

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)
300 NORTH FOURTH STREET
NEWPORT, PA 17074
REGULAR MEETING MINUTES
July 17, 2017**

Members present: Burd, Campbell, Kessler, and Sheaffer

Members absent: Turner

Guests: Christine Campbell & Richard Reisinger

The meeting was called to order at 5:29 PM by Chairman Campbell.

- 1. Public Comment: Christine Campbell had a question regarding her new edited deed. She will check with Solicitor Jones and get back to us.**
- 2. Burd presented the minutes of the meeting on June 19, 2017.**
- 3. Sheaffer moved, Kessler seconded, motion carried to approve the June 19, 2017 minutes.**
- 4. Sheaffer presented the July Treasurer Report.**
- 5. Burd moved, Kessler seconded, motion carried to approve the July Treasurer Report.**
- 6. Letter from PMAA was received to vote for our PMAA Regional Director, Yuri Evans, the only candidate.**
- 7. Sheaffer moved, Burd seconded, motion carried to vote for Yuri Evans.**
- 8. There was also a letter received regarding the PMAA Annual Meeting, no action required.**
- 9. Campbell received an email from PFHA regarding the PENNVEST program for first time hook ups to public sewer systems. The program provides low interest loans to homeowners.**
- 10. Information will be distributed to residents when we have hard numbers.**
- 11. Rick Reisinger inquired how often the interest rate on loan changes (vis-à-vis federal prime rate)**
- 12. Campbell will check into it.**
- 13. CFA has not funded their program yet for this year. When they do HRG will prepare a COA for the Authority, and have Buffalo Crossing prepare a check.**
- 14. Solicitor Jones is working on the draft agreement and establishing an escrow.**
- 15. Sippel Development extended the bid until 8.20.2017, we will need another extension.**
- 16. NBMA received comments from the USDA regarding the storm water separation part of their project, not pertaining to HTMA costs.**
- 17. Fox & Jones are looking into payment structure from HTMA to NBMA due to Newport receiving a lower interest rate.**
- 18. Fox working on getting a quote from a contractor for operation of the HTMA system. This may be less expensive than hiring an operator.**
- 19. A discussion ensued regarding how the Authority will handle billing, including method of collection, delinquency notices, if billing will be done monthly, quarterly, and discounts for auto-pay.**
- 20. Richard Reisinger inquired if there would be discounts for paying ahead of time.**
- 21. Kessler suggested providing a coupon book.**
- 22. Campbell will check with NBWA on their experiences with billing, and PMAA for what services are available.**
- 23. Collection systems available include AMCOBI.com, affordable utility billing service, and PA Municipal Service-PAMS.**
- 24. Kessler moved, Sheaffer seconded, motion carried to accept the engineer's report as emailed from Fox.**

- 25. Burd moved, Kessler seconded, motion carried to pay HRG up to \$3,000 for services rendered.
Campbell & Sheaffer will talk with Kiana with HRG to determine the exact amount.**
- 26. Sheaffer moved, Kessler seconded, motion carried to adjourn at 6:25 pm.**
- 27. Next Meetings: August 21, 2017 at 5:30pm.**

Respectfully submitted,

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