

ATHENS TOWNSHIP SUPERVISORS

Regular Meeting

April 30, 2025 6:00 PM

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

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

Bid Opening:

FUEL: 2 bids received

BIDDER:					
Mirabito Energy Products PO Box 5306, Binghamton NY 13902					
FUEL PRICING FOR "DELIVERED TO TOWNSHIP"					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	6,000 (+ / -)	Gallons	On-Road low sulfur, clear Diesel Fuel with winterized cold flow additive	\$ 2,7913	\$ 16,747.80
2	14,000 (+ / -)	Gallons	LSD Diesel Fuel, dyed	\$ 2,7963	\$ 39,148.20
3	11,000 (+ / -)	Gallons	Unleaded Gasoline, 87 Octane	\$ 2,7201	\$ 29,921.10
				CONTRACT GRAND TOTAL:	\$ 85,817.10

BIDDER:					
WOC Energy 44 Reuter Blvd, Towanda PA 18848					
FUEL PRICING FOR "DELIVERED TO TOWNSHIP"					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	6,000 (+ / -)	Gallons	On-Road low sulfur, clear Diesel Fuel with winterized cold flow additive	\$ 2.65	\$ 15,900.00
2	14,000 (+ / -)	Gallons	LSD Diesel Fuel, dyed	\$ 2.66	\$ 37,240.00
3	11,000 (+ / -)	Gallons	Unleaded Gasoline, 87 Octane	\$ 2.395	\$ 26,345.00
				CONTRACT GRAND TOTAL:	\$ 79,485.00

On motion of Reagan, seconded by Moore; motion passed to accept the bid for “FUEL” submitted by WOC Energy in the amount of \$79,485.00 total.

“FDR - Seal Coat”: 2 bids received

BIDDER:					
Miller Soil Solutions, LLC. 2 Barlo Circle-Suite C Dillsburg, PA 17019					
WESTBROOK ST, PINE TREE RD, ROSH RD, HILLCREST DR, JACOB ST, LAMBERT ST, BAXTER ST, SHUMAN HILL RD + OWASCO RD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	24,924	SY	FDR - Pulverization	\$ 2.60	\$ 64,802.40
2	24,924	SY	E-1 Prime Coat w/ blotter	\$ 2.06	\$ 51,343.44
3	24,924	SY	Asphalt Seal Coat, Double Application, CRS-2 or RS-2	\$ 6.52	\$ 162,504.48
4	23,324	SY	Asphalt Fog Seal	\$ 1.40	\$ 32,653.60
				CONTRACT GRAND TOTAL:	\$ 311,303.92

BIDDER:					
Suit-Kote Corporation 1911 Loring Crossing Rd, Cortland NY 13045					
WESTBROOK ST, PINE TREE RD, ROSH RD, HILLCREST DR, JACOB ST, LAMBERT ST, BAXTER ST, SHUMAN HILL RD + OWASCO RD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	24,924	SY	FDR - Pulverization	\$ 3.00	\$ 74,772.00
2	24,924	SY	E-1 Prime Coat w/ blotter	\$ 1.15	\$ 28,662.60
3	24,924	SY	Asphalt Seal Coat, Double Application, CRS-2 or RS-2	\$ 3.75	\$ 93,465.00
4	23,324	SY	Asphalt Fog Seal	\$ 0.85	\$ 19,825.40
				CONTRACT GRAND TOTAL:	\$ 246,725.00 *
Additional Provision: + \$30,000 MANHOLE COVER WORK AROUND * (included in Grand Total)					

On motion of Heffron, seconded by Petruschak; motion passed to accept the bid for “FDR-Seal Coat” submitted by Suit-Kote Corp. in the amount of \$246,725.00 total which includes a provision for an additional \$30,000 cost for manhole cover work around.

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“PAVING”: 3 bids received

BIDDER:					
Bishop Brothers Construction 1376 Leisure Drive Towanda PA 18848					
ERIN ROAD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	8,600	SY	FDR - Pulverization	\$ 2.19	\$ 18,834.00
2	1,548	Ton	19mm Asphalt Binder Course, Fine Graded	\$ 83.98	\$ 130,001.04
3	287	Ton	2A Aggregate, 2' Shoulder Backup Each Side of Road	\$ 35.17	\$ 10,093.79
4	1	LS	Price Adjustment of Asphalt Materials District 3-0, Index based off first advertisement date	N/A	N/A
				CONTRACT	
				GRAND	\$ 158,928.83
				TOTAL:	

BIDDER:					
Dalrymple Co., Inc. 2105 South Broadway, Pine City NY 14871					
ERIN ROAD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	8,600	SY	FDR - Pulverization	\$ 3.15	\$ 27,090.00
2	1,548	Ton	19mm Asphalt Binder Course, Fine Graded	\$ 99.95	\$ 154,722.60
3	287	Ton	2A Aggregate, 2' Shoulder Backup Each Side of Road	\$ 50.00	\$ 14,350.00
4	1	LS	Price Adjustment of Asphalt Materials District 3-0, Index based off first advertisement date	N/A	N/A
				CONTRACT	
				GRAND	\$ 196,162.60
				TOTAL:	

BIDDER:					
Glenn O. Hawbaker, Inc. 29293 Route 220, Milan PA 18831					
ERIN ROAD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	8,600	SY	FDR - Pulverization	\$ 3.00	\$ 25,800.00
2	1,548	Ton	19mm Asphalt Binder Course, Fine Graded	\$ 94.00	\$ 145,512.00
3	287	Ton	2A Aggregate, 2' Shoulder Backup Each Side of Road	\$ 58.00	\$ 16,646.00
4	1	LS	Price Adjustment of Asphalt Materials District 3-0, Index based off first advertisement date	N/A	N/A
				CONTRACT	
				GRAND	\$ 187,958.00
				TOTAL:	

BIDDER:					
N / A					
ERIN ROAD					
Item No.	Quantity	Unit	Description of Work	Unit Price	Total
1	8,600	SY	FDR - Pulverization		
2	1,548	Ton	19mm Asphalt Binder Course, Fine Graded		
3	287	Ton	2A Aggregate, 2' Shoulder Backup Each Side of Road		
4	1	LS	Price Adjustment of Asphalt Materials District 3-0, Index based off first advertisement date		
				CONTRACT	
				GRAND	
				TOTAL:	

On motion of Freeland, seconded by Moore; motion passed to accept the bid for “PAVING” submitted by Bishop Brothers Construction in the amount of \$158,928.83 total.

Voice of the Residents: none

Athens Twp. Planning Commission

No representative in attendance; monthly report received.

Zoning Hearing Board meeting for April 22nd, 2025 was postponed.

Athens Twp. Volunteer Fire Co.

Fire Chief Austyn Merrill was in attendance to present the monthly report. He also discussed the new sign completion and plans for “Smokey” to be relocated to Tozers Landing at some point – will coordinate with PARKS.

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Athens Twp. Parks Commission

Chairman Meade Murtland was in attendance to represent PARKS.

Athens Little League will temporarily utilize the Jim King Park – Sara Reid ball field for some games to be played for younger teams; some provisions in place for this to accommodate parking and maintain safe living / playing space with regard to the park, field and residents in the area. Games will not be able to be held at this location next season; additional options to be discussed prior to season start-up.

Jim King Park vandalism to pavilion base, playground equipment and bathrooms was noted. Township / Parks Groundskeeper is continuing to rectify the damages caused by spray paint to those areas.

On motion of Freeland, seconded by Reagan; motion passed to approve the purchase of the pavilion kit for Tozers Landing previously submitted as part of the mini-grant awarded – price held by customer.

Round Top Park opening day of 5/10/25 was approved by DEP upon receipt of water test results; Road Crew to do shoulder work prior to opening to help water run-off.

Discussion regarding resident suggestion for moving back gate to Round Top Park from the end of Bobcat Rd to the beginning of it to prevent further damage to the road and unauthorized entry. Garret Stocks – Superintendent of Public Works to discuss if this option with PennDOT and follow-up at a future meeting.

Athens Twp. Public Works Dept.

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

The applications for DGLVR sites will be on-hold until the next round. Stocks reviewed the application requirements and it will need to be an item to discuss for the next years' budget as the figures for "in-kind" will need to be determined.

Discussion was had regarding the Road Foreman MOU; a provision for reassignment was requested to be added. TABLED to next Board of Supervisors meeting 5/14/25.

Personnel – to be discussed in Executive Session as needed.

Athens Twp. Police Dept.

No representative in attendance; report received.

On motion of Reagan, seconded by Petruschak; motion passed approving payment on a purchase order to CentralSquare Technologies for officer training on the new reporting system (Pro-Suite) in the amount of \$557.48 from General Fund (410.174). (Note: payment is to be made to Sayre

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Borough Police Department – they covered entire bill for all Police Departments in the County to simplify invoicing.)

