

**Gallagher Township Board of Supervisor's
Regularly Scheduled Meeting Minutes
October 4, 2023 ~ 7:00PM**

The October 2023 Public Meeting of the Gallagher Township Board of Supervisors was called to order by Chairman Bill McCoy at 7:05 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 and Visitors; Jody Ritter, Timothy Lester, Warren and Jacque Gottshall, Loretta Coltrane, Aaron Stephens, Earl Straley, Michele Whitney and Kenny Porter.

When asked by Chairman McCoy, if anyone would be recording the meeting, both Vice Chairman and Roadmaster Brian Hoy, and Michele Whitney with Clinton County Watchdog stated they would each be recording the meeting.

A Consent Agenda was presented to the Board of Supervisors for approval. It included the following regular monthly action items: **Meeting Minutes** for the September 6, 2023 Public Meeting; the **September 2023 Treasurer's Report** for the Township's finances, September 1, 2023 up to and including September 30, 2023 - the presented report included all Payroll, Liabilities, Invoices paid for all accounts, and Deposits made for all accounts; and the **September 2023 Correspondences**. Vice Chairman Brian Hoy made the motion to accept the consent agenda as presented with no noted corrections or additions. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

Roadmaster Report

Roadmaster and Vice Chairman Hoy provided the roadmaster's report listing the activities and road projects for the month of September. They included:

- Mowed all of the Township's roads with the exception of Queens Run Road.
 - Once Patriot Tree Service has completed the project to remove vegetation on Queens Run Road, the employees will mow the shoulders and right-of-way if needed.
- Patriot Tree Service is working on tree and vegetation removal from the road right-of-way on Queens Run Road. Once they have cleared to SR 664, they will go back and grind the tree stumps for the trees they have removed.
- Pine Creek Township was up to complete scratch and level coating the portion of Hollow Road from the first house out past Buffy and Steve Katherman's house to near Webber's house. To complete the project, one more load of asphalt is needed; which will cost an additional \$1,200- making the total project cost \$29,200. The asphalt is scheduled to be delivered tomorrow- 10/05/2023.
- Need to order 2 loads of 2a- subbase to complete shoulder work where the scratch and level coating was applied to Hollow Road.
 - The 2 loads of 2a- subbase will be dumped in the parking lot/ wide spot along Hollow Road beside the reservoir.
 - Roadmaster and Vice Chairman Hoy stated arrangements were made to borrow Dunstable Township's grader to complete the shoulder work on Hollow Road.
- The gas pump on the gas tank is not working. Need to contact Professional Petroleum to discuss the warranty and replacement of the pump.
 - Pump should be under warranty. Purchased in late 2022- should be covered under warranty.
 - Township secretary to give Roadmaster and Vice Chairman a copy of the paid invoice after the meeting.
 - Roadmaster and Vice Chairman to contact Professional Petroleum to address the matter.

Vice Chairman Hoy made a motion to amend the presented agenda to add the following items to the agenda:

- Old Hollow Road- added to Old Business
 - Hollow Road- need purchase another load of Asphalt - \$1,200- to complete the project currently underway.
 - Purchase 2 Load of Stones for Hollow Road- Complete shoulder work along Hollow Road where Scratch Coating was applied.

Chairman Bill McCoy seconded the motion; the motion unanimously carried in a roll call vote.

SEO Report

Chairman McCoy read the SEO Report for the month of September 2023 out loud. The SEO report included the following:

- 08/24/2023, 08/28/2023, and 09/04/2023 - Mountain Top & Provisions

- Investigate several anonymous complaints received. No issues found.
- 09/03/2023 - John & Darla Jones
 - 16585 Coudersport Pike for exploratory dig and repair permit
- 09/05/2023 - Robert & Patricia Langan
 - 121 Wildcat Lane testing for perc located on property
- 09/19/2023 – Mark Myers
 - 260 Coyote Ridge Road testing, permit review, permit issuance & inspections.

Zoning & Land Use Permits Report

Chairman McCoy read the September 2023 Zoning and Land Use Permit Report for Gallagher Township from Clinton County Community Planner, Matthew Croak out loud. The report included the following:

- A zoning permit was issued for the property located at 2960 Queens Run Road for a porch addition to the existing home.
- No Subdivision or Land Development Plans were received for the month of September 2023.

