

HOWE TOWNSHIP
Forest County
Regular Meeting
December 11, 2019
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

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

Secretary/Treasurer

Beverly Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Kay O'Rourke and Tom Zimmerman.

Public Comment: There was no public comment

NOVEMBER 13, 2019 REGULAR MEETING MINUTES:

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the November 13, 2019 regular meeting minutes.

NOVEMBER 2019 TREASURER'S REPORT.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the November 2019 treasurer's report.

ROADMASTER REPORT:

Road Master Rory Summers was not in attendance, Secretary Bev Pollock gave the following report:

T368 Cooper Tract Road: Road is in fair condition. Removed some fallen trees from road and cleaned some inlets and ditches.

T371 Job Corps Road: Road is in fair condition. We removed some fallen trees from road and cleaned some inlets this month. Also plowed twice and had no problems.

T373 Watson Farm Road: Road is in poor condition. Considerable potholing. All inlets and cross pipes are in working order

T374 Sheffield Junction: Road is in fair condition. Some minor pot holes.

T327 Duhring Road: Road is in poor condition. Considerable pot holes and surface deterioration. No major issues to report.

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ROADMASTER REPORT: continued

Monthly maintenance included fixing the plow feet on the International plow. Scott repaired/replaced shop lights over the work bench. We also replaced the battery in the generator. Furnace quit working and A&B was called, they got it running again but it still is not operating properly. Oil has been changed in all equipment which has also been greased. Excavator buckets have been hard faced and painted. Excavator has been winterized and put away for the year.

ASSISTANT CODE ENFORCEMENT REPORT:

Secretary Bev Pollock gave a detailed report including submitting the paperwork for the cook holding tank/sewage system and answering various questions from seasonal residents about permitting, holding tanks, 911 addresses and property lines.

OLD BUSINESS:

F450 TRUCK UPDATE: A discussion was held about advertising for bids for a truck, it was decided that Supervisor Tachoir and Tom Zimmerman would go to Griffith Auto Sales to look at and drive an F450 that is on their lot. This will be discussed at the January 6th meeting to decide the next steps in the bidding process.

2020 BUDGET: A motion made by Shaffer and seconded by Tachoir was passed unanimously to adopt the 2020 budget with possible changes.

EMERGENCY SERVICE COST ORDINANCE: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adopt Ordinance 19-1 "Emergency Service Cost" ordinance.

NEW BUSINESS:

OFFICE CHECKS: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of both payroll and accounts payable checks at an approximate cost of \$250.00.

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NEW BUSINESS continued:

HERSHEY CONVENTION: A discussion was held about sending new supervisor Zimmerman and Road Master Summers to the Hershey convention in 2020. It was decided to put this in the budget for 2021 and revisit it then.

MEDICAL DEDUCTIBLE REIMBURSEMENT: A motion made by Shaffer and seconded by Tachoir was passed unanimously to reimburse employees up to \$750.00 of their medical deductible.

MAY & COMPANY: A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the retention of May & Company to audit the books for fiscal year 2019 and to advertise the retention upon receipt of the Engagement Letter from May & Company.

2020 MEETING DATES: A motion made by Tachoir and seconded by Shaffer was passed unanimously to advertise the 2020 meeting dates for the Howe Township Board of Supervisors.

TAX COLLECTOR COMPUTER: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of an upgraded computer for the Howe Township Tax Collector at an estimated cost of \$659.99.

ABRAXAS TAX APPEAL: A discussion was held about correspondence received from attorney's for Abraxas concerning their tax appeal. The Howe Township Solicitor was contacted and it was decided to defer to the position that Forest County takes on this matter. Secretary Bev Pollock will contact the solicitor with this decision.

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

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SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all secretarial happenings for the month including meeting with Lisa Mansell of the Leach agency to go over medical insurance options, speaking with an agent from Erie insurance about the damage to township guard rails as a result of an accident on Beaver Meadows Road, continued correspondence about a new/used truck for the township, continued shredding of old documents per the retention rules and preparation for the upcoming year end duties.

PUBLIC COMMENT: Kay O'Rourke brought up the news that one of the grants for the Mayburg bridge replacement had been denied but a second one had not been decided on yet.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:07 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer