

ATHENS TOWNSHIP SUPERVISORS

Regular Meeting

May 28, 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, Ronald Reagan, Matthew Moore and Michael Freeland. Superintendent of Public Works Garret Stocks, Road Foreman Zaccory Guiles, Secretary Meagan Carling, Treasurer Lauren Hotaling and Solicitor John Thompson were also in attendance. Heffron led everyone in the Pledge of Allegiance.

Voice of the Residents:

Aaron Brotzman, Weaver Road- Mr. Brotzman inquired about moving the landing site for unloading off-road vehicles at Round Top Park over to the front entrance rather than the back entrance. Discussion was had about trails access; this inquiry will be passed along to PARKS for more consideration. Brotzman also spoke about discussions had with the previous Director of Public Works in regard to having a stockpile of 1” MINUS stone to use as a temporary filler for some of the potholes on the dirt roads until they can be repaired. Moore added that he and Stocks had recently discussed this as well.

Jim Rider, Weaver Road- Mr. Rider added to Brotzman’s inquiry in regard to 1” MINUS stone to help for areas that are really bad, noted Highland Drive. Stocks stated there is some material left from the previous Director of P.W. that he is going to try to get used for those once the weather cooperates to do so.

George Ballenstead, Pine Tree Road- Mr. Ballenstead discussed the condition of Pine Tree Rd., and where it meets his driveway, noting the remnants from water run-off every time it rains. Stocks updated him on the confirmed contract for roadwork in that area in the upcoming months.

Tressa Heffron, Bressler Street- Heffron discussed having a handful of residents mention the roadside vegetation starting to block the line of sight at the McDuffee St. / Pennsylvania Ave. intersection. Stocks will contact PennDOT as that is state maintained.

Athens Twp. Authority:

No representative in attendance; monthly report received.

On motion of Freeland, seconded by Heffron; motion passed to accept the letter of interest received from Todd Johnson to fill the vacancy on the Athens Township Authority Board.

Athens Twp. Planning Commission:

No representative in attendance; no monthly report received as they did not hold a meeting.

Athens Twp. Volunteer Fire Co.:

George Ballenstead represented the ATVFC, prior to the meeting a dedication ceremony was held for the new sign installed. Mr. Ballenstead presented the detail for the sign contractors, its prospected uses, and funding sources; PA State Representative Tina Pickett and Bradford County Commissioners Doug McLinko & Zachary Gates were in attendance to support the ATVFC’s

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efforts, giving a nod to Ballenstead's detailed application in request for funding assistance and all-around commitment to the project. The sign is dedicated to first responders and military veterans.

Athens Twp. Parks Commission:

No representative in attendance; monthly report received.

Pavilion assembly options are still being considered, TABLED until future meeting.

On motion of Heffron, seconded by Reagan; motion passed to approve the Scouting America – Adventure Awaits 5K to be held at Round Top Park on August 30th, 2025 at 8am with registration approved to be held (the night before on 8/29/25 from 5:30-7p) outside of the Township Municipal Building.

Athens Twp. Public Works Dept.:

Superintendent of Public Works Garret Stocks and Road Foreman Zaccory Guiles were in attendance to represent the department.

Safety Policy Manual / RESOLUTION, TABLED – need to scale down the applicable sections from the PennDOT Manual into a new document for review; Solicitor to create a RESOLUTION once ready for final presentation to the Board of Supervisors – aiming for the second meeting in June 6/25/25.

Stocks discussed putting a turn-around on the Winding River Drive Township property, with hopes of adding “no parking anytime” signs. Solicitor to look at the provisions from FEMA contract and noted also may need to have an ordinance passed.

On motion of Moore, seconded by Freeland; motion passed to approve the purchase order for an asphalt blade (road saw) from ADMAR in the amount of \$3,220.00 from Liquid Fuels Fund (430.740).

On motion of Heffron, seconded by Moore; motion passed to approve the purchase order for rental of a belt loader from Bradco Supply in the amount of \$4,400.00 from General Fund (438.380).

Murray Creek Road Bridge work, detour beginning 6/9/25 on schedule. Noted.

Road Crew, temporary opportunity request – TABLED to the next Board of Supervisors meeting 6/11/25; Stocks to get a job description and idea for pay rate to present for review.

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Athens Twp. Police Dept.:

No representative in attendance; report received.

On motion of Heffron, seconded by Moore, motion passed to approve the purchase order for police vehicle up-fit package from Hi-Cal Motorsports in the amount of \$11,932.63 from Capital Reserve Fund (410.702).

Reports:

On motion of Heffron, seconded by Freeland; motion passed to accept the monthly reports from Authority, Fire Co., Parks, Roads and Police Dept.; Planning did not have a report submitted (no meeting) / Zoning needs to add dates and resubmit at the next meeting 6/11/25.

Bills:

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

Minutes:

On motion of Heffron, seconded by Petruschak; motion passed to approve the Board of Supervisors regular meeting minutes from 5/14/2025. Moore abstained as he was not in attendance for this meeting.

Consider / Discuss:

Credit Card Policy amendment, TABLED – discussion to be had in Executive Session for increasing limits as downgraded to two cards from several cards for the Police Department but still set at same limit on each.

On motion of Reagan, seconded by Heffron; motion passed to approve the Road Use & Maintenance Agreement with Chesapeake Energy update reflecting their name change to Expand Operating LLC., making no changes to the content of the agreement itself.

On motion of Heffron, seconded by Moore; motion passed to approve making changes to the Banks and accounts based on recommendations from C&N, M&T and First Citizens Community Banks assessment for groupings and interest rates; to move and consolidate all General Fund accounts, Parks & Recreation Fund accounts, State Liquid Fuels Funds, and the Capital Reserve accounts to sweep accounts with C&N, move the Act 13 Account, Dirt & Gravel Account, Developers Escrow Account, FEMA/PEMA Buyouts Account, and the Bridge Project Account to new accounts with First Citizens Community Bank.

Baker Tilly submitted a partial draft of the DCED audit, they are still working on the assets aspect but the initial figures can be reviewed. Noted.

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On motion of Heffron, seconded by Reagan; motion passed for Secretary Meagan Carling to initiate the renewal process with the FCC for the FRN Call Sign Radio Service expiring this August.

Township Meeting Tablets, TABLED – hold for budget discussions for 2026 fiscal year.

Township Employee time-clock, TABLED – hold for budget discussion for 2026 fiscal year.

Personnel – to be discussed in Executive Session.

Correspondence / Information:

Redevelopment Authority, Land Bank start-up survey to submit. Noted.

COG Meeting minutes and report received, TABLED – not received prior to the meeting.

LTAP drop-in course: 6/5/25 – Difficult Conversations in Municipal Workplaces. Noted.

Chairwoman Tressa took the board into Executive Session at 6:57 PM, for legal/personnel.

The meeting reconvened at 7:35 PM.

On motion of Heffron, seconded by Moore; motion passed to contact the insurance provider for information / process for Independent Medical Examinations regarding personnel matters.

On motion of Heffron, seconded by Reagan; motion passed to increase the credit card limits for the Police Chief and Police Sergeant to \$5000 / month each, all remaining Officer's to coordinate purchases with either of those individuals going forward.

There being no further business, on motion of Petruschak, seconded by Freeland;
it was unanimous to adjourn the meeting at 7:36 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary