

**Gallagher Township
Supervisors Meeting Minutes
October 5 ~ 7:00PM**

The August 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.

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

Chairman McCoy called the board into and Executive Session at 7:06 PM. In attendance were Chairman Bill McCoy, Supervisors Porter and Hoy, and Township Solicitor Justin Houser. It was announced the purpose of the meeting was to discuss personnel matters, litigation and receive legal advice.

The meeting was called back to order at 7:16 PM.

Public Comment

Warren Gottshall questioned the Board if they provided a report of what was discussed during the Executive session? Chairman McCoy stated, no the items discussed are for the Board Members only. Solicitor Justin Houser explained under the Sunshine Act, there were only certain items the Supervisors can discuss during an Executive Session. Those being expected or pending litigation, receive legal advice, and personnel matters. However, he went on to explain all official action taken, including personnel, must be done in front of the public during the public meeting.

Timothy Lester stated Chairman McCoy needed a backup as Road Master. He went on to say in the even Bill- Chairman McCoy- wasn't here, we would need someone to cover us so we're not stuck and won't receive grants because of the lack of certification. Bill is the only one certified. If Bill isn't here, who will oversee the projects if the township receives the Dirt and Gravel and Multimodal Grants that were applied for? Supervisor Porter stated the other two supervisors have full time jobs; which makes it difficult to attend the training because it is held on weekdays, and not weekends. He questioned if Brent was certified. Chairman McCoy stated, yes, Brent was certified and he can oversee a project, but a certified supervisor must sign off on the project. He went on to state there are a lot of new changes he learned about at his recent recertification training both he and Brent attended; including the definition of swamp land.

No additional public comment was noted at his time.

The Meeting Minutes for the August 2022 and the September 2022 Regular Scheduled Meeting along with the September 21, 2022 Work Session Minutes were submitted for review. Chairman McCoy made the motion to approve August 2022 Meeting Minutes as presented and the September 2022 Meeting Minutes as corrected- Supervisors unanimously agreed to hold the Trunk or Treat on October 1, 2022. Supervisor Porter seconded the motion; the motion unanimously carried. Chairman McCoy made a second motion to approve the September 21, 2022 Work Session Minutes as presented. Supervisor Porter seconded the motion; the motion unanimously carried.

A treasurer report, including all monthly invoices, payroll, liabilities and deposits into all accounts was presented for review by all three supervisors. The total balance for all accounts as of October 1, 2022 was \$561997.60. Supervisor Hoy made a motion to approve the financials as presented. Supervisor Porter seconded the motion; the motion unanimously carried.

Correspondences were presented for review by the Supervisors. Supervisor Hoy questioned the township received a map along with the application the Township received McTish -Kunkel and Associates the application to DEP for a NPDES permit by the Maguire Family Trust for the development of Camp Coyote? Chairman McCoy stated no, only the papers that were included and presented as part of the correspondences were received. He went on to say the Township may have received a map when they previously applied, but most likely, the map was sent to Clinton County Planning as they will be the ones handling the subdivision approval.

A Road Master Report was presented by Chairman McCoy who stated the pump on the gas tank had gone bad and needed to be replaced. A quote to purchase and install and new pump was received from Hoover Tractor and also Professional Petroleum. Professional Petroleum's price was the lowest coming in at \$1715.00 installed- \$980.00 purchase price of the pump alone. Supervisor Hoy stated we could just get the pump and have Chuck install it as he is electrical savvy. Supervisor Hoy made the motion to purchase the new Fill-Rite Pump from Professional Petroleum Products for \$980.00 and have Supervisor Porter pick it up at their Williamsport location. Supervisor Porter seconded the motion; the motion unanimously carried. Township Secretary, Mary Myers, questioned which account she was to use to pay for the pump. It was discussed and decided to utilize the ACT 13 funds for its purchase.

Chairman McCoy stated he had ordered a new oil filter and mower blades for the tractor from Hoover Tractor. He questioned if the board wanted to have them shipped or if someone would be down that way. Township Secretary, Mary Myers, stated she would be down that way on Friday, October 14, 2022 and she could stop 1 to pick them up. All agreed this would work.

Supervisor Hoy questioned if the plow wings- that were on backorder- had been received? Chairman McCoy states, yes, they were received and have already been installed on the plow.

