

**Gallagher Township  
Supervisors Meeting Minutes  
December 19, 2022 ~ 6:00PM**

The December 19, 2022 special public meeting of the Gallagher Township Supervisors was called to order by Chairman Bill McCoy at 6:03 PM, followed by a moment of silence and the Pledge of Allegiance.

In Attendance: Supervisors Bill McCoy, Brian Hoy, Ken Porter; Township Solicitor, Justin Houser; Township Secretary, Mary Myers; as well as Township Residents; Jody Ritter, Timothy Lester, and visitors, Ken Packard and Wilson and Beth Riccardo.

Township Secretary explained she received notification from Jeff Feger with Erie Insurance Company that he would be unable to attend due to illness, but he had sent a revised quote as well as a breakdown of his quote for the board to review. Solicitor Justin Houser also stated he had compiled a comparison spreadsheet detailing the coverage provided with the two insurance quotes the township had received for the board to review. After this discussion, the floor was turned over to Wilson and Beth Riccardo who provided a review of the updated quote they had prepared; including both cyber insurance coverage and a one-million-dollar umbrella liability policy as well as increased coverage on Location 2, Building 1- increased to \$280,000 and Location 2, Building 2 – increased to \$88,000.

After the presentation, review of the two policies, discussion and consideration of the two insurance packages presented, Supervisor Hoy made the motion to accept the business insurance policy quoted by Wilson and Beth Riccardo from Selective Insurance Company for total of \$12,885.00 because \$4,498.00 for Haneyville Volunteer Fire Company worker's compensation had already been paid through SWIF. The breakdown is as follows: \$8,904.00 for the commercial insurance package and \$3,981.00 for worker's compensation for the township employees.

Chairman McCoy provided an update to the board regarding the carport purchase. He advised the 20 by 20 carport had been ordered as was discussed and agreed upon at the December 2022 regular meeting.

Chairman McCoy asked the Board if they wanted to work on the Employee P&P Manual during the meeting. It was agreed, the Board would stay and work on the new P&P Manual after the special meeting was adjourned.

Township Secretary Mary Myers presented two letters addressed to township employees, Brent Bowmaster and Charles Schwalm, advising them of the Board's decision at the December 2022 regular meeting to limit their weekly work hours to between 12 to 16 hours unless adverse weather conditions warranted them to work additional hours. After a brief discussion, with the Township Solicitor, all three members of the Board signed the letters. A copy the letters was provided to the solicitor and a copy will be given to the employees along with their December 23, 2022 paycheck.

Chairman McCoy asked if Solicitor Houser could explain to the public the procedure regarding Supervisor Porter's resignation. Solicitor Houser explained; Supervisor Porter's resignation is effective on the date listed on his letter- January 31, 2023. He recommended the Supervisors take no action to accept the resignation, because that gives the longest window to obtain a new supervisor to fill the vacancy- 30 days after Jan. 31, 2023. He went on to say, the Board of Supervisors has 30 days to appoint someone as supervisor to fill the vacancy. This means that the new supervisor should be appointed at the February 2023 meeting. The Supervisors can choose to advertise for applicants or not, but he would recommend advertising. The appointment should occur at a public meeting, and the appointee should be sworn in by a notary public. They will also be required to fill out the necessary oath paperwork. The appointee's term will end on the first Monday of January 2024. After a brief discussion, the solicitor was advised to place an ad in the paper twice advertising the position. The dates chosen were January 11, 2023 and January 21, 2023. The Township secretary was also advised to place the vacancy notice – provided by the solicitor- on the Township's website.

Supervisor Porter made the motion to adjourn the meeting at 7:23 PM. Chairman McCoy seconded the motion; the motion was unanimously carried.

Following adjournment of the meeting, the board commenced working on Gallagher Township's proposed policy and procedure manual.

Gallagher Township Supervisor Chairman  
William McCoy

Gallagher Township  
Secretary / Treasurer  
Mary J. Myers