

**Gallagher Township Board of Supervisors**  
**Public Work Session Minutes**  
January 17, 2023

The meeting was called to order at 6:00 PM by Chairman McCoy. In attendance were Chairman McCoy, Supervisor Porter, Township Secretary Mary Myers and members of the public included: Becky and Kurt Barner as well as Timothy Lester.

The members of the Board as well as members of the public reviewed a copy of the newly proposed Gallagher Township Employee Manual. The categories reviewed during the meeting included the following:

- Performance Evaluations
- Grievance Procedure
- Employee Discipline
- Personnel Records
- Medical Insurance
- Retirement/ Pension
- Time off from Work
  - Sick leave
  - Personal Time
  - Holidays
  - Bereavement Leave
  - FMLA Civil Leave
  - Firefighter Leave
  - Military Leave
  - Other Leaves of Absence
- Time off Requests
- Use of Personal Vehicles for Township Business
- Credit Card/ Credit Account Policy
- Acknowledgement of Receipt and Understanding of Credit Card/Credit Account Policy
- Harassment Complaint Form
- Acknowledgement of Receipt Gallagher Township Policy and Procedure Manual Notification

The board members in attendance agreed to stop at this point and allow the newly appointed Supervisor to review and provide input of the proposed job descriptions and any other aspect they may wish to address once appointed to the position.

The meeting was adjourned at 7:26.

Gallagher Township Supervisor Chairman  
William McCoy

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Gallagher Township  
Secretary / Treasurer  
Mary J. Myers

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