

**Gallagher Township Board of Supervisors**  
**Work Session Meeting Minutes**  
May 24, 2023

The publicly advertised Work Session was called to order at 6:10 PM by Chairman McCoy for the sole purpose of completing a final review of the proposed Gallagher Township proposed Job Descriptions and to review the proposed Chain of Command for Township Employees. In attendance were Chairman McCoy, Supervisor Hoy, and Supervisor Mann; Township Solicitor, Justin Houser; Township Secretary Mary Myers and Jody Ritter.

The Board of Supervisors discussed and completed an in-depth review of all of the noted modifications and changes made to the existing Job Descriptions by the Township Solicitor as well as review and modify the proposed Chain of Command. Chairman McCoy submitted a job description for Assistant Secretary / Treasurer from PSATS to the Township Solicitor for review noting a Supervisor may act as both the Township Secretary / Treasurer as well as the Assistant Secretary / Treasurer under PA Second Class Township Code. A full copy of the proposed Gallagher Township Employee Manual including the presented Assistant Secretary / Treasurer job description and the changes noted by the Township Solicitor and the Board of Supervisors are available for inspection upon request.

The advertised Work Session was adjourned at 8:17 PM.

Gallagher Township Supervisor Chairman  
William McCoy

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Gallagher Township  
Secretary / Treasurer  
Mary J. Myers

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