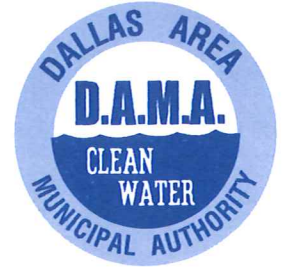


DALLAS AREA MUNICIPAL AUTHORITY

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



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

MINUTES DALLAS AREA MUNICIPAL AUTHORITY December 14, 2017

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, December 14, 2017, at the DAMA Administration Building.

Board Members present: John Oliver, Dave Jenkins, Brent Snowdon, Jeffrey Barrett, and Ryan Doughton. Timothy Carroll was absent.

Other officials present: Attorney Benjamin R. Jones III, DAMA Solicitor; Tom Keiper, Ryan Longfoot, Ed Hann, Susan Lee (DAMA); and Brent Berger of Quad Three Group.

Mr. Oliver opened the meeting and took roll. There were no Public Comments.

No Secretary's report was presented. On a motion by Mr. Carroll, seconded by Mr. Snowdon and approved with all in favor the November 9, 2017 regular meeting minutes were approved as read.

Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$599,043.99 for approval. Following a detailed review of the wastewater division check register, a motion was made by Mr. Snowdon, seconded by Mr. Doughton, and passed on a unanimous roll call vote to pay the wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$55,738.32 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Snowdon, seconded by Mr. Barrett, and passed on a unanimous roll call vote to pay the solid waste division invoices.

Mr. Snowdon reviewed the bank account balances and the Budget vs Actual report in detail with the Board, and opened the floor for questions.

DAMA Committee Report

Mr. Oliver inquired if there anything to report from the personnel committee. Mr. Jenkins stated that he and Mr. Keiper met with Attorney Goldberg to start the process of reviewing the employee policy handbook. Atty. Goldberg is concerned with having the final product user friendly and easily understood by the average employee. He also wants to scrutinize the exempt employees to assert that they are truly exempt.

Mr. Jenkins next asked that the Board go into executive Session to Discuss Personnel matters at which time Chairman Oliver declared an executive Session. After the executive session Mr. Oliver called the meeting back to order. Mr. Jenkins moved to create the position of Assistant to the Executive Director of the Dallas Area Municipal Authority. The motion was seconded by Mr. Snowdon and unanimously approved by roll call vote. Mr. Jenkins next moved to appoint Susan Lee to the position of Assistant to the Executive Director of the Dallas Area Municipal Authority. This also passed unanimously on a roll call vote.

Executive Director's Report

Mr. Keiper reported that there has been some movement with appeal to the Environmental Hearing Board, The Authority has presented language to DEP for their consideration and is awaiting their reply and language for review.

Engineer's Report

Mr. Berger began by noting the DEP component three module for Overbrook was denied because with the moratorium in place there were not enough confirmed on-lot failures to justify an exception. The issue will be revisited upon conclusion of ongoing negotiations with DEP.

Mr. Berger stated there is a small communities water and sewer grant program being issued by DCED. It has a minimum project cost of \$ 30,000 and a maximum of \$500,000. The main pump station up grade would fit in this range and would be a good candidate for the 85% grant. Mr. Berger recommended making the application for the grant.

Mr. Berger next discussed the Task Activity Report (TAR) for the ongoing regional 537 planning study. Additional cost were added to account for additional on lot surveying of existing sewage facilities. This added some additional costs to the TAR. The modified TAR needs Board approval for submittal to DEP. A motion to approve submitting the amended TAR was made by Mr. Barrett, seconded by Mr. Snowdon and unanimously approved by roll call vote.

On the issue of the upgrade to the main pump station, Mr. Berger discussed the delivery time of the proposed larger pump and the need to try to have it available before the rainy Spring season. He asked permission to advertise for procurement bids to pre purchase the pump so the order can be placed before the final installation project documents are prepared. A motion was properly made, seconded and approved on a unanimous roll call vote.

Solicitors Report

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Attorney Jones provided the Board with an update on the MS-4 Intergovernmental Agreement, the final signed original have been delivered to Mr. Keiper with a copy to be delivered to DEP for addition to the prepared Chesapeake Bay pollutant Reduction Plan.

