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**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 3, 2012  
3:00 PM

**ADMINISTRATION PRESENT.**

Supervisors: Robert A. Summers, Chairman/Roadmaster  
Larry L. Loxley, Vice Chairman  
Frank W. Polovich

Secretary/Treasurer/Code Enforcement:  
Marjorie E. Villarreal

The meeting was called to order and the Pledge of Allegiance recited. Guest present was Dolores Loxley.

**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 Loxley was passed unanimously to appoint Robert Summers as the temporary Chairman.

**CHAIRMAN.**

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

**VICE CHAIRMAN.**

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

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

A motion made by Summers and seconded by Loxley was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$13.68 and 120 hours of paid vacation.

**ROADMASTER.**

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

**ROAD WORKER.**

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Robert E. Clever to Roadworker and pay him \$14.39 per hour with 120 hours of paid vacation.

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

A motion made by Loxley and seconded by Polovich 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.

**PART-TIME ROADWORKER.**

A motion made by Polovich and seconded by Summers was passed to appoint Larry Loxley as a part-time Roadworker with Summers and Polovich voting yes and Loxley abstaining.

**APPOINTMENT OF CPA.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2011.

**SOLICITOR.**

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

**SEWAGE ENFORCEMENT.**

A motion made by Loxley and seconded by Summers was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Jed Birt as Alternate Sewage Enforcement Officer, with their SEO 2012 Fee Schedule Without Reimbursement.

**VACANCY BOARD CHAIRMAN.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint Kay O'Rourke as the Vacancy Board Chairman.

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

A motion made by Loxley 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.**

Summers adjourned the Organization Meeting at 3:12 PM and immediately opened the Regular Meeting.

**DECEMBER 14, 2011 REGULAR MEETING MINUTES.**

A motion made by Loxley and seconded by Summers was passed unanimously to approve the December 14, 2011 Regular Meeting minutes.

**ROADMASTER REPORT.**

Bob Summers, Roadmaster, said the Roadcrew has spent their time plowing and cindering. He said they have removed several trees that have fallen on the roads. He said they repaired and painted the 9 foot plow. Summers said he made a device to raise and lower the large plow on the International truck. Summers said last month a lot of holiday and vacation time was taken by the Roadcrew.

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said Bradford Forest Company received a 3 month road permit to travel over weight vehicles on T371 Job Corps Road. She said Kane Hardwood renewed their road permit for T358 Beaver Meadows Road. Villarreal and the Supervisors discussed the letter received from the lawyer of the nuisance complaint on Bean Farm Road in Brookston. She said she received a building permit application from Cornell Abraxas to demolish two buildings.

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

**IDC MEETINGS.**

A motion made by Loxley and seconded by Polovich was passed unanimously for Bob Summers to attend IDC meetings and be reimbursed his wages for the time spent away from township roadmaster duties.

**KAISER IMAGES COMPUTER SERVICES.**

A motion made by Loxley and seconded by Summers was passed unanimously that the township can use Kaiser Images for ten computer service calls as needed and web service.

**COPIER QUOTES.**

A motion made by Loxley and seconded by Polovich was passed unanimously to purchase a Toshiba eStudio195 from Advanced Office System, Inc. for \$1526.00 plus a maintenance agreement for \$150.00 per year.

**SOLICITOR'S BILL.**

A motion made by Summers and seconded by Loxley was passed unanimously to pay the Solicitor's September/October bill of \$645.05.

**BILLS TO PAY.**

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

**MAIL AND TELEPHONE CORRESPONDENCE.**

Villarreal said the township received a letter from Colleen Call, COG Secretary, asking to have a meeting on January 18, 2012 at 4:00 PM. Villarreal said she talked to Brenda Vincent, Municipal Tax Collector about the business in the township that hasn't paid their Local Services Tax and she said once they have paid and we know the amount they should be charged the penalties.

**DELINQUENT LOCAL SERVICES TAXES.**

A motion made by Loxley and seconded by Polovich was passed unanimously to turn the delinquent Local Services Taxes over to the Solicitor, Andrea Stapleford, to take care of.

**ADJOURNMENT.**

After an executive session, Summers adjourned the meeting at 4:25 PM.

Respectfully submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer