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**HOWE TOWNSHIP**  
**Forest County**  
Regular Meeting  
February 13, 2019  
12:30 PM

**ADMINISTRATION PRESENT.**

Supervisors:

Robert A. Summers, Chairman  
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 Stan O'Rourke, Kay O'Rourke, Lynette Pellish, Tom Zimmerman and Shelbi Orinko.

**Public Comment:** There was no public comment.

**JANUARY 7, 2019 REGULAR MEETING MINUTES:**

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the January 7, 2019 Regular meeting minutes.

**JANUARY 2019 TREASURER'S REPORT.**

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

**ROADMASTER REPORT:**

Roadmaster was not present due to weather conditions. Beverly Pollock reported that all roads were being plowed and cindered – typical winter maintenance. There was a service call for the diesel fuel pump at the garage and also for the garage furnace

**CODE ENFORCEMENT/ASST. CODE ENFORCEMENT REPORT:**

Secretary Bev Pollock gave a detailed report that included the issuance of 9 road permits to both Oil and Gas companies and to Logging companies, sending reminders for other permit holders to renew, sending an email to permit holders of certain roads to refrain from heavy truck traffic during the warmer days, receiving continued responses to the holding tank letters that were sent out in January and receiving a call from the US Forest Service about a tree down on Sheffield Junction

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**OLD BUSINESS:**

**ROADCREW NEW HIRE:** A motion made by Summers and seconded by Tachoir was passed unanimously to contact the candidate interviewed for the road crew position to see if he had obtained his CDL permit as requested in his interview. Secretary Bev Pollock will contact him. All other decisions on the new hire are tabled until a future meeting.

**ROADCREW 40 HOUR WORK WEEK:** A discussion was held about moving the road crew back to a 40-hour work week. Supervisor Steve Tachoir wants to observe the road crew for a week before he makes a decision on this to be sure that 40 hours are needed. Dan Zimmerman asked if there was a written-criteria for what was expected of the road crew. The decision was tabled until a future meeting.

**BACKHOE TIRES:** A motion made by Summers and seconded by Tachoir was passed unanimously to purchase new tires for the backhoe and to keep the old ones as spares at an approximate cost of \$2,325.00.

**NEW BUSINESS:**

**CONSERVATION DISTRICT STORMWATER MANAGEMENT:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve the signing of the "Memorandum of Understanding" from the Forest County Conservation District & Planning Department to administer and manage the Forest County Stormwater Management Ordinance on behalf of the township.

**TOWNSHIP CLEANUP DAY:** A motion made by Summers and seconded by Shaffer was passed unanimously to schedule the date for the Howe Township cleanup day for June 1, 2019 with an alternate date of June 8, 2019 with set prices for carload, truck and trailer loads and for electronics. Secretary Bev Pollock will schedule with Advanced Disposal and with Triple S Recycling and advertise when all is in place.

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**FIRE RESISTANT FILE CABINET:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve the purchase of a four-drawer fire resistant file cabinet from Quill to house permanent records at the Howe Township office at an approximate cost of \$4,149.99. This purchase will be made after the receipt of the Forestry Funds in 2019.

**KAY O'ROURKE PAY RATE:** A motion made by Shaffer and seconded by Summers was passed unanimously to approve the pay rate for Kay O'Rourke to be \$14.00/hour for work performed for the recent pension audit and for taking over for the current secretary in the case of an emergency.

**WORKSHOP REGISTRATION:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve the attendance of Rory Summers at a Dirt, Gravel and Low volume roads workshop being held on March 21, 2019 from 9:00 AM to 1:00 PM at the Roseville Grange in Brookville, PA and for the attendance of Bev Pollock at a PennDOT connects meeting being held on February 28, 2019 from 1:00 PM to 3:00 PM at the Forest County IDA/IDC Building.

**GARAGE FURNACE:** A discussion was held about the condition of the Township garage furnace. It was decided that the secretary would call and schedule several different providers to look at the building and current furnace and provide written quotes for a new unit.

**BILLS TO PAY:** A motion made by Summers and seconded by Tachoir was passed unanimously to approve the February 2019 bills to be paid.

**SECRETARY NOTES:** A detailed report was given by Secretary, Bev Pollock on all correspondence and happenings during the last month. In addition, a request was received from the Marienville Trail Riders requesting a support letter be sent for their Grant application, they will also accept donations. The secretary will send the letter. A group of Howe Township residents are trying to get high speed internet in the township through Windstream. Meetings were held to go over specifics. The township office provided addresses at the request from one of the organizers.

**SUPERVISOR/SECRETARY MAIL AND CORRESPONDENCE:** There was no Supervisor mail/correspondence received.

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**PUBLIC COMMENT:** Kay O'Rourke suggested that the supervisors advertise and hold a special meeting to hire the new road worker at the time of the interview (s). She also asked if a road inspection will be performed in the spring. She brought up the need for office maintenance including the ramp needing painted and the damage to the corner of the building needing fixed. Bob Summers brought up the need to gather information on the material needed to create the road bid packages in the next meetings.

**ADJOURNMENT:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the meeting at 1:45 PM.

Respectfully Submitted,  
Beverly A. Pollock  
Secretary/Treasurer