

HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 7, 2013
4:00 PM

ADMINISTRATION PRESENT.

Supervisors:

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. Supervisor Robert Summers was not present. Guests present were Kay and Stan O'Rourke.

PUBLIC COMMENT.

Kay O'Rourke told the Supervisors she could not be at the Auditor's Organization Meeting because she had not taken her Oath of Office and District Magistrate Gregory was not working January 8, 2013 and therefore could not administer the oath to her.

TEMPORARY SECRETARY.

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

TEMPORARY CHAIRMAN.

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

SECRETARY/TREASURER AND CODE ENFORCEMENT OFFICER.

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$14.09 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 \$15.28 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 Loxley was passed unanimously to appoint Larry Loxley as a part-time Roadworker.

APPOINTMENT OF CPA.

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2012 and adopt CPA Resolution 13-1.

SOLICITOR.

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

SEWAGE ENFORCEMENT.

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2013 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

A motion made by Polovich and seconded by Loxley was passed unanimously to appoint Stan 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.

PUBLIC COMMENT.

Kay O’Rourke told the Supervisors starting this year if the Township hires someone part time and has them work over 30 hours a week the Township will have to pay their health insurance.

ORGANIZATION MEETING ADJOURNMENT.

Loxley adjourned the Organization Meeting at 4:25 PM and immediately opened the Regular Meeting.

PUBLIC COMMENT.

Kay O’Rourke asked if the Hot 2 bridge had been repaired by Shingledecker. Villarreal said it had.

DECEMBER 12, 2012 REGULAR MEETING MINUTES.

A motion made by Loxley and seconded by Polovich was passed unanimously to approve the December 12, 2012 Regular Meeting minutes.

DECEMBER TREASURER’S REPORT.

A motion made by Polovich and seconded by Loxley was passed unanimously to approve the December Treasurer’s Report.

CODE ENFORCEMENT OFFICER REPORT.

Marjorie Villarreal, Code Enforcement Officer, said she did not have anything to report for the previous month. She said she would like the Supervisors to consider adopting the nuisance ordinance she presented them because it allows the Code Enforcement Officer onto properties to investigate complaints.

IDC MEETINGS.

Loxley asked the Secretary to table the approvement of the IDC Meetings until next month’s agenda.

KAISER IMAGES COMPUTER SERVICES.

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

MARIENVILLE AREA LIBRARY DONATION.

A motion made by Loxley and seconded by Polovich was passed unanimously to donate the budgeted \$100.00 to the Marienville Area Library.

Polovich said Sue Watson, Director of the Marienville Area Library, faxed a letter to the township January 7, 2013 asking the township to donate more money than \$100.00 to the library. Loxley asked the Secretary to table the request until the next months meeting.

BRIDGE INSPECTION RESOLUTION 13-02.

A motion made by Loxley and seconded by Polovich was passed unanimously to adopt Bridge Inspection Resolution 13-02.

BILLS TO PAY.

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

MAIL, TELEPHONE AND E-MAIL CORRESPONDENCE.

Villarreal said the township received an e-mail from Colleen Call, COG Secretary, saying there will be a COG meeting at the borough office on January 16, 2013 at 4:00 PM.

ADJOURNMENT.

A motion made by Loxley and seconded by Polovich was passed unanimously to adjourn the meeting at 4:45 PM.

Respectfully submitted,

Marjorie E. Villarreal
Secretary/Treasurer/Code Enforcement Officer