

**HOWE TOWNSHIP MUNICIPAL AUTHORITY (HTMA)  
300 NORTH FOURTH STREET  
NEWPORT, PA 17074  
REGULAR MEETING MINUTES  
October 15, 2018**

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

**Members absent:** None

**Public:** Rich Reisinger and Robert Haines

**Professional:** David Jones

**The meeting was called to order at 5:30 PM by Chairman Campbell, followed by the pledge of alliance.**

- 1. There was no public comment.**
- 2. Sheaffer moved, Kessler seconded, motion carried to approve the minutes for September 17, 2018.**
- 3. Kessler moved, Burd seconded, motion carried to approve the treasurers report for October, 2018.**
- 4. Burd distributed correspondence from various agencies.**
- 5. Solicitor Jones reported that he spoke with Adam Britcher, solicitor for the Newport Borough Municipal Authority (NBMA) twice this past week. "Until we can say we are moving forward with the project, NBMA will not give us an answer on the split of the grant money".**
- 6. Jones reviewed the CFA grant document and recommended signing and returning to CFA.**
- 7. Sheaffer moved, Kessler seconded, motion carried to sign the PA Small Water and Sewer grant documentation.**
- 8. Campbell reported the CDBG Competitive Grant application is on track.**
- 9. We are looking to provide the most help we can in distributing the CDBG entitlement grant funds.**
- 10. SEDA-COG said we can not collect tapping fees from residents receiving CDBG funds.**
- 11. SEDA-COG confirmed we can change the guidelines to make sure the most benefit possible is provided to the residents.**
- 12. Burd moved, Kessler seconded, motion carried to provide 100% funding for very low, and 50% for low to moderate income residents on a first come first served basis.**
- 13. There was a discussion regarding insurance coverage. PENNVEST says we have to have "adequate insurance".**
- 14. Per Tess at PENNVEST they are not concerned about insurance on the assets. They are concerned about liability insurance.**
- 15. Campbell will work on confirming what coverages we need.**
- 16. Campbell reported the 2019 budget was submitted to the Supervisors.**
- 17. Campbell will contact Fortenbaugh Accounting regarding a quote for doing the Authority's audit.**
- 18. Sheaffer moved, Kessler seconded, motion carried to adjourn at 6:50pm.**
- 19. The next meeting is November 19, 2018.**

**Respectfully submitted,**

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