

The Board of Supervisors of Dallas Township held their **2018 Reorganization Meeting** on Tuesday, January 2nd, 2018 at 6:00P.M. in the Municipal Building located at [2919 SR 309 Highway](#), Dallas, Luzerne County, PA.

Acting Vice President, William Grant, opened the floor for nominations for "**Chairman of the Board**". Motion was made by Supervisor Robert Wagner to nominate Supervisor Frank Wagner. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a nomination for "**Vice Chairman of the Board**". Motion was made by Supervisor Frank Wagner to nominate Supervisor William Grant. Motion was seconded by Supervisor Robert Wagner and carried.

Supervisor Frank Wagner requested a nomination for the **appointment of a tie breaker for the event of an elected vacancy in the Board**. Motion was made by Supervisor William Grant to nominate Clem Gover. Motion was seconded by Supervisor Frank Wagner and carried.

Supervisor Frank Wagner requested a nomination for a **Secretary-Treasurer to the Board of Supervisors**. Motion was made by Supervisor Frank Wagner to appoint Nancy Balutis as Secretary-Treasurer to the Board. Motion was seconded by Supervisor William Grant and carried.

Supervisor William Grant said he wanted to say that Dallas Township had an **Assistant Secretary last year**, that had been held by former Supervisor Liz Martin but that the Township was eliminating that position as of January 1st of 2018. At this point, there will be no Assistant Secretary.

Supervisor Frank Wagner requested a nomination for a **Clerk for the Board of Supervisors**. Motion was made by Supervisor Frank Wagner, seconded by Supervisor William Grant, and carried to appoint Tammy Miller as Clerk for the Township.

Supervisor Frank Wagner requested a nomination for a **Solicitor for the Board of Supervisors**. Motion was made by Supervisor Frank Wagner, seconded by Supervisor William Grant, and carried to appoint Attorney Thomas Brennan as Solicitor for the Township.

Supervisor Frank Wagner requested a nomination for **Township Road Master**. Motion was made by Supervisor Frank Wagner, seconded by Supervisor William Grant, and carried to appoint Martin Barry as the Township's Road Master.

Supervisor Frank Wagner announced the proposed appointment for the **Township's Road Worker Staff**: William Fedrow, Donn Hunter, Jr., Daniel Kozick, Raymond Miller, Gary VanDeutsch, and Robert Wagner. Motion was made by Supervisor Frank Wagner to accept the members listed as the Township Work Staff, seconded by Supervisor William Grant, and carried. Supervisor Robert Wagner abstained from voting. Wages were set by the Union Contract established in 2017.

Supervisor William Grant made a Motion to establish **wages for a new Road Worker Employee** at 70% of the current top rate for their classification, seconded by Supervisor Frank Wagner and carried.

Supervisor Frank Wagner requested a nomination for **Police Chief of the Township**. Motion was made by Supervisor Frank Wagner to appoint Douglas Higgins as Police Chief for the Township, seconded by Supervisor William Grant and carried. Supervisor Grant explained that he had spoken to former Police Chief, Robert Jolley, who had agreed to take an early retirement but had agreed to stay on until February 1st, to assist in the transition of Police Chief Higgins into the role, but would be available to stay on as needed until his retirement date of September 13th, but will really end up being sometime in July, because of some comp time he has built up. Grant congratulated and thanked former Police Chief Jolley for his years of service, and told him the Township wished him the best.

Supervisor Frank Wagner requested a nomination for a **Secretary for the Police Department**. Supervisor William Grant said he had spoken to Police Chief Higgins about the present part-time secretary, Susan Maloney, who works about 30 hours a week, and does a lot of the paperwork for the Police. He said Police Chief Higgins feels it is important for the police officers to be out on the roads rather than inside doing paperwork. As a result, the position will be made full-time, and she will pick up



additional paperwork. Police Chief Higgins will work with Susan to make sure she understands the position and requirements, as well as the time she will be arriving and leaving each day. He will make the Supervisors aware of it after he discusses it with Susan. Supervisor Frank Wagner made a Motion to appoint Susan Maloney as Full Time Police Secretary. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner announced the proposed **Police Officer Staff for the Township**, which were as follows: William Acuff, Todd Adams, Bradley Balutis, Eric Eramo, Brian Feeney, Gina Kotowski, John Mendygral, Jason Mislevy, and Robert J. Odgers. Motion was made by Supervisor Frank Wagner to accept the members listed for the Police Department. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a nomination for a **Right-to- Know Officer for the Township**. Motion was made by Supervisor Frank Wagner to appoint Nancy Balutis as the Township's Right-to- Know Officer. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a nomination for a **Collector for the Township's Delinquent Per Capita Taxes**. Motion was made by Supervisor Frank Wagner to appoint Berkheimer Tax Administrators as Collector for the Township's Delinquent Per Capita Taxes. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a nomination for a **Collector for the Township's Local Service Taxes**. Motion was made by Supervisor Frank Wagner to appoint Berkheimer Tax Administrator as the Township's Local Service Tax Collector. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner asked for a nomination for a **Collector for the Township's Earned Income Tax**. Supervisor Frank Wagner made a Motion to appoint Berkheimer Tax Administrator as the Township's Earned Income Tax Collector. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner asked for a nomination for an **Engineer for the Township**. Supervisor Frank Wagner made a Motion to appoint Douglas F. Trumbower & Associates as the Township Engineer with representatives Thomas J. Doughton, Jr. and Ryan Doughton. Motion was seconded by Supervisor William Grant and carried. Wages were set at \$75.00 per hour for each representative.

Supervisor Frank Wagner asked for a nomination for a **Zoning Officer - Code Enforcer for the Township**. Supervisor Frank Wagner made a Motion to reappoint Carl Alber and asked for a second. Supervisor William Grant said he wouldn't second it. Attorney Brennan said a majority vote is required. Supervisor Frank Wagner asked Supervisor Robert Wagner if he was going to second it. He said he would. As a result, there were 2 votes for "yes" and 1 vote for "no".

Supervisor Frank Wagner asked for a nomination for a **Planning Commission Solicitor**. Supervisor Frank Wagner made a motion to reappoint Attorney Bill McCall. Motion was seconded by Supervisor William Grant and carried. His wage charge is presently \$150.00 per hour.

Supervisor Frank Wagner asked for a nomination for a **Zoning Hearing Board Solicitor**. Motion was made by Supervisor Frank Wagner to reappoint Attorney Donald Karpowich. Motion was seconded by Supervisor William Grant and carried. His present wage charge is \$100.00 per hour.

Supervisor Frank Wagner requested a nomination for a **Planning Commission Member** to replace outgoing member Dan Jones. A member's term, if successive, is set for 5 years. First terms, however, are set at 3 years. Motion was made by Supervisor Frank Wagner to reappoint Dan Jones, who sent Supervisor Wagner a letter, in hopes of being re-instated. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a nomination for a **Zoning Hearing Board Member**, to replace outgoing member, Bob Bayer. Supervisor Frank Wagner made a Motion to reappoint Bob Bayer as Zoning Hearing Board Member. Motion was seconded by Supervisor William Grant and carried. Term for a Zoning Hearing Board Member is set at 3 years.



Supervisor Frank Wagner requested a Nomination to appoint an **Alternate Member for the Zoning Hearing Board**. Supervisor Frank Wagner made a Motion to reappoint Nanda Palissery. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a Nomination for a **Secretary-Treasurer for both the Township's Planning Commission and the Township's Zoning Hearing Board**. Motion was made by Supervisor Frank Wagner to appoint Tammy Miller as Secretary-Treasurer for both boards. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested nominations for **representatives for both the Police Pension Plan and the Non Uniform Pension Plan**. The committee also includes the 3 Supervisors and Secretary-Treasurer, Nancy Y. Balutis. Motion was made by Supervisor Frank Wagner to appoint Douglas Higgins as the Police Pension Representative and Ray Miller as the Non Uniform's Representative. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested a Motion to recommend to the Board of Auditors that the **Township's Secretary-Treasurer, the Township's Clerk, and the Police Secretary's bonds** be set at three million dollars each. Motion was seconded by Supervisor Robert Wagner and carried.

Supervisor Frank Wagner requested a Motion to approve Luzerne Bank as the **Primary Depository for the Township's funds** and FNCB as the **depository for the present 2 CDs** held by them. Motion was made by Supervisor Frank Wagner, seconded by Supervisor William Grant, and carried.

Supervisor Frank Wagner made a Motion for the **Township's bills to be paid from the Township's General Checking Fund Account**. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner made a Motion to establish the first Tuesday of each month at 7:00P.M. in the Municipal Building as the **Township's regular monthly meeting date, time, and location**. Motion was seconded by Supervisor William Grant and carried.

Supervisor Robert Wagner made a Motion for the following to **attend the annual PSATS Convention in Hershey, PA**: Frank Wagner, Robert Wagner, Martin Barry, and Nancy Balutis, with the voting delegate being Frank Wagner. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner requested **authorization for Compensation and Expenses for those attending the PSATS Convention**. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner made a Motion for the **Mileage Rate for Driven Business Miles** be set at 54.5 cents per mile, as established by the IRS. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner made a Motion to appoint Alan Pugh as **EMA Director**, Harry Vivian and Jack Dodson as **EMA Deputies**, Brenda Pugh, Russell Eyet, and Police Chief Doug Higgins as **EMA Staff Members** with Supervisor Robert Wagner being the **Supervisor Representative**. Motion was seconded by Supervisor William Grant and carried.

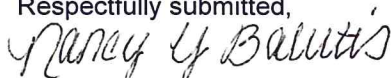
Supervisor Frank Wagner made a Motion to appoint Alan Pugh as the **Township's EMA Representative to the Back Mountain Regional EMA**. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner made a Motion to appoint Hope Wanek to **clean the Township's Front Office, Meeting Room, and the Building's Restrooms**. Motion was seconded by Supervisor William Grant and carried.

Supervisor Frank Wagner made a Motion to appoint Ryan Doughton as the **Township's Representative to DAMA** for another 5 year term, as his term ended in 2017. Motion was seconded by Supervisor William Grant and carried.

All nominations being completed, the Reorganization Meeting came to an end at 6:30P.M.

Respectfully submitted,



Nancy Y. Balutis,  
Secretary-Treasurer