

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

**Members present: Burd, Campbell, Kessler, and Turner.**

**Members absent: Sheaffer**

**Guests: Sarah Doyle, Stock & Leader, Josh Fox, HRG, Janice K. Shaw, Notary;**

**Residents: Mike Capozzoli, Joseph W. Cox, Guy Waughtel, John Brame, Charlotte Brame, Kenneth Latchford, Jim Dudley, Pat Dudley, Joy Reisinger, Rex Cassell, Kim Cassell, Donna Sisson, Karen Dobbs, Edna Little, Robert Schreiber, Judy Schreiber, Arlene Rice, Victor Clegg, Max Kauffman, Ralph E. Holley, Carol D. Holley, Robert Lahr, Sam Fasick, Robert L. Haines, Nate Beamer, Amanda Beamer, Darwin Haines, Nancy Haines, Harold Kauffman, Nancy Kauffman, Carrie Smith, Pat Ibaugh, Carson Walker, Harry Welcomer, Annetje Earnest, Jim Turner (Highland Presbyterian Church), Ronald L. Brookhart, and Margaret Olson.**

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

- 1. Burd presented the minutes from the July 18 regular meeting.**
- 2. Turner moved, Kessler seconded, motion carried to approve the July 18 minutes.**
- 3. The treasurers report was tabled, the books are at the auditors.**
- 4. There was no correspondence for distribution.**
- 5. Josh Fox reviewed the PENNVEST Offer of \$2.952 million grant and \$2.587 million 30 year, 1% loan. There are three options: accept, reject, request a 60 day extension to accept the offer, which PENNVEST will allow.**
- 6. The request of the 60 day extension will allow for gathering more cost data.**
- 7. Newport to provide us with updated numbers for their project. They have submitted to USDA for funding (35%-75% available for grant)**
- 8. If costs are under estimates/offer, PENNVEST normally reduces loan and grant equally.**
- 9. If we request the extension from PENNVEST:**
- 10. HRG & Stock and Leader will take the contract documents and put them into bid submission form.**
- 11. Bids could go out as early as next Wednesday, August 24, 2016.**
- 12. Bids would have stipulation that we have 120 days to accept or reject.**
- 13. The two lowest bids would be reviewed for a decision.**
- 14. Josh Fox and Sarah Doyle recommended asking for an extension from PENNVEST.**
- 15. Turner moved, Burd seconded, unanimous ballot, motion passed to request the 60 day extension from PENNVEST.**
- 16. Kessler moved, Turner seconded, motion carried for HRG to prepare bid packets to forward to Stock and Leader for review, then put out for bid.**
- 17. The bidding will be conducted through the PennBid site, at no cost to the Authority.**
- 18. Josh Fox reviewed options for the Commonwealth Financing Agency (CFA) that has opened up a grant round. \$22 million available for grants requests of \$30,000-\$500,000.**
- 19. The eligible options would be: mobile generator for the pump stations of \$60,000, or a sewer extension for W. Shortcut Road for \$120,000-\$200,000 which would provide the availability for more customers, or a force main under 322 towards Buffalo Crossing for \$500,000.**

20. The recommended option is the W. Shortcut Road project. The deadline for submission is October 30, 2016. There is a \$100 non refundable application fee. HRG engineering costs would be less that \$1,000.
21. The Authority is to consider the options until the September meeting for a decision, HRG will provide additional information as it is available.
22. Josh Fox provided the following information regarding the grinder pumps.
23. Grinder pump and control panel locations can be determined by property owner within parameters.
24. Grinder pumps are submersible.
25. They will be provided by the HTMA, they are warranted if burn out or wear out from normal non abusive use. Property owner responsible if abused.
26. Average electric cost to run pump is approximately the same as a 60 watt bulb for one year.
27. Fox noted that PENNVEST's affordable user rate is \$73.90 per month.
28. Tapping fees could be \$1,500 to \$5,500, it will be pinpointed better as more information is gathered. The higher the tapping fee, the lower the monthly charge, and the lower the tapping fee, the higher the monthly charge.
29. The mandatory connection distances are: 250 feet for residential, 1200 feet for new commercial, and 250 for exiting commercial.
30. Abandonment of on lot disposal systems (OLDS) will require them to be filled in or removed. There are grant or low interest loan funds available from PENNVEST and USDA to help with these costs.
31. Sarah Doyle reported there was no update on the Shontz property, no action is needed at this time.
32. HRG and Stock & Leader are to get figures together for funds the HTMA will need to operate for upcoming projects.
33. Additional questions during the public comment period included:
34. Do summer homes need to hook up. Yes
35. There is a one year warranty for contractors to correct issues.
36. There is a two year warranty to fix any errors on PennDOT roads and right of ways.
37. There was much public interaction dealing with the grinder pump and easement agreements.
38. Josh Fox reviewed plans and answered property owners questions and concerns.
39. We need to have agreements signed by the September 19 HTMA meeting, postcards will be sent out to affected property owners.
40. Kessler moved, Turn seconded, motion carried to pay Janice Shaw, Notary \$70.00 for notary services.
41. Burd moved, Kessler seconded motion carried to adjourn at 8:25 PM.
42. Next meeting: September 19, 2016

Respectfully submitted,

Charles Burd, Secretary  
Howe Township Municipal Authority