



**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 4, 2021  
12:30 PM

**ADMINISTRATION PRESENT:**

Supervisors:

Steven E. Tachoir, Chairman  
Robert E. Shaffer, Vice Chairman  
Thomas P. Zimmerman (absent)

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

The meeting was called to order at 12:30 PM and the Pledge of Allegiance recited. Guest present was Kay O'Rourke.

**TEMPORARY SECRETARY:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Beverly Pollock as the temporary Secretary.

**TEMPORARY CHAIRMAN:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Steven Tachoir as the temporary Chairman.

**CHAIRMAN:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Steven Tachoir as the Chairman.

**VICE CHAIRMAN:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Robert Shaffer as the Vice Chairman.

**SECRETARY/TREASURER:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Beverly Pollock as the Secretary/Treasurer and Assistant Code Enforcement for paperwork and signatory duties only with a 32-hour work week, wages hourly of \$20.50 and 96 hours of paid vacation.

**ROADMASTER/CODE ENFORCEMENT OFFICER:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Rory Summers as the Road Master/Code Enforcement Officer with a 40-hour work week, wages hourly of \$18.50 and 104 hours of paid vacation.

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**ASSISTANT SECRETARY/TREASURER:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Kay O'Rourke as Assistant Secretary/Treasurer at wages hourly of \$14.00 on an as needed basis.

**ROAD WORKER:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Scott Paris as road worker with a 40-hour work week, wages hourly of \$17.50 and 80 hours of paid vacation.

**SECRETARY, ROADMASTER and ROADWORKER VACATION, SICK TIME AND HOLIDAY PAY:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously for the Secretary, Road Master and Road Worker to get paid vacations and sick time per Resolutions 04-2 and 04-5 and holidays paid per motions of the Board of Supervisors on 12/17/04 and 3/9/05.

**APPOINTMENT OF CPA:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2020 and adopt CPA Resolution 21-01.

**SOLICITOR:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$125.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

**ENGINEER:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Mark Corey & Associates as the Township Engineer.

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**SEWAGE ENFORCEMENT:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer, with their SEO 2021 Fee Schedule without Reimbursement.

**VACANCY BOARD CHAIRMAN:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to appoint Stanley O'Rourke as the Vacancy Board Chairman.

**DEPOSITORIES, TREASURER'S BOND AND MILLAGE:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously for Northwest Savings Bank and PLGIT to be the depositories for Township funds, Treasurers bond at \$360,000.00 and Real Estate Taxes at 3.75 mills.

**EMERGENCY SERVICES DIRECTOR:**

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

**PUBLIC COMMENT:**

Kay O'Rourke suggested the Emergency Services information be updated.

**ORGANIZATION MEETING ADJOURNMENT:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to adjourn the Organization meeting at 12:40 PM.

**JANUARY 6, 2020 REGULAR MEETING:**

The regular meeting was called to order at 12:42 PM.

**PUBLIC COMMENT:** Supervisor Shaffer brought up the existing and new Covid protocols for public meetings.

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**DECEMBER 9, 2020 REGULAR MEETING MINUTES:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the minutes of the December 9, 2020 meeting.

**DECEMBER TREASURY REPORT:**

The December 2020 Treasury Report was not available and will be approved at the February 2021 meeting.

**ROADMASTER REPORT:**

Road Master Rory Summers was not in attendance, Secretary Bev Pollock gave the following report:

**DUHRING ROAD (T327):** Road is in fair condition, low hanging branches were trimmed, all pipes are in working order and plowing has been done as needed.

**COOPER TRACT (T368):** Road is in fair condition, fallen trees were removed, all pipes are in working order and plowing has been done as needed.

**JOB CORPS ROAD (T371):** Road is in fair condition; all cross pipes are in working order and plowing has been done as needed.

**WATSON FARM ROAD (T373):** Road is in fair condition; all pipes are in working order and plowing has been done as needed.

**SHEFFIELD JUNCTION (T374):** Road is in fair condition; low hanging trees have been trimmed and plowing has been done as needed.

**BYROMTOWN (T370):** Road is in good condition; all pipes are in working order and plowing has been done as needed.

In the month of December equipment maintenance has been performed. Most equipment has had oil changes and have been greased. The new F550 is in place and time was spent adjusting and setting it up for plowing. New shovel hangers were installed and new mud flaps were added. The lights were adjusted and plow height set. Road-worker Scott Paris did a lot of maintenance and repairs during this month.

Another project that has been worked on is a pipe inventory check list. A list which includes location, size, condition and upgrades was created. Estimates for 2021 road work and material has also been worked on including quotes. Most of the month has been busy with plowing and maintenance; the new truck seems to be working well. An estimate for shoes for the Tenco plow is \$140.00.

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**CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:**

Beverly Pollock gave the following report which included the issuance of one county approved building permit with payment received, three road permits with payment, several responses to PA One Call tickets and several calls with questions on permitting.

**OLD BUSINESS:**

**2002 FORD F550:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to sell the old Ford F550 as is to Scott Paris for the amount of \$1,221.00.

**GARAGE FURNACE:** A discussion was held about the condition of the garage furnace. A&B came and replaced the nozzle, the furnace seems to be working ok but runs constantly. It was decided to monitor it until the February meeting and then decide if further steps need to be taken.

**NEW BUSINESS:**

**GPS SYSTEMS:** A motion made by Tachoir and seconded by Shaffer was passed unanimously to enter in to a contract for GPS systems for the township vehicles and certain pieces of township equipment and to have the equipment installed based on installation costs which the board approved at a maximum of \$1,000.00.

**BILLS TO PAY:** A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve the bills to pay for January.

**SECRETARY NOTES:** Secretary Bev Pollock gave a detailed report of all correspondence and happenings during the last month.

**PUBLIC COMMENT:** Kay O'Rourke suggested that the board and the road master address the road projects and material needed for 2021 and have the information ready for the February meeting

**ADJOURNMENT:** A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the regular meeting at 1:23 PM.

Respectfully submitted,  
Beverly Pollock

Secretary/Treasurer/Assistant Code Enforcement Officer

APPROVED