

The Board of Supervisors of Dallas Township held their **2022 Organizational Meeting and monthly meeting** on Monday January 3, 2022 at 6pm in the Municipal Building located at 105 Lieutenant Michael Cleary Drive, Dallas, Luzerne County, Pennsylvania.

Those in attendance included: Supervisor William J. Grant, Supervisor Elizabeth A. Martin, Supervisor Robert J. Wagner, Attorney Thomas J. Mosca, Township Manager Martin K. Barry, Police Chief Douglas J. Higgins, Township Roadmaster Gary Van Deutsch, and Secretary/Treasurer K. Gary Kirk. Those in attendance via GoTo Meeting/phone included: Alan Pugh, EMA Coordinator and Sam Siracuse. Marketing Consultant Amanda Faneck was at the Administration Building and set up Facebook Live to allow additional residents to participate in the meeting.

Following the Pledge of Allegiance, Temporary Chairman Wagner, 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 Wagner 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 Wagner, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for **the appointment of a Public Information Officer**. Motion was made by Supervisor Wagner to nominate Supervisor Martin, seconded by Supervisor Grant 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 Grant to nominate Martin K. Barry, seconded by Supervisor Wagner and carried.

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

Supervisor Grant requested nominations for **Solicitor to the Board of Supervisors**. Motion made by Supervisor Grant to nominate Attorney Thomas J. Mosca, seconded by Supervisor Wagner and carried with the rate set at \$150 per hour.

Supervisor Grant requested nominations for **Township Roadmaster**. Motion made by Supervisor Grant to nominate Gary Van Deutsch, seconded by Supervisor Martin and carried.

Supervisor Grant announced the proposed **appointment of full-time Road Department Employees** as follows: **William Fedrow, Mark Good, Donn Hunter, Jr., Daniel Ide, Raymond Miller, Nathan Pavlichko and Robert Wagner**. Motion made by Supervisor Grant to approve the above listed as Road Department Employees for the Township, seconded by Supervisor Martin 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 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, Jonathan Martinez, John Mendygral, Jason Mislevy, Robert J. Odgers and Bernard Posten**. Motion made by Supervisor Wagner to approve the above listed as Police Officers for the Township, seconded by Supervisor Martin and carried. Police Officer Adams will serve as a Sergeant, Police Officer Feeney will serve as a Sergeant/K-9 Officer, Police Officer Odgers will serve as a Detective, and Police Officers Kotowski and Posten will serve as School Resource Officers. 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 Grant to approve Luzerne County's appointment of Berkheimer Tax Administration 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 Martin and carried.

Supervisor Grant requested nominations for the **Collector of the Township's Delinquent Per Capita Taxes**. Motion made by Supervisor Grant 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 Wagner to appoint Douglas F. Trumbower & Sons with Thomas J. Doughton & Ryan Doughton named as the representatives, seconded by Supervisor Martin and carried. Rates are set per Professional Services Rate letter of November 1, 2021 attached to the minutes.

Supervisor Grant requested nominations for a **Township Zoning Officer and Code Enforcement Officer**. Motion made by Supervisor Wagner to appoint Russell Coolbaugh, seconded by Supervisor Martin 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 Grant 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 Jones whose term expired December 31, 2021. Motion made by Supervisor Wagner to appoint Daniel Jones 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 Mary Rodriguez whose term expired December 31, 2021. Motion made by Supervisor Martin to appoint Mary Rodriguez 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 Wagner to appoint Nanda Palissery, seconded by Supervisor Martin 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, Harry Cooper and Ryan Doughton, 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, subject to Union Acceptance and Robert J. Odgers, subject to Union Acceptance, 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 Wagner 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 Martin 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 Wagner, seconded by Supervisor Martin 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 Martin 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 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 Wagner 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 Wagner, seconded by Supervisor Martin and carried.

Supervisor Grant requested that the **Mileage Rate to be established for Driven Business Miles** to be set at \$0.585/mile, as established by the IRS. Motion made by Supervisor Martin, seconded by Supervisor Wagner and carried.

Supervisor Grant requested **nominations for EMA Coordinator, EMA Deputies, and Supervisor Representative to sit on Board**. Motion made by Supervisor Wagner 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 Martin 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 with Supervisor Grant abstaining on his appointment as BMCP voting member.

Supervisor Grant requested nominations for **Social Media Administrators**. Motion made by Supervisor Wagner to appoint Amanda Faneck and Supervisor Martin, seconded by Supervisor Grant and carried with Supervisor Martin abstaining on her appointment as Social Media Administrator.

Supervisor Grant requested nominations for **Police Department Social Media Administrators**. Motion made by Supervisor Martin to appoint Police Chief Higgins, seconded by Supervisor Wagner and carried.

Supervisor Grant stated that **Township Representatives for the Dallas Area Municipal Authority Board** are Ryan Doughton, whose five-year term end December 31, 2022 and Brett Snowdon whose five-year term ends December 31, 2025.

**All nominations being completed, the Organization Meeting items concluded at 6:23pm and the Regular Monthly Meeting agenda items began.**

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

Supervisor Wagner made a **Motion to approve the Minutes** from the December 6, 2021 Monthly Meeting, seconded by Supervisor Martin and carried.

Supervisor Wagner made a **Motion to approve employee health care reimbursements** that had been requested in December in the amount of \$1,624.93 seconded by Supervisor Martin and carried. Total employee health reimbursements made for 2021 was \$10,216.51.

**Citizens' Comments Concerning Agenda Items:**

Resident Sam Siracuse posted on Facebook eight questions concerning Agenda item #5 and Lot 2, Lt. Michael Cleary Drive on behalf of several residents from Rice Court. After the questions were read, there was discussion with Mr. Siracuse through GoTo Meeting and it was determined that his questions had to do with a different parcel of land and not Lot 2.

**Agenda:**

A motion was made by Supervisor Martin to add agenda item #9, the Appointment of a Dallas Township Auditor, seconded by Supervisor Wagner and carried

Supervisor Grant provided a financial update as of December 31, 2021. Real Estate taxes collected were at 101.25% of our budget, our Earned Income Tax was at 108.43% and our Local Services Tax was at 99.97%. Our police pension plan was at 131.43% and our nonuniform pension plan was at 109.55% of their January 1, 2021 actuarial liability. The pension plans total about \$9,800,000. We have approximately \$2,590,000 available in the General Fund and \$7,700 in the Fire Protection Tax fund. Our 2021 operating deficit was \$383,493.87 which is mostly due to cash flow timing issues as we have not received \$310,500 in grants for the salt shed or \$100,000 in grants for the Southside Avenue Nature Park.

Supervisor Wagner made a **Motion to approve Resolution #2022-1, A Resolution Levying and Re-enacting the Act 511 Taxes**, seconded by Supervisor Martin and carried.

Supervisor Grant stated that both union contracts provide for wage increases based on the October Consumer Price Index (CPI). The October CPI was 6.2% and both unions were asked to consider a lower amount. The Road Department would not consider any changes. Our Administration accepted a 4.5% increase and the Township Manager has accepted a 3.5% increase. The Dallas Township Police Officers Association Collective Bargaining Unit (DT POA CBU) have agreed to amend their contract which would provide for a 4.5% wage increase in 2022. Supervisor Martin made a **Motion to approve the DT POA CBU Second Addendum**, seconded by Supervisor Wagner and carried.

Supervisor Wagner made a **Motion to approve the 2022 non-union employee wages (attached)**, seconded by Supervisor Martin and carried.

Attorney Mosca stated that in lieu of litigating the purchase price of Lot 2, Lt. Michael Cleary Drive, Dallas, PA the owners have agreed to accepting the appraised value and are willing to enter into an agreement. The price will be \$205,000 for the 2.198 acres. Supervisor Wagner made a **Motion to approve the Mutual Release and Settlement with KQC Investors, LLC and Capital Investors II, LLC concerning Development Lot 2, Lt. Michael Cleary Drive, Dallas PA**, seconded by Supervisor Martin and carried.

Supervisor Martin made a **Motion to approve the advertising and receiving bids on Chevrolet Silverado Crew Cab, John Deere Flail Mower, 3-Point Hitch Broom and four pieces of stormwater pipes on Municibid**, seconded by Supervisor Wagner and carried.

Supervisor Martin made a **Motion to approve the purchase of a Ford SUV police vehicle with an anticipated cost including upfitting and letter of approximately \$55,000**, seconded by Supervisor Wagner and carried. The vehicle should be ready by late 2022 or early 2023.

Supervisor Grant stated that the advertising of having a public hearing on SALDO Ordinance change had been previously approved. However, due to the recent increase in COVID-19 cases, the scheduling of the public hearing will be delayed until the February Supervisors' Monthly Meeting.

Supervisor Grant stated that Elected Auditor Amanda Faneck had resigned in November 2021 since she was elected as a Dallas School Board Director and is not allowed to hold both positions. We had posted on our website and social media sites over a month ago about interest in being appointed to the open position. Supervisor Martin made a **Motion to appoint Edward Dudick, Jr. to be an auditor until December 31, 2023**, seconded by Supervisor Wagner and carried.

#### **EMA Update:**

EMA Coordinator Pugh stated that COVID-19 cases have been increasing to some of the highest levels. CDC recommends vaccines, boosters and N95 masks. Our new EMA trailer has been delivered and he wished Police Chief Higgins a happy birthday.

#### **Police Update:**

Chief Higgins stated that they are beginning their 2022 mandatory training and do about 40-50 hours of training every year. We currently have two officers trained to teach AED and CPR and will be able to train our officers, road department employees and administration staff so that will be certified in these areas. There will be three candidates receiving second interviews for the Police Secretary position and there were 14 applications received. He thanked Township Manager Barry and Secretary/Treasurer Kirk for participating in the first interviews and providing a non-police perspective. National Night Out is scheduled for the first Tuesday in August, but he will see if we could have it a different night since this is the same night as the Supervisors' Monthly Meeting. October 2021 was the busiest month for calls, January 2021 had the least number of calls and Friday was the busiest day of the week.

