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**HOWE TOWNSHIP**  
**Forest County**  
Organization and Regular Meeting  
January 5, 2026  
3:30 PM

**ADMINISTRATION PRESENT:**

Supervisors:

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

Secretary/Treasurer/Asst.Code Enforcement:

Jessica Mohr

The meeting was called to order at 3:30 PM and the Pledge of Allegiance was recited. Guest present were Roadmaster Mason Albaugh and Joe Pasky.

**TEMPORARY SECRETARY:**

A motion made by Chmn. Tachoir and seconded by Shaffer was passed unanimously to appoint Jessica Mohr 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 Chmn. Tachoir and seconded by Tachoir was passed unanimously to appoint Richard Shaffer as the Vice Chairman.

**SECRETARY/TREASURER:**

A motion made by Shaffer and seconded by Chmn. Tachoir was passed unanimously to appoint Jessica Mohr as the Secretary/Treasurer and Assistant Code Enforcement for paperwork and signatory duties with a 32-hour work week, 40 hours vacation/sick starting August 19, 2026.

**ROADMASTER/CODE ENFORCEMENT OFFICER:**

A motion made by Chmn. Tachoir and seconded by Tachoir was passed unanimously to appoint Mason Albaugh as the Road Master/Code Enforcement Officer with a 40-hour work week, 40 hours of vacation/sick starting March 10, 2026.

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**ASSISTANT SECRETARY/TREASURER:**

A motion made by Shaffer and seconded by Chmn. Tachoir was passed unanimously to appoint Beverly Pollock as Assistant Secretary/Treasurer.

**PART TIME ROAD WORKER:** Board of Supervisors decided not to appoint a part time road worker at this time.

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

A motion made by Chmn. Tachoir and seconded by Shaffer was passed unanimously for the Secretary and Road Master 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 Chmn. Tachoir and seconded by Tachoir was passed unanimously to appoint May & Company to be the CPA to audit the financial reports ending December 31, 2025 and adopt CPA Resolution 26-01.

**SOLICITOR:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Stapleford & Byham, LLC as Solicitor and to pay Andrea Stapleford and Chris Byham the rate of \$155.00 per hour and their mileage rate at the federal rate by signing their Municipal Engagement letter.

**ENGINEER:**

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

**SEWAGE ENFORCEMENT:**

A motion made by Shaffer and seconded by Tachoir was passed unanimously to appoint Todd Fantaskey as Sewage Enforcement Officer and Collin Fantaskey as Alternate Sewage Enforcement Officer, with their SEO 2026 Fee Schedule without Reimbursement.

**VACANCY BOARD CHAIRMAN:**

A motion made by Chmn. Tachoir and seconded by Tachoir was passed unanimously to appoint Joe Pasky as the Vacancy Board Chairman.

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

A motion made by Shaffer and seconded by Chmn. Tachoir was passed unanimously for NORTHWEST 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 Joe Pasky as Emergency Services Director.

**PUBLIC COMMENT:**

There was no public comment.

**ORGANIZATION MEETING ADJOURNMENT:**

A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the Organization meeting at 3:42PM.

**JANUARY 5, 2026 REGULAR MEETING:**

The regular meeting was called to order at 3:43 PM.

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

**DECEMBER 10, 2025 REGULAR MEETING MINUTES:**

A motion made by Shaffer and seconded by Chmn. Tachoir was passed unanimously to approve the minutes of the December 10, 2025 meeting.

**DECEMBER 2025 TREASURY REPORT:**

A motion made by Chmn. Tachoir and seconded by Shaffer was passed unanimously to approve the December 2025 Treasury Report.

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**ROADMASTER REPORT:**

Secretary Jessica Mohr gave the following report provided by Road Master Mason Albaugh: Full service was performed on the F550, plowing, and applying anti-skid has been applied to all township roads as needed.

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

Jessica Mohr gave the following report which included the issuance of one road permits with payments received, no PA 1 call responses, two building permits, filing drilling notices, and answering permit questions.

**OLD BUSINESS:**

There was no new business this month.

**NEW BUSINESS:**

**TOWNSHIP RAMP:** Board of Supervisors decided to get a couple more quotes before making a final decision.

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

**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:** no comment.

**ADJOURNMENT:** A motion made by Chmn. Tachoir and seconded by Shaffer was passed unanimously to adjourn the regular meeting at 3:56 PM.

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