

**HOWE TOWNSHIP MUNICIPAL AUTHORITY  
300 NORTH FOURTH STREET  
NEWPORT, PA 17074  
REGULAR MEETING MINUTES  
December 21, 2015**

**Members present: Burd, Campbell, Kessler, Sheaffer, & Turner**

**Members absent: None**

**Guests: Josh Fox HRG, Dave Jones Stock & Leader, Josh Owens Larson  
Design Group the NBMA Engineer, and Tim Seiber, NBMA**

**Public: None**

**The meeting was called to order at the Howe Township Municipal Building,  
80 Red Hill Road, Newport, PA 17074, by Chairman Campbell at 5:30PM.**

- 1. There was no public comment.**
- 2. Secretary Burd presented the minutes of the November 16, 2015 regular meeting.**
- 3. Sheaffer moved, Kessler seconded, motion carried to approve the minutes of the November 16, 2015 regular meeting.**
- 4. The books are at the auditors so the treasurer's report was tabled.**
- 5. We received some questions and requests for additional information from the auditor. Responses were supplied.**
- 6. The Annual Report request was received from DCED, Campbell completed and returned.**
- 7. Roster request from PMAA was received, Campbell completed and returned.**
- 8. The same meeting schedule will be kept for 2016.**
- 9. The Authority supports the reappointment of William Turner to the HTMA by the Board of Supervisors.**
- 10. Josh Fox reported on the status of the pump stations. Cedar Realty has a new point of contact, and the process is moving forward. Jones will draft an easement agreement for Cedar's consideration. PPL easement as been signed by Shontz, but not by Smith yet. There are currently no major technical questions or concerns.**
- 11. There needs to be a PennDOT HOP application for minimum use driveway permit at the Shontz site. Campbell will confirm with the County how the property owner is listed.**
- 12. Fox reviewed the comment letter from DEP regarding the water crossing permits. There are questions regarding PA Historical & Museum Commission and the Fish & Boat Commission. Fox and Cody Lytle will be addressing the request for information from DEP. Fox noted that the plan is to be 26 feet below the river bed. There is also a question regarding having an onsite engineer for the duration of the drill.**
- 13. Josh Owens updated the Authority on the status of the NBMA's WQM permit. They had questions to answer from DEP as well. There is a question of eliminating the bypass at the new sewer plant. EPA says no, DEP says yes. This would effect where Howe connects. It also effects the amount of equipment required in the plant. NBMA**

is also waiting for NPDS permit comments. With the response and review time tables the time schedule for construction is disrupted.

14. Regarding financing NBMA cannot submit to PENNVEST without the permits. They are about 95% complete with the USDA application, waiting for the engineering review comments.
15. Once the permits are in hand, they have 6 months to start the project. He does not feel that funding is an issue at this time.
16. Tim Seiber, NBMA Treasurer reported that NBMA is on track to becoming an operating authority and taking over operation of the plant on January 1, 2016. Currently the plant is operated by the Borough of Newport. They are searching for an employee to run the plant, currently it is done by PESI, Todd Mace, and will continue until they hire an operator.
17. Further discussions will be held regarding Howe & Oliver Township Authority's obligations to NBMA for design and construction costs.
18. Fox noted that we should wait until February to request a PennWorks grant extension if needed.
19. Fox also noted that we should be ready for the May 11, 2016 round of PENNVEST funding.
20. The HRG fee schedule for 2016 will remain the same as we are under contract at the 2014 rates.
21. Jones reported that Stock & Leader rates will be going up about \$5.00 per hour. Most of remaining PENNVEST money is for legal fees.
22. Fox presented DCED payment request for HRG \$22,416.57, the PennWorks amount (75% of total invoices) \$16,812.43
23. Draw #15, \$6,915.14 motion by Burd, seconded by Kessler, motion carried.
24. Request #2 PennWorks \$16,812.43 motion by Turner, seconded by Burd, motion carried.
25. Fox led a brief discussion regarding the lease and/or sale of water and sewer systems.
26. Turner moved, Sheaffer seconded, motion carried to adjourn at 7:10PM.

**Next meeting: January 18, 2016**

**Respectfully submitted,**

**Charles Burd  
Secretary**