Reports:

On motion of Heffron, seconded by Moore; motion passed to accept the monthly reports from Planning, Fire Co., Parks, Roads, Police Dept. and Zoning.

Bills:

On motion of Petruschak, seconded by Reagan; motion passed to pay the monthly bills as presented.

Minutes:

On motion of Moore, seconded by Freeland; motion passed to approve the Board of Supervisors regular meeting minutes from 4/9/2025.

Consider / Discuss

On motion of Petruschak, seconded by Freeland; motion passed to adopt RESOLUTION 2025-11 updating the Credit Card Policy to having 5 users (Treasurer, Secretary, Superintendent of Public Works, Chief of Police, Sergeant).

On motion of Freeland, seconded by Reagan; motion passed to adopt RESOLUTION 2025-12 updating the Berkheimer agreement to appointing the Treasurer to be the authorized representative of Athens Township for all communications.

Discussion was had regarding the bank account recommendations, awaiting information from M&T Bank for comparison; TABLED to the next Board of Supervisors meeting 5/14/25.

Discussion was had regarding the Township Documents Policy in need of an update; Solicitor John Thompson to draft a RESOLUTION or two for review. TABLED.

Discussion was had regarding the delay of the Township audit completion noting there are no penalties as long as filed / advertised / received at the Prothonotary's Office by 9/1/25; Baker-Tilly relayed they should have a draft submitted to the Township within the next week.

PSATS Annual Conference attendees update – Edmund Reid will not be able to attend the Conference as previously planned, cancellation of his registration is on-hold until determined if another member would be able to fill in; with no other member available to attend – this will be cancelled. Information needed from Reid regarding method of payment needed for hotel.

PSATS Proposed Resolutions / Nominations for voting at Annual Conference – Stocks will be the voting delegate and was advised.

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Stocks inquired about a clothing purchase being covered by his allowance – items to wear for attendance at the PSATS Conference. TABLED to the next Board of Supervisors meeting 5/14/25, need receipts to review.

Discussion was had regarding Stocks attending the PennDOT Symposium being held in conjunction with the PSATS Conference. Noted – pass on attending.

Discussion was had regarding purchasing tablets for Supervisors / Secretary / Treasurer / Superintendent of Public Works / Solicitor to view meeting information uploaded instead of paper documents being provided for each meeting. TABLED to the next Board of Supervisors meeting 5/14/25; information needed regarding cloud security.

Discussion was had regarding the revised quote for iWorQ System, waiving the set-up fee. TABLED to next Board of Supervisors meeting 5/14/25; additional questions about cancelling and payment installments.

Discussion was had regarding the additional quote for a Shredding Service to purge Township documents per the Municipal Records Manual. TABLED, will review all quotes received for future planning.

On motion of Reagan, seconded by Moore; motion passed to approve the requested temporary road closure of a portion of Pennsylvania Ave. and police presence for traffic / crowd control beginning at 6pm for the Athens Area High School Commencement Ceremony scheduled for June 6th, 2025.

Time clock for Township employees was not discussed, TABLED until next Board of Supervisors meeting 5/14/25.

Discussion was had regarding project funding and noted by Solicitor John Thompson that applying for a loan is a timely process; determination if funds will be needed should be verified and process started if funding is needed.

Treasurer Lauren Hotaling discussed the Amazon Business account. Noted.

No Zoning Enforcement update to discuss; letters to residents reviewed.

No update on appeals.

Personnel to be discussed in Executive Session.

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Correspondence / Information

PennDOT project notice, May – June 2025 seal coating on Sheshequin Rd, Main St, Susquehanna St. Noted.

COG Meeting minutes and report received. Noted.

Halo Land Management – letter of lease offer revocation. Noted.

Email migration is completed, still working out some minor issues. Noted.

Website update: Cindy Parrish has been working with Dan the web designer to be trained on editing the new site; Dan is working on compressing the current minutes/agendas before transferring them as their current size will limit the amount of space available to continue posting additional items. Parrish will also be adding new pictures once weather is cooperative and trees are full. Noted.

Ethics forms due tomorrow 5/1/25. Noted.

Chairwoman Tressa took the board into Executive Session at 8:57 PM, for legal/personnel.

The meeting reconvened at 9:14 PM.

There being no further business, on motion of Reagan, seconded by Moore;
it was unanimous to adjourn the meeting at 9:15 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary