



HOWE TOWNSHIP
Forest County
Regular Meeting
July 13, 2022 12:30 PM

ADMINISTRATION PRESENT.

Supervisors:	Secretary/Treasurer/Asst. Code
Steven E. Tachoir, Chairman	Enforcement, Beverly Pollock
Thomas P. Zimmerman, Vice Chairman(absent)	
Robert E. Shaffer, Supervisor	

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, guest present was Road Master Scott Paris.

Public Comment: There was no public comment.

JUNE 8, 2022 REGULAR MEETING MINUTES:

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the June 8, 2022 regular meeting minutes.

JUNE 2022 TREASURY REPORT:

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the June 2022 Treasury Report.

ROADMASTER REPORT:

Secretary Bev Pollock gave the following report provided by Road Master Scott Paris:

Ditching has been done on Watson Farm, Duhring and Sheffield Junction, mowing has been done on Watson Farm and Duhring, inlets have been cleaned on Watson Farm and Sheffield Junction, two new tires and a new cutting edge were installed on the grader, trees/storm damage was cleaned up on Duhring, Sheffield Junction and Job Corps which had the most damage, mowing was done on Bean Farm, Fork Run and Sheffield Junction, weed eating was done at the guard rails, bridges and intersections on Duhring, Watson Farm, Fork Run and Bean Farm and mowing was done on Beaver Meadows.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Bev Pollock gave a detailed report which included the issuance of one road permit, replying to several PA One Call Tickets, questions about building permits and sewage requirements, sending road permit renew reminders, right to know requests and the repair of a camp property due to a complaint received about it.

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OLD BUSINESS:

2022 HIGHWAY BIDS update: Road Master Scott Paris has been in contact with Jefferson Paving and COB Services for the road work on both Duhring and Job Corps, COB's milling machine has been repaired and they will be here sometime during the week of the July 18th. Jefferson Paving is aware of the schedule and will be notified when the milling is completed in order to start their work.

NEW HIRE ADVERTISEMENT update: An advertisement to hire a road worker was placed and ran for six days in the Warren Times Observer. No replies were received. One person stopped in the office for an application, one person filled out an application and returned it. The supervisors have copies and will schedule an interview in the coming weeks.

NEW BUSINESS:

EMPLOYEE YEARLY REVIEWS: A discussion was held about employee yearly reviews it was decided to schedule them for August 9th at the township office starting at 10:00 AM.

EMPLOYEE RAISES FOR 2023: A discussion was held to decide if employee raises will be awarded for 2023, the supervisors will decide at the time of the employee reviews and the raises will be approved at the August 10th meeting.

EQUIPMENT PARTS: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of parts for the trash pump at an estimated cost of \$225.00.

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

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

PUBLIC COMMENT: There was no public comment.

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ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:00 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer

APPROVED