

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

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

**Members absent: None**

**Guest: Rick Reisinger, Solicitor David Jones**

**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 November 20, 2017.**
- 3. Sheaffer moved, Kessler seconded, motion carried to approve the November 20, 2017 minutes.**
- 4. Sheaffer presented the December Treasurer Report.**
- 5. Burd moved, Kessler seconded, motion carried to approve the December Treasurer Report.**
- 6. Secretary Burd distributed correspondence from various agencies.**
- 7. Burd confirmed his interest in attending the PMAA conference on 3/13/18 at the Radisson, details to follow.**
- 8. Solicitor Jones discussed the document for reimbursement with Buffalo Crossing for the CFA grant.**
- 9. Burd moved, Sheaffer seconded, motion carried to authorize Campbell to execute the document.**
- 10. Campbell reported that Josh Fox received the letter of support from Buffalo Crossing for the CFA grant application.**
- 11. Newport is still on schedule to open their bids on Wednesday, December 20 at 1pm at the Newport Fire House.**
- 12. Campbell is looking into billing/collection options. A discussion ensued regarding aspects of the process, including:**
- 13. PCI compliance with credit cards, firewall set up, late fees, discount for pre-pay, autopay, setting up a debt/overdue notice up front, fee schedule for costs.**
- 14. Jones added that he does not recommend letting past due go past two quarters, then lien on property, having the MDJ file complaint, set up an agreement with Newport Water to shut off water for those on public water, any of these options include legal and other fees, which the Authority would front then collect at the resolution of the conflict.**
- 15. Campbell will talk with Oliver Township about billing and delinquency rates.**
- 16. So far Moore has been the only agency to supply quotes for insurance for the system. As reported before the liability and property insurance is \$9,000. They also supplied umbrella coverage of \$2 million for \$2,500, and \$5 million for \$3,700.**
- 17. Belmont is unable to quote at this time.**
- 18. Campbell is checking with other agents including: Cupp, Amsler, Jacobs, Enders, and also PMAA for suggestions.**
- 19. HTMA endorses the reappointment of Frank Campbell to the Authority for another term.**
- 20. Kessler moved, Sheaffer seconded, motion carried to pay PMAA membership dues of \$200 for 2018.**
- 21. Campbell reported the US Department of Commerce Census was completed.**
- 22. Kessler moved, Sheaffer seconded, motion carried to adjourn at 6:30pm.**
- 23. Next Meetings: January 15, 2018 at 5:30pm.**

**Respectfully submitted,**

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