

**HOWE TOWNSHIP
Forest County
Regular Meeting
May 13, 2020 6:00 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 6:00 PM and the Pledge of Allegiance was recited, guests present were Assistant Secretary Kay O'Rourke.

A closed Executive session was held on March 25, 2020 to discuss personnel.

Public Comment: There was no public comment.

MARCH 11, 2020 REGULAR MEETING MINUTES:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the March 11, 2020 regular meeting minutes.

MARCH and APRIL 2020 TREASURY REPORTS:

A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve the March and April 2020 Treasury Reports.

ROADMASTER REPORT: Supervisor Tom Zimmerman gave the road report as follows: Lewis trucking has been bringing the millings purchased from PennDOT and a possible start date for using the millings on Watson Farm Road is May 15th. Supervisor Zimmerman has been in contact with Highland Township about using their roller on Howe Township roads when the millings are applied. A body person/mechanic from Highland Township is going to give an estimate for repairs to the Ranger and the F550.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Bev Pollock gave a detailed report which included the issuance of three road permits, three county approved building permits, submission of final paperwork for the Bish sewage system and a complaint from a seasonal resident about the dust on Job Corps Road which will be addressed.

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OLD BUSINESS:

TRUCKING BID: The trucking bid for hauling the millings from the PennDOT facility in Waterford was awarded to Lee Lewis Trucking on April 10th.

ROADMASTER ERIE TRIP: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the Roadmasters trip to Erie with Supervisor Zimmerman and the use of the township truck to view the millings available for purchase at the PennDOT facility and to pay his regular wages while he was out of the township.

NEW BUSINESS:

ROADMASTER TEMPORARY LAYOFF: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the temporary layoff of Roadmaster Rory Summers due to the Covid 19 pandemic. Secretary Bev Pollock will contact the Roadmaster for an estimated return date to be voted on and approved at the June 10, 2020 meeting.

LIBRARY DONATION: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the yearly donation of \$100.00 to the Marienville library.

WORKERS COMP INSURANCE RENEW: A motion made by Shaffer and seconded by Tachoir was passed unanimously to have Secretary Bev Pollock renew the workers comp insurance with Erie Insurance through Calvert Pearson when it comes due on July 1, 2020.

CANCELLED 2019 HIGHWAY BIDS: A short discussion was held about the 2019 cancelled highway bids that were awarded and what the townships next steps should be based on advice from the Township Solicitor. This was tabled until a future date.

TOUR DE FOREST: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to send a letter approving the closure of township roads for the spring and fall 2020 Tour de Forest. (spring was cancelled)

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NEW BUSINESS continued:

ZIMMERMAN EMPLOYMENT: A motion made by Shaffer and seconded by Tachoir was passed with 2 yes votes and one abstention to hire Supervisor Tom Zimmerman as a temporary/part time employee to work on problematic township roads based on the following:

1. Doctor permission – this has been provided.
2. Start date – as soon as possible.
3. End date to be determined by continued doctor permission.
4. Hourly wage \$17.00/hour (to be approved by township auditors).
5. Appoint a township auditor and have them take the oath of office.
6. Schedule and advertise an auditor’s meeting to approve the wage decided upon.

DOCUMENT SAFE PURCHASE: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the purchase of a fire proof document safe from a private party in Kane in the amount of \$1,000.00. Supervisor Tachoir will contact the private party to arrange the purchase.

PORTA POWER TOOL PURCHASE: A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the purchase of a Porta power tool at Napa at an approximate sale price of \$400.00.

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

SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all secretarial happenings beyond the daily duties for the month including the temporary closing of the township office to the public during the Covid 19 pandemic as well as the secretary working from home during this time, updating the CDL employees with DDTA, coordinating with PennDOT and Iron Planet for the millings purchase, creating and sending several lien letter requests and filing all quarterly reports for the first quarter of 2020.

SUPERVISOR CORRESPONDENCE: Supervisor Zimmerman received details from the US Forest Service of a section off Sheffield Junction that is actually in Elk County. This section needs some safety repairs. Letters will be sent to the township to discuss what is needed.

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PUBLIC COMMENT: There was no public comment.

ADJOURNMENT: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to adjourn the meeting at 7:22 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer

APPROVED