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**HOWE TOWNSHIP**

**Forest County**  
Regular Meeting  
July 13, 2016  
12:30 PM

**ADMINISTRATION PRESENT.**

Supervisors:

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

Secretary/Treasurer/Code Enforcement:

Marjorie E. Villarreal

Assistant Secretary:

Kay M. O'Rourke

The meeting was called to order and the Pledge of Allegiance recited. Guests present were Rory Summers, Roadworker; Jon Wilson, PennDOT Municipal Representative and Stan O'Rourke.

**EXECUTIVE SESSION.**

Chairman Summers said the Supervisors just had an Executive Session and discussed Roadworker personnel.

**JUNE 8, 2016 REGULAR MEETING.**

A motion made by Shaffer and seconded by Polovich was passed unanimously to accept the June 8, 2016 Regular Meeting minutes.

**TREASURER'S REPORT.**

Secretary Villarreal explained to the Supervisors that Kaiser Images was meeting her next week at the office to fix some problems in the townships Quickbooks program

**ROADMASTER REPORT.**

Rory Summers, Roadworker, said the crew had been mowing along roads and grading. He said they just finished grading, T368, Cooper Tract Road. cold patched roads boom mower repaired Good tire quit remover main hydraulic pump drill coupler Bob rented jumping jack rory call Forest Service hydro transport

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said she permitted over weight vehicles for Firth Maple Products for a Type 2 permit to use on T358, Beaver Meadows Road for three months. She said Raymond Jones, off of Pigeon Lane applied for a building permit for a 12x36 addition and a porch. Villarreal said, in Brookston, the Corbett's applied to build 16x18 shed on T333, Bean Farm Road

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the building permits.

**EMPLOYEE PAY DURING EXECUTIVE SESSIONS.**

A motion made by Shaffer and seconded by Polovich was passed to remove two hours of Summers employee pay because Robert Summers forgot to punch out while he went to an Executive Session during work with Shaffer and Polovich voting yes and Summers abstaining.

**HEALTH INSURANCE BENEFITS.**

A motion made by Shaffer and seconded by Polovich was passed for Robert Summers and his wife Sara to receive full health insurance benefits with Shaffer and Polovich voting yes and Summers abstaining.

**ALLOWING THE SECRETARY AND ROADCREW TO WRITE NEWSPAPER ADVERTISEMENTS ABOUT UPCOMING ROAD CLOSURES.**

A motion made by Shaffer and seconded by Polovich was passed unanimously to allow the Secretary and Roadcrew to write advertisements for the newspaper about upcoming road closures between meetings.

**RESOLUTION 16-2 AGILITY AGREEMENT WITH PENNDOT.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to adopt and sign Resolution 16-2 with PennDOT's Agility Agreement.

**PAY VILLARREAL FOR QUICKBOOKS PAYROLL TAX PROGRAM.**

A motion made by Shaffer and seconded by Polovich was passed unanimously to pay Villarreal \$519.00 for Quickbooks Payroll Taxes.

**COMPACTOR RENTAL.**

A motion made by Polovich and seconded by Shaffer was passed unanimously to rent a compactor for \$220.00 to complete a culvert replacement on T327, Duhring Road.

**FOREST COUNTY COG HOLD HARMLESS AGREEMENT.**

A motion made by Summers and seconded by Shaffer was passed unanimously to sign the Hold Harmless Agreement with the Forest County COG.

**ROADMASTER TO PURCHASE COPIER/PRINTER.**

A motion made by Shaffer and seconded by Polovich was passed unanimously for the garage to purchase a \$300.00 copier/printer.

**ROADWORKER RAISE.**

A motion made by Polovich and seconded by Shaffer was passed for the Roadworker Rory Summers to receive a \$.50 per hour raise in pay beginning on July 18, 2016 with Polovich and Shaffer voting yes and Summers abstaining.

**BILLS TO PAY.**

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

A motion made by Shaffer and seconded by Summers was passed unanimously to pay approximately \$200.00 in quarterly taxes after the Quickbooks is repaired.

**ADJOURNMENT.**

Chairman Summers adjourned the meeting at 2:53 PM.

Respectfully submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer

APPROVED