

**HOWE TOWNSHIP**  
**Forest County**  
Organization Meeting Agenda  
January 3, 2017  
12:30 PM

“Notice: Once the business of the Board of Supervisors is started there will be no public comment.”

Call to Order.

Pledge of Allegiance.

Public Comment.

1. Appoint Temporary Secretary.
2. Appoint Temporary Chairman.
3. Appoint Chairman.
4. Appoint Vice Chairman.
5. Appoint Secretary/Treasurer with wages hourly of \$14.50 and 000 hours of vacation.
6. Appoint Road master/Code Enforcement Officer with wages hourly of \$16.00 and 40 hours of vacation.
  - a. Motion to discuss the vacation policy as worded in the Employee Handbook.
7. Appoint Assistant Secretary/Treasurer with wages hourly of \$14.00.
8. Appoint part time Road worker with wages hourly at \$18.37.
9. Motion made and approved at the December 14, 2016 regular meeting to pay Robert Summers 4 hours for holiday pay.
10. Motion that the Secretary and Road Master 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.
11. Appoint May & Company to be the CPA to audit the financial reports ending December 31, 2016 by adopting Resolution 17-01.
12. Appoint Solicitors and approve paying the Stapleford & Byham, LLC firm \$115.00 per hour and their federal mileage rate per mile by signing their Municipal Engagement letter.
13. Appoint a Mark Corey & Associates as township Engineers.
14. Appoint Todd Fantasky as Sewage Enforcement Officer and as his alternate Nick Melnick, with his SEO 2017 Fee Schedule Without Reimbursement.
15. Appoint a Vacancy Board Chairman.
16. Appoint one Auditor,
17. Approve NWS and PLGIT as the Depositories for Township Funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 3.75 mills.
18. Public Comment.

Adjournment of Organization Meeting.

**Regular Meeting Agenda**  
January 3, 2017  
Following the Organization Meeting

Public Comment.

1. Approve December 14, 2016 Regular Meeting Minutes.
2. Approve December 2016 Treasurer's Report.
3. Road master Report.
4. Code Enforcement Report.
5. Old Business.
  - a. Motion to discuss using Clarion Computer for any computer or Quick Books needs on an as needed basis at \$85.00/hour.
6. New Business.
  - a. Motion to approve the order of needed office supplies from Staples at a cost of \$267.50.
7. Bills to Pay.
8. Secretary Notes/Correspondence.
9. Public Comment.

Adjournment.

“Notice: The meeting of the Howe Township Board of Supervisors may be electronically recorded and, if they are, they will be maintained as part of the record of the meeting until the minutes are transcribed and approved by the Board. They are not permanently saved after approval of the minutes.”