

# DALLAS AREA MUNICIPAL AUTHORITY

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## MINUTES DALLAS AREA MUNICIPAL AUTHORITY October 12, 2017

The Regular Board Meeting of the Dallas Area Municipal Authority was held at 7:00 PM, Thursday, October 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: Tom Keiper, Ryan Longfoot, Ed Hann, (DAMA), and Brent Berger of Quad Three Group.

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 September 14, 2017 regular meeting minutes were approved as read.

### Treasurer's Report

Mr. Snowdon submitted the wastewater division invoices totaling \$124,478.89 for approval. Following a detailed review of the wastewater 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 wastewater division invoices.

Mr. Snowdon submitted the solid waste division invoices totaling \$55,132.79 for approval. Following a detailed review of the solid waste division check register, a motion was made by Mr. Snowdon, 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 with the Board, noted that the BB&T account is now closed, and opened the floor for questions.

### DAMA Committee Report

Mr. Oliver inquired if there anything to report from the personnel committee. Mr. Jenkins stated that the revised DAMA employee manual has been compiled, and he would like to meet with Mr. Barrett to review the draft. Following a review of the manual by Mr. Jenkins and Mr. Barrett, an attorney that specializes in labor law will be engaged to review the final product before the manual is bound and published for distribution.

Executive Director's Report

Mr. Keiper reported that all of the MS-4 intergovernmental agreements have been signed by DAMA's member municipalities, and are now ready for execution by the DAMA Board. Mr. Keiper noted that Attorney Jones was unable to attend tonight's meeting, however, he will drop off the agreements at DAMA on Monday. Mr. Oliver called for a motion to authorize the Chairman and Secretary to sign the intergovernmental agreements on behalf of DAMA. A motion was made by Mr. Doughton, seconded by Mr. Barrett, and approved by a unanimous roll call vote to execute the intergovernmental agreements.

Mr. Keiper reported that the amendment to DAMA's Articles of Incorporation along with the required ordinances have been completed, and will now be registered in Harrisburg by Attorney Jones.

Mr. Keiper reported that the ordinance requiring a lateral inspection upon the transfer or sale of property has been passed by DAMA's member municipalities, and an official inspection policy will now be developed. The completed policy will then be published, as required, in the local newspapers.

Mr. Keiper reported that he has provided Attorney Jones with a draft of the Jackson Township Asset Acquisition Agreement and Service Agreement for review and comment, and discussed details of the proposed agreements with the board. Once completed, the acquisition proposal will be submitted to Jackson Township for consideration. Mr. Keiper noted that the major advantage to DAMA by acquiring the Jackson Township sewer collection system would be the ability to easily reduce I&I.

Engineer's Report

Mr. Berger reported that he had received a letter from PADEP regarding the Overbrook Road Planning Permit. Mr. Keiper stated that the DEP letter and information from DAMA's attorney will be discussed in a closed session following tonight's meeting.

Mr. Berger reported that he has been in contact with the contractor for the Overbrook Road Project, and believes that he would be willing to move the start date to next Spring without any penalties to DAMA if the Board concurs. Following additional discussion of the matter, the Board authorized Mr. Berger to speak with the Overbrook Road contractor about moving the project start date.

Solicitor's Report

In the absence of Attorney Jones, no Solicitors Report was presented to the Board.

**Old Business**

**Mr. Keiper reported that the truck in which the new CIPP lining furnace will be installed has been ordered. Ed Hann stated that the truck should be in by the middle of November, and the furnace by early November. He expects to have the unit completed and operational by this December.**

**Mr. Keiper advised the Board that the new office furniture has been ordered from Stone Office Equipment, and is scheduled for delivery in about 5 weeks. Once the furniture has been delivered, the new carpet will be installed and the office reorganized.**

**New Business**

**Ryan Longfoot reported that the new 20 foot by 50 foot carport / truck wash bay will be installed shortly at DAMA's SR118 Solid Waste Division location. Mr. Keiper noted that the structure height was increased from 12 feet to 14 feet to allow future installation of overhead doors if needed.**

**Mr. Oliver requested an update on the MS-4 engineering project. Mr. Keiper reported that T&M Engineering is preparing proposals for years one and two of design for the CBPRP, and will also submit a proposal to do the billing study for DAMA. Mr. Keiper and the Board discussed the details of how billing will be structured for areas of impervious surface, and how those areas will be identified. Mr. Snowden inquired if an approximate date has been discussed to begin billing by DAMA. Mr. Keiper stated that based on the DEP permitting schedule, he does not believe billing will begin for MS-4 any earlier than next Spring.**

**Supervisors Report**

**Ed Hann reported that the sewer division has received training, and has now began working on the chemical grouting of manholes to help stop leaks. Additionally, the municipalities have begun their Fall paving projects which requires DAMA personnel to raise the manholes.**

**Mr. Oliver stated that following adjournment of the regular meeting, the Board will convene an Executive Session. No additional business was discussed, and the regular meeting was adjourned at 7:29 PM.**

**Respectfully submitted:**

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