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**HOWE TOWNSHIP**

**Forest County**  
Regular Meeting  
June 8, 2016  
1:00 PM

**ADMINISTRATION PRESENT.**

Supervisors:

Robert A. Summers, Chairman/Roadmaster  
Frank Polovich, Vice Chairman  
Robert E. Shaffer

Secretary/Treasurer/Code Enforcement:

Marjorie E. Villarreal  
Assistant Secretary: Kay O'Rourke

The meeting was called to order and the Pledge of Allegiance recited. The guests present were Priscilla Newpher, Stan O'Rourke and Rory Summers, Roadworker. The Chairman discussed ECS&R representative Sean Spangs emails concerning estimated electronics received at the Township Clean Up.

**MAY 11, 2016 MEETING MINUTES.**

A motion made by Shaffer and seconded by Summers was passed unanimously to approve the March 11, 2016 meeting minutes.

**TREASURER'S REPORTS.**

Marjorie Villarreal, Secretary/Treasurer said the Treasurer's reports were not completed due to a Quickbooks problem that is being taken care of.

**ROADMASTER REPORT.**

The Roadworker Rory Summers gave the Roadmaster report and said the crew removed a 12" plastic pipe on T374, Sheffield Junction Road, and replaced it with a 6" under drain. He said they have been cold patching T327, Duhring Road, and will be mowing berms and taking care of minor pot holes. He said T370 Byromtown, and T371, Job Corps Roads are in good condition other than minor potholes. Summers reported they scar fired T373, Watson Farm Road and have also reshaped, recrowned and rolled it. He said T368, Cooper Tract Road, still needs graded and the roads in Brookston had the pot holes patched. Summers said he spent 3 days grading for Jenks Township and in turn their crew will help them replace big culverts on T327, Duhring Road. He said they have done a small amount of shop maintenance. He said they had the mower repaired by Frost Supply for \$300.00 and the riding lawn mower repaired in Warren.

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said that she gave a permit for overweight vehicles for 3 months each to Industrial Timber and Lumber (now called North West Hardwoods) and Bradford Forest. Northwest is using, T358, Beaver Meadows Road and Bradford Forest is on T371, Job Corps Road.

**HIGHWAY SUPPLIES BIDS.**

A motion made by Summers and seconded by Shaffer was passed unanimously to award all sealed bids to Jefferson Paving Corporation with them bidding 150 ton of limestone DSA for \$26.92 per ton totaling \$4,038.00, 300 ton #8 anti-skid for \$25.66 per ton totaling \$5132.00 and 200 ton of 2B limestone for \$29.55 per ton totaling \$8865.00 with all delivered to the garage by June 30, 2016 and 20,350 square yards for T358 of Single Bituminous Seal Coat apply CRS-2PM (E-3M) cover with washed 1B limestone and roll for \$1.22 per square totaling \$24827.00 applied by September 1, 2016. Other bids were Suit-Kote Corporation who bid \$26.92 per ton for 150 ton of limestone DSA totaling \$4038.00, IA Construction bid ant-skid gravel for \$17.50 per ton for 300 ton of #8 anti-skid totaling \$5250.00 and \$27.00 per ton totaling \$5400.00 for 200 ton of 2B limestone and Suit-Kote bid \$1.254 per square yard totaling \$25,518.90 and Russell Standard bid \$1.277 per square yard totaling \$25,783.45 for 20,350 square yards of Single Bituminous Seal Coat.

**LAWN MOWING TOWNSHIP PROPERTIES.**

A motion made by Summers and seconded by Polovich was passed unanimously to hire Patrick Thompson to mow the Township properties for \$40.00.

**SALT BRINE APPLIED TO ROADS.**

A motion made by Summers and seconded by Polovich was passed unanimously for a letter to be sent to Sean Strong allowing his company to apply salt brine to township roads as needed.

**ADVERTISE SUPERVISORS MONTHLY MEETINGS.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to advertise the remaining monthly township meetings this year are held at 12:30 PM instead of 1:00 PM.

**ROBERT A. SUMMERS EMPLOYMENT.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to discuss Robert A. Summers employment benefits and after discussion with the guests Polovich and Shaffer asked that the subject be put on the next agenda.

**SECRETARY AND ASSISTANT SECRETARY HOURS.**

A motion made by Summers and seconded by Shaffer was approved unanimously to discuss the Secretary and Assistant Secretary's hours with Shaffer saying the Assistant Secretary will work Tuesday, Wednesday and Thursday from 8:00 AM - 12 in the morning and Secretary//Treasurer Marjorie Villarreal will work Monday from 12 PM until 4 PM, Tuesday from 10 AM (because of direct deposit for payroll checks) until 4 PM and Wednesday, Thursday, Friday from 12 PM until 4 PM.

**BILLS TO PAY.**

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

**MAIL, TELEPHONE AND EMAIL CORRESPONDENCE**

Robert Summers explained to the other Supervisors about the audit which was done on Brenda Vincent's books about the Earned Income Taxes and Local Services Taxes she had collected.. Terry Craig, Forest County COG President said Howe Township was to receive back \$6989.57 minus the \$720.00 Howe Township owed for their share of Vincent's audit.

**ADJOURNMENT.**

Robert Summers, Chairman, called the meeting for adjournment at 2:10 PM.

Respectfully submitted by,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer

UNAPPROVED