

HOWE TOWNSHIP

Forest County

Regular Meeting

March 11, 2016

12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman/Roadmaster

Frank W. Polovich, Vice Chairman

Robert E. Shaffer

The meeting was called to order and the Pledge of Allegiance recited. Marjorie Villarreal was not present. Rory Summers, Roadworker, was the only guest present and recorded the minutes.

DECEMBER 9, 2015 MEETING MINUTES.

It was decided by the Board of Supervisors to put the December 9, 2015 Meeting minutes on the next agenda for approval after making corrections.

FEBRUARY 10, 2016 MEETING MINUTES.

It was decided by the Board of Supervisors to put the February 10, 2016 Meeting minutes on the next agenda for approval after making corrections.

JANUARY TREASURER'S REPORT.

A motion made by Summer and seconded by Polovich was passed unanimously to approve the revised January 2016 Treasurer's Report.

ROADMASTER REPORT.

Bob Summers, Roadmaster, with reporting help from Roadworker, Rory Summers, said they have been plowing snow off roads this month. He said the majority of February was spent plowing and removing fallen trees and limbs off of the roads. They said the roads are in good shape overall and so far March has been warm with no snow. They said due to warm weather the roads have been soft. They said on March 7th Rory Summers, Roadwork, talked to Dan Dermott in Brookston about the water coming from his driveway discharging on to Bean Farm Road. He said he was very understanding and is willing to pay for casing pipe. Mr. Dermott was told if he purchased the casing pipe the township Roadworkers would install it. They said they have also been working on a Rocky Run Dirt and Gravel Road Grant.

ROAD INSPECTION.

The Board of Supervisors plan to hold a Road Inspection on March 22, 2016 without meeting minutes being written or a time set for it.

TOWNSHIP EMPLOYEE POLICY MANUAL.

A motion made by Summers and seconded by Polovich was passed unanimously to adopt Howe Township Employee Policy Manual and have all full-time employees sign it.

TOWNSHIP CLEAN UP.

A motion made by Summers and seconded by Polovich was passed unanimously to charge \$10.00 per person that have electronics brought to the Township Clean Up.

TAX DATA PROCESSING AGREEMENT.

A motion made by Summers and seconded by Polovich was passed unanimously to adopt and sign the 2016 Tax Data Processing Agreement with the Forest County Commissioners.

NEW EMPLOYEE RAISE AND EVALUATION.

A motion made by Summers and seconded by Shaffer was passed unanimously to discuss roadworker raises and evaluations.

CELL PHONE PURCHASE.

A motion made by Polovich and seconded by Shaffer was passed to purchase a \$225.00 cell phone and accessories for Roadworker Rory Summers, with Shaffer and Polovich saying yes and Bob Summers abstaining.

OFFICE SUPPLIES.

A motion made by Summers and seconded by Shaffer was passed unanimously to purchase 1000 Accounts Payable and 1000 Payroll checks for \$210.00 and 500 double window envelopes for \$62.00.

TAX DECREASE LETTER.

A motion made by Summers and seconded by Polovich was passed unanimously to discuss to send a letter to the Solicitor about the Forest County tax decrease letter and ask if the adjustments are a legal requirement.

A motion made by Summers to send the Solicitor the tax decrease letter and after the discussion vote was taken and they all unanimously voted no.

ANNUAL SPRING TOWNSHIP MEETING HELD BY THE FOREST COUNTY CONSERVATION DEPARTMENT EXECUTIVE DIRECTOR, DONNA ZOFKIN,

A motion made by Summers and seconded by Polovich was passed unanimously to set the date as April 30th for the Annual Spring Township Meeting.

BILLS TO PAY.

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

ADJOURNMENT.

The Chairman adjourned the meeting at 1:45 PM.

Respectively transcribed by Assistant Secretary O'Rourke, rewritten and submitted by,

Marjorie E. Villarreal
Secretary/Treasurer/Code Enforcement Officer

APPROVED