

HOWE TOWNSHIP
Forest County
Regular Meeting
December 12, 2018
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman
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 Thomas Zimmerman, Richard Robinson, Julie Haser, Stan O'Rourke and Kay O'Rourke.

Public Comment: There was no public comment.

NOVEMBER 14, 2018 REGULAR MEETING MINUTES:

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

NOVEMBER 2018 TREASURER'S REPORT.

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

ROADMASTER REPORT:

Part time road worker Bob Summers gave the following report:

The Road Master may be back in late December.

The road crew has been working on snow and ice removal, fixing the muffler on the International and usual winter time duties.

CODE ENFORCEMENT/ASST. CODE ENFORCEMENT REPORT:

Secretary Bev Pollock gave a detailed report that included the issuance of 1 demolition permit for a trailer on Watson Farm Road and the issuance of 1 type 2 road permit for a logging company. Answered several questions concerning the building permit process and what tax implication it would have as well as answering an email through the township website questioning the sewage/holding tank process.

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OLD BUSINESS:

PART TIME ROAD WORKER PAY RATE: A motion made by Shaffer and seconded by Tachoir was passed unanimously to temporarily raise the hourly rate for part time road worker Bob Summers while he is filling in for the injured Road Master to \$15.00/hour, hours worked to be determined by the weather needs, pay will be retroactive back to the 3rd pay in October, hourly rate will revert back to \$12.00/hour when the Road Master returns. This will all take place upon approval by the Township auditors.

INSURANCE BROKER CHANGE: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the Charles Leach agency as our broker for medical, dental and vision insurance and to approve secretary Bev Pollock's attendance at a meeting with the team that is handling our business in Wexford, PA and Lisa Mansell at a date to be determined.

SUPERVISOR DENTAL AND VISION INSURANCE: A motion made by Summers and seconded by Shaffer was passed unanimously to add the Supervisors to the dental and vision policies and for the Township to pay the premiums.

2019 BUDGET: A motion made by Summers and seconded by Tachoir was passed unanimously to adopt the 2019 Howe Township budget with possible changes.

NEW BUSINESS:

MEDICAL DEDUCTIBLE REIMBURSEMENT: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the reimbursement of \$750.00 per employee to cover half of the medical deductible. Employees will submit a bill to the secretary who will make a copy and pay half of the amount with the employee being responsible for the other half. The secretary will keep a spreadsheet for each employee to keep track of the amounts paid by the township until the maximum amount is reached.

MAY AND COMPANY: A motion made by Summers and seconded by Tachoir was passed unanimously to advertise that May & Company will be hired to audit all accounts for fiscal year ending December 31, 2018 upon receipt of their engagement letter.

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2019 MEETING DATES: A motion made by Summers and seconded by Shaffer was passed unanimously to advertise the Board of Supervisors 2019 meetings at 12:30 PM for the January 7th Organization and Regular Meeting and the rest of the year on the second Wednesday of the month at 12:30 PM with the exception of the April 10th and September 11th meetings which will be held at 6:00 PM and the Auditor Organization Meeting being held on January 8, 2019 at 12:30 PM.

MINUTE BOOK PURCHASE: A motion made by Summers and seconded by Tachoir was passed unanimously to approve the purchase of a minute book from PSATS at an approximate cost of \$65.00.

BACKHOE TIRE PURCHASE: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of new tires for the backhoe at an approximate cost of \$1,300.00 to \$1,500.00 after researching the availability of a traction turf tire.

BILLS TO PAY: A motion made by Summers and seconded by Tachoir was passed unanimously to approve the December 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: There was no Supervisor mail/correspondence received.

PUBLIC COMMENT: Kay O'Rourke asked what the timeline is for hiring a new road worker, 2 applications/resumes were received and it is hoped to have someone hired soon after the first of the year. Richard Robinson was asked about the road signs for his road – he is happy with the outcome.

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

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer