



HOWE TOWNSHIP
Forest County
Regular Meeting
August 10, 2022 12:30 PM

ADMINISTRATION PRESENT.

Supervisors:	Secretary/Treasurer/Asst. Code
Steven E. Tachoir, Chairman	Enforcement, Beverly Pollock
Thomas P. Zimmerman, Vice Chairman	
Robert E. Shaffer, Supervisor	

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, there were no guests present.

Public Comment: There was no public comment.

JULY 13, 2022 REGULAR MEETING MINUTES:

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the July 13, 2022 regular meeting minutes.

JULY 2022 TREASURY REPORT:

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the July 2022 Treasury Report.

ROADMASTER REPORT:

Secretary Bev Pollock gave the following report provided by Road Master Scott Paris:

The office porch and ramp boards were re-screwed, Duhring Road was prepared for milling work, Sheffield Junction was graded, normal maintenance for the garage and office was performed, trees were cleaned up, Cooper Tract was mowed, materials were pushed up for Duhring Road and the York rake was loaded for the warranty work.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Bev Pollock gave a detailed report which included the issuance of one road permit, replying to several PA One Call Tickets, sending email reminders to other permit holders for renewals, questions about the timeline for work on Duhring Road and Job Corps Road, responding to a RTK request for tax information and other information about Abraxas, the issuance of a demolition permit for a seasonal resident and a request for information about electrical inspectors.

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OLD BUSINESS:

2022 HIGHWAY BIDS update: Work was started on Duhring Road on 8/9/2022 with the Job Corps work to follow. A motion made by Tachoir and seconded by Shaffer was passed unanimously to hire an independent contractor to remove the tree leaning across the road on Job Corps as a result of the storm at a cost of \$600.00.

NEW HIRE update: The supervisors interviewed one applicant for the road crew position, the job was offered and accepted with a starting date of 8/8/2022.

NEW BUSINESS:

EMPLOYEE RAISES FOR 2023: A motion made by Zimmerman and seconded by Tachoir was passed unanimously to award raises to employees for 2023.

2023 BUDGET CALENDAR REVIEW: The 2023 budget calendar was reviewed and expenditures were discussed for the 2023 budget, the supervisors will have a road inspection and meet along with the roadmaster to create a list of possible projects/expenditures for 2023.

BUDGET WORKSHOP: A budget workshop will be held prior to the September 14th 6:00 PM Meeting.

ARP RESOLUTION: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to adopt Resolution 21-04 “Supplemental Appropriations for the 2021 Budget” due to the receipt of the ARP funding.

AFA DONATION REQUEST: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to donate \$500.00 to the AFA and send a letter of explanation as well as an invitation to attend a township meeting to present the objectives and goals of the group.

ANTI VIRUS SOFTWARE: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to install Sophos anti-virus software through Clarion Computer who will install, manage and bill for it at a cost of \$65.00/year.

PRIMARY RESPONDER LETTER: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to send a letter to the 911 center designating Kane Emergencycare as primary responder for ambulance service in Howe Township.

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OFFICE SUPPLIES: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of needed office supplies at a cost of \$107.00

BILLS TO PAY: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to pay the bills for August.

SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all secretarial happenings beyond the daily duties for the month.

PUBLIC COMMENT: Supervisor Shaffer requested a copy of the Road master report and Supervisor Zimmerman set a tentative date for a road inspection on 8/23/2022.

ADJOURNMENT: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to adjourn the meeting at 1:20 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer

APPROVED