

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

Members present: Burd, Campbell, and Sheaffer

Members absent: Kessler

Guest: Christine Campbell

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

- 1. There were no public comments at this time.**
- 2. Burd presented the minutes of the meeting on October 16, 2017.**
- 3. Sheaffer moved, Burd seconded, motion carried to approve the October 16, 2017 minutes.**
- 4. Sheaffer presented the November Treasurer Report.**
- 5. Burd moved, Sheaffer seconded, motion carried to approve the November Treasurer Report.**
- 6. Secretary Burd distributed correspondence from various agencies.**
- 7. Burd expressed interest in attending the PMAA conference on 3/13/18 at the Radisson, details to follow.**
- 8. Jones will draw up the Buffalo Crossing draft agreement and establishment of the escrow when it is time.**
- 9. Fox informed the Authority that Sippel is not inclined to extend the construction bid again, but will re-evaluate after we receive numbers from Newport.**
- 10. The CFA grant program has been funded by the state.**
- 11. Burd moved, Sheaffer seconded, motion carried to authorize HRG to prepare and submit a Small Water and Sewer Grant Application for the Buffalo Crossing forcemain on a time and material basis at an estimated fee of \$4,700 and to authorize Stock and Leader to prepare a reimbursement agreement with Hamm Equities for legal, engineering and administrative fees associated with the preparation and submission of the CFA Grant.**
- 12. Burd attended the contractor meeting at Newport regarding their combined sewer separation bid.**
- 13. The bids will be opened on December 20, 2017.**
- 14. HTMA received a proposal from Kevin Jacobs, Glace Engineering, engineer for Oliver Township regarding how to apply the grant portion of NBMA's funding proposal.**
- 15. Josh Fox suggested that we wait and discuss it in person with Newport after the bids are opened.**
- 16. Campbell will attend the NBMA pre-bid meeting with contractors on 11/21/2017.**
- 17. The bids are to be opened on 12/20/2017, and they intend to award the bids on 12/28/2017.**
- 18. Tapping and user fee discussions were tabled.**
- 19. Campbell is continuing to review billing options.**
- 20. Fox is working on maintenance costs.**
- 21. One quote for insurance was received from WJ Moore Insurance of \$4,153 for general liability, and \$4,998 for infrastructure based on a value of \$5 million. Campbell is working with Belmont and Don Jacobs agencies on other quotes.**
- 22. Campbell reported that the 2016 financials were submitted to PENNVEST as requested.**
- 23. Jones confirmed that Authority members pay is for meetings attended.**
- 24. Burd moved, Sheaffer seconded, motion carried to adjourn at 6:12pm.**
- 25. Next Meetings: December 18, 2017 at 5:30pm.**

Respectfully submitted,

Charles Burd, Secretary Howe Township Municipal Authority