

**Gallagher Township Board of Supervisor's
Regularly Scheduled Meeting Minutes
September 6, 2023 ~ 7:00PM**

The August 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 Solicitor, Justin Houser; Township Secretary, Mary Myers; and Township Residents; Jody Ritter, Tammy Knecht, Timothy Lester, Warren and Jacque Gottshall, Loretta Coltrane, Aaron Stephens, Earl Straley, Terry and Sasha Sheridan and Kenny Porter.

When asked by Chairman McCoy, if anyone would be recording the meeting, Vice Chairman Brian Hoy, stated he would 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 August 9, 2023 Public Meeting; the **August 2023 Treasurer's Report** for the Township's finances, August 1, 2023 up to and including August 31, 2023- the presented report included all Payroll, Liabilities, Invoices paid for all accounts, and Deposits made for all accounts; and the **August 2023 Correspondences**. Supervisor Mann made a motion to accept the consent agenda as presented with no noted corrections or additions. Supervisor Hoy seconded the motion; the motion unanimously carried in a roll call vote.

Roadmaster Report

Township Roadmaster, Vice Chairman Brian Hoy, stated they had worked on the boom mower and had found some more parts were worn and the wrong roller bars were installed. He said he had spoken with our sales representative at Bradco earlier in the day and was waiting to hear back. He went on to say, the pipes along the Township roads were all cleaned out. Rachel with Clinton County Conservation District and a representative from Dirt and Gravel was out and met with them to review a couple of projects they are looking to apply for a Dirt and Gravel Grant to complete.

Supervisor Mann stated when he was traveling on Queens Run Road earlier in the day, he saw the owner of the dam on Queens Run had installed some straw matting on the upper side of the dam, so he must have done something to address the dam located on his property. Supervisor Mann stated he is hopeful they will be able to get with the Conservation District to get a plan together to address the pipe on Queens Run Road where Queens Run crosses under the road.

SEO Report

No updates were received from the SEO, Kellen Krape, for the month of August 2023.

Zoning & Land Use Permits Report

No updates were received from Clinton County Planning Commission or the Clinton County Zoning Officer, Matt Croak, for the month of August 2023.

Public Comment

Several Township residents, Kenny Porter and Sasha and Terry Sheridan, who are residents of Bear Pen Hollow Development (AKA Turkey Trot) addressed the emergency response by Haneyville Volunteer Fire Company, the prior week, in which Little Plum Run Road was closed and traffic was diverted onto the Bear Pen Hollow Development access road. Kenny Porter questioned if the issue had been addressed with the fire company, so it wouldn't happen again. Chairman McCoy, who is chief of Haneyville Volunteer Fire Company, put on his other hat and stated, the matter was discussed at the fire company's weekly meeting and it won't happen again. He then put his supervisor hat back on and continued saying, detouring traffic onto the access road for Bear Pen Hollow (AKA Turkey Trot) Development had been looked at previously, when Paul Welsh was the Township solicitor. At that time, it was deemed to not be a safe detour. And it is a private road. The fire company has the ability to shut down the top of Little Plum Run Road- at the junction of Coudersport Pike; which they have always done before, and the bottom diverting traffic out around. He continued saying, in the past if someone said they were a resident of Bear Pen Hollow (AKA Turkey Trot) Development, they would allow them access to the road. Kenny Porter, questioned if Chairman McCoy was at the call? Chairman McCoy replied, no he was not there.

Sasha Sheridan continued the conversation saying, Bear Pen Hollow (AKA Turkey Trot) Development access road is a private road. If there were to be an accident on the road, the road is considered private property. This would require fire and police presence; which would in turn cause insurance companies to try to deal it out; which would in turn cause people to sue people including Turkey Trot (AKA Bear Pen Hollow) and Haneyville Volunteer Fire Company.

Vice Chairman Hoy, who is a member of Woolrich Volunteer Fire Company, said, it happened. It was a learning thing and they won't make the same decision again.

Sasha Sheridan stated on Little Plum Run Road, just past the lower entrance to Turkey Trot (AKA Bear Pen Hollow), where the PA DOT had ditch-switched the drainage ditches, the cobble stones are washing out and covering the roadway. She went on to say, she had called PennDOT to report the issue and they had come out to scrape the roadway, but she can see the issue arising again when it rains.