Public Comment

Vice Chairman Hoy, addressed a previous concern regarding Carrier Road that was presented by Township resident, Timothy Lester, at a previous meeting. He stated, he was out and inspected Carrier Road and didn't see any potholes on the Township's portion of the road. He went on to say, they must have been fixed. Chairman McCoy said he had spoken with Seth at STL, who advised him they had Bryerton- their contractor, clean-up the roads from Lick Run to SR 44.

Township resident, Jody Ritter, said she had spoken to the person at the Central Mountains ATV Association, Inc who handles ordering ATV road signage. She went on to say there is a form that he needs to have filled out by the Township along with a map showing the where the ATV/UTV use within the Township is going to start and end. Once the form and map have been received by the ATV Association, it is turned over to DCNR. When Jody gets a copy of the form, she was directed to get with the Township secretary who will fill out the form, provide a map and any additional information needed.

Old Business:

Hollow Road

Vice Chairman Hoy stated Hollow Road is extremely uneven and will need an additional load of asphalt to finish the job and even the road out. He went on to say he would like to purchase two loads of 2a- stones to complete shoulder work in the section of the road where the scratch-coating was applied. He stated he had made arrangements to borrow Dunstable Township's grader to complete the shoulder work next Friday, October 13, 2023. Vice Chairman Hoy made a motion to purchase an additional load of asphalt at a cost of \$1200 with a total cost of \$29,200 and two loads of 2a-stones the Township employees will install on Hollow Road. The motion was seconded by Supervisor Mann; the motion unanimously carried in a roll call vote. Township secretary was directed to pay for the stones using State funds.

Daylighting Queens Run Road – Status & Update

Vice Chairman Hoy stated Patriot Tree Service was almost to Coudersport Pike, SR 664, removing trees and vegetation from within the Township's right-of-way on Queens Run Road. They should be finished with the job by the end of the month.

Dirt & Gravel Grant Application – Update

Supervisor Mann stated he had completed the Dirt and Gravel Grant application and submitted it to the Conservation District. The grant was requested to pull storm water run-off off of the road and keep the run-off out of the Queens Run streambed. As part of the grant application, he explained he had completed a traffic study at the intersection of Queens Run and Hollow Road. The Township should know if they received the grant in December, prior to Christmas 2023.

Diesel Tank Purchase - Update

Vice Chairman Hoy presented a quote from Dittmar Fuel to purchase 1-300 gallon, double walled 12 GA tank- 32" by 5' with one 110-volt transfer pump with ¾ x 12' hose (up to 20 GPM). The tank will have a hinged fill box, 2 emergency vents, gauge, alarm vent cap, and leak gauge. A double walled tank is double the price of a single walled tank, however, with a double walled tank, the Township wouldn't need to install a containment system.

Supervisor Mann stated he liked the idea of purchasing a new tank because he didn't like the system the Township currently is using. He would like to see the diesel tank moved outside of the building instead of inside where the skid tank is currently located.

Vice Chairman Hoy made a motion to purchase a new 300-gallon double-walled diesel tank from Dittmar Fuel located at 1323 Cemetery Street, Jersey Shore, PA at a cost of \$4600. Supervisor Mann thought purchasing it was a good idea and didn't think the Township would get anything cheaper. He then seconded the motion; the motion unanimously carried in a roll call vote.

The tank will be installed under the carport beside the gasoline tank. The Board of Supervisors requested the Township secretary / treasurer use ACT 13 Funds to pay for the tank's purchase when the invoice is received.

Gas Tank Vent Status Update – Update on Repair / Recertification Request

Vice Chairman Hoy stated he would be getting the 4.5 ft by 2-inch piece of steel pipe from Kenny Porter tomorrow- October 5, 2023. He has a pipe threader; he will thread the pipe and install it on the existing vent pipe so the Township is in compliance.

The motor on the gas pump installed in the Township's gas tank is not working. The motor kicks over, but it won't pump. Kenny Porter stated he has a hand crank pump the Township could temporarily use. Vice Chairman Hoy stated he would get with Kenny Porter and pick-up the hand crank gas pump tomorrow- October 5, 2023.

Policy & Procedure Manual – Status Update

The Board of Supervisors each received an email from the Township Solicitor, Justin Houser, advising them his administrative assistant had finished typing the draft copy of the proposed Policy & Procedure Manual. He is currently reviewing the draft copy and will have it available for review and discussion, hopefully, at the upcoming, November 1, 2023 Public Meeting.

