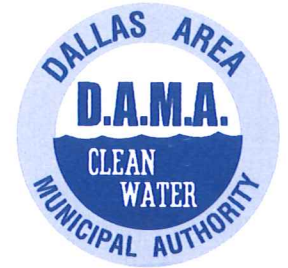


# DALLAS AREA MUNICIPAL AUTHORITY

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## MINUTES DALLAS AREA MUNICIPAL AUTHORITY January 12, 2017

**The Reorganization Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, January 12, 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: Solicitor Benjamin R. Jones, III, Brent Berger of Quad Three Group, Tom Keiper, Ryan Longfoot, Ed Hann, and Susan Lee.**

**Mr. Oliver opened the meeting and took roll. Mr. Keiper read for the record a letter from Dallas Borough reappointing Mr. Oliver as a representative to DAMA for the period January 1, 2017 thru December 31, 2021. Mr. Oliver turned the meeting over to Attorney Jones to serve in the capacity of Temporary Chairman to conduct the Reorganization Meeting.**

**Attorney Jones called for nominations for the Board of Directors of DAMA for 2017, beginning with the office of Chairman. Mr. Carroll nominated John Oliver to serve in the office of Chairman. No other nominations were made and the nominations for Chairman were closed.**

**Attorney Jones called for nominations for the office of Vice-Chairman. Mr. Oliver nominated Tim Carroll to serve in the office of Vice-Chairman. No other nominations were made and the nominations for Vice-Chairman were closed.**

**Attorney Jones called for nominations for the office of Secretary. Mr. Snowdon nominated David Jenkins to serve in the office of Secretary. No other nominations were made and the nominations for Secretary were closed.**

**Attorney Jones called for nominations for the office of Treasurer. Mr. Jenkins nominated Brent Snowdon to serve in the office of Treasurer. No other nominations were made and the nominations for Treasurer were closed.**

**Attorney Jones called for nominations for the office of Assistant Treasurer. Mr. Doughton nominated Jeffrey Barrett to serve in the office of Assistant Treasurer. No other nominations were made and the nominations for Assistant Treasurer were closed.**

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**Attorney Jones called for nominations for the office of Assistant Secretary. Mr. Barrett nominated Ryan Doughton to serve in the office of Assistant Secretary. No other nominations were made and the nominations for Assistant Secretary were closed.**

**Attorney Jones entertained a motion to elect the slate of nominees for their respective offices on the Board of Directors. A motion was made by Mr. Snowdon, seconded by Mr. Carroll and passed on a unanimous roll call vote. The slate of officers of the Dallas Area Municipal Authority as duly elected for the Year 2017 is as follows:**

<b>John Oliver</b>	<b>Chairman</b>
<b>Timothy Carroll</b>	<b>Vice-Chairman</b>
<b>David Jenkins</b>	<b>Secretary</b>
<b>Ryan Doughton</b>	<b>Assistant Secretary</b>
<b>Brent Snowdon</b>	<b>Treasurer</b>
<b>Jeffrey Barrett</b>	<b>Assistant Treasurer</b>

**Attorney Jones turned the meeting back over to Chairman Oliver. Mr. Oliver entertained motions to appoint professional service providers to DAMA for 2017. A motion was made by Mr. Jenkins, seconded by Mr. Snowdon and passed by a unanimous roll call vote to appoint Attorney Benjamin R. Jones, III as DAMA Solicitor.**

**A motion was made by Mr. Carroll, seconded by Mr. Doughton and passed by a unanimous roll call vote to appoint Quad Three Group, Inc. as DAMA Engineer.**

**A motion was made by Mr. Snowdon, seconded by Mr. Barrett and passed by a unanimous roll call vote to appoint Joseph R. Alicene and Co. as DAMA Auditor.**

**A motion was made by Mr. Snowdon, seconded by Mr. Jenkins and passed by a unanimous roll call vote to appoint Carver and Associates, LLC as DAMA Accountant.**

**Mr. Oliver entertained a motion to continue to hold regular meetings of the Board of Directors of DAMA on the second Thursday of each month for 2017. A motion was made by Mr. Barrett, seconded by Mr. Snowdon, and unanimously approved to hold the regular meetings on the second Thursday of each month. The meeting dates for 2017 will be published by Mr. Keiper.**

**Mr. Oliver called for a motion to adjourn the reorganization meeting. A motion was made by Mr. Carroll, seconded by Mr. Jenkins, and unanimously approved to adjourn the 2017 reorganization meeting.**

**The January 2017 regular public meeting was opened. There were no public comments. No Secretary's report was presented. On a motion by Mr. Doughton, seconded by Mr. Barrett and approved with all in favor the December 8, 2016 regular meeting minutes were approved as read.**

