

The Board of Supervisors of Dallas Township held their **2023 Organizational Meeting and Monthly Meeting** on Monday January 3, 2023 at 6pm in the Administration 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, EMA Coordinator Alan Pugh, Police Department Administrative Assistant Kimberly Landmesser and Secretary/Treasurer K. Gary Kirk. There were 7 other people in attendance. Administrative Assistant Landmesser set up Facebook Live to allow additional residents to participate in the meeting.

Following the Pledge of Allegiance, Temporary Chairman Grant, 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.

Newly elected Chairman Grant continued the meeting.

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 Public Information Officer**. 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 **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 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 Wagner to nominate Attorney Thomas J. Mosca, seconded by Supervisor Martin and carried with the rate set at \$150 per hour.

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

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Supervisor Grant requested nominations for **Township Police Department Administrative Assistant**. Motion made by Supervisor Wagner to nominate Kimberly Landmesser, seconded by Supervisor Martin 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 and the Police Department Right-to-Know Officer**. Motion made by Supervisor Martin to nominate K. Gary Kirk as the Township Right-to-Know Officer and Kimberly Landmesser as the Police Department Right-to-Know Officer, seconded by Supervisor Wagner 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 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 Wagner 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 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 Wagner to appoint Douglas F. Trumbower & Sons with Thomas J. Doughton & Ryan Doughton named as the representatives, seconded by Supervisor Martin and carried with their rates set at \$90 per hour.

Supervisor Grant requested nominations for a **Township Zoning Officer and Code Enforcement Officer**. Motion made by Supervisor Martin to appoint Russell Coolbaugh, seconded by Supervisor Wagner 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 with the rate 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 with the rate set at \$125 per hour.

Supervisor Grant requested nominations for the appointment of one **Planning Commission Member** to replace Charles Kishbaugh whose term expired December 31, 2022. Motion made by Supervisor Martin to appoint Charles Kishbaugh to a four-year term, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the appointment of one **Planning Commission Member** to complete the unexpired term ending December 31, 2024 of Daniel Mulhern who resigned effective December 31, 2022. Motion made by Supervisor Grant to appoint Randall Perry to a two-year unexpired term ending December 31, 2024, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the appointment of one **Zoning Hearing Board Member** to replace Mary Barbara Gilligan whose term expired December 31, 2022. Motion made by Supervisor Martin to appoint Mary Barbara Gilligan to a three-year term, seconded by Supervisor Wagner and carried with Supervisor Grant voting "no".

Supervisor Grant requested nominations for One **Alternate Member of the Township's Zoning Hearing Board**. Motion made by Supervisor Martin to appoint Olin Smith subject to requiring him to attend as many meetings as possible, seconded by Supervisor Grant 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 Martin and carried.

Supervisor Grant requested nominations for the **Uniform Construction Code Board of Appeals**. Motion made by Supervisor Wagner to appoint Robert Bayer, Harry Cooper and Ryan Doughton, seconded by Supervisor Grant 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 Grant 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/Treasurer 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 a **Primary Depository** for the Township's funds. Motion made by Supervisor Martin to approve Luzerne Bank as the primary depository, seconded by Supervisor Wagner and carried.

Supervisor Grant requested a motion to approve **Investment Depositories** for the Township's funds. Motion made by Supervisor Wagner to approve Janney Montgomery Scott, LLC and First Keystone Bank as Investment Depositories, 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 Martin, seconded by Supervisor Wagner and carried.

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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.

The first Tuesday in July and November are holidays. Supervisor Grant requested a motion to **change the July monthly meeting to Wednesday July 5th and the November monthly meeting to Wednesday November 8th**. Motion by Supervisor Martin to change the July monthly meeting to Wednesday July 5th and the November monthly meeting to Wednesday November 8th, 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 Grant for Supervisor Grant, Supervisor Martin, Supervisor Wagner, Township Manager Barry, Roadmaster Van Deutsch & Secretary/Treasurer Kirk to attend the PSATS Convention and for Supervisor Wagner to be the voting delegate, seconded by Supervisor Martin 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 \$0.655/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 Eyet, Douglas Higgins, and Amanda Faneck, and to approve Supervisor Representative, Supervisor Martin, subject to no prohibitions of Amanda Faneck being appointed since she is a member of the Dallas School District Board, seconded by Supervisor Grant 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 Grant to appoint Police Department Administrative Assistant Landmesser and Supervisor Martin as Social Media Administrators, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for **Police Department Social Media Administrators**. Motion made by Supervisor Martin to appoint Police Chief Higgins and Police Department Administrative Assistant Landmesser as Police Department Social Media Administrators, 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 Ryan Doughton whose five-year term expired December 31, 2022. Motion made by Supervisor Wagner to appoint Ryan Doughton to a five-year term, seconded by Supervisor Martin and carried.

All nominations being completed, the Organization Meeting items concluded at 6:25pm and the 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, 2022 Monthly Meeting and December 6, 2022 Public Meeting**, seconded by Supervisor Martin and carried.

Supervisor Martin made a **Motion to approve employee health care reimbursements** that had been requested in December in the amount of \$2,374.28 seconded by Supervisor Wagner and carried. Total employee health reimbursements made for 2022 was \$15,461.48.

Citizens' Comments Concerning Agenda Items:
None.

