

**Gallagher Township Board of Supervisors**  
**Public Work Session Minutes**  
February 23, 2022

The meeting was called to order at 7:00 PM by Chairman McCoy. In attendance were Chairman McCoy, Vice Chairman Porter, Supervisor Hoy and Township Secretary Mary Myers. Also in attendance was Jody Ritter.

- Road Master Duties, Working Supervisor Hours, Employee Working Hours- A discussion was held regarding the duties. It was stated that township foreman, Brent, should put together a schedule of work and post it on Fridays for the following week. Supervisor Hoy requested that Chairman McCoy text a message with a photo of the work schedule to each of them.
- AED Update- Supervisor Hoy gave an update stating he spoke with Lock Haven EMS. The AED they use is a Phillips. It is currently back ordered with no delivery time. We can piggyback off o Lock Haven EMS order. Cost will be approximately \$1800 to \$2000. Advised everyone will need to be trained. Discussed offering training to members of the Haneyville fire Company if any of them need recertification.
- Time Clock, Time Clock Policy- Reviewed options presented and chose a timeclock to purchase for use. Requested township secretary order it along with the required time cards. Can move forward with purchase as it was agreed to at February 2022 public meeting. Requested the secretary complete the time clock memo and a resolution to adopt the time clock memo at the regular scheduled March Meeting.
- Web Page/ Facebook Page- Township secretary gave an update on the website. Stated she met with Keith Kern and presented the supervisors with information regarding an 8-to-10-page website with email. Opted to purchase the domain name of [gallaghertownship.pa.gov](http://gallaghertownship.pa.gov). Stated upfront cost will be between \$700 an \$1000. Will need to approve spending at March Meeting.
- Ethics Form / Right to Know Request- It was explained that someone stopped into the office and wanted to review the minutes for the past three meetings. Advised the township doesn't currently have a policy regarding walk n requests and how they are to be handled. Decided this might be something that may need put in place. Supervisor Hoy stated he would check with Wayne at Woodward and the township secretary would check with the Right to Know office in Harrisburg as well as other townships in the area. Will discuss further at the March Meeting.
- Paid Training for Supervisors & Employees- Wages – Chairman McCoy stated that the township currently doesn't have anything in writing that allows the township to pay for training attended by township officials and employees with the exception of the township secretary. It was agreed that it should be added to the agenda for discussion and approval at the March Meeting
- Time Sheets / Check Signing- Chairman McCoy state a correction needed to be made to correct resolution stating that two supervisors needed to sign checks. Per PSATS the bonded person in the township must also sign the checks as he or she is in charge of the

money. He also stated that only one supervisor is required to sign the timecards along with the township treasurer. This is also per PSATS- Holly.

- Chairman of Vacancy Board – The township secretary advised she hadn't received any letters of interest after advertising the vacant position in the Lock Haven Express.
- Gas Companies- Supervisor Hoy requested that meetings be set up with all of the gas company officials who have the roads bonded and who are active in our township. He also stated he would like their contact information should he need to get in touch with them regarding and emergency. Stated will add to the agenda for the March Meeting
- Mail – Supervisor Hoy requested that he receive a printed copy of all correspondences that are received by the township. Chairman McCoy state he did not want the correspondences received leaving the building due to confidential information they contain. Township Secretary stated she would check legalities and she noted that they are provided to the supervisors every month with emails correspondences being forwarded to each supervisor. Supervisor Hoy withdrew his request.
- Salt for Roads- Discussed purchasing salt to be used on the township roads. Supervisor Hoy suggested purchasing a couple loads of salt- mixing ½ to 1 bucket of salt to three buckets of antiskid.
- Snow Plow- discussed adding wings to the existing plow. Chairman McCoy state he would call to get a price from Bradco Supply. It was also discussed to remove the plow shoes when plowing the township roads or lowering them.
- Supervisor Porter questioned if the public was able to record the public meetings. A discussion was held and it was stated that under PA State law, the public can legally record all public meetings.

This agenda is a fluid agenda as this is only a work session and not the regularly schedule monthly meeting of the Gallagher township Board of Supervisors.