

The Board of Supervisors of Dallas Township held their monthly meeting for May on Tuesday, May 3, 2022 at 6:30pm in the Administration Building located at 105 Lt. Michael Cleary Drive, Dallas, Luzerne County, Pennsylvania.

Those in attendance included: Supervisor Chairman William J. Grant, Supervisor Vice Chairman Robert J. Wagner, Supervisor Elizabeth A. Martin, Attorney Thomas J. Mosca, Township Manager Martin K. Barry, Police Chief Douglas J. Higgins, Roadmaster Gary R. Van Deutsch, and Secretary/Treasurer K. Gary Kirk. Also in attendance were Russ Banta, Russell Coolbaugh, Zoning/Code Enforcement Officer, Ryan Doughton, Township Engineer, Sergeant Brian Feeney, John Lucas and Neil McAndrew. There were not any participants via GoTo Meeting. Social Media Administrator Amanda Faneck was at the Administration Building and set up Facebook Live to allow additional residents to participate in the meeting.

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 April 5, 2022 Monthly Meeting, seconded by Supervisor Wagner and carried.

There were not any Health Care Reimbursements in April. Total employee health reimbursements made for 2022 was \$5,204.28.

Citizens' Comments Concerning Agenda Items:

None

Agenda:

Supervisor Grant provided a financial update as of April 30, 2022. We have received \$285,766 of Real Estate taxes which is about 26% of our budget. The Tax Collector has received about 92% of the budget and those funds will be provided to the Township in May and June. These percentages also apply to the Fire Protection Tax. Earned Income Tax collections are at 34.71% of budget or \$485,955 which is better than the previous 5 years. Local Services Tax collections are at 28.41% of budget or \$45,460 which is similar to the previous 5 years. Our Police Pension Plan is at 115.49% and our Non-Uniform Pension Plan is at 95.58% of the January 1, 2021 actuarial liability. Pension plan assets as of April 30, 2022 were \$5,542,319 for the Police Pension Plan and \$3,086,145 for the Non-Uniform Pension Plan. The pension plans have gone down in value over the past month as the overall market/economy has declined. Our expected rate of return on both pension plans is 5.5%. Our non-restricted cash balance is about \$2,900,000 and the Fire Protection account is about \$59,300.

We received 5 bids for our 2022 Contracted Paving. The Base Bid is for Aspen Drive, Valley View Drive, Mountain View Drive and Laurel Lane with the Add Alternate-1 for Midland Drive, West Fallbrook Avenue and East Belmont Avenue. The following bids were opened:

Company	Base Bid	Add Alternate-1	Total	Bid Bond
Pennsy Supply	\$404,692.70	\$133,859.80	\$538,552.50	Yes
New Enterprise Stone & Lime Company	\$318,338.95	\$124,043.40	\$442,382.35	Yes
American Asphalt Paving Company	\$334,280.65	\$129,467.55	\$463,748.20	Yes
Fehlinger Construction	\$457,443.80	\$165,798.00	\$623,241.80	Yes
H&K Group	\$335,361.57	\$112,224.97	\$447,586.54	Yes

Supervisor Martin made a **Motion to have Township Engineer R. Doughton and Township Manager Barry review the bids and to award the bid to the lowest qualified bidder**, seconded by Supervisor Wagner and carried.

Supervisor Grant stated that we have received a signed Memorandum of Understanding (MOU) from Back Mountain Regional Fire & EMS. The MOU indicates how the Fire Protection Tax will be distributed. We approved the Kunkle Fire Company MOU last month. Supervisor Wagner made a **Motion to approve the MOU with Kunkle Fire Company**, seconded by Supervisor Martin and carried.

Township Manager Barry stated that we had not received any applications for the Facilities Maintenance Position by the April 8th due date and we extended the due date at last month's Supervisors' meeting. We have now received 3 applications and will begin scheduling interviews.

Supervisor Martin made a **Motion to approve Resolution 2022-6, A Resolution to Request Greenways, Trails and Recreation Program Grant in the amount of \$209,000 and authorization for Township Manager Martin Barry to execute documents**, seconded by Supervisor Wagner and carried. The grant would be used for Southside Avenue Nature Park Phase 2 Walking Trail and Pedestrian Bridge.

Supervisor Wagner made a **Motion to approve Resolution 2022-7, A Resolution to Revise Capitalization Policy for Reporting Capital Assets**, seconded by Supervisor Martin and carried. The revision increases the capitalization threshold amount of assets from \$1,000 to \$5,000 and is only for when we report financial statements on a modified cash basis.

Supervisor Martin made a **Motion to approve Resolution 2022-8, A Resolution for Luzerne County Bureau of Elections Polling Place Agreement for a Municipal Building**, seconded by Supervisor Wagner and carried. The resolution states what both party's responsibilities are for Luzerne County using our maintenance building as a polling place in 2022.

Township Manager Barry stated that due to a change in the LSA Grant process, all municipalities involved in the LSA grant for the Back Mountain Community Partnership need to approve an agreement indicating that they are participating. Supervisor Martin made a **Motion to approve the Back Mountain Community Partnership Agreement**, seconded by Supervisor Wagner and carried.

Police Chief Higgins stated that Kimberly Landmesser began employment as the Police Department Administrative Assistant on May 2, 2022.

Township Manager Barry stated that Kimberly Landmesser will become the Police Department's Right-to-Know Officer. Supervisor Wagner made a **Motion to approve Resolution 2022-9, A Resolution to Update Right-to-Know Policy**, seconded by Supervisor Martin and carried. The resolution indicates that Kimberly Landmesser is the Police Department contact for Right-to-Know requests and updates the address of Office of Open Records.

Supervisor Grant reminded everyone that the annual Spring Clean-up is being conducted this week.

EMA Update:

EMA Coordinator Alan Pugh was not available.

Police Update:

Police Chief Higgins stated that Sergeant Feeney recently completed the FBI LEEDA training. Sergeant Feeney shared about the training and that it is a 3-part leadership training course which included Supervisor, Command & Executive Leadership training. Chief Higgins stated Sergeant Feeney is the first police officer in the Back Mountain area to complete the course and that Sergeant Todd Adams is

currently taking the course. As a result of the recent License Plate Reader machine purchase, a vehicle which was pulled over for an expired registration was found to have illegal drugs in it. The next Neighborhood Watch meeting will May 26th at 6:30pm and National Night Out is scheduled for August 2nd from 6pm to 8pm.

Road Department Update:

Roadmaster Van Deutsch provided the Road Department update. Spring Clean-Up is underway and they have already collected over four 40-yard dumpsters. Street sweeping will resume after Spring Clean-Up and they had been doing routine maintenance of pothole patching. Roadworker Daniel Ide completed flagger training through PSATS and is certified for three years. He and the Supervisors will be doing road inspections in the middle of May. Based on the contracted paving bids and the budget, he will be determining what else may be paved this year by the Road Department. Chief Higgins thanked the Road Department for securing vehicles which have been impounded by the Police Department.

Additional Citizens' Comments:

None

Adjournment:

Supervisor Wagner made a **Motion to adjourn**, seconded by Supervisor Martin and carried. The Meeting adjourned at 6:58pm.

Respectfully submitted by,



K. Gary Kirk, CPA
Secretary/Treasurer

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