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**HOWE TOWNSHIP**

**Forest County**  
Regular Meeting  
March 14, 2018  
12:30 PM

**ADMINISTRATION PRESENT.**

Supervisors:

Robert A. Summers, Chairman(absent)  
Robert E. Shaffer, Vice Chairman  
Steven E Tachoir - Supervisor

Secretary/Treasurer

Beverly Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Road Master Rory Summers, Stan O'Rourke, Kay O'Rourke and Priscilla Newpher

**Public Comment:** Secretary Bev Pollock reported on the Over/Under budget report for the months of January and February.

**FEBRUARY 14, 2018 REGULAR MEETING:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the February 14, 2018 Regular meeting minutes.

**FEBRUARY 2018 TREASURER'S REPORT.**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the February 2018 Treasurer's report.

**ROADMASTER REPORT:**

Road Master Rory Summers gave the following report:

**T368 Cooper Tract Road:** Good condition, all ditches and pipes in working order.

**T371 Job Corps Road:** Fair Condition, major pot holing. Road has some surface deterioration and rutting due to freeze/thaw. Heavy truck restriction.

**T370 Byromtown Road:** Good condition.

**T373 Watson Farm Road:** Good Condition, some minor pot holing.

**T374 Sheffield Junction:** Fair Condition. Road has surface deterioration and rutting due to heavy trucks and the freeze/thaw conditions. Heavy truck restriction.

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**ROADMASTER REPORT cont.**

**T327 Duhring Road:** Fair condition. Road has areas of surface deterioration due to the freeze/thaw.

**Brookston:** Good Condition.

Continue to maintain equipment and plow the roads.

**CODE ENFORCEMENT/ASST. CODE ENFORCEMENT REPORT:**

Secretary Bev Pollock gave a detailed report that included the issuance of 1 road permit, 3 demolition permits and correspondence with various permit holders for upcoming renewals and road closings.

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS:**

**HIGHWAY BIDS:** A discussion was held about what material will be needed to maintain the township roads during 2018 and to determine the thresholds for putting the needed items out for bid. Road Master Rory Summers reported that the township will need 350 tons of #57 Anti Skid and 25-30 tons of cold patch both which should fall under the bid thresholds. Further discussion was tabled until the April 2018 meeting.

**BRINE SPREADING:** A discussion was held about the 2018 brine spreading application and actual spreading process. Secretary Bev Pollock will provide the necessary paperwork to the Road Master to be filled out and submitted as soon as possible

**MARIENVILLE FIRE CONTRACT:** A motion to approve and sign the 2018 fire contract with the Marienville Volunteer Fired department was tabled until the April 11, 2018 meeting.

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**HEADWATERS LUNCH MEETING:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve Secretary Bev Pollock's attendance at a information lunch meeting in Kane, PA about the rail trail and to pay her mileage. The lunch is being paid for by Kane Borough.

**QUICK BOOKS AND COMPUTER UPGRADES:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to upgrade the current quick books software in order to be compliant with Quick Books payroll services at a bundled cost of \$498.97/year and to upgrade the current Windows 7 professional to Windows 10 by Clarion Computer by allowing Secretary Bev Pollock to take the computer to Clarion, stay with it while this is being done and reimburse her for mileage. Normal Clarion Computer rates will apply but no cost for Windows update is expected.

**BILLS TO PAY:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the March 2018 bills to be paid.

**SECRETARY NOTES:** A detailed report was given by Secretary, Bev Pollock on all correspondence and happenings during the last month.

**SUPERVISOR/SECRETARY MAIL AND CORRESPONDENCE:** A letter was received from Warren Electric Co-op about the electric line for the extra garage meter being pulled from the pole during the storm. They advised that the service has been disconnected and the pole has to be replaced by the township before it can be re-connected. Secretary Bev Pollock will call them for further details and report findings at the April meeting.

**PUBLIC COMMENT:** Kay O'Rourke suggested a spring and fall road inspection for all township roads by the Board of Supervisors and the Road Master followed by a meeting to discuss conditions. The secretary should be present at this meeting. Stan O'Rourke asked about a trailer on the township garage property - this trailer belongs to the Youth Field Day group and is used for storage. Kay O'Rourke asked about coverage for the Road Master while he is on vacation. Bob Clever will be covering.



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**ADJOURNMENT:** A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:15 PM.

Respectfully Submitted,  
Beverly A. Pollock  
Secretary/Treasurer

APPROVED