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**HOWE TOWNSHIP**

**Forest County**

Regular Meeting

June 9, 2010

7:00 PM

**ADMINISTRATION PRESENT.**

Supervisors:

Robert A. Summers, Chairman/Roadmaster  
Larry L. Loxley, Vice Chairman  
Frank W. Polovich

Secretary/Treasurer/Code Enforcement:

Marjorie E. Villarreal

The meeting was called to order and the Pledge of Allegiance recited. Guests present were Dolores Loxley, Kay and Stan O'Rourke.

**EXECUTIVE SESSION.**

Chairman Summers announced there was an executive session held on June 1, 2010 for personnel.

A motion made by Summers and seconded by Loxley was passed unanimously to reestablish the office hours, because of complaints of the office being closed, the Supervisors all want to be notified one week ahead of time before the Secretary can take vacation time or comp time, the Secretary is to notify all the Supervisors by phone if leaving the office for any reason, when the Secretary is out of the office they are to adjust the answering machine to state the office is closed either for a day or the amount of hours and when it will reopen with a sign on the window stating the same, the Secretary is to keep a log of their time away and explain why, the Secretary is not allowed to lock the front door at all during business hours and that these policies are conditions of the Secretary's employment.

**MAY 12, 2010 REGULAR MEETING.**

A motion made by Summers and seconded by Loxley was passed unanimously to approve the May 12, 2010 Regular Meeting.

**MAY TREASURER'S REPORT.**

A motion made by Loxley and seconded by Summers was passed unanimously to approve the May Treasurer's Report.

**ROADMASTER REPORT.**

Bob Summers, Roadmaster, said the Roadcrew were able to get a good bit of the grading done with the one week of dry weather they experienced last month. He said he also began to do some boom mowing on a couple of roads. He said the repaired areas on T373, Watson Farm Road are doing well with some dust problems during dry weather.

**ROADMASTER REPORT CONTINUED.**

Summers said they were able to get some cold patching done on Watson Farm and T327 Duhring Roads too. He said the A.R.R.A. project on Duhring Road has all of the drain work completed and that they are waiting for confirmation on the supplemental portion of that now. He said as soon as that is received he will schedule the remainder of the work with Jefferson Paving. Summers reported the Township Clean Up went well with a lighter than expected turn out. He said he has received several phone calls from a gentleman that recently bought a camp on T333 Bean Farm Road. He said he asked me to see if it was possible to install a culvert between two existing culverts in front of his camp. Summers said I took a look at the situation and determined that it would be too long and near impossible to keep clean, so I informed him of this and he asked if there was an alternative. He said his only suggestion was an open top type culvert with a grate that could be removed for cleaning. He said there were no major repairs to report this month, which is a welcome situation after the last couple of month's repairs. O'Rourke asked about the guide rails on Bean Farm Road. Summers said the land owner has not done anything at the property.

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said a road permit and Maintenance Agreement was signed with Larry Johnson Lumber to haul with over weight vehicles on T327 Duhring Road. She said a letter was sent to Robert Hutton telling him to remove the trailer from his property, but he called and said he did not own the property or trailer. She said she called the Assessment Office and they told her to have it measured out from Route 66 down to the trailer and then they would help her identify the owner. She said she mailed the Transient Merchant violation to the District Magistrate for the collection of the \$45.00 he owed. Villarreal said a building permit application was received from Henry Clifford for a 10 x 12 metal shed to be placed on his property in Mayburg. She said Kay and Stan O'Rourke applied for a building permit to build a 20 x 24 wood shed on their property on Blue Jay Creek Road.

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

**FEE SCHEDULE RESOLUTION.**

A motion made by Summers and seconded by Polovich was passed unanimously to discuss the changes of fees on the Fee Schedule Resolution 10-4.

A motion made by Summers and seconded by Loxley was passed unanimously to change the building permit violation fee to \$100.00, fees for building signs are the same as the building fees, non-sufficient fund checks charges are \$40.00 and municipal lien letters are \$15.00 each.

**OFFICE SHED.**

A motion made by Summers and seconded by Loxley was passed unanimously to purchase an 8 x 10 shed from Shed Guy in Kane, PA for \$900.00.

**MAY & COMPANY SINGLE AUDIT PROPOSAL.**

A motion made by Summers and seconded by Loxley was passed unanimously for May & Company to audit the over \$500,000.00 in federal funds the township received as required in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.

**SECRETARY PURCHASE.**

A motion made by Loxley and seconded by Polovich was passed unanimously for the secretary to purchase 20 reams of paper for \$70.00.

**JULY 5, 2010.**

A motion made by Loxley and seconded by Polovich was passed for the full-time employees to have Observance Day, Monday July 5, 2010 off paid for Independence Day, with Loxley and Polovich voting yes and Summers abstaining.

**RESIDENTIAL LOT WEED CONTROL ORDINANCE.**

A motion made by Summers and seconded by Loxley was not passed to adopt a Residential Lot Weed Control Ordinance with all of the Supervisors voting no.

**PSATS EMAIL ADDRESSES.**

The Supervisors said they did not want to give PSATS their personal home email addresses and Summers said they already had his at the township garage.

**MUNICIPAL TAX COLLECTORS RECONCILIATION LETTER.**

A motion made by Summers and seconded by Loxley was passed unanimously to pay the Municipal Tax Collector \$54.92 for submission to the school district because she paid it to the township.

**MARIENVILLE AREA LIBRARY DONATION.**

A motion made by Summers and seconded by Polovich was passed unanimously to donate the budgeted \$100.00 to the Marienville Area Library.

**BILLS TO PAY.**

A motion made by Loxley and seconded by Polovich was passed unanimously to approve the bills to pay.

**MAIL AND TELEPHONE CORRESPONDENCE.**

Villarreal said Kaiser Images had looked at the office computer and the problems she was having. Jackie Kaiser decided it needed cleaning. Villarreal told the Supervisors she told her she would bring it to her house June 18, 2010 in the afternoon while also getting her signature notarized in Marienville on a MV-44 form for a new license plate for the F550 truck. Summers said US Forest Service Ranger Rob Fallon called him and asked him and if he would sit on the board for RAC (Recreational Advisory Committee) and he said he told him no.

**PUBLIC COMMENT.**

Kay O'Rourke said Dennis Thornton mowed his lawn or had someone mow it. She questioned whether Rightnour's property was cleaned up, because she said we said we would give them until spring to clean it up. Villarreal said they put a dumpster in the yard and were filling it, but that she had not checked it this year for compliance. Loxley and Summers said they would look at the property to see how it was coming along. O'Rourke said the Supervisors should request a quarterly report from the Tax Collector. She wanted to know how the Township Clean Up went this year. Villarreal said she only collected \$243.50 in donations. Summers said it will be done differently next year with the use of a compactor and no help from Abraxas. Stan O'Rourke told the Supervisors about the dust they get at their house and asked about salt brining the road behind them. Villarreal said she would call P.G.E. and ask about the salt brine permit for this year. Kay O'Rourke said Bob Rourke said T374 Sheffield Junction Road is in beautiful shape. She asked what the status is on the road signs and Summers said they were all delivered, as far as he knew. The Supervisors and guests discussed Brunner's property, with Villarreal being told to send him a code enforcement letter about the vehicles in the yard.

**ADJOURNMENT.**

Chairman Summers adjourned the meeting at 8:40 PM.

Respectfully submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer