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**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 6, 2020  
12:30 PM

**ADMINISTRATION PRESENT:**

Supervisors:

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

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

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Kay O'Rourke, Stan O'Rourke, Jeanie Smead, Jim Miller, George Statler, John Roundtree and Road Master Rory Summers.

**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 Zimmerman was passed unanimously to appoint Steven Tachoir as the temporary Chairman.

**CHAIRMAN:**

A motion made by Tachoir and seconded by Zimmerman 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 Robert Shaffer 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 \$20.00 from 1/1/2020 to 12/31/2020 and 88 hours of paid vacation.

**ROADMASTER/CODE ENFORCEMENT OFFICER:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Rory Summers as the Road master/Code Enforcement Officer with a 40-hour work week, wages hourly of \$19.00 from 1/1/2020 to 12/31/2020 and 96 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.

**ROAD WORKER:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Scott Paris as road worker with a 40-hour work week, wages hourly of \$16.50 from 1/1/2020 to 12/31/2020 and 40 hours of paid vacation to begin on April 16, 2020.

**SECRETARY, ROADMASTER and ROADWORKER VACATION, SICK TIME AND HOLIDAY PAY:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously for the Secretary, Road master and Road Worker 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, 2019 and adopt CPA Resolution 20-01.

**SOLICITOR:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$125.00 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.

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**SEWAGE ENFORCEMENT:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2020 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.

**APPOINTMENT OF ONE AUDITOR:**

This has been tabled until further notice.

**DEPOSITORIES, TREASURER'S BOND AND MILLAGE:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously for Northwest Savings Bank 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:**

Supervisor Zimmerman announced plans to implement a system to track costs in the coming months

**ORGANIZATION MEETING ADJOURNMENT:**

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

**JANUARY 6, 2020 REGULAR MEETING:**

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

**PUBLIC COMMENT:** There was no public comment.

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**DECEMBER 11, 2019 REGULAR MEETING MINUTES:**

This was tabled until the February meeting due to the absence of the vice chairman and the newly elected supervisor not being in place during December.

**DECEMBER TREASURY REPORT:**

This was tabled until the February meeting due to the absence of the vice chairman and the newly elected supervisor not being in place during December.

**ROADMASTER REPORT:**

Road Master Rory Summers gave the following report:

**DUHRING ROAD (T327):** Road is still in poor condition. We have been plowing when we have snow. We removed a couple big beach trees that fell across the road. Need to discuss options for next year's repairs.

**COOPER TRACT (T368):** Road is in fair condition. No major issues to report.

**JOB CORPS ROAD (T371):** Road is in good condition. We've been plowing when there is snow. We also cleaned the clogged inlets when there was a warm spell.

**WATSON FARM ROAD (T373):** Road is in poor condition. Road is considerably worse due to the freeze/thaw cycle. Need to discuss repair options for next year.

**SHEFFIELD JUNCTION (T374):** Road is in good condition. Road got a little soft at the far end due to the thawing. Secretary Bev Pollock sent an email to permit holders asking them to refrain from using heavy vehicles on the road.

We have done a lot of maintenance during the last month. Repaired the truck lights, backhoe chains and fixed the Ranger. Installed new lights in the shop and a new electric cord reel. The Road Master worked on fabricating a new wheel and paddles for the ditching machine. The garage door broke and Warren Overhead Door was called to repair it. The new furnace is still not running properly. New fuel supply line from the tank to the furnace was replaced and did not fix the problem. On Wednesday the furnace quit completely, A&B was called and they replace the fuel pump gasket on Thursday and Friday. As of this morning (1/6/20) the furnace is still not running properly. Placed another call to A&B and as of meeting time we haven't received a call back. We will need to discuss our next steps.

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

Beverly Pollock gave the following report on Assistant Code Enforcement happenings during the last month. She issued 3 road permits, sent out reminder emails for expiring permits as well as a road condition email and a reminder to a seasonal resident to record his holding tank permit at the courthouse.

**OLD BUSINESS:**

**NEW/USED TRUCK SEARCH:**

Supervisors Tachoir and Zimmerman looked at the used F450 for sale at Griffith Auto Sales and determined that the condition was not as good as they once thought. Supervisor Zimmerman will arrange an appointment at Pape's to get an updated estimate for getting the F550 back on the road in the coming weeks.

**NEW BUSINESS:**

**EMPLOYEE YEARLY REVIEWS:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to conduct yearly reviews for all employees. The initial review will be done on the employee's anniversary date and all subsequent reviews will be done in January. Secretary Bev Pollock will coordinate with the supervisors to set up dates and times for this year's reviews.

**GARAGE FURNACE ISSUE:**

A motion made by Tachoir and seconded by Zimmerman was passed unanimously to have secretary Bev Pollock send a certified letter to A&B Heating expressing the township's concerns with the lack of repair to the new furnace they installed. They will be given a time frame to fix the furnace to our satisfaction and the next step will be to contact the township solicitor over the matter.

**BANK SIGNATORIES:** A motion made by Tachoir and seconded by Zimmerman was passed unanimously to remove Robert Summer as a signatory for Northwest and PLGIT and add Thomas Zimmerman as a signatory for Northwest and PLGIT.

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

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

**PUBLIC COMMENT:** A seasonal resident suggested checking phone records for the number of calls made about the furnace repair and Kay O'Rourke suggested asking the provider for a summary of trips to repair the furnace. Resident Jeanie Smead asked about the logging situation on Sheffield Junction and the possible damages it could cause to the road. She suggested taking before and after pictures of the road or that the Road Master should be contacted before the start of the job. Kay O'Rourke suggested getting decent signs and barricades for when township roads are closed. Road Master Rory Summers suggested getting trail camera's with bear boxes to post at closed roads to see who violates the closing. Kay O'Rourke suggested that the Emergency Services Director book needs to be updated and the township would need to find people willing to help should something happen. A discussion about a road inspection schedule will be included on the February agenda as well as an update on a RACK program suggested by Road Master Summers. Kay O'Rourke also suggested getting a new computer for the secretary, giving her laptop for the township garage to use and having Clarion Computer do all the necessary changes.

**ADJOURNMENT:** A motion made by Tachoir and seconded by Zimmerman was passed unanimously to adjourn the regular meeting at 1:25 PM.

Respectfully submitted,

Beverly Pollock  
Secretary/Treasurer/Assistant Code Enforcement Officer