

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

The meeting was called to order at 5:03 pm by Solicitor John Thompson. Supervisors Tressa Heffron, Kirstie Lake, Alan Burgess, Christine Vough, and Bonnie Petruschak were in attendance. Secretary Michelle Rude and Treasurer Ruth Casterline, and Director of Public Works Chuck Wright 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 Alan, motion passed to reappoint Tressa Heffron as Chairman of the Board. Tressa abstained from the vote.

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

On motion of Kirstie, second by Christine, motion passed to appoint Michelle Rude Secretary of the Board for 2023.

On motion of Alan, second by Tressa, motion passed to appoint Ruth Casterline Treasurer of the Board for 2023.

On motion of Kirstie, second by Alan, motion passed to appoint Chuck Wright Director of Public Works for 2023.

On motion of Tressa second by Alan, motion passed to hire Atty. John Thompson to represent the Township for 2023 @ \$115/hr.

On motion of Alan, second by Kirstie, motion passed 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 Day & 1 floating holiday for full-time Non-Uniform employees, granted immediately according to date of hire, and to update the handbook to reflect these dates. Bargaining Unit holidays as per respective contracts. Bonnie opposed.

On motion of Christine, second by Kirstie, motion passed to 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. Bonnie opposed.

On motion of Alan, second by Kirstie, motion passed to 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.

On motion of Alan, second by Christine, motion 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.

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On motion of Christine, second by Kirstie, motion passed to 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.

On motion of Alan, second by Kirstie, motion 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.

On motion of Kirstie, second by Tressa, motion passed to 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 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.

On motion of Alan, second by Kirstie, motion passed to approve that any supervisor in office during 2023 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.

On motion of Kirstie, second by Alan, motion passed to 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.

On motion of Alan, second by Christine, motion passed to approve 2023 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 Tressa, motion passed to appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2023.

Voice of the Residents - NONE

On motion of Kirstie, second by Christine, motion passed to adopt RESOLUTION 2023-01 designating C & N Bank and M & T bank as our depositories.

On motion of Tressa, second by Christine, motion passed to adopt RESOLUTION 2023-02 appointing Alan Burgess and Kirstie Lake supervisors to BCSC Appeals Board.

On motion of Tressa, second by Alan, motion passed to adopt RESOLUTION 2023-03 designating Ruth Casterline as the TCC voting delegate and Kirstie Lake as the alternate.

On motion of Alan, second by Kirstie, motion passed to adopt RESOLUTION 2023-04 setting the 2023 mileage rate at 65.5 cents per mile.

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On motion of Christine, second by Kirstie, motion passed to adopt RESOLUTION 2023-05 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 approve TCC annual invoice for 2023.

On motion of Alan, second by Kirstie, motion passed to approve PSATS annual invoice for 2023 in the amount of \$1848.00.

On motion of Alan, second by Kirstie, motion passed to approve Ruth's bond payment in the amount of \$2,445.00 and Michelle's bond payment in the amount of \$2445.00.

On motion of Kirstie, second by Christine, motion passed to approve COG dues in the amount of \$75 for 2023.

On motion of Kirstie, second by Alan, motion passed to approve attendance at PSATS Conference April 23 – April 26, 2023 for Ruth, Michelle, Eddie, Cliff, and Chuck.

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

On motion of Kirstie, second by Alan, motion passed to approve Ruth renewing QuickBooks and their payroll program for 2023.

On motion of Kirstie, second by Christine, motion passed to approve a budget of \$10,000 for Ruth to purchase new accounting software and the computer equipment to run it.

On motion of Christine, second by Alan, motion passed to ratify 4 hours of holiday pay for public works employees on Thursday, Dec. 30th, 2022.

The supervisors decided to observe Christmas Eve and Christmas day on Dec. 25th and Dec. 26th respectively this year.

On motion of Kirstie second by Alan, 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 Alan, second by Kirstie, motion passed to approve ratifying the payment of bills and payroll for time period December 15, 2022 to December 31, 2022.

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

On motion of Kirstie, second by Tressa, motion passed to add ratifying to pay the bills from Jan 1, 2023 to Jan 3, 2023 to the agenda.

On motion of Kirstie, second by Tressa, motion passed to approve ratifying the payment of bills and payroll for time period Jan 1, 2023 to Jan 3, 2023.

Chairwoman Heffron took the board into Executive session at 5:37 pm and reconvened the Public Meeting at 7:46 pm.

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On motion of Tressa, second by Kirstie, motion passed to add the following to the agenda: background check for Jaydon Gardner, quote for electrical repairs in Michelle's office, and approving Ruth's rollover days.

On motion of Tressa, second by Alan, motion passed to allow Michelle to run a background check on Jaydon Gardner as a potential Public Works Dept. employee.

On motion of Alan, second by Kirstie, motion passed to permit Michelle to hire Henry Mechanical Services, LLC at the quoted rate of \$782.74 to repair the heating/air conditioning unit in her office.

On motion of Bonnie, second by Tressa, motion passed to approve Ruth to carry over three and a half vacation days to be used within 6 months.

On motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 7:52 PM.

Respectfully submitted,

Michelle Rude, Township Administrative Secretary