

HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 7, 2019
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, Auditor Priscilla Newpher, and Joe Pasky.

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 Shaffer and seconded by Summers was passed with two voting yes and one abstaining to appoint Steve Tachoir 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 a 32 hour work week, hourly wages of \$19.00 and 80 hours of paid vacation.

ROADMASTER/CODE ENFORCEMENT OFFICER.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstaining to appoint Rory Summers as the Road master/Code Enforcement Officer with a 32-40 hour work week, wages hourly of \$18.00 and 88 hours of paid vacation.

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ASSISTANT SECRETARY/TREASURER.

A motion made by Summers and seconded by Tachoir 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 unanimously to appoint Robert Clever as part time road worker with wages hourly of \$12.00. A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstention to appoint Robert Summers as part time Road Worker at wages hourly of \$12.00.

SECRETARY and ROADMASTER VACATION, SICK TIME AND HOLIDAY PAY.

A motion made by Shaffer and seconded by Tachoir was passed with two voting yes and one abstention 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, 2018 and adopt CPA Resolution 19-01.

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.

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SEWAGE ENFORCEMENT.

A motion made by Summers and seconded by Shaffer was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2019 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN.

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

PUBLIC COMMENT:

There was no public comment.

ORGANIZATION MEETING ADJOURNMENT.

A motion made by Summers and seconded by Tachoir was passed unanimously to adjourn the Organization meeting at 12:48 PM.

JANUARY 7, 2019 REGULAR MEETING:

The regular meeting was called to order at 12:50 PM.

PUBLIC COMMENT: There was no public comment.

DECEMBER 12, 2018 REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Summers was passed unanimously to approve the December 12, 2018 Regular Meeting minutes.

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DECEMBER TREASURY REPORT.

A Motion made by Summers and seconded by Tachoir was passed unanimously to approve the December 2018 Treasury Report.

ROADMASTER REPORT:

Road Master Rory Summers gave the following report: All Township roads are in rough shape due to the wetter, warmer weather. He has been patching holes throughout the township. No equipment maintenance to report.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:

Beverly Pollock, Secretary reported that she issued one Type 1 road permit and two Type two road permits, the Type two's going to logging companies, had several calls for permits and sent applications – waiting for completed permits. She also received a letter from The Department of Labor and Industries about a commercial building permit/UCC audit. She provided information requested and is waiting for further direction.

OLD BUSINESS.

ROAD WORKER APPLICATIONS:

The supervisors will get together on 1/10/19 to discuss and go over the applications and resume's received for the road worker position. They will have secretary Bev Pollock set up interviews with the candidates.

NEW BUSINESS.

ROCKY RUN GRANT APPLICATION:

The completed grant application contract will be signed today and sent back to the Planning and Conservation District.

MAY & COMPANY ENGAGEMENT LETTER:

The engagement letter from May & Company to complete the audit for year ending December 2018 will be signed today and sent back to them. The advertisement will be placed in the Forest Press stating this.

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DONATION REQUEST: Two donation requests were received by the secretary. At this time the requests were denied. The secretary will send letters to both.

HOLDING TANK LETTERS: A motion made by Summers and seconded by Shaffer was passed unanimously to have the secretary send letters to all holding tank customers to request pumping receipts per Township Ordinance 96-1. She will also research to see if there are specific pumping regulations.

OFFICE/SHOP SUPPLIES: A motion made by Summers and seconded by Tachoir was passed unanimously to approve the purchase of a case of copy paper for the office and a journal for the Road Master at an approximate cost of \$60.00.

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 report of all correspondence and happenings during the last month.

PUBLIC COMMENT: Joe Pasky asked if the township was able to get road millings from different jobs in the area. Road Master Rory Summers reported that at this time it is very difficult to get the millings from road work performed. It was suggested to contact our representatives to see if something could be done about this.

ADJOURNMENT: A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the regular meeting at 1:15 PM.

Respectfully submitted,

Beverly Pollock
Secretary/Treasurer/Assistant Code Enforcement Officer