

**HOWE TOWNSHIP
Forest County
Regular Meeting
October 14, 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, guests present was Stan O'Rourke, Kay O'Rourke and Officer Weaver from the PA State Police.

Public Comment: There was no public comment.

SEPTEMBER 9, 2020 REGULAR MEETING MINUTES:

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the September 9, 2020 regular meeting minutes.

OCTOBER 2, 2020 SPECIAL MEETING MINUTES:

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the October 2, 2020 Special meeting minutes.

SEPTEMBER 2020 TREASURY REPORT:

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

ROADMASTER REPORT: Bev Pollock gave the following report supplied by Road Master Rory Summers:

T371 Job Corps Road: Road is in good condition. All inlets and tail ditches have been cleaned. We had to fix a cross pipe due to being hit with the grader. Pipe was fixed and ditch was backfilled. Supervisor Tom Zimmerman graded the road. Ditches will need re-cleaned in the spring. Leaves need to be cleaned out of the ditches before winter.

T373 Watson Farm Road: Road is in fair condition. All millings have been added and rolled. Road was developing some pretty sever wash boarding, the grader was used to re-shape the road and fix the issue. All leaves have been cleaned and cold patching has been finished.

T374 Sheffield Junction: Road is in good condition. All grading has been done and all inlets have been cleaned. All tail ditches have been cleaned and leaves have been removed.

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ROAD MASTER REPORT cont.

T327 Duhring Road: Road is in fair condition. All grading has been done and all millings have been added. Road was developing some severe wash-boarding, the grader was used to fix the issue. Cold-patching and cleaning of inlets have been completed. All pipes and ditches are in good working order.

T368 Cooper Tract Road: Road is in good condition. All inlets, tail ditches and culverts have been cleaned. Leaves will be removed from the ditches when all have fallen. No major issues to report.

T370 Byromtown Road: Road is in good condition. All pipes and ditches are in working order. No surface deterioration or pot-holes to report.

MAINTENANCE: All equipment is being prepared for the winter. We are working on finding storage for all of the implements and cleaning the building. We have received almost all of our winter anti-skid. We will need to go to Grove City to pick up the supply of Calcium Chloride. A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the purchase of 350 gallons of calcium chloride.

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 road permits with payments received at the time of issuance. Several calls were received with questions about building and demolition permits, electric inspections and holding tanks. The secretary replied to several PA one call ticket requests, received a call about a tree across the road near Abraxas, a sluice pipe issue in Brookston and an email through the township website with questions about property ownership surrounding this persons' property.

OLD BUSINESS:

ELECTRONICS DISPOSAL: The electronics will be disposed of at Fast Disposal in the coming weeks. Secretary Bev Pollock will call to give billing information and confirm hours of operation.

ROAD WORKER SPREADSHEETS: No action was taken on the subject of failure to turn in sheets. It was decided to go through the rest of the year to work out some more issues and revisit this decision at a future meeting. Secretary Bev Pollock is working on updating Quick Books with the equipment codes as well as being able to create a report using those codes in Quick Books.

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OLD BUSINESS continued:

GARAGE FURNACE UPDATE: Modifications have been made that have not fixed the issue. A video of the issue will be supplied to the furnace installer to submit to the maker of the furnace. If the issue is not resolved after reviewing the video a letter will be sent to the provider and if no resolution is met the township solicitor will be contacted about this. A Motion made by Zimmerman and seconded by Shaffer was passed unanimously to have the secretary send this letter to the provider and to contact the solicitor if no action is taken.

NEW BUSINESS:

PLOW PARTS: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of needed plow parts for the new truck from Terry Kahle at an approximate cost of \$600.00 to \$800.00. A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the possible purchase of a new plow for the 2020 F550 from Terry Kahle at and approximate cost of \$10,000.00+.

2021 BUDGET FULL REVIEW: The supervisors and secretary began a full review of the 2021 budget estimates before the official meeting – no decisions were made at that time. The review was finished during the official meeting and some minor changes were suggested. Secretary Bev Pollock will go over the budget estimates and make the suggested changes.

LASER TONER CARTRIDGE PURCHASE: A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve the purchase of a toner cartridge for the office printer at a cost of \$162.00.

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

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

SUPERVISOR CORRESPONDENCE: There was no supervisor correspondence for the month.

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PUBLIC COMMENT: Kay O'Rourke asked if the township would be appointing a possible part-time worker for help in the winter. It was brought up at all supervisors were approved as contractors on an as needed basis to step in when and if needed. She also brought up a problem with the new Windstream internet/phone service in part of the township – if the electric goes out so does the land line phone. Supervisor Zimmerman reported that Windstream was in the process of fixing this issue. She also brought up that since the new truck was not budgeted for in the 2020 budget we will have to adopt a resolution with that percentage change. Officer Weaver from the PA State Police asked if there were any issues that needed reported/discussed. The supervisors and public brought up the speeding ATV riders, speeders on Watson Farm, Job Corps and Blue Jay Creek Roads as well as the stop sign violations at the intersection of Blue Jay Creek Road and Route 666. Secretary Bev Pollock informed the board that the next meeting is on November 11th which is Veterans day and a paid township holiday. The road-crew can choose to work that day or take a different day, the secretary will be taking Friday the 13th to replace it. Supervisor Zimmerman suggested having the International truck worked on at a place in Warren that will clean underneath and the motor plus apply a spray that will neutralize the salt. A motion made by Zimmerman and seconded by Tachoir was passed unanimously to have this done. A motion made by Zimmerman and seconded by Shaffer was passed unanimously to have the new F550 under-coated/rust proofed at either Krown of Jamestown or Ziebart. He also suggested looking in to getting township decals for the new truck. The issue with the type of anti-skid received was discussed and we are not to be billed for the load of contaminated product that was delivered.

ADJOURNMENT: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to adjourn the meeting at 1:45 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer