
HOWE TOWNSHIP

Forest County
Regular Meeting
February 08, 2017
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman

Robert E. Shaffer, Vice Chairman (Was not Present)

Steven E Tachoir

Asst. Secretary/Treasurer

Kay M. O'Rourke

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present Rory Summers, Road Master, Stan O'Rourke, Dan Valentine, Tom Zimmerman, Lynette Pellish, Harvey Cartwright, and Sue Cartwright.

Public Comment: Tom Zimmerman spoke on the poor condition of Watson Farm Road.

JANUARY 3, 2017 ORGANIZATION AND REGULAR MEETING.

A motion made by Summers and seconded by Tachoir was passed unanimously to approve the January 3, 2017 Organization and Regular Meeting minutes.

JANUARY 17, 2017 SPECIAL MEETING

A motion made by Tachoir and seconded by Summers was passed unanimously to approve the January 17, 2017 Special Meeting minutes..

DECEMBER AND JANUARY TREASURER'S REPORT.

A motion made by Summers and seconded by Tachoir was passed unanimously to approve the December 2016 Treasurer's report.

A motion made by Summers and seconded by Tachoir was passed unanimously to approve the January 2017 Treasurer's Report.

ROADMASTER REPORT.

T368 Cooper Tract Road: Road is in good condition. Cleaned leaves out of ditches on a warm day after heavy rain washed out small section at the top of the hill.

T371 Job Corps Road: Road in fair condition. Rocky Run ditches washed out due to thaw and heavy rain. Ditches were cleaned along with inlets. Significant pot holing throughout the road.

T370 Byromtown Road: Good condition.

T327 Duhring Road: Road in good condition - nothing major to report.

T374 Sheffield Junction: Road in fair condition - nothing major to report.

Brookston is in very good conditions - nothing major to report.

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12:30 PM

Equipment Maintenance: Repaired wheel bearing and hub on drivers side of Ford 550, replaced spreader light. All other equipment in good working order.

Code Enforcement/Assistant Code Enforcement Report: Sent Type 2 Road Permit yearly renewal forms to Tachoir Resources, Pennsylvania General Energy and Catalyst Energy. Issued a 3 month Type 2 Road Permit to Sabella Land and Forest Products. Received payment from Tachoir Resources for 3 Type 2 road permits starting 2/1/17 and ending 2/1/18, also received payment from Sabella Land and Forest Products for the 3 month Type 2 road permit issued. Sent an email to all Howe Township Road Permit holders about the road conditions and the possibility of a temporary closing.

**RESOLUTION 17-2 VACATION POLICY AND
RESOLUTION 17-3 ADDITION TO EMPLOYEE EVALUATION PROCESS
AND BENEFITS ELIGIBILITY TIMELINE.**

Both Resolution 17-2 and 17-3 were reviewed with the Supervisors.

Change was made to Resolution 17-2 No. 3 to read **Once the employee reaches their 2nd Anniversary that employee will start accumulating one additional paid vacation day a year not to exceed the maximum of 15 days.**

Change was made to Resolution 17-3 No. 1 **From that point on evaluations will occur every January.** After these changes are made, both Resolution should be sent to the attorney and then put on next months agenda to be approved.

EMERGENCY SERVICES DIRECTOR

A motion made by Summers and seconded by Tachoir was passed unanimously to appoint Sarah Korchak as Emergency Services Director.

FOREST COUNTY STORM WATER MANAGEMENT ORDINANCE

A motion made by Summers and seconded by Tachoir was passed unanimously accept the Forest County Storm water Management Ordinance revised Memorandum of understanding.

CLUSTER FLY SERVICE.

A motion made by Summers and seconded by Tachoir was passed unanimously to approve to sign for Cluster Fly service for the office municipal building for \$245.00.

HOWE TOWNSHIP
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HOWE TOWNSHIP CLEAN UP

A motion made by Summers and seconded by Tachoir was passed unanimously to hold the Township Clean Up June 3, 2017 from 8 AM to 2 PM and rent a compactor from Advance Disposal at an estimated cost of \$810.00 plus fuel and a cost from ECS and R Recycling of .55/lb for TV's and monitors and .35/lb for other electronics. Triple S is booked for June 3rd and wanted to know if we would consider changing the date.

NEW EMPLOYEE RAISE AND EVALUATION. Evaluation scheduled for Monday, February 13, 2017 at noon with the Howe Township Board of Supervisors.

EMS TO INSTALL REPEATER

Motion made by Summers and seconded by Tachoir was passed unanimously to approve EMS to install a repeater at the Howe Township garage.

OFFICE SUPPLIES

Motion made by Summers and seconded by Tachoir was passed unanimously to approve the purchase of office supplies at a cost of \$38.26.

2007 FORD RANGER

Motion made by Summers and seconded by Tachoir was passed unanimously to approve the purchase of a 2007 Ford Ranger from Zook Motors in Kane, Penna. in the amount of \$9075.00.

BILLS TO PAY.

A motion made by Summers and seconded by Tachoir was passed unanimously to pay the bills.

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Public Comment: Rob Fallon of the U.S. Forest Service, Marienville District spoke about a variety of topics including: snowmobile budget cuts, the ATV agreement and Allegheny Site Management.

ADJOURNMENT.

A motion made by Summers and seconded by Tachoir was passed unanimously to adjourn the meeting at 2.00 PM.

Respectfully submitted,

Kay M. O'Rourke
Asst Secretary/Treasurer

and

Beverly Pollock
Secretary/Treasurer/Asst. Code Enforcement