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**HOWE TOWNSHIP**  
**Forest County**  
**Regular Meeting**  
**September 8, 2021 06:00 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 Scott Paris, Jeanie Smead and Jim Miller.

Public Comment: There was no public comment.

**AUGUST 11, 2021 REGULAR MEETING MINUTES:**

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the August 11, 2021 regular meeting minutes.

**AUGUST 2021 TREASURY REPORT:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the August 2021 Treasury Report.

**ROADMASTER REPORT:**

Secretary Bev Pollock gave the following report provided by Road Master Rory Summers:

**T-368 Cooper Tract Road:** Road is in good condition. Additional brush removal was done in overgrown areas. All inlets and tail ditches have been cleaned and all cross pipes are in good working order.

**T-371 Job Corps Road:** Road is in good condition. Brush was removed at "Brush Hollow" and other areas that were overgrown. Multiple inlets and tail ditches were cleaned several times due to heavy rains. All cross pipes are in good working order. Road needs lightly graded in areas before the end of the season.

**T-370 Byromtown Road:** Road is in fair condition. All cross pipes and ditches are in working order. No major issues to report.

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**Forest County**  
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**September 8, 2021 6:00 PM**

**ROADMASTER REPORT continued:**

**T-373 Watson Farm Road:** Road is in fair condition. Sections that have millings are very rough. Rough road signs were put up to warn travelers. Sections with millings need to be re-graded to see if they can be smoothed out. All cold patching has been completed and all of the shoulders have been mowed for the second time this summer. All cross pipes and inlets are in working order. The section that was sealed is shaping up well with no issues.

**T-374 Sheffield Junction:** Road is in good condition. All mowing and brush cutting has been completed. Work is currently being done to clean out and add new tail ditches and turn outs. One pipe still needs replaced and will be completed when all tail ditches are finished.

**T-327 Duhring Road:** Road is in fair condition. All mowing and brush cutting has been completed. Cold patch was used for all of the remaining shallow pot-holes. Water from the Forest Lodge is still discharging material on to the road, the material has been cleared from the road multiple times in the last month. All cross pipes and inlets are in good working order. The road should be graded and the material should be pulled from the shoulder to re-establish the crown before the end of the season. **\*\*Note:** The owner of the Forest Lodge contacted the secretary and is working with a contractor to fix the water issue.

**Brookston:** Brookston Roads are in good condition. There are about a dozen shallow pot-holes on Bean Farm that need cold patched soon. All cross pipes are in good working order.

**ASSISTANT CODE ENFORCEMENT REPORT:** Secretary Bev Pollock gave a detailed report which included responding to 13 PA One Call tickets, the issuance of 4 road permits with payments received, inquiries from 6 residents about sewage/holding tanks, reviewing the new Sunshine Law requirements, creating and sending the letter to the Forest Lodge about the water drainage issue on Duhring Road from the ATV trail behind the lodge and calls from 2 sources about un-permitted vehicles on the Jenks Township portion of Duhring Road.

**HOWE TOWNSHIP  
Forest County  
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September 8, 2021 6:00 PM**

**OLD BUSINESS:**

**ANTI-SKID STRUCTURE:** A motion made by Zimmerman and seconded by Shaffer was passed unanimously to hire J. M. construction to build an anti-skid structure at the township garage at a cost of \$20,810.00 with a possible lower cost due to lumber cost reduction. A motion made by Tachoir and seconded by Shaffer was passed unanimously to have Secretary Bev Pollock print a check for approximately half the cost as a down payment.

**OFFICE GENERATOR:** An estimate was received from Groff Electric to replace the current generator at the township office. This item was tabled until the October meeting.

**NEW BUSINESS:**

**YORK RAKE PURCHASE:** A motion made by Shaffer and seconded by Zimmerman was passed unanimously to order a new YORK rake from Seigworth Road Supply at a cost of \$4,683.00

**BUDGET OBLIGATIONS:**

1. Approval of the employee raises for 2022 was done at the August meeting.
2. A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the minimum municipal obligation for the pension plan at 6%.
3. Review of temporary 2022 budget expenditures was completed at a special budget workshop.

**EMC INSURANCE RENEWAL:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the renewal of the building, liability and vehicle insurance with EMC Insurance through Calvert/Pearson at the renewal date of 11/1/2021.

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

**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.

**ADJOURNMENT:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the meeting at 6:45 PM.

Respectfully Submitted,  
Beverly A. Pollock  
**Secretary/Treasurer**