Queens Run Road Arrow Sign – Status & Update

Vice Chairman Hoy stated the township had received the arrow sign that had been purchased from Bradco, but it isn't installed because they are waiting for the brackets to arrive. Our sales representative at Bradco, had text Vice Chairman Hoy earlier in the day to advise him he had found the needed brackets after two weeks of searching. He ordered two brackets. When they arrive, they will install the sign.

Township Building Sign – Status & Update

Vice Chairman Hoy stated he had received the supplies from Avis Building Supply. He went on to say Dean Edwards had picked them up and had delivered them to his house. Both Vice Chairman Hoy and Supervisor Mann stated they had torn the old sign down earlier in the day. They are hoping to install the new sign in the next few weeks. He said he would work on building the sign when he had time available. The purchase parts included: 2-white 4x4x96 post sleeves bagged; 1-Envision black walnut 12' fascia; and 1 5/8x#8 SS trim brown 12/100 camo, #17 Pt, 316 stainless steel screw, 15STA.

Building Cleaning – Status

Township Secretary, Mary Myers, stated she ran the sweeper in the meeting room, foyer, and the bathroom prior to the meeting. She went on to say, four-hours to clean the entire building is not enough time. Chairman McCoy stated Aleasha hadn't been down to clean the building because she had been taking care of her grandmother, who recently came home from being hospitalized. The Board of Supervisors stated they would address the amount of time needed for cleaning the building, if needed, once Aleasha starts cleaning.

2024 Budget – Present & Review

Township Secretary, Mary Myers, presented each the Board of Supervisors a worksheet for the 2024 Budget and questioned if the Board wanted to schedule a Work Session in October to work on the budget. After a brief discussion, in which Supervisor Mann questioned several on the work sheet, it was agreed the Board of Supervisors would schedule a work session in November to work on the 2024 Budget and a adopt it in December even if a Special Meeting needed to be held.

New Business:

Work Hours / Available Work / Work Schedule

Supervisor Mann stated this was something brought up back at the June 2023 Public Meeting, but he wanted to speak to it again. Instead of having permanent parttime employees, he stated it seems to be working having the work completed between the three

Supervisors. They have been able to get quite a bit done. Referencing the budget worksheet; he continued saying what had been paid in wages - comparing last year to this year and also comparing working hours this year to last year during the same period of time- the difference is substantial. From now-in 2022- to the time the permanent part-time employees left, the township had paid for 2192.75 hours. This year during the same time period, the Township has used 628.75 hours, not including this pay period. The wages for October 2021 to September 2022 were \$69,283.83 compared to October 2022 to September 2023 of this year, in which they were \$34,289.30; which is a savings of about 50%. A discussion ensued between the Board of Supervisors and the members of the public with the closing comment being the Township is about \$35,000 to the good. Because of this, the Queens Run Road project didn't really cost the Township anything comparably speaking. Supervisor Mann continued saying, what he was trying to point out with this conversation is the fact the system the Board of Supervisors currently has in place is working.

Emergency Management Coordinator

The Township secretary advised the Board of Supervisors she had received Shane Barrett's EMC appointment letter in the mail from the Governor of Pennsylvania. She then questioned if the \$250 stipend, which was approved for the former EMC, still applied. The Board of Supervisors, stated yes. She responded to advise the Board of Supervisors; she would have the \$250 check available at the December 2023 Public Meeting for the Board to approve and sign.

2023 Haneyville Volunteer Fire Relief Payment

Township Secretary, Mary Myers, stated the Township had received the 2023 Commonwealth of PA Fire Relief payment in the amount of \$5,154.79. A check in the amount of \$5,154.79 was cut and the payment was mailed to Haneyville Volunteer Fire Company.

Speed Limit Signs on Queens Run Road

Supervisor Mann stated there are a total of eight speed limit signs missing from Queens Run Road. After a brief discussion, it was agreed to table the item until the November 2023 Public Meeting. This will allow Vice Chairman and Roadmaster Hoy time to research additional vendors, in addition to Bradco, and their prices.

January 1, 2021 to December 31, 2022 Liquid Fuels Audit

Township Secretary, Mary Myers, stated the Township had received a copy of the certified Liquid Fuels Tax Fund Audit for the period of January 1, 2021 to December 31, 2022 from the Office of the Auditor General of Pennsylvania. There were no noted adjustments or errors found during this reporting period.

Adjourn:

With no additional business to discuss or public comments to be heard; Vice Chairman Hoy made the 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 8:06 PM.

The next regularly scheduled meeting will be held on Wednesday, November 1, 2023 at 7:00 PM.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township Secretary / Treasurer
Mary J. Myers
