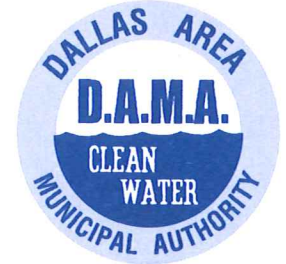


DALLAS AREA MUNICIPAL AUTHORITY

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



MINUTES DALLAS AREA MUNICIPAL AUTHORITY March 9, 2017

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

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, March 9, 2017, at the DAMA Administration Building.

Board Members present: John Oliver, Tim Carroll, Dave Jenkins, Brent Snowdon, and Jeffrey Barrett.

Other officials present: Attorney Brian Koscelansky with Stevens & Lee, Brent Berger of Quad Three Group, Tom Keiper, Ryan Longfoot, Ed Hann, and Susan Lee.

Mr. Oliver opened the meeting and took roll.

Mr. Oliver introduced Atty. Koscelansky who presented the DAMA Board with a resolution to finance the purchase of several new trucks for the MSW Division. The resolution will authorize DAMA to close on the loan once the trucks are delivered sometime in April of 2017. Attorney Koscelansky will work on the remaining loan documents in preparation of the closing. Mr. Oliver entertained a motion to approve the resolution. On a motion by Mr. Barrett, seconded by Mr. Carroll, and by a unanimous roll call vote, the resolution was approved. Attorney Koscelansky thanked the Board and left the meeting.

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

Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$1,034,997.98 for review and approval. The total includes ACH payments, a large payment for wastewater treatment to WWSA, and a transfer of funds to the MSW Division. A motion was made by Mr. Snowdon, seconded by Mr. Jenkins, and passed on a unanimous roll call vote to pay the wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$123,610.93 for review and approval. Following a review of the solid waste division check register, a motion was made by Mr. Jenkins, seconded by Mr. Snowdon, and passed on a unanimous roll call vote to pay the 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 FNCFB. Ms. Lee stated that the pay down is nearly complete.

Mr. Snowden reviewed the Budget vs Actual report in detail with the Board. Mr. Keiper stated that service charges are considerably higher than budgeted for FY 2017, and recommended that the Board consider changing DAMA's current service charge policy for the use of credit cards to pay sewer or trash bills.

DAMA Committee Report

Mr. Jenkins reported that he is continuing work to revise the current DAMA employee personnel policy manual to update and consolidate all of DAMA's existing policies into one file. Employee Manuals from Kingston Township and Mountain Top Sewer Authority have been reviewed and will be used to help develop a more extensive antidiscrimination and harassment policy for DAMA. Once changes are made to the manual, it will be sent to Mr. Barrett, and possibly to a firm that specializes in labor law, for review and comment.

Executive Director's Report

Mr. Keiper reported that a meeting with DAMA's member municipalities has been scheduled for March 20, 2017 at 6:00 PM to discuss DAMA's potential role in the MS-4 program. Mr. Keiper also advised Brent Berger that he would like to meet with Quad Three following the DEP meeting on March 16th to review MS-4 program requirements as applicable to municipalities.

Mr. Oliver asked Brent Berger to comment on the MS-4 plan. Mr. Berger explained that WWSA, by offering to take on the MS-4 duties, is trying to cover a permit component of every municipality that flows into their treatment facility to not have to individually develop their own complex nitrogen, phosphorous and sediment removal plan. DAMA would be best suited to address items in the MS-4 program such as public education, monitoring discharge points to the stream, and data collection as required by the NPDES Permit. Mr. Berger discussed the MS-4 public education requirement in detail with the Board, and the need to educate the municipal public works departments regarding floor drains, salt sheds, and vehicle waste disposal. Mr. Keiper noted that fees associated with administration of the MS-4 program will also need to be addressed. Mr. Berger stated that he will provide a Power-Point presentation for the March 20th meeting that explains the main components of an MS-4 plan. Mr. Oliver noted that a list of tasks that DAMA could offer to handle for the municipalities along with their associated costs should be prepared for the March 20th meeting. Mr. Carroll inquired if DAMA may be required to handle MS-4 duties for other municipalities besides DAMA's three member municipalities. Mr. Snowden inquired if any of the municipalities are already expending funds on any of the MS-4 projects. Mr. Berger and Attorney Jones addressed both questions in detail with the Board along with discussing possible fee options. Mr. Keiper noted that the MS-4 program will be administered by DAMA under a division separate from sewer and solid waste.

Engineer's Report

Mr. Berger reported that the contractor on the Dallas Borough traffic circle project may now need to by-pass pump from DAMA's sewer main in order to work on a wing-wall for the bridge over Toby's Creek. The concern from DAMA's standpoint is flow through the sewer main during periods of heavy rain, and the contractor has been advised to take this into consideration.

Mr. Berger reported that PADOT has changed two notes on the RC detail for the Overbrook Road project, which required an update by Quad Three. Once final approval is received on the new update, DAMA can secure a letter of credit for the project and PADOT will issue the permit. Additionally, a procurement spec has been prepared by Quad Three for purchasing the grinder pumps in lots of 15 to 20 units per delivery. Storage of the units until they are ready to be installed must also be considered. The final item that must be determined by the Board before the project can be put out to bid is if there will be any impact on DAMA's sewer rates attributable to the Overbrook project. Mr. Keiper inquired if the bid advertisement for the contractor was ready, and noted that we may have missed the best time to bid. Mr. Berger stated that the drawings have been completed and we are only waiting on the PADOT Highway Occupancy Permit, but he does not believe bidding the project should be a problem. Mr. Berger reviewed the project advertisement and bidding process with the Board.

Solicitor's Report

Attorney Jones reported that he is continuing to work on filing and satisfying sewer and solid waste liens, and also noted that recent changes in the law may prolong the process of DAMA receiving final payment from sheriff's sales.

Old Business

Mr. Keiper discussed the Act 537 meeting scheduled with DEP on March 16, 2017, and stated that we hope to be able to begin the sewage needs study shortly. Cooperation from Lehman Township and Harveys Lake has also been very good.

Mr. Keiper reported that delivery of the new solid waste division trucks is scheduled for this April, with the smaller truck being delivered first followed by the two larger trucks. A new truck for the wastewater division will be delivered tomorrow. Mr. Keiper discussed loan proposals for the vehicles that were received by DAMA, and advised the Board that Ryan Longfoot has contacted several local municipalities regarding purchase of the solid waste trucks that will be replaced.

Mr. Keiper advised the Board that another E-Recycling collection is being planned for this year. Ryan Longfoot stated that the event will be scheduled for Saturday, August 5, 2017, and explained the details of the collection program and how some of the program cost will be covered by a grant. Mr. Snowdon suggested that it be confirmed that the collection date does not conflict with any major local events scheduled for the same day.

Mr. Keiper discussed the status of a sewer right-of way procurement in Kingston Township, and advised the Board that he will be meeting with the owner of the property tomorrow. The Board discussed the procurement of sewer right-of-ways with Mr. Keiper and Attorney Jones. Mr. Keiper will provide the Board with an update following his meeting with the property owner.

New Business

No new business was discussed.

Supervisors Report

No report was given by Ed Hann on the sewer division. Ryan Longfoot reported that he has completed the Act 101 compliance report for Luzerne County.

Mr. Keiper advised the Board that an Executive Session will be convened following conclusion of the regular public meeting.

No additional business was discussed, and the meeting was adjourned at 8:02 PM.

Respectfully submitted:

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