



**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 5, 2015  
3:30 PM

**ADMINISTRATION PRESENT.**

Supervisors:

Robert A. Summers, Chairman  
Frank W. Polovich, Vice Chairman  
Robert E. Shaffer

Secretary/Treasurer/Code Enforcement:  
Marjorie E. Villarreal

The meeting was called to order and the Pledge of Allegiance recited. Guest present was Priscilla Newpher, Auditor.

**UNPAID LOCAL SERVICES TAXES.**

Priscilla Newpher spoke to the Board of Supervisors about the paperwork she has produced supporting the position Howe Township has not been paid by the Forest County Tax Office for a portion of the 2013 Local Services Tax.

**TEMPORARY SECRETARY.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Marjorie Villarreal as the temporary Secretary.

**TEMPORARY CHAIRMAN.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Robert Summers as the temporary Chairman.

**CHAIRMAN.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to appoint Robert Summers as the Chairman.

**VICE CHAIRMAN.**

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Frank Polovich as the Vice Chairman.

**SECRETARY/TREASURER AND CODE ENFORCEMENT OFFICER.**

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$15.54 and 120 hours of paid vacation.

**ROADMASTER.**

A motion made by Shaffer and seconded by Polovich was passed unanimously to appoint Robert Summers as the Roadmaster.

**ROAD WORKER.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Robert E. Clever to Roadworker and pay him \$16.86 per hour with 120 hours of paid vacation.

**VACATION, SICK TIME AND HOLIDAY PAY.**

A motion made by Polovich and seconded by Shaffer was passed unanimously for the Secretary and Roadworker 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 Polovich was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2014 and adopt CPA Resolution 15-1.

**SOLICITOR.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$95.00 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 Polovich 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 2015 Fee Schedule without Reimbursement.

**VACANCY BOARD CHAIRMAN.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Dennis Markham as the Vacancy Board Chairman.

**DEPOSITORIES, TREASURER'S BOND AND MILLAGE.**

A motion made by Shaffer and seconded by Polovich was passed unanimously for Northwest Savings Bank, PLGIT and INVEST to be the depositories for Township funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 5 mills.

**ORGANIZATION MEETING ADJOURNMENT.**

A motion made by Shafer and seconded by Polovich was passed unanimously to adjourn the Organization meeting at 4:20 PM.

**DECEMBER 10, 2014 REGULAR MEETING MINUTES.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to approve the December 10, 2014 Regular Meeting minutes.

**DECEMBER TREASURER'S REPORT.**

A motion made by Summers and seconded by Polovich was passed unanimously to approve the December 2014 Treasurer's Report.

**ROADMASTER REPORT.**

Bob Summers, Roadmaster, said the Roadcrew has spent the previous month plowing and cindering the township roads because of the weather. He said the Roadcrew has repaired the 580L backhoe and pounded the dents caused by the tree falling on it. He said there weren't any more equipment repairs to report.

**CODE ENFORCEMENT OFFICER REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said she had one building permit that was in violation to approve. A seasonal resident built a 24 x 16 deck on the back of her camp off of Short Hill Drive without a permit. On her completed application she added a 14 x 12 front porch with a roof and a 14 x 10 shed to her property.

A motion made by Summers and seconded by Polovich was passed unanimously to approve the building permit.

Villarreal said this morning she permitted MJK Trucking to use overweight vehicles for 3 months on T358 Beaver Meadows Road.

**SECRETARY WORK SCHEDULE.**

A motion made by summers and seconded by Shaffer was passed unanimously for the Secretary to begin work at 8:00 AM on meeting days.

**KAISER IMAGES COMPUTER SERVICES.**

A motion made by Polovich and seconded by Shaffer was passed unanimously that the township can use Kaiser Images for ten computer service calls at \$25.00 an hour and for the township web page at \$15.00 per month or \$25.00 an hour for any major changes.

**PSATS UNEMPLOYMENT COMPENSATION ORDINANCE 15-1.**

A motion made by Summers and seconded by Shaffer was passed unanimously to adopt PSATS Unemployment Compensation Ordinance 15-1.

**AUDITORS ORGANIZATION MEETING PAY.**

A motion made by Summers and seconded by Polovich was not passed to pay the Auditors, beginning in 2016, \$10.00 per hour at their Organization Meeting to set a working Supervisors rate of pay.

**BILLS TO PAY.**

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

**ZIMMERMAN LUMBER PAYMENT.**

A motion made by Summers and seconded by Shaffer was passed unanimously to pay Zimmerman Lumber for the \$700.00 leaf blower, which they have received, and the \$1700.00 for the removal of trees in the T370, Byromtown Road, right of way as soon as he completes the work, totally \$2400.00.

**MAIL, TELEPHONE AND E-MAIL CORRESPONDENCE.**

Villarreal said Richard Dickson called the office to say he would not take the bus to pick up school children on Duhring Road Monday morning because it was not plowed.

**ADJOURNMENT.**

The meeting adjourned at 5:00 PM.

Respectfully submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer

APPROVED