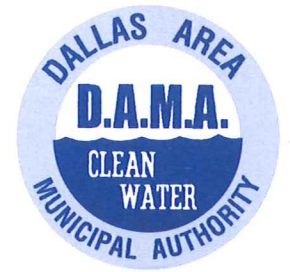


DALLAS AREA MUNICIPAL AUTHORITY

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MINUTES DALLAS AREA MUNICIPAL AUTHORITY February 9, 2017

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

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

Other officials present: Attorney Christopher J. Crawford for Attorney Benjamin R. Jones, III, DAMA Solicitor, 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. Doughton, seconded by Mr. Snowdon and approved with all in favor the January 12, 2017 regular meeting minutes were approved as read.

Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$78,868.60 for review and approval. 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 \$115,673.73 for review and approval. Following a 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 invoices.

Mr. Snowdon reviewed the bank account balances with the Board and requested that the BB&T accounts continue to be paid down as soon as possible to take advantage of the higher interest rate from FNCB.

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

DAMA Committee Report

Mr. Jenkins reported that he and Mr. Keiper are continuing work to revise the current DAMA employee personnel policy manual and noted that they are looking at a more extensive antidiscrimination and harassment policy. Once changes are made to the manual, it will be sent out for review to insure legal and regulatory compliance. Mr. Keiper noted that he would like to provide a draft copy to Mr. Barrett and any other Board member that wishes to review the final DAMA policy manual.

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Executive Director's Report

Mr. Keiper reported on the status of the new sewer and trash bills. Mr. Snowdon inquired if there is an idea on what has yet to be collected. Mr. Keiper stated that bills are still being posted so that number is not available at this time.

Engineer's Report

Mr. Berger reported that we are currently waiting for PADOT approval on DAMA's proposed letter of credit, which will then allow the project to be put out for bid. Approval from DEP on Dallas Township's adoption of an official resolution is also pending.

Mr. Berger reported on the status of the Act 537 Plan. The Task Activity Report (TAR) is nearly complete. In discussing the TAR with Scott Novatnak from PADEP, Mr. Berger has requested clarification on what will be required for the sewage management component of the Act 537 Plan.

Mr. Berger reported that a new round of Act 13 Grant funding for sewer related projects has just opened. Funds of up to \$100,000 are available and the applications must be submitted no later than May 1st.

Quad Three Group is continuing to work on DAMA's Chapter 94 Report, and is looking to finalize the rate calculations pursuant to a previous rate study that was completed for the Authority. Mr. Oliver inquired if DEP has set a final completion due date for the Act 537 Plan. Mr. Berger stated that no actual date has been set, however, the Authority must show progress on plan completion. The next Act 537 Plan progress meeting with DEP will be held in March. Mr. Keiper noted that the tentative project completion date should be set by DAMA, not DEP, and inquired if any board action was required to act on a line of credit for PADOT. Mr. Berger stated that board action should not be required as long as DAMA has funds in the bank to cover the estimated project cost of \$400,000 excluding the cost of pipe. The primary focus is on restoration of the road shoulder following project completion.

Solicitor's Report

Attorney Crawford stated that he had nothing to report on behalf of Attorney Jones.

Old Business

Mr. Keiper recommended that the MS4 letters were sent to DAMA's member municipalities as signed by Mr. Oliver, and noted that Dallas Township has responded. Mr. Oliver stated that Dallas Borough is looking forward to cooperating with DAMA on the MS4 program. The Board is waiting to hear back from Kingston Township. Mr. Keiper will work on scheduling a date in the near future to meet with the municipalities.

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Mr. Keiper reported that DAMA's webpage is only functioning for online bill payments. Diversified Technologies will now host DAMA Online and is currently working on the new DAMA webpage. Mr. Jenkins inquired as to who will handle DAMA's computer hacking and virus protection. Mr. Keiper stated that it will be handled by Lanopy Networks. The Board discussed the current state of DAMA's computer security and back-up systems.

New Business

Mr. Keiper reported that he has received two proposals from banks for a loan to purchase DAMA's new MSW Division trucks, and discussed the proposals in detail with the Board. A third proposal is forthcoming. The new trucks are expected to be delivered by the end of the month. Mr. Keiper recommended that DAMA go with a tax exempt loan for the trucks, and requested that the Board make a motion to authorize the loan. A motion was made by Mr. Carroll, seconded by Mr. Jenkins, and approved by a unanimous roll call vote to purchase the new MSW Division trucks via a tax exempt loan.

Mr. Keiper requested that the Board approve the purchase of a new truck for marking PA-One -Calls, which will replace the existing truck that has numerous mechanical and electrical problems. A motion was made by Mr. Carroll, seconded by Mr. Doughton, and passed on a unanimous roll call vote to purchase a new Chevrolet Silverado to use for marking PA-One-Calls.

Mr. Keiper advised the Board that Ed Hann has solicited pricing for a Supervisory Control and Data Acquisition (SCADA) system for several of DAMA's pumping stations. Ed Hann explained to the Board how the SCADA system will be used to remotely monitor DAMA's pumping stations and handle alarm events. Cost of the SCADA system for three pump stations is approximately \$19,000 plus a monthly service fee. The SCADA system will also cut down on the number of weekly trips to these pump stations by DAMA personnel to verify operating conditions. Mr. Keiper noted that DAMA will try out three pump stations at first, and if the system works well, it will be expanded to cover additional pumping stations. A motion was made by Mr. Snowdon, seconded by Mr. Barrett, and passed on a unanimous roll call vote to authorize the purchase of a SCADA system to include the monthly monitoring fee.

Mr. Keiper requested permission from the Board to hire a wastewater operator to replace Jim Youngblood, who passed away last year. The Board authorized Mr. Keiper to advertise the position in accordance with DAMA's hiring guidelines.

Supervisors Report

Mr. Snowdon discussed the need to continue to secure any available recycling grants with Ryan Longfoot. Ryan noted that he keeps in touch with PADEP and Luzerne County as the grants become available. No report was given by Ed Hann on the sewer division.

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No additional business was discussed, and the meeting was adjourned at 7:35 PM.

Respectfully submitted:

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