

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)
300 NORTH FOURTH STREET
NEWPORT, PA 17074
REGULAR MEETING MINUTES
September 18, 2017**

Members present: Burd, Campbell, Kessler, and Sheaffer

Guest: Dave Jones, Stock & Leader, Josh Fox, HRG, Rick Reisinger, Darwin Haines, Nancy Haines

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

- 1. Burd presented the minutes of the meeting on August 21, 2017.**
- 2. Sheaffer moved, Kessler seconded, motion carried to approve the August 21, 2017 minutes.**
- 3. Sheaffer presented the August Treasurer Report.**
- 4. Kessler moved, Burd seconded, motion carried to approve the August Treasurer Report.**
- 5. Secretary Burd distributed correspondence: Pothole Killers, filed for future reference. Fox noted that contractors are responsible for two years to fix any potholes after completion of project.**
- 6. Solicitor Jones reported that he and Josh Fox are working on the draft agreement for Buffalo Crossing.**
- 7. Jones noted that Stock & Leader has been carrying bills. Going forward invoices need to be submitted to Kiana Tralongo, HRG for processing.**
- 8. Burd moved, Sheaffer seconded, motion carried to authorize HRG to submit a payment request to PennWorks for Stock & Leader invoices.**
- 9. Fox reported that HRG is spending time and money only as absolutely needed until the figures come in from Newport.**
- 10. Fox posted the latest cost estimates from NBMA on the website.**
- 11. Fox and Jones advised holding off on incurring expenses until NBMA's actual bids come in.**
- 12. They will review the bids when they come in to determine the real costs as related to HTMA.**
- 13. NBMA is to have the bid documents ready for their September 28 meeting; there is then a 45 day window for the bids.**
- 14. Fox reported that CFA is still unfunded due to budget impasse. HRG is holding off working on the application until CFA is funded.**
- 15. Sippel Development's bid is good until the end of September. Fox will send a letter to request an extension.**
- 16. Fox will contact Chris Burkholder regarding contract services for maintaining the system.**
- 17. Campbell is still looking into billing options. QuickBooks is an option, he will check on costs.**
- 18. There are discussions regarding budget request for 2018.**
- 19. Fox said the figures that are in the budget will be sufficient unless there would be grant funds become available, then there would be submission costs.**
- 20. Jones said there is one land acquisition that will require a 25% match.**
- 21. Campbell is developing a proposal for insurance quotes. PENNVEST has requirements.**
- 22. There is a vacancy on the Authority due to the passing of WW Turner. The Township is posting on the website and the newspaper requesting letters of interest.**
- 23. The HTMA will greatly miss WW Turner at our meetings, and appreciate his years of service to the Township.**
- 24. Public Comment:**
- 25. Q. Nancy Haines asked what is the time frame? A. Campbell, We are waiting for NBMA actual numbers, our project time frame is tied to their project.**

- 26. Q. Nancy Haines asked how is the tapping fee paid? A. Fox, A connection letter will go when the project stubs are complete and tested. Usually have three months after the letter is sent to connect and pay.**
- 27. Q. Nancy Haines asked what happens if a PENNVEST grantee (there is a PENNVEST program for residence to apply for funds) dies before the 20 year term is up? A. Jones, the PENNVEST loan is a lien against the property.**
- 28. Q. Nancy Haines, where are the Authority minutes in the website? A. Fox showed her where to find them in the website.**
- 29. Burd moved, Sheaffer seconded, motion carried to adjourn at 6:45pm.**
- 30. Next Meetings: October 16, 2017 at 5:30pm.**

Respectfully submitted,

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