

HOWE TOWNSHIP
Forest County
Regular Meeting
November 11, 2015
1:00 PM

ADMINISTRATION PRESENT.

Supervisors: Robert A. Summers, Chairman/Roadmaster
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. Donna L. Zofcin, Executive Director of the Forest County Conservation District and Planning Department, was the only guest present.

EXECUTIVE SESSION.

Robert Summers, Chairman, announced that an executive session was held on October 19, 2015 to discuss personnel.

OCTOBER 14, 2015 REGULAR MEETING.

A motion made by Summers and seconded by Polovich was passed unanimously to approve the October 14, 2015 Regular Meeting minutes.

OCTOBER TREASURER'S REPORT.

A motion made by Summers and seconded by Polovich passed unanimously to approve the October Treasurer Report.

ROADMASTER REPORT.

Bob Summers, Roadmaster, said the Roadcrew has been using the leaf blower a lot and all of the roads are in good shape as they go into winter. He said they have been removing limbs off of roads this last month.

CODE ENFORCEMENT REPORT.

Marjorie Villarreal, Code Enforcement Officer, said she gave a renewal permit to Bradford Forest for over weight vehicles on T371, Job Corps Road for an additional six months. She said Cutting Edge Resources also received one for three months for the same road. She said Kane Hardwoods just received one for three more months for T358, Beaver Meadows Road. Villarreal said SWEPI LP received five yearly over weight vehicle permits for T374, Sheffield Junction Road, T372, Fork Run Road, T333, Bean Farm Road, T371, Job Corps Road and T358, Beaver Meadows Road.

CODE ENFORCEMENT REPORT CONTINUED.

Villarreal told the Supervisors Steve Kashmer applied for a building permit for a new house in a floodplain in the Village of Balltown. She said as required she faxed it to Donna Zofcin, Executive Director of the 2014 Forest County Stormwater Ordinance, and the township has received a letter from her telling them what had to be done before they can approve his building permit

A motion made by Summers and seconded by Shaffer was passed unanimously to approve to send a letter to the Kashmer's instructing them for what they needed to do before they will get approval from the township to build a new house in a flood plain.

HIRING OF FULL TIME ROAD WORKER.

A motion made by Polovich and seconded by Shaffer was passed to hire Rory Summers as a full time Road Worker to replace retiring Robert Clever starting December 27, 2015 at \$12.75 per hour, then considered after 3 months for a raise of \$.50, after that for a raise to \$13.25 if he pans out (it was said) with Polovich and Shaffer voting yes and Robert Summers abstaining.

COST OF LIVING RAISES FOR FULL TIME EMPLOYEES.

A motion made by Shaffer and seconded by Polovich was passed to give a 1% COLA raise to full time employees Marjorie Villarreal and Robert Summers starting with the first paycheck in January 2016 with Polovich and Shaffer voting yes and Summers abstaining.

OFFICE CLEANING HELP BEFORE ELECTIONS.

A motion made by Shaffer and seconded by Polovich was passed unanimously for the township office to budget to hire help for \$140.00 before the primary election and \$140.00 for help before the major election to clean the office and windows.

REVIEW TEMPORARY AND ADVERTISE THE 2016 BUDGET.

A motion made by Polovich and seconded by Shaffer was passed unanimously to advertise the 2016 Temporary Budget is ready for public inspection.

MAY & COMPANY ADVERTISEMENT AS AUDITORS FOR 2015.

A motion made by Summers and seconded by Polovich was passed unanimously to hire May & Company, Certified Public Accountants, to financially audit the township for the year of 2015, in place of the Elected Auditors.

DEP GIF'S LAND USE AND FLOODPLAIN/STORMWATER MANAGEMENT QUESTIONS LETTER OF THE CONSISTENCY OF THE TOWNSHIP.

A motion made by Summers and seconded by Shaffer was passed unanimously for the Secretary with the aid of Donna Zofcin, Executive Director of the Forest County Stormwater and Floodplain Ordinances, answer the letter sent by PennDOT Engineering District 1-0 letter of Inquiry for Acts 14, 67, 68 and 127 of the DEP (Department of Environmental Protection) GIF, (General Information Form), of the floodplain/stormwater management analysis for the replacement of one of the SR 1003 bridge over Blue Jay Creek.

LST REMITTANCE ADVICE FROM FOREST COUNTY'S TAX OFFICE.

A motion made by Shaffer and seconded by Polovich was passed unanimously to send a letter to the Forest County Local Services Tax County Collection Office requesting due to township ordinance 09-1 in effect a Remittance Advice form be completed by them and attached to quarterly payments from them.

BILLS TO PAY.

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

MAIL, EMAIL AND TELEPHONE CORRESPONDENCE.

Villarreal said the township recently had a pension audit completed by the Pennsylvania Auditor Generals Office and she was advised to throw away all paperwork from before 2005. She said she asked all employees if they wanted any of their information from 1984 until 2005 and they said they did not.

ADJOURNMENT.

Summers adjourned the meeting at 2::00 PM.

Respectfully submitted,

Marjorie E. Villarreal
Secretary/Treasurer/Code Enforcement Officer