Agenda:

Supervisor Grant provided a financial update as of December 31, 2022. We have received \$1,121,878 of Real Estate taxes which is 101.7% of our budget. This percentage also applies to the Fire Protection Tax. Earned Income Tax collections are at 111.24% of budget or \$1,557,363 which is better than the previous 5 years. Local Services Tax collections are at 108.14% of budget or \$173,026 which is better than the previous 5 years. Our Police Pension Plan is at 110.79% and our Non-Uniform Pension Plan is at 91.89% of the January 1, 2021 actuarial liability. Pension plan assets as of December 31, 2022 were \$5,316,725 for the Police Pension Plan and \$2,967,035 for the Non-Uniform Pension Plan. We had excess revenues over expenses in 2022 of \$562,162. This is mainly due to us being on a cash basis of accounting and the timing of grant revenues and expenditures. These grants even out over a several year period. Our non-restricted cash balance is about \$3,125,000 and the Fire Protection account is about \$34,000.

Supervisor Wagner made a **Motion to approve Resolution 2023-1, A Resolution Levying and Re-Enacting the Act 511 Taxes**, seconded by Supervisor Martin and carried.

Supervisor Wagner made a **Motion to approve Resolution 2023-2, A Resolution Eliminating Police Officers' Compensation to the Police Pension Plan for the Year 2023**, seconded by Supervisor Martin and carried.

004616

Supervisor Martin made a **Motion to approve the 2023 Employee Salary and Hourly Wages listed below**, seconded by Supervisor Wagner and carried.

2023 Salary/Hourly Wage

Douglas Higgins, Police Chief – Salary \$89,107.20/year

Martin Barry, Township Manager - Salary \$81,515.20/year

Gary Van Deutsch, Roadmaster – Salary \$64,941.24/year

K. Gary Kirk, Secretary/Treasurer – Salary \$59,624.45/year

Russell Coolbaugh, Zoning/Code Enforcement Officer – Salary \$48,588.80/year

Kimberly Landmesser-Police Department Administrative Assistant-\$38,282.40/year

Tammy Miller, Planning Commission/Zoning Hearing Board Secretary/Treasurer – \$20.07/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, 2023)

Township Manager Barry stated that an updated draft of the SALDO has been prepared and given to the Planning Commission for comments. Their comments plus additional ones received by others reviewing the document will be done soon for another updated draft. Our plan is to have a final draft ready by the February monthly meeting.

Township Manager Barry stated we will be reviewing DEP's updates to the Stormwater Ordinance and we plan to have an updated Stormwater Ordinance ready for the Supervisors at the February monthly meeting.

Supervisor Grant stated that we will have an informational meeting on February 7, 2023 at 5:30pm to provide information to our residents about the new Police Station to be built on Lt. Michael Cleary Drive.

EMA Update:

EMA Coordinator Pugh provided the EMA update. They assisted the fire departments with the evacuation of the Meadows Manor on Christmas Day due to a water line break in the building. New generators have been received and improvements for the light tower have been ordered. He stated that he previously sent comments and thanked the Supervisors about EMA storage space in the new police station.

Police Update:

Police Chief Higgins provided the Police Update. The promotional test was conducted last week for current employees and we have received 32 applications for the new police officer. The next Neighborhood watch meeting will be either January 19th or 26th depending on the speaker's schedule. It will be on outlaw motorcycle gangs.

Road Department Update:

Roadmaster Van Deutsch provided the Road Department update. The Road Department continues working on maintenance and upkeep on the equipment. Winter weather road maintenance has been an interesting as we had snow changing into rain and then had freezing temperatures with the temperature dropping over 30 degrees in a few hours. There was also a snow storm predicted to be one

inch that became five inches. Christmas Tree pick up will begin this week and pothole patching will be addressed as they appear.

Township Manager Update:

Township Manager Barry provided the Township Manager annual update. Overall, it was a good year. Chief Higgins and Roadmaster Van Deutsch have provided good leadership in their departments, Zoning/Code Enforcement Officer Coolbaugh has excelled during his first year, our engineering staff have provided great service, Solicitor Mosca has helped with many items, and the Planning Commission & Zoning Hearing Board had a busy year.

Additional Citizens' Comments:

Mr. Alan Stevens asked about an update on the petition he presented last month concerning cars speeding on Grandview Avenue. Chief Higgins stated that the police department is planning on putting up a speed check box and will be doing more patrols in the area. Pennsylvania does not allow local police departments to use radar to enforce speeding. He stated the last time they reviewed Grandview Avenue for speeding, most of the violators were people who lived there.

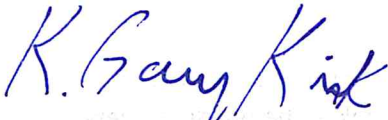
Ms. Nicole Rismondo stated that the speed tracker on Southside Avenue is not working. Township Manager Barry stated that we will check it.

Ms. Brenda Pugh thanked Roadmaster Van Deutsch and the Road Department for their help picking up some signs from the Christmas Tree Lighting event. The tree will be cut up and there are a few additional signs which are ready to be picked up and stored at the Administration Building.

Adjournment:

Supervisor Wagner made a **Motion to adjourn**, seconded by Supervisor Martin and carried. The Meeting adjourned at 6:43pm.

Respectfully submitted by,



K. Gary Kirk, CPA
Secretary/Treasurer

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