

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

The July 2022 regularly scheduled public meeting of the Gallagher Township Supervisors was called to order by Chairman Bill McCoy at 7:00 PM, followed by a moment of silence and the Pledge of Allegiance.

In Attendance: Supervisors Bill McCoy, Brian Hoy, Ken Porter, as well as Township Residents; Jody Ritter, Timothy Lester, Walt and Dotty Shellehamer, Warren Gottshall and Harvey Palmatary.

The June 2022 Regular Scheduled Meeting and the July 29, 2022 advertised Special Meeting minutes were submitted and approved. Supervisor Porter made a motion to approve both of minutes as presented, with Supervisor Hoy seconding the motion; the motion unanimously carried.

A treasurer report, including all monthly expenses and deposits into all accounts was presented for review by all supervisors. The total balance for all accounts as of June 30, 2022 was \$452,580.89. Supervisor Porter made a motion to approved the financials as presented. Supervisor Hoy seconded the motion; the motion unanimously carried.

Correspondences were presented for review by the Supervisors. Supervisor Hoy questioned the email in the correspondences from Katie at Clinton County Planning Commission regarding disbursement of funds. Chairman McCoy stated the email pertained to Gallagher Township's portion of ACT 13 monies for 2022. The per Katie's email, the township will receive \$77,449.45- its share of the ACT 13 funds in July of 2022. He also went on to explain, there was an email from PSATS regarding the disbursement of American Rescue Funds; which explained the disbursement was delayed and the townships and municipalities did not receive the second installment of the American Rescue Funds on June 30th as was previously announced. The funds are being held up by the State of PA. This year's allotment of funds- \$19,000 plus should be disbursed in July of 2022 as it stands at this time. Currently, no specific date has been provided.

Supervisor Hoy questioned if Chairman McCoy was attending the Townhall Meeting scheduled on July 7, 2022. He stated he would not be attending. Chairman McCoy questioned if the other two supervisors saw the correspondence and if they were interested in attending the Municipal Official Training to be held on Tuesday, July 19 at 7:00 PM at the Red Eye Center. Chairman McCoy stated he would be attending. Both Supervisors Porter and Hoy also stated they were interested. Chairman McCoy stated he would have the township secretary make the necessary reservations on their behalf.

An SEO Report was presented by Chairman McCoy who stated he was able to assist the township's SEO Kellen Krape with several of the properties he was working on by going back through the old permits and subdivision maps on file at the township; which previous township secretary, Mrs. Gottshall, had kept. Permit were issued to Marci Werley for her property on Queens Run and Joseph VanGorder for his property located on Coudersport Pike.

Public Comment

Timothy Lester stated the oversized loads with gas well equipment, enroute to the Sturgis property, have started coming into the township from the north. Supervisor Porter said they was a delay due to the holiday, and they would start moving again tomorrow- July 7, 2022.

No additional public comment was made.

Old Business

Chairman McCoy stated both the Multimodal and Arlee Grant applications have been submitted and has been in contact with Dirt and Gravel. Rachel Daley, with Dirt and Gravel, was out to look at and document the pipe project on Queens Run Road site to see if it will qualify for a Dirt and Gravel Grant. She stated that regardless if the township receives a grant or the township chooses to repair the pipe, a GP-11 permit will be required due to the pipe's location and the streams pristine waters designation.

Chairman McCoy stated the .GOV website has been approved. Because the site is affiliated with the Federal Government, Chairman McCoy stated he had to speak with Homeland Security and undergo a federal background check. Supervisor Hoy questioned how long before it would be up and running? Chairman McCoy stated, the representative with Homeland Security would be completing the necessary paperwork and filing it. Once everything was complete, he will get in touch with Keith Kern to let him know what the next steps in the process would be.

Chairman McCoy stated the security system is done. The new wires and the new cameras have been installed. He questioned both Supervisor Porter and Supervisor Hoy if the app installed on their phones was working properly? Both stated yes, they were able to access to cameras.

Chairman McCoy stated he added employee schedule and work hours to the agenda to discuss the 7:00 AM start time. He questioned if the other two supervisors wanted the employees at the building at 7:00 AM to start. A lengthy discussion was held between all three supervisors regarding employee start times, timecards, posted work schedule, and working hours including the number of hours employees are spending on shop maintenance. Supervisor Hoy stated he was on the Board of Directors at the Clinton County Landfill. If one of their parttime employees work more than 32 hours they are considered a full-time employee. Part-time landfill employees only work 31.5 hours per week. Anything over 32 is considered fulltime. He went on to say, employee hours to be cut back to 32 hours or less per week as he doesn't want to cause issues for the township on down the road. Supervisor Porter stated unless it is Mother Nature related, he doesn't see there being enough work for two parttime employees to work 32 hours per week. Both Supervisor Hoy and Porter agreed they wanted the start time for employees to be 7:00 AM, but the employees can start earlier if the weather is going to be hot. They can start earlier and finish around noon. It was decided to discuss these items in greater detail in an executive session to be held later in the meeting. Supervisor Hoy asked Chairman McCoy if he wanted to meet with the employees on behalf of the Board of Supervisors? Chairman McCoy stated, no if he met with the employees, it would be just him speaking and he suggested three supervisors should meet with the employees.

New Business

Supervisor Hoy made a motion to add Foreman's Duties and Pay Period/Pay day to the agenda. Supervisor Porter seconded it. Motion carried.

Chairman McCoy stated ACT 13 Funding was previously discussed earlier in the meeting while reviewing the June 2022 correspondences. Gallagher Township will be receiving receive \$77,449.45 sometime in July 2022.

Chairman McCoy stated Clinton County EMS Training was discussed previously and it was agreed that all three Township Supervisors will be attending. Supervisor Hoy stated the supervisors need to be more involved in the operation of the fire companies. Chairman McCoy is necessary to provide emergency services coverage and many communities are contracting with EMS to provide services. Both Chairman McCoy and Jody Ritter, stated stand-by and overlapping coverage in the event of an emergency is accomplished in Clinton County by adoption of the Clinton County Mutual Aid Agreement; which was adopted earlier this year.

Supervisor McCoy stated the next agenda item, the American Rescue Funds, was discussed under correspondences. The second and final ARF 2022 allotment will be deposited sometime in July 2022.

Chairman McCoy stated he had two companies that wanted to come out and do demo of a backhoe for the township. He questioned Supervisor Porter and Supervisor Hoy if they would be interested in demoing and getting prices on purchasing a backhoe? Supervisor Hoy stated he had gotten prices of backhoes from two companies, but had asked one of them to make an adjustment because the quote didn't include a warranty. He stated he would bring the quotes to the August meeting. Supervisor Hoy stated he had scheduled a backhoe demo for July 22, 2022. Timothy Lester questioned where the money to purchase the backhoe was going to come from? Supervisor Hoy stated the township would use their Act 13 funding as well as other sources. He went on to say, is it going to make your taxes go up, no. Timothy Lester questioned if it was cost effective to purchase a new piece of equipment versus purchasing used piece of equipment? Supervisor Porter stated they hadn't decided to purchase one yet, they were only looking into it. The backhoe could be used for sweeping, snow removal, dirt cleanup, berming, tree removal and more. If the township purchased the backhoe, they would get all of the attachments needed. It was asked what about the tractor the township has now? Doesn't it have all of these attachments? Supervisor Hoy stated, it is a farm tractor. Supervisor Porter stated the township could add a quick release attachment to the backhoe which would allow the township to utilize the tools they already have.

Chairman McCoy questioned if the board wanted to purchase five loads of anti-skid using ACT 13 monies prior to rates increasing due to the uncertainty of fuel prices? Supervisor Hoy stated he had spoken to Hanson and the price of antiskid had increased \$1.00 per ton over last year. Supervisor Hoy made the motion to approve the purchase of four or five loads- whichever was needed- of antiskid using ACT 13 funds. Supervisor Porter seconded the motion; the motion unanimously carried.

Supervisor Hoy stated the supervisors had agreed the foremen was to send a work schedule for the following week each Friday, but he hadn't been doing that. It would be nice to know what they are doing. Supervisor Hoy made a motion to add texting a weekly schedule for the upcoming week to all of the supervisors every Friday, to the duties of the township foreman. Supervisor Porter seconded the motion; the motion carried.

Supervisor Porter questioned if the township could change the pay date to a Thursday or Friday? Supervisor Hoy stated as it stands now, there is no time to question the employees' timecards or question the hours worked. Currently, the pay period ends on Monday and the employees are paid on Monday. Chairman McCoy stated there was a resolution in place that set the current pay schedule. Supervisor Hoy made the motion to change the scheduled pay date to Friday instead of Monday and update the resolution pertaining to the pay period and pay date at the next regularly scheduled meeting in August of 2022. Chairman McCoy seconded the motion; the motion unanimously carried. The Supervisor Hoy stated the township secretary can complete payroll on Monday or Tuesday and hold the checks until Friday.

Walt Shellehamer, a township resident, stated there is a township break retarder sign at the Corner of SR 44 and Carrier Road that is in his yard that isn't located on road right away, but rather on his property. Where the sign is located in his yard there is also a stump and his mower won't fit between the two to mow. He questioned if the township could move the sign to a different location? Supervisor McCoy stated the township would take care if the issue. He went on to say, the pipe under the intersection of SR 44 and Carrier Road is plugged full with debris and questioned if the township could clean it. It was discussed that the pipe is located on SR 44 right of way and not on the township right of way.

An executive session was called at 7:47 PM by Chairman McCoy.

All three Supervisors returned to the Regularly Scheduled Meeting. Chairman McCoy called the meeting back to order at 8:02 PM and announced to the public to purpose of the Executive Session was to discuss Employee Issues. He announced it was decided all three supervisors would be meeting with the township's two employees on Friday, July 8, 2022 at 7:00 AM to discuss their start time and duties. Additionally, Chairman McCoy stated, it was decided- no disciplinary action would be taken at this time.

Supervisor Hoy made the motion to adjourn the meeting. Supervisor Porter seconded the motion; the motion unanimously carried. The July 2022 Regularly Scheduled Meeting was adjourned at 8:03 PM.

Agenda Items- Foreman's Duties and Pay Period/Pay Day; which were added to agenda by Supervisor Hoy at the beginning of New Business, were improperly added to the agenda with no reason being provided. All action taken on these two items is null and void. These two added were not part of the posted agenda and are void under the Sunshine Act, 65 P.S. § 713.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township
Secretary / Treasurer
Mary J. Myers
