

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)
300 NORTH FOURTH STREET
NEWPORT, PA 17074
REGULAR MEETING MINUTES
February 15, 2016**

Members present: Burd, Campbell, Kessler, Sheaffer, and Turner

Members absent: None

Guests: Josh Fox, HRG; Tim Seiber, Newport Borough Municipal Authority (NBMA)

The meeting was called to order at 5:30 PM by Chairman Campbell.

Tim Seiber, Treasurer of the NBMA updated the Authority on the NBMA waste water treatment plant project and operation of the current plant. They have is a slight redesign of the plant. There is conflicting requirement from authorities regarding a bypass that has their bidding process on hold. They are hiring Chris Burkholder from Middletown to be a full time operator. They are applying for USDA-RUS funding. The paperwork is to be in by February 19. They are listing Howe & Oliver as one EDU. They are looking for 50% grant, and 50% low interest loan.

- 1. Secretary Burd presented the January 18, 2016 minutes.**
- 2. Turner moved, Sheaffer seconded, motion carried to approve the January 18, 2016 minutes.**
- 3. Treasurer Sheaffer presented the Treasurer's Report.**
- 4. Kessler moved, Turner seconded, motion carried to approve the Treasurer's Report.**
- 5. Burd distributed communications from various agencies.**
- 6. Josh Fox presented an update on the project, HRG is working to finish the final design.**
- 7. We will need an extension of the PennWorks grant. Motion by Sheaffer, seconded by Turner, motion carried to request one year extension until June 30, 2017.**
- 8. Burd moved, Kessler seconded, motion carried to approve PennVest draw #16 for \$2,380.64.**
- 9. Burd moved, Kessler seconded, motion carried to approve PennWorks draw #3 for \$447.98.**
- 10. Kessler moved, Turner seconded, motion carried to authorize Dave Jones to move forward with agreements for Shontz & Smith properties for the pump station.**
- 11. Campbell will contact Rob Smith to finalize the agreement for the Smith property.**
- 12. HTMA needs the Shontz property in hand to obtain the HOP permit for the limited driveway.**
- 13. Seiber stated that DEP is going to give NBMA a magic number to see if there is enough capacity to add Howe Township to the existing plant. The proposed development of the old Snap On building apartments may effect this.**
- 14. Fox reported that the Geomorphological Assessment of the Smith property was completed. It has been submitted to the PA Historical & Museum Commission (PHMC). PHMC has to sign off on it before DEP will issued the river crossing permit.**
- 15. Fox reported on the meeting with DEP. They will not give a conditional approval. They are waiting until everything is completed to submit per Ed Muzic.**
- 16. PennWorks contingency plan, fall 2016 should consider small sub projects.**
- 17. Jones and Fox are working on easement agreement with Cedar Realty.**
- 18. Fox will be reviewing the shared expenses NBMA before next month's meeting.**

- 19. The 2014 audit is nearly completed.**
- 20. Burd gave an update on the direction of the plans for the Township Building.**
- 21. The HTMA is appreciative of the Board of Supervisors keeping the future needs of the Authority in their planning process.**
- 22. Turner moved, Burd seconded to adjourn at 6:50PM.**
- 23. Next meeting March 21, 2016**

Respectfully submitted,

**Charles Burd, Secretary
Howe Township Municipal Authority**