

ATHENS TOWNSHIP SUPERVISORS

April 9, 2025 6:00 PM

Regular Meeting

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Chairwoman Tressa Heffron called the meeting to order at 6:00 PM.

Present were Supervisors – Tressa Heffron, Bonnie Petruschak, Ronald Reagan, Matthew Moore and Michael Freeland. Superintendent of Public Works Garret Stocks, Secretary Meagan Carling and Treasurer Lauren Hotaling were also in attendance, along with Solicitor John Thompson who was present through Executive Session only. Tressa led everyone in the Pledge of Allegiance.

Bid Results for AGGREGATES (2 bids received):

BIDDERS (<i>price per ton / delivered</i>)	Driving Surface Aggregate (DSA), PA State Certified	Clean R-3 Rock, PA State Certified
F.S. Lopke Contracting, Inc.	unit price \$22.00 / ton	unit price \$32.50 / ton
Stagecoach Trans. & Crushing LLC.	unit price \$22.75 / ton	N/A

On motion of Matthew, seconded by Michael; motion passed to accept the F.S. Lopke Contracting, Inc. bids for DSA at \$22.00/ton delivered and for R-3 at \$32.50/ ton delivered (both to Township yard).

Voice of the Residents: None.

Athens Twp. Planning Commission / Zoning

No representative in attendance.

Zoning Hearing Board will meet this month, 4/22/25 @ 630pm

Athens Twp. Volunteer Fire Co.

George Ballenstead spoke briefly on behalf of the Fire Co. in regard to the progress of the new sign installation and some upcoming events – information will be posted online for these.

Athens Twp. Parks Commission

No representative in attendance.

A notice for use of the Sara Reid Park ball field was received from the Athens Little League President; they added some infield dirt to improve the field and asked for PARKS to consider adding some more benches – PARKS will discuss at their meeting on 4/28/25. Noted.

Athens Twp. Public Works Dept.

Superintendent of Public Works Garret Stocks was in attendance to represent the department.

An update was received from Joe Quatrini regarding the Growing Greener Grant – he is waiting on DEP to finalize the contract and has submitted a couple of the other projects in that grant for

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other funding opportunities in hopes to be able to fund the Round Top Rd culvert at the level they had planned; he will keep the TWP updated. Noted.

Road Project bids advertisement confirmed to run in Daily Review on 4/12/25 & 4/19/25 – deadline for submittal is 4/30/25 at 3pm for bid opening same day at 6pm at the Township Municipal Building. Noted.

Stocks discussed renting a belt loader, none available locally at present. BOS requested he and the Solicitor look into what options are for a “co-op or shared services” agreements in PA and NY.

Stocks discussed progress of the Moore Road Bridge, strengthening project after being on-site and updated by the contractors – moving along as anticipated; an email from Joshua Stetts (LDG, Project Manager) was also received with a report for review. Noted.

Stocks presented some road options for submittal to the DGLVR Program explaining that a low-volume blacktop road can be included as well. On motion of Tressa, seconded by Matthew; motion passed approving Stocks to submit 2 applications to the DGLVR Program for Tutelow Creek Rd (dirt) and Murray Creek Rd (low volume) for consideration; Bonnie abstained – conflict of interest.

Fuel bid re-advertisement confirmed to run in the Daily Review on 4/12/25 & 4/19/25 for “new or re-bids” - deadline for submittal is 4/30/25 at 3pm for bid opening same day at 6pm at the Township Municipal Building. Noted.

On motion of Tressa, seconded by Matthew; motion passed to approve participation in the Sayre Business Association’s “Touch-A-Truck” Event on Saturday – April 12th, 2025 providing for 3 TWP Highway Dept. units to be used.

Public Works Staff – nothing to discuss at this time, will revisit in Executive Session if needed.

Athens Twp. Police Dept.

No representative in attendance; no new business to discuss.

On motion of Tressa, seconded by Bonnie; motion passed to approve the Board of Supervisors regular meeting minutes from 3/26/2025.

Chairwoman Tressa took the Board into Executive Session at 6:30 PM,
for Personnel – Staff and Legal discussion.

The meeting reconvened at 7:42 PM;
at this time Solicitor John Thompson exited the meeting for a prior engagement.

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Consider / Discuss

Solicitor John Thompson provided draft copies of the updated Credit Card Policy (RESOLUTION 2025-11) for review; TABLED to the next Board of Supervisors meeting 4/30/25 to give time for any additional changes.

No Bank Resolutions to be discussed.

Treasurer Lauren Hotaling presented a draft RESOLUTION 2025-12 – Berkheimer Confidentiality Agreement to the Board for review; Berkheimer requested this for the new Treasurer after Ruth Casterline having retired in February. TABLED to the next Board of Supervisors meeting 4/30/25 for Solicitor John Thompson to review first.

Hotaling presented some options for merging some of the open accounts held at C&N Bank in order to gain a higher interest rate and expressed an interest in contacting M&T Bank to have them provide their options for the open accounts held there; the Board asked that she check in with other local banks to see what type of services they provide as well; TABLED to next Board of Supervisors meeting 4/30/25.

Hotaling relayed information regarding loan options through C&N Bank after briefly speaking with them about possibly needing to borrow funds to cover projects that will later be partially reimbursed. Supervisors informed her about options they had explored previously for funding through the Progress Authority. TABLED to a future Board of Supervisors meeting.

Enterprise Center storage site contract copies provided; TABLED to a future Board of Supervisors meeting – time to review.

Shredding options – third quote unable to obtain as company was too far to provide service; TABLED to a future Board of Supervisors meeting – time to check policy through PA Historical Society / Municipal Records Manual stipulations.

Baker-Tilly audit update: CPA's still working on audit, needed additional documentation for Thomas Avenue Bridge Project / capital projects fund and confirmations from North Penn & Time Warner for franchise fees. Noted.

PSATS Proposed Resolutions / Nominations for vote at Annual Conference – documents provided for review; TABLED to future Board of Supervisors meeting – need time to review.

Calendar error: the Board of Supervisors first meeting in May 2025 was advertised as the 7th in error; the BOS meetings in May 2025 are on 5/14 & 5/28.

iWorQ System: Hotaling and Carling received a demo showing all aspects of the software components, mobile capabilities, reporting and compliance features. Noted.

Personnel – nothing to discuss at this time, will revisit in Executive Session if needed.

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Correspondence / Information

Reminder that Statement of Financial Interests forms (Ethics Commission requirement), due to Township by 5/1/25. Noted.

FirstEnergy (Penelec) notice – vegetation management. Noted.

LSA Grant Application submission was missing dates on the truck quotes from the dealership and the TWP was asked to have this corrected for further consideration; the dealership was unable to re-write the quotes but provided correspondence stating the dates original quotes were generated – sufficient enough to be moved on to the next round of review. Noted.

Email migration, started today – continuing to monitor accounts and relay any issues to Kai Pan Consulting; so far most are completed. Noted.

Continued work on the website is almost done to launch the test site; Cindy to be trained in the upcoming week on how to it is to be maintained and updated. Noted.

Spalding Memorial Library - National Library Week 4/6-4/12/25. Noted.

Local/in-person LTAP courses: 4/29/25 (Geosynthetics). Noted.

There being no further business, on motion of Tressa, seconded by Bonnie;
it was unanimous to adjourn the meeting at 8:01 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary