HOWE TOWNSHIP
Forest County
Regular Meeting
August 12, 2026
3:30 PM

ADMINISTRATION PRESENT:

Supervisors:
Steven E. Tachoir, Chairman (Chmn.)
Richard Shaffer, Vice Chairman
Shelbi Tachoir, Supervisor

Secretary/Treasurer/Asst.Code Enforcement:
Jessica Mohr

The meeting was called to order at 3:30 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 on agenda items.

JULY 2026 REGULAR MEETING MINUTES:
A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the minutes for the July 8, 2026 meeting.

JULY 2026 TREASURY REPORT: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the July 2026 Treasury report.

ROADMASTER REPORT: Secretary Jessica Mohr gave the following report provided by Road Master Mason Albaugh: July was spent mowing grass, cleaning ditches, repairing equipment, and clearing fallen trees.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:
Jessica Mohr gave the following report which included the issuance of 2 road permits with payments received, 14 PA 1 call responses, 3 building/demo permits, filing drilling notices, answering building permit questions, and emailing notifications for expired road permits.

OLD BUSINESS: NONE

APPROVED

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NEW BUSINESS:
LSA GRANT: Supervisors decided that we will apply for the LSA Grant for new equipment when the grant opens.

BUDGET CALENDAR REVIEW: Secretary Jessica Mohr went over the timeline for the 2027 budget calendar.

BUDGET WORKSHOP: It was decided to have a budget workshop before the September 9, 2026 meeting.

RESOLUTION 26-04: A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the 26-04 Resolution "Disposition Resolution for Destruction of Specific Records"

RESOLUTION 26-05: A motion made by Chmn. Tachoir and seconded by Tachoir was passed unanimously to approve the 26-05 Resolution "2026 Budget Resolution"

COMP TIME: A discussion was had about putting a lower cap on the township comp time versus using the Federal FLSA guidelines cap. Secretary Jessica Mohr will create a resolution to update the employee manual that will be adopted in September's meeting.

SOLICITOR: A motion made by Tachoir and seconded by Chmn. Tachoir was passed unanimously to approve Christoper Byham as the township solicitor.

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

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: NONE

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the regular meeting at 4:16 PM.

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

APPROVED