

**HOWE TOWNSHIP
Forest County
Regular Meeting
December 9, 2020 12:30 PM**

ADMINISTRATION PRESENT.

Supervisors:

Steven E. Tachoir, Chairman
Robert E. Shaffer, Vice Chairman
Thomas P Zimmerman, Supervisor

Secretary/Treasurer/Asst. Code
Enforcement, Beverly Pollock

An executive session was held to discuss personnel before the meeting was called to order.

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, guest present was Kay O'Rourke.

Public Comment: There was no public comment.

NOVEMBER 11, 2020 REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the November 11, 2020 regular meeting minutes.

NOVEMBER 2020 TREASURY REPORT:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the November 2020 Treasury Report.

ROADMASTER REPORT: There was no formal Road Master report this month. Secretary Bev Pollock reported on the truck progress. Maintenance on the equipment and vehicles has been performed.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Beverly Pollock gave a detailed report on code enforcement issues for the past month which included the issuance of five road permits with payments received at the time of issuance, one county approved building permit with payment, responding to several PA one call tickets and questions from seasonal residents on sewage/septic regulations.

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OLD BUSINESS:

ELECTRONICS DISPOSAL: Disposal of the electronics will occur when the new truck has been inspected and available to transport.

GARAGE FURNACE UPDATE: Per previous approval it was decided to have Secretary Bev Pollock send a letter to A&B Heating about the status of the non-working/malfunctioning furnace that was installed by them in September 2019 and to take further steps if the furnace is not replaced.

2021 BUDGET: A motion made by Shaffer and seconded by Tachoir was passed unanimously to adopt the 2021 budget with possible changes.

NEW BUSINESS:

RETURN TO WORK: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to have the Road Master return to work with doctor documentation, approval/permission.

BORROW SICK TIME: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to allow employees to borrow from sick time on a "one time only emergency" basis.

2021 MEDICAL DEDUCTIBLE: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the township portion of the medical deductible at \$750.00 for all participants.

2021 MEETING SCHEDULE: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the 2021 Board of Supervisors meeting schedule and to advertise the schedule for the entire year.

NEW FORD F550: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve scheduling an appointment with Kope Services to have the new truck under-coated.

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FLOOR MATS: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the purchase of Weathertech floor mats for the new Ford F550.

FUEL: A motion made by Tachoir and seconded by Shaffer was passed unanimously to start purchasing on road diesel from Kane Liquid Fuel. Secretary Bev Pollock will call the provider to confirm pricing.

COURT CASE: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to follow what the county decides in this case.

BILLS TO PAY: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the bills to be paid for December 2020.

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

SUPERVISOR CORRESPONDENCE: There was no supervisor correspondence.

ASSISTANT SECRETARY PAY: A motion made by Shaffer and seconded by Tachoir was passes unanimously to pay the assistant secretary her wages for organizing the old files and moving the permanent retention paperwork in to the new fire-resistant cabinet.

PUBLIC COMMENT: Kay O'Rourke suggested that road projects be staggered from year to year to help eliminate large costs to the township and also suggested the board meet with the road master periodically to discuss his plans for the road work needed. Supervisor Zimmerman suggested looking for a vibratory roller for the township. Supervisor Tachoir asked what the plans are for the old Ford F550 – secretary Bev Pollock will look in to the selling/bidding requirements needed.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:50 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer