
HOWE TOWNSHIP

Forest County
Regular Meeting
September 13, 2017
12:30 PM

ADMINISTRATION PRESENT.

Supervisors:

Robert A. Summers, Chairman
Robert E. Shaffer, Vice Chairman
Steven E Tachoir - Supervisor

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, Kay O'Rourke, David Pearson, Don Henry and Road Master Rory Summers

Public Comment:

David Pearson of Calvert/Pearson presented options and information for our Building/Liability and vehicle insurance that comes due in November. He will send more comparisons for the Board of Supervisors to review in order to make a decision at the October BOS meeting.

Seasonal resident Don Henry suggested allowing ATV Riding on Job Corps Road as a revenue generator by selling stickers to the riders. He will provide more information about other townships that participate and the BOS will review.

AUGUST 9, 2017 REGULAR MEETING:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the August 9, 2017 Regular meeting minutes.

AUGUST 18, 2017 SPECIAL MEETING:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the August 18, 2017 Special meeting minutes.

AUGUST 2017 TREASURER'S REPORT.

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

HOWE TOWNSHIP
Forest County
Regular Meeting
September 13, 2017
12:30 PM

ROADMASTER REPORT:

T327 Duhring Road: Good condition, all pipes and ditches in good working order. Ordered a new sign for the end of the road from Walsh Equipment

T374 Sheffield Junction: Good condition. All mowing and brushing is done. All ditches and pipes are in working condition.

T370 Byromtown Road: Road is in good condition.

T373 Watson Farm Road: Road is in good condition. All pipes and ditches are in good condition. Single seal looks good.

T368 Cooper Tract Road: Good condition, all pipes and ditches are in good condition. All mowing and brushing has been completed.

T371 Job Corps Road: Road is in good condition except the Rocky Run area. Most of the road material is gone. Grant project is moving along. 600 feet of under drain has been installed and is working well. Five of six pipes have been installed and are working well. All headwalls and end walls need to be completed along with job clean up. Planning on adding DSA to road and re-grading at the end of the project.

T372, T333 and T360 Fork Run, Bean Farm and Townline Road: All are in good condition.

A discussion was held about how to maintain the work that is done on the roads.

Road Master Rory Summers presented his "wish list" for the 2018 Budget process.

Code Enforcement/Assistant Code Enforcement Report:

Secretary Beverly Pollock gave the Assistant Code Enforcement report that included the issuance of five building permits, two type 2 road permits and the installation of a holding tank at a seasonal residence that requires the paperwork to be recorded at the court house in Tionesta.

HOWE TOWNSHIP
Forest County
 Regular Meeting
 September 13, 2017
 12:30 PM

Code Enforcement/Assistant Code Enforcement Report cont.:

There is also an on-going complaint about a resident in Brookston who is building without a permit and too close to the state roads. Several calls were received with complaints that the view at the end of Watson Farm road was blocked because of the building. They were advised to call Penn DOT as these are state roads. A Penn DOT representative inspected the premises on 9/11/17 and the shed was being taken down and re-located. Secretary Beverly Pollock spoke with the owner of the property to advise him of what was happening. He advised is tenant that he needed to have a permit. The tenant called me and a permit application was sent to him along with instructions and payment information. This resident has resumed building (without a permit) and Code Enforcement Officer will advise him that he cannot resume without the permit. As of 9/14/17 no application has been submitted to the secretary for this building permit.

OLD BUSINESS:

BRINE SPREADING PERMIT/JOB CORPS RD DUST COMPLAINT: The permit application is being completed and will be submitted this week. Supervisor Steve Tachoir offered the use of his truck once the application is approved.

TAX COLLECTOR COMPUTER ISSUES: This issue was fixed on 9/12/17 by USA CHOICE by replacing a part in the satellite dish located at the Tax Collector office.

BUDGET WORKSHOP WITH THE BOS: It was decided that a budget workshop would be held on September 27, 2017 at 12:00 to discuss the 2018 budget estimates.

WATSON FARM ROAD/ROUTE 948 COMPLAINT: This issue was explained in detail in the Assistant Code Enforcement report above.

NEW BUSINESS:

RESOLUTION 17-7 PMT OF CERTAIN EXPENSES BEFORE A MEETING: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve Resolution 17-7 allowing the secretary to pay for certain expenses before the monthly supervisors meeting

HOWE TOWNSHIP
Forest County
Regular Meeting
September 13, 2017
12:30 PM

NEW BUSINESS continued:

CENSUS PAPERWORK: A motion made by Shaffer and seconded by Summers was passed unanimously to allow Secretary Beverly Pollock to participate and sign all paperwork having to do with the upcoming census.

FOREST COUNTY CONSERVATION DISTRICT LETTER: A discussion was held about the letter received concerning ESM training requirements. A representative of the township should have had this training in the last 5 years. Road Master Rory Summers had the training in 2014.

2018 BUDGET OBLIGATIONS:

Employee raises: Both Rory Summers and Beverly Pollock stated that due to budget restraints they did not want a raise in 2018. The board accepted this with the understanding that it could be re-visited at a later date.

2018 Pension Minimum Municipal Obligation: A motion made by Summers and seconded by Shaffer was passed unanimously to approve the 2018 MMO based on the 2017 salary figures.

2018 Temporary Budget Expenditures: This topic will be discussed at the Budget Workshop on 9/27/17.

RESCIND RESOLUTION 17-5: A motion made by Shaffer and seconded by Tachoir was passed unanimously to rescind resolution 17-5 "Creation of a Capital Reserve Fund" due to incorrect wording in the resolution.

PURCHASE OF FURNACE AIR FILTERS: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the future purchase of air filter(s) for the furnace as recommended by Highlander Energy.

FCATO FALL CONVENTION: A motion made by Summers and seconded by Shaffer was passed unanimously to pay for the expenses of attending this convention for Secretary Beverly Pollock and that all other attendees would be at their own expense.

HOWE TOWNSHIP
Forest County
Regular Meeting
September 13, 2017
12:30 PM

GARAGE WATER WELL: A discussion was held about the garage water well and that there is no water at the garage at this time. A motion made by Summers and seconded by Tachoir was passed unanimously to approve Road Master Rory Summers calling either Hornburg drilling or Fredericks to pull the pump and advise on what the problem is.

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

SERETARY NOTES: A detailed report was given by Secretary, Bev Pollock on all correspondence and happenings during the last month.

SUPERVISOR/SECRETARY MAIL AND CORRESPONDENCE: No Supervisor correspondence was reported. Secretary, Bev Pollock reported on a call from Matson Insurance concerning the Broker of Record letter.

PUBLIC COMMENT: Kay O'Rourke advised that since the meeting about the budget is a workshop that it does not need to be advertised. Road Master Rory Summers suggested hiring the Township Grader out to neighboring townships.

ADJOURNMENT: Meeting was adjourned at 2:00 PM.

Respectfully submitted,

Beverly A. Pollock
Secretary/Treasurer/Asst. Code Enforcement