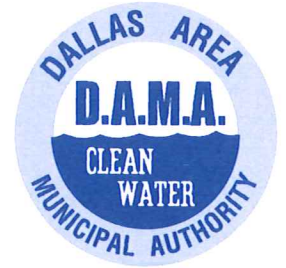


DALLAS AREA MUNICIPAL AUTHORITY

101 MEMORIAL HIGHWAY
SHAVERTOWN, PA 18708-9603
Phone: (570) 696-1133
Fax: (570) 696-2363



Web: www.damaonline.org
E-mail: dama@damaonline.org

MINUTES DALLAS AREA MUNICIPAL AUTHORITY April 13, 2017

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, April 13, 2017, at the DAMA Administration Building.

Board Members present: John Oliver, Tim Carroll, Dave Jenkins, Brent Snowdon, and Ryan Doughton.

Other officials present: DAMA Solicitor Christopher Crawford Esq., Brent Berger of Quad Three Group, Tom Keiper, Ryan Longfoot, Ed Hann, and Susan Lee.

Mr. Oliver opened the meeting and took roll.

There were no public comments. No Secretary's report was presented. On a motion by Mr. Snowdon, seconded by Mr. Doughton and approved with all in favor the March 9, 2017 regular meeting minutes were approved as read.

Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$154,962.84 for approval. Following a detailed review of the wastewater division check register, a motion was made by Mr. Snowdon, seconded by Mr. Carroll, and passed on a unanimous roll call vote to pay the wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$58,079.71 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Snowdon, seconded by Mr. Jenkins, and passed on a unanimous roll call vote to pay the solid waste division invoices.

Mr. Snowdon reviewed the bank account balances with the Board and noted that the BB&T accounts are being paid down to take advantage of the higher interest rate from FNCB. Mr. Snowdon commended Ms. Lee.

Mr. Snowdon reviewed the Budget vs Actual report in detail with the Board.

DAMA Committee Report

Mr. Jenkins presented a motion to adjust wages for three DAMA employees that have completed advanced job training which is beneficial to the Authority. Neil Harris has successfully passed the Sewage Enforcement Officer exam, and an hourly rate increase of \$0.50 is proposed. Jason Smith has passed the CDL license exam, and an hourly rate increase of \$2.04 is proposed as he will now fill a Driver/Loader position. Nick Wood is working in the capacity of an assistant to the Solid Waste Division Supervisor, and an hourly rate increase of \$0.28 is proposed. All three proposed rate increases are commensurate with the Board's policy on promoting and developing employee training. The motion was seconded by Mr. Carroll, and approved by a roll call vote with all in favor to increase wages for these three employees. Mr. Jenkins reported that he is nearing completion of the new DAMA Employee Manual and hopes to have printed copies available for Board review in the near future.

Executive Director's Report

Mr. Keiper reported that all three of DAMA's member municipalities and Lehman Township have responded positively to DAMA's proposal for administration of the MS-4 program. Mr. Keiper will now solicit proposals from engineering firms to prepare the mapping and a pollution reduction plan as part of the Authority's overall MS-4 plan. The proposals will be broken down to show the engineering and project costs as separate submittals. Once these tasks are completed, a meeting will be held with the municipalities to further discuss the requirements of the program.

Engineer's Report

Mr. Berger reported that he has not yet received planning approval from PADEP for the Overbrook Road LPSS project, however, the plans will be ready to advertise for bid by next week. The only other item remaining to move forward with the project is a letter of credit which must be secured by DAMA for PennDOT.

Solicitor's Report

Attorney Crawford requested that the Board move into an Executive Session to discuss a pending legal matter before the Authority. An Executive Session was then held by the Board, no official action was taken.

Old Business

Mr. Keiper advised the Board that we are ready to take delivery of the two new Solid Waste Division trucks, and the bank closing for the vehicle loan should be scheduled as

soon as possible. Mr. Oliver inquired if there were any potential buyers for the three trucks that are being replaced. Mr. Keiper stated that the trucks are being advertised locally and will be advertised nationally if there are no local offers.

New Business

Mr. Keiper reported that a DAMA sponsored electronics recycling event has been scheduled for August 5, 2017. Ryan Longfoot noted that the date does not appear to conflict with any locally scheduled events.

Mr. Keiper advised the Board that due to storm events of the past several days which caused a wastewater overflow at DAMA, he would like to move forward with the design phase of a new sewer force main river crossing to WVSA, and noted that the river crossing would be included as part of DAMA's Act 537 Plan. Ed Hann stated that tank trucks were hired by DAMA to help haul some of the wastewater overflow, and this will be required by DEP for any future overflow situations or the Authority may face a potential fine. Mr. Snowdon inquired if water use restrictions would help reduce potential overflows. Mr. Hann stated that the problem is due to groundwater infiltration. Mr. Berger noted that during these storm events, WVSA may be flowing at some 30 million gallons a day, which could in turn restrict flow from DAMA to WVSA. Mr. Berger advised the Board that he was dealing with a similar situation in another municipality that he represents, as was WVSA.

Mr. Keiper reported that Ryan Longfoot has scheduled a paper shredding event for May 20, 2017 at DAMA's SR 118 location between the hours of 9:00 AM to 1:00 PM. Residents may bring up to three boxes for shredding free of charge, and Luzerne County will cover the program costs excluding DAMA's labor.

Mr. Keiper discussed the need to move forward with development of a GIS system for DAMA as the system will be required as part of the Authority's Act 537 Plan, I&I program, and MS-4 program. Mr. Keiper has prepared engineering proposal packages (RFP's) for the GIS system and the MS-4 plan work, and would like to get them out as soon as possible. A motion was made by Mr. Jenkins, seconded by Mr. Carroll and approved by a roll call vote with all in favor to release both RFP's.

Mr. Berger advised the Board that he had previously discussed mapping for DAMA's GIS system with Penn State Lehman, and they were willing to do the mapping as part of their survey and engineering curriculum. This would eliminate the cost to DAMA to have the mapping done by a private firm. Mr. Keiper stated that he was concerned that Penn State would not be able to complete the mapping by the July deadline for the MS-4 program, and noted that DAMA has purchased a GPS system so location of the sewer manholes can be done by DAMA personnel.

**Page Four of Four
Minutes-April 13 2017
Dallas Area Municipal Authority**

Supervisors Report

Ed Hann discussed the sewer system overflow, and advised the Board that installation of remote monitoring equipment at several of DAMA's pumping stations is underway. Ryan Longfoot reported that the compost site is now open at DAMA's SR 118 location, and the new recycling truck should be delivered within the next two weeks. Once the truck is delivered, the 902 grant reimbursement paperwork can be submitted.

Mr. Oliver read for the record a letter sent to DAMA from a resident in Kingston Township requesting to be removed from the solid waste program due to limited use of a residence located in the township. Mr. Snowden noted that DAMA currently has a solid waste vacancy policy in place.

No additional business was discussed, and the meeting was adjourned at 7:42 PM.

Respectfully submitted:

**David Jenkins, Secretary
Dallas Area Municipal Authority**