#### **Road Department Update:**

Roadmaster VanDeutsch stated that the Road Department took advantage of some late warm weather in December and worked on some drainage problems by digging out and opening swales on Goodliegh Road, Harris Street and Garfield Street. The Leaf Vac truck made its last rounds cleaning many swales and drains. Christmas tree pick-up for recycling is underway. Pothole patching is being addressed as they appear. Winter weather road maintenance was performed in December four times and all trucks are ready going forward. He reminded residents to slow down and give all plow truck drivers space during inclement weather events.

#### **Township Manager Update:**

Township Manager Barry provided an update on items from 2021. He mentioned all the volunteers on the Planning, Zoning, UCC and DAMA boards and thanked Attorney Mosca, Attorney Brennan, Township Engineer Ryan Doughton, Township Engineer Tom Doughton, the Police Department, the Road Department, the Volunteer Fire Companies, our EMA staff, the Safety Committee, Zoning/Code Enforcement Officers Carl Alber & Russell Coolbaugh, Secretary/Treasurer Kirk, Planning/Zoning Secretary Tammy Miller and Social Media consultant Amanda Faneck. The Safety Committee has helped us receive a reduction in our workers' compensation fee. All aspects of the Township are doing well.

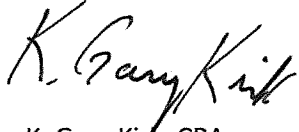
**Additional Citizens' Comments:**

Judy Neiman posted questions on Facebook Live about Misericordia University's zoning variance for a Sports Dome. This is currently being reviewed by the Zoning Hearing Board and will be part of their January agenda.

**Adjournment:**

Supervisor Martin made a **Motion to adjourn**, seconded by Supervisor Wagner and carried. The Meeting adjourned at 7:09 pm.

Respectfully submitted by,

A handwritten signature in black ink that reads "K. Gary Kirk". The signature is written in a cursive, flowing style.

K. Gary Kirk, CPA  
Secretary/Treasurer

**DOUGLAS F. TRUMBOWER & ASSOCIATES, INC.**

53 GRAVEL STREET  
WILKES-BARRE, PA 18705-3738  
TELEPHONE: (570) 287-3178  
FAX: (570) 287-5025

ARCHITECTURE  
ENGINEERING  
CONSTRUCTION  
CONSTRUCTION MANAGEMENT

November 1, 2021

Dallas Township Supervisors  
C/o Mr. Martin Barry  
105 Lt. Michael Cleary Drive  
Dallas, PA 18612

Re: Professional Services Rates

Dear Supervisors:

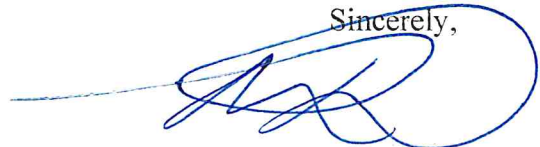
We thank you for the opportunity to represent Dallas Township as your Municipal Engineers. Due to increases in business operating costs, we have changed the hourly rates that have been in effect since January 2016. Below please find a summary of rates effective for year 2022:

<u>Classification</u>	<u>Rate</u>
1. Clerical/Administrative	\$60.00/hr.
2. Designer/CAD Professional	\$80.00/hr.
3. Project Manager	\$90.00/hr.
4. Principal-Senior Professional	\$115.00/hr.

- (a) Reimbursable expenses such as printing, express mail and other consumables will be billed at cost without markup.
- (b) Mileage for personal or company vehicles = \$0.60/mile.
- (c) Special services/consultants are billed at cost plus an administrative cost of ten percent (10%).
- (d) Overtime, if requested, is billed at a multiplier of 1.5 times the rates listed above.

Invoicing would be on a monthly basis for work performed. We trust that the above arrangement is satisfactory; however, if clarifications may be required, please do not hesitate to contact me immediately. Thank you for the opportunity to serve your needs and we look forward to working with you.

Sincerely,



Ryan T. Doughton for/  
*Douglas F. Trumbower & Associates*

Cc: Douglas F. Trumbower  
Thomas Doughton

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BY: 



**Dallas Township Employees  
2022 Salary/Hourly Wage**

Douglas Higgins, Police Chief – Salary \$84,864.00/year

Martin Barry, Township Manager - Salary \$78,000.00/year

Gary Van Deutsch, Roadmaster – Salary \$61,256.40/year

K. Gary Kirk, Secretary/Treasurer – Salary \$56,243.20/year

Russell Coolbaugh, Zoning/Code Enforcement Officer – Salary \$44,500.00/year & effective 1/13/2022  
after completion of Introductory Period salary of \$46,488.00/year

Tammy Miller, Planning Commission/Zoning Hearing Board Secretary – \$19.21/hour

Police Department – Paid per union contract

Road Department – Paid per union contract (with the exception of Supervisor Robert Wagner. His wage  
rate will be approved by the Elected Auditors at their annual meeting on January 4, 2022)