

ATHENS TOWNSHIP SUPERVISORS
January 7, 2019 6:00 PM
Organization Meeting

The meeting was called to order at 6 PM by Solicitor John Thompson. Supervisors present were George Ballenstedt, Susan Seck, Christine Vough, Tressa Heffron and Kirstie Lake. Secretary Robin Smith was also in attendance.

On motion of George, second by Christine, it was unanimous to appoint Robin as Secretary pro tem.

On motion of Christine, second by George, it was unanimous to appoint Kirstie Lake as Chairperson.

On motion of Susan, second by Tressa, it was unanimous to elect George Ballenstedt as Vice Chairman.

On motion of Christine, second by George, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2019.

On motion of George, second by Christine, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2019.

On motion of Tressa, second by George, it was unanimous to reappoint Susan Seck as Director of Public Works for 2019. Susan abstained from the vote.

On motion of Tressa, second by Christine, it was unanimous to hire Attorney John Thompson to represent the Township for 2019 at a rate of \$105 per hour.

On motion of George, second by Kirstie, it was unanimous to approve the following paid holidays: January 1, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Veterans Day (Nov. 11th), Christmas Eve, Christmas & 1 floating holiday for full-time Non-Uniform employees granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.

On motion of George, second by Christine, it passed to approve paid sick days per year for full-time Non-Uniform employees at 15 days per year after 1 year of service with the ability to carry over 45 unused days accumulation not to exceed 60 days. A doctor excuse is required after 3 consecutive days. May use up to 10 days/year as FamilySick Leave ONLY for an immediate family member that requires hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve vacation time for full-time Non-Uniform employees: After one year employment - 10 days. After 5 years employment - 15 days. After six years employment, one vacation day per year of service shall be received up to a maximum of 25 days. No more than 4 weeks can be carried over. Bargaining Unit vacation as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve time off with pay for bereavement leave for Non-Uniform employees: for the death of husband, wife, children or stepchildren - 5 working days; mother, father, sister or brother - 5 working days; mother-in-law or father-in-law - 5 working days; aunt, uncle, grandparents, grandchild, niece, nephew, brother-in-law, sister-in-law - 3 working days. This leave time is for employee or spouse family member and also includes the death of any 'step-'. Granted immediately after employment. Bargaining Unit bereavement leave as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve to continue to provide dental and vision coverage for each full-time Non-Uniform employee including the family plan, if applicable, as well as individual and family hospitalization benefits under NYS Teamsters Health and Hospital Fund; to provide short term and long term disability, AD&D and \$75,000 life insurance for police officers through Nationwide; provide short term disability (long term disability and AD&D insurance for police chief, Elaine and Ruth) and life insurance of \$30,000.00 for full-time Non-Uniform employees Bargaining Unit employee insurance as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve 4 personal days for full-time Non-Uniform employees. Granted immediately and prorated according to date of hire. Bargaining Unit employee personal days as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to continue to provide the Township Non-Uniform Defined Benefit Pension Plan and contribute \$93,221 to it and continue to provide the Police Defined Benefit Pension Plan and contribute \$74,843 to it for 2019. Non-uniform employees hired after 1-1-2018 will be enrolled in the 457 and 401(a) Defined Contribution Plans for pension. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve that any supervisor in office during 2019 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to give authority to Chairperson of the Board to purchase supplies and small items of equipment without formal approval of the Board, and to the other four supervisors to act in the same capacity in the event of emergency when the Chairperson is not available. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve the 2019 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Roadmaster/\$500. Susan abstained as she is the Roadmaster.

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On motion of Christine, second by Tressa, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2019.

On motion of George, second by Susan, it was unanimous to appoint Code Inspections, Inc. as our third-party building code enforcement entity for 2019.

On motion of Tressa, second by Christine, it was unanimous to approve the purging of records from 2011 and prior according to the records retention policy.

On motion of George, second by Susan, it was unanimous to hire James Shaw to serve as an SRO for the Athens Area School District at a salary of \$19.50/hour, to work a maximum of 32 hours per week while school is in session at the Lynch Bustin Elementary School and the Harlan Rowe Middle School, to begin after all employment paperwork is complete with Ruth, and to have the Chairperson swear him in. Chairperson Kirstie Lake administered the Oath of Office to James Shaw.

Voice of the Residents – none

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-01 designating C & N Bank and M & T Bank as our depositories for 2019.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-02 appointing George Ballenstedt and Kirstie Lake as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2019.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-03 designating Ruth Casterline as our primary voting delegate and George Ballenstedt as our first alternate voting delegate for the Bradford County TCC for 2019.

On motion of Tressa, second by Christine, it was unanimous to adopt RESOLUTION 2019-04, setting the fee schedule for 2019.

On motion of Christine, second by Susan, it was unanimous to direct John Thompson to draft and advertise ORDINANCE 2019-01, accepting Porcupine Road as a township road, for adoption at our January 30th meeting.

On motion of Christine, second by George, it was unanimous to allow the Treasurer to pay bills during each month that become due or will be discounted before our meeting at the end of each month.

On motion of George, second by Tressa, it was unanimous to set the mileage reimbursement rate for 2019 at \$.58 per mile as per IRS.

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It was decided to table any action on the Purchasing and Credit Card policies until our January 30th meeting.

On motion of George, second by Kirstie, it was unanimous to adopt RESOLUTION 2019-05, adopting the Athens Township Volunteer Fire Company billing policy.

On motion of George, second by Tressa, it was unanimous to approve payment of the Bradford County Sanitation Committee municipal contribution invoice for 2019 in the amount of \$6,345.

On motion of Tressa, second by George, it was unanimous to approve the purchase of the tote of hydraulic oil in the amount of \$4,163.50.

Larry Alderson and Michael Hatlee of Citizens and Northern Bank were present to discuss the 401(a) and 457 pension plans. Discussion was held. Attorney Thompson will prepare an ordinance for review at our January 30th meeting.

Chairperson Lake took the Board into executive session at 7:40 PM for personnel. The regular meeting reconvened at 8:25 PM.

On motion of Tressa, second by Christine, it was unanimous to give Mark Stark 5 additional sick days for 2018, and to have Kirstie execute the Memorandum of Understanding to the Public Works Union Contract clarifying language with regard to "Probation Period" and "Sick Leave". John Thompson will see that Belinda from the Union receives a fully-executed copy.

Susan requested direction as to the FEMA submission for 3 of our roads. On motion of Kirstie, second by Christine, it was unanimous to have Susan submit to FEMA for the damages to Vetter Road, Orcutt Creek Road, and Jacklin Road.

There being no further business, on motion of Kirstie, second by Christine, the meeting adjourned at 8:34 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary