

HOWE TOWNSHIP
Forest County
Regular Meeting
November 9, 2016
12:30 PM

ADMINISTRATION PRESENT.

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

The meeting was called to order, the Pledge of Allegiance was recited and new Secretary/Treasurer was introduced and welcomed. Guests were present. Rory Summers Road Worker, Priscilla Newpher, Stan O'Rourke, Jacquetta Conant and Dan Valentine.

OCTOBER 12, 2016 REGULAR MEETING.

A motion made by Shaffer and seconded by Summers was passed unanimously to approve the October 12, 2016 Regular Meeting minutes.

NOVEMBER 4, 2016 SPECIAL MEETING.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the November 4, 2016 Special meeting minutes with corrections.

SEPTEMBER TREASURER'S REPORT.

To be tabled until December 14, 2016 Regular Meeting. Discussion by Kay M. O'Rourke with explanation of the delay from May & Company.

ROADMASTER REPORT.

Road worker Rory Summers gave the Road master report:

T327 Duhring Finished Cold patching and leaf removal. All ditches and culverts in good working order.

T373 Watson Farm, Fair condition. All potholes patched. Finished leaf removal.

- a. **Need to discuss milling and single seal at a cost of \$4700.00 for next year**

T374 Sheffield Junction, All ditches in working order. Road in good condition. Minor potholing. Need to remove leaves.

T371 Job Corp, Good condition, moderate potholing. Some minor grading done to fix potholes. Numerous trees removed. Cleared leaves and cleaned inlets. All ditches and culverts in good working order.

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T333 and T372 Brookston, Good Condition, need to remove leaves.

T370 Byromtown, Poor condition. Used remaining cold patch to fix potholes. All ditches and culverts in good working order.

a. Need to discuss Jenks milling or us milling next year.

CODE ENFORCEMENT REPORT.

Discussion of Shell road permit cost reduction. A motion made by Summers and seconded by Tachoir was passed unanimously to keep the cost as is.

Three building permits (741-743) were issued, two to Lewis and one to Tachoir.

OLD BUSINESS.

MAY AND COMPANY.

May and Company was called to see if they had the 2015 ending balances for the November 9th meeting. they did not have the information completed. A letter from the Pennsylvania Department of Community and Economic Development was also sent to them requesting that they file the 2015 Municipal Annual Audit and Financial Report by December 31, 2016.

NEW BUSINESS.

TAX LEVY RESOLUTION 16-3.

A Motion made by Summers and seconded by Shaffer was passed unanimously to approve Tax Levy Resolution 16-3.

2017 BUDGET.

A motion made by Summers and seconded by Shaffer was passed unanimously to advertise the 2017 budget for public review.

MAY AND COMPANY.

A discussion by Kay, Priscilla, Summers, Shaffer and Tachoir to decide whether to keep May and Company for 2016 or to use our own auditors providing a 3rd auditor is found. A motion made by Shaffer and seconded by Summers was passed unanimously with the decision to keep May and Company for one more year.

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BILLS TO PAY.

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

MAIL, EMAIL AND TELEPHONE CORRESPONDENCE.

An irate visitor in office on 11/9/16 was asked to leave.

Request from Denny Sturdevant of the Sheffield Depot association to find contact information for owner of old caboose on Blue Jay road to request it be donated to the Sheffield Depot Association.

PUBLIC COMMENT.

Priscilla Newpher recommended an external hard drive to back up the Secretary's computer. Discussion from Kay with advice from Clarion Computer to purchase Flash drives to do this backup. Kay and Bev take the computer there and be with it while it is backed up at an estimate of \$150.00. A motion made by Summers and seconded by Tachoir was passed unanimously to send Kay and Bev to Clarion Computer to have the backup done.

Jacquetta Conant representing the Marienville Area Library requesting a donation for the Library. A thank you letter for past donations was also presented. The donation request will be put on the agenda for the regular meeting in December.

Letters will be sent out to all applicants for the Secretary Treasurer position advising them that the position was filled.

ADJOURNMENT.

Summers adjourned the meeting at 1:16 PM.