

**Gallagher Township Board of Supervisor's
Regularly Scheduled Meeting Minutes
August 9, 2023 ~ 7:00PM**

The July 2023 Re-Scheduled Public Meeting of the Gallagher Township Board of 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 were Supervisors: Chairman Bill McCoy, Vice Chairman Brian Hoy and Supervisor Will Mann; Township Secretary, Mary Myers; and Township Residents: Jody Ritter, Harvey Palmatary, Timothy Lester, Warren and Jacque Gottshall, Loretta Coltrane, Barry Sweitzer, Earl Straley, Brent Bowmaster, Hayley Bauer and Aaron Stephens.

When asked by Chairman McCoy, if anyone would be recording the meeting, Supervisor Brian Hoy, stated he would be recording the meeting.

A Consent Agenda was presented to the Board. It included the following regular monthly action items: **Meeting Minutes** for the July 12, 2023 Public Meeting; the **July 2023 Treasurer's Report** for the Township's finances July 1, 2023 up to and including July 31, 2023- the presented report included all Payroll, Liabilities, Invoices, and Deposits; and the **July 2023 Correspondences**. Secretary, Mary Myers stated the dates of the August meeting listed in the minutes were incorrect and needed changed from August 2 to August 12, 2023 and Route 44 was improperly typed as 144. Supervisor Hoy made a motion to accept the consent agenda with the noted corrections to the July 2023 meeting minutes. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

Road Master Report

Supervisor Hoy stated they had worked throughout the township to straighten delineators; install new ones where they were missing; and replace the damaged ones along all of the Township Roads. There are a few on Carrier Road that still need attention. He went on to say Benson Probst had been out to clean-out the drainage pipes along Church and Queens Run Road on Friday, August 4th. He then asked Chairman McCoy if they were able to open them up using Haneyville Fire Company's tanker truck earlier in the day? Chairman McCoy stated they were all open and the water was flowing out of them. He went on to say they had found an issue with one of the pipes near Copenhaver's driveway where a plastic pipe had been installed. It looked to him like the pipe had collapsed a little bit. Supervisor Hoy continued with his report saying they had completed some miscellaneous mowing on Carrier Road and the trimming around the road signs was also completed.

Supervisor Mann said Benson Probst charged the Township \$1020 to clean out the pipes on Church Road and a few on Queens Run Road that also needed attention. Township Secretary questioned which account the Board of Supervisors wanted to use to pay the invoice from once it was received. The Board requested the invoice be paid with State funds.

SEO Report

Nothing new was received from Kellen Krape, SEO for the month of July 2023.

Zoning and Land Use Permit Report

Chairman McCoy stated the Township had received a letter from DEP regarding the NPDES Permit for Robert Maguire's Camp Coyote. Also, the Township had received an email from Matt with the Clinton County Planning Department to advise the following: Zoning Permit #5010 was issued to 2101 Bear Pen Hollow Road for a 28'x72' Residential Structure. Permit #5014- A zoning permit was issued to 20533 Coudersport Pike for a 15'x25' pavilion.

Public Comment

No Public Comment at this time.

Old Business:

Status of Boom Mower / Status of Ordered Parts / Approve Purchase of Proper size PTO Shaft

Chairman McCoy questioned if Supervisor Hoy had ordered the parts? Supervisor Hoy stated he had ordered the parts for the boom mower from Bradco. Chairman McCoy then questioned Supervisor Hoy if the Township should order the right PTO shaft for the mower because they took the one off of the blower to use on the boom mower? Supervisor Mann questioned if the Township needed another one? He then said, it is just as easy to swap them out. Supervisor Hoy continued saying some of the parts for the boom mower were in-stock and some were not. He had asked Bradco to hold onto them until they had all of the parts come in and ship them together or deliver them. The total parts purchase price was \$979.26- which includes 2-sets of the rubber bushings that hold the mower on, the one needed and a spare. He went on to say he had spoken with Branden Coleman with Castanea Township, who said the boom mower was just serviced last fall and then it was put away. They had Bradco come up to service it every two years. Supervisor Hoy said he thinks we will be good on servicing it this year. The Township may want to have Bradco come up

either in the spring or next fall to go over it. Once the parts come in, they will set aside a day to fix/repair the mower because it will be time to mow again.

Daylighting Queens Run Road – Advertise for Quotes, Approve Bid Submission Date & Time

Supervisor Hoy stated he had Daren Stover revise the proposal to include chipping of everything up to 12 inches. He questioned the Township Secretary if it had been updated in the bid package. She responded, yes. He went on to say, Daren had left the closing date and time blank for the Township to fill-in. After a brief discussion, it was decided to set the closing date and time as Wednesday, September 6, 2023 at 5:00 PM with the bid being awarded at the September 6, 2023 advertised Public Meeting. Township Secretary, Mary Myers, stated she would schedule the legal ad soliciting bids to run in both the Lock Haven Express and the Williamsport Sun Gazette. Supervisor Hoy also asked that it be put on the Township's. The township secretary stated she would take care of it.

Seal Coating Hollow Road – Review Quotes Received & Discuss

Supervisor Hoy stated the Township had received two quotes to seal coat Hollow Road. The first quote was from Russell Standard for \$20,326.32 and the second was from Suit-Kote for \$19,183.12. These quotes were to single seal a section of Hollow Road with CRS-2PM oil applied. The third company, Midland, didn't seem interested in doing the job. He went on to say he had spoken with John Reese with Pine Creek Township to get a quote to put a scratch coating and a leveling coat on the same section of road. The quote received from Pine Creek Township was \$28,000 for a 9 mm top using about 220 ton of asphalt. He went on to say they would start at the first driveway and continue out the road, which would fix the bad spots and smooth out the road. This in his opinion, was a better deal because it was more permanent. The job would take two days. The first day the surface would be repaired in one direction and the second day, the job would be completed. The road would have to be closed during the project. Chairman McCoy stated they would have to let everyone know when the road would be shut down. Supervisor Hoy continued saying, it is a permanent fix that should last 5 to 6 years if the Township doesn't receive the grant. Supervisor Hoy made the motion to hire Pine Creek Township to scratch coat the section of Hollow Road for \$28,000. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote. Supervisor Hoy said he would speak with John Reese to see when they would be able to do the job. The Township Secretary was directed to use State Funds to pay for the project.

Clean-Out Pipes on Church Road - Status Update

This action item was previously discussed during the Road Master's Report. No additional discussion was held at this time.

DCED Multi-Modal Application Update and Dirt & Gravel Grant Update

Township Secretary, Mary Myers, stated she had submitted the Multi-Modal Grant to PA DCED. She went on to say the Township had received a grant application from the Conservation District to apply for a Dirt & Gravel Grant with the application due date of October 1, 2023. Supervisor Hoy questioned if Chairman McCoy had spoken with Rachel. He stated he had, and she was going on vacation. When she returned to the office he was going on vacation. Township Secretary, Mary Myers, stated she was requested by Rachel to provide some dates when the Board of Supervisors would be available to meet with both her and Tim. Supervisor Hoy stated Fridays were good for him. Secretary, Mary Myers, said she would reach out to Rachel to coordinate a date and time, keeping in mind that Fridays are good, to schedule a meeting and would forward the information to the Board via email. Supervisor Hoy stated when Dirt and Gravel comes out and meets with the Board of Supervisors, they could look at the spot at the end of Hollow Road, where it comes out onto Queens Run Road and the driveways on Queens Run Road.

ATV/UTV Carrier Road Ordinance

Tabled until 09/06/2023 Public Meeting. The ordinance wasn't advertised in a paper of record.

Township Secretary, Mary Myers, stated she had received an email from Brittany, the Township Solicitors Assistant, advising the ad was scheduled to run as well as to request payment for the ad. She went on to say everything is a go for the September 2023 Public Meeting.

