

ATHENS TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
January 6, 2025 6:00 PM

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The Athens Township Supervisors organizational meeting was called to order at 6:06pm by Solicitor John Thompson and who led everyone in the Pledge of Allegiance.

Present were Supervisors, Tressa Heffron, Ronald Reagan and Bonnie Petruschak; Matt Moore was unable to attend due to an emergency. Secretary Meagan Carling was in attendance, along with Solicitor John Thompson who left at 7:26pm, before the meeting ended.

On motion of Tressa, seconded by Bonnie; motion passed to appoint Meagan Carling as Secretary pro tem.

On motion of Ronald, seconded by Bonnie; motion passed to elect Tressa Heffron as Chairperson of the Board for 2025.

On motion of Ronald, seconded by Tressa; motion passed to elect Bonnie Petruschak as Vice Chairperson of the Board for 2025.

On motion of Tressa, seconded by Bonnie; motion passed to appoint Meagan Carling as Secretary of the Board for 2025.

On motion of Ronald, seconded by Tressa; motion passed to reappoint Ruth Casterline as Treasurer of the Board for 2025.

On motion of Ronald, seconded by Bonnie; motion passed to appoint Garret Stocks as Superintendent of Public Works for 2025.

On motion of Bonnie, seconded by Ronald; motion passed to hire Attorney John Thompson to represent Athens Township for 2025 at a rate of \$135 per hour.

1. On motion of Ronald, seconded by Tressa; motion passed to TABLE the Police Chief MOU until the regular meeting 1/8/25 for time to review; noting the Superintendent of Public Works current MOU is current through the end of 2025.
2. On motion of Bonnie, seconded by Ronald; motion passed to approve the following paid holidays (11): New Year's Day (Jan. 1), President's Day (Feb. 17), Good Friday (Apr. 18), Memorial Day (May 26), 4th of July, Labor Day (Sep. 1), Veterans Day (Nov. 11th), Thanksgiving (Nov. 27), Day after Thanksgiving (Nov. 28), Christmas Eve (Dec. 24), Christmas Day (Dec. 25) & 1 floating holiday for full-time Non-Uniform employees - granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.
3. On motion of Ronald, seconded by Tressa; 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* (immediate family member

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defined as: father, mother, brother, sister, son, daughter, step-mother, step-father, step-children, husband, wife, parent-in law or dear relative who resides in the household) requiring hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts.

4. On motion of Bonnie, seconded by Ronald; motion 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.
5. On motion of Ronald, seconded by Tressa; 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.
6. On motion of Tressa, seconded by Bonnie; motion passed to approve to continue providing 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 Reliance. 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. On motion of Ronald, seconded by Bonnie; 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.
8. On motion of Ronald, seconded by Tressa; motion passed to approve to continue providing the Township Non-Uniform Pension Plan and contribute \$55,867 to it, provide the Township Defined Contribution Plan and contribute \$17,079 and provide a Police Pension Plan and contribute \$127,803 to it for 2025. 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 Township.
9. On motion of Bonnie, seconded by Ronald; motion passed to approve that any Supervisor in office during 2025 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc. Pay for a working Supervisor to be determined by the elected Auditors.

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10. On motion of Bonnie, seconded by Ronald; motion passed to approve giving authority to Chairperson 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 Chairperson is not available.
11. Letter submitted by Edmund Reid requesting a \$100 increase to the Zoning Officers clothing reimbursement for 2025. On motion of Bonnie, seconded by Tressa; motion passed to adjust the Zoning Officers clothing reimbursement from \$350 to \$450 for 2025 and to adjust the Assistant Zoning Officers clothing reimbursement from \$350 to \$250 for 2025; noting Superintendent of Public Works clothing reimbursement remain as per MOU.
12. On motion of Ronald, seconded by Tressa; motion passed to TABLE the appointment of a member to the Vacancy Board until the 1/29/25 regular meeting and to advertise the opening, requesting interested candidates submit a letter of intent to be reviewed.
13. On motion of Tressa, seconded by Bonnie; motion passed to TABLE the appointment of a third Township Auditor until the 1/29/25 regular meeting and to advertise the opening, requesting interested candidates submit a letter of intent to be reviewed.
14. On motion of Tressa, seconded by Ronald; motion passed to TABLE the appointment of a replacement member to the Board of Supervisors to complete the remainder of Cori Lasco's term until the 1/29/25 regular meeting and to advertise the opening, requesting interested candidates submit a letter of intent to be reviewed.
15. On motion of Tressa, seconded by Ronald; motion passed to TABLE the appointment of members to the Parks & Recreation Committee until the 1/29/25 regular meeting and to advertise the openings, requesting interested candidates submit a letter of intent to be reviewed.
16. On motion of Ronald, seconded by Bonnie; motion passed to appoint Code Inspections, Inc. as the building code enforcement entity in Athens Township for 2025.

Voice of the Residents

Rosemary Firestine, Moore Road: Questioned the 'state of emergency' declaration 12/20/24, thought it should have been declared a 'snow emergency' instead and inquired about decisions made while 'state of emergency' is in effect. Tressa relayed that the 'state of emergency' declaration is how funds from FEMA / PEMA are allocated to municipalities if applicable to that event, if there is no declaration – the Township would not be able to be in consideration for any available.

Dan Knolles, Weaver Road: Noted a recently missed appointment because of the road conditions in the higher elevations of the Township being completely opposite of the conditions in town; the road crew needs to have better communication to ensure these changes are relayed timely. He continued with the need for more cinders on the hills in that area when they are out spreading – seems like the flats always have more coverage.

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Paul Kelly, Moore Road: Reminded the board of his background and write in for Supervisor in the last election. Tressa urged him to submit a letter of intent if interested in being considered for the Supervisor vacancy.

Aaron Brotzman, Weaver Road: Noted the Township has a great benefits package for non-uniformed employees; helpful to keeping a full crew.

Paul Kelly, Moore Road: Asked about truck 13 being involved in an accident, v-plow being cut up for scrap and an incident involving a “Sutty’s” driver; Tressa and Bonnie relayed neither of them had heard anything regarding any of those items but will discuss them with the Superintendent of Public Works, Garret Stocks.

On motion of Ronald, seconded by Bonnie; motion passed to adopt RESOLUTION 2025-01 designating C & N Bank and M & T Bank as the Township depositories.

On motion of Ronald, seconded by Tressa; motion passed to adopt RESOLUTION 2025-02 appointing Tressa Heffron and Bonnie Petruschak to BC Sanitation Committee Appeals Board.

On motion of Tressa, seconded by Bonnie; motion passed to adopt RESOLUTION 2025-03 designating TCC voting delegate as Ruth Casterline and alternate being Meagan Carling.

On motion of Ronald, seconded by Tressa; motion passed to adopt RESOLUTION 2025-04 setting the 2025 mileage rate 70 cents per mile.

On motion of Tressa, seconded by Bonnie; motion passed to adopt RESOLUTION 2025-05 appointing Tressa Heffron, Ronald Reagan, Ruth Casterline and Meagan Carling as authorized signatories for the bank accounts.

Chairwoman Tressa took the board into Executive Session at 6:57 PM for personnel & pending litigation.

The organizational meeting reconvened at 7:26 PM; Solicitor John Thompson needed to leave the meeting for another engagement at this time.

On motion of Ronald, seconded by Bonnie; motion passed to approve BC Tax Collection Committee 2025 annual invoice (in the amount of \$200.27).

On motion of Bonnie, seconded by Ronald; motion passed to approve PSATS 2025 membership / annual invoice (in the amount of \$1894.00).

On motion of Ronald, seconded by Tressa; motion passed to approve Western Bradford County COG 2025 dues (in the amount of \$75.00).

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On motion of Tressa, seconded by Bonnie; motion passed to approve Bradford County Sanitation Committee 2025 dues (in the amount of \$6144.00).

On motion of Bonnie, seconded by Ronald; motion passed to approve renewal of American Drug and Alcohol Contract for 2025 (in the amount of \$500.00).

On motion of Ronald, seconded by Bonnie; motion passed to approve Greater Valley Chamber of Commerce 2025 membership (in the amount of \$100.00).

On motion of Ronald, seconded by Tressa; motion passed to approve Bradford County Township Officers Association 2025 dues (in the amount of \$75.00).

On motion of Bonnie, seconded by Tressa; motion passed to approve Tra Electric, Inc. 2025 traffic signal maintenance agreement (in the amount of \$3000.00).

On motion of Tressa, seconded by Bonnie; motion passed to approve Topp Business Solutions 2025 digital drawer agreement (in the amount of \$360.00).

On motion of Bonnie, seconded by Tressa; motion passed to approve QuickBooks renewal for 2025 municipal accounting and payroll software (in the amount of \$2240.80).

On motion of Tressa, seconded by Ronald; motion passed to approve Federal Safety Equipment 2025 annual fire extinguisher inspections (in the amount of \$303.50).

On motion of Bonnie, seconded by Tressa; motion passed to approve Kai Pan Consulting 2025 email migration / hosting (in the amount of \$3034.00).

On motion of Bonnie, seconded by Ronald; motion passed to approve Kai Pan Consulting 2025 IT support / security services renewal (in the amount of \$2397.62).

On motion of Tressa, seconded by Bonnie; motion passed to approve Edmund Reid, Garret Stocks and the Treasurer to attend the 2025 PSATS Conference May 3rd – May 7th, 2025.

On motion of Tressa, seconded by Ronald; motion passed to designate Edmund Reid as the voting delegate for 2025 PSATS Conference.

On motion of Ronald, seconded by Bonnie; 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 Ronald, seconded by Tressa; motion passed to approve ratifying the payment of bills and payroll for time period December 19, 2024 to December 31, 2024.

On motion of Tressa, seconded by Bonnie; motion passed to TABLE discussion/approval of Teamsters Contract roles & rates until the 1/8/25 regular meeting.

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On motion of Ronald, seconded by Bonnie; motion passed to approve a 3% pay rate increase for the following full-time employees: Treasurer – Ruth Casterline, Zoning Officer – Edmund Reid, Asst. Zoning Officer / Clerk – Cynthia Parrish & Secretary – Meagan Carling; Superintendent of Public Works – Garret Stocks rate is standing per the MOU.

On motion of Ronald, seconded by Bonnie; motion passed to approve a 3% pay rate increase for the following part-time employees: Groundskeeper – Barry Brosnan. On motion of Tressa, seconded by Bonnie; motion passed to TABLE setting wages for part-time employees J. Dawson & S. Underdown – need to confirm current rates.

There being no further business, on motion of Tressa, second by Bonnie;
it was unanimous to adjourn the meeting at 7:41 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary