

Gallagher Township
Supervisors Meeting Minutes
February 1, 2023 ~ 7:00PM

The February 2023 regularly scheduled public meeting of the Gallagher Township Supervisors was called to order by Chairman Bill McCoy at 7:04 PM followed by a moment of silence and the Pledge of Allegiance.

In Attendance: Supervisors Bill McCoy, Brian Hoy; Township Solicitor, Justin Houser; Township Secretary, Mary Myers; as well as Township Residents; Jody Ritter, Timothy Lester, Loretta Coltrane, Rob Ohl, Jay and Michelle Merryman, Peg Neff, Warren and Jacque Gottshall, Curt and Becky Barner, Kathy Harman, Russell Weaver, Harvey Palmatary, Brent Bowmaster, Bobby Bowmaster, Aleasha Bowmaster, Kenny Porter, William Mann and Gary Myers.

Chairman McCoy stated he was going to start the meeting and move opening the applications for the vacant supervisor position as well as the executive session until later in the meeting pending the arrival of the Solicitor.

A Consent Agenda was presented to the Board. It included the following regular monthly action items: **Meeting Minutes** for the January 3, 2023 Organization and Regular Meetings; the **Work January Session** held January 17, 2023; the **January 2023 Treasurer's Report** from January 1, 2023 up to and including January 31, 2023; including all Liabilities, Invoices, and Deposits; and the **January 2023 Correspondences**. Supervisor Hoy made a motion to approve the Consent agenda as presented. Chairman McCoy seconded the motion; the motion unanimously carried.

With the arrival of Township Solicitor, Justin Houser, Chairman McCoy pulled out three envelopes which contained the unopened letters of interest for the vacant position of Township Supervisor. The envelopes were passed to the Solicitor to open. Supervisor Hoy questioned if the township was appointing someone to fill the vacancy at the meeting or if the matter would be referred to the vacancy board. Solicitor Houser stated, it was advertised that the applications were due prior to the start of the meeting and the applications should at least be considered at this meeting. He went on to explain the nomination process to the Board and the members of the public in attendance.

Solicitor Houser opened each of the letters of interest and read each one out loud to the board and also the members of the public in attendance. He then confirmed that each of the applicants was in attendance. The first applicant was William Mann, who has been a resident of Gallagher Township since 2013. He stated he has a background in forestry and logging. He went on to say in his letter, he is able to operate equipment; has experience in road maintenance; experience in the state, local and federal permitting process and also has experience with dealing with people and the various government and private agencies. The second applicant was Timothy Lester who submitted a letter of interest in which he expressed an interest in filling the vacancy on the Board of Supervisors. The third applicant was Michelle Merryman, who also requested the Board of Supervisors consider her to fill the vacant position of Supervisor. She stated she is an adaptable, quick learner with experience in solving complex problems including complaints and has time management skills. Additionally, she stated she is goal oriented, a good communicator, has the ability to adapt to and work in many different environments and with many different people.

Chairman McCoy stated he has compiled a list of five questions which he would like to have all three of the applicants answer because he would like to know a little bit about each one of the applicants. A copy of the proposed questions was distributed to each of the members of the Board of Supervisors as well as the Township Solicitor for review and a verbal approval was given to proceed with the questions and consideration of each of the three applicants.

Supervisor Hoy questioned the Solicitor if it was ok to ask each of the applicants if they were a resident of Gallagher Township and if they were a registered voter because that was a requirement to hold the office. Township Solicitor Justin Houser, asked each of them the question. All three of the applicants answered, yes, they were a registered voter and resided within the township.

Chairman McCoy asked each of the applicants to please tell the Board a little bit about themselves starting with Will Mann. Will stated he had moved to Gallagher Township in 2013 and had been front and center for many of the issues affecting the township because he lived along Queens Run Road. Owns his own logging and forestry business. This would allow him to move his schedule around and make himself available if needed. He went on to say, he is currently helping Benson Probst with some construction projects and also plowing snow for him. Additionally, he stated he has experience with driveway permitting and stream crossing permitting; endangered species; familiar with a lot of the things that take place within the township. Chairman McCoy then asked Will if he knew who he worked for as a Township Supervisor; to which Will replied the people in the township.

The Board then asked Timothy Lester the same question, tell the Board a little bit about yourself. Tim stated he had been spending time in Gallagher Township for 40 plus years at a camp he owned in Gallagher Township. He stated he moved into the camp about 2 years ago full time. He stated he was retired, understands the building codes and has a lot of construction experience, understands the environmental aspects; and understands that as a supervisor you work for the residents of the township. He went on to say that he understood as a supervisor you need to work with the residents and listen to them because there is a lot of growth coming to the township.

Chairman McCoy then asked Michelle Merryman the same question, tell the Board a little bit about yourself. Michelle stated she moved to Gallagher Township around 2013. She said in the past she has worked as a travel agent and as an appraisal agent. She went on to say she is very capable of dealing with complications, addressing issues and fixing problems. She stated she lives on Queens Run; wants to help everyone in the township; and is willing to work with anyone. She further stated she comes into the position with an open mind and only wants to do what is best for Gallagher Township and its residents.

Chairman McCoy then asked each of the applicants why they were interested in becoming a Gallagher Township Supervisor and started with Michelle Merryman. She answered the question by stating she wants to do what's best for the Township and went on to say she saw there was an opening and applied. She went on to say she wants to be open with the residents; communicate with them; listen to their suggestions; work closely with the other supervisors and act as a mediator by doing what is best for everyone. She said the Township needs someone who is here for the residents, who isn't blinded and will listen to what the people are saying- whether it be complaints or suggestions and take them back to the Board of Supervisors.

Chairman McCoy then posed the same question to Timothy Lester who stated he has been working with the tax payers and has been hearing a lot of their concerns. He stated he agreed with much of what Michelle stated and went on to reiterate there is a lot of growth coming in the future and the township needs to have someone who can handle both sides of it.

The same question was then asked to Will Mann who stated he would be an asset to the Township because, in the past through his business, he has worked with well over 50 townships in Pennsylvania and brings new ideas along with him on how other townships have addressed situations and problems and how they resolved them.

Chairman McCoy moved on to another question on the list. He tasked the applicants what they felt their qualifications were for this position and started with Timothy Lester. Timothy stated he has a background in construction, natural resources. He possesses communication skills and had worked with people both in the Township and in his past businesses.

Chairman McCoy then moved on to Michelle Merryman who responded by stating she doesn't have any of the same qualifications as Timothy Lester has. She stated she is a problem solver; possesses good communication skills; is respectful; is a quick learner who is willing to learn; is willing to work with the people of the Township to better the Township; and provide whatever they need with an open mind.

Will Mann was then asked the same question. He stated his business background in working with 50 plus townships in PA on construction and permitting projects the Township is or will most likely deal with.

Chairman McCoy then moved on to the next question for the applicants. How did you find out about the Supervisor vacancy? Will Mann started by stating he saw it advertised in the paper. Timothy Lester stated in the paper and it was also discussed at a public meeting. Michelle Merryman stated she also saw it on the paper and heard it discussed at a public meeting.

Chairman McCoy questioned if each of the applicants were aware this position is only a one year appointed position? He then explained this is a one-year appointment and the person who the board appointed would need have their name added to the ballot for both the primary and general election. Once elected they would fill the remainder of the two-year term.

Each of the three applicants were asked the above questions as well as additional questions by the residents in attendance. They were each given ample time to respond accordingly. Supervisor Hoy questioned if the Board could go into an Executive Session to discuss the applicants. Solicitor Houser explained that all deliberations must be completed at a public meeting in front of the public. He went on to explain the process and time frame for filling the vacancy should the Vacancy Board be needed.

After the Board heard the applicants answers to the above questions and Solicitor Houser explained the legal procedure, the floor was opened up to the residents of Gallagher Township in attendance provide their input on who they felt the Board of Supervisors should appoint to fill the vacancy. Based upon the information presented to the Board of Supervisors, by both the applicants and the public, Supervisor Hoy made a motion to appoint Will Mann to fill the position of Gallagher Township Supervisor. Chairman McCoy questioned Solicitor Houser if it was possible to take a five-minute break so he could step outside and take a walk around the building. A break was taken. When Chairman McCoy returned, he seconded the motion to appoint Will Mann to fill the vacant position of Township Supervisor; the motion unanimously carried. Solicitor Houser swore Will Mann in as a Gallagher Township Board member; after which he participated in the meeting as a member of the Gallagher Township Board.

