

ATHENS TOWNSHIP SUPERVISORS

January 6, 2020 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 Kirstie, second by Tressa, it was unanimous to appoint Robin as Secretary pro tem.

On motion of George, second by Christine, 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 George, second by Christine, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2020.

On motion of Kirstie, second by Christine, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2020.

On motion of Kirstie, second by George, it was unanimous to reappoint Susan Seck as Director of Public Works for 2020. 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 2020 at a rate of \$110 per hour.

On motion of George, second by Kirstie, it was unanimous to adopt items 1–10 below for 2020:

- 1) 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.
- 2) 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.
- 3) 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.

Page Two

Athens Township Supervisors

January 6, 2020 Organization Mtg.

- 4) 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.
- 5) 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.
- 6) 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.
- 7) Approve to continue to provide the Township Non-Uniform Defined Benefit Pension Plan and contribute \$86,614 to it and continue to provide the Police Defined Benefit Pension Plan and contribute \$76,013 to it for 2020. Non-uniform employees hired after 1-1-2018 will be enrolled in the 457 and 401(a) Defined Contribution Plans for pension.
- 8) Approve that any supervisor in office during 2020 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.
- 9) Approve 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.
- 10) Approve the 2020 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Roadmaster (pending auditor approval)/\$500.

On motion of Tressa, second by Susan, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2020

Page Three
Athens Township Supervisors
January 6, 2020 Organization Mtg.

On motion of George, second by Susan, it was unanimous to appoint Code Inspections, Inc. as our third-party building code enforcement entity for 2020.

Voice of the Residents – none

On motion of Kirstie, second by Tressa, the following 5 RESOLUTIONS were unanimously adopted:

- 1) RESOLUTION 2020-01 designating C & N Bank and M & T Bank as our depositories for 2020.
- 2) RESOLUTION 2020-02 appointing George Ballenstedt and Kirstie Lake as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2020.
- 3) RESOLUTION 2020-03 designating Ruth Casterline as our primary voting delegate and George Ballenstedt as our first alternate voting delegate for the Bradford County TCC for 2020.
- 4) RESOLUTION 2020-04 setting the 2020 mileage rate at \$.575 as per IRS guidelines.
- 5) RESOLUTION 2020-05 approving records disposition for years prior to 2013 as per our Records Retention Policy.

On motion of George, second by Tressa, 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 Kirstie, second by Tressa, it was unanimous to approve payment of the Bradford County Sanitation Committee municipal contribution invoice for 2020 in the amount of \$6,345.

On motion of Tressa, second by Susan, it was unanimous to pay our annual invoice for our TCC membership for 2020 in the amount of \$174.05.

On motion of Tressa, second by Christine, it was unanimous to pay our 2020 PSATS membership invoice, with the addition of the Zoning Membership for Ed (\$125) and the Planner Membership for Clif Cheeks (\$125).

On motion of Kirstie, second by Tressa, it was unanimous to have American Drug and Alcohol Diagnostics, LLC administer our participation in the CDL Clearinghouse for \$200/year as required by federal law.

On motion of Tressa, second by George, it was unanimous to have Ruth attend the Excel class in Towanda on February 19th at a cost of \$30.

Page Four
Athens Township Supervisors
January 6, 2020 Organization Mtg.

On motion of Tressa, second by Susan, it was unanimous to have George be our voting delegate at the 2020 PSATS conference in Hershey.

Discussion was held on the ratification of the purchase of guiderail for Vetter Road and Queen Esther Drive (the agenda mistakenly listed Meadowlark Drive in error). On motion of Kirstie, second by George, it passed to ratify this purchase of guiderail, contingent upon approval by John Thompson and Ruth Casterline.

There being no further business, on motion of Kirstie, second by George, the meeting adjourned at 6:55 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary