

ATHENS TOWNSHIP SUPERVISORS
January 2, 2018 6:00 PM
Organization Meeting

The meeting was called to order at 7:20 PM by Solicitor John Thompson. Supervisors present were George Ballenstedt, Susan Seck, Christine Vough, Ronald Reagan and Kirstie Lake. Secretary Robin Smith and Treasurer Ruth Casterline were also in attendance.

On motion of Ron, second by Susan, it was unanimous to appoint Robin as Secretary pro tem.

On motion of George, second by Christine, it passed to elect Ronald Reagan as Chairman. Ron abstained from the vote.

On motion of George, second by Ron, it was unanimous to elect Christine Vough as Vice Chairman. Christine abstained from the vote.

On motion of Christine, second by George, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2018.

On motion of Christine, second by Susan, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2018.

On motion of George, second by Christine, it was unanimous to reappoint Susan Seck as Director of Public Works for 2018. Susan abstained from the vote.

On motion of George, second by Ron, it was unanimous to hire Attorney John Thompson to represent the Township for 2018 at a rate of \$105 per hour.

On motion of Ron, second by George, it was unanimous to accept Kirstie Lake's resignation from the Athens Township Zoning Hearing Board.

At this time, District Magistrate Larry Hurley swore in Roger Clink as the new Athens Township Chief of Police. Ron Reagan presented a token of appreciation to outgoing Chief of Police, Larry Hurley for his many years of service; and a token of appreciation to outgoing Patrolman, Roger Clink for his 25 years of service.

On motion of George, second by Kirstie, it was unanimous to approve the following paid holidays: January 1, President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Veterans Day (Nov. 11th), Christmas & 1 floating holiday for full-time Non-Uniform employees granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.

On motion of Christine, second by George, it was unanimous 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 days/year as FamilySick Leave ONLY if an immediate family

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member requires hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts.

On motion of George, second by Kirstie, it was unanimous 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.

On motion of Kirstie, second by Ron, it was unanimous 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.

On motion of Christine, second by Kirstie, it was unanimous to approve to continue to provide dental and vision coverage for each full-time Non-Uniform employee including the family plan, if applicable, as well as individual and family hospitalization benefits under NYS Teamsters Health and Hospital Fund; to provide short term and long term disability, AD&D and \$75,000 life insurance for police officers through Nationwide; provide short term disability (long term disability and AD&D insurance for police chief, Elaine and Ruth) and life insurance of \$30,000.00 for full-time Non-Uniform employees Bargaining Unit employee insurance as per respective contracts.

On motion of Ron, second by George, it was unanimous 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 Ron, second by Christine, it was unanimous to approve & provide the Township Non-Uniform Pension Plan and contribute \$88,507 to it and provide a Police Pension Plan and contribute \$72,832 to it for 2018. The employee will be enrolled immediately upon hiring.

On motion of George, second by Kirstie, it was unanimous to approve that any supervisor in office during 2018 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.

On motion of Susan, second by Christine, it was unanimous to give authority to Chairman of the Board to purchase supplies and small items of equipment without formal approval of the Board; give authority to the Vice Chairman if the Chairman is unavailable; and give authority to the other three supervisors to

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act in the same capacity in the event of emergency when the Chairman or Vice Chairman are not available.

On motion of Ron, second by George, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2018.

Voice of the Residents – none

On motion of Christine, second by Susan, it was unanimous to adopt RESOLUTION 2018-01 designating C & N Bank and M & T Bank as our depositories for 2018.

On motion of Ron, second by Christine, it was unanimous to adopt RESOLUTION 2018-02 appointing Cheryl Wood-Walter and George Ballenstedt as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2018.

On motion of Ron, second by Kirstie, it was unanimous to adopt RESOLUTION 2018-03 designating Ruth Casterline as our primary voting delegate and George Ballenstedt as our first alternate voting delegate for the Bradford County TCC.

On motion of Ron, second by George, it was unanimous to approve, sign and execute Chief Clink's Memorandum of Understanding for 2018.

On motion of George, second by Christine, it was unanimous to allow the Treasurer to pay bills during each month that become due or will be discounted before our meeting at the end of each month.

Ruth requested guidance on how to process Randy Harford's retirement since we do not have a new union contract yet for 2018. Discussion was held. On motion of George, second by Ron, it was unanimous to use the 2015 – 2017 Public Works contract for the purpose of determining Randy Harford's final retirement payout upon his separation. Susan will call Randy to find out his last day of employment and will get that to Ruth and Robin.

On motion of Ron, second by Kirstie, it was unanimous to have George be the Voting Delegate for the township at the PSATS Conference in Hershey April 23 – 26, 2018, and to give permission to anyone who is interested in going to go.

On motion of Christine, second by Kirstie, it was unanimous to set the mileage reimbursement rate for 2018 at \$.545 per mile as per IRS.

The Board set their meeting with Larry Alderson for Monday, January 8th at 6 PM.

On motion of George, second by Kirstie, it was unanimous to appoint Ron Reagan to both the police and non-uniform pension boards.

John Thompson will look over the Spectrum (Time Warner) franchise agreement and get the ball rolling for the renewal.

On motion of Ron, second by George, it was unanimous to have Robin bid out fuel for our January meeting.

There being no further business, on motion of George, second by Susan, the meeting adjourned at 8:45 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Special Meeting 6 PM January 8, 2018

The meeting was called to order at 6:05 PM. Supervisors present were Ronald Reagan, Christine Vough and George Ballenstedt. Susan Seck and Kirstie Lake were absent. Solicitor John Thompson and Secretary Robin Smith were also in attendance.

Robin introduced Larry Alderson and Larry Rudawski from the Trust Department at C & N Bank, who were there to facilitate a discussion of different pension options that may be available to the township for new hires. They will put some options together for us and will present them at a meeting on January 17th.

On motion of Ron, second by George, it was unanimous to have Robin advertise this meeting of January 17th for 5:00 PM.

Chairman Reagan took the Board into executive session at 6:55 PM for personnel issues. The regular meeting reconvened at 7:17 PM.

There being no further business, on motion of Ron, second by George, it was unanimous to adjourn the meeting at 7:18 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
January 17, 2018 5 PM Special Meeting

Chairman Ronald Reagan called the meeting to order at 5:04 PM. Supervisors also present were Kirstie Lake and George Ballenstedt. Susan Seck and Christine Vough were absent. Secretary Robin Smith and Solicitor John Thompson were also in attendance.

Larry Alderson and Larry Rudawski from Citizens and Northern Bank were here to discuss alternatives for new hires to our current defined benefit pension plans.

On motion of Ron, second by George, it was unanimous to have Citizens and Northern Bank administer the defined contribution plans for new employees as directed by the township.

Ron Reagan reviewed the Survey of Financial Condition. Robin will complete the filing online.

On motion of Ron, second by Kirstie, it was unanimous to approve the PSATS annual invoice for payment with the corrections.

The Board asked Robin to tell Roberta they will pick a date closer to spring to come and look at the weigh lock property.

On motion of George, second by Ron, it was unanimous to have John Thompson draft a non-disclosure form for use by the township for all employees and others as necessary (cleaning crews, contractors, etc.).

There being no further business, on motion of George, second by Ron, it was unanimous to adjourn the meeting at 6:10 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Special Meeting 6 PM January 24, 2018

Chairman Ronald Reagan called the meeting to order at 6:09 PM. Supervisors also present were Susan Seck, Christine Vough, Kirstie Lake and George Ballenstedt. Solicitor John Thompson was also in attendance.

On motion of Ron, second by Susan, it was unanimous to approve to pay Robin for the day to go to PSATS Resolutions Committee Meeting, tentatively March 1st in Enola.

On motion of George, second by Christine, it was unanimous to approve payment to Solid Ground Services in the amount of \$37,500.50 for Round Top Phase III work; to pay from Act 13 funds; and to have the Parks Commission repay the township when DCNR releases funds.

Note: Jerry Peterson called and said he did not get the landfill work done and committed to get it done as soon as the ground is stable. He has talked to DEP about it.

Chairman Reagan took the board into executive session at 6:55 PM for personnel issues. The regular meeting reconvened at 8:33 PM.

The board set the date for public meeting with Roger Clink as February 12, 2018 at 5:30 PM.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 8:34 PM.

Respectfully submitted,

George C. Ballenstedt
Supervisor

ATHENS TOWNSHIP SUPERVISORS
January 31, 2018 7:00 PM

Chairman Ronald Reagan called the meeting to order at 7:05 PM. Supervisors also present were Kirstie Lake, Christine Vough, George Ballenstedt and Susan Seck. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Ron asked Robin to lead everyone in the Pledge of Allegiance.

Frank Pilling and another representative (Tom) from Empire Access were present at the request of the Board to go over their service area for television customers in Athens Township. They showed maps of the township with their customers and supplied a list of their television customers to the Board. The Board thanked them from coming.

Voice of the Residents:

Chris Davis and his son, Logan, of 309 Glen Valley Road were present to ask the Board to consider creating a dog park in the township. He presented an outline of his proposed project to the Board. Discussion was held. It was suggested that Chris also contact the Boroughs to see if they may be interested in being a part of a project like this, and see if they may have a location available. He would also like the dog park to provide a platform for Prostate Cancer Awareness. No action was taken.

No one was present from the Athens Township Volunteer Fire Company.

Richard Bean reported for the Parks and Recreation Commission. He said John Spencer will be installing new signs on Round Top for his Eagle Scout project. Solid Ground Services has completed the Jack Walter Pavilion. All they have left to do is a short stone dust trail, replace one guard rail, minor grading and planting grass seed. It should be finished in the spring, and this will complete Phase III. Phase I and II will also be completed in late spring – tar/chip the parking lot and installing one more piece of playground equipment. Richard needs to get a 4-man work detail together to move the picnic tables into the new pavilion. NTRPDC completed the trail grant. They are asking for a small pavilion, single restroom, leveling of the loading area and topping it with stone, tools for trail work and a small storage shed. Grant is 100% for \$222,592. The highway department moved the mulch from the parking lot to the playground area. Round Top Park is closed, but will be open when there is enough snow to cross-country ski. Money was donated to the park in Jim Haggerty's name, so they will be placing signage for the Jim Haggerty Trail. Our gate keeper has resigned, and we are in the process of hiring a new one. The star will be taken down by the fire department.

Next was the Treasurer's report. On motion of Kirstie, second by Christine, it was unanimous to ratify the payment of bills paid since the last regular meeting; payrolls 1-3; and to authorize the payment of invoices submitted this evening. Ruth requested direction on Health Insurance, as she needs to know how much to pay for each employee and does not have any information to process a payment. The Board directs

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Ruth to call the insurance company's Syracuse office to get this information. Discussion was held on Non-Uniform Employees Clothing Allowance Reimbursement for authorized (IRS accountable work wear). This will be tabled until our February 12th meeting.

On motion of George, second by Kirstie, it was unanimous to join the Greater Valley Chamber of Commerce.

On motion of Susan, second by George, it was unanimous to accept the quote of Garrity Glass in the amount of \$4,975.64 to replace the windows in Ruth, Robin and Ed's offices; the non-door panels in the lobby; and to pay for this with funds from the Township Building Expansion line in the Act 13 Fund.

Discussion was held as to possibly implementing a fire tax. Christine said she has heard from a lot of people who are very unhappy about this. Ron said we all saw the trouble we had with the budget this year – if we don't do a fire tax, we'll have to raise taxes ourselves. People also need to remember the township tax is a very small part of their total real estate tax bill. No action was taken at this time.

Robin was asked to forward contact information for Roberta Blanchard to each board member so that they can individually contact her to tour the weighlock property prior to our February 28th meeting, so that a decision can be made as to whether or not to accept this property as a historical site.

On motion of Ron, second by George, it was unanimous to appoint William Bresser to replace Kirstie Lake on the Zoning Hearing Board, for a term to expire Sept. 9, 2018.

On motion of Ron, second by Kirstie, it was unanimous to approve, sign and execute the updated Federal Surplus application.

Discussion was held on the Route 199 resurfacing project that PennDOT will be doing in 2021. Susan had 2 comments – she had noticed that a section of roadway had entirely frozen over, so they may wish to address the drainage problem there. She also expressed concern for ingress and egress at the Valley Stockyard Flea Market on Mondays as it is extremely congested and dangerous. Robin will send these comments along to PennDOT.

Susan requested permission to attend the PennDOT Connect outreach program in Towanda on March 27th. The Board told her to go, as it is considered part of her job.

Robin will bid fuel for the February meeting, as our current contract runs through March 31, 2018.

The Board tabled the COSTARS salt participation until the February 12th meeting.

Susan said she will be going out with a representative from Chemung Supply to see where/how much guiderail we will need this year. She also gave each Board member a list of road repairs that should be looked at for 2018. Robin said the Board needs to set a date soon for Road Inspection.

On motion of George, second by Susan, it was unanimous to approve the minutes of December 27, 2017 and January 2nd, 8th, 17th and 24th, 2018 as written.

On motion of George, second by Kirstie, it was unanimous to accept the monthly reports as presented.

Correspondence/Information was as listed in the meeting agenda.

Chairman Reagan assigned the Board committees as follows:

Ron:	Office, Building & Grounds, Planning, Zoning
Christine:	Parks, Safety, Recycling
Susan:	Roads, Safety, Junkyards
George:	Parks, Fire Company, Social Media
Kirstie:	Police, Office, Planning, Zoning

Chairman Reagan took the Board into executive session at 9:05 PM for personnel and pending litigation. The secretary was excused at this time and the remaining minutes were taken by Ron Reagan. The regular meeting reconvened at 10:15 PM.

On motion of Ron, second by Kirstie, it was unanimous to grant Sayre Used Auto a 60-day extension, with no additional extensions.

There being no further business, on motion of Christine, second by George, it was unanimous to adjourn the meeting at 10:16 PM.

Respectfully submitted,

Robin L. Smith, Secretary

ATHENS TOWNSHIP SUPERVISORS
February 12, 2018 5:30 PM

Vice Chairman Christine Vough called the meeting to order at 5:38 PM. Supervisors also present were Kirstie Lake, George Ballenstedt and Susan Seck. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Vice Chairman Vough took the Board into executive session at 5:45 PM for personnel issues. The regular meeting reconvened at 7:02 PM.

Susan said she would like to set the amount of road salt for the 2018-2019 Sodium Chloride COSTARS contract at 1600 tons. Last year we did 1000 tons and we're running low already. Robin will submit the application tomorrow.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of January 31, 2018 as written.

On motion of George, second by Susan, it was unanimous to send Ed Reid to the FEMA Advanced Floodplain Management Concepts Course to be held in Camp Hill, PA on June 25 – 28, 2018.

Ed's clothing allowance increase request was tabled until the February 28th meeting.

Correspondence/Information was as listed in the meeting agenda. Greater Valley Chamber of Commerce sent out their nominations sheet of 3 business people that are being considered for GVCC Business Person of the Year. The Board will need to return their vote no later than March 9th.

On motion of George, second by Kirstie, it was unanimous to accept the resignation letter of Ronald Reagan with regret. This letter serves as his resignation from both the Board of Supervisors and the Planning Commission.

Vice Chairman Vough again took the Board into executive session at 7:13 PM for personnel. The regular meeting reconvened at 7:53 PM.

There being no further business, on motion of Susan, second by Kirstie, it was unanimous to adjourn the meeting at 7:54 PM.

Respectfully submitted,

Robin L. Smith, Secretary

ATHENS TOWNSHIP SUPERVISORS
February 23, 2018 11 AM

Chairman Christine Vough called the meeting to order at 11:10 AM. Supervisors also present were George Ballenstedt, Susan Seck and Kirstie Lake. Secretary Robin Smith was also in attendance. Solicitor John Thompson arrived at 11:40 AM.

Chairman Vough took the Board into executive session at 11:11 AM for personnel with Chief Roger Clink. The regular meeting reconvened at 12:15 PM.

On motion of George, second by Kirstie, it was unanimous to authorize Chief Clink to proceed with the remaining components of the background check and oral interview, and to authorize Attorney Thompson to draft the Memorandum of Understanding.

Roger advised the Board that the 2016 Tahoe is in the shop for engine replacement.

On motion of Christine, second by George, it was unanimous to pay the Round Top Park Phase III invoice #4 from Solid Ground Services in the amount of \$18,372.50. This will be paid with funds from the Capital Purchase account, and will be paid back to the Capital Purchase account by the Parks and Rec Account as soon as funds are available.

Robin gave John Thompson a copy of the Supplemental Engineering Agreement for Preliminary Engineering for the Thomas Avenue Bridge Replacement Project. John will review and recommend approval at our February 28th meeting if everything is in order.

Chairman Vough took the Board into executive session again at 12:20 PM for personnel. The regular meeting reconvened at 12:40 PM.

On motion of Kirstie, second by George, it was unanimous to appoint Tressa Heffron as Athens Township Supervisor to fill the vacancy created by the resignation of Ronald Reagan submitted on February 8th and accepted by the Board on February 12, 2018.

On motion of Christine, second by Susan, it was unanimous to close McKinney Hill Road until further notice because of severe mud issues.

George was asked about the proposed fire tax by the members of the fire company on Wednesday night. The fire company is concerned that a fire tax will create problems for them as far as fundraising goes, and may affect their fund drive. They asked if the fire tax would go only to the fire company and no one else, and that is correct. Robin said the Local Services Tax would be the tax that would be split with other entities. They asked if the township would continue to pay the hydrant fees and the Worker's Comp if this fire tax was implemented, and the township would. Robin said if the fire tax was implemented, they would have a guaranteed amount each year. She does, however, share their concern about the effect on the fundraising capabilities. Susan would like us

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to look at the Local Services Tax. John will have information for us on the taxes for the meeting on the 28th.

Kirstie would like to look into how to get a School Resource Officer for the school. She would like to get a committee together of the borough(s), school, community member(s) to see what would be involved. The Board is in favor of her researching this.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 12:55 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Special meeting 5:30 PM February 26, 2018

Chairman Christine Vough called the meeting to order at 5:37 PM. Supervisors also present were Kirstie Lake, George Ballenstedt, and Susan Seck. Solicitor John Thompson and Police Chief Roger Clink were also in attendance.

At this time, Susan Seck swore in our new Supervisor, Tressa Heffron, who is replacing Ronald Reagan who resigned on February 8, 2018. Welcome, Tressa!!

Chairman Vough took the Board into executive session at 5:40 PM for personnel matters. The regular meeting reconvened at 6:58 PM.

The meeting ended at 7:58 PM.

Respectfully submitted,

Kirstie Lake
Athens Township Supervisor

ATHENS TOWNSHIP SUPERVISORS
February 28, 2018 7:00 PM

Chairman Christine Vough called the meeting to order at 7 PM. Supervisors also present were Susan Seck, Kirstie Lake and George Ballenstedt. New Supervisor, Tressa Heffron was unable to attend due to a prior commitment. Solicitor John Thompson was also in attendance. George Ballenstedt is taking the minutes for Robin Smith, who is at a Resolutions Committee meeting at PSATS in Enola. Chairman Vough led everyone in the Pledge of Allegiance.

The bids for fuel were opened at this time and were as follows:

	<u>87 octane gasoline</u>	<u>LSDiesel fuel</u>
Mirabito Energy	\$1.9681/gallon	\$2.2076/gallon
WOC Energy	\$1.9354/gallon	\$2.1998/gallon

On motion of George, second by Susan, it was unanimous to award the bid for both fuel products to WOC Energy.

Voice of the Residents: None

No one was present from the Athens Township Volunteer Fire Company.

Richard Bean reported for the Parks and Recreation Commission. There are 2 Eagle Scout projects in the works. Chris Davis attended the Parks meeting to discuss the possibility of a Dog Park. The picnic tables have been moved into the new pavilion. They should hear about the trail grant sometime in March. Round Top is closed now, but will be open when there is enough snow on the ground to cross-country ski. Money has been donated for the signage for the Jim Haggerty Trail. We have a new gatekeeper, Don McCutcheon, who will start on May 12th when Round Top opens for the season. He will be driving the park truck and was given a job description. On motion of Kirstie, second by George, it was unanimous to hire Donald McCutcheon as gate keeper at \$20/day worked, and minimum wage for other park cleanup and activities. The star has been taken down and needs to be moved back to the township building. Barry will start work on April 9th. Park inspection will be April 7th at 9:30 AM – they will meet at Tozer’s Landing. Richard would like Robin to arrange for inmates April 16 – 27, if they are available, to help with cleaning and maintenance.

Next was Planning Commission. Chris Kambar from APD Engineering & Architecture presented the Aldi’s Expansion plan for 2756 Elmira Street. They will be expanding 20 ft. on the long side closest to Elmira Street. They will add an additional row. It will be a full remodel on the inside with LED lights, etc. Zoning Hearing Board approved a variance on the sign, growing 14 sq. ft. No change to stormwater. They’ll add one quad head and one dual head LED light post & a few lights on front of the building. They will be closed for 5 weeks during the process. They hope to start the beginning of summer.

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Deficiencies to be resolved are as follows:

- 1) Label the setback
- 2) Add lighting to the plan with lumens
- 3) Need owner's signature on the plans

On motion of Susan, second by Christine, it was unanimous to grant preliminary approval ONLY to the Aldi's land development, contingent upon the resolution of all deficiencies.

On motion of Susan, second by Kirstie, it was unanimous to pay the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

On motion of Kirstie, second by George, it was unanimous to approve, sign and execute the Supplemental Engineering Agreement for the Thomas Avenue Bridge Replacement Project.

On motion of Kirstie, second by George, it was unanimous to cast our vote for Marlene Rohe as GVCC Business Person of the Year.

On motion of Susan, second by Kirstie, it was unanimous to approve, sign and execute the Copy Source color service maintenance agreement.

On motion of Susan, second by Kirstie, it was unanimous to table the signing/approving of the Topps Business Solutions lease pending John Thompson's review of pricing and end-of-lease purchase options.

The Board set the date of March 28th at 6 PM to walk the Blanchard canal weighlock property.

On motion of George, second by Christine, it was unanimous to purchase a handheld portable radio for Susan for road crew use as per quote from Keystone Communications dated February 23, 2018 in the amount of \$635.59, to be paid for out of the Public Works Equipment budget.

Ed Reid has requested an increase of \$100 to his \$250/yr. clothing allowance. Kirstie will meet with Ed regarding the justification and also consider a clothing allowance for Cindy. On motion of George, second by Kirstie, it was unanimous to approve a \$250 clothing allowance for Ed now, with an increase up to \$350 in the future based on Kirstie meeting with Ed to discuss the need to go to \$350.

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The Board discussed reorganization after Ron Reagan's resignation. On motion of George, second by Kirstie, it was unanimous to appoint Christine as Chairman. On motion of George, second by Kirstie it was unanimous to appoint Susan as Vice Chairman. Christine then assigned Ron's committees: Tressa will take Planning and Zoning, and Susan will take Office, Building and Grounds.

Chairman Vough took the Board into executive session at 8:04 PM for personnel. The regular meeting reconvened at 8:25 PM.

On motion of George, second by Kirstie, it was unanimous to authorize Roger Clink to make an offer of sponsorship to Tyler Young to attend the Act 120 Municipal Police Academy full-time at Lackawanna College commencing March 12, 2018, conditioned upon Tyler's and the Township's acceptance of the MOA, including hiring of the cadet upon graduation; you will reimburse Tyler for his eye/physical/psychological exams and pay half his tuition upon his arrival at the academy on March 12th.

The Board appointed George to fill Ron Reagan's vacancy on both pension boards.

On motion of George, second by Kirstie, it was unanimous to remove Ron from our bank accounts.

On motion of George, second by Kirstie, it passed to have Robin prepare a resolution to appoint Christine as signatory on the township bank accounts to replace Ron Reagan. Christine abstained.

On motion of George, second by Kirstie, it was unanimous to set the date of Monday, March 19th at 5:30 PM for Road Inspection. Robin will advertise and notify Tressa.

Susan reported on roads. There is a lot of mud and we have a lot of potholes now. Waiting for the weather to get better to develop plan to repair roads. Crew doing a good job given the conditions.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of February 12th, 23rd and 26, 2018 with a change to the February 26th minutes regarding Ron's resignation.

On motion of Christine, second by Susan, it was unanimous to accept the monthly reports as presented.

Correspondence was read over as listed in the meeting agenda.

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Read a letter to the Board from ATA Chairman Terry Depew regarding working together on paving projects so that they don't cover ATA's manholes.

Chairman Vough took the Board into executive session at 8:52 PM for personnel and pending litigation. The regular meeting reconvened at 9:48 PM.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 9:50 PM.

Respectfully submitted,

George Ballenstedt
Supervisor

ATHENS TOWNSHIP SUPERVISORS
Special Meeting 5 PM March 14, 2018

Supervisor George Ballenstedt called the meeting to order at 5:05 PM and led everyone in the Pledge of Allegiance. Supervisors also present were Kirstie Lake and Tressa Heffron. Christine Vough arrived at 5:08 PM. Susan Seck was unable to attend. Solicitor John Thompson and Secretary Robin Smith were also present.

The fuel contract was signed.

On motion of George, second by Tressa, it was unanimous to advise Guthrie that the township has no issues with them allowing Tioga County Emergency Management to locate 3 antennas on the Guthrie tower in Round Top Park to improve emergency communications with the Valley area.

On motion of George, second by Kirstie, it was unanimous to approve, sign, and execute the Topps Business Solutions Sales Order Agreement dated March 8, 2018 in the amount of \$21,998.99 for the copiers, servers and equipment, and the Digital Drawer software.

On motion of George, second by Tressa, it was unanimous to have Ruth cut a check in the amount of \$21,998.99 to Topp Business Solutions per their Sales Order Agreement dated 3/8/2018; to have the check ready for pick-up on Friday morning; and to take the money from the Act 13 Fund.

Richard Bean had asked Robin to check with John Thompson to see if there was anything new on Empire Access. There is nothing new at this time.

On motion of Tressa, second by George, it was unanimous to remove Ronald Reagan from all township checking accounts at C & N Bank and M & T Bank, as a signatory; to replace him with Christine Vough; to leave Robin Smith and Ruth Casterline on all accounts; and to pass RESOLUTION 2018-04 to complete the process for M & T Bank. Robin will make arrangements with C & N Bank as we will need to physically go to the bank to sign.

On motion of George, second by Kirstie, it was unanimous to approve clothing allowances for Ed Reid and Cindy Parrish of up to \$350 each for 2018 for work clothing.

The Board will meet here at the building on March 19th (road inspection) at 5:30 PM and on March 28th (Blanchard property) at 5:45 PM to take the township vehicle for their inspections.

On motion of Kirstie, second by Tressa, it was unanimous to authorize Roger Clink to make an offer of sponsorship to Tyler Young to attend the Act 120 Municipal Police Academy full-time at Lackawanna College commencing March 12, 2018,

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including hiring of the cadet upon graduation; to reimburse Tyler for his eye/physical/psychological exams upon submission of a paid receipt; to reimburse Tyler for his COBRA up to \$700/month upon submission of a paid receipt until he is covered under the township insurance after hire; to pay him a monthly stipend of \$2,600/month to be paid during such time as Cadet remains enrolled full-time, in good standing, at Lackawanna College in pursuit of his Act 120 Certification; to pay his tuition as specified in the Police Academy Payment Plan dated 3-12-2018; and to require Tyler to abide by the agreement he signed with Athens Township on March 9, 2018 including employment with Athens Township for a minimum of 5 years after graduation in the capacity as a regular police officer.

On motion of Kirstie, second by George, it was unanimous to pay for Tyler Young's Cadet uniforms necessary for the Academy.

Robin reported on the March 13, 2018 meeting with PennDOT representatives and Borton-Lawson Engineering representatives regarding the Thomas Avenue Bridge Replacement Project. Notice to Proceed has been issued to Borton-Lawson to begin preliminary design. PennDOT also stated they have bundled two of our township bridges – one on Round Top Road over Murray Creek (#0002) and one on Murray Creek Road over Murray Creek (#0003) – into a project with some of their bridges and will be replacing the bridge decks, etc., at no cost to the township.

John Thompson advised Kirstie that Roger has been following up on her request to look into a School Resource Officer and he is hopeful.

Tressa received an email from the "Friends of Valley Playland" who are asking for a Letter of Support from the Township. Robin asked Tressa to forward the information to the office and she will draft the letter.

Robin will contact Kai about creating a township email address for both George and Christine.

John Thompson will be contacting Jerry Peterson with regards to the landfill.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 5:53 PM.

Respectfully submitted,

Robin L. Smith
Athens Twp. Secretary

ATHENS TOWNSHIP SUPERVISORS
March 28, 2018 7 PM

Chairwoman Christine Vough called the meeting to order at 7 PM. Supervisors also present were Susan Seck, George Ballenstedt, Kirstie Lake and Tressa Heffron. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Auditors Bill Morris, Jane Watson and Shelly Reagan were in attendance to present the results of the 2017 audit. Chairman Bill Morris thanked Ruth for doing a “fantastic job” again for 2017. He said everything looks good. The Board also thanked Ruth for a job well done.

No one was present from the Athens Township Volunteer Fire Company.

Richard Bean reported for the Parks and Recreation Commission. John Spencer will be installing new signs on Round Top and replacing guard rails at the pavilion 7&8 parking lot as his Eagle Scout project. Richard said we received an ATV trail grant from DCNR in the amount of \$185,100 – this is a 100% grant, not an 80/20 grant. The park will open May 12th. Signage for the Jim Haggerty Trail will be purchased with money donated in his name. The star has been taken down by the fire company (thank you!) and now needs to be moved down to the township building. Barry will start work on April 9th. Park inspection will begin April 7th at 9:30 AM at Tozer’s Landing. Meade will talk to Jeff Paul concerning the playground. The highway department will tar and chip both parking lots. Inmates are scheduled to start April 16th for 2 weeks. The goal to open the new area is June 30th.