Chairman McCoy moved agenda action item Ryan Gordner Sewage Facilities Plan up from new business for Robb Ohl due to how late the meeting was running. He explained, Township had received a letter from DEP stating the proposed subdivision and sewage facilities plan for Ryan Gordner had been turned down by PA DEP due to the property being located in two townships- Gallagher and Pine Creek Township, not just Pine Creek as was presented. Chairman McCoy read an email from Stephen Gibson, Clinton County Director of Planning and County Engineer out loud. In the email, Stephen Gibson gave an outline of why Rob Ohl was in attendance. He explained the property for the proposed subdivision and sewage facility was located in both Pine Creek and Gallagher Townships, but the sewage facility and building construction were only going to be located on the property within Pine Creek Township. However, because the land was located in both townships, PA DEP required that both townships sign off

on the land development and sewage plan. Stephen stated it was ok for the Supervisors to sign the lot consolidation plan because there would be no sewage facilities built or building construction taking place Gallagher Township.

Rob Ohl presented the subdivision plan to the Board of Supervisors. The presented plan showed both the sewage and building locations were in Pine Creek Township. He stated there wouldn't be any sewage facilities or building construction taking place in Gallagher Township. If that were to change in the future, Ryan Gordner would have to submit an updated plan. Chairman McCoy made the motion approve the lot consolidation and sewage facilities plan based upon the fact there would be no sewage facilities built or building construction taking place Gallagher Township. Supervisor Hoy seconded the motion; the motion unanimously carried.

The Board of Supervisors and the Township Solicitor adjourned in to an Executive Session at 8:25 PM.

The Board of Supervisors returned from the Executive Session at 8:43 PM. Township Solicitor, Justin Houser, announced to the public the purpose of the Executive Session was to discuss personnel issues and legal matters that if conducted in public, would violate a lawful privilege.

Road Master Report- Supervisor Hoy provide an update to the Board of Supervisors. He stated there was some snow and both he and the guys were out on the roads. He went on to say one of the employees was off with a non-work-related injury. Everything has been pretty good. The employees have been checking the roads and he has asked them to make a list of anything that needs repaired road wise or anything the employees want to do or they see that needs done for the summer so he can put a schedule together.

Supervisor Hoy went on to say, while plowing, he had trouble with the lights on the truck. The low beams on the truck and on the plow went out. Employee Brent Bowmaster stated he would check them to make sure they were ok. Supervisor Hoy stated once plow season is over, he would like to take the truck someplace and have the lights checked out. He also advised he was looking into getting a new light-bar for the truck.

SEO Report- Chairman McCoy stated the township had received two applications and payment for sewage permits from Kellen Krape. The first was for the Shannon Miller property located on Queens Run Road. The permit second was for Robert Miles on Miles Road for a tank replacement holding tank because his concrete septic tank collapsed. He will be replacing his tank in the spring. He went on to say Kellen is breaking his billing down so it reflects the township's 10% service charge as a separate line item on his bill, which will allow the Township to track the payments and the 110% service charge easier.

Zoning and Land Use Permit Report – nothing new from Clinton County except for the Ryan Gordner Sewage Facilities Plan which was previously addressed. No additional updates from Stephen Gibson with Clinton County Planning Commission.

Public Comment – Warren Gottshall stated we are a Second-Class Township with only two part-time employees and the proposed 46-page policy and procedure manual is excessive. Chairman McCoy stated it may be more than what we need at this time and there may be things that we don't need, but once complete, it won't need to be redone because everything has been addressed. The existing version needs to be amended because there are items that need to be added due to Federal laws. Supervisor Hoy stated the township has been working on the policy and procedure manual for several months. Warren Gottshall stated he would like to be involved in the policy and procedure manual's development going forward.

Old Business

Chairman McCoy stated the township wasn't awarded the ARLE Grant. We made it to the last round, but were eliminated. As of the meeting, the Multi-Modal Grant application was still pending.

Chairman McCoy read the Auditor's Meeting Minutes out loud to the public. The annual meeting of the Gallagher Township Auditors was held on January 4, 2023 at 10:30 AM. In attendance were Auditors Kathy Harman, Peg Neff, and Jody Ritter. The Auditors set the Road Master and Working Supervisor wage at \$13.75 hour instead of the proposed wage of \$14.50 per hour. The auditors stated the reason they set the wage at \$13.75 was due to the inequity of the proposed wage increase between the Foreman, Skilled Laborer, and Unskilled Laborers wages versus the wages set for the Road Master and Working Supervisor. The Township Auditors also recommended that the Board of Supervisors revisit the Township Employees' hourly wages based upon the quality of work they provided. Both Chairman McCoy and Supervisor Hoy stated the wages can be revisited at any time especially since there is a new Board member. Chairman McCoy stated if Board chose to revisit the wages, they would have to have the auditors meet to review and set the wages for the Road Master and Working Supervisors. Supervisor Hoy made the motion to approve the Auditor's Meeting Minutes and the set wage of \$13.75 per hour for Road Master and Working Supervisors. Chairman McCoy seconded the motion; the motion unanimously carried.

Chairman McCoy advised newly sworn in Supervisor Mann any decisions the Board had previously made at the Organization Meeting could be revisited. Supervisor Mann stated he had a lot of catching up to do. Chairman McCoy stated he would have the Township Secretary, Mary Myers,

forward information to him for review as well as provide him with anything that he may need pertaining to the township. Chairman McCoy went on to ask the Board if they would like to set up at Work Session to review the proposed Policy and Procedure Manual. The date of February 22, 2023 was chosen with the time being set at 6:00 PM. Supervisor Hoy and Chairman McCoy asked Mary to email copies of both the newly amended and the original Policy and Procedure Manual to Supervisor Mann. She advised she would advertise the Work Session in the Lock Haven Express and also provide Supervisor Mann with the requested Policy and Procedure Manuals via email.

Chairman McCoy stated the Township received a request for input from Clinton County pertaining to the 911 Environmental Review. Both Chairman McCoy and Supervisor Hoy stated they didn't know what they county wanted them to comment on. Supervisor Hoy stated the county is looking at upgrading the communication towers within Clinton County including the Swisssdale tower. Gallagher Township doesn't own any towers. He went to say when Stephen Gibson was hired by Clinton County, because he is an engineer, he was placed in charge of evaluating the communications towers within the county. The county is applying for a grant to update the fire communications systems for all the fire companies in Clinton County including the towers. If they receive the grant, they may need to update and make repairs to the towers and other equipment in the county so they are able to support the new fire communication system and devices.

Supervisor Hoy questioned if the Hazard Mitigation Plan listed on the agenda was the same plan the Township had completed last year? Chairman McCoy stated, yes, but the county needs additional information. Supervisor Hoy went on to say if he understood correctly, the Township could do their own Hazard Mitigation Plan or they could follow Clinton County's, but Clinton County's Hazard Mitigation Plan supersedes the Township's. He believes the county looking for input from the local municipalities located within the county as to what they perceive as hazards within their respective townships. Chairman McCoy stated he had attended the Clinton County Hazard Mitigation Plan meeting, earlier in the week, where they had discussed the County's mitigation plan update process. As part of update process, he received a new document entitled "Capability Assessment Hazard Identification Assessment Worksheet," which he needed to complete and submit back to the county. On the Capability Assessment, the county had placed items, they found to be of greatest risk to residents in numerical order from highest to lowest risk. The list included pandemic, opioids, flood, wildfire, winter storm, civil disturbance, etc. He stated he was to review the items on the list and complete a comparison ranking the items as they pertained to Gallagher Township as the same, more than, or less than. Once he completed the document, he needed to submit it back to the Clinton County.

New Business

Ryan Gordner's Sewage Facilities Plan and Subdivision moved up on the agenda. It was discussed and approved earlier in the meeting.

Chairman McCoy stated we need to look at purchasing a load of antiskid. Supervisor Hoy stated he wasn't sure how far the Township usually left it run down before purchasing. He questioned if the township could fit two loads in the bin. Chairman McCoy stated they could fit two loads, but questioned if the Board wanted to wait because there wasn't much going on weather wise or if the Board wanted to order now before the price changed. After a brief discussion, Supervisor Chairman McCoy made the motion purchase one load of antiskid using ACT 13 checking. Supervisor Mann seconded the motion; the motion unanimously carried.

Chairman McCoy stated the Township had received notification from the state STL Resources had submitted an application for a permit to withdraw water from the Susquehanna Water Basin; which means they will be drilling another gas well.

Chairman McCoy stated the Township had received the membership application for the Clinton County Township Association. The annual membership dues are \$60.00 for 2023. Chairman McCoy made the motion to pay the \$60.00 membership fee and renew Gallagher township's membership in Clinton County Township Association. Supervisor Mann seconded the motion; the motion unanimously carried.

Chairman McCoy stated he received a call regarding plowing the churches parking lots located within the township. He went on to say, he had placed a call to Beth Riccardo, our insurance agent, to request clarification in writing pertaining to coverage when plowing the parking lots because she stated during the December 2022 Public Meeting, the township was covered, but as of the meeting he hadn't received anything. After a lengthy discussion with input from both the Board of Supervisors and members of the public, Supervisor Hoy made the motion to turn the matter over to Township Solicitor, Justin Houser, for legal review and guidance pertaining to the liability and legal aspects of the matter. Supervisor Mann seconded the motion; the motion unanimously carried. The item will be added to the agenda for discussion at an upcoming meeting once legal review and counsel has been received.

Chairman McCoy stated the Township had received the information from Clinton County pertaining to the EMC Coordinator position. At this time the application was completed and submitted, but the approved meeting minutes showing Brent Bowmaster had been appointed to fill the position needed to be submitted along with a completed background check. Chairman McCoy stated there was a training schedule that needed to be completed within a three-year period- some in person training and some virtually. He questioned how the board wanted to move forward with regard to paying for the training. He stated he had spoken with several people regarding payment to their EMC and had received several different answers- some paid an hourly rate and some townships paid for just the training, not for the time. Supervisor Hoy stated each year there was a set amount of

training that needs to be completed as the EMC and it was a volunteer position. He said he would speak with Trevor Reeder and Jim Hess to find out if the Township needs to compensate Brent for the time involved with the training or just payment for the training. The item will be added to the agenda for next month's meeting once additional information pertaining to training for the EMC has been gathered.

Chairman McCoy moved on to agenda item Appoint Clinton Tax Collection Committee Member and deferred to the Township Secretary, Mary Myers, to provide additional information. She explained because Gallagher Township was a taxing municipality, they received representation in the form of a voting delegate. She went on to say in most municipalities the tax collector was appointed as the representative and that she had spoken with Becky Barner, Gallagher Township's Tax Collector, who stated she would act as the Township's representative. She then asked Solicitor Justin Houser if he was familiar with or had seen this in the past? Solicitor Houser stated he had not. Supervisor Hoy made the motion to have Solicitor Houser research into the matter and get back to the Board. Supervisor Mann seconded the motion; the motion unanimously carried.

Chairman McCoy explained he had authorized the emergency purchase of two modems from Verizon - one for the Township Building and the other for the Fire Company. Verizon suspended service at both locations without notice. They required the purchase of the new modem in order to restore phone and internet service at both locations. The old modems were for 3G and 4G coverage and were no longer supported by Verizon because they upgraded their system to 5G coverage. He went on to say, they had arrived and will be installed at both locations later in the week.

Chairman McCoy questioned if the Board wanted to have Solicitor Houser attend the March 2023 Public Meeting because of the two legal matters he was checking into as well as the new Supervisor coming onboard? The board agreed. Supervisor McCoy made the motion to have Solicitor Houser attend the March 2023 Regular Scheduled Meeting. Supervisor Mann seconded the motion; the motion unanimously carried.

With no additional business to discuss, Supervisor Mann made the motion to adjourn the meeting at 9:27 PM. Supervisor McCoy seconded the motion; the motion was unanimously carried.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township
Secretary / Treasurer
Mary J. Myers
