

**Gallagher Township
Supervisors Meeting Minutes
April 6, 2022 ~ 7:00PM**

In Attendance: Supervisors Bill McCoy, Brian Hoy, Ken Porter, secretary/treasurer, Mary Myers, as well as township residents; Margaret Neff, Kathy Harman, Jody Ritter, Loretta Coltrane, Curt and Becky Barner, Warren Gottshall and Jacque Gottshall, Harvey Palmatary, Brent Bowmaster, Denis Maris, Timothy Lester, Gary Myers, and Aleasha Bowmaster.

The April 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.

The March 2022 public meeting minutes were submitted and approved. 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 March 31, 2022 was \$441,032.59 with total monthly expenses of \$16,648.30 for March 2022. Supervisor Porter made a motion to approve the treasurer's report as presented with a second motion by Supervisor Hoy; the motion unanimously carried.

Correspondences were presented for review of Supervisors. No comment was made regarding the correspondences received by the township and presented to the Supervisors for the month of March 2022.

Public Comment

Denise Maris stood up and introduced herself and asked if she might speak to the residents in attendance. After receiving the ok from the Township Supervisors, she introduced herself. She went on to explain she was running in the upcoming election for the position of State Representative for the 76th District. She provided a bit of personal background as well as a brief overview of her platform topics and current issues that matter to her.

Warren Gottshall questioned why the township was no longer plowing the parking lots for the churches located in the township? He stated, the township has been providing this service to the community for the past 50 years and by discontinuing it the supervisors are causing nothing but hate and discontent in the community among its residents. Supervisor Porter stated, he might consider plowing the parking lots once again, but would need to put a hold harmless agreement in place to protect the township as the parking lot at the church is located on private property. Warren Gottshall then stated, it is not private property, it is a public parking lot because it is open to the public. Chairman McCoy stated, he spoke with the township's insurance provider who explained hold harmless agreements are worthless and the township is responsible regardless of having a signed agreement. All three supervisors to revisit the matter at a later date. The matter was tabled pending further investigation into the legalities and liability aspect.

Old Business

Chairman McCoy addressed the public and also the other members of the board of supervisors to clarify Resolution 2022-01, dated January 3, 2022; which provided authorized for the Chairman of the board to spend up to \$1000 per occurrence between meetings. He explained the definition of occurrence and stated the \$1000 was not a discretionary fund, but rather an emergency fund to be used in the event of an emergency in between meetings. He used the example of the holding tank at the township building; which needed emptied in March.

Supervisor Hoy stated both he and Brent had gone shopping for a tool box and the needed tools at the township building. The total cost was around \$2400. Additionally, he explained a set of DeWalt power tools were purchased for in the garage at a cost of \$796.30. The set included a 2- 20 Volt Hammer Drill and Driver, a reciprocating saw, 2- extra batteries, and a charger. The only two remaining items that are needed at this time are a 6-foot ladder and a 24-foot extension ladder. Supervisor Hoy made the motion to purchase the two ladders with Supervisor Porter seconding the motion. The motion unanimously carried. Supervisor Hoy to follow-up with the ladders purchase.

Supervisor Hoy gave an update on the AED. He stated the AED for the township building had been purchased and was installed in a case on the wall outside of the meeting room. The unit was purchased through Lock Haven EMS at a cost of \$1969.75, which is below the \$2000 to \$2500 budget approved by the supervisors. Because the AED was purchased through Lock Haven EMS it is compatible with their system. The purchase price included the unit, a wall mount case, a 7-year battery, and pads that will work on both children and adults.

Chairman McCoy, stated he spoke with Allen and set AED training up for April 26 from 8AM to 1PM; training will be held at the township building. The class will be open to the public and will include CPR, First Aid and AED training. With a maximum class size of 8 people there will be a \$300 charge. Supervisor Hoy made the motion to spend the \$300 to offer the class to township employees, who need to be certified or recertified, and open it up to the public with a maximum class size of 8 individuals. Supervisor Porter seconded the motion; the motion was unanimously carried.

Township secretary, Mary Myers, provided an update on the status of the web-site. She explained that she had submitted a letter to [.gov](mailto:info@ga.gov) to obtain the domicile name gallaghetownship.pa.gov and as of the meeting, still hadn't received confirmation. She will continue to monitor and advise the board and public on the status of the page.

Chairman McCoy explained that Gallagher Township did not approve the police coverage ordinance as was stated in the Lock Haven Express and that the matter was still being discussed. He went on to state the contract would provide coverage for up to 20 hours per week of police coverage in Gallagher Township if approved and that he wasn't in favor of moving forward due to the cost. Supervisor Hoy also voiced concern, stating the unforeseen costs to the township could be substantially more. The minimum cost to the township would be \$63,000. This is per the contract- \$65.00 per hour, 20 hours per week for the contract term of 6 months. This price does not include any additional coverage needed for emergency situations that might occur. Township resident, Jody Ritter, expressed concern and provided an example of an incident that occurred. She went on to say that things are changing and questioned if the township chose not to move forward with the agreement, what is the back-up plan? Chairman McCoy stated, if something were to happen that required police coverage and the state police weren't available, the other regional police departments would respond to cover the incident. Supervisor Hoy stated, Pine Creek or Woodward Township Police Department would respond in similar fashion to the mutual aid agreement county EMS has in place. Chairman McCoy, further stated Renovo Police Department has even responded to incidents in the township. Another township resident, Timothy Lester stated he has also seen DCNR, the sheriff, Fish and Boat Commission and the Game Commission respond to incidents because they are all trained to handle similar situations. Jody Ritter questioned if the supervisors knew when the state police were going to start charging for their services? Supervisor Porter stated he was unsure as the politics will be changing in Harrisburg next year due to the upcoming election. Jody Ritter requested the supervisors not throw the ordinance away, but maybe revisit at a later date. Supervisor Hoy made the motion to table the ordinance until next month. Supervisor Porter seconded the motion; the motion unanimously carried.

As a follow-up to last month's meeting, township secretary, Mary Myers stated she spoke with PSATS regarding the Sunshine Act and implementing a Right-To-Know policy for the township. She provided the supervisors each with a typed-up copy of a Right-To-Know Policy she worked with PSATS to develop. After review of the document that was presented, Supervisor Hoy directed the township secretary to forward the document to the township solicitor for legal review. Supervisor Porter seconded the motion; the motion unanimously carried. It was agreed, she would advise all three supervisors once a written response was received from the solicitor.

Supervisor Hoy stated he had met with and Greg at Keystone Security. He questioned if the township had received an email with a quote for the two new cameras to be installed. The township secretary stated as of the meeting, she had received nothing. He went on to say Greg was going to quote placing a high-definition camera in the meeting room in one of two places. The first option presented was on the wall just inside the door, 6 to 8 feet back at ceiling height angled toward front door, wall and the time clock. The second option was on the back wall angled toward the front of the room; which would provide a view of the entire room including the time clock.

He went on to explain, he asked that the second camera be placed on the end of the anti-skid / storage building angled toward the recycle area. In addition to pulling just the one cable for the new camera, he asked Greg to include, in the quoted price, pulling several extra lines; which would allow for camera capacity of up to eight cameras.

Chairman McCoy questioned the purpose of the new camera located inside the meeting room by asking both Supervisor Hoy and Supervisor Porter to clarify if the camera to be placed over the time clock and/or in the back of the meeting room was going to be used for security or surveillance of employees? Supervisor Hoy stated it was going to be used for both. He went on to say, he wanted to make sure one employee wasn't clocking all of the other employees in. Chairman McCoy stated original purpose of the camera system that is installed at the township building was for security, not surveillance of employees. He also went to say the township needs state why a camera is needed for surveillance of employees and that they need to be very careful where a camera is placed due to privacy laws. Township Secretary, Mary Myers, stated she spoke with a SHRM representative regarding the camera placement and policy & procedure regarding camera use. She was advised the employees needed to have

a breakroom free from cameras where they can make calls and attend to personal matters. Margaret Neff stated when she was a principal, she had to go in the restroom to make phone calls. Timothy Lester questioned if the camera is necessary? He stated it conveys a lack of trust in employees. Gary Myers, stated he works FedEx Freight. They have 150 employees who use a time clock and there isn't a camera. The matter was tabled until next month pending legal review. The township secretary was instructed to send the matter to the township solicitor for review, guidance and input.

A brief break was requested. After the break, the meeting resumed.

Chairman McCoy explained to Supervisor Hoy and Supervisor Porter, the township has no full-time employees. All township employees were hired as part time- per review of the previous year's meeting minutes- at the time of they were hired. No set weekly hours were provided for Brent and Chuck was only to work up to 24 hours per week. Supervisor Porter questioned why not make employees seasonal? Chairman McCoy explained the definition of a seasonal employee per the township's policy and procedure manual. Supervisor Hoy clarified the motion made during the March 2022 regularly scheduled meeting and made a motion to set summer hours for employees as- starting Monday, April 11, 2022 through Labor Day weekend, Saturday September 3, 2022- Monday through Friday, 7:00 AM to 3:30 PM. The motion was seconded by Supervisor Porter; the motion carried.

New Business

Chairman McCoy stated the annual forensic audit was completed by Fiore, Fedeli, Snyder, Carothers, LLP for the fiscal year ending December 31, 2021. The audit was submitted to CDEC and the township received the certified copies. No issues were found; however, a procedural change was recommended by the auditor for Sewage Enforcement permit money the township collects on behalf of the SEO. The money the township received, is not township income, but rather the township is holding the money- less a 10% service fee which is income- for the SEO until the permit is issued and the SEO is paid the funds the township is holding. Township Secretary, Mary Myers, explained the new procedure. An invoice would be created outside of QuickBooks in which to bill the property owner. The money received for the permit application would then be placed into a liability holding account, much like the road bond money the township receives. The 10% service fee the township receives is the only part of the money to be classified as income. A sample of the invoice was provided to the Supervisors for review. Copies of the 2021 audit were passed around to the public to view.

Township Secretary provided an update on the ARF – American Rescue Funds. She explained that all required documents and reports had been submitted to the US Treasury prior to the April 30, 2022 deadline.

Chairman McCoy stated it was time to complete a Road Inspection. He questioned when the other two supervisors were available. It was decided the following week would work, specifically Tuesday, April 12 or Thursday, April 14 in the evening. All three supervisors agreed, they would take a look at their schedules and set up a convenient time, on one of the two days, to complete the road inspection.

Chairman McCoy stated the township received information from Daren Stover at PENDOT regarding Multimodal grants that will be available as part of the recently passed Federal Infrastructure Bill. He stated he reviewed the package the township received and would like to apply to do the Hollow Road project. If the township were able to get \$500,000 and only have to come up with zero to 10% of the total cost it would be worth the \$100 fee to apply. Supervisor Hoy made a motion to move forward with applying for a Multimodal grant to redo Hollow Road. Supervisor Porter seconded the motion; the motion was unanimously carried.

Chairman McCoy stated the township received a letter from Clinton County regarding the 2017 policy in which the county allocates the unused portion of their Liquid Fuel money back to municipalities located within Clinton County. The letter also included the 2022 application for county aid to be completed and be returned to the Clinton County Commissioners stating which municipal projects the municipalities were seeking assistance for along with a description and the quoted cost. Chairman McCoy stated the township had applied for this assistance once before and had only received around \$600. After a brief discussion, all three Supervisors agreed the township would not pursue the financial aid offered by the Clinton County due to the time invested in completing the application versus the amount of money the township would receive if it were to be awarded.

Chairman McCoy stated the township received a letter from Clinton County Solid Waste Authority regarding the 2022 Tire Collection Event. He questioned if the township would like to participate in this year's event. It was agreed the township would participate with tire collection dates being set as Thursday, May 5, 2022 from 12 PM to 6 PM, and Friday, May 13, 2022 from 8 AM to 12 PM. After tire collection on the 13 of May, the

employees will deliver the tires to the landfill for recycling and/or disposal. The township secretary was directed to create a flier- to be placed on a board in the township building parking lot- advertising the event.

Chairman McCoy stated the township received an updated Emergency Services Mutual Aid Resolution from Clinton County EMS. Supervisor Hoy stated the agreement is basically the same as the agreement that was signed in 2002 with the exception of a couple of words being changed. Supervisor Hoy made the motion to adopt the Emergency Services Mutual Aid Resolution. Supervisor Porter seconded the motion. The motion was unanimously carried with all three signing the resolution; which will be placed on file at the township building and a copy mailed Clinton County Department of Emergency Services.

Chairman McCoy stated the township received letter with an attached resolution from Keystone Central School District. KCSD is requesting the township adopt the attached resolution in support of the Pennsylvania school funding litigation for fair funding. This item was tabled for follow-up pending the secretary gathering additional information to present at the next regularly scheduled public meeting.

Chairman McCoy stated the township received a letter from PSATS regarding America 250 with a sample resolution requesting the township pass a resolution in support of the General Assembly and Governor Wolf created Pennsylvania Commission for United States Semi-quincentennial (America250PA) in 2026 and Pennsylvania's integral role in that event. Supervisor Hoy made the motion to not move ahead with the requested resolution at this time. Chairman McCoy seconded the motion; the motion was unanimously carried.

Chairman McCoy stated the township had sent out the requested letters to the gas companies requesting updated contact information. At the time of the meeting, he had only received responses from 3 of them - one being Brian C. Root, attorney for Range Recourses. Attached to Attorney Root's email was a copy of the township's maintenance agreement with many revisions made. Chairman McCoy stated we have a signed maintenance agreement in place dated 05/07/2013 that doesn't have an expiration date, so an updated agreement isn't necessary. Supervisor Porter stated, the township wasn't going to make the changes requested. They- Range Recourses- would need to find another way into their well site. It was agreed to the township secretary would send the signed as well as the proposed maintenance agreement from Range Resources to the solicitor for review and comment. It was agreed, she would advise all three supervisors once a written response was received from the solicitor.

Chairman McCoy questioned if there was anything additional to add from members of the public or from the supervisors- no additional comment. Supervisor Hoy made the motion to adjourn the meeting, Supervisor Porter seconded the motion; the motion was unanimously carried. The meeting was adjourned at 8:51 PM.

Per the agenda, the township supervisors immediately went into an executive session to discuss employee matters.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township
Secretary / Treasurer
Mary J. Myers