Marion Carling presented the Athens Dollar General Store land development located along the east side of US Route 220 north of the intersection of Macafee Road and south of the Fine Line Homes parcel, for review. They hope to break ground in June or July and open in September. On motion of George, second by Tressa, it was unanimous to grant preliminary and final plan approval to this land development subject to the resolution of the following deficiencies:

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- 1) Receipt of NPDES permit
- 2) Receipt of Highway Occupancy permit
- 3) Receipt of fully-executed Stormwater Management agreement
- 4) Receipt of fully-executed Developer's agreement

Christine reviewed the Treasurer's report. Robin asked Ruth if the payroll issue had been resolved and she said it had. She also asked Ruth if she needed a motion, and she said no. On motion of Kirstie, second by George, it was unanimous to approve the payment of the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

On motion of Christine, second by Kirstie, it was unanimous to appoint Cheryl Stropko to the Athens Township Authority board to complete Pat Musto's term that will expire on December 31, 2018.

On motion of Kirstie, second by Susan, it was unanimous to adopt RESOLUTION 2018-05, authorizing Christine, Robin and Ruth as signatories on the M & T Bank mining bond CD.

The Board had visited the Roberta Blanchard property on Meadowlark Drive to view the Junction Canal weigh lock just prior to the meeting. Tressa said Roberta would like to donate the property to the township after all her family members have passed on, but Tressa and Richard Bean would like it to be done sooner so Roberta could have input as to how the historical site will be developed. She has so much history 'in her head' that it would be a shame to lose all that.

Ed had given Robin a quote for work needed on the Expedition, which was presented to the Board for approval. On motion of Susan, second by Christine, it was unanimous to accept the quote from Williams Ford and to have Ed arrange for the work to be done.

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Susan sent a response letter to ATA with regards to coordinating roadwork. She would also like the entire Public Works Department to go to the Watson Diesel event on April 11th. On motion of George, second by Tressa, it was unanimous to approve their attendance (and Susan's, if she is able to go).

Robin asked if Susan had her bids ready to go and they're not quite ready yet. She has met with the petroleum companies and with Greg Dibble from PennDOT. She would like to have a special meeting in the next 2 weeks to finalize everything. It was decided to have Robin advertise a special meeting for April 9, 2018 at 7 PM for general purposes.

There is a slight problem with a motion made in the March 14, 2018 minutes. The motion was to ".....reimburse Tyler Young for Cadet uniforms necessary for the Academy, upon submission of a paid receipt". The problem is that Roger had called the company and had them ship the uniforms directly to Tyler and send the township the invoice. On motion of Susan, second by Tressa, it was unanimous to re-word the motion to read as follows: "On motion of Kirstie, second by George, it was unanimous to pay for Tyler Young's Cadet uniforms necessary for the Academy". Robin will correct Page Two, ¶ two, to read as stated above.

On motion of Kirstie, second by Susan, it passed to approve the minutes of February 28, 2018 as written. Tressa abstained as she was unable to attend that meeting.

On motion of Kirstie, second by George, it passed to approve the minutes of March 14, 2018 with the correction listed above re: Tyler's uniforms. Susan abstained as she was unable to attend that meeting.

On motion of George, second by Kirstie, it was unanimous to accept the monthly reports as presented.

Tressa had attended the COG meeting on March 26th and gave a report on that.

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Correspondence/Information was as listed in the meeting agenda.

Chairman Vough took the Board into executive session at 7:45 PM for personnel. Robin left at 8:25 PM. The regular meeting reconvened at 9:37 PM.

On motion of George, second by Tressa, it was unanimous to authorize John Thompson to present the final proposals to the union after review and approvals by the members of the Board of Supervisors.

There being no further business, on motion of George, second by Christine, it was unanimous to adjourn the meeting at 9:39 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
April 16, 2018 6 PM Special Meeting

Chairman Christine Vough called the meeting to order at 6 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Solicitor John Thompson, Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Richard Bean was present to discuss the Blanchard weigh lock property. He said Roberta Blanchard intends to give the property to the township once she is gone, but it would be nice for us to get it while she was alive so she can see how it is developed and she could have input. Tressa agreed, saying Roberta knows so much about the history and is so enthusiastic about it. The Board asked Robin to draft a letter to Roberta and have both Christine and Richard sign it. Richard said he needs to coordinate with the highway department, SGS and Rotary to finish the park expansion project. Richard is looking to open the new section on June 30th, but everything must be completed prior to that. Susan said she is looking at the potholes on Round Top Road and also asked Richard to give her at least two weeks notice so she can get the tar and chip scheduled.

Susan talked about her material bids, which weren't quite finalized, but said she would get them to Robin in the morning. She wants to mill up and pave Bressler Street and Lilley Avenue this year. Will also try a fog coat on them to see if that will help to hold them better. She won't be doing crushing this year because we have a lot left from last year. Materials to be bid will be 10,000 tons of AS2 antiskid delivered; 4000 tons of DSA for township use; 2300 tons DSA for McKinney Hill Road bid with a paver and operator; and AASHTO #8 and #5. On motion of George, second by Tressa, it was unanimous to bid out the materials as requested.

On motion of George, second by Kirstie, it was unanimous to appoint Ronald P. Reagan to fill the vacancy left by the resignation of Ronald P. Reagan for a term to expire October 30, 2021.

On motion of Christine, second by George, it was unanimous to appoint Robin L. Smith as an alternate to Planning Commission for a term to expire May 1, 2022.

Robin reminded everyone to review the employee handbook for our next meeting.

On motion of Susan, second by George, it was unanimous to hire Riley Parrish as a backup recycling attendant at minimum wage, as soon as all his employment paperwork is completed.

Robin presented information from Penn-York Opportunities regarding the possibility of using some of their people for work at the township.

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Chief Roger Clink joined the meeting at this time to discuss ordering a new police car through the COSTARS contract. Discussion was held. Robin will get with Roger to get quotes from a few more vendors on the contract.

Chairman Vough took the Board into executive session for personnel and pending litigation at 6:50 PM. The regular meeting reconvened at 8:43 PM.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 8:43 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

May 21, 2018 4:30 PM

Chairman Christine Vough called the meeting to order at 4:30 PM. Supervisors also present were George Ballenstedt, Susan Seck, Tressa Heffron and Kirstie Lake. Solicitor John Thompson, Secretary Robin Smith, Treasurer Ruth Casterline and Police Chief Roger Clink were also in attendance.

Voice of the Residents: None

Chairman Vough took the Board into executive session for personnel at 4:31 PM. John Thompson, Robin Smith, Ruth Casterline and Roger Clink were excused at 6 PM, and the remaining minutes were taken by Kirstie Lake. The regular meeting reconvened at 6:25 PM.

There being no further business, on motion of George, second by Tressa, it was unanimous to adjourn the meeting at 6:26 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

April 25, 2018 7 PM

Chairman Christine Vough called the meeting to order at 7 PM. Supervisors also present were Susan Seck, George Ballenstedt, Kirstie Lake and Tressa Heffron. Solicitor John Thompson, Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Chairman Vough led everyone in the Pledge of Allegiance.

Voice of the Residents:

Tory Henry of 61 Shuman Hill Road was present to discuss a drainage problem at his house. Susan said the highway department will check it out.

Dave Steinfelt and Bryan Farr were present for the Athens Township Volunteer Fire Company. Dave advised the Board that Keith Stackhouse has resigned as Fire Chief effective the end of the month and Bryan Farr will be replacing him as Chief. Dave Steinfelt will be First Assistant Chief. Dave said they have been super-busy this year. They usually have 210-220 calls a year and are on track to break a record. He appreciates George putting fire company news on the township website. The problem with tractor trailers using Meadowlark Drive to get to Masco is on the rise again. There is a sign that says "GPS is Wrong", but that doesn't make a difference. This is a real problem. Discussion was held. Robin said she would contact PennDOT District 3 to see if something can be done to alleviate this situation. Aqua wants to change the color of the hydrants, but Dave said they are color coded so that the fire company knows how much flow comes out of each hydrant. Their Ham and Turkey party was very successful. They will also be having their Fall Sportsman's Night again this year. Dave has set something up at school for recruitment and has several students interested. They had a mock car crash drill at the high school. He thanked the Board for putting the burning ban on, and said it was much needed. Someone asked if the siren was broken at the station. Bryan said it has been for a while, but they will get it fixed when they are able - adding that with pagers and cell phones now, it is much more efficient. He said there is an app available so they can all see who is heading to the station, who is heading directly to the scene, etc.

Richard Bean reported for the Parks Commission. There are 2 Eagle Scout projects in the works. We have not received anything yet on our DCNR \$185,000 trail grant. Round Top Park will open for the season on May 12th. Park inspection was completed on April 7th. Jeff Paul and the Athens & Sayre Rotary Clubs will start work on the playground as soon as the ground firms up. The highway department will tar and chip both parking lots after the playground is completed and Solid Ground Services completes Phase III. The inmates are working in the park. The weather is not cooperating with our goal to open the new area on June 30th. We had a vehicle stuck in the mud at the base of the pond dam. He will be back and make the repairs to the new area the first week in May. Valley Cities Gas has volunteered to paint tables, guard rails, and help with an Eagle Scout project on Round Top sometime in August.

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Marion Carling presented the Sayre Assisted Living Facility 3-lot subdivision located at 47, 151 and 201 Keefer Lane. All deficiencies have been met. Planning Commission recommends preliminary and final approval. On motion of George, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision.

Next was the Sayre Used Auto Sales land development located at 2477 Elmira Street for preliminary approval ONLY, contingent on resolutions of deficiencies. This will be a change of land use from a tobacco shop to a used car lot. Discussion was held. On motion of Christine, second by George, it was unanimous to grant preliminary plan approval ONLY to this land development.

John Thompson will get with Eddie concerning the Dollar General land development improvement/maintenance agreement and the bond.

On motion of Tressa, second by Susan, it was unanimous to pay the monthly bills as presented. A complete list of revenues and expenditures is on file in the office of the Treasurer.

Kirstie said that we are leasing 72 hydrants from Aqua PA, and we should be paying for 103. Robin said that some of the hydrants are private hydrants. Susan worked with Randy Simmons from Aqua last year to take care of this issue. Susan will get with Kirstie to look over the paperwork from last year.

On motion of George, second by Kirstie, it was unanimous to allow anyone that wants to attend the NTRPDC Annual Meeting in Wysox on May 11th to go.

Ruth had requested to go to the "Developing and Managing Your Municipal Budget" class in Towanda on June 14, 2018. Robin had emailed the brochure to the Board to see if any of them would like to go. On motion of Tressa, second by Kirstie, it was unanimous to allow Ruth to go, and anyone else that would like to attend.

