

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

October 19, 2020

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

Members absent: None

Public: Christine Campbell

Professionals: David Jones, Stock & Leader, Matt Cichy, HRG

Contractors: Dave Ault, Sippel Development

Location: Meeting held via ZOOM

The meeting was called to order at 5:40 PM by Chairman Campbell

- 1. Kessler moved, Reisinger seconded, motion carried unanimously to approve the minutes of the September 21, 2020 meeting.**
- 2. Sheaffer moved, Kessler seconded, motion carried unanimously to correct the July 20, 2020 minutes, the PW#20 request of \$2,2794.00 was corrected to \$2,794.00.**
- 3. Burd moved, Kessler seconded, motion carried unanimously to approve the October 2020 treasurers report.**
- 4. Burd shared the PMAA virtual training schedule.**
- 5. Campbell reported on the CDBG Entitlement Grant intake process. Some of the mail was not delivered by the Postal Service and returned to SEDA-COG. As of Saturday, October 17 everyone was contacted or mailed to their primary residence. SEDA-COG is being lenient with the timeframe due to delays and completing the process by mail.**
- 6. Jones reported he is in the process of setting up a meeting with Hamm Equities.**
- 7. There are three grinder pumps that need finalized.**
- 8. The public comment policy is drafted as stand-alone document.**
- 9. Reisinger moved, Sheaffer seconded, motion carried unanimously to approve the public comment policy as Resolution #2020-1.**
- 10. The right to know documents are to be sent to Jones from HRG, then Jones will respond.**
- 11. Jones and Adam with HRG will meet with Deb Wright regarding the location of the second grinder pump.**
- 12. A discussion ensued regarding the Hoffman property. Ault has incurred \$2,500 so far in costs. The lateral needs drilled, the lateral connection to the tank, and set the electrical control panel. Campbell will contact Hoffman 10.20.2020 and set up a meeting with Hoffman.**
- 13. Dave Ault with Sippel reported that construction is nearing completion. Testing continues on the 6" force main on Red Hill Road. They found a piece of pipe with holes drilled in it, possibly an act of vandalism. On 10.28.2020 they will finish paving PennDOT roads. They will start restoration of Juniata Parkway East this week. They are still waiting for the knife valves for the pumping stations.**
- 14. Matt Cichy shared a map of the Howe Pump Station. HRG is making changes to the pump station to make a road to the river level of the property per the agreement with the Smith's. That should eliminate the need for a wall.**
- 15. HRG will issue to Sippel if there is a change in cost. Sippel will put out a change order.**
- 16. Paving pricing specs will be sent to Sippel for review and possible change order if cost warrants.**

17. Cichy provided a revised alternative for the Heller property. There is a duplex grinder basin installed there.
18. There can be a two-horsepower centrifuge grinder pump installed which would be the most cost-effective approach. He will get back to Sippel with a change order.
19. Sippel will confirm if the manufacturer is willing to credit us with changes in items required.
20. \$1,225 is the cost of spare grinder pumps in the contract. HTMA will keep the two and that will give us four spare pumps in stock.
21. Sheaffer moved, Kessler seconded, motion carried unanimously to approve:
Hayden Pay App #2 \$40,500.00
Sippel Pay App #12 \$544,862.56
PV Request #14 \$72,156.65
PW Request #23 \$549,163.00
22. Cichy noted there is a clean out every 100 feet or change in direction for private residential laterals.
23. The property line between the Kauffman and Haines properties has been resolved.
24. Cichy addressed the email from Christine Campbell regarding fees for extra drops at 121 and 132 JPE.
25. Cichy will work with Adam Gruzlewski to provide costs to Christine Campbell.
26. HRG will provide cost estimates to provide the final inspections for resident's connections.
27. Reisinger inquired if this was normal for the project engineer to do this.
28. Cichy replied yes, usually done this way while pipe trench is open, it can be air tested before back-filled, and then after back filled.
29. The grinder pumps may require an electrical inspection after connection.
30. Reisinger proposed that the policy would be not to take cash payments for monthly bills. That will be better for tracking purposes.
31. The books need to be sent for the audit.
32. The liability coverage renews on 12.23.2020. PIRMA's renewal quote is \$2,820 for 2021.
33. Reisinger moved, Kessler seconded, motion carried unanimously to renew with PIRMA.
34. Campbell noted we will need \$704,000 property coverage on the pump stations when we take over the system. PIRMA is working on it.
35. Reisinger moved, Burd second, motion carried unanimously to renew the \$250,000 bond for HTMA with Moore's for \$291.00.
36. Sheaffer would like to be replaced as Treasurer. Reisinger volunteered to take over the position. They will work together to make the transition.
37. Kessler moved, Reisinger seconded, motion carried unanimously to accept Sheaffer's resignation as treasurer effective 12.31.2020.
38. Kessler moved, Sheaffer seconded motion carried unanimously to appoint Rich Reisinger treasurer effective 1.1.2021.
39. Dave Ault had a question for Matt Cichy regarding the PPL easements. PPL has not returned correspondence from HRG about PPL requirements since the project was bid. Cichy will follow up with them.
40. The line to the manhole between McDonalds and the Cedar package plant is being tested today to try to determine where the grease is coming from. It is scheduled for a clean out also. The Cedar representative has been made aware of the issue.
41. Campbell will check on the ZOOM link before the next meeting.

42. Burd moved, Reisinger seconded, motion carried unanimously to adjourn at 7:01 PM.

Next meeting: November 16, 2020

**Respectfully submitted,
Charles Burd, Secretary, HTMA**