

HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 2, 2018
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman
Robert E. Shaffer, Vice Chairman
Steven E Tachoir

Secretary/Treasurer/Asst.Code Enforcement:
Beverly A Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Kay O'Rourke, Stan O'Rourke and Auditor Priscilla Newpher.

TEMPORARY SECRETARY.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the temporary Secretary.

TEMPORARY CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers as the temporary Chairman.

CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers as the Chairman.

VICE CHAIRMAN.

A motion made by Tachoir and seconded by Summers was passed with two voting yes and one abstaining to appoint Robert Shaffer as the Vice Chairman.

SECRETARY/TREASURER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the Secretary/Treasurer and Assistant Code Enforcement for paperwork and signatory duties only with hourly wages of \$15.70 and 40 hours of paid vacation.

ROADMASTER/CODE ENFORCEMENT OFFICER.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Rory Summers as the Road master/Code Enforcement Officer with wages hourly of \$16.00 and 80 hours of paid vacation.

ASSISTANT SECRETARY/TREASURER.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Kay O'Rourke as Assistant Secretary/Treasurer at wages hourly of \$00.00 on an as needed basis.

PART TIME ROAD WORKER.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Robert Summers and Bob Clever as part time Road Workers at wages hourly of \$11.00.

SECRETARY and ROADMASTER VACATION, SICK TIME AND HOLIDAY PAY.

A motion made by Summers and seconded by Tachoir was passed unanimously for the Secretary and Road master 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 Tachoir was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2017 and adopt CPA Resolution 18-1.

SOLICITOR.

A motion made by Summers and seconded by Tachoir was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$115.00 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 Shaffer was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

SEWAGE ENFORCEMENT.

A motion made by Summers and seconded by Tachoir was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2018 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Stanley O'Rourke as the Vacancy Board Chairman.

APPOINTMENT OF ONE AUDITOR:

This has been tabled until further notice.

DEPOSITORIES, TREASURER'S BOND AND MILLAGE.

A motion made by Summers and seconded by Shaffer was passed unanimously for Northwest Savings Bank and PLGIT to be the depositories for Township funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 3.75 mills.

EMERGENCY SERVICES DIRECTOR:

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Sarah Korchak as Emergency Services Director.

PUBLIC COMMENT:

Kay O'Rourke stated reasons for using the CPA firm due to numerous changes for filings etc.. She also suggested paying the auditors a straight \$35.00 for their meeting instead of running it through payroll and taking taxes.

ORGANIZATION MEETING ADJOURNMENT.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the Organization meeting at 12:50 PM.

JANUARY 2, 2018 REGULAR MEETING:

The regular meeting was called to order at 12:55 PM.

DECEMBER 13, 2017 REGULAR MEETING MINUTES.

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the December 13, 2017 Regular Meeting minutes.

DECEMBER TREASURY REPORT.

The December Treasury Report is not available until the next regular meeting. Bank statements have not been received as of the date of this meeting.

ROADMASTER REPORT.

Robert Summers gave the Road master report in the absence of the Road Master. The 550 has a broken axle shaft. Bob Summers and Bob Clever and cleaning and fixing it. Parts were purchased to do the repairs. The other parts that were discussed at the December meeting will be ordered and put on. There are problems with the new tire chains that may have to be addressed. The furnace at the shop went out over the holidays. Highlander Energy was called and made 4 trips to attempt to fix it but did not. Whitney was called to look at it and he was able to make the repairs. Anti gel was also added to the lines.

CODE ENFORCEMENT OFFICER REPORT.

Beverly Pollock, Secretary reported that one 1year type 2 road permit was issued and one building permit that included a fine for starting without the permit was issued.

OLD BUSINESS.

RAIL TRAIL INFORMATION:

Secretary Bev Pollock reported on information obtained about the Howe Township portion of the rail trail. First step is to adopt an Ordinance with stipulations for the trail. Headwaters will work with Howe Township on all aspects of this process. Bev Pollock will contact both Headwaters and the township solicitor for more information.

NEW BUSINESS.

GARAGE FURNACE REPAIR:

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the repair of the Howe Township garage furnace by Highlander and Whitney.

BILLS TO PAY.

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

SECRETARY NOTES.

Secretary Bev Pollock gave a detailed accounting of the various correspondence throughout the month. She will also touch base with Donna Zofcin to set up the dirt and gravel training for Rory Summers and herself.

PUBLIC COMMENT:

Priscilla Newpher asked if the Township was aware of anyone checking on camps in the area after seeing tracks to the doors of numerous camps in her area. The township is not aware of anyone doing this and it was suggested by Kay O'Rourke that the state police be called. Kay O'Rourke commended the secretary for what she has accomplished in the last year.

ADJOURNMENT.

A motion made by Summers and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:25 PM.

Respectfully submitted,

Beverly Pollock
Secretary/Treasurer/Assistant Code Enforcement Officer