



**HOWE TOWNSHIP**

**Forest County**  
Regular Meeting  
April 13, 2016  
1:00 PM

**ADMINISTRATION PRESENT.**

Supervisors:	Secretary/Treasurer/Code Enforcement:
Robert A. Summers, Chairman/Roadmaster	Marjorie E. Villarreal
Frank W. Polovich, Vice Chairman (via speaker phone)	
Robert E. Shaffer	Assistant Secretary: Kay O'Rourke

The meeting was called to order and the Pledge of Allegiance recited. Assistant Secretary O'Rourke recorded the minutes. The guests present were Priscilla Newpher, Auditor, Stan O'Rourke and Rory Summers, Roadworker.

**EXECUTIVE SESSION.**

Robert Summers announced an Executive Session was held on April 12, 2016 to discuss the evaluation of the Roadworker and hiring an Assistant Temporary Secretary.

**ASSISTANT TEMPORARY SECRETARY .**

A motion made by Summers and seconded by Shaffer was passed unanimously to hire Kay O'Rourke as Assistant Temporary Secretary at \$14.00 per hour.

**CLEAN THE OFFICE.**

A motion made by Shaffer and seconded by Summers was passed unanimously to hire Kay O'Rourke to clean the Howe Township Office at \$10.00 per hour.

**MARCH 11, 2016 MEETING MINUTES.**

The Supervisors asked that the March 11, 2016 Meeting minutes be put on the next months agenda for approval.

**FEBRUARY TREASURER'S REPORT.**

The Supervisors asked that the February Treasurers Report be put on the next months agenda.

**ROADMASTER REPORT.**

The Road worker Rory Summers gave the Roadmaster report and said that they have been cleaning and sloping the ditches, doing minor equipment repairs, tailgating gravel on roads to work into pot holes with the grader and touch up. He said they cut many fallen trees off the road ways.

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said that she gave permits for overweight vehicles for Tachoir Resources for T327, Duhring, T371, Job Corps and T358 Beaver Meadows Roads for this year until 2017. Catalyst Energy received yearly permits for T374, Sheffield Junction, T372 Fork Run, and T333 Bean Farm Roads. They said they sold the oil leases they owned on T371 Job Corps, T358 Beaver Meadows and T368 Cooper Tract Roads.

**DECEMBER 9, 2015 MEETING MINUTES.**

A motion made by Summers seconded by Polovich was passed unanimously to approve the December 9, 2015 with correction of crossing out the word new.

**FEBRUARY 10, 2016 MEETING MINUTES.**

A motion made by Summers seconded by Polovich was passed unanimously to approve the February 10, 2016 Meeting Minutes with corrections that the year should be changed from 2015 to 2016 for the Howe Township Clean Up.

**USFS CHAINSAW CERTIFICATION.**

A motion by Polovich seconded by Shaffer was passed to have Road worker Rory Summers attend a USFS Chainsaw Certification Class at the Bradford Ranger District and to pay him mileage to attend with Supervisor Summers saying Rory worked 2 hours on Thursday and the township will pay him 8 hours straight time on Saturday to attend the USFS Chainsaw Class. All the Supervisors voted yes.

**JOB PERFORMANCE.**

A motion made by Polovich seconded by Shaffer to give Road worker Rory Summers a raise of an additional \$1.25 an hour. with Polovich and Shaffer voting yes and Summers abstaining.

**FOREST COUNTY CONSERVATION DISTRICT & PLANNING DEPT.**

With no vote needed, Summers will attend the Township Work Day on April 30<sup>th</sup>.

**TOUR-DE-FOREST.**

A motion by Summers seconded by Polovich was passed unanimously to allow the Marienville Volunteer Fire Company to close Township Road 358 from Seldom Seen Corners to Forest Road 221 and Deadmans Corners to Seldom Seen Corners, also Watson Farm Road and T327, Duhring Road, to the township line from noon May 20, 2016 to midnight May 22, 2016 for the spring ride and from noon September 30, 2016 to midnight October 2, 2016 for the fall ride, with signs stating open to local traffic only, for the Marienville Volunteer Fire Department's ATV Tour-de-Forest fundraiser ride through the Allegheny National Forest, pending receipt of liability insurance.

**PENNDOT AGILITY AGREEMENT.**

A motion made by Shaffer seconded by Polovich was passed unanimously to discuss and sign the PennDOT Agility Agreement.

**BILL TO PAY.**

A motion made by Polovich seconded by Shaffer to pay bills if Summers looks at them and agrees they are correct with Shaffer and Polovich voting yes and Summers abstaining.

**IA CONSTRUCTION TRAILER.**

Summers said IA Construction to lease property to set a trailer for the PennDOT State Inspectors. Cost of \$250.00 per month plus electric. Contract needs to be signed. They told him they will give the Township road milling and waste dirt. He said they will be doing road work from Route 66 to Route 948 in Forest County to Warren County to Elk County. Summers said it was discussed and everyone agreed to this with no vote was taken.

**DOCTOR PERMISSION SLIP.**

A motion made by Polovich seconded by Summers was passed unanimously to have Secretary Marjorie Villarreal ask the Doctor how many hours she should work and what restrictions she has with the Supervisors asking that it be in writing.

**TIME OFF REQUEST.**

A motion made by Shaffer seconded by Summers was passed unanimously for the days off that Villarreal has requested. for appointments.

**ROAD MATERIAL.**

A motion made by Summers seconded by Polovich was passed unanimously to advertise the following road material 300 ton Anti Skid #8 limetone aggregate, 200 tons 2B gravel, 150 tons DSA and single seal from the Township line to Abraxas (Summers to call Secretaryt. with the road measurements for the single seal.)with the bids to be opened at 10:00 AM the morning of our next meeting May 11, 2016.

**PUBLIC COMMENT.**

Priscilla Newpher asked if the LST Ordinance could be put on the Howe Township web site. A motion made by Summers seconded by Shaffer was passed unanimously to have the LST put on the Howe Township web site.

**AUDITOR RESIGNATION.**

A motion made by Summers seconded by Polovich was passed unanimously to accept the resignation of Kay O'Rourke as Howe Township Auditor.(6 year term).

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**ADJOURNMENT.**

A motion made by Summers and seconded by Polovich was passed unanimously to adjourn the meeting at 2:10 PM.

Written by Assistant Secretary O'Rourke, rewritten and by submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer

APPROVED

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