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**HOWE TOWNSHIP**  
**Forest County**  
**Regular Meeting**  
**August 9, 2023 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, guests present were Road Master Scott Paris and Kay O'Rourke.

Public Comment: There was no public comment.

**JULY 12, 2023 REGULAR MEETING MINUTES:**

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the July 12, 2023 regular meeting minutes.

**JULY 2023 TREASURY REPORT:** A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the July 2023 Treasury Report.

**ROADMASTER REPORT:**

Secretary Bev Pollock gave the following report provided by Road Master Scott Paris: A new weed eater was purchased for the township, the hydraulic pump was finished being repaired, township properties were taken care of, trees on various township roads were cleaned up as needed, mowing was done on Job Corps, Duhring and Watson Farm roads.

**ASSISTANT CODE ENFORCEMENT REPORT:** Secretary Bev Pollock gave a detailed report which included the issuance of four road permits with payments received, responding to PA one call tickets, responding to RTK requests, researching bridge contracts, sending out permit renewal reminders to existing holders, answering questions about property for sale in Brookston as well as building and demolition requirements, checking trucking companies against records to see if they are permitted and reporting a downed tree on the state road past the office.

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**OLD BUSINESS:**

**ROADWORKER HIRE:** Two interviews for the road worker position were conducted on 8/5/2023 at the Township office, a motion made by Tachoir and seconded by Shaffer was passed unanimously to make an offer to one of the interviewees for a full-time position with the township.

**TOWNSHIP BRIDGE DISCUSSION:** A motion made by Shaffer and seconded by Zimmerman was passed unanimously to have the Road Master take pictures of the bridge and to have the Secretary contact the township engineer about this issue as well as send them the pictures to determine the next steps.

**WARREN COUNTY EMS MEETING:** A discussion was held about the August 16<sup>th</sup> meeting of the Warren County EMS Council in Mead Township. Supervisor Zimmerman is planning on attending.

**NEW BUSINESS:**

**EMPLOYEE RAISES FOR 2024:**

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to award employee raises for 2024.

**2024 BUDGET CALENDAR:** A brief discussion was held to look at the budget calendar and to give estimates/requests for expenditures in 2024.

**BUDGET WORKSHOP:** A budget workshop will be held at 5:00 PM prior to the September 13<sup>th</sup> meeting.

**BILLS TO PAY:** A motion made by Zimmerman and seconded by Tachoir 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 Tom Zimmerman introduced an idea to extend the roof over the back door at the township garage to protect equipment that is parked in that area, no decision was made on this suggestion.

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**ADJOURNMENT:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the meeting at 1:10 PM.

Respectfully Submitted,  
Beverly A. Pollock  
**Secretary/Treasurer**

APPROVED