

**Gallagher Township
Supervisors Meeting Minutes
March 2, 2022 ~ 7:00PM**

In Attendance: Supervisors Bill McCoy, Brian Hoy, Ken Porter, secretary/treasurer, Mary Myers, as well as township residents Steve and Buffy Katherman, Jennifer Hoy, Jody Ritter, Brent Bowmaster, Aleasha Bowmaster, Curt and Becky Barner, Harvey Palmatary, Timothy Lester, Kathy Harman and Peg Neff.

The March 2022 regularly scheduled public meeting of the Gallagher Township Supervisors was called to order by Chairman Bill McCoy at 7:03 PM, followed by a moment of silence and the Pledge of Allegiance.

February 2022 public meeting minutes and finance report were presented, reviewed and approved as presented with no changes. The advertised February 23, 2022 Gallagher Township Work Session minutes were presented, reviewed, approved as presented. Supervisor Hoy made a motion to approve the minutes as presented, with Supervisor Porter seconding the motion. The motion unanimously carried.

A treasurer report was presented. The total balance for all accounts as of January 31, 2022 was \$428,868.07 with total monthly expenses of \$8,316.58 for February 2022. Supervisor Hoy made a motion to approve the treasurer's report as presented with a second motion by Supervisor Porter. The motion unanimously carried.

Correspondences were presented for review of Supervisors. After review Supervisor Hoy questioned what the correspondence was from Larson Design Group. Chairman McCoy stated Range Resources was re-upping their permit in the vicinity of Queens Run. No further comment was made regarding the correspondences received and presented for the month of February.

Chairman McCoy stated there was an addition to the agenda. Barrel on PA State Game Land was added to the agenda.

Public Comment

Public Comment was moved until later in the meeting. No public comment was made at this time.

Old Business

Chairman McCoy read Ordinance 2022-01 that addressed the December 26, 1985 ordinance which increased Supervisor's meeting pay to \$75.00. Chairman McCoy explained the ordinance was documented as having been adopted and a legal add was placed, however a signed copy of the ordinance was never filed with Clinton County, nor was a signed copy placed on file with Gallagher Township. After reading the proposed ordinance, Chairman McCoy made a motion to adopt Ordinance 2022-01 with a second motion being made by Supervisor Porter. The motion unanimously carried. Two copies were signed, one for the Township's records and the second copy to be given to the Township Solicitor, Justin Houser to file at the Clinton County Law Library.

Chairman McCoy stated all three Supervisors were now Road Masters and he questioned how the job responsibilities were going to be distributed. Were they going to be equally divided between all three? Both Supervisor Hoy and Supervisor Porter stated they worked and Chairman McCoy was here every day. Supervisor Hoy stated communication between all three is key. He went on to say Chairman McCoy can send a text message or call Supervisor Porter and Supervisor Porter will then contact Supervisor Hoy if something needs to be addressed until a road tour (inspection) can be set-up for all three supervisors to attend together.

Supervisor Hoy stated, township employee Brent, who is the township foreman, should take on more responsibilities with Chairman McCoy stepping back. He stated his goal is for Chairman McCoy to be able to completely step back and have Brent eventually assume most of the responsibility with supervisor approval when needed.

Supervisor Hoy also stated he would like an employee work schedule created and posted on Fridays. The schedule would show the days of the week and what work the township employees would be doing on any given day. It was decided that Brent was to take a photo of the work schedule and send it to all three supervisors on Fridays via text message.

Supervisor Hoy stated all full-time employee working and operational hours should be set as 7:00 AM to 3:30 PM, Monday through Friday and 7:00 AM to when needed for road maintenance during winter storms. Supervisor Hoy made a motion to set full time operational hours as 7:00 AM to 3:30 PM, Monday through

Friday, with the secretary's starting time as 8:30 AM on her work days, both of which start Monday, March 7, 2022. The motion was seconded by Supervisor Porter. The motion unanimously carried.

Supervisor Hoy stated he had been playing phone tag with Gerrard at Lock Haven EMS regarding the purchase of an AED for the township building. A quote was provided to him by Gerrard. He stated the cost won't exceed \$2500. The AED unit will cost between \$1800 and \$2000 for both adult and child which would also include a wall mount case. The unit will be compatible and interchangeable with Haneyville QRS and Lock Haven EMS and will be purchased with ACT 13 funds.

Chairman McCoy stated he would get in touch with Johnathon at the Clinton County Communications Center to see if there were any upcoming classes. He also stated he would get in touch with Allen and Kim, who previously taught a class at the Haneyville Fire Company, to get a cost. It was also discussed opening the training to the public as well as members of Haneyville Fire Company. Doing this would make everyone's qualification and expiration date the same.

Supervisor Hoy made a motion to move forward with the purchase of an AED unit at a cost of up to \$2500- compatible with and piggybacking off of Lock Haven EMS- as well as scheduling a future AED & CPR training class for all employees and the public to attend. The motion was seconded by Supervisor Porter. The motion unanimously carried.

Supervisor Hoy stated had been playing phone tag with Greg at Keystone Security regarding the purchase of two new cameras to be added to the current security system. One camera for inside the garage to view the time clock and the second to be placed on the outside storage building facing the recycle bins. He stated, the sheriff's office recently received a grant to upgrade their current system and the current outside camera might need to be adjusted or the township might consider putting 180-degree camera on the end of the storage building so that it could pick up a wider view of the recycling area. Supervisor Hoy suggested, Chairman McCoy could look to see if the township might be able to get a grant to cover the cost to upgrade our current security system. Also, Chairman McCoy needed help writing the grant, Cindy Love with Clinton County, could help. Chairman McCoy stated the system that is currently installed in the township building is new. It was recently replaced after a lightning strike wiped out the previous system. Supervisor Porter tabled the matter until next month's meeting pending investigation into the purchase date of the existing system and whether the township qualifies for the beforementioned grant.

It was agreed at the February 2022 regular monthly meeting, the township would purchase and install a timeclock for employees to use with the exception of the township secretary. The township secretary presented several timeclock options for the supervisor's review at the February 23, 2022 Work Session. After review of the options presented, it was decided to purchase a Lathem Tru-Align Punch Card timeclock at a purchase price of \$263.99 along with time cards. It was requested that the township secretary order the approved time clock and the required accessories for its use.

Supervisor McCoy read, Resolution 22-04, which adopted a Time Clock Policy for all township employees, with the exception of the township secretary. The time clock memo stated work times for all employees will be rounded to the nearest quarter future-hour for payroll purposes. Chairman McCoy made the motion to adopt Resolution 22-04, Supervisor Porter seconded it. The motion unanimously carried.

Township Secretary Mary Myers provided an update on the township's webpage. Stated the township was able to purchase GallagherTownshipPa.gov domain name through the state of Pennsylvania. She explained the site- when complete- would be an eight to ten pages once complete; which would house all of the meeting minutes as well as agendas and a community page highlighting points of interest and businesses located within the township. Stated the upfront cost would be between \$750 to \$1000. Asked for approval to move forward. Supervisor Porter made the motion to approve spending \$750 to \$1000 to purchase the domain name and move forward with creating a website for the township. Chairman McCoy seconded the motion. Motion unanimously carried.

Creation of a Facebook page for the township was tabled until a later date.

Chairman McCoy explained the treasurer was bonded and she was the only one bonded within the township, therefore, she needed to sign all checks for the townships. The Resolution 2022-05 was presented, stating all checks require three signatures- two supervisors and the treasurer. Supervisor Hoy made the motion to adopt Resolution 2022-05, Supervisor Porter seconded the motion. The motion was unanimously carried.

Chairman McCoy stated the township had advertised the position of Chairman of the Vacancy Board in the Lock Haven Express, but the township didn't receive any letters of interest to fill the vacant position. It was asked by a member of the public, what the responsibilities were for the Chairman of the Vacancy Board? Chairman McCoy explained what the responsibilities were. Supervisor Porter asked if anyone in attendance would be interested in filling the position. Timothy Leister raised his hand and volunteered to assume the position. Supervisor Hoy made the motion to nominate Timothy Leister as Chairman of the Vacancy Board, Chairman McCoy seconded the motion. The motion was unanimously carried.

Executive Session

The scheduled Executive Session for this meeting was declined. All Supervisors agreed it was not needed.

Public Comment

Buffy Katherman stated there is a water issue near her and Steve's driveway on Hollow Road. Stated they have had this problem since Woolrich hired a company to log the property behind their house. Buffy stated they had installed diversion ditches along their driveway, but they still have issues. Chairman McCoy stated Knecht Logging is no longer in business and the property has been sold to David Charles. Supervisor Hoy said he would speak with David Charles and also stop at their house to look to see if there was anything the township could possibly do to help them with this issue.

Jody Ritter, stated she attended the Work Session and questioned the necessity of three signatures on all township checks. Supervisor Porter stated the resolution was already adopted earlier in the meeting. Jody stated it was listed under new business on the agenda and protested that it shouldn't have passed without public comment. Upon review, it was noted that the item was listed on the agenda in two places under both new and old business. Supervisor Porter opened the item up for discussion with members of the public.

Jody Ritter went on to say she worked as an office manager and she could see this being an issue as there are times when a check needs to be signed immediately and no one would be available to sign it or in the event of an emergency, she stated it could be an issue. She stated this assumption was based upon her own experience as a treasurer. Peg Neff stated it should be left in place as it is a built-in protection for the township as mistakes happen and in today's world it is a necessary evil. Kurt Barner stated the resolution provides a majority approval of all township supervisors for all checks that are written from the township's accounts. Supervisor Porter agreed it is a needed protection and we need to have checks and balances in place. After the discussion, Resolution 2022-05 was left to stand.

Timothy Leister stated, Clinton County needs to enforce the local and state laws. Also stated, they weren't doing their jobs. Supervisor Porter stated Clinton County Conservation District now has several employees, including Sara, that do their jobs and do follow through. He went on to suggest that the public put together a coalition of Gallagher Township residents to attend all of the county meetings.

New Business

Supervisor McCoy stated he has been receiving complaints regarding a new business advertised to be opening on Queens Run Road. The business is a meat market and striper club being advertised with a sign and other items along Queens Run Road. He went on to say that the sponsoring businesses listed on the sign are real and he hopes it is just a joke. Supervisor Porter stated it is probably a joke someone is playing on their buddy.

Supervisor McCoy stated he received calls regarding a discarded barrel located along Route 664 on DCNR property. Township employees went out to investigate and found the barrel state it was used antifreeze. The state police were contacted and they deferred the matter to DCNR. DCNR contacted the township to request township employees assist with removal of the barrel. Chairman McCoy requested that residents vigilant and report suspicious activities and items they may see or that are questionable.

Chairman McCoy stated the township could use one more load of antiskid for the season. He went on to say, with the increasing costs of diesel fuel and gasoline, the township might consider topping off the tanks. After discussion, Chairman McCoy made the motion to move forward with the purchase of antiskid and top off the gas and diesel tanks using state funds. Supervisor Porter seconded the motion. The motion unanimously carried.

Supervisor Hoy asked if Chairman McCoy could work with the Township Secretary to mail out a letter to all of the gas companies who have township roads bonded in an effort to create a contact list to be posted at the

township building. Chairman McCoy state Seth Rodriguez with STL might be in attendance at the April 2022 meeting to give and update on activities planned for 2022.

Chairman McCoy state at present time, the only employee approved to participate in paid training of any sort is the Township Secretary. Supervisor Porter stated job related training should be paid and available to all employees. Chairman McCoy made the motion all employees can participate in approved job-related training with the cost being paid by the township. Supervisor Porter seconded the motion. The motion unanimously carried.

Chairman McCoy stated the township doesn't currently have a Sunshine Act, Right to Know Policy in place. Supervisor Hoy stated he hadn't had a chance to speak with Brandon Coleman with Castanea Township and questioned if Township Secretary, Mary Myers, had spoken with anyone in Wayne Township or with PSATS regarding the matter. She responded no. The matter was tabled pending further investigation.

Chairman McCoy stated he spoke with Wayne at Bradco to get a price to purchase 11-inch wings for the township's snow plow. The quoted price was \$885.40. Chairman McCoy stated the wings could be purchased with state-liquid fuel- funds as Bradco is an approved vendor. Supervisor Porter made the motion to purchase the 11-inch wings for the township's snow plow from Bradco at the quoted cost of \$885.40. Chairman McCoy seconded the motion. The motion unanimously carried.

The supervisors had a discussion regarding the use of salt on the township roads. Chairman McCoy stated he reached out to Clinton County Soil Conservation, DEP and PennDOT to get clarification regarding the use of salt on the township roads due to Gallagher Township's streams and springs being designated as pristine waters. He went on to say the township employees would continue to utilize Magnesium Chloride on the roads as they had been instructed to do in the past. Chairman McCoy stated he was still waiting for the requested clarification.

Chairman McCoy stated the township received a Thank You card from Timothy Harakel with a \$50.00 to the township. The thank you card was for the township and the township's employee's assistance during a medical emergency at his home.

Chairman McCoy introduced the new township Tax Collector, Becky Barner. Becky stated the local real estate taxes were in the mail, on time, even with the delay at the county level. A member of the public questioned if Becky was going to have office hours and what her address was. She stated her office hours were from 6 to 8 and that her address was 106 Coyote Ridge Lock Haven, PA if someone wanted to mail their taxes to her. The information is provided on the tax notices that were sent out to all of the township property owners.

Chairman McCoy questioned if there was additional comment- nothing additional. Supervisor Hoy made the motion to adjourn the meeting, Supervisor Porter seconded the motion. The motion was unanimously carried. The meeting was adjourned at 8:24 PM.

After the meeting was adjourned, Supervisor Hoy stated he would make arrangements to meet up with employee Brent to go to Harbor Freight to purchase the \$2500 in tools and a ladder. Stated he will need a check.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township
Secretary / Treasurer
Mary J. Myers
