Building located at 105 Lt. Michael Cleary Drive, Dallas, Luzerne County, Pennsylvania.

Those in attendance included: Supervisor Chairman William J. Grant, Supervisor Vice Chairman Elizabeth A. Martin, Supervisor Robert J. Wagner, Attorney Thomas J. Mosca, Township Manager Martin K. Barry, Police Chief Douglas J. Higgins, Roadmaster Gary R. VanDeutsch, and Secretary/Treasurer K. Gary Kirk. There was not anyone in attendance via GoTo Meeting/phone. 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 over 20 people who participated through Facebook Live.

The meeting began with the Pledge of Allegiance.

Supervisor Wagner made a **Motion to Pay the Bills**, seconded by Supervisor Martin and carried.

Supervisor Martin made a **Motion to approve the Minutes** from the May 4, 2021 Monthly Meeting, seconded by Supervisor Wagner and carried.

Supervisor Wagner made a **Motion to approve employee health care reimbursements** that had been requested since the last meeting in the amount of \$896.60 seconded by Supervisor Martin and carried. Total employee health reimbursements made for 2021 is \$6,109.30.

**Citizens' Comments Concerning Agenda Items:**

None.

**Agenda:**

Supervisor Grant stated that the Supervisors, Attorney Mosca, Township Manager Barry and Chief Higgins had an Executive meeting on a personnel matter prior to the Supervisors' Meeting and will continue the Executive meeting on the personnel matter after the Supervisors' Meeting.

Supervisor Grant provided a financial update as of May 31, 2021. We have received \$943,108 or 91.12% of the Real Estate taxes which is better than the previous 4 years. Earned Income Tax collections are at 53.30% of budget or \$692,955 which is better than the previous 4 years. Local Services Tax collections are at 45.63% of budget or \$73,003 which is lower than the previous 4 years. Our Police Pension Plan is at 124.60% and our Non-Uniform Pension Plan is at 101.01% of the new January 1, 2021 actuarial liability. The new January 1, 2021 actuarial study has a lowered targeted interest rate of 5.75% from the previous 2019 actuarial study with a 6.50% targeted interest rate. The 5.75% targeted interest rate may be one of the lowest in the state. Pension plan assets as of May 31, 2021 were \$5,979,467 for the Police Pension Plan and \$3,261,436 for the Non-Uniform Pension Plan. Our cash balance is \$3,587,263 with the Fire Protection account being \$94,026 of this amount.

Supervisor Grant stated that the most recent Declaration of Disaster Emergency approved at the May 4, 2021 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 July 6, 2021.

Supervisor Martin made a **Motion to approve the Declaration of Disaster Emergency of June 1, 2021 through July 6, 2021**, seconded by Supervisor Wagner and carried.

Township Manager Barry stated that everything is going well concerning COVID-19 and that we have not received any complaints or had any concerns reported to us by our residents or employees.

Supervisor Grant stated that we have made some updates to our employee handbook with the main areas being updated related to benefits for part-time employees. The employee handbook has been reviewed by our benefits consultant. The updated employee handbook will be effective July 1, 2021. Supervisor Wagner made a **Motion to approve Resolution 2021-9, Updated Employee Handbook**, seconded by Supervisor Martin and carried.

Township Manager Barry stated that we have received the PennDot material specifications sheets and that Township Engineer Ryan Doughton, Roadmaster VanDeutsch and he reviewed the road material bids received in April against the material specification sheets. The Supervisors had previously approved for the lowest appropriate bid to be awarded. Most of the bids were awarded to American Asphalt with two bids awarded to Brdaric Excavating Inc.

Township Manager Barry stated that we are proceeding with fixing the errors in the Zoning Map. We have received letters with no comments from both the Luzerne County Planning Commission and the Dallas Township Planning Commission. Letters to the property owners and neighboring property owners have begun to be mailed and should all be mailed by the end of this week. The notice of the public hearing will be in Thursday's newspaper as well as in our upcoming newsletter, on our website and in our social media notices. The public hearing is scheduled for June 29, 2021 at 4pm.

