
HOWE TOWNSHIP

Forest County
Regular Meeting
November 12, 2025
3:30 PM

ADMINISTRATION PRESENT:

Supervisors:
Steven E. Tachoir, Chairman
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 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 about the agenda.

OCTOBER 8, 2025 REGULAR MEETING MINUTES:

A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the minutes for the October 8, 2025 meeting.

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

ROADMASTER REPORT: The month of October was spent patching pot holes, leaf blowing, clearing fallen trees, and preparing for winter.

CODE/ASST. CODE ENFORCEMENT OFFICER REPORT:

Jessica Mohr gave the following report which included the issuance of two road permits along with four building permits, one fine issued, and working with the sewage enforcer.

OLD BUSINESS:

BRIDGE: Mark Corey is re-writing his bid packet to meet PennDOT's specifications.

SHEFFIELD'S REQUEST: Went another route.

NEW BUSINESS:

TENTATIVE ADOPTION OF THE 2026 BUDGET: A motion made by Shaffer and seconded by Tachoir was passed unanimously to tentatively adopt the 2026 Budget and to advertise it for public inspection.

HOWE TOWNSHIP TAX MILLAGE: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to keep the township tax millage at 3.75 for 2026.

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MAY AND COMPANY RETENTION: A motion made by Shaffer and seconded by Zimmerman was passed unanimously to approve the retention of May & Co. to audit the books for fiscal year 2025 and to advertise the retention upon receipt of their engagement letter.

JOB CORPS: A complaint was issued about the dust coming off Job Corps and it affecting the camps. In the complaint they proposed the solution that the township tar and chipping 1 mile of the road starting at the intersection of Blue Jay Creek Road and Job Corps. Supervisor's decided that solution is not the best option at this time.

SIGNATORY APPROVAL: A motion made by Shaffer and seconded by Tachoir was passed unanimously to approve Shelbi Tachoir (Supervisor) as a signatory for Northwest bank and to remove Thomas P. Zimmerman for the following accounts as of January 1, 2026:

- **General Fund 7074**
- **Payroll Fund 5118**
- **Forestry Fund 5368**
- **Insured Money Fund 8239**
- **Marcellus Impact Fee Fund 4182**

Please retain the following signatories for the above listed accounts:

Jessica Mohr, Secretary/Treasurer
Beverly A. Pollock, Secretary/Treasurer
Steven E. Tachoir, Supervisor/Chairman
Richard Shaffer, Supervisor/Vice Chairman

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 November.

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: Comment was made by Secretary Pollock that we still have not received the fire contract from Sheffield.

ADJOURNMENT: A motion made by Tachoir and seconded by Zimmerman was passed unanimously to adjourn the regular meeting at 3:54 PM.

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