**Treasurer's Report**

**Mr. Snowdon submitted the wastewater division invoices totaling \$179,539.34 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 \$66,820.66 for review and 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 invoices.**

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

**Mr. Snowdon reviewed the Budget vs Actual report with the Board and noted several discrepancies in the report. Mr. Keiper stated that once the year 2016 is closed out, the report will be clearer.**

**DAMA Committee Report**

**Mr. Jenkins reported that he and Mr. Keiper have started to revise the current DAMA employee personnel policy manual, and noted that Mr. Keiper is gathering existing policies from municipalities and the state for reference. Mr. Keiper stated that he would like to start by revising the current Paid Time Off (PTO) policy to clarify some of the wording, and then revise the remainder of the employee manual.**

**Executive Director's Report**

**Mr. Keiper reported on the status of the new sewer and trash bills, and noted that most DAMA customers should have received their bills by now.**

**Engineer's Report**

**Mr. Berger reported on the status of the Act 537 Plan. To date, two meetings have been held at DEP with representatives from the municipalities involved in the project except for Jackson Township. A great deal of cooperation will be needed from all parties to move the project forward.**

**Mr. Berger reported that progress has been made on the Overbrook Road LPSS Project and the PADOT Highway Occupancy Permit (HOP) is nearing completion. Once PADOT approves the right-of-way estimate, DAMA will need to provide a bond or letter of credit to secure the HOP. Once DEP reviews the public notice of the project to insure completeness,**

**the project can then be advertised and bid. Mr Berger anticipates the project to go out for bid this February or March, with the start of construction shortly thereafter. Mr. Oliver inquired as to an estimate for completion of the project. Mr. Berger stated that depending upon the weather and what is encountered during construction, the project could take 5 to 6 months. Mr. Berger noted that the next issue that needs to be addressed is the purchase and distribution of the grinder pumps for the homeowners. Homeowners along the LPSS route will also need to mark a location where they want their lateral installed. Mr. Berger recommended that another public meeting be held to provide property owners along the LPSS route final details of the project. Mr. Keiper suggested that the public meeting not be scheduled until the project bids have been received to insure an accurate homeowner cost.**

### **Solicitor's Report**

**Attorney Jones stated that he had nothing new to report.**

### **Old Business**

**Mr. Keiper recommended that vacancy allowances for solid waste customers remain unchanged from the current policy. The Board had previously looked at modifying the vacancy policy to allow additional exemptions.**

### **New Business**

**Mr. Keiper reported that he is working with Lanopy Networks change over DAMA's website from the current host, Jungle Computer. Jungle Computer had previously requested to terminate service with DAMA. Once the domain name has been switched over, Lanopy will work with Diversified Technology who will now host the website.**

**Mr. Keiper requested that the Board resume discussion of DAMA's role in stormwater management (MS4) duties for our member municipalities. The WVSA has proposed to represent all municipalities in the Wyoming Valley and Back Mountain for MS4. Mr. Doughton stated that WVSA will only handle the technical part of the MS4 duties, and each municipality will need to handle their portion. Mr. Oliver noted that this would most likely involve creating a new stormwater division under DAMA, which will involve costs to the Authority and fees to be charged to residents. Mr. Berger discussed the components and requirements of an MS4 program as related to DAMA and noted that grant money may be available to help fund the program. Attorney Jones discussed the liability aspects of the program as related to the individual municipalities and to DAMA. Mr. Doughton noted that some municipalities have incurred significant fines related to MS4 violations, however, he agrees with Mr. Berger as far as DAMA's involvement in management of the program. Mr. Keiper suggested that a letter be sent from DAMA to our member municipalities to see if there is interest in DAMA assuming MS4 duties on their behalf.**

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**Mr. Keiper advised the Board that a PMAA sponsored board member training seminar is scheduled for March 1<sup>st</sup>, and inquired if anyone wished to attend. Mr. Oliver, Mr. Jenkins, Mr. Doughton, and Attorney Jones stated that they plan to attend the seminar along with Mr. Keiper.**

**Supervisors Report**

**Mr. Oliver inquired if there were any reports from the division supervisors. No report was given by Ed Hann on the sewer division. Ryan Longfoot reported that the MSW division newsletters have been mailed, and work is continuing on the 904 Performance Grant.**

**Mr. Oliver then convened an Executive Session to discuss personnel matters, the confidentiality of which is necessary. The Executive Session concluded, no official action was taken.**

**No additional business was discussed, and the meeting was adjourned at 8:10 PM.**

**Respectfully submitted:**

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