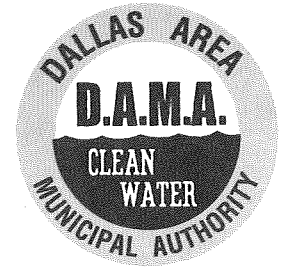


# DALLAS AREA MUNICIPAL AUTHORITY

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



Web: [www.damaonline.org](http://www.damaonline.org)  
E-mail: [office@damaonline.org](mailto:office@damaonline.org)

## MINUTES DALLAS AREA MUNICIPAL AUTHORITY January 11, 2018

The Regular Board Meeting of the Dallas Area Municipal Authority was held immediately following the 2018 Reorganization Meeting on Thursday, January 11, 2018, at the DAMA Administration Building.

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

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

Mr. Oliver opened the meeting and noted that roll call had been taken at the reorganization meeting. There were no Public Comments.

On a motion by Mr. Doughton, seconded by Mr. Snowdon and approved with all in favor the December 14<sup>th</sup>, 2017 regular meeting minutes were approved as submitted.

### Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$175,347.75 for approval. Following a detailed review of the wastewater 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 wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$52,088.15 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Jenkins, seconded by Mr. Carroll, and passed on a unanimous roll call vote to pay the solid waste division invoices.

Mr. Snowdon reviewed the bank account balances and the Budget vs Actual report 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 and Mr. Keiper were in receipt of correspondence from Attorney Goldberg, listing several topics that should be included in the updated Personnel Manual, a conference call will be scheduled to discuss those items shortly.

**Executive Director's Report**

**Mr. Keiper reported that he and the division supervisors, along with Mr. Jenkins, Mr. Oliver, and several representatives of Quad Three had toured the Wasserott building and that after the engineers report any discussion regarding a possible purchase should be done in executive session.**

**Engineer's Report**

**Mr. Berger stated there is a small communities water and sewer grant program being issued by DCED. It has a minimum project cost of \$ 30,000 and a maximum of \$500,000. The main pump station up grade would fit in this range and would be a good candidate for the 85% grant. Mr. Berger recommended passing a resolution authorizing applying for a grant of between \$350,000 and \$400,000 and also designating Thomas Keiper, Executive Director, as the official to execute all documents and agreements between Dallas Area Municipal Authority and the Commonwealth Financing Authority. The resolution passed on a motion by Mr. Jenkins, seconded by Mr. Carroll and a unanimous roll call vote.**

**Mr. Berger next discussed the Wasserott Building. The engineers thought that the pre-engineered steel building was structurally sound and most of the masonry portion seemed sound, however the roof could not be affectively evaluated. Also of note, there is considerable work to do to mitigate the mold and asbestos in the masonry portion of the building. That would have to be done prior to any repair or demolition. In addition a highway access permit would be requires from PennDOT and fencing would be required. Mr. Berger promised an engineering report and estimates for the work required to facilitate negotiations on the property should the board decide to proceed.**

**Solicitors Report**

**Attorney Jones reported that the Articles of Incorporation were amended and approved by the Secretary of the Commonwealth of Pennsylvania on December 22, 2017. The amendment includes Storm Water Management as a function of Authority and that with the Intergovernmental Agreements and the Chesapeake Bay Pollutant Reduction Plan as submitted to PaDEP officially puts the Authority in the business of Storm Water Management.**

**Attorney Jones next presented a resolution to accept the Asset Acquisition Agreement acquiring the Jackson Township Sewer Collection System as prepared by Attorney Jones**

**Page Three of Four  
Minutes-January 11, 2018  
Dallas Area Municipal Authority**

**With input from Mr. Keiper. The agreement still requires approval of the Jackson Township Board of Supervisors. The agreement is for DAMA to take ownership of all of the sewers and appurtances and rights of way in Jackson Township and to assume the PennVest loan still outstanding. The users in Jackson township would pay the same rate as the other residents on the DAMA system plus a small fee to pay the debt service on the loan until the loan is paid in full. At that time they would pay the same rate as other customers of DAMA.**

**On a motion by Mr. Jenkins, seconded by Mr. Carroll the resolution was unanimously passed on a roll call vote.**

**Old Business**

**Next Mr. Keiper presented the amended 2018 Wastewater budget, reflecting the wage increases passed at the December meeting and also the reduction in workman's comp insurance. The budget bottom line remained the same with the wages line item increasing by \$6,000 and the insurance decreasing by \$3,800 and the capital funding being decreased to compensate for the rest of the increased cost.**

**On a motion by Mr. Snowdon and a second by Mr. Jenkins and a unanimous roll call vote the amendment to the 2018 Wastewater Budget was approved.**

**Next Mr. Keiper presented the amended 2018 Solid Waste budget, reflecting the same increases and decreases as the waste water budget, however the reduction in the workman's comp insurance premium for the solid waste division more than offset the increase in wages and resulted in an increase in capital funding.**

**On a motion by Mr. Snowdon and a second by Mr. Jenkins and a unanimous roll call vote the amendment to the 2018 Solid Waste budget was approved**

**New Business**

**Mr. Keiper asked for permission to prepare a request for proposal for a revenue anticipation line of credit in the amount of one million dollars to fund start up capital for the storm division and also to fund some of the Best Management Practices as presented in the Chesapeake Bay Pollutant Reduction Plan and scheduled for completion in the first year of operation.**

**On a motion from Mr. Snowdon and a second by Mr. Doughton and a unanimous roll call vote Mr. Keiper was instructed to work with Stevens and Lee to prepare a RFP for a million dollar revenue anticipation line of credit.**

**Mr. Keiper then informed the board that as per the capital budget the process of acquiring two new vehicles would begin. A new pickup truck for the solid waste division is going to be ordered to replace an old Ford from the wastewater division. Also a new vehicle to replace the office vehicle will be purchased as the current one has several issues that would need to be addressed to continue to use it and with the high mileage on the vehicle the repairs are not warranted.**

**Also the process of preparing specifications for a new lateral reinstatement cutter will begin so the cutter can be put out to bid. With the increase in lining scheduled for this season a more reliable cutter is necessary.**

**Also Dallas Township and other municipalities have expressed an interest in working with the Authority on some of the Best Management Practices scheduled for municipal property in the first year of the Pollutant Reduction Plan.**

**Supervisors Report**

**Ryan Longfoot advised the Board that he would be changing the schedule for pick up for the weeks including Memorial Day and Labor Day. Monday and Tuesday routes will be picked on Tuesday. The rest of the week will remain unchanged. In the past all pick ups were delayed one day with Friday's routes picked on Saturday. This schedule on a trial basis will eliminate Saturday work on two days.**

**At this time the meeting was adjourned and the board went into executive session.**

**Respectfully submitted:**



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