The amended Articles of Incorporation expanding the Authority's Mission Statement to include Storm Water Management have been submitted to the Secretary of the Commonwealth for action on December 22nd.

Mr. Jones reported that he had met with Mr. Keiper and they had discussed the acquisition of the Jackson Township sewer system and the preliminary documentation Mr. Keiper had prepared. Mr. Jones will finalize the documents for Board review and possible acceptance at the January meeting, after which they can be submitted to Jackson Township for review.

Finally, Mr. Jones that some time ago there was discovered some missed steps in the Authority's proper designation as the agent for the composting operation. After discussion, Mr. Keiper had directed him to draft all necessary ordinances to rectify any missed designation of DAMA as the agent for the municipalities. Attorney Jones promised to have the necessary ordinances drafted shortly.

Old Business

Mr. Keiper reminded the members of the Board of the proposal from T & M Associates to provide a rate analysis for the Stormwater management program recently assumed by DAMA under the afore mentioned Inter Governmental Agreements. The proposal is to analyze methods of charging fees to pay for the program as specified in the Chesapeake Bay Pollutant Reduction Plan. The suggested plan is to do this in two phases, the first phase being to develop a temporary rate to be charged for one year beginning in 2019. Phase two would be to develop a more comprehensive rate that would more fairly address the rates for the non-residential properties, this rate would go into effect in 2020. The proposal is to also provide educational material to be distributed to residents as well as to aid in augmenting the web page to include information on DAMA's stormwater management program. The fee for phase one of the analyze is \$ 152,608. After several minutes of discussion on a motion by Mr. Barrett and a second by Mr. Snowdon followed by a unanimous roll call vote Mr. Keiper was authorized to enter into an agreement with T & M Associates and ERC, their partner in this proposal to provide phase One of the rate analysis.

Next Mr. Keiper presented the 2018 Wastewater budget for review. The budget shows a total income and expense of \$3,965,557 and reflects a rate increase of \$8.00 per EDU per year, to a total of \$428.00 per EDU. On a motion by Mr. Snowdon with a covenant that an amendment may be necessary to reflect salary increases and a second by Mr. Barrett the 2018 Wastewater budget was approved on a unanimous roll call vote.

Mr. Keiper next presented the 2018 Municipal Solid Waste Budget for review. The budget shows a total income and expense of \$ 1,818,310 and reflects a stable user rate of \$ 240.00 per EDU per year. On a motion with the same covenant as the wastewater motion by Mr. Snowdon and a second by Mr. Jenkins, the 2018 Solid Waste Budget was approved on a unanimous roll call vote.

Next presented was the 2018 MS4 Stormwater Budget. The budget reflects \$415,721. No income is shown because fees will not be collected until 2019. Revenue will be from a revenue anticipation loan or bond which will be explored for the January meeting. On a motion by Mr. Jenkins and a second by Mr. Doughton and a unanimous roll call vote the 2018 Storm Water budget was adopted.

Mr. Keiper also presented Capital budgets for both wastewater and solid waste division showing plans to continue to replace equipment as necessary with continuously borrowing. No action was necessary on this matter.

New Business

Mr. Keiper asked for a motion to schedule and advertise the 2018 reorganization meeting for January 11, 2018 at 7:00 P.M. A motion by Mr. Snowdon, seconded by Mr. Jenkins was unanimously approved.

Next Mr. Keiper asked for a motion to establish a new checking account with FNCB for use by the Stormwater Division. A motion by Mr. Jenkins, seconded by Mr. Doughton was unanimously passed by roll call vote.

Supervisors Report

Ed Hann reported the new truck for the CIPP Furnace Truck was delivered and was being fitted with the new Furnace and accessory equipment.

Ryan Longfoot advised the Board that he would like to consider other types of trucks before committing to continuing to use diesel fueled vehicles. Some alternatives, although rather new for this service, would be compressed natural gas or even newer electric powered vehicles, both being more ecologically friendly than diesel fueled vehicles.

With no further business the meeting was adjourned at 8:33 P. M.

Respectfully submitted:

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