

HOWE TOWNSHIP
Forest County
Organization and Regular Meeting
January 3, 2022
12:30 PM

ADMINISTRATION PRESENT:

Supervisors:

Steven E. Tachoir, Chairman
Thomas P. Zimmerman, Vice Chairman
Robert E. Shaffer (absent)

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

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited. Guests present were Kay O'Rourke, Stan O'Rourke, Scott Paris and John Stear.

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 Zimmerman and seconded by Tachoir was passed unanimously to appoint Steven Tachoir as the temporary Chairman.

CHAIRMAN:

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

VICE CHAIRMAN:

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

SECRETARY/TREASURER:

A motion made by Tachoir and seconded by Zimmerman 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 \$21.50 and 104 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 \$19.50 and 88 hours of paid vacation.

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ASSISTANT SECRETARY/TREASURER:

A motion made by Tachoir and seconded by Zimmerman 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 Zimmerman and seconded by Tachoir 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 Zimmerman and seconded by Tachoir was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2021 and adopt CPA Resolution 22-01.

SOLICITOR:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$135.00 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 Zimmerman was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Collin Fantaskey as Alternate Sewage Enforcement Officer, with their SEO 2022 Fee Schedule without Reimbursement.

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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.

DEPOSITORIES, TREASURER'S BOND AND MILLAGE:

A motion made by Zimmerman and seconded by Tachoir 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:

Kay O'Rourke asked about the timeline for appointing a township auditor.

ORGANIZATION MEETING ADJOURNMENT:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to adjourn the Organization meeting at 12:45 PM.

JANUARY 3, 2022 REGULAR MEETING:

The regular meeting was called to order at 12:47 PM.

PUBLIC COMMENT: There was no public comment.

DECEMBER 8, 2021 REGULAR MEETING MINUTES:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the minutes of the December 8, 2021 meeting.

DECEMBER TREASURY REPORT:

The December 2021 Treasury Report was not available and will be approved at the February 2022 meeting.

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ROADMASTER REPORT:

Secretary Bev Pollock gave the following report provided by Road Master Scott Paris: Anti-skid has been applied to the roads where and when needed, new tires for the F550 were put on, trees have been cleaned up after the wind storm, the International dump truck was worked on at Hornburg and low fuel pressure was found, the light bar was built for the F550, leaves were cleaned up at the office property, pot holes were patched on Watson Farm Road and Duhring Road, plowed snow when needed and had the garage furnace worked on.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:

Beverly Pollock gave the following report which included the issuance of three road permits with payment, several responses to PA One Call tickets, questions on building permit processes, the issuance of one municipal lien letter, corresponding with PennDOT for the sign placement in Brookston, fire extinguisher inspections at the garage and office and discussions with county personnel about the on-going building permit/property dispute in Brookston.

OLD BUSINESS:

SRS GRANT OPPORTUNITIES:

No new information on this, some ideas are being discussed among the supervisors, application is due by 1/21/2022 and the secretary will review needed information to complete.

AMBULANCE MEETING: Supervisor Zimmerman attended the meeting in Jenks Township. Two ambulances are being purchased by the county and one will be placed in Marienville. The Commissioners are looking in to grants to be able to hire paid EMS workers to staff the ambulance and answer calls in the areas. There is another meeting in Jenks Township on January 7th that Supervisor Zimmerman will attend. Sheffield Township/Fire Department is also exploring other options for their ambulance service that was suspended as of 1/1/2022. More information will be available at future meetings.

NEW BUSINESS:

OFFICE SUPPLY ORDER: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the order of needed office supplies from Staples at a cost of approximately \$122.00.

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NEW BUSINESS continued:

PENNDOT EMAIL: A motion made by Zimmerman and seconded by Tachoir was passed unanimously to inform PennDOT of their decision **not** to take over ownership of the state portion of Watson Farm and Robinson Hill Roads.

COUNTY MEMORANDUM OF UNDERSTANDING: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve and sign the Memorandum of Understanding for the Forest County Conservation District to administer and manage the Forest County Stormwater Management Ordinance on behalf of the Township.

2021 FIRE AGREEMENT WITH SHEFFIELD TWP: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve, sign and pay the 2021 fire agreement with Sheffield Township in the amount of \$4,400.00.

GARAGE FURNACE YEARLY MAINTENANCE: A motion made by Zimmerman and seconded by Tachoir was passed unanimously to arrange a yearly maintenance schedule for the garage furnace.

GUARDIAN INSURANCE: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to approve the enrollment in Guardian Insurance to cover Accidental Death and Dismemberment and Short -Term Disability for the township employees at a cost of \$1,013.40/year with a two-year price guarantee.

BILLS TO PAY: A motion made by Tachoir and seconded by Zimmerman 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 including an email received with complaints about the condition of Duhring road. This item will be included on the February meeting agenda.

PUBLIC COMMENT: Kay O'Rourke suggested using the township engineer to advise on various road projects. Road Master Scott Paris provided a name of an individual who will rent a vibratory roller to the township.

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

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