

ATHENS TOWNSHIP SUPERVISORS  
ORGANIZATION MEETING  
January 3, 2022      5:00 PM

The meeting was called to order at 5 pm by Solicitor John Thompson and he lead the Pledge of Allegiance. Supervisors Tressa Heffron, Kirstie Lake, Alan Burgess, Christine Vough, and Susan Seck were in attendance. Secretary Michelle Rude and Treasurer Ruth Casterline were also in attendance.

On motion of Kirstie, second by Tressa, motion passed to appoint Michelle Rude Secretary pro tem.

On motion of Kirstie, second by Christine, motion passed to reappoint Tressa Heffron as Chairman of the Board. Tressa abstained from the vote.

On motion of Tressa, second by Alan, motion passed to appoint Kirstie Lake Vice Chairman of the Board. Kirstie abstained from the vote.

On motion of Tressa, second by Alan, motion passed to appoint Michelle Rude Secretary of the Board for 2022.

On motion of Kirstie, second by Susan, motion passed to appoint Ruth Casterline Treasurer of the Board for 2022.

On motion of Kirstie, second by Tressa, motion passed to appoint Susan Seck Public Works Director for 2022. Susan abstained from the vote.

On motion of Kirstie, second by Christine, motion passed to hire Atty. John Thompson to represent the Township for 2022 @ \$115/hr. (a \$5/hr. increase from last year).

On motion of Kirstie, second by Alan, motion passed to amend the agenda to reflect the changes in red.

On motion of Kirstie, second by Alan, motion passed to approve the hiring of John (Jack) Strozyk as a full-time police officer. Chairwoman Heffron then swore Officer Strozyk in.

On motion of Kirstie, second by Tressa, motion passed to approve, sign and execute the Police MOU. The approval, signature, and execution of the Chief and Road Foreman MOU's has been moved to the January BOS meeting pending updated compensation information.

On motion of Alan, second by Kirstie, motion passed to approve agenda items 1-10 (see below):

1) Approve the following paid holidays: January 1, President's Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Day after Thanksgiving, Veterans Day (Nov. 11<sup>th</sup>), Christmas Eve, Christmas Day & 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 (present schedule 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/yr. as Family Sick Leave ONLY for an immediate family member requiring hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts.

3) Approve paid 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

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a maximum of 25 days. No more than 4 weeks can be carried over. Bargaining Unit vacation as per respective contracts.

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, and provide individual and family hospitalization benefits under NYS Teamsters Health and Hospital Fund. Provide short term & long term disability, life insurance of \$75,000 and AD&D insurance for police officers through Nationwide. Provide short term disability (long term and AD&D insurance for police & Ruth) and provide 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 and provide the Township Non-Uniform Pension Plan and contribute \$83,736.16 to it and provide a Police Pension Plan and contribute \$106,476.85 to it for 2022. Employees hired after 1-1-2018 will be enrolled in the 401(a) and 457 Plans for pension, with no change in the amount of contribution by the twp.

8) Approve that any supervisor in office during 2022 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.

9) Give authority to Chairman of the Board to purchase supplies and small items of equipment without formal approval of the Board. Approve other four supervisors to act in the same capacity in the event of emergency when the Chairman is not available.

10) Approve 2022 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Road Foreman as per MOU.

On motion of Kirstie, second by Christine, motion passed to appoint Richard Bean to the Vacancy Board for the ensuing year.

On motion of Kirstie, second by Tressa, motion passed to appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2022.

Voice of the Residents - NONE

On motion of Kirstie, second by Susan, motion passed to adopt RESOLUTION 2022-01 designating C & N Bank and M & T bank as our depositories.

On motion of Christine, second by Susan, motion passed to adopt RESOLUTION 2022-02 appointing Alan Burgess and Kirstie Lake supervisors to BCSC Appeals Board.

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On motion of Tressa, second by Alan, motion passed to adopt RESOLUTION 2022-03 designating Ruth Casterline as the TCC voting delegate and Kirstie Lake as the alternate.

On motion of Kirstie, second by Susan, motion passed to adopt RESOLUTION 2022-04 setting the 2022 mileage rate at 58.5 cents per mile.

On motion of Tressa, second by Kirstie, motion passed to adopt RESOLUTION 2022-05 appointing authorized signatories for the bank accounts to remain the same from the previous year.

On motion of Tressa, second by Kirstie, motion passed to appoint Richard McCracken to the Board of Auditors for a term to expire Jan. 2028.

On motion of Kirstie, second by Alan, motion passed to reappoint Steve Sumner and Mike Murphy to the ATA for a term to expire on Dec. 31<sup>st</sup>, 2026.

On motion of Kirstie, second by Tressa, motion passed to approve items 1-4 (see below):

- 1) Approve TCC annual invoice for 2022
- 2) Approve PSATS 2022 annual invoice for 2022 - \$1668.00
- 3) Approve Ruth's bond payment in the amount of \$2,445.00
- 4) Approve COG dues in the amount of \$75 for 2022

On motion of Tressa, second by Susan, motion passed to approve attendance at PSATS Conference April 24 – April 27, 2021 for Ruth and Michelle.

On motion of Kirstie, second by Alan, motion passed to approve items 5-11 (see below):

- 5) Approve TOPP Business Solutions Digital Drawer contract renewal - \$345.00
- 6) Approve Bradford County Sanitation Committee's assessment invoice - \$6144.00
- 7) Approve the renewal of our domain name athenstownship.org for 5 years - \$190.00
- 8) Approve Edmund Reid's PSATS PAAZO Membership subscription - \$125.00
- 9) Approve the renewal of the Gannon Associates contract and pay the first of 9 installments - \$10,291.00
- 10) Approve Bradford County Humane society's invoice for 2022 for \$1555.20
- 11) Approve a budget of \$10, 951.50 for Ruth to purchase new accounting software and computer equipment to run it

On motion of Tressa, second by Alan, motion passed to designate Ruth Casterline as the voting delegate for PSATS Conference.

On motion of Tressa, second by Alan, motion passed to observe the Christmas Eve holiday on the 23<sup>rd</sup> and the Christmas Day holiday on the 26<sup>th</sup>. The observance of New Year's Day holiday will be finalized once clarification from PSATS as to when the Organizational meeting for 2023 can be obtained.

On motion of Kirstie, second by Susan, motion passed to ratify 4 hours of holiday pay for public works employees on Thursday, Dec. 23<sup>rd</sup>, 2021.

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On motion of Alan, second by Susan, motion passed to approve the Treasurer to pay bills during each month that become due or will be at a discount prior to the monthly BOS meeting

On motion of Kirstie, second by Christine, motion passed to approve ratifying the payment of bills and payroll for time period December 16, 2021 to December 31, 2021.

On motion of Kirstie, second by Christine, motion passed to approve an additional \$95 payment to Nate Wiles for his contract making his total payment \$1295.00.

It was agreed upon to move the discussion of the renewal of the American Drug & Alcohol Diagnostics contract to January's BOS meeting.

On motion of Kirstie, second by Tressa, motion passed to rescind the following motion from the November 17<sup>th</sup> and December 15<sup>th</sup>'s minutes *"On motion of Kirstie, second by Tressa, motion passed to authorize Ruth to make the appropriate adjustments to correct John Fedorchak's leave days."* And make a new motion to approve John Fedorchak to use his allotted 2020 holiday paid time off and personal paid time off for John's vacation time taken in 2020 and allow him the ability to carry over a total of 20 unused vacation days to the 2021 year.

On motion of Alan, second by Kirstie, motion passed to grant a 3% increase for all non-union and MOU employees.

Chairwoman Heffron adjourned the Public Meeting at 5:43 pm and the Public Hearing and Ordinance Enactment began at 5:44 pm. Solicitor John Thompson explained to the BOS that the draft of the proposed Zoning Ordinance updates has an error regarding Commercial Solar Farms and the zones in which they would be permitted. The draft mistakenly places them as an "Accessory" use in the Agricultural and Woodland/Conservation Districts. The correct placement should have Commercial Solar Farms permitted by "Conditional Use" in the Agricultural and Woodland/Conservation Districts. John recommended passing the Ordinance contingent upon the aforementioned correction being made. The Public Hearing and Ordinance Enactment adjourned at 5:46 pm. Chairwoman Heffron reconvened the Public Meeting at 5:47 pm.

On motion of Kirstie, second by Christine motion passed to approve Zoning Ordinance updates contingent upon the aforementioned correction being made regarding Commercial Solar Farms being moved from "Accessory" to "Conditional Use" in the Agricultural and Woodland/Conservation Districts.

Chairwoman Heffron took the board into Executive session at 5:48 pm until 6:40 pm and reconvened the Public Meeting at 6:41 pm.

On motion of Tressa, second by Kirstie, motion passed to purchase a 2022 Western Star cab & chassis from Sherwood Trucks, a Costars vendor, for \$116,921 – if it becomes available.

On motion of Kirstie, second by Alan, it was unanimous to adjourn the meeting at 6:42 PM.

Respectfully submitted,

Michelle Rude, Township Administrative Secretary