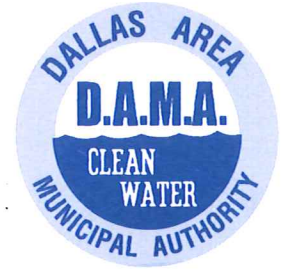


# DALLAS AREA MUNICIPAL AUTHORITY

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## MINUTES DALLAS AREA MUNICIPAL AUTHORITY May 11, 2017

**The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, May 11, 2017, at the DAMA Administration Building.**

**Board Members present: John Oliver, Tim Carroll, Jeffrey Barrett, and Ryan Doughton.**

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

**Mr. Oliver opened the meeting, took roll, and then opened the floor for Public Comments.**

**Mr. Jim Tomaine, Executive Director of the Wyoming Valley Sanitary Authority (WVSA), addressed the Board. Mr. Tomaine discussed a regionalized approach for stormwater management (MS-4), which is being offered by WVSA to all municipalities, including those in the DAMA service area, currently using WVSA's wastewater treatment services.**

**No Secretary's report was presented. On a motion by Mr. Carroll, seconded by Mr. Doughton and approved with all in favor the April 13, 2017 regular meeting minutes were approved with a minor verbiage change.**

### Treasurer's Report

**In the absence of Mr. Snowdon, Mr. Oliver submitted the wastewater division invoices totaling \$656,648.62 for approval, and noted that the largest expense was to WVSA for wastewater treatment service. Following a detailed review of the wastewater division check register, a motion was made by Mr. Barrett, seconded by Mr. Carroll, and passed on a unanimous roll call vote to pay the wastewater division invoices.**

**Mr. Oliver then submitted the solid waste division invoices totaling \$481,104 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Doughton, seconded by Mr. Barrett, and passed on a unanimous roll call vote to pay the solid waste division invoices.**

**Mr. Oliver reviewed the bank account balances and the Budget vs Actual report with the Board and opened the floor for questions. Hearing none, Mr. Oliver stated that in the absence of Mr. Jenkins there will be no committee report, and called for the Executive Directors report.**

**DAMA Committee Report**

None presented.

**Executive Director's Report**

Mr. Keiper reported that Attorney Jones has prepared the resolution to form a stormwater division under DAMA, and to amend the Articles of Incorporation as required. Attorney Jones reviewed the stormwater resolution in detail with the Board, and noted that once approval from Dallas Borough, and Dallas and Kingston Townships to the proposed amendment is received, a DAMA Stormwater Management Division can be created to administer and manage the MS-4 (stormwater) programs for these municipalities. Mr. Doughton inquired as to how the resolution will impact DAMA if it should decide to take on more, or reduce MS-4 duties in the future. Attorney Jones stated the resolution allows DAMA to operate within its capabilities. A motion was made by Mr. Carroll, seconded by Mr. Doughton, and passed by a unanimous roll call vote to approve the resolution to create an MS-4 division under DAMA, and amend its Articles of Incorporation as required.

**Engineer's Report**

Mr. Berger reported that the 30-day period for public comment for the Overbrook Road LPSS project was advertised, and as no written comments were received by Dallas Township, no formal response from DAMA is required. Quad Three Group will check with DEP to see if any comments were received at their offices.

Mr. Berger reported that the Overbrook LPSS Project is out for bid, and five requests for job plans have been received to date. Additional information regarding pre-bid meeting times and dates will follow shortly.

Mr. Berger advised the Board that he has located a report from Quad Three Group from several years back that addressed DAMA's ability to pump wastewater from the main pumping station to WWSA's Loveland Avenue tie-in point. The pumping model was run again taking into consideration the age and length of the force main pipe, condition of the air releases, and the fact that the pipe was never commercially cleaned. All of these items may negatively affect DAMA's pumping capacity when WWSA is in a period of high flow. Mr. Berger is investigating if increasing pump size at DAMA will help to increase pumping capacity to WWSA, and is also working to locate a company that may be able to inspect the internal condition of the force main.

Mr. Berger advised the Board that he has received information from PADEP that DAMA will receive a Notice of Violation (NOV) in response to the recent wastewater overflow at DAMA's main pumping station into Toby Creek. The NOV may also include other sanctions against DAMA. The compliance section of PADEP is currently working on the

scope of the NOV and related action. Mr. Berger noted that the NOV may not affect the Overbrook LPSS Project. The Board discussed a possible long-term solution to the overflow problem with Mr. Berger, to include current pump capacity, a second line under the river to WWSA from DAMA, progress of the Act 537 Plan and the impact from other municipalities that pump into DAMA's public sewer system.

Mr. Oliver inquired as to how much pumping capacity DAMA would need to prevent future overflow situations. Mr. Berger stated that he had discussed this issue with DAMA's Sewer Division Supervisor Ed Hann, and came up with a number of 10 MGD, however, this would most likely involve changing the main station pumps. A long term solution must also include increased efforts by DAMA to reduce infiltration and inflow (I&I). Mr. Keiper suggested that design work begin on the river crossing to WWSA in conjunction with development of the Act 537 Plan. Mr. Berger noted that installation of the new line under the river will depend on final approval from both PADEP and WWSA.

Mr. Keiper advised the Board that the advertisement for bid prepared by Quad Three Group for the Overbrook Road LPSS project has the wrong address for DAMA, and requested that an addendum be issued as soon as possible. Mr. Keiper also noted that the bid opening time should be changed to allow opening of bids received prior to the actual board meeting, to allow more time to review the bids.

#### Solicitor's Report

Attorney Jones reported that Mr. Keiper has negotiated with FNCB Bank to grant to DAMA a letter of credit in the amount of \$275,000 as security for the Overbrook Road LPSS project. Attorney Jones has prepared a resolution to allow DAMA to enter into a financing agreement with FNCB to secure the irrevocable letter of credit for this project. A motion was made by Mr. Doughton, seconded by Mr. Barrett, and approved by a unanimous roll call vote to accept the financing resolution prepared by Attorney Jones.

#### Old Business

Mr. Keiper reported that a request for proposal to develop DAMA's GIS System and MS-4 plan was sent to three engineering firms. Two proposals were received and previously distributed to the Board for review and comment. The request for proposal required that the firm's qualifications and the job price be submitted separately. Mr. Keiper stated that T&M Engineering from the Lancaster area has both excellent qualifications and the lowest price, followed by Borton-Lawson from Wilkes-Barre. Mr. Keiper has spoken with Borton-Lawson regarding their job pricing, and with T&M to insure their pricing is accurate. Mr. Oliver inquired if T&M will be able to expedite this project as they are not a local firm. Mr. Keiper stated that they will be ready to mobilize next week. Mr. Barrett inquired if there is a provision for additional expenses in the T&M proposal. Mr. Keiper stated that there is a time and material provision for T&M in the MS-4 proposal only. Mr. Oliver noted that we will also need to meet with our member municipalities to determine

which MS-4 services they will require from the engineering firm, which will also help determine the fee that will be charged for each EDU by DAMA. Mr. Doughton expressed concerns on the accuracy of the MS-4 pricing. Mr. Oliver requested a motion be made to accept the T&M proposal contingent on a meeting with the firm next week to review their proposal in greater detail. A motion was made by Mr. Carroll, seconded by Mr. Barrett, and approved by a unanimous roll call vote to accept the T&M proposal.

#### New Business

Mr. Keiper stated that in addition to developing a new personnel policy manual, he would also like to take a closer look at revising DAMA's Rules & Regulations, especially on the way commercial units are charged for sewer services. Mr. Oliver concurred.

Mr. Keiper advised the Board that the new Solid Waste Division trucks have been received and are now in operation. The new trucks were parked in DAMA's lot tonight if any Board member wished to see them. Mr. Longfoot noted that he has received several inquiries for the purchase of the used MSW trucks that DAMA has for sale.

Mr. Keiper discussed the need to secure formal dedication of the sewer system within the Yalick Farms Development to DAMA. Also, Attorney Jones has been asked by Mr. Keiper to look at revising the actual developer's agreement to modify the tap-in fee clause for collection and conveyance of wastewater. Mr. Hann noted that he had previously inspected the Yalick Farms sewer system and it was approved by DAMA. Mr. Berger stated that the only items preventing final engineer approval and acceptance of the Yalick Farms sewer system, as required by the developer's agreement, is a dip in the sewer main that crosses under SR 415 which ties into DAMA's sewer collection system, and a manhole on the Yalick Farms side that needs to be adjusted for depth. Mr. Keiper will work on closing out the Yalick Farms project.

#### Supervisors Report

Ryan Longfoot reported that the new recycling truck has been delivered and the 902 grant reimbursement paperwork will be submitted shortly.

Ed Hann reported that a SCADA system has been installed on several DAMA pumping stations and the monitoring equipment set up in the downstairs office is working well. Mr. Keiper invited the Board to inspect the system at the conclusion of tonight's meeting. Mr. Hann reported that installation of CIPP sewer liners is also underway.

No additional business was discussed, and the meeting was adjourned at 8:13 PM.

Respectfully submitted:

David Jenkins, Secretary  
Dallas Area Municipal Authority