

HOWE TOWNSHIP
Forest County
Organization Meeting Agenda
January 7, 2019
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 a 32 hour work week, wages hourly of \$19.00/hour and 80 hours of vacation.
6. Appoint Road master/Code Enforcement Officer with a 32-40 hour work week, wages hourly of 18.00/hour and 88 hours of vacation.
7. Appoint Assistant Secretary/Treasurer with wages hourly of \$00.00 on an as needed basis.
8. Appoint part time Road worker(s) with wages hourly at \$12.00.
9. 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.
10. Appoint May & Company to be the CPA to audit the financial reports ending December 31, 2018 by adopting Resolution 19-01.
11. 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.
12. Appoint a Mark Corey & Associates as township Engineers.
13. Appoint Todd Fantasky as Sewage Enforcement Officer and as his alternate Nick Melnick, with his SEO 2019 Fee Schedule Without Reimbursement.
14. Appoint a Vacancy Board Chairman.
15. Appoint one Auditor,
16. Approve NWS and PLGIT as the Depositories for Township Funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 3.75 mills.
17. Appoint Sarah Korchak as Emergency Services Director.
18. Public Comment.

Adjournment of Organization Meeting.

Regular Meeting Agenda
January 7, 2019
Following the Organization Meeting

Public Comment.

1. Approve December 12, 2018 Regular Meeting Minutes.
2. Approve December 2018 Treasurer's Report.
3. Road master Report.
4. Code Enforcement Report.
5. Old Business.
 - a. Discuss Road Worker applications and set up interviews.
6. New Business.
 - a. Rocky Run Grant Application update – Contract received, needs signed and sent to the Conservation District.
 - b. May & Company engagement letter – needs signed and sent to May & Company.
 - c. Discuss 2 donations request letters received by the Secretary – East Forest HS Senior Trip and Allegheny Community Center of Warren, PA.
 - d. Motion to approve having the secretary send letters to all holding tank permit holders to have them send copies of pumping receipts to the township.
 - e. Motion to approve the ordering of a Journal for the Road Master and a case of copy paper for the secretary at an approximate cost of \$60.00.
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.”