Timothy Lester questioned why the Board was only opening one Township Road via ordinance instead of doing all of them at one time? He also said, all of the roads are already being used by ATV/UTVs. The tax payers want to know why the Board is making seven individual ordinances, one for each road, when they could adopt one? Supervisor Hoy said the reason Carrier Road is being opened is because it connects to the ATV/UTV Connector Trail. He went on to say Rusty Weaver stated at a previous public meeting, there was a bill being discussed in Harrisburg. If the bill passes, it would allow ATV/UTVs to use all Township roads. Jody Ritter then said, she thought the bill was still in committee; it hadn't gone anywhere; and if might not make it to the floor. Supervisor Mann said, if the Township were to consider opening all of the Township Roads, they would have to do the same thing that they did for the residents of Carrier Road. A letter would need to go out or a special meeting would need to be held. A brief discussion ensued regarding AVT/UTV use of the Township's Roads.

Employment for Skilled Laborer – Discuss Candidates, Interviews & Hire

Supervisor Hoy stated he had called and spoke with Lester Ritter and Kenny Porter. They were both in favor of working as per-diem workers. He went on to say the Township was looking at getting a few more guys to do snow removal in the event of a big storm. With a few more guys, it would

make it easier if plowing around the clock was required. And they were both ok with \$15.00 per hour. It is his recommendation that the Township hire Kenny Porter and Lester Ritter as per-diem employees at \$15.00 per hour on an as needed basis. Chairman McCoy stated we don't currently have per-diem employees in our policy and procedure manual. Supervisor Mann said, we will have once the Township Solicitor gets the new policy and procedure manual completed. Supervisor Mann stated he was fine with Supervisor Hoy's recommendation. Supervisor Mann seconded Supervisor Hoy's recommendation; the recommendation unanimously carried in a roll call vote. Township Secretary, Mary Myers, was directed to send both Lester Ritter and Kenny Porter the necessary employment paperwork to have them added to the Township's payroll and insurance.

Diesel Tank Purchase / Quotes / Installation Update & Status

Chairman McCoy stated he had spoken to Superior Energy, who we currently purchase our fuel from, and they are willing to put a tank in at no charge, but they have to install a double walled tank, and they currently don't have one available. Superior Energy was looking for a tank to install at the Township Building, but he hadn't heard anything back as of the meeting. Supervisor Hoy said, he had been trying to get ahold of Kenny Peck in Renovo. He can get the Township a tank and also fuel and gas. He then questioned Chairman McCoy if he knew what the Township was currently paying for on-road diesel fuel and gasoline? Chairman McCoy said it was the State contracted price through Costars, but he forgot what the price was. Supervisor Hoy then stated he was concerned if Superior Energy installed the tank, the Township would be charged a rental fee for it. Chairman McCoy stated, they can't because they are under contract with the State. Supervisor Hoy asked that the Township Secretary email the Board of Supervisors the price of fuel, on road gas and propane. Supervisor Mann stated his concern is the fact the diesel fuel is being stored inside the building. If the Township could get the fuel out of the building, it would be safer and it wouldn't be spilled inside the building. A brief discussion ensued between the Board and members of the public with the matter being tabled until the September 2023 Public Meeting.

Gas Tank Vent Status Update – Purchase needed Pipes / Lost Certification

Chairman McCoy stated when the representative from Superior Energy was at the building, he questioned who removed the yellow certification tag from the gas tank underneath the pump? Supervisor Hoy stated he didn't remember seeing the tag when he and Supervisor Mann installed the vent pipe of the fuel tank. He then questioned if it was a sticker? Chairman McCoy continued saying he thought Superior Energy was the one who inspected the tank and added the yellow certification ring showing it passed inspection. We would need to get in contact with them to have the tank inspected. Supervisor Hoy said they still need to get the ventilation pipe for the tank above the roofline and questioned what the representative from DEP recommended when he stopped in? Chairman McCoy said, the recommendation was to come up with a 12-inch piece of pipe, 45 it and bring it out the back, 45 it and put the pipe above the roof or take the pipe straight up from the tank and cut a hole in the roof. Supervisor Hoy questioned if it was ok to vent it out the side? Chairman McCoy said, yes as long as it is vented above the roofline. Supervisor Mann then said, it would make more sense to vent it forward and run it up. Then when the new tank is installed, behind the existing tank, it could be vented out the back. Supervisor Hoy said he would check to see if he had the pipe and would work on getting the vent installed properly.

Policy & Procedure Manual Update

The Township Solicitor is still working on making the necessary updates and revisions to the updated Policy and Procedure Manual.

Discuss Employee Continuing to Clean / Review verbal Quotes received for Cleaning Service

Supervisor Hoy stated he had received three quotes from cleaning services to clean the Township Building once a month. The quotes were \$80.00, \$125.00, and \$200.00. Chairman McCoy said Aleasha Bowmaster was waiting to see what the Board wanted to do. Supervisor Mann said, if Aleasha is still interested in cleaning, the Board could setup a meeting to talk about it and go from there. A meeting between the Board of Supervisors and Aleasha Bowmaster was scheduled for Friday, August 11, 2023 at 9:00 AM at the Township Building.

Township Building Sign Status Update

Supervisor Hoy said he needed to get in touch with Jeremy at Avis Building Supply tomorrow to get the needed supplies for the project. Once he gets his tools back from his son's house and purchases the supplies to complete the project; he will work on it at his house.

ESM Dirt & Gravel Certification Training

Both Supervisor Hoy and Supervisor Mann would like to attend the upcoming two-day training to be held on September 6th and 7th in Wellsboro, PA. Township Secretary, Mary Myers, will make the reservations. No additional action was taken at this time because job specific training was previously approved by the Board of Supervisors.

New Business:

Approve Routine Maintenance Service Call for Mitsubishi Heating / AC Units

Chairman McCoy stated the heating and cooling units- outside the building, in the upstairs office and the meeting room- at the Township Building hadn't been serviced since they had been installed. He went on to say he had spoken with Scott's Refrigeration, the company who installed the units,

to get a price to service them. The quote he received was for around \$300.00 to service all three. Supervisor Hoy made a motion to have Scott's Refrigeration come out to service all three units. Chairman McCoy seconded the motion; the motion unanimously carried in a roll call vote.

Queens Run Road Arrow Sign – Purchase Sign, Hardware and Replace

It was discovered a reflective arrow road sign, post and hardware were missing from Queens Run Road. Supervisor Hoy stated he would reach out to Bradco Supply to purchase a new sign, post and hardware. The Township Secretary was advised by the Board of Supervisors to use ACT 13 funds to pay for the purchase when the Township received the invoice.

Purchase a Replacement 20 Piece- 3/4-inch Socket Set

Supervisor Hoy stated during the annual inventory it was discovered the 20-piece- 3/4 inch socket set was missing. Supervisor Hoy stated he would like to purchase a replacement at Harbor Freight. Former Township employee, Brent Bowmaster, stated the Township had lent the missing 20-piece set to Justin Bryerton's employee to use and questioned if it had been returned. Supervisor Hoy said he would check with Justin to see if he may have it. If he is unable to locate it, he will purchase a new one at Harbor Freight using his personal credit card to make the purchase and submit the receipt to the Township Secretary for reimbursement. Supervisor Hoy made a motion to purchase a new 20-piece- 3/4 inch socket set from Harbor Freight. Chairman McCoy seconded the motion; the motion unanimously carried in a roll call vote.

Approve Service & Inspection for the Ford Expedition & Ford F-550 Truck

Chairman McCoy stated it was time for the annual service and inspection for both the Ford Expedition and the Ford F-550. It was also mentioned the brake on the Ford Expedition was hanging-up and should be looked at when it is serviced. Supervisor Hoy questioned who the Township used to service the vehicles? Chairman McCoy said, Hillside. Supervisor Hoy made a motion for Chairman McCoy to schedule the service for both of the Township's vehicles- Ford Expedition and the Ford F-550. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

Adjourn:

Timothy Lester stated there were holes at the back end of Carrier Road the Township might want to fix. Supervisor Hoy asked if Chairman McCoy would get in touch with Seth at EQT to see if they could fix them and also set up a meeting between Seth and the Supervisors for sometime in the fall. Chairman McCoy stated he would reach out to Seth to try and set something up.

With no additional business to discuss or public comments to be heard; Supervisor Hoy made a motion to adjourn the meeting. The motion was seconded by Supervisor Mann; the motion unanimously carried in a roll call vote. The meeting was adjourned at 7:58 PM.

The next regularly scheduled meeting will be held on September 6, 2023 at 7:00 PM.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township Secretary / Treasurer
Mary J. Myers
