



HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 4, 2016
1:00 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman
Frank W. Polovich, Vice Chairman
Robert E. Shaffer

Secretary/Treasurer/Code Enforcement:
Marjorie E. Villarreal

The meeting was called to order at 1:10 PM and the Pledge of Allegiance recited. Guest present was Sue Watson, Auditor. Supervisor Robert Shaffer was not present.

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

CHAIRMAN.

A motion made by Polovich and seconded by Summers 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 Frank Polovich as the Vice Chairman.

SECRETARY/TREASURER AND CODE ENFORCEMENT OFFICER.

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$15.70 and 120 hours of paid vacation.

ROADMASTER.

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

ROAD WORKER.

A motion made by Polovich and seconded by Summers was passed unanimously to rescind the motion of 11/11/2015 to pay Rory Summers \$12.50 per hour as Roadworker and appoint him to Roadworker paying him wages of \$12.75 per hour.

SECRETARY VACATION, SICK TIME AND HOLIDAY PAY.

A motion made by Summers and seconded by Polovich was passed unanimously for the Secretary 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.

APPOINTMENT OF CPA.

A motion made by Summers and seconded by Polovich was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2015 and adopt CPA Resolution 16-1.

SOLICITOR.

A motion made by Summers 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 \$105.00 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 Polovich was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

SEWAGE ENFORCEMENT.

A motion made by Summers 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 2015 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Dennis Markham as the Vacancy Board Chairman.

DEPOSITORIES, TREASURER'S BOND AND MILLAGE.

A motion made by Summers 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.

Chairman Summers called the Organization meeting adjourned at 1:15 PM.

DECEMBER 9, 2015 REGULAR MEETING MINUTES.

A motion made by Polovich and seconded by Summers was not passed to approve the December 9, 2015 Regular Meeting minutes with Polovich saying Shaffer said other things not written correctly in the minutes.

ROADMASTER REPORT.

Bob Summers, Roadmaster, said the State Police called him because someone had run their car off T358, Beaver Meadows Road. The Roadcrew went out to cinder and found the car had run off the area Jenks Township was suppose to treat for snow conditions. Howe Township plowed and cindered the area. He said they plowed and cindered all roads as needed. Summers said they removed trees and limbs with the chain saws last week. He said they cleaned inlets on T374, Sheffield Junction Road.

CODE ENFORCEMENT OFFICER REPORT.

Marjorie Villarreal, Code Enforcement Officer, said she had one building permit application to approve for Tom Zimmerman for a24x40 garage on his property on SR 1005 Watson Farm Road. Villarreal said he had his neighbor sign for a closer set back line and the Forest County Planning Commission had him agree to a new stormwater line.

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

KAISER IMAGES COMPUTER SERVICES.

A motion made by Shaffer and seconded by Polovich was passed unanimously that the township can use Kaiser Images for ten computer service calls at \$25.00 an hour and for the township web page at \$15.00 per month or \$25.00 an hour for any major changes.

PAID TIME OFF.

The Supervisors asked that the discussion of paid time off be put on the next agenda.

TRASH ACCUMULATION IN BROOKSTON AND POSSIBLE TOWNSHIP TRASH PICK UP.

Summers asked the Secretary to include 2nd Class Township Code Sections 2101 and 2102 in the letter she is sending to trash violators in Brookston. The Supervisors asked that the discussion of township trash pick up be put on the next agenda.

STAMM'S LETTER CONCERNING MARIENVILLE LIBRARY.

A motion made by Polovich and seconded by Summers was passed unanimously to discuss Stamm's letter about the Marienville Library.

A motion made Polovich and seconded by Summers was passed unanimously to write a letter to Janis Stamm explaining the township, because of its status, can nor get CDBG grants to help the library to rebuild a new building.

BILLS TO PAY.

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

MAIL, TELEPHONE AND E-MAIL CORRESPONDENCE.

Summers said, like said earlier in his report, the Pennsylvania State Police called him and said he needed to check Beaver Meadows Road because a car had just had a slippery accident.

ADJOURNMENT.

The meeting adjourned at 2:00 PM.

Respectfully submitted,

Marjorie E. Villarreal
Secretary/Treasurer/Code Enforcement Officer

UNAPPROVED