Vice Chairman Hoy placed a call to Justin Bryerton, who couldn't be in attendance at the meeting, but asked to be able to speak under Public Comment. Justin said he was responding to the allegation, presented at last month's meeting, in which it was said the Township had lent a 20-piece- $\frac{3}{4}$ inch socket set to him or his employee to use and they never returned it. He stated, in no way was it him or one of his employees. He has not been on Carrier Road for two years because he subcontracts the job out to another individual. Chairman McCoy said he could probably clarify the situation. He went on to say, when the Dunlap kid worked for Justin, a while ago, he had stopped into the Township Building one time and asked the guys to tighten up the lug nuts on the truck, but that was years ago.

Warren Gottshall stated a school bus sign needed to be installed right before Rocky Fern Lane along Route 664. Vice Chairman Hoy directed Warren to have his daughter contact the school district to get the process started. The township is responsible for the sign, but it has to go through the school district and PennDOT. PennDOT will come out and investigate once they receive a letter requesting a sign be installed from the school district.

Jody Ritter continued saying, a school bus is still backing into Chickadee Lane. She had seen it earlier in the day. Vice Chairman Hoy directed Jody, and the other residents who live on Chickadee Lane, to also contact the school district to advise them it is a private road; if they damage it, they pay to repair it. He then said to both Warren and Jody, keep the township informed and updated of the conversation with the school district. Township Secretary, Mary Myers, stated, if the process works right, the school district will contact PennDOT, PennDOT will send someone out to investigate and then a letter will be sent to the township advising them where the new sign is to be located.

Old Business:

Daylighting Queens Run Road – Open Sealed Bids & Award

Township Secretary, Mary Myers, presented four sealed bids to complete the advertised project for vegetation and tree removal on Queens Run Road. All four of the bids presented had been received prior to the advertised closing date and time: September 6, 2023 at 6:00 PM.

After opening the envelopes which contained the bids, she passed them down to Township Solicitor, Justin Houser, who removed each bid from its envelope, viewed the documents presented and read the bid amount out loud to the Board of Supervisors and the residents in attendance.

The first bid which was received and presented was from Busy Beaver, LLC; which is located at 56 Deer Lane Lock Haven, PA 17745 in the amount of \$53,000. The second bid received and presented was from Patriot Tree Surgeons, LLC; which is located at 1975 Route 309 Allentown, PA 18104 in the amount of \$24,950. The third bid received and presented was from Dincher & Dincher Tree Surgeons, LLC; which is located at 687 Cemetery Road Williamsport, PA 17701 in the amount of \$89,900. The last and final bid was received from AJ's Tree Service; which is located at 1366 Northway Road Linden, PA 17744 in the amount of \$37,500. Vice Chairman Hoy made a motion to award the project for vegetation and tree removal on 1.92 miles of Queens Run Road to Patriot Tree Service, LLC pending review of the bid documents by the Township solicitor. He then amended his motion to say AJ's Tree Service would be the back-up bidder pending approval of the solicitor in the event something happens with Patriot Tree Service, LLC. Chairman McCoy seconded the motion; the motion unanimously carried in a roll call vote.

Township Secretary, Mary Myers, was directed to scan and email all of the bids and supporting documents received to Township Solicitor, Justin Houser and the Board of Supervisors. She stated she would scan and email them after the meeting before she went home. Township Solicitor Justin Houser said he would review the bids per the Board of Supervisor's request. He also advised the Board if a document or something was missing from the winning bid pack, the winning bidder had 20-days to present the required paperwork.

Scratch Coating Hollow Road- Update / Status

Vice Chairman Hoy stated he had spoken with John Reese with Pine Creek Township regarding the Hollow Road scratch coating project. He said, John with Pine Creek Township will have the project completed before the end of September 2023. He went on to say they have been busy cleaning up damage in their township caused by recent storms.

Dirt & Gravel Meeting w/ PSU and Conservation District / Grant Application Update

Vice Chairman Hoy said a meeting is scheduled with Rachel to work on the Dirt and Gravel Grant application. It is scheduled to take place on Friday, September 22, 2023 at the Township Building. He went on to say, if the grant is approved, the Township can hire Pine Creek Township because they just purchased a mini-excavator. They will be able to complete the work; which will prevent the Township from having to pay prevailing wage to a contractor.

