

**HOWE TOWNSHIP
Forest County
Regular Meeting
February 12, 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

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, guests present were Kay O'Rourke and Road Master Rory Summers.

Public Comment: There was no public comment.

DECEMBER 12, 2019 REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the December 12, 2020 regular meeting minutes.

JANUARY 30, 2020 SPECIAL MEETING MINUTES:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the January 30, 2020 special meeting Minutes.

JANUARY 6, 2020 ORGANIZATION AND REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the January 6, 2020 Organization and Regular meeting minutes with the following amendment: Motion to amend a previous motion from January 6, 2020 in which the rate of pay for the Road Master was incorrectly set at \$19.00/hour due to a typographical error and to reflect that the hourly pay of the Road Master will be \$18.00/hour.

DECEMBER 2019 TREASURY REPORT:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the December 2019 Treasury Report.

JANUARY 2020 TREASURY REPORT:

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

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ROADMASTER REPORT:

Road Master Rory Summers gave the following report:

T368 COOPER TRACT ROAD: Road is in fair condition. Plowing and cindering has been done as required. All cross pipes and outlets are in good working order. No major issues to report.

T371 JOB CORPS ROAD: Road is in fair condition. Plowing and cindering has been done. Road has been soft in areas where there is a lot of sun. All cross pipes and outlets are in good working order. No major issues to report.

T370 BYROMTOWN ROAD: Road is in good condition. Plowing and cindering has been done as required. All cross pipes and outlets are in good working order. No major issues to report.

T373 WATSON FARM ROAD: Road is in poor condition. Plowing and cindering has been done as required. All cross pipes and outlets are in good working order. Need to discuss areas that are to be fixed in 2020 and how we want to fix them.

T374 SHEFFIELD JUNCTION: Road is in fair condition. Plowing and cindering has been done as required. Far north end of the road is very soft. The company that is logging has done a good job staying off of the road when it's warm out. One of the logging trucks went in the ditch and damaged it. The company used their equipment to fix it and it appears to be ok. All cross pipes and outlets are in good working order. No major issues to report.

T327 DUHRING ROAD: Road is in poor condition. Major potholing and surface deterioration. Plowing and cindering has been done as required. All cross pipes and outlets are in good working order. No major issues to report.

MONTHLY MAINTENANCE: Repairs were done on a lot of equipment in the last month. The Ford Ranger needed a right front wheel bearing replaced due to wear. The brakes were also changed on the ranger due to wear. The brake lines on the Ford 550 have been replaced due to brake failure and the plow lights were replaced on this truck. The shop generator was looked at and adjusted and the battery was replaced. The plow on the 550 broke where the plow shoes mount to the bottom so new brackets were fabricated to strengthen it. The 18" bucket for the excavator was hard faced.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Bev Pollock gave a detailed report which included the issuance of seven road permits, submission of the small flow sewage treatment paperwork to the DEP, receipt of the insurance check for the damage to the guard rails on Beaver Meadows, submission of the flood plain management report for PEMA, scheduling and advertising for a special meeting for the small flow sewage treatment system and sending email reminders to expiring road permit holders.

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OLD BUSINESS:

ROAD INSPECTION SCHEDULE: A discussion was held about a road inspection schedule. It was decided to do a thorough inspection twice a year, in the spring and in the fall when weather conditions permit. Supervisor Zimmerman also brought up that he is going to research a possible new road permitting process for Howe Township.

RAC PROGRAM UPDATE: Road Master Rory Summers provided information on this program and it was decided that he would contact the representative to have him come to Howe Township and further explain the system.

TRUCK UPDATE: Quotes have been received as well as trade in values for the existing F550. Supervisor Zimmerman is waiting for additional quotes and information. The supervisors will discuss the next steps including a decision on a bed package and when to advertise for and send out bid packets.

NEW BUSINESS:

OFFICE SUPPLIES: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the purchase of needed office supplies at a cost of \$99.75.

2020 BOUNDARY VALIDATION PROGRAM: A discussion was held about the 2020 Boundary Validation Program for the Census. Paperwork was signed and will be submitted.

EMPLOYEE REVIEWS: A discussion was held and it was agreed that all employee reviews will be done on a yearly basis in August to more closely coincide with the MMO paperwork which is when raises are determined for the following year.

MEDICAL INSURANCE DEDUCTIBLE: A motion made by Tachoir and seconded by Shaffer was passed unanimously to amend the payment of 50% of the medical deductible for participants to say that if services were rendered in October, November or December but the bill was not received until January that the Township would still cover 50% of those bill(s).

NEW COMPUTER: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the purchase of a new laptop and software for the township office and have Clarion Computer transfer all files and software to the new computer. Clarion Computer will also complete all necessary services to ready the old computer to be used at the township garage at an approximate cost of \$1,500.00 to \$1,700.00.

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NEW BUSINESS continued:

2020 HIGHWAY BIDS: Road Master Rory Summers and the Supervisors will meet at 9:00 AM on February 25th to discuss the materials and projects to be considered for the 2020 highway bids. Once decided Secretary Bev Pollock will schedule a meeting with PennDOT representative Jon Wilson to create the bid packets to be advertised and sent out.

PENSION ORDINANCE 20-01: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adopt Ordinance 20-01 "Amendment to Non-Uniformed Pension Plan".

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

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

PUBLIC COMMENT: Kay O'Rourke asked if there was a township sign inspection in progress as well as a garage inventory and advised that the secretary would need copies of both. Road Master Rory Summers advised that both were in progress but not yet completed. He also indicated that they were working on safety inspection reports to be used in vehicles and equipment. Supervisor Zimmerman brought up the driver side door rust issues on the Ranger as well as issues with the rocker panels. A motion made by Zimmerman and seconded by Tachoir was passed unanimously to have Road Master Rory Summers get three estimates for the cost of repairing these issues.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 2:05 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer