

ATHENS TOWNSHIP SUPERVISORS  
ORGANIZATION MEETING  
January 3, 2023 5:00 PM

Call to Order

Appointment of Secretary pro tem

Nomination of Chairman of the Board

Nomination of Vice Chairman of the Board

Appointment of the Secretary of the Board for 2023

Appointment of the Treasurer of the Board for 2023

Appointment of Public Works Director for 2023

Hire Atty. John Thompson to represent the Township for 2023 @ \$115/hr.

- 1) Approve, sign and execute Police Chief, Director of Public Works, and Road Foreman MOU's
- 2) 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.
- 3) 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.
- 4) 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 a maximum of 25 days. No more than 4 weeks can be carried over. Bargaining Unit vacation as per respective contracts.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Approve and provide the Township Non-Uniform Pension Plan and contribute \$76,757.16 to it and

provide a Police Pension Plan and contribute \$152,992 to it for 2023. 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.

9) Approve that any supervisor in office during 2023 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.

10) 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.

11) Approve 2023 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; Director of Public Works and Assistant Road Foreman as per MOU.

12) Appoint a member to the Vacancy Board for the ensuing year.

13) Appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2023.

#### Voice of the Residents

Adopt the following:

- 1) RESOLUTION 2023-01 designating C & N Bank and M & T bank as our depositories
- 2) RESOLUTION 2023-02 appointing 2 supervisors to BCSC Appeals Board
- 3) RESOLUTION 2023-03 designating TCC voting delegate and alternate(s)
- 4) RESOLUTION 2023-04 setting the 2023 mileage rate at 62.5 cents per mile
- 5) RESOLUTION 2023-05 appointing authorized signatories for the bank accounts

Discuss the following:

- 1) Approve TCC annual invoice for 2023
- 2) Approve PSATS 2023 annual invoice for 2023 - \$1848.00
- 3) Approve Ruth's bond payment in the amount of \$2,445.00
- 4) Approve Michelle's bond payment in the amount of \$2,445.00
- 5) Approve COG dues in the amount of \$75 for 2023
- 6) Approve attendance at PSATS Conference April 23 – April 26, 2023: Michelle, Ruth, Eddie, Cliff
- 7) Designate voting delegate for PSATS Conference
- 8) Approve the renewal of our domain name athenstownship.org for 5 years - \$289.00
- 9) Approve Ruth to renew QuickBooks and their payroll program for 2023
- 10) Approve a budget of \$10,000 for Ruth to purchase new accounting software and computer equipment to run it
- 11) Clarify Christmas Eve/Christmas Day and New Year's Day holidays to finalize 2023 calendar
- 12) Ratify 4 hours of holiday pay for public works employees on Thursday, Dec. 22nd, 2022
- 13) Approve the Treasurer to pay bills during each month that become due or will be at a discount prior to the monthly BOS meeting
- 14) Approve ratifying the payment of bills and payroll for time period December 15, 2022 to December 31, 2022
- 15) Set wages for all non-union and MOU employees

Athens Township Supervisors  
January 3, 2023

Executive Session – personnel and pending litigation

Adjournment