

The Board of Supervisors of Dallas Township held their monthly meeting for December on Tuesday, December 5, 2023 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 Elizabeth A. Martin, Supervisor Robert J. Wagner, Attorney Thomas J. Mosca, Township Manager Martin K. Barry, Police Chief Douglas Higgins, Roadmaster Gary Van Deutsch, Zoning/Code Enforcement Officer Russell Coolbaugh, EMA Coordinator Alan Pugh, Police Department Administrative Assistant Kimberly Landmesser and Secretary/Treasurer K. Gary Kirk. There was not anyone participating through GoTo Meeting. There were 2 other people were in attendance. Administrative Assistant Landmesser 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 Wagner made a **Motion to Approve the Minutes from the November 8, 2023 Monthly Meeting**, seconded by Supervisor Martin and carried.

Supervisor Wagner made a **Motion to Approve Employee Health Care Reimbursements** that had been requested in November in the amount of \$1,336.98 seconded by Supervisor Martin and carried. Total employee health care reimbursements made for 2023 was \$16,255.07.

Citizens' Comments Concerning Agenda Items:

None.

Agenda:

Supervisor Grant stated that there was a major rain storm on September 9, 2023 and a Declaration of Disaster Emergency was declared that day and has been continued through December 5, 2023. EMA Coordinator Pugh stated that the thresholds have been met to be able to receive FEMA funding but they have not decided yet. He recommended that the Declaration of Disaster Emergency be continued.

Supervisor Martin made a **Motion to Approve a Declaration of Disaster Emergency until January 2, 2024 unless Terminated Sooner**, seconded by Supervisor Wagner and carried.

Supervisor Grant provided a financial update as of November 30, 2023. We have received \$1,325,751 of Real Estate taxes which is 101.05% of our budget and is better than the previous 6 years. Earned Income Tax collections are at 97.45% of budget or \$1,500,760 which is better than the previous 6 years. Local Services Tax collections are at 102.69% of budget or \$179,702 which is better than the previous 6 years. Our Police Pension Plan is at 110.86% and our Non-Uniform Pension Plan is at 92.98% of the January 1, 2023 actuarial liability. Pension plan assets as of November 30, 2023 were \$5,862,837 for the Police Pension Plan and \$3,296,808 for the Non-Uniform Pension Plan. Our non-restricted cash balance is about \$3,125,000 and the Fire Protection account is about \$118,000.

Supervisor Grant stated that we are still working on the 2024 budget. The proposed budget includes a .30 mill increase in the Real Estate Tax. We are still waiting to hear if we will receive any funding to repair the items damaged in the September 9, 2023 major rain storm which is estimated to be \$475,000. We met with representatives of Back Mountain Regional Fire & EMS and Kunkle Fire & EMS and they are requesting funding for a paid fire truck driver on the weekends. We are considering increasing the Fire Protection Tax from .35 mills to .45 mills which will provide about \$70,000 in funds to be used for the paid fire truck drivers. This will result in paid fire truck drivers 12 hours a day/7 days a week. Since we

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are still waiting to hear if we will receive funds for the storm repairs, there was discussion about tabling the budget until the December 19, 2023 special meeting. Supervisor Martin made a **Motion to Table the 2024 Budget and include it on the December 19, 2023 Special Meeting Agenda**, seconded by Supervisor Wagner and carried.

Supervisor Martin made a **Motion to Approve Resolution 2023-21, A Resolution to Authorize Compensation to the Dallas Area Municipal Authority Board of Directors for Public Meeting Attendance and Expenses and Determine and Set Pay Rate of Compensations**, seconded by Supervisor Wagner and carried. Supervisor Grant stated that the compensation would be paid by DAMA and not from Dallas Township funds.

Township Manager Barry stated that as part of the repairs to a stormwater pipe from the September 9, 2023 storm, we will need to update the easements we have with the owners of 29 & 31 Dorchester Drive to include being able to do repairs. This will be included on the December 19, 2023 Special Meeting agenda.

Township Engineer Thomas Doughton has not completed the Final Inspection of the Fellowship Church Parking Lot Expansion. Supervisor Wagner made a **Motion to Table the Release of Financial Security on Fellowship Church Parking Lot Expansion and include it on the December 19, 2023 Special Meeting Agenda**, seconded by Supervisor Martin and carried.

