



HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 2, 2024
3:30 PM

ADMINISTRATION PRESENT:

Supervisors:
Steven E. Tachoir, Chairman
Thomas P. Zimmerman, Vice Chairman
Richard Shaffer

Secretary/Treasurer/Asst.Code Enforcement:
Beverly A. Pollock

The meeting was called to order at 3:30 PM and the Pledge of Allegiance was recited. Guests present were Scott Paris and Sgt James Weaver.

TEMPORARY SECRETARY:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Beverly Pollock as the temporary Secretary.

TEMPORARY CHAIRMAN:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Steven Tachoir as the temporary Chairman.

CHAIRMAN:

A motion made by Zimmerman and seconded by Shaffer was passed unanimously to appoint Steven Tachoir as the Chairman.

VICE CHAIRMAN:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Thomas Zimmerman as the Vice Chairman.

SECRETARY/TREASURER:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the Secretary/Treasurer and Assistant Code Enforcement for paperwork and signatory duties only with a 32-hour work week, wages hourly of \$24.00 and 120 hours of paid vacation.

ROADMASTER/CODE ENFORCEMENT OFFICER:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Scott Paris as the Road Master/Code Enforcement Officer with a 40-hour work week, wages hourly of \$22.50 and 104 hours of paid vacation.

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ASSISTANT SECRETARY/TREASURER:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Kay O'Rourke as Assistant Secretary/Treasurer at wages hourly of \$14.00 on an as needed basis.

SECRETARY and ROADMASTER VACATION, SICK TIME AND HOLIDAY PAY:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously for the Secretary and Road Master to get paid vacations and sick time per Resolutions 04-2 and 04-5 and holidays paid per motions of the Board of Supervisors on 12/17/04 and 3/9/05.

APPOINTMENT OF CPA:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2023 and adopt CPA Resolution 24-01.

SOLICITOR:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$145.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

ENGINEER:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

SEWAGE ENFORCEMENT:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Collin Fantaskey as Alternate Sewage Enforcement Officer, with their SEO 2024 Fee Schedule without Reimbursement.

VACANCY BOARD CHAIRMAN:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Stanley O'Rourke as the Vacancy Board Chairman.

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DEPOSITORIES, TREASURER’S BOND AND MILLAGE:

A motion made by Tachoir and seconded by Shaffer was passed unanimously for NORTHWEST, HAMLIN and PLGIT to be the depositories for township funds, treasurers’ bond at \$360,000.00 and real estate taxes at 3.75 mills.

EMERGENCY SERVICES DIRECTOR:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Sarah Korchak as Emergency Services Director.

PUBLIC COMMENT:

There was no public comment.

ORGANIZATION MEETING ADJOURNMENT:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to adjourn the Organization meeting at 3:47 PM.

JANUARY 2, 2024 REGULAR MEETING:

The regular meeting was called to order at 3:48 PM.

PUBLIC COMMENT: There was no public comment.

DECEMBER 13, 2023 REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the minutes of the December 13, 2023 meeting.

DECEMBER 2023 TREASURY REPORT:

The December 2023 Treasury Report was not available and will be approved at the February 2024 meeting.

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ROADMASTER REPORT:

Secretary Bev Pollock gave the following report provided by Road Master Scott Paris: New plow lights were installed on the F550, worked on the old backhoe, maintained township properties, cleaned up trees as needed, worked on the garage doors, filled pot holes and received the delivery of the new backhoe.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:

Beverly Pollock gave the following report which included the issuance of two road permits with payments received, one building permit with payment received, several PA 1 call responses, filing drilling notices, answering permit questions and notification of plans for a new sewage system at Abraxas I.

OLD BUSINESS:

NEW BACKHOE UPDATE:

The new backhoe was delivered to the garage in December, a representative from Groff came to go over the new equipment with the Road Master and inform the secretary of the paperwork that will be coming once payment is received.

NEW BUSINESS:

BANK SIGNATORY: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to remove Robert E. Shaffer as a signatory for Northwest, PLGIT and Hamlin banks and add newly elected supervisor Richard Shaffer to be a signatory for Northwest, PLGIT and Hamlin banks along with Steven E. Tachoir, Supervisor, Thomas P. Zimmerman, Supervisor and Beverly A. Pollock, Secretary/Treasurer.

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

SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all correspondence and happenings during the last month beyond the normal daily duties.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the regular meeting at 4:02 PM.

Respectfully submitted,
Beverly Pollock
Secretary/Treasurer/Assistant Code Enforcement Officer