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**HOWE TOWNSHIP**  
**Forest County**  
Regular Meeting  
November 13, 2019  
12:30 PM

**ADMINISTRATION PRESENT.**

Supervisors:

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

Secretary/Treasurer

Beverly Pollock

The meeting was called to order at 12:40 PM and the Pledge of Allegiance recited. Guests present were Rory Summers.

**Public Comment:** There was no public comment

**OCTOBER 9, 2019 REGULAR MEETING MINUTES:**

A motion made by Shaffer and seconded by Summers was passed unanimously to approve the October 9, 2019 regular meeting minutes.

**OCTOBER 2019 TREASURER'S REPORT.**

A motion made by Summers and seconded by Shaffer was passed unanimously to approve the October 2019 treasurer's report.

**ROADMASTER REPORT:**

Road Master Rory Summers gave the following report:

**T368 Cooper Tract Road:** Road is in fair condition. Some minor potholes but overall road is fair. Material needs to be added on a couple of sections next spring to re-establish the crown and road profile. There is a section at the bottom of the hill where water is being discharged off of the oil lease road on to Cooper Tract Road. We need to discuss options, possibly conveyor belt diverters to eliminate water discharge onto the road.

**T371 Job Corps Road:** Road is in good condition. Some minor potholes. All leaves have been removed from all ditches. All inlets and cross pipes are in working order.

**T373 Watson Farm Road:** Road is in fair condition from Route 66 to Iron City. Road is in poor condition from Iron City to Robinson Hill Road. Major potholes and surface deterioration are occurring. Options need to be discussed with the supervisors on triple sealing, milling and adding material to re-establish the road crown and road profile. We need to figure out if we are going to repair road from Iron City to Robinson hill Road as a whole or discuss whether the road will be fixed in sections.

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**ROADMASTER REPORT: continued**

**T374 Sheffield Junction:** We have been working on cutting banks in problem areas so that it's easier to get rid of the snow this winter. Material from cutting the banks was hauled to local properties. We need to discuss options on the type of material that we would like to purchase to fix the road next year.

**T327 Duhring Road:** Road is in poor condition. Significant pot holing and surface deterioration. Options need to be discussed with township supervisors regarding milling, triple sealing, and adding material for spring and summer of 2020. Road is in poor condition from ¼ mile above spring to Gilfoyle bridge. Supervisors need to make a decision if we should repair the road in whole or repair in sections. Road check with supervisors was scheduled for second week of October, the road check was not completed due to two of the supervisors not in attendance.

Repairs done in October included replacing the valve cover gasket on the backhoe, all oil has been changed in all equipment in preparation for winter. We went to Grove City and picked up our calcium chloride for the winter. Some minor repairs were needed to fix the spreaders, spinners and plows. We also purchased a new guard for the main boom for the hydraulic cylinder on the excavator. New plow feet have been put on the blizzard plow and also the international. We had to order two new lights for our workbench in the shop. I had to fix the bed light, backup lights and spinner light on the F550. The supervisors need to make a decision on what direction we are going to take on purchasing a new/used 550 plow truck. Truck is in extremely poor condition. Cab mounts are now completely gone as well as the driver side running board.

**ASSISTANT CODE ENFORCEMENT REPORT:**

Secretary Bev Pollock gave a detailed report including the issuance of one building permits and three road permits as well as assorted calls about the permitting process in Howe Township and holding tank procedures.

**OLD BUSINESS:**

**GARAGE ROOF UPDATE:** A motion made by Summers and seconded by Shaffer was passed unanimously to accept the bid from Cavalier Roofing to replace the roof at the township garage ASAP in 2020. Proposal amount was \$15,880.00.

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**OLD BUSINESS continued:**

**F550/450 TRUCK UPDATE:** Tom Zimmerman acquired information about a Ford F450 truck for sale from a dealer in Home, PA at a cost of \$24,900.00. A discussion was held about going to view and drive this truck and bidding requirements that have to be met. This subject was tabled until the December meeting.

**NEW BUSINESS:**

**2020 BUDGET:** A motion made by Summers and seconded by Shaffer was passed unanimously to tentatively adopt the 2020 Howe Township budget and to advertise it for public inspection.

**TAX MILLAGE:** A discussion was held about raising the tax millage in Howe Township. No change will be made, the millage will remain at 3.75.

**SECRETARY WAGES:** A motion made by Summers and seconded by Shaffer was passed unanimously to pay Secretary Beverly Pollock her regular wages while she attends board meetings for the Allegheny Forest Alliance held 4 times a year.

**EMPLOYEE EVALUATIONS:** This discussion was tabled until the January 2020 meeting.

**HOLIDAY 2019 PAY SCHEDULE:** Secretary Bev Pollock informed the board that since Christmas and New Years fall on a Wednesday this year the employee pay day will be on Thursday for those two weeks. All employees will be informed of this temporary change.

**ROAD CREW PURCHASE:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve the purchase of a welding hood for the township garage at an approximate cost of \$232.00.

**MARIENVILLE LIBRARY DONATION:** A motion made by Summers and seconded by Shaffer was passed unanimously to donate \$100.00 to the Marienville Library.

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**NEW BUSINESS continued:**

**STORMWATER MANAGEMENT ORDINANCE:** A motion made by Summers and seconded by Shaffer was passed unanimously to sign the “Memorandum of Understanding” from the Forest County Conservation District & Planning Department to administer and manage the Forest County Stormwater Management Ordinance.

**PSATS SUPERVISORS BOOT CAMP:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve the attendance of newly elected supervisor Thomas Zimmerman and supervisor Steve Tachoir at a PSATS Boot Camp for Supervisors and elected officials held in Clarion on 12/10/19, 3/7/20 and 3/14/20 at a cost of \$169.00 each.

**EMERGENCY SERVICE COST ORDINANCE:** A motion made by Summers and seconded by Shaffer was passed unanimously to approve Ordinance 19-1 as reviewed by the Solicitor, contact the Solicitor to advertise the Ordinance and its adoption at the December 11<sup>th</sup> meeting.

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

**SECRETARY NOTES:** Secretary Bev Pollock gave a detailed report of all secretarial happenings for the month including the request from Horizon Construction for a construction exemption from permitting Abraxas Road while they are working on the Mayburg Bridge overlay. It was decided to grant this one-time exemption with the understanding that they will repair the road if any damage occurs.

**PUBLIC COMMENT:** There was no public comment.

**ADJOURNMENT:** A motion made by Summers and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:45 PM.

Respectfully Submitted,  
Beverly A. Pollock  
Secretary/Treasurer