Township Manager Barry stated that Luzerne County recently conducted an audit of Dallas Township Tax Collector Holly Daubert concerning 2022 Luzerne County property taxes. Their report was favorable. Supervisor Martin made a **Motion to Accept the Luzerne County Tax Collector Audit and Authorize Supervisor Grant to sign the report**, seconded by Supervisor Wagner and carried.

Attorney Mosca stated that Burrito Loco Mexican Grill LLC is in the process of purchasing a liquor license from CMB Restaurants LLC and transfer it to their restaurant in Dallas Township. The transfer requires a public hearing and the approval by resolution. Supervisor Wagner made a **Motion to Advertise and Schedule a Public Hearing on the transfer of the liquor license from CMB Restaurants to Burrito Loco Mexican Grill LLC with the Public Hearing being December 19, 2023 at 5pm**, seconded by Supervisor Martin and carried.

Township Manager Barry stated that to approve an Ordinance for Volunteer Firefighter Real Estate Tax Credit that we would have to have a public hearing. If we schedule the Public Hearing in December, we could approve the Ordinance at the February 2024 monthly meeting. Supervisor Wagner made a **Motion to Advertise and Schedule a Public Hearing on the Volunteer Firefighter Real Estate Tax Credit Ordinance with the Public Hearing being December 19, 2023 immediately following the 5pm Public Hearing on the liquor license transfer and to include the Ordinance on the February 2024 Supervisors' Meeting Agenda**, seconded by Supervisor Martin and carried.

Supervisor Grant stated that there will be a Special Supervisors' Meeting on December 19, 2023 immediately following the liquor license public hearing and volunteer firefighter real estate tax credit ordinance public hearing. The Special Meeting will include the 2024 Budget, the Fellowship Church Release of Financial Security, and a Resolution for the transfer of the liquor license. Supervisor Wagner made a **Motion to Advertise and Schedule a Special Meeting on December 19, 2023 immediately following the Public Hearing on the transfer of the liquor license from CMB Restaurants to Burrito**

Loco Mexican Grill LLC and the Public Hearing on the Volunteer Firefighter Real Estate Tax Credit Ordinance which begin at 5pm, seconded by Supervisor Martin and carried.

Supervisor Grant stated that the 2024 Organizational Meeting and January Monthly Meeting will be January 2, 2024 at 6pm.

EMA Update:

EMA Coordinator Alan Pugh provided the EMA update. The Dallas High School Football team will be playing for the state championship on Thursday. There have not been any updates from FEMA concerning the September storm damage, but it looks favorable. He submitted items to be purchased in 2023. He is working on storage of EMA items and working with Luzerne County 911 for tower space on an existing tower. He will put together a listing of EMA items and where they are located for insurance purposes.

Police Update:

Chief Higgins provided the Police Department update. Cadet Daelyn Mynes will graduate on December 21, 2023 and begin working shifts on December 26, 2023. At the December 19, 2023 Special Meeting, he will provide a yearend report of 2023 calls. He is working on an application for Motor Carrier Enforcement which would allow our officers to do motor carrier enforcement.

Road Department Update:

Roadmaster Van Deutsch provided the Road Department update. They collected over 60 tons of leaves for composting. For 2023, Northwoods Development had the islands removed, The Maples Development was paved a new water main was installed on Idlewood Drive, and a new sweeper was purchased. It took about 1 month to do initial repairs related to the September 9, 2023 storm. They worked on two joint projects with Dallas Borough and continue to provide routine maintenance at the Southside Nature Park. The plow trucks are ready for the winter season.

Planning & Zoning Update:

Zoning/Code Enforcement Officer Coolbaugh provided the Planning & Zoning update. 33 permits were issued in November. He is continuing to work on issues related to Tractor Supply and Country Club Apartments. There have been some issues with dogs roaming on neighboring properties and he has condemned some properties.

Additional Citizens' Comments:

Alan Pugh asked about if we had an inventory program for equipment and was informed that we keep track of items on an Excel spreadsheet.

Adjournment:

Supervisor Wagner made a **Motion to Adjourn**, seconded by Supervisor Martin and carried. The Meeting adjourned at 6:56pm.

Respectfully submitted by,



K. Gary Kirk, CPA
Secretary/Treasurer

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