

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 4, 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.

**TEMPORARY SECRETARY.**

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Marjorie Villarreal as the temporary Secretary.

**TEMPORARY CHAIRMAN.**

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Robert Summers as the temporary Chairman.

**CHAIRMAN.**

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Robert Summers as the Chairman.

**VICE CHAIRMAN.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Larry Loxley as the Vice Chairman.

**SECRETARY/TREASURER AND CODE ENFORCEMENT OFFICER.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint Marjorie Villarreal as the Secretary/Treasurer and Code Enforcement Officer with hourly wages of \$13.28 and 120 hours of paid vacation.

**ROADMASTER.**

A motion made by Loxley and seconded by Polovich was passed to appoint Robert Summers as the Roadmaster with Loxley and Polovich voting yes and Summers abstaining.

**ROAD WORKER.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint Robert E. Clever to Roadworker and pay him \$14.39 per hour with 120 hours of paid vacation.

**VACATION, SICK TIME AND HOLIDAY PAY.**

A motion made by Summers and seconded by Loxley was passed unanimously for the Secretary and Roadworker to 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.

**PART-TIME ROADWORKER.**

A motion made by Summers and seconded by Polovich was passed to appoint Larry Loxley as a part-time Roadworker with Summers and Polovich voting yes and Loxley abstaining.

**APPOINTMENT OF CPA.**

A motion made by Summers and seconded by Loxley was passed unanimously to approve signing the acceptance letter that May & Company will be the CPA to audit the financial reports ending December 31, 2009, not exceeding the cost of \$2250.00 without approval.

A motion made by Summers and seconded by Loxley was passed unanimously to adopt CPA Resolution 10-1 authorizing May & Company to audit the Township financial accounts for the year of 2009.

**SOLICITOR.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$95.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

**ENGINEER.**

A motion made by Summers and seconded by Loxley was passed unanimously to appoint The EADS Group, Inc. as the Township Engineer.

**SEWAGE ENFORCEMENT.**

A motion made by Loxley and seconded by Summers was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Jed Birt as Alternate Sewage Enforcement Officer.

A motion made by Summers and seconded by Loxley was passed unanimously to approve the 2010 "B" SEO Fee Schedule.

**VACANCY BOARD CHAIRMAN.**

A motion made by Summers and seconded by Polovich was passed unanimously to appoint Kay O'Rourke as the Vacancy Board Chairman.

**DEPOSITORIES, TREASURER'S BOND AND MILLAGE.**

A motion made by Loxley and seconded by Polovich was passed unanimously for Northwest Savings Bank, PLGIT and INVEST to be the depositories for Township funds, Treasurers bond at \$550,000.00 and Real Estate Taxes at 5 mills.

**PUBLIC COMMENT.**

Kay O'Rourke questioned why the appointment of the Emergency Management Coordinator (EMC) was not on the agenda for the Organization meeting. Villarreal said Sarah Korchak, Township EMC, was appointed by resolution years ago. Kay O'Rourke said that she thought the Emergency Management Coordinator needed to be certified. Villarreal said she was told any newly appointed EMC needed to be certified. Kay O'Rourke asked to be appointed to Assistant Secretary to help the Secretary with filing, etc.

**ASSISTANT SECRETARY.**

A motion made by Loxley and seconded by Polovich was passed unanimously to appoint Kay O'Rourke to Assistant Secretary with no wages.

**ORGANIZATION MEETING ADJOURNMENT**

Summers adjourned the Organization Meeting at 7:23 PM.

**PUBLIC COMMENT.**

Kay O'Rourke questioned the two types of public comment on the agenda.

**DECEMBER 9, 2009 REGULAR MEETING MINUTES.**

A motion made by Loxley and seconded by Polovich was passed unanimously to approve the December 9, 2009 Regular Meeting minutes.

**ROADMASTER REPORT.**

Bob Summers, Roadmaster, said the report will be short because the crew spent every day last month either plowing, cindering or both. He said he went to Grove City to pick up 300 gallons of calcium chloride for use on the anti skid material. Summers said there were a few minor repairs to report this month. He said the F-550 needed one if its seven year old batteries replaced and, also, a bolt fell out of the plow frame and was replaced. He said the plow on the International truck needed the cutting edge flipped and the plow shoes replaced. He said they replaced the strobe light on the International, also, after it quit working. Summers said the crew will keep up with the snow plowing the best they can, which could include 2 to 3 hours a day on weekends.

**CODE ENFORCEMENT REPORT.**

Marjorie Villarreal, Code Enforcement Officer, said a check was returned from the bank from a transient merchant charging the township \$20.00 plus the check totaling \$65.00. Villarreal said there was also the problem of a transient merchant that did not get a permit and refused to pick up his certified mail. After discussion the Board of Supervisors told the Secretary to file with the District Magistrate on both of the merchants by herself without using the Solicitor. Kay O'Rourke asked if there was a charge for filing and Villarreal said she did not think so. Villarreal said that Dyne Excavating asked to be faxed a Road Permit application, because they needed to get an excavator off of T373 Watson Farm Road. She said Catalyst Energy faxed a Road Permit application to her for 3 months for Catalyst Energy to use T373 Watson Farm Road and said they were mailing the check. The Supervisors agreed for her to give Catalyst Energy permits from January 1 to March 31 for the use of the road.

**FUEL METER FROM JEMKO.**

Loxley said he would like to try repairing the fuel meter on the gas tanks and Summers said to table the agenda item until the next meeting.

**IDC MEETINGS.**

A motion made by Loxley and seconded by Polovich was passed for Bob Summers to attend IDC meetings and be reimbursed his wages for the time spent away from township roadmaster duties with Loxley and Polovich voting yes and Summers abstaining.

**KAISER IMAGES COMPUTER SERVICES.**

A motion made by Summers and seconded by Polovich was passed unanimously that there is prior approval for the township to use Kaiser Images for ten computer service calls as needed.

**COUNTY COMMISSIONERS LETTER ABOUT THE US FOREST SERVICE PURCHASE OF PRIVATE PROPERTIES.**

A motion made by Summers and seconded by Loxley was passed unanimously for the Secretary to send a letter to the County Commissioners and cc. to Congressman Glen Thompson in support of the Forest County Planning Board and the Commissioners with their adopted Forest County Comprehensive Plan that does not approve of the US Forest Services acquisitions of private properties.

**PURCHASE OF AIR COMPRESSOR.**

A motion made by Loxley and seconded by Polovich was passed unanimously to purchase an air compressor for approximately \$3000.00.

**BILLS TO PAY.**

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

**MAIL AND TELEPHONE CORRESPONDENCE.**

Villarreal said the township received a letter from Terry Craig stating the COG had received the money for the road sign grant and that he had placed the order for the signs. Loxley said he spoke to Terry Rosenberger and he is working on getting the township a five year warranty for the office generator. He told Loxley he will be starting the project soon and explained how he planned to run the gas line.

**PUBLIC COMMENT.**

Kay O'Rourke questioned Summers whether he drives the township truck or his own vehicle to IDC meetings. Summers said his own unless he has supplies to pick up for the garage. O'Rourke said Villarreal needs to be told when he is picking up supplies, so that it can be incorporated into his hours going to the meetings.

**ADJOURNMENT.**

A motion made by Loxley and seconded by Polovich was passed unanimously to adjourn the meeting at 8:15 PM.

Respectfully submitted,

Marjorie E. Villarreal  
Secretary/Treasurer/Code Enforcement Officer

APPROVED