
HOWE TOWNSHIP

Forest County
Regular Meeting
September 10, 2025
6:00 PM

ADMINISTRATION PRESENT:

Supervisors:

Steven E. Tachoir, Chairman (Absent)
Richard Shaffer, Vice Chairman
Thomas P Zimmerman, Supervisor

Secretary/Treasurer/Asst.Code Enforcement:

Beverly A. Pollock
Jessica Mohr

The meeting was called to order at 6:00 PM and the Pledge of Allegiance was recited. Guests present were Road Master: Mason Albaugh, and Joe Pasky.

PUBLIC COMMENT: There was no public comment about the agenda.

AUGUST 13, 2025 REGULAR MEETING MINUTES:

A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve the minutes for the August 13, 2025 meeting.

AUGUST 2025 TREASURY REPORT: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the August 2025 Treasury report.

ROADMASTER REPORT: The month of August was spent cleaning ditches on Sheffield Junction and Job Corps, as well as fallen trees. ESM certification was obtained after a two-day class in Erie.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:

Jessica Mohr gave the following report which included the issuance of one road permit along with numerous PA ONE Calls. Worked with Craig Kenndy and Mark Corey on the bridge no 2 rehabilitation.

OLD BUSINESS:

BRIDGE: Bridge is on hold for now until we hear back from Penn Dot that the bid packet meets their specifications.

NEW BUSINESS:

RESOLUTION 25-03: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the adoption of the "2025 Budget Resolution" to reflect changes.

REQUEST FROM SHEFFIELD TOWNSHIP: Was decided to set up a meeting between our road master and at least one of our supervisors with Sheffield township personnel to discuss the project more.

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2026 BUDGET OBLIGATIONS:

1. A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve employee raises for 2026.
2. A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve 2026 pension minimum municipal obligation of 6%.
3. A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve 2026 budget expenditure estimates.

RENEW INSURANCE:

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve to renew insurance with EMC through Calvert Pearson for building, liability and vehicles.

PSATS FOR EMC INFORMATION:

A motion made by Zimmerman and seconded by Shaffer was passed unanimously to approve Joe Pasky for a yearly PSATS membership.

QUICKBOOK CLASS:

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to enroll Jessica Mohr in two upcoming QuickBooks classes in Warren.

BILLS FOR APPROVAL: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the bills to pay for the month of September.

SECRETARY NOTES: Secretary Jessica Mohr gave a detailed report of all correspondence and happenings during the last month beyond the normal daily duties.

PUBLIC COMMENT: Joe Pasky showed the board of supervisors and the attendees the flyer for the 6 hours class he will be attending in Erie that was recommended to him by Don Mason.

ADJOURNMENT: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to adjourn the regular meeting at 6:24 PM.

Respectfully submitted,
Jessica Mohr
Secretary/Treasurer/Assistant Code Enforcement Office