

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

**July 20, 2020**

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

**Members absent: Reisinger**

**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 5:33 PM by Chairman Campbell**

- 1. Campbell announced that an Executive Session was held on July 7 to deal with change order issues with Sippel.**
- 2. Public Comment: Christine Campbell said she had two questions, but they are on the agenda.**
- 3. Kessler moved, Sheaffer seconded, motion carried unanimously to approve the minutes of the June 15, 2020 meeting.**
- 4. Burd moved, Kessler seconded, motion carried unanimously to approve the treasurer's report.**
- 5. Burd noted receipt of correspondence from PMAA noting that the annual meeting has been cancelled.**
- 6. Campbell noted that the CDBG Competitive Grant is will be discussed later in the agenda.**
- 7. Dave Jones reported that Hamm Equities has not responded regarding the funding for the force main project.**
- 8. Matt Cichy noted that the Authority had 60 days after the bid is received to award the contract.**
- 9. Jones said that the Authority has up to 120 days to make financial arrangements.**
- 10. Cichy noted that the Authority needs to have the agreement in place. Jones will follow up on the arrangement.**
- 11. Jones noted that there has not been a response from George Junkin regarding a developer contribution.**
- 12. There has been a revised grinder agreement sent to Lindy Grabiec addressing her concerns and awaiting a reply.**
- 13. Due to the real estate transaction, there was an updated grinder agreement for the Debra Wright/Shawn Lesh property.**
- 14. Jones noted that he can witness signatures and then have them notarized for shut-ins, etc.**
- 15. Jones will help write/edit letter to customers.**
- 16. There is no update on the right to know request, Jones ask Cichy for information.**
- 17. Jones had forwarded the policy for public comments for meeting for the Authority's consideration.**
- 18. A discussion ensued regarding general policies for the Authority.**
- 19. Including how to address vacant parcels not included in the original project.**
- 20. Proposed that property owners pay for additional hookups.**

21. Cichy offered that other municipalities provide potential customers with a “lateral drop price” to be paid by homeowner.
22. Cichy noted that you do not want a grinder pump sitting idle until a resident is ready to go online in the system.
23. Campbell suggested that the cost to hook up would be determined by HRG on a case by case basis.
24. Jones said the homeowner to pay to the right of way line and the cost to be determined by HRG and Sippel.
25. Campbell and Jones spoke regarding the opportunity in the grinder agreement for those residents to pay their tapping fee over 24 months to be extended to all customers and there needs to be an interest rate established.
26. Cichy will check with Josh Fox regarding requirements on connections.
27. Jones inquired who is going to inspect the connections.
28. Campbell will check if Chris Burkholder is qualified.
29. Cichy will provide a rate from HRG.
30. Burd will check with Bob Kratzer for a price.
31. Jones inquired who does Newport’s, Campbell will inquire.
32. Cichy said that the E. Shortcut property could hookup to the force main from an engineering point of view.
33. HRG will check with Sippel for a cost to tap into the force main.
34. Campbell reported a communication from Norfolk Southern (NS) regarding the project. Sippel is responding to NS.
35. Dave Ault noted that the insurance policy is already in place for the NS bore.
36. Ault also reported that the river boring and pump station work is progressing.
37. Also that the gravity part of the project should be done this week and some testing is taking place. The final pieces are off Red Hill Road and a small section on the Juniata Parkway.
38. The PennDOT paving on the Red Hill Road shoulder will be done next week.
39. Grinder pump installs will start next week as well.
40. Burd moved, Sheaffer seconded, motion passed unanimously to approve:  
Sippel Pay App #9 \$328,628.22  
CDBG Request #4 \$42,228.50  
PV Request #11 \$338,095.87  
PW Request #20 \$2,2794.00
41. Jones reported that the Authority is waiting for a response for funding from Buffalo Crossing for the force main project.
42. Campbell inquired about having the contractor obtain builders risk insurance. Cichy will check into that.
43. Burd and Campbell will work with Cichy and Jones to develop a letter to residents regarding policies, requirements, timeframes, costs and other project information.
44. Campbell and Cichy are meeting at the Howe Pump Station tomorrow to evaluate what change order will be needed for Sippel per the agreement for the pump station land.
45. Reisinger and Campbell are continuing to evaluate billing options.
46. Sheaffer is preparing the books for the annual audit.
47. The customer list continues to be updated, there are two new property owners this month and next.
48. There was a general consensus to continue with ZOOM meetings through September.

- 49. Burd moved, Sheaffer seconded, motion carried unanimously, with Campbell abstaining to reimburse Campbell \$15.89 per month for ZOOM subscription May 2020-September 2020.**
- 50. The Authority then went into Executive Session regarding Change Order 16-1 #3.**
- 51. The Authority came out of Executive Session.**
- 52. Burd moved, Kessler seconded, motion carried unanimously to adjourn at 6:43 PM.**

**Next meeting: August 17, 2020**

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