



**HOWE TOWNSHIP
Forest County
Regular Meeting
July 8, 2020 12:30 PM**

ADMINISTRATION PRESENT.

Supervisors:

Steven E. Tachoir, Chairman
Robert E. Shaffer, Vice Chairman
Thomas P Zimmerman, Supervisor

Secretary/Treasurer/Asst. Code
Enforcement, Beverly Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, there were no guests present.

Public Comment: There was no public comment.

JUNE 10, 2020 REGULAR MEETING MINUTES:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the June 10, 2020 regular meeting minutes.

JUNE 2020 TREASURY REPORT:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the June 2020 Treasury Report.

ROADMASTER REPORT: Supervisor Bob Shaffer gave the following Road Master report in place of Road Master Rory Summers:

T371 Job Corps Road: Road is in good condition. All grading and ditching has been done, millings were applied on the lower part of the road by Blue Jay. Still have around 800 feet of millings to add by Abraxas. All cross pipes are in working order.

T373 Watson Farm Road: Road is in fair condition. Road has been bermed and all ditches have been pulled and material hauled away. Millings were applied in multiple places and are working well. There are some sections that need scar fired and more millings added.

T374 Sheffield Junction: All ditches have been pulled and the material has been hauled away. Road has been lightly graded and still needs material added in some places. There are five cross pipes that need to be replaced.

T327 Duhring Road: Road is in better condition. Millings still need to be added. All ditching and scar firing has been done. Road profile has been established; material needs to be added.

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ROAD MASTER REPORT cont.

T368 Cooper Tract Road: Road is in good condition. Grading and ditching has been done. All cross pipes are in working order.

Monthly Maintenance: The water pump belt had to be replaced on the grader and new scar fire teeth were put on. Multiple ditching paddles on the boom ditcher were replaced. All equipment has been greased and maintained. The new rubber roof was completed on the garage buildings.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Beverly Pollock gave a detailed report on code enforcement issues for the past month which included the issuance of two three month road permits with payment, the response to multiple PA One Call tickets, the receipt of a complaint of a camp in dis-repair and calls with questions about septic/holding tank regulations. A call was also received requesting the certificate of occupancy for a new McDonalds in Howe Township, it is actually located in Howe Township, Perry County Pennsylvania.

OLD BUSINESS:

GARAGE ROOF UPDATE: The new roof on the township garage was completed in June.

TOWNSHIP OFFICE PAINT ESTIMATES: No estimates have been received yet. Secretary Bev Pollock will research other painters and request estimates.

NEW BUSINESS:

EMPLOYEE EVALUATIONS: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to schedule the yearly employee evaluations for August 11, 2020 at the township office starting at 9:00 AM until finished.

EMPLOYEE RAISES FOR 2021: A discussion was held on employee raises for 2021 and it was decided that raises will be determined at the individual evaluations and then voted on at the August 12, 2020 meeting.

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NEW BUSINESS continued:

ELECTRONICS DISPOSAL: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to have the road crew dispose of the electronics collected at the 2019 Howe Township cleanup day. Secretary Bev Pollock will research places that will accept these items.

ROAD WORKER SPREADSHEETS: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to implement the use of job duty and equipment maintenance spreadsheets. This will go into effect once the forms are adjusted and finalized by the secretary and supervisors and should be turned in to the secretary weekly when timecards are turned in.

BILLS TO PAY: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the bills to be paid for July 2020.

SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all secretarial happenings beyond the daily duties for the month. She also brought up the confusion with paid township holidays when a worker is not scheduled to work. A motion made by Tachoir and seconded by Zimmerman was passed unanimously to clarify the paid holiday policy. When a paid township holiday falls on a day that the worker is not scheduled to work, that day will become a floating holiday and the worker may choose another day. Holiday's may not be exchanged for comp time and must be used during that calendar year.

SUPERVISOR COMMENTS: Supervisor Tachoir brought up using the Fastenal bolt bin that already exists in the township garage instead of constantly driving to purchase needed items. Supervisor Zimmerman will call and get details from Fastenal. Supervisor Zimmerman brought up the need to purchase cold patch for potholes on township roads. He will check on borrowing a roto-mill to square up the holes to ensure a better fix. Millings could be used as well. A township road inspection has been scheduled for July 27th for the Supervisors and Road Master. They will meet at the township garage at 9:00 AM. Supervisor Zimmerman is going to check on renting a roller for use on the millings applied to township roads for the first week of August. He will also continue to investigate finding someone to switch the truck bed of the existing F550 to a new one as

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SUPERVISOR COMMENTS cont.

well as the plow and the spreader. Supervisor Zimmerman would also like to discuss the RAK computer system for the roads in the Fall of 2020. A battery is needed for the Ford ditcher, the beaver dam issue is being addressed and the new garage roof had been discussed as well as the road worker spreadsheets. Supervisor Tachoir asked about the sign posts stored in the grader shed and it was suggested to install them near culverts to mark them.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 2:00 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer

APPROVED