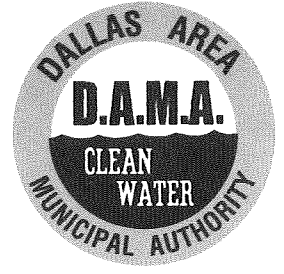


DALLAS AREA MUNICIPAL AUTHORITY

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MINUTES DALLAS AREA MUNICIPAL AUTHORITY February 8, 2018

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 P M. on February 8, 2018 at the DAMA Administration Building

**Board Members present: John Oliver, Dave Jenkins, Ryan Doughton, and Jeffery Barrett
Brent Snowdon and Timothy Carroll were absent.**

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

Mr. Oliver opened the meeting with the roll call. There were no Public Comments.

On a motion by Mr. Jenkins, seconded by Mr. Doughton and approved with all in favor the January 11, 2018 regular meeting minutes as well as the January 11, 2018 reorganization meeting were approved as submitted.

Treasurer's Report

Mr. Keiper submitted the wastewater division invoices totaling \$602,432.93 for approval. Following a detailed review of the wastewater division check register, a motion was made by Mr. Doughton, seconded by Mr. Jenkins, and passed on a unanimous roll call vote to pay the wastewater division invoices.

Mr. Keiper submitted the solid waste division invoices totaling \$59,986.27 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Jenkins, seconded by Mr. Barrett, and passed on a unanimous roll call vote to pay the solid waste division invoices.

Mr. Keiper submitted the Storm Water invoices totaling \$ 1,200.26 for approval. Following a review of the check register, A motion was made by Mr. Doughton seconded by Mr. Jenkins, and passed on a unanimous roll call vote to pay the storm W\water division invoices.

Mr. Keiper reviewed the bank account balances 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 reported that he was waiting for a Personnel Manual draft from Attorney Goldberg. Also that he and Mr. Keiper had interviewed two candidates for the Storm Water Coordinator position and they are subject to a follow up interview. Also several applications for the clerical position have been received and interviews will begin shortly.

Executive Director's Report

Mr. Keiper reported that the 2016 audit was finally completed with a qualified opinion. The qualifications were concerning the inability to reconcile the amounts owed between divisions. The qualified audit was the result of poor choices of personnel and consultants at the beginning of the year. Changes have been made in personnel in 2016 and consultant at the end of 2017 to rectify the situation. Mr. Keiper noted that the net position for the wastewater was division was \$17,450,294 and for solid waste was 2,585,837 for a total net position of \$20,036,130.

Also of note, the debt ratio for the wastewater division is .27 and for the solid waste division it is .36 for a combined debt ratio of .28. All are very solid figures.

Engineer's Report

Mr. Keiper asked Mr. Williams when the application for a Pennsylvania Small Community Small Water and Sewer grant to upgrade the main pump station was due and if it would be submitted on time. He also asked if a final estimate had been prepared. Mr. Williams stated that the grant application was due on February 28, 2018 and that the application would be in on time. The final estimate is \$381,600. Mr. Keiper asked about the resolution that the board Secretary had been authorized to sign, Mr. Williams assured the board that the resolution along with two other commitment letters would be forwarded to the Authority for execution by the Secretary.

Solicitors Report

Attorney Jones presented a resolution he had written from a draft of the lateral inspection at time of transfer of property program developed by Mr. Keiper. The resolution requires a home owner to have the lateral of a property being transferred to another owner to be televised by a certified technician and proof of it's acceptability before the property is transferred to a new owner. The property would also be inspected for illegal connections as well. After a lengthy discussion on the notification of realtors and the enforcement of the policy, Mr. Keiper stated he would advertise the policy and would notify the area realtors

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of the new policy. Mr. Oliver asked for a motion to pass the resolution establishing the Lateral Inspection Program. Mr. Mr. Jenkins made the motion and a second was made by Mr. Barrett after which the resolution passed on a unanimous roll call vote.

Old Business

Mr. Oliver asked Mr. Williams of The Quad Three Group if he had the report on the Wasserott building that was promised at last month's building. Mr. Williams reported that the engineers report on the building showed several areas of concern. In the masonry part of the building there appears to be some residual mastic on the floors as well as remaining tiles which will have to be tested to determine if they contain asbestos. Also there is waste from pigeons having been occupying the building, both of which will have to be remediated even if the portion of the building containing them is demolished. This portion of the building has considerable mold on the walls and ceiling. If that portion of the building is demolished the mold does not have to be remediated, however if it is not demolished the mold must be addressed. Either way, the cost with or without demolishing the masonry portion of the building would be in the neighborhood of \$300,000. This is a cost that must be considered if an offer is to be made on the building. No action was taken on that matter.

Mr. Keiper next stated that an auditor was not appointed at the reorganization meeting, he asked that the current auditor, Joe Aliciene be reappointed for the 2017 audit at a cost of \$9,700. A motion to appoint Joe Aliciene as auditor was made by Mr. Barrett, seconded by Mr. Doughton and unanimously passed on a roll call vote.

Mr. Keiper also noted that the meeting schedule had not been properly adopted for publication. On a motion by Mr. Jenkins, seconded by Mr. Barrett and unanimously approved on a roll call vote the 2018 meeting schedule was established on the second Thursday of each month.

Mr. Keiper revisited the request for proposals for a revenue anticipation line of credit, if the loan is for tax free interest, the money can only be used for capital projects and not for operational expenses, the request for proposals has been modified to reflect a taxable interest rate.

New Business

Mr. Keiper reported that he and Mr. Doughton had met with representatives of Dallas Township and their engineer. As Dallas Township is in the process of improving one of their parks and DAMA's Chesapeake Bay Pollutant Reduction Plan has proposed a detention basin for that park, Mr. Keiper is asking for permission to reimburse Dallas Township for the cost of designing the detention basin as well as any out of pocket expenses in the construction of the basin. The design cost is approximately \$25,000. Mr. Doughton made a motion and Mr. Barrett seconded the motion to reimburse Dallas Township for the costs associated with the detention basin. The motion was approved on a unanimous roll call vote.

Supervisors Report

Mr. Hann asked for permission to advertise for bids for a new lateral reinstatement cutter for use in the CIPP process. Mr. Barrett made a motion, seconded by Mr. Jenkins and unanimously approved by a voice vote to advertise for bids for the cutter.

Mr. Longfoot announced that he has scheduled a pre-application meeting with PADep for a 902 recycling grant. The grant would be to replace the aging loader used in the composting operation as well as adding a skid steer loader for loading compost. This is a 90% grant with a 10% match from DAMA.

Mr. Longfoot is also scheduling an electronic recycling event as well as a paper shredding event for this year. Lehman Township will be contacted to investigate their participation in the electronic recycling event.

With no further business the meeting was adjourned at 7:45 P.M.

Respectfully submitted:



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