A SEO Report was presented. Chairman McCoy stated he is still working with Kellen on the lot in located in Turkey Trot. He has spoken with both Kellen and the realtor who is selling the property. Both the county and the township are unable to find documentation showing the lot had the necessary perc completed. Supervisor Hoy stated they will need to start over and have a new perc completed.

A Zoning and Land Use Report was provided. Chairman McCoy stated the Township received notification from Clinton County Planning stating they had approved a permit for STL to install a new building and compressor station along with the supporting equipment for the project.

No new building permits or modifications to existing permits were received for the month of September 2022.

Old Business

Chairman McCoy stated the Ford F550 and the Ford Expedition were both scheduled to be inspected and be serviced. The Expedition was scheduled to be dropped off on Thursday, October 6, 2022 and the Truck will go on Monday, October 10, 2022. Supervisor Hoy questioned where they were scheduled for service? Chairman McCoy stated Ed's Hillside. Chairman McCoy questioned which account the Board would like to use for payment? It was discussed and decided the ACT 13 account would be utilized.

Chairman McCoy stated both he and Brent had attended the Dirt and Gravel recertification which will allow the Township to apply for grants through Dirt and Gravel and PA DOT- Multimodal & ARLE. He reviewed what had been presented as well as advised both the board and the residents in attendance of the changes that will affect the what all townships in PA as part of the Clean Water Act which was adopted July 1, 2022. These changes include; permitting for projects, ditching, the use of salt on the roads, pristine waters, green ways, pipe outlets, plantings, definition of a wetland, etc. He went on to say these changes will affect the cost of projects due to permitting and an engineer will be involved with project design. Additionally, the changes will affect the standard day to day operation of all townships and municipalities located in Pennsylvania.

Supervisor Hoy stated he would like to move forward with the purchase of a John Deere backhoe for use within the Township. Warren Gottshall questioned if it was really needed or necessary? Supervisor Hoy stated he believed the Township would utilize it more than what they think. Mr. Gottshall then questioned how the Township was going to purchase it? To which Supervisor Hoy stated by utilizing the ACT 13 Funds the Township receives. Chairman McCoy stated he was not in favor of spending the money because the Township would be losing \$20,000 in revenue next year and there was a decrease in tax revenue. Things are tough and he isn't interested in moving forward with the purchase based upon the current financial and economic situation as the economy is in a downward trend. Additionally, he stated the ACT 13 Program was a 15-year program that will be ending in 2026. Solicitor Houser stated, if the Township agrees moves forward with the purchase of the backhoe, he would advise having him review the finance agreement prior to the Township accepting the terms. Chairman McCoy stated, Co-Stars is good, but he would recommend getting a total of three quotes from Co-Star dealers; the Township would most likely receive three different prices. He went on to say, even though the Township utilized Co-Stars to purchase the F-550, they still received three quotes and went with the lowest purchase price. Supervisor Hoy stated we would get two additional quotes from Co-Star dealers for the next meeting. Mr. Gottshall, stated as a tax payer he was not in favor of the purchase. Supervisor Hoy made the motion to table the purchase of a John Deere backhoe until the next Regularly Scheduled Public Meeting; Supervisor Porter seconded the motion; the motion carried.

Chairman McCoy questioned the board as to how they would like to amend payroll as the employees, including himself, weren't in favor of direct deposit. Supervisor Hoy stated the current pay period was ok, but he would like to move the pay date from Monday to Friday. Secretary Mary Myers, stated she would post the required notice to the employees advising of the change to the pay date tomorrow. Doing this would provide the required 30-day notice to the employees of the township. Supervisor Porter made the motion to change the date of pay from the Monday immediately following the end of the pay period to Friday effective November 11, 2022. Supervisor Hoy seconded the motion; the motion unanimously carried. The Board directed the Township Secretary to compose a formal resolution adopting the change to be presented and signed at the November 2022 Regular Scheduled Public Meeting.

Chairman McCoy stated the Trunk or Treat held on October 1, 2022 turned out nice. And the feedback that he had received had been favorable considering it was raining due to the remnants of Hurricane Ida. Township Secretary, Mary Myers, also stated she had received a number of compliments from the parents of the children who were in attendance. Supervisor Hoy stated several of the children were frightened by the bathroom decorations and he asked that we not decorate the bathroom, should the event be held again next year.

Chairman McCoy stated that both he and the Township Secretary had worked with PSATS to compile an updated Policy and Procedure Manual for employees. A draft copy was presented to the Board and member of the public who were in attendance at the September 2022 Work Session. He questioned the other members of the Board what date they would like to schedule a Work Session in October to get together to review the draft copy? After a brief discussion, it was agreed to schedule a Work Session on October 19, 2022 at 6:00 PM, to be held at the Township Building. The Township Secretary stated she post the upcoming Work Session as well as advertise in the Lock Haven Express as is required.

Chairman McCoy stated he has spoken with the sales representative at Centre Concrete and had received a quote of for a sprayer, 4-pails of concrete power wash and sealant for the concrete floor in the garage and the walls of the Township Building. He stated the products would be at the Montoursville, PA location and could be picked up. Supervisor Porter stated he could pick them up because he was down that way almost every day. Supervisor Porter made the motion to purchase the quoted items for a total purchase of \$973.00 using ACT 13 funds for the purchase. Supervisor Hoy seconded the motion; the motion unanimously carried.

Chairman McCoy stated the Township had received two employee grievances. He made a motion to have the solicitor draft and send a letter to the two employees addressing their concerns. Supervisor Porter seconded the motion; the motion unanimously carried.

New Business

Chairman McCoy stated the Township had received a request for an updated Hazzard Mitigation Plan which needed to be completed and filed with Clinton Count on or before October 31, 2022. He questioned if either of the other two members of the Board would like to complete the plan. After a brief discussion, it was agreed that Chairman McCoy would complete the required plan and submit it to Clinton County.

Chairman McCoy stated both he and Township Secretary, Mary Myers, were registered to attend the PSATS Regional Forum which was schedule to be held on October 24, 2022 in Boalsburg, PA. He questioned the other two Board Members if they would like to attend and went on to advise if they were interested in attending, to let Mary know and she would make the required reservations to attend the event.

Chairman McCoy advised the Board and members of the Public the Township had received an initial land development plan from McTish, Kunkel, and Associates for Camp Coyote on property owned by Robert Maguire. He went on to say, the plans are in at the beginning stages and will need to be submitted to DEP for permitting due the development's proximity to Chatham Run, The Clean Waters Act and the designation of Chatham Run being classified as pristine waters. A copy of the Chatham Watershed Ordinance, the Township adopted in 2007, had been submitted to the Clinton County Planning Commission because they did not have a signed and adopted copy on file. Additionally, he advised the Board, after speaking with Kellen, all of the lots in Camp Coyote would need to be perc'd as due to the lots originally being 10 acres and they are not 5 acres with some lots not having been perc'd.

An invoice for professional service by Justin Houser, Township Solicitor, was presented for inspection and approval by the Board, for the months of August and September 2022. Supervisor Hoy made the motion to approve payment of the invoice as presented. Supervisor Porter seconded the motion; the motion unanimously carried.

Township Solicitor, Justin Houser, presented a draft copy of a resolution entitled, *Participation and Recording of a Public Meeting*. He went on to read the resolution and address the questions members of the public had regarding the information presented including limiting their speaking time to five minutes and concerns regarding participation throughout the meeting prior to official action being taken by the Supervisors. Supervisor Hoy made the motion to adopt Resolution 2022- 08, *Public Participation and Recording of a Public Meeting*. Supervisor Porter seconded the motion; the motion unanimously carried.

Gas Pump replacement- was previously discussed under Road Master's Report.

The Pick-up Pennsylvania Program which started September 1, 2022 and runs through October 31, 2022 was presented and discussed. No action was taken at this time.

Timothy Lester advised the Board of a safety issue when pulling out of the Haneyville Fire Company driveway. He stated you cannot see traffic. Chairman McCoy stated, he would send the Township employees out to look at it and trim back what vegetation they could in an effort to improve the sight distance for the traveling public and emergency vehicles.

Chairman McCoy made the motion to adjourn the meeting at 8:46 PM. Supervisor Porter seconded the motion; the motion was unanimously carried.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township
Secretary / Treasurer
Mary J. Myers
