

The Board of Supervisors of Dallas Township held their **2024 Organizational Meeting and Monthly Meeting** on Monday January 2, 2024 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, Zoning/Code Enforcement Officer Russell Coolbaugh, Township Engineer Thomas Doughton, EMA Coordinator Alan Pugh, Police Department Administrative Assistant Kimberly Landmesser and Secretary/Treasurer K. Gary Kirk. There were about 20 other people in attendance including several members of the Police Department. Administrative Assistant Landmesser set up Facebook Live to allow additional residents to participate in the meeting.

The meeting began with the Pledge of Allegiance.

Temporary Chairman Martin, opened the floor for nominations for **Chairman of the Board of Supervisors**. Motion made by Supervisor Wagner to nominate Supervisor Grant, seconded by Supervisor Martin, 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 Martin to nominate Supervisor Wagner, seconded by Supervisor Grant, and carried.

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.

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 Grant to nominate K. Gary Kirk, seconded by Supervisor Martin, and carried.

Supervisor Grant requested nominations for **Solicitor to the Board of Supervisors**. Motion made by Supervisor Martin 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 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 Grant to nominate Douglas J. Higgins, seconded by Supervisor Martin, and carried.

Supervisor Grant requested nominations for **Township Police Department Administrative Assistant**. Motion made by Supervisor Martin to nominate Kimberly Landmesser, seconded by Supervisor Grant, 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, Daelyn Mynes, Robert J. Odgers, and Bernard Posten**. Motion made by Supervisor Martin to approve the above listed as Police Officers for the Township, seconded by Supervisor Wagner, and carried. Police Officer Adams will serve as a Sergeant, Police Officer Feeney will serve as a Sergeant/K-9 Officer, Police Officers Acuff & Odgers will serve as Detectives, and Police Officers Kotowski & 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 Wagner to approve Luzerne County's appointment of Berkheimer Tax Administration as Collector of the Township's Earned Income Tax, seconded by Supervisor Martin, 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 up to \$125 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 Martin, and carried with the rate set at \$150 per hour.

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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 two **Planning Commission Members** to replace Robert Besecker & Jack Dodson whose terms expired December 31, 2023. Motion made by Supervisor Martin to appoint Robert Besecker & Jack Dodson each to a four-year term, seconded by Supervisor Wagner and carried.

Supervisor Grant requested nominations for the appointment of one **Alternate Member of the Township's Planning Commission**. Motion made by Supervisor Wagner to appoint Ryan Stoa, seconded by Supervisor Martin, and carried.

Supervisor Grant requested nominations for the appointment of one **Zoning Hearing Board Member** to replace Robert Bayer whose term expired December 31, 2023. Motion made by Supervisor Wagner to appoint Robert Bayer to a three-year term, seconded by Supervisor Martin and carried.

Supervisor Grant requested nominations for one **Alternate Member of the Township's Zoning Hearing Board**. Motion made by Supervisor Wagner to appoint Olin Smith, seconded by Supervisor Grant, and carried with Supervisor Martin voting "no".

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 Martin, and carried.

Supervisor Grant requested nominations for the appointment of one **Property Maintenance Board of Appeals Member** to replace Dale Campbell whose term expired December 31, 2023. Motion made by Supervisor Wagner to appoint Dale Campbell four-year term, seconded by Supervisor Martin, and carried.

Supervisor Grant requested nominations for the **Township's Pension Plan Committee**. Motion made by Supervisor Wagner 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 Martin and carried.

Supervisor Grant requested a motion to set the **bonding** for the Township's Manager and Secretary/Treasurer to be set at \$3,000,000 each and for the Township's Planning Commission/Zoning Hearing Board Secretary/Treasurer to be set at \$500,000. Motion made by Supervisor Martin, seconded by Supervisor Wagner, and carried.

Supervisor Grant requested a motion to approve a **Primary Depository** for the Township's funds. Motion made by Supervisor Wagner to approve Luzerne Bank as the primary depository, seconded by Supervisor Martin and carried.

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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 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 Wagner 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 Martin and carried.

The first Tuesday in November is a holiday. Supervisor Grant requested a motion to **change the November monthly meeting to Wednesday November 6th**. Motion by Supervisor Wagner to change the November monthly meeting to Wednesday November 6th, seconded by Supervisor Martin 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, Roadmaster Van Deutsch & Secretary/Treasurer Kirk to attend the PSATS Convention and for Supervisor Wagner to be the voting delegate, seconded by Supervisor Grant 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 \$0.67/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 EMA 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, Amanda Faneck, and Adrian Pugh-Eyet, and to approve Supervisor Representative, Supervisor Martin, seconded by Supervisor Wagner 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.

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Supervisor Grant requested nominations for **Social Media Administrators**. Motion made by Supervisor Wagner to appoint Police Department Administrative Assistant Landmesser and Supervisor Martin as Social Media Administrators, seconded by Supervisor Martin 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 stated that the **Township Representatives for the Dallas Area Municipal Authority Board** are Ryan Doughton whose five-year term expires December 31, 2027 and Brett Snowdon whose five-year term expires December 31, 2025.

Supervisor Grant requested nominations for the appointment of one **Alternate Member of the Property Maintenance Board of Appeals**. Motion made by Supervisor Martin to appoint Brenda Pugh, seconded by Supervisor Wagner, and carried.

Adjournment:

Supervisor Wagner made a **Motion to adjourn**, seconded by Supervisor Martin and carried. The Meeting adjourned at 6:20pm.

Respectfully submitted by,



K. Gary Kirk, CPA
Secretary/Treasurer