Robin presented additional information on having a Spring Cleanup here at the township building for Athens Township residents. Discussion was held. On motion of Tressa, second by Christine, it was unanimous to table this until our May meeting.

George said Saturday was designated as Take Back Drugs Day from 10 AM to 2 PM. He thought since we accept them here at our building, we should participate. He added that he would not be able to be there Saturday, but was hoping someone from the Board would consider doing it. Kirstie said she will do 10 AM to noon, and Tressa said she would do noon to 2 PM. Robin will get it on the radio.

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On motion of Tressa, second by Susan, it was unanimous to send the proposed Employee Handbook to the Union for review before we adopt it.

On motion of George, second by Kirstie, it was unanimous to ratify the Fire Ban Emergency that was put in place on Monday, April 23rd until further notice, at the request of the Athens Township Fire Chief.

Susan said they reviewed a lot of roads this month for projects. They also are filling potholes and will work roads when it dries out.

On motion of Kirstie, second by Tressa, it was unanimous to approve the minutes of March 28th and April 16, 2018 as written.

On motion of George, second by Tressa, it was unanimous to accept the monthly reports as presented.

Chief Roger Clink was present to discuss the details on the purchase of a new 2018 Sedan Police Interceptor Base AWD Ford Taurus. This car is on COSTARS, and the lowest of the 3 quotes was from New Holland, and included the upfit, decals and delivery. On motion of Kirstie, second by Susan, it was unanimous to approve this purchase from New Holland Auto Group per their quote 4-18-18-1 in the amount of \$36,252.00 to be paid for from the Capital Purchase fund.

Chairman Vough took the Board into executive session for personnel and pending litigation. The secretary was excused and the remaining minutes were taken by George Ballenstedt. The regular meeting reconvened at 10:16 PM.

On motion of George, second by Tressa, it was unanimous to have Robin advertise a Board of Supervisors executive session only meeting for May 1st at 6 PM.

There being no further business, on motion of Tressa, second by George it was unanimous to adjourn the meeting at 10:17 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

May 1, 2018 5:30 PM

Chairman Christine Vough called the meeting to order at 5:37 PM. Supervisors also present were George Ballenstedt, Kirstie Lake, Susan Seck and Tressa Heffron. Solicitor John Thompson was also in attendance. Secretary Robin Smith was at her PSATS Resolution Committee meeting in Enola, and these minutes were taken by George Ballenstedt.

Voice of the Residents: None

Phil Kasper, Land Management Group Supervisor/Officer and State Game Commission Officer, gave a presentation to the Board on the overall process of doing a prescribed burn on state game lands. He was here to request a waiver from the Board of Supervisors to allow them to burn off a large portion of the game lands while we have a fire ban emergency in place. He commented that there is no liability to the township, and also stated they do not need our permission to proceed during a fire ban emergency. ATVFC Fire Warden Dave Walter and Chief Bryan Farr were not concerned given the game commission has their act together on this and have training and proper controls in place – as well as lots of experience with prescribed burns. The Board did not grant the waiver.

Chairman Vough took the Board into executive session at 6:34 PM for personnel. The regular meeting reconvened at 9:04 PM.

On motion of Tressa, second by Kirstie, it was unanimous to table the Spring Cleanup decision until our regular May meeting.

On motion of George, second by Susan, it was unanimous to allow Williams Ford to close the west end of Bressler Street on May 18th for Friday Night Lights, provided that Williams arrange with the local fire department/Co to arrange closure, and provided Williams Ford provides advance notification to the residents.

On motion of George, second by Kirstie, it was unanimous to have Christine execute the Stormwater Systems Maintenance Agreement and the Athens Township Land Development and Maintenance Agreement with Miller Group Holdings.

On motion of Kirstie, second by Tressa, it was unanimous to refuse authorization of the Settlement Stipulation proposed by the County in Conjunction with VA Sayre, LLC.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 9:47 PM.

Respectfully submitted,

George Ballenstedt, Supervisor

ATHENS TOWNSHIP SUPERVISORS

May 7, 2018 5:00 PM

Chairman Christine Vough called the meeting to order at 5:15 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Solicitor John Thompson, Secretary Robin Smith, Treasurer Ruth Casterline and Police Chief Roger Clink were also in attendance.

Chairman Vough took the Board into executive session for real estate and pending litigation at 5:15 PM. The regular meeting reconvened at 6:48 PM.

There being no further business, on motion of Tressa, second by Susan, it was unanimous to adjourn the meeting at 6:49 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
May 14, 2018 6:00 PM

Chairman Christine Vough called the meeting to order at 6:06 PM. Supervisors also present were George Ballenstedt, Kirstie Lake and Tressa Heffron. Solicitor John Thompson, Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Susan Seck was on vacation. Christine led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Chairman Vough took the Board into executive session at 6:07 PM for personnel. Roger Clink joined the executive session also. The regular meeting reconvened at 7:42 PM.

On motion of George, second by Kirstie, it was unanimous to move \$30,000 in the Act 13 Fund from line item 409.732 Township Building Expansion to line item 410.132 Police Wages.

Chairman Vough took the board back into executive session for personnel at 7:50 PM. Union rep Belinda Combs joined the Board along with several members of our police department. Robin and Ruth were excused at 8:52 PM. The regular meeting reconvened at 9:27 PM. The remaining minutes were taken by George Ballenstedt.

On motion of Kirstie, second by Tressa, it was unanimous to authorize Roger to hire up to 3 part-time police officers at \$19/hour as per the Memorandum of Understanding executed May 14, 2018.

Chairman Vough took the Board back into executive session at 9:33 PM for personnel. The regular meeting reconvened at 10:09 PM.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 10:10 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

May 24, 2018 3:30 PM

Vice Chair Susan Seck called the meeting to order at 3:30 PM. Supervisors also present were George Ballenstedt, Kirstie Lake, and Tressa Heffron. Christine Vough was unable to attend because of work. Police Chief Roger Clink, Secretary Robin Smith, and Treasurer Ruth Casterline were also in attendance. Susan led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Vice Chair Susan Seck took the Board into executive session at 3:32 PM for personnel. The regular meeting reconvened at 4:48 PM.

Discussion was held as to whether a special meeting would be required, but it was decided to wait until our regular meeting of May 30th.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 4:54 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
May 30, 2018 7:00 PM

Chairperson Christine Vough called the meeting to order at 7:03 PM. Supervisors also present were Kirstie Lake and Susan Seck. Solicitor John Thompson, Secretary Robin Smith, and Treasurer Ruth Casterline were also in attendance. George Ballenstedt was on vacation and Tressa Heffron was doing fifth grade graduation. Christine led everyone in the Pledge of Allegiance.

The Board proceeded with the opening and awarding of the bids, which were as follows:

McKinney Hill Road 2300 tons DSA as per bid document

Glenn O. Hawbaker, Inc.	\$30.43/ton	\$69,989
Bristol Excavating	\$19.15/ton	\$44,045

On motion of Susan, second by Kirstie, it was unanimous to award the bid to Bristol Excavating.

4000 tons DSA as per bid document

Marcus Cole	\$6.47/ton	\$25,880
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On motion of Kirstie, second by Susan, it was unanimous to award the bid to Marcus Cole.

8000 tons AS2 Antiskid as per bid document

F.S. Lopke Contracting	\$22.00/ton	\$176,000
Bristol Excavating	\$25.39/ton	\$203,120

On motion of Susan, second by Kirstie, it was unanimous to award the bid to F.S. Lopke Contracting.

3000 tons AASHTO #8 as per bid document

Dalrymple Gravel	\$14.25/ton	\$42,750
F.S. Lopke Contracting	\$15.00/ton	\$45,000
Bishop Brothers	\$20.00/ton	\$60,000

On motion of Susan, second by Kirstie, it was unanimous to award the bid to Dalrymple Gravel.

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Voice of the Residents: None

No one was present for the Athens Township Volunteer Fire Company.

Richard Bean reported for the Parks and Recreation Commission. There are two Eagle Scout projects in the works - John Spencer is installing new signs on Round Top and Ian Lynch is replacing the guard rails at the Pavilion 7/8 parking lot. We received the grant agreement for the DCNR \$185,100 ATV trail grant. Round Top opened May 12th. The signs have been purchased for the Jim "Coach" Haggerty Trail with money that was donated in his name. Jeff Paul and the Athens and Sayre Rotary Clubs will start work on the playground as soon as the ground firms up. The highway department will tar and chip both new parking lots after the playground is completed and Solid Ground Services finishes Phase III. The weather did not cooperate with our goal to open the new area on June 30th. We will try for July 21st. We have not heard from DCNR concerning Phase II reimbursement. Valley Cities Gas has volunteered to paint tables, guard rails, and help with an Eagle Project on Round Top sometime in the last week of July.

On motion of Kirstie, second by Susan, it was unanimous to approve the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

The Board reviewed the Treasurer's report. Ruth thanked the Board for sending her to the 2018 PSATS Conference and the Administrative Primary Course. She offered a few suggestions from the class: We should be using pre-numbered permits and pre-numbered receipts for organized internal control of Township funds. We should also be using a purchasing policy and a credit card policy. Discussion was held. On motion of Kirstie, second by Susan, it was unanimous to have John Thompson draft a purchasing and credit card policy to include provisions for pre-numbered permits and pre-numbered receipts for police accident reports. We also should be reviewing our fee schedule annually to reflect cost coverage. Robin will get the current fee schedule for the Board.

On motion of Kirstie, second by Kirstie, it was unanimous to pay our portion of our Real Estate Tax Collector bond fee, which covers her for the next 4 years.

On motion of Kirstie, second by Susan, it was unanimous to have Ruth open an interest-bearing checking account for the new ATV grant.

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On motion of Christine, second by Susan, it was unanimous to pay for the replacement of the township office windows (as per Garrity Glass quote) from the "building repairs" line of General Fund instead of from the Act 13 account.

On motion of Kirstie, second by Susan, it was unanimous to table consideration of the Spring Cleanup until next year.

Discussion was held on the employee handbook. John will get with Chief Clink and get specs for the part-time officers before our next meeting so we can adopt the handbook at our June meeting.

The Board reviewed the proposal from Kuharchik for additional traffic signal labor, equipment and materials. The proposal was just a lump sum amount of \$5,842.00. Robin will ask for an itemized quote so we can look at line-item costs.

On motion of Kirstie, second by Christine, it was unanimous to pay for Ed Reid's Association of State Floodplain Managers annual membership and certification.

On motion of Christine second by Kirstie, it was unanimous to approve Ed Reid's attendance at the PAFPM 2018 annual conference September 18-19, 2018, and to cover his reasonable expenses.

On motion of Christine, second by Susan, it was unanimous to approve, sign and execute the Enterprise Center lease extension for the coming year.

On motion of Kirstie, second by Susan, it was unanimous to authorize Christine to sign the Dollar General maintenance agreements.

Robin presented the proposed PennDOT projects with requests for input. They were reviewed and the Board had no adverse comments. Robin will return the paperwork with no adverse comments.

Robin will contact Greg Dibble to help with in contacting Municipal Solutions about the weight limit study on Meadowlark Road.

Susan reported that they will be putting down cold mix pavement on Bressler St., Sharon Ave., Sandra Ave., and a portion of Joy Street on June 14th and 15th. She has received lots of dust control calls. They have started grading and

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putting material down. Dan Stark asked what they would be doing on Bressler and Susan explained the process.

On motion of Kirstie, second by Susan, it was unanimous to approve the minutes of April 25th, May 1st, May 7th and May 21, 2018 as written. The minutes of May 14th and May 24th could not be acted on as there was not a quorum in attendance tonight of supervisors present at those two meetings. Their approval will be moved to our next meeting.

On motion of Christine, second by Kirstie, it was unanimous to accept the Police report and the Fire report as submitted. There were no Building Permit or Road reports.

Correspondence/Information was as listed in the meeting agenda.

Chairperson Vough took the Board into executive session at 8:30 PM for personnel and pending litigation. The regular meeting reconvened at 10:02 PM.

On motion of Kirstie, second by Susan, it was unanimous to ratify and have Chairwoman Vough sign the Athens Township Police Department contract with Teamsters Local 529 for 2018 through 2020, contingent upon correction of the typographical errors, removal of Section 1205, and clarification on issues raised by the Board of Supervisors and Township Treasurer; as per the comments forwarded to the Teamsters business agent, BeLinda Combs.

On motion of Kirstie, second by Susan, it was unanimous to hire Taylor Arnold, Hunter Condusta and Christopher Warren as part-time police officers at \$19/hour for up to 32 regularly scheduled hours per week, according to the terms and conditions of the 2018 through 2020 contract, with a hire date of June 1, 2018 contingent upon the execution of the ratified contract by Chairwoman Vough.

There being no further business, on motion of Kirstie, second by Christine, the meeting was adjourned at 10:05 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
June 18, 2018 6:00 PM

Chairwoman Christine Vough called the meeting to order at 6 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Secretary Robin Smith, Treasurer Ruth Casterline, and Police Chief Roger Clink were also in attendance. Guests were Jim Barnes, Randy Williams and Dalton Williams.

Chairwoman Vough took the Board into executive session for real estate at 6:01 PM. The regular meeting reconvened at 7:12 PM.

On motion of Christine, second by Kirstie, it was unanimous to pay the invoice for the appraisal done by Steve Novak in the amount of \$1,500.

On motion of Kirstie, second by George, it was unanimous to request a refund for the June 14th class in Towanda instead of having them reschedule the class.

On motion of Tressa, second by Susan, it was unanimous to have Ruth create a line item in the Act 13 Fund for "Part-Time Officer Equipment" and to move \$9,000 into that line from the "Police Wages" line in the Act 13 Fund.

On motion of Kirstie, second by Tressa, it was unanimous to get a price for the cost to do a proposal for conceptual design for the building on parcel 09-020.19-001-001.

On motion of George, second by Susan, it was unanimous to have John secure an appraisal of our building from a certified appraiser.

Robin and Ruth were excused at 7:40 PM, at which time Chairwoman Vough took the Board back into executive session for personnel. The regular meeting reconvened at 8:25 PM.

There being no further business, on motion of Tressa, second by Kirstie, it was unanimous to adjourn the meeting at 8:25 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
June 27, 2018 7:00 PM

Chairwoman Christine Vough called the meeting to order at 7 PM. Supervisors also present were Kirstie Lake, Tressa Heffron, George Ballenstedt and Susan Seck. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Chairwoman Vough led us in the Pledge of Allegiance.

Voice of the Residents:

Judy Witmer of Wildwood Road was present to inform the Board that she plans to put up a cabin on her property. Robin advised her that she will need to come in during office hours and speak with the Zoning Office as to what she needs to do to start the process rolling.

Ralph Blowers of Front Street asked how much of the Act 13 money was put into roads? Christine said the Board will take his comments into consideration. George said it's a balancing act – he travels a lot and our roads are not a lot worse than most other places.

No one was present for the Athens Township Volunteer Fire Company. George Ballenstedt said things are going smoothly. Bingo is down drastically. They have been busy. He said Alex Cessna has been accepted into the Fire Police. Robin reminded him that those applications need to be approved by the Township Board of Supervisors before they can be sworn in. George will ask at the fire company.

On motion of George, second by Tressa, it was unanimous to reappoint Meade Murtland to the Parks and Recreation Commission for a term to expire July 1, 2023.

Richard Bean presented the Parks and Recreation Commission report. Eagle Scout projects continue. We will start the ATV Trail Grant engineering in early January and will open bids at the February Supervisor's meeting. The signs are up on the Jim "Coach" Haggerty Trail and we will have a photo shoot Thursday. Jeff Paul and the Athens and Sayre Rotary Clubs have started work on the second piece of playground equipment. The parking lots will be tarred and chipped July 30th and 31st. The grand opening will be August 4th. Need to make plans for the opening. DCNR will wait and make one payment when all the phases are complete. Valley Cities Gas has volunteered to paint tables, guard rails and help with an eagle project on Round Top sometime during the first week of August. Valley Model Airplane Club will host a Fun Fly on July 21st and 22nd.

The Treasurer's report was reviewed. On motion of Kirstie, second by George, it was unanimous to transfer \$50,000 from General Fund to Capital Reserve as planned in the 2018 budget.

On motion of Tressa, second by Susan, it was unanimous to pay the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

Marion Carling presented the Avis Haxton 2-lot subdivision on Murray Creek Road for review. There were no deficiencies. On motion of George, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision, and approve/sign/execute the Non-Building waiver.

Next was the Sayre Assisted Living Facility land development at 201 Keefer Lane – for preliminary plan approval only. The Township review engineer, Skip Schneider, had one comment on the stormwater, and a general comment:

Subdivision and Land Development Ordinance:

1. 408 -Provide information regarding the surface stormwater discharge; from the existing parking area (approx 17 spaces), a portion of the new access drives (north and south), and the proposed grass slope area along the toe of slope along the front (approx 280 LF) of the new development. There appears to be no plan for the removal of the water that seems to accumulate at a low spot just north of the proposed sidewalk access to the new development.

General Comments:

With the exception of the above comment, the revised submittal appears to be in general conformance with the Athens Township ordinances and follows the guidance that was provided by the Athens Township Planning Commission.

There were also 3 previous deficiencies listed in the Planning Commission recommendation:

- 1) Need proposed deed restrictions, R/W Use and Maintenance Agreements, and Deeds of Dedication.
- 2) Need approved NPDES Permit
- 3) Need Skip's review of stormwater management plans and facility designs.

Atty. Damian Rossettie said the deeds will include a clause to cover the stormwater management, modified access and utility easement. They still need to finalize the documents, but are waiting for the mortgage lender to sign off. The NPDES permit has been received. Skip's review expresses a concern as to where the stormwater will go. Michael McDonnell explained how this will work. On motion of George, second by Kirstie, it was unanimous to grant preliminary approval only to this land development, contingent on Skip's concurrence with the stormwater explanation.

On motion of Christine, second by Susan, it was unanimous to have Elaine send a letter to Sayre Used Auto requesting a replenishment of escrow funds for their land development.

Ron Reagan of Planning Commission advised the Board that they are doing updates to the SALDO and Zoning Ordinance at Thursday workshops from 10 AM to noon. He would like to request the Board set aside \$20,000 from Act 13 funds for a consultant to help with this. He said they are trying to do this all in-house. Emily Vollmer of Bradford County Planning will be coming up to help starting July 12th. He said if the Board has anything for SALDO and/or Zoning updated, give them to the Planning Commission.

Ron gave an update on Williams Toyota. They have come back with a revision to their plan. They have to bring as-builts with all the changes for final plan approval. The changes will not affect the stormwater R/W. One of the changes is that they will be removing the car detailing building and putting in a new building.

On motion of Tressa, second by Kirstie, it was unanimous to adopt the Employee Handbook for all employees. Robin will distribute them with a sheet for them to sign and return confirming their receipt of the handbook.

On motion of George, second by Susan, it was unanimous to accept the proposal from Kuharchik for additional maintenance to our traffic signals.

Robin advised everyone that we have received a request for a Conditional Use hearing from Lamar Advertising for a billboard on Route 220 near Macafee Road. The Board set the date of August 7, 2018 at 6 PM for this hearing. John will do the legal notice and will secure a stenographer.

On motion of Kirstie, second by George, it was unanimous to pay the Conrad Siegel actuarial invoices from their respective pension plan funds.

On motion of Susan, second by Tressa, it was unanimous to approve, sign and execute the Well Contamination Liability Release for the Henry property on Winding River Drive as directed by Bradford County Sanitation Committee.

Robin will get the fee schedule finalized for our next meeting.

On motion of George, second by Kirstie, it was unanimous to cast our Tri-County Electric proxy ballot for Mr. Alston Teeter for Director.

On motion of Susan, second by Christine, it was unanimous to have Ginger Kinner calculate the tax refund for Carol Smith, due to the removal of the house from the property.

On motion of Tressa, second by Christine, it was unanimous to sign the Letter of Support for the Valley Energy grant application to extend natural gas to the East Athens area.

Susan reported on roads. She said Bressler Street, Sandra Avenue, Sharon Avenue and part of Joy Street had been paved with a cold pavement product they are trying. They tied the driveways in real well. They've gotten a lot of good feedback. July 5th the topcoat will go on. She is excited to see how it holds. The crew is working on the back/dirt roads.

