

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)  
300 NORTH FOURTH STREET  
NEWPORT, PA 17074  
REGULAR MEETING MINUTES  
March 20, 2017**

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

**Members absent: None**

**Guests: Christine Campbell and Richard Reisinger**

**Attendance by telephone: Josh Fox**

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

- 1. There were no public comments at this time.**
- 2. Sheaffer moved, Kessler seconded, motion passed to approve the February 16, 2017 minutes.**
- 3. Sheaffer presented the March Treasurer's Report.**
- 4. Kessler moved, Burd seconded, motion passed to approve the Treasurer's Report.**
- 5. There was no correspondence to distribute.**
- 6. Burd reported the Board Member Training scheduled for 3.15.2017 was rescheduled to 3.28.2017 due to the blizzard.**
- 7. Josh Fox reviewed the letter that was sent from the HTMA & Oliver Township Municipal Authority (OTMA) to the Newport Borough Municipal Authority (NBMA). The letter asked questions as a follow-up to the joint meeting held with the three municipalities and their respective authorities.**
- 8. Requests identifying specifically where cost overruns occurred.**
- 9. O&M items, the figures in the estimated costs that HMTA & OTMA should not be responsible for need to be eliminated.**
- 10. There is certain equipment, flushing equipment, trucks, etc. that HTMA & OTMA should not be sharing.**
- 11. What costs are exactly included in the USDA application:
  - A. Are they bills we are still addressing?**
  - B. Are they related to the Long Term Control Plan (LTCP)?**
  - C. Costs from prevision engineers, and the land acquisition?****
- 12. Put in writing that grant will be down equally.**
- 13. Was the increased budget to cover new design/contingency?
  - A. Was it artificially increased?****
- 14. Requesting the administration building be an alternate so the costs can be identified, the building has little, if any association with HTMA or OTMA. (thought to be about \$600,000)**
- 15. Requesting discussions to amend the capacity requirements.**
- 16. Request set up a meeting to discuss the Inter-municipal Agreement. (IMA)**
- 17. Fox will continue to follow up with Josh Owens of Larson Design Group.**
- 18. HTMA needs the response from NBMA in order to move forward to develop tapping fees and users rates.**
- 19. David Jones is reviewing the IMA.**
- 20. There is a PENNVEST Conference Call set for March 23, 2017 at 10am.**
- 21. Campbell reported that PennWorks extended the grant to June 30, 2018.**

- 22. CFA is supposed to be meeting March 30. HTMA has a request submitted for funding for the West Shortcut Road extension.**
- 23. Buffalo Crossing is to have proposed waste water flows by the end of the week. They should have capacity request and cash up front contribution.**
- 24. Cedar is waiting until project is closer to moving forward.**
- 25. No word regarding the Watson property yet regarding capacity commitment.**
- 26. There is a meeting being set up for April 17 at 3:30 pm with Sippel Development, the low bidder for Contract 16-1. Burd, Campbell, & Fox will be attending.**
- 27. The electrical contract will be re-bid.**
- 28. Campbell will reply to a survey from the US Census Bureau.**
- 29. Members of HTMA were reminded to fill out the ethic forms.**
- 30. Turner ask if are two mobile homes on one property, does that require one or two hook-ups. The answer is two.**
- 31. Turner moved, Kessler seconded, motion carried to adjourn at 6:12pm.**
- 32. Next Meetings: April 17, 2017 at 5:30pm.**

**Respectfully submitted,**

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