
HOWE TOWNSHIP

Forest County

Regular Meeting

July 12, 2017

12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman

Robert E. Shaffer, Vice Chairman

Steven E Tachoir

Secretary/Treasurer

Beverly Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guests present were Stan O'Rourke and Dan Valentine.

Public Comment:

There was no public comment.

June 14, 2017 REGULAR MEETING.

A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the June 14, 2017 Regular Meeting minutes.

June 2017 TREASURER'S REPORT.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the June 2017 Treasurer's report.

ROADMASTER REPORT.

T368 Cooper Tract Road: Pot holes have been patched, road is in good shape, needs graded.

T371 Job Corps Road: Road has been graded and is in good shape, most of the mowing is completed. Grant work on this road should start in August.

T327 Duhring Road: Entire road has been cold patched and mowed. Road is in good working order.

T374 Sheffield Junction: Mowing has been done and the road has been graded, road is in great shape.

T370 Byromtown Road: Road has been milled, re-shaped and single sealed, needs mowed.

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T373 Watson Farm Road: Road has been milled, shaped, single sealed and mowed.

T372, T333 and T360 Fork Run, Bean Farm and Townline Road: Pot holes have been patched, roads are in good shape, needs mowed.

2007 Ford Ranger was repaired - the thermostat housing was replaced by Travis, cost was less than \$100.00. The air conditioning was repaired in the boom mower at a cost of \$504.00. The Road Master is still working on the brine spreading permit application.

Code Enforcement/Assistant Code Enforcement Report:

6/12/17 Building permit application for a shed was received, application was approved and payment was received on the same day.

6/15/17 Sent an email to the contact at Matson Lumber concerning the excessive speed of the log trucks on Watson Farm Road. They will inform the drivers.

6/19/17 Sent a Type 2 road permit application to Matson Lumber for Job Corps Road and Abraxas Road for 3 months, received payment on 6/26/17 and issued permit.

6/21/17 Issued a Type 2 road permit (renewal) to Sabella Lumber for Job Corps Road for 3 months, payment was received the same day.

6/29/17 Gave out a building permit application to a seasonal resident on Blue Jay Creek Road for an addition to their cabin. Have not heard back from them.

6/29/17 Sent letters to 2 residents in Brookston concerning excessive garbage, junk and rodents on their properties.

6/29/17 Received an email from a seasonal resident on Alice Lane about another property on that lane with structural damage from fallen trees, the property is neglected. She wants to know what can be done by the township to clean this up and also is interested in buying the property if it is available.

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Code Enforcement/Assistant Code Enforcement Report cont.:

6/30/17 Gave an application for a Type 1 road permit to Anundson Forestry Consultants.

6/30/17 Received phone calls from both parties having to do with the excessive garbage/junk letters received. The owner of the Shick rental was very quick to say that they will get this taken care of. The occupant of the property on Watson Farm Road requested copies of the ordinances and stated that he would be attending the next meeting.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

ROAD WORKER 3 MONTH REVIEW: A discussion was held on the 3 month review for the road worker, it was decided to have a closed executive session after this meeting to discuss further and schedule a meeting/review.

ALLEGHENY FOREST ALLIANCE REQUEST: A motion made by Shaffer and seconded by Summers was passed unanimously to send a letter to the Allegheny Forest Alliance explaining why we cannot contribute at this time.

RESOLUTION 17-4 BUDGET CHANGES: A motion made by Summers and seconded by Tachoir was passed unanimously to approve Resolution 17-4 to reflect the changes made to the 2017 budget.

RESOLUTION 17-5 CAPITAL RESERVE FUND: A motion made by Summers and seconded by Shaffer was passed unanimously to create a Capital Reserve Fund.

MINUTE BOOK PURCHASE: A motion made by Shaffer and seconded by Tachoir was passed unanimously for Secretary Beverly Pollock to order a 2017-2019 Minute Book at a cost of \$65.00.

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NEW BUSINESS continued:

QUICK BOOKS PAYROLL SERVICE: A motion made by Summers and seconded by Tachoir was passed unanimously to approve the purchase of the Quick Books Payroll Service at a cost of \$565.00

PARTS PURCHASE AT BOBCAT OF KANE: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the purchase of parts at Bobcat of Kane at a cost of \$79.68.

OFFICE SUPPLIES PURCHASE: A motion made by Summers and seconded by Shaffer was passed unanimously to approve the purchase of the following office supplies, double sided tape @ 2 for 18.49, Fax machine ink cartridge @ 46.99 and expanding file pockets at a cost of 10 for 19.99.

CHRISTMAS EVE/DAY TIME OFF: A motion made by Summers and seconded by Shaffer was passed unanimously to let the employees choose which day they would like to take for Christmas Eve which falls on Sunday (Friday the 22nd or Tuesday the 26th) with the stipulation that their decision must be to the supervisors and secretary by the September 13th meeting.

COMPUTER SERVICE CALL: A motion made by Summers and seconded by Shaffer was passed unanimously to call for service either to USA Choice or to Terry Dreihaup to work on the internet for the tax collector computer connection issues.

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BILLS TO PAY.

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the bills to pay for July 2017.

SECRETARY NOTES: A detailed listing of calls, visitors, meetings and emails for 6/15/17 to 7/11/17 was given to the supervisors for review.

SUPERVISOR MAIL/CORRESPONDENCE: A call was made to the Summers resident with concerns about Watson Farm Road.

PUBLIC COMMENT: Stan O'Rourke asked about the outcome of the work on Watson Farm Road. The tar and chip turned out well according to Bob Summers, there was a miscommunication about the rate of spread which may result in a fee increase. The miscommunication will be discussed with the Penn Dot representative.

A motion made by Summers and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:22 PM.

CLOSED EXECUTIVE SESSION: A closed executive session was held from 1:30 PM to 1:50 PM to discuss personnel and reviews.

Respectfully submitted,

Beverly A. Pollock

Secretary/Treasurer/Asst. Code Enforcement