On motion of Kirstie, second by Tressa, it was unanimous to approve the minutes of May 14th as written, with Susan abstaining as she was absent.

On motion of Kirstie, second by Tressa, it was unanimous to approve the minutes of May 24th as written, with Christine abstaining as she was absent.

On motion of Kirstie, second by Christine, it was unanimous to approve the minutes of May 30th as written, with George and Tressa abstaining as they were absent.

On motion of George, second by Tressa, it was unanimous to approve the minutes of June 18th as written. Everyone was here!

On motion of George, second by Kirstie, it was unanimous to accept the monthly reports as presented.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Christine Vough took the Board into executive session at 8:15 PM for personnel, pending litigation and real estate. The Secretary was excused at 8:45 PM and the remaining minutes were taken by Kirstie Lake. The regular meeting reconvened at 10:30 PM.

On motion of Tressa, second by Susan, it was unanimous to have Cindy take the on-line Notary Course in preparation to become the township notary, with all costs being paid by the township.

On motion of Christine, second by George, it was unanimous to have Robin attend the SALDO/Zoning Ordinance workshops on Thursdays and have her take notes.

On motion of Tressa, second by Kirstie, it was unanimous to ratify the DPW contract contingent upon continuation of all Non-Bargaining Township employee's health insurance coverage.

On motion of Tressa, second by George, it was unanimous to have John Thompson contact C & N Bank to initiate set-up of the 457 Plan. The Township will pay the associated fees for set up. Participants will bear the cost of record keeping fees and any other Participant transaction fees.

On motion of George, second by Kirstie, it was unanimous to continue dialogue with Athens School District concerning the initiation of SRO program and explore options related thereto.

On motion of Tressa, second by Kirstie, it was unanimous to hire Dylan Haynes at the rate of \$15/hour, per the terms of the ratified DPW contract (6/27/28); contingent upon background

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check and drug test. Employment paperwork must be completed by 7/2/18; Start date July 9, 2018.

There being no further business, on motion of George, second by Susan, it was unanimous to adjourn the meeting at 10:47 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
July 10, 2018 6:00 PM

Meeting was called to order at 6:02 PM by Chairman, Christine Vough. Supervisors also present were George Ballenstedt, Susan Seck, Tressa Heffron and Kirstie Lake.

Chairman Vough took the Board into executive session at 6:03 PM for personnel. The regular meeting reconvened at 6:54 PM.

On motion of Tressa, second by George, it was unanimous to authorize a 3% raise, retroactive to January 1, 2018, for all non-bargaining office staff, excluding Susan Seck, to be revisited annually.

On motion of George, second by Tressa, it was unanimous to have Robin bid out for a used 4WD tractor – Susan to provide specs.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 7:00 PM.

Respectfully submitted,

Kirstie Lake
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS
July 25, 2018 7:00 PM

Chairwoman Christine Vough called the meeting to order at 7:00 PM. Supervisors also present were George Ballenstedt and Kirstie Lake. Susan Seck arrived at 7:10 PM as she was dealing with the highway department to address the flash flooding issues. Tressa Heffron was on vacation. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Voice of the Residents: None.

George did the update for the fire company. Our newest DPW hire has joined the fire company and is highly qualified. They have also accepted a new fire police member. Robin reminded George that the fire company needs to have the fire police appointed by the Supervisors before they are official. Christine asked George to have them get the application to us for approval.

Richard Bean reported for the Parks and Recreation Commission. Caleb Horton will be presenting an Eagle project to the Commission, and Mikala Horton will be presenting her Gold badge project. John Spencer and Ian Lynch are both working on their Eagle projects as well. Jeff Paul and the Athens and Sayre Rotary Clubs have completed the installation of the playground equipment. The tarring and chipping of the two parking lots has been completed. Phase 1 and 3 are complete. Phase 2 needs mulch spread in the playground and needs to be seeded. They need volunteers to spread the mulch. The ribbon cutting for the park expansion project will be Friday, August 3rd, and a thank you and open house will be Saturday, August 4th. Pavilions will be available starting August 5th. Valley Cities Gas has volunteered to paint tables, guard rails and help with an Eagle project on Round Top on August 7th. They are having a problem with growth on the pond water, and have been working with Bradford County Conservation District. They have determined the weed is bladderwort which can be removed manually or by chemical treatment. The algae type has not been determined yet.

The Board reviewed the Treasurer's report. On motion of George, second by Christine, it was unanimous to approve the payment of the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

Ron Reagan submitted a letter requesting funding in the amount of \$20,000 for Planning Commission to hire a consultant to assist with the updating of the ordinances. On motion of George, second by Kirstie, it was unanimous to designate \$20,000 of Act 13 funds for this purpose.

Robin presented three design options for the Thomas Avenue bridge. Discussion was held. On motion of George, second by Susan, it was unanimous to choose Option 1 with wider shoulders and no sidewalk, which would accommodate both bikers and walkers.

On motion of Christine, second by Susan, it was unanimous to have Ruth process the tax refund in the amount of \$83.01 for Carol Smith.

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On motion of Kirstie, second by Susan, it was unanimous to adopt the FMLA form from the US Department of Labor as our FMLA form.

On motion of George, second by Kirstie, it was unanimous to send Ruth and Robin (and any Supervisor that would like to attend) to the “Developing Your Township Budget” class on August 22, 2018 in Dallas, PA.

Robin said PSATS will be presenting a free webinar on October 31st from noon to 1 PM on “How to Create a Great (and Legal) Fee Schedule”. She would like to wait until after that webinar to finalize the fee schedule to make sure we don’t miss anything. The Board agreed.

Susan reported that with this storm we have had water everywhere. She also said they did some slurry sealing using budgeted money around the township.

On motion of George, second by Christine, it was unanimous to approve the minutes of June 27th and July 10th as written.

On motion of George, second by Kirstie, it was unanimous to accept the monthly reports as submitted.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Vough took the Board into executive session at 7:30 PM for personnel, pending litigation and real estate purposes. Robin was excused at 8:25 PM. The regular meeting reconvened at 9:13 and the remaining minutes were taken by Kirstie Lake.

On motion of George, second by Kirstie, it passed to send a letter to the auditors recommending a 3% raise for Susan Seck for 2018, retroactive to January 1, 2018, and a clothing allowance of \$500 for 2018. Susan abstained from the vote.

On motion of Christine, second by Susan, it was unanimous to give Barry and all recycling attendants a 3% raise for 2018, retroactive to January 1, 2018.

On motion of Kirstie, second by Christine, it was unanimous to hire Cheyenne Harkins as a back-up recycling attendant at \$7.25/hour to be added to the roster as soon as all her employment paperwork is complete and passing applicable background checks.

On motion of Susan, second by George, it was unanimous to assign additional duties, including but not limited to, creating time sheets for each employee, making out deposit slips, making copies of checks that come in, writing on check copies what they’re for, matching invoices to statements and marking with account numbers; the motion to assign duties to Cindy provided

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there is no requirement to have her be bonded. If there is a requirement for her to be bonded, please make inquiry as to the associated expense.

There being no further business, on motion of Christine, second by Kirstie, it was unanimous to adjourn at 9:35 PM.

Chairwoman Vough took the Board back into executive session at 9:36 PM. The regular meeting reconvened at 9:41 PM.

On motion of George, second by Kirstie, it was unanimous to execute the stipulation having John resolve the VA assessment appeal.

On motion of Christine, second by George, it was unanimous to authorize John to draft an ordinance regarding the LST for consideration at our August meeting.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn at 9:43 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Bid Opening 5:45 PM August 7, 2018

Chairman Christine Vough called the meeting to order at 5:45 PM. Supervisors also present were Susan Seck, George Ballenstedt and Kirstie Lake. Supervisor Tressa Heffron arrived at 5:55 PM. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Chairman Vough led everyone in the Pledge of Allegiance.

Voice of the Residents – none

Chairman Vough called for the opening of the bids, which were as follows:

Bradco Supply	2012 John Deere Model 6430	\$64,000
Bradco Supply	2014 John Deere Model 6115M	\$68,000
Stephenson Equipment	2013 John Deere Model 6105M	\$74,500
Warner Tractor	2013 Case-IH Model 105U	\$45,995

The Stephenson Equipment bid had no bid security, so it was disqualified. On motion of George, second by Susan, it was unanimous to accept the bid from Warner Tractor in the amount of \$45,995, contingent upon further inspection to determine the condition and the adequacy for our needs.

On motion of Christine, second by George, it was unanimous to adjourn the meeting at 6:18 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
August 7, 2018 6 PM Special Meeting

Chairwoman Christine Vough called the special meeting to order at 6:19 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Solicitor John Thompson and Secretary Robin Smith were also in attendance.

CONDITIONAL USE HEARING
Lamar Advertising, Inc., LLP

Chairwoman Vough recessed the special meeting at 6:20 PM to hold a Conditional Use Hearing for Lamar Advertising, Inc., LP. Present for Lamar Advertising were Brendan Kavanagh, Real Estate Manager; Michael Beiter, Vice President and General Manager; and their attorney, James Casale, Esq. of Casale and Bonner, PC. Stenographer Caitlyn Shaylor took the record for the hearing. Lamar Advertising is proposing to replace a smaller sign with a billboard sign on property located along the east side of State Route 220 in Athens Township on parcel number 09-033.00-114-000-000 owned by Joan Macafee. There were no residents/opponents in attendance. Testimony was taken. The Board went into executive session for deliberation at 6:40 PM and the hearing was reconvened at 6:47 PM. On motion of George, second by Tressa, it was unanimous to approve the billboard application with two conditions: 1) The billboard will not be illuminated; and 2) The billboard will be constructed in compliance with the plan submitted tonight. On motion of George, second by Susan, it was unanimous to conclude the hearing at 6:45 PM.

Chairwoman Vough RECONVENED THE SPECIAL MEETING AT 6:49 PM.

Tony Robbins from Williams Ford was in to request the closure of Bressler Street for their Friday Night Lights event on August 17, 2018, with a rain date of August 18th. This event will be conducted the same way as the last one, with one change – they will have a barricade at the intersection of Pennsylvania Avenue and Bressler Street with signage stating, “No Through Traffic”. This intersection will also have 2 Williams Ford employees stationed there for the entire length of the road closure to allow access to Bressler Street residents only. They requested Bressler Street be closed from 5 PM to 9:30 PM. On motion of Kirstie, second by Tressa, it was unanimous to approve the closure of Bressler Street for the date(s) and time requested.

Miller Group Holdings, LP, submitted paperwork to withdraw from the Ag Security Area. This is for the site of the new Dollar General in Green’s Landing. On motion of Kirstie, second by George, it was unanimous to acknowledge the receipt of the paperwork and to authorize John Thompson to record the removal of the property from the Ag Security Area in the Register and Recorder’s Office.

On motion of George, second by Kirstie, it was unanimous to send Ruth, Robin, and any Supervisor to the PSATS Fall Forum Oct. 9th and 10th in Wilkes-Barre and to pay all related expenses.

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Robin advised the Board that the annual COG dinner will be held in Alba on August 27th. If anyone wishes to attend, please let her know before August 17th so she can make your reservation.

Robin and Ruth have registered for the “Developing Your Township Budget” class in Dallas, PA which will be held on August 22nd from 9 – 11:30 AM. Robin encouraged all board members to attend as well.

On motion of George, second by Kirstie, it passed to approve the minutes of July 25, 2018 as written, with Tressa abstaining as she was on vacation.

Ed Reid told the Board that Sayre Used Auto Sales, after numerous contacts, still has not paid their engineering fees. We have paid the engineers and the money is now owed to the township. On motion of Kirstie, second by Christine, it was unanimous to authorize John Thompson to file suit in small claims court.

Ed also advised the Board that there is a small lot on the corner of Pine Tree Road and West Lockhart Street by the Rosh signs that now has an old camper parked on it. Sayre Health Care is shuttling one of its residents from the personal care home to this trailer to stay for several hours daily and then comes and picks him up. Ed questions whether this is a residential use. The gentleman is unsupervised. Emergency services has an address of 43 Pine Tree Road. Robin said she can't believe they got this address from Scott at Bradford County Planning, because this is not a residence or a fixed structure. She will call Scott in the morning to see what he knows about this – if anything. The Board directed John Thompson to send a letter to the property owner about this.

Chairwoman Vough took the Board into executive session at 7:25 PM for personnel. The regular meeting reconvened at 8:15 PM.

The Board will send a letter to the Auditors recommending that they consider increasing the minimum hours for Susan Seck from 32 hours to a minimum of 35 hours per week.

On motion of Kirstie, second by Christine, it was unanimous to hire Logan Minard and Corey Bowman as recycling backup attendants at \$7,25/hour, to be put on the roster as soon as all the necessary employment paperwork has been completed.

The Board reviewed the list of hydrants that the township is paying for monthly. This is a 2016 list that Susan and Randy Simmons of Aqua PA reviewed previously. Randy was supposed to get back to Susan, but she has not heard from him concerning the discrepancies. Robin made notes on the paperwork for Aqua to double-check ownership of several of the hydrants so we can get this resolved. Robin said we were being billed for 72 hydrants and our latest bill is for 101

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hydrants. She asked if we should pay our old amount until this is resolved or if we should pay the new amount. Kirstie works for Aqua and will have someone give me a call about this.

There being no further business, on motion of Susan, second by Christine, it was unanimous to adjourn the meeting at 8:26 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
August 20, 2018 5:30 PM Special Meeting

Chairman Christine Vough called the meeting to order at 5:37 PM. Supervisors also present were George Ballenstedt, Susan Seck, Tressa Heffron and Kirstie Lake. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led those present in the Pledge of Allegiance.

Chairman Vough took the Board into executive session at 5:38 PM for personnel and real estate. The regular meeting reconvened at 7:32 PM.

On motion of Susan, second by Christine, it was unanimous to hire Alex Walter and Timothy Dillman as backup recycling attendants at a rate of \$7.25/hour, contingent upon the passing of their background checks and completion of their employment paperwork, with their date of hire being the day of their employment paperwork completion.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of August 7, 2016 as written.

Robin advised the Board that Aqua PA has applied to the PUC for a rate increase. Aqua is also in the process of purchasing the VEDA booster station in Greens Landing on Pump Station Hill Road.

Susan said there is a gentleman in Queen Esther who purchased 60 feet of pipe which we installed for him in front of his house to upgrade the drainage ditch. He would like to buy 60 more feet to continue the pipe further. The Board is in agreement that the public works crew will set the additional pipe.

Robin presented the Foor & Associates proposal for a feasibility study. The Board tabled this until our regular meeting of August 29th.

The Board will invite Larry Redowski to come to our August 29th meeting at 7:30 PM for a personnel executive session.

There being no further business, on motion of George, second by Christine, it was unanimous to adjourn the meeting at 8:10 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

August 29, 2018 6 PM

Chairwoman Christine Vough called the meeting to order at 6 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Solicitor John Thompson and Secretary Robin Smith were also present. Christine led everyone in the Pledge of Allegiance.

On motion of Tressa, second by George, it was unanimous to hire Tyler Young at a salary of \$37,000 annually with benefits as per the current police contract – hire date when all employment paperwork is completed; his stipend ends August 17, 2018 so he will be prorated the five (5) days from August 12, 2018; COBRA will be paid until the township starts paying premiums on the Teamsters Insurance – John Thompson will check with the Teamsters regarding the insurance start date and eligibility date, and will get the HRA amounts.

Chairwoman Christine Vough swore in our new patrolman, Tyler D. Young, at this time.

Voice of the Residents: None

No one was present for the fire company. George said they will be having a super bingo on Saturday, October 20th in the morning - \$8,000 payout – tickets are limited.

Richard Bean was present for the Park Commission. There are two Eagle Scout projects in progress and one Girl Scout project. Phases 1-3 of the park expansion are inspected and approved. Robin is working on the paperwork. Richard has scheduled the engineering ATV trail work to start December 3rd, with the bid opening at the February meeting. A forester will be out to evaluate the timber value on the Dunkley Hill property.

On motion of Kirstie, second by Susan, it was unanimous to approve the payment of the monthly bills with the exception of Tyler's stipend, which will be prorated for 5 days only. A complete listing of expenditures and revenues is on file in the office of the Treasurer.

Scot Saggiomo presented the Robin E./Michael F. Pane 2-lot subdivision, Lot 3A to become part and parcel to the adjacent lot of Andrea Kovacs, located on Meadowlark Drive. There were no deficiencies and Planning Commission recommends preliminary and final plan approval, and the signing of the non-building waiver. On motion of Tressa, second by Kirstie, it was unanimous to grant preliminary and final plan approval, and to sign the non-building waiver.

Next was the Jeffrey Wright 2-lot subdivision located on Braddock Road. The only deficiency was to change the zoning district on the plan from Woodland Conservation to the correct district, which is Agricultural. This change has been made, and Planning Commission recommends preliminary and final plan approval. On motion of Christine, second by Tressa, it was unanimous to grant preliminary and final plan approval, and to sign the sewage module.

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It was decided to table Ron Reagan's request to approve the Ordinance Update Agreement with Hunt Engineers until John Thompson can review the document and make sure all the information we need is included.

On motion of Kirstie, second by Susan, it was unanimous to appoint George Ballenstedt to the Athens Township Authority to fill the vacancy left by the resignation of Cheryl Stropko, whose term will expire December 31, 2019. George abstained from the vote.

On motion of Christine, second by Kirstie, it was unanimous to reappoint William Bresser to the Zoning Hearing Board for a term to expire September 9, 2021.

The Purchasing and Credit Card policy draft needs to be revised after John met with Ruth because several other issues need to be addressed.

Susan reported for roads. The guys have been busy since July 25th doing storm clean-up. They got an emergency permit for Wolcott Creek off Macafee Road as it is endangering our road. Robin said she has completed the calculations and figures for FEMA – if disaster monies become available, we could receive around \$113,000 if eligible.

On motion of Kirstie, second by Tressa, it was unanimous to approve the minutes of August 20, 2018 with the correction changing the motion second to adjourn by Christine, not Robin.

On motion of Kirstie, second by Tressa, it was unanimous to accept the monthly reports as submitted.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Vough took the Board into executive session at 6:29 PM for personnel and pending litigation. The regular meeting reconvened at 9:18 PM.

On motion of Kirstie, second by Tressa, it passed that all non-bargaining unit full-time employees make contributions of \$20/bi-weekly payroll toward their health insurance coverage beginning October 1, 2018.

There being no further business, the meeting ended at 9:24 PM.

Respectfully submitted,

Robin L. Smith, Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Budget Workshop 8 AM September 22, 2018

Chairman Christine Vough called the budget workshop to order at 8:32 AM. Supervisors also present were George Ballenstedt, Tressa Heffron and Kirstie Lake. Susan Seck was absent as her mother passed away the night before. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance.

Athens Township Volunteer Fire Company Chief Bryan Farr, First Assistant Chief Eric Benjamin and Company President Bob Blauvelt were present to discuss their budget for 2019. They are requesting an increase of \$12,000 for 2019. They expressed concerns that if a fire tax went into effect, it could hurt their fund drive – and questioned whether the hydrant rental payments, worker's comp payments, or other bills the township pays for them would be deducted from the fire tax prior to giving it to the fire company. Christine said we are still considering the fire tax, and also considering the LST tax. Tressa offered some suggestions for fundraising that they might consider.

The Board went into executive session at 9:15 AM for personnel, and reconvened the budget workshop at 9:30 AM.

Robin presented the needs and requests of the office for 2019. We have 3 computers that need replacement. Kai Pan Consulting quoted \$2,907 for the 3 computers, installation, transfer of files, configuration, application installation, etc., for each. Ruth has been looking at a new accounting software and has found one she likes, which she demoed on Thursday. The set up/start up would be \$2,300 for the first year, then \$1,300/year starting in 2020. Robin requested security for the office area entrance – possibly 'squaring up the front of the building' to create a space for people to walk in out of the weather and then be 'buzzed' into the lobby. New desk chairs and meeting table chairs were also discussed. Two requests were also given to the Board for the office staff for 2019.

Police Chief Roger Clink was present to go over his budget with the Board. He is having the part-time officers get certified for VASCAR in October. He would like to see an amount added to the budget for 'emergency' overtime, like they just experienced with the Hