



HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 3, 2017
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:	Secretary/Treasurer/Asst.Code Enforcement:
Robert A. Summers, Chairman	Beverly A Pollock
Robert E. Shaffer, Vice Chairman	Kay M. O'Rourke
Steven E Tachoir	

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Jacquetta Conant, Auditor and Stanley O'Rourke.

TEMPORARY SECRETARY.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the temporary Secretary.

TEMPORARY CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers as the temporary Chairman.

CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers as the Chairman.

VICE CHAIRMAN.

A motion made by Summers and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Shaffer as the Vice Chairman.

SECRETARY/TREASURER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the Secretary/Treasurer with hourly wages of \$14.50 and 000 hours of paid vacation.

ROADMASTER/CODE ENFORCEMENT OFFICER.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Rory Summers as the Roadmaster/Code Enforcement Officer with wages hourly of \$16.00 and 40 hours of paid vacation.

a. A motion made by Summers and seconded by Shaffer was passed unanimously to discuss the vacation policy as worded in the employee handbook. A Resolution will be written to clarify the vacation policy stating that on an employees 1 year anniversary date they will be awarded 5 days (40 hours) of paid vacation that will need to be used during the following calendar year (e.g. start date 11/7/16, anniversary date 11/7/17, days must be

used by the end of 2018.) The January after the employees 2nd anniversary that employee will be awarded 10 days (80 hours) of paid vacation that will need to be used before the end of that calendar year. Going forward, all vacation time will be awarded in January. Currently a third week of paid vacation is awarded after ten years of service. There was discussion to amend this to three weeks after five years of service or after an employees second anniversary they will start accumulating an extra day of paid vacation every year, not to exceed 15 days (120 hours). All vacation time is considered "use or lose" and must be used during the calendar year, it cannot be carried over or paid out. It was also discussed that an employee must either work or take a vacation day on the day before and the day after a paid company holiday. This resolution will be sent to the Solicitor for review.

ASSISTANT CODE ENFORCEMENT OFFICER.

A Motion made by Summers and seconded by Tachoir was passed unanimously to appoint Beverly Pollock as an Assistant Code Enforcement officer for paperwork and signatory duties only.

ASSISTANT SECRETARY/TREASURER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Kay O'Rourke as Assistant Secretary/Treasurer at wages hourly of \$14.00.

PART TIME ROAD WORKER.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers as part time Road Worker at wages hourly of \$18.37 and to pay him 4 hours pay for observed holiday's.

SECRETARY and ROADMASTER VACATION, SICK TIME AND HOLIDAY PAY.

A motion made by Summers and seconded by Tachoir was passed unanimously for the Secretary and Roadmaster to get paid vacations and sick time per Resolutions 04-2 and 04-5 and holidays paid per motions of the Board of Supervisors on 12/17/04 and 3/9/05.

APPOINTMENT OF CPA.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2016 and adopt CPA Resolution 17-1.

SOLICITOR.

A motion made by Summers and seconded by Tachoir was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$115.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

ENGINEER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

SEWAGE ENFORCEMENT.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2017 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Stanley O'Rourke as the Vacancy Board Chairman.

AUDITOR.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Jacquetta Conant as Township Auditor for a 6 year term.

DEPOSITORIES, TREASURER'S BOND AND MILLAGE.

A motion made by Summers and seconded by Shaffer was passed unanimously for Northwest Savings Bank and PLGIT to be the depositories for Township funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 3.75 mills.

ORGAIZATION MEETING ADJOURNMENT.

Chairman Summers called the Organization meeting adjourned at 1:04 PM.

DECEMBER 14, 2016 REGULAR MEETING MINUTES.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the December 14, 2016 Regular Meeting minutes.

DECEMBER TREASURY REPORT.

The December Treasury Report is not available until the next regular meeting. Bank statements have not been received as of the date of this meeting. All other Treasury Reports for 2016 are completed and will be revised to state they are "corrected copies" and will be reviewed and signed at the next regular meeting.

ROADMASTER REPORT.

Beverly Pollock, Secretary/Treasury gave the Roadmaster Report in the absence of Rory Summers as follows: Roads are all in fair condition, limestone seems to be working well again this year. Plowing and cindering has been routine with no major incidents or accidents to report. Equipment maintenance has also been routine. Greased all equipment and fixed a couple of burnt out spreader lights. Also installed new spinner wheel and hub on the Ford 550 Plow truck. Snowfall has been moderate in December. Ice has been the issue.

CODE ENFORCEMENT OFFICER REPORT.

Beverly Pollock, Secretary reported that two road permits were issued after the December 14 regular meeting. A type 2 permit was issued to Sabella Lumber and a type 1 permit was issued to Cochran and Zandi.

OLD BUSINESS.

A motion made by Summers and seconded by Shaffer was passed unanimously to use Clarion Computer for any computer services required on an as needed basis at \$85.00 per hour. A motion made by Summers and seconded by Shaffer was passed unanimously to retain Jackie Kaiser for computer and website services as needed up to 10 visits at \$25.00 per hour.

NEW BUSINESS.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the prior purchase of needed office supplies at a cost of \$267.50

BILLS TO PAY.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the bills to pay.

SECRETARY NOTES.

Secretary, Beverly Pollock presented a list of correspondence, contact and emails for the month of December including providing information to May and Company, PLGIT, Northwest bank, PMRS and the LCB. Road Permit inquiries and correspondence with Kaiser Images to update the website with the minutes and agendas. Advertisements were placed to advertise the 2017 Board of Supervisors meetings. GoDaddy was renewed for 2017, Atkinson Fire was on site to inspect the extinguishers and Culligan was on site to switch the softener tanks at the garage.

ADJOURNMENT.

The meeting adjourned at 1:25 PM.

Respectfully submitted,

Beverly Pollock
Secretary/Treasurer/Assistant Code Enforcement Officer