Adopt ATV/UTV Carrier Road Ordinance

Chairman McCoy questioned if there was anything to discuss prior to adopting the ordinance. Vice Chairman Hoy said, there wasn't anything to discuss. He liked it as it was presented because there are rules. After a brief discussion between the Board of Supervisors and Township residents, Township Solicitor, Justin Houser, stated the proposed ordinance to open Carrier Road to ATV/UTV use had been advertised in a paper of record as well as available for inspection at his offices. Township Secretary, Mary Myers, also stated the proposed ordinance to allow ATV/UTVs to utilize Carrier Road was posted at the Township Building for review. Vice Chairman Hoy made a motion to adopt Gallagher Township Ordinance 2023-01 as presented; which allows ATV/UTVs to use the Township's portion of Carrier Road during the part of the year which roads are designated open for

ATV/UTV use as part of the ATV/UTV Regional Trail Connector Pilot program, or its successor. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

Township Resident, Loretta Coltrane, questioned if there would be signs posted. Township Resident and Central Mountain ATV Association member, Jody Ritter, said the ATV club would purchase and install the necessary signs.

Diesel Tank Purchase / Installation Update & Status

Chairman McCoy stated he had spoken with Superior Energy Services regarding the installation of a tank to hold diesel fuel. Superior only has access and availability to install a 1,000-gallon tank; which is too big for Township purposes. Several business names where a smaller tank might be purchased were mentioned during a discussion between members of the public and the Board of Supervisors including; Taratin Industries, Lycoming Vault & Precast, J.J. Powel and Kenney Peck. Vice Chairman Hoy said he would work on getting prices and asked that the item be tabled until next month's meeting pending further investigation.

Gas Tank Vent Status Update – Lost Certification / Request Recertification- Order Gas

Chairman McCoy stated he had spoken to Superior Energy regarding the lost certification of the Township's gas tank. He said once the ventilation pipe was properly installed, Superior would send someone out to recertify the gas tank so gas can be delivered.

Vice Chairman Hoy questioned if Township resident, Kenny Porter had access to a 4.5 ft by 2-inch piece of steel pipe? He went on to say it doesn't need to be threaded, he could thread it himself. Kenny stated he would look and let Vice Chairman Hoy know if he had some available to him. Vice Chairman Hoy said he would work on getting the gas tank properly vented.

Policy & Procedure Manual – Status Update

Township Solicitor, Justin Houser, stated the new policy and procedure manual was being typed by his personal assistant, Brittany.

Township Building Sign Status Update

Vice Chairman Hoy said he was sure the materials were in stock at Avis Building Supply and he would pick-up the necessary supplies to make the new sign for the Township Building.

Queens Run Road Arrow Sign – Status Update- Purchase the Sign and Hardware Bradco Supply, and Installation

Vice Chairman and Roadmaster Hoy will order a new sign and the required brackets from Bradco.

Building Cleaning- Cleaning Person, Job Description & Set Wage

Chairman McCoy questioned if the Board wanted to add Building Cleaner/Cleaning Person to an existing job description. Vice Chairman Hoy said it would just be added to the existing unskilled laborer position the Township currently has. Supervisor Mann stated the Township Secretary, Mary Myers, had created a job description for the position. The Township secretary stated she had created a job description for this position because of the Board's recent push to have a job description for all employees. Vice Chairman Hoy said it would be just as easy to add cleaning duties to the existing unskilled laborer position. He went on to say, when Aleasha was hired, she was hired as a skilled laborer. When they had met with and spoken with Aleasha, she said there were items in the skilled laborer job description she didn't want to do; which is why the Board would like to change her job classification to unskilled laborer.

Supervisor Mann questioned the solicitor if the Board needed to re-hire Aleasha? Township Solicitor, Justin Houser, said she is already hired. Vice Chairman Hoy, asked if it would be appropriate to re-appoint her to the position. Township Solicitor, Justin Houser, responded for clarification, yes. He went on to say, he read the proposed job description and it was good, but he had one question. Who does the cleaning person report to? After a discussion, it was agreed the cleaning person would report to the foreman.

Township Solicitor, Justin Houser, read the proposed job description out-loud to the Board of Supervisors and the Township residents in attendance. He then suggested, if the Board was ok with it, the job description be worked into the new policy and procedure manual. He then questioned if this position was a part-time or full-time position, what the working hours for the position were and who sets them? Supervisor Mann said the Board had agreed the cleaning person would clean the offices once per month, just prior to the public meeting. Vice Chairman Hoy, questioned if 4-hours was enough time to clean the offices- not the garage. Vice Chairman Hoy made a motion to re-appoint Aleasha Bowmaster to the newly created position of part-time Township Building and Office Cleaner. Her duties would be per the new job description with an hourly wage of \$14.00 per hour; up to four-hours per month with more hours available, if needed, upon pre-approval of the Board of Supervisors. Supervisor Mann seconded the motion; the motion carried with Chairman McCoy abstaining from the voting because Aleasha Bowmaster is his granddaughter.

Township Secretary, Mary Myers, was directed to email the newly adopted job description to Township Solicitor, Justin Houser and the Board of Supervisors. She stated she would email it after the meeting before she went home.

New Business:

2024 Budget – Major Equipment Purchases / Proposed Road Repairs to be built into Budget / Capital Reserve Funds

Chairman McCoy questioned Township solicitor, Justin Houser, if the Board of Supervisors needed to re-open the 2023 Budget because the Township had spent approximately \$50,000 on road repairs that hadn't been budget in the 2023 Budget. Township Solicitor, Justin Houser, stated he didn't think it was an issue because the expenditures were all approved at a Public Meeting by the Board of Supervisors, but because of the high dollar amount spent, \$50,000, he would do some research into it and follow-up with the Board.

The Township Secretary stated she had started working on the 2024 Budget and question if the Board of Supervisors had any road projects they wanted built into the budget for the next fiscal year. After a brief discussion, it was requested that she include the following two projects with the noted estimated costs in the 2024 budget:

- \$30,000 for Vegetation Removal and Site Distance Improvement on the remaining section of Queens Run Road.
- \$30,000 to complete Scratch Coating on another section of Hollow Road in case the Township isn't awarded the Multi-Modal Grant.

Consider a High Yield Short Term CD with FCCB

Township Secretary, Mary Myers, presented information from FCCB regarding a short-term- 9 month - high-yield CD and questioned if the Board of Supervisors would be interested in moving \$100,000 from the Capital Reserve Fund into a CD earning 4.58%. She explained the Capital Reserve Fund savings account was currently earning 1.5% interest. If the CD was opened in September it would mature in early June 2024; at which time it could be rolled back over into the Capital Reserve Fund. After a brief discussion, Vice Chairman Hoy made the motion for the Township Secretary to move \$100,000 from the Capital Reserve Savings Account into the short-term high yield, 9-month CD earning 4.58% interest. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

The Township secretary/treasurer was directed set-up the 9-month CD and provide the required paperwork from FCCB for the Board of Supervisors to sign.

Blighted Property Survey

After a brief discussion among the Members of the Board, the Township secretary was directed to complete the Clinton County Blighted Property Survey for Gallagher Township on behalf of the Board of Supervisors and return it to the Clinton County Planning Commission.

Insurance Opportunities for Township Officials through CCATO

After a brief discussion and review of the proposed insurance plans provided by CCATO for long-term disability, critical illness, accident, life and short-term disability insurances, it was decided to pass and not move forward participating in or offering the insurance opportunities to the Township employees.

PSATS Centre Region Regional Forum- October 3, 2023

After a brief discussion between the Board of Supervisors; it was agreed the Township secretary would attend the PSATS Regional Forum in State College, PA because most of the workshops being presented at the event were administrative in nature. Vice Chairman Hoy made a motion for the Township Secretary, Mary Myers, to attend the PSATS Regional Forum in State College, PA on October 3, 2023. Supervisor Mann seconded the motion; the motion unanimously carried in a roll call vote.

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 7:56 PM.

The next regularly scheduled meeting will be held on Wednesday, October 4, 2023 at 7:00 PM.

Gallagher Township Supervisor Chairman
William McCoy

Gallagher Township Secretary / Treasurer
Mary J. Myers