Township Manager Barry stated that the salt shed building structure is complete. Sealant will be applied to the concrete walls and floor soon and there is some grading work still being done for the storm water system and storm water retention pond. There was a change order for some storm water items for an additional cost of \$2,975. Supervisor Wagner made a **Motion to approve the change order for an additional \$2,975 for additional grading for storm water**, seconded by Supervisor Martin and carried.

Township Manager Barry stated that the Southside Park construction is going well. EBI, LLC is working on the stairway, curbing and drainage infrastructure. The playground equipment should be transported to the park for installation either the end of this week or early next week depending on the weather. They are working on a price to use sod instead of planting grass seed in certain sections as the sod is expected to be cheaper.

Supervisor Martin stated that she has had discussions with EMA Coordinator Alan Pugh to see if we should strengthen our computer internet security in light of the recent cyberattacks against different companies. Secretary/Treasurer Kirk stated that we have anti-virus software on our computers and that they are set up to receive automatic software updates. Our police computers have additional protection due to the confidential information on them. Township Manager Barry stated we have checked with our insurance broker and we have adequate insurance coverage. He also stated that our department heads have met with our computer companies over the past month to discuss our internet security and computers. It was the general consensus that our security is in good shape and that we should consider replacing two older computers and a server in the police department.

Township Manager Barry stated that he has contacted LTAP about a traffic study in the Haddonfield Hills & Shrine View Developments. If we are going to engage them to do a study, we may want to include other areas. Chief Higgins stated that while there is a high volume of traffic (over 1,600 cars) there were only two cars that exceeded 35mph in a two-week period. If this information was similar to an official

traffic study, it would not warrant a reduction in the speed limit. Roadmaster VanDeutsch stated that "Stop" bars will be painted on the road at the stop signs in the near future.

Chief Higgins stated that they have completed the process of reviewing candidates for hire and are recommending Jonathon Martinez. He is currently employed by another local police department and would like him to give proper notice to his employer to be able to be hired at our July 6, 2021 Supervisors' Meeting. He is also fluent in Spanish and will be able to teach our current officers some Spanish. Supervisor Martin made a **Motion to give a Conditional Offer of employment to Jonathon Martinez to be hired as a police officer**, seconded by Supervisor Wagner and carried.

**Police Update:**

Chief Higgins stated that the only additional item he would like to add as a police update is that the National Night Out is scheduled for August 3, 2021 from 6pm to 8pm.

**Road Department Update:**

Supervisor Grant stated that we have received two letters concerning Goldsmith Road and he went out to Goldsmith Road last week with Township Manager Barry. Since the improvements were made, some of the tree canopy has been removed by the electric company which may be affecting road conditions making it dustier. There was some discussion about tar and chipping the road. Township Manager Barry suggested that we contact the Luzerne Conservation District and inform them of the issues due to the changes in the tree canopy. There is a 7-year moratorium for work on the road due to grants received to make the previous improvements and they may be willing to lift the moratorium due to these changes. Roadmaster VanDeutsch stated that some improvements would need to be done to the road before we could tar & chip it. We may also use liquid calcium if we are not allowed to tar & chip the road to reduce the dust.

Roadmaster VanDeutsch provided the Road Department update. Spring cleanup was held the first week of May with a total of 15 40-yard landfill dumpsters filled. It was great to see our residents after the long and challenging winter. A note of thanks to Waste Reduction for providing great service throughout the week. Street sweeping has been completed throughout the township. We have also done catch basin and pipe cleaning which helps towards our best management program for MS4 requirements. We continue pothole patching and are beginning our dirt and gravel road maintenance. Contracted milling and paving is proceeding following a meeting with Township Manager Barry and Township Engineer R. Doughton with expected advertising early next week for Sedlar Road. The Road Department would like to send our condolences to the Frank Kus family. Frank was the Roadmaster and employee with Dallas Borough for many years. He was our friend and a Dallas Township resident and was eager to work with us whenever needed. He will be truly missed.


**Additional Citizens' Comments:**

Township Manager Barry informed everyone that we have received payment for providing police services during the Biden for President Rally held in October 2020 at the Dallas School District.

**Adjournment:**

Supervisor Martin made a **Motion to adjourn**, seconded by Supervisor Wagner and carried. The Meeting adjourned at 7:01pm.

Respectfully submitted by,

  
K. Gary Kirk CPA  
Secretary/Treasurer