

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)  
300 NORTH FOURTH STREET  
NEWPORT, PA 17074  
REGULAR MEETING MINUTES  
October 17, 2016**

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

**Members absent: None**

**Guests: Sarah Doyle, Stock & Leader, Josh Fox, HRG, Janice K. Shaw, Notary, Tim Seiber, NBMA, Residents: Carson Walker, Edna Little**

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

- 1. The meeting opened with public comments. Tim Seiber, Newport Borough Municipal Authority (NBMA) said that they are shuffling papers with USDA, still in a holding pattern, but expect an answer by their regular monthly meeting on October 27.**
- 2. NBMA, HTMA, and the Oliver Township Municipal Authority will have a joint meeting as soon as NBMA receives its funding offer.**
- 3. Carson Walker requested to move the lateral to the rear of the properties on Church Road. Josh Fox indicated that this would be acceptable if the Churches approved.**
- 4. Walker is going to contact the Highland Presbyterian Church and the Red Hill Church of God to have representatives meet on November 21 at 5pm.**
- 5. Burd presented the minutes from the September 17 regular meeting.**
- 6. Sheaffer moved, Turner seconded, motion carried to approve the September 17 minutes.**
- 7. Sheaffer presented the treasurer's report.**
- 8. Burd moved, Turner seconded, motion carried to approve the treasurer's report.**
- 9. Burd presented correspondence for distribution.**
- 10. Sarah Doyle is addressing grinder pump and easement agreements that needed updated.**
- 11. Kessler moved, Turner seconded, motion carried to approve resolution 2016-3 to apply to the Commonwealth Financing Agency (CFA) for a grant of \$230,333 for the West Shortcut Extension project.**
- 12. Kessler moved, Turner seconded, motion carried to submit the source of funds letter to the CFA. The local share of \$40,648 will come from tapping fee revenue.**
- 13. The CFA grant request will be submitted by October 31, 2016.**
- 14. Fox distributed the construction bid spread sheets.**
- 15. The apparent low bidder is Sippel Development, Inc. for contract 16-1 for \$4,688,847.15.**
- 16. The apparent low bidder for contract 16-2 for electrical work is PSI Pumping Solutions for \$267,800.**
- 17. The total construction bid cost is \$5,452,311.86 including 10% contingency.**
- 18. B & R Electrical Contractors requested to pull their bid. They claimed to have missed some components of the bid.**
- 19. HTMA will decide at the November meeting how to proceed.**
- 20. There is not a drop dead date with PENNVEST. HRG is working with them on extensions as we are working with and waiting for NBMA numbers.**
- 21. Fox presented scenarios for tapping fees and monthly rates which were discussed in detail, especially the relationship the effect the tapping fee has on the monthly rate.**
- 22. A final decision will be made when we get the firm numbers from NBMA.**

- 23. Campbell announced that the Township was awarded \$2,000,000 in RCAP funds for Buffalo Crossing.**
- 24. Kessler moved, Burd seconded, motion carried to approve PennWorks Request #6 for \$9,668.00 for HRG and Stock & Leader invoices.**
- 25. Burd moved, Kessler seconded, motion carried to approve PENNVEST Request #16 interest, financial services, and legal invoices in the amount of \$15,602.50.**
- 26. The budget request was submitted from the Authority to the Township for \$30,800 for 2017.**
- 27. The seasonality of the draws is projected to be even throughout the year on a quarterly basis.**
- 28. The Pinnacle community room is available for our monthly meetings.**
- 29. Turner moved, Sheaffer seconded, motion carried to change the meeting venue to the Pinnacle building effective with the January 2017 meeting.**
- 30. Burd moved, Turner seconded, motion carried to adjourn at 7:40 PM.**
- 31. Next meeting: November 21, 2016**

**Respectfully submitted,**

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