

**Gallagher Township Board of Supervisor's
Regularly Scheduled Meeting Minutes
February 7, 2024 ~ 7:00PM**

The February 2024 Public Meeting of the Gallagher Township Board of Supervisors was called to order by Chairman Will Mann at 7:01 PM; followed by a moment of silence; and the Pledge of Allegiance.

In Attendance were Supervisors: Chairman, Will Mann; Vice Chairman/Secretary, Brian Hoy and Supervisor, Bill McCoy; Township Residents: Jody Ritter, Loretta Coltrane, Earl Straley, Harvey Palmatery, Tim Lester, Curt Barner, Becky Barner, Shelly Davis, Arron Stephens.

Chairman Mann, asked if anyone would be recording the meeting. No one was recording

A Consent Agenda was presented to the Board of Supervisors for approval. It included the following regular monthly action items: **Meeting Minutes** for the January 2, 2024 Public Meeting; the **January 2024 Treasurer's Report** for the Township's finances, January 1, 2024 up to and including January 31, 2024 - the presented report included all Payroll, Liabilities, Invoices paid for all accounts, and Deposits made into all accounts; and the **January 2024 Correspondences**.

Roadmaster Report

Vice Chairman and Roadmaster, Brian Hoy, provided the Roadmaster's Report for the month of January 2024 which included the following:

1. We have been plowing roads in the township. Snow has been heavy, wet & had some ice.
2. Pine Creek Township donated a load of Mix anti-skid material (Aggregate & Salt mix) to try using on road. It had an increased effect on the road in melting the snow pack on the roads. Making them safer for public travel.
3. First camp on the left on Hollow Road has excess water running down the driveway and onto the township road. It will need to be address in the spring.
4. Some comments from public about using salt on roads, there is an apparent letter that was sent from DEP to the Township about using salt on road. Going to look for it and also Brian is going to contact DEP about using salt on the roads.

SEO Report

1. Nothing to Report

Zoning & Land Use Permits Report

1. Nothing to Report

Public Comment

1. Jody Ritter read the January 2, 2024 auditors meeting minutes. The township Solicitor, indicated that we should attach the Auditors Minutes to the January minutes.

Old Business:

Daylighting Queens Run Road - Logs

Had two people interested in logs, Brian Russel submitted a bid or \$100.00, Butch Miller submitted a bid of \$ 50.00. Motion by Brian Hoy to accept the bid from Brian Russel for \$100.00, Seconded By Will Mann. All in voted Favor.

Policy & Procedure Manual

We had a work session on January 17th to finish reviewing the Manual. Minor corrections we made at the work session. Brian then sent it to the Solicitor to make the necessary corrections. Corrections we made and was returned to the Secretary. It will be put on the March agenda for approval.

Mountain Top & Provisions

Brian Hoy contacted L & I, he was emailed a form to fill out and return. It went to Harrisburg and was received. It was sent back and had to be completed on a different form. Form was fille out by Brian and emailed back to L&I. It is now in the hands of L & I. A copy of both forms are on file in the township building.

Mark Myers – Sewage Planning Module

This was a sub-division of their property to separate 5.2678 acres and palace a new septic & possible house on this lot. This form and resolution are a from DEP required form. Kellan and the county have reviewed this and came to us for approval. Brian Hoy read resolution 2024-02. Motion to approve by Brian Hoy, Seconded by Bill McCoy. All voted in favor.

School House Committee

Loretta Coltrane indicated there are 4 members on the committee. They are: Loretta Coltrane, Warren Gottshall, Tina Hocker & Mary Hunter. Warren Gottshall & Mary attended this school. They would like a key to access the building to access the condition of the building and contents. Motion to give Loretta Coltrane a key and to be notified by text message when they are going to be in and out of the building. Just so we have an idea of when they are going to be in the school house by Brian Hoy, Seconded by Bill McCoy. All voted in favor

New Business:

Exit Audit for Township

Need to have an exit audit done on the township books, since the Township Secretary resigned. Motion by Brian Hoy to use the same auditing firm the township uses to complete their regular audit. Seconded by Bill McCoy. All voted in favor. Bill mentioned that they could probably do both audits while here.

Time Clock

The current time clock is not working, we need to purchase a new one. Motion by Wil Mann, Seconded by Bill McCoy. All voted in Favor.

Credit Card/Debit Cards – Township Supervisors

Looking to get Credit/Debit cards for all three supervisors and the secretary when we get a permanent secretary one, from First Citizens Community Bank. Discussed creating Purchase Order form to use Credit/Debit Cards. Read Resolution 2024-01. Resolution on file in Township. Motion by Brian Hoy, Seconded by Will Mann. All voted in favor.

Purchase Anti-Skid Material

Brian asked purchase anti-skid material on an as needed basis, instead of trying to plan quantities used at every meeting. Motion by Bill McCoy, Seconded by Will Mann. All voted in favor.

Salt for Road - Tabled till more information could be gathered

Right to Know officer

Justin Houser was appointed at the Organization meeting. He is not permitted to be the RTK officer since he is the Township Solicitor. Motion to appoint Brian Hoy as the RTK Officer by Will Mann, Seconded by Brian Hoy. Brian & Will voted in favor. Bill McCoy opposed.

Township Secretary/Treasurer

We had one person interested in the position. She was referred by Darleen Macklem the Secretary from Pine Creek Township. The person interested is Shelly Davis, she just moved back home from Arizona. All three supervisors have meet with her and recommend hiring her for the Secretary/Treasurer position. Wage was set at \$18.00 with a 90-day probation period and a \$1.00 raise given after probation period is up. Motion by Brian Hoy, Seconded by Will Mann. All voted in favor.

Set Office Hours

There was discussion about office hours. Tim Lester & Bill McCoy think there should be hours set. It was discussed to set hours by appointment for now until the new Secretary/Treasurer gets acquainted with the township and its operation. Shelly and the Supervisors will work to determine the required hours to be open to the public if necessary. Motion by Brian Hoy, Seconded by Will Mann. Brian Hoy & Will Mann voted in favor. Bill McCoy opposed.

Develop Letter of Local Determination

Will Mann presented information pertaining to a letter of local determination. This is an alternate method of bonding township roads that are already bonded by another bond. He has used this method in his line of business and he will work with Justin Houser and come up with a more refined process of bonding our township roads. He is going to provide the Solicitor with more information.

Road Bond

Will Mann mentioned that Pine Creek Lumber has placed a bond on the Carrier Road.

Snow Plow

We had purchased extensions for the snow plow last year. They are not the correct ones, they are considered a carry wing, we need to purchase a straight extension wing for the plow. Brian Hoy contacted the sales person from Bradco supply and he is looking into this and getting us pricing. Motion to look into purchasing straight wing extensions for the snow plow by Brian Hoy, Seconded by Bill McCoy. All voted in favor.

Check Signatures/Resolution 2024-03

The township is looking for an easier process for signing checks. We are looking to only require one Supervisors signature and the Treasurers Signature. This item was tabled until next month.

Adjourn:

With no additional business to discuss or public comments to be heard, Motion to adjourn by Brian Hoy, Seconded by Will Mann at 8:2p pm. All voted in favor.

The next regularly scheduled meeting will be held on Wednesday, March 6th, 2024 at 7:00 PM.

Gallagher Township Supervisor Chairman
William Mann

Gallagher Township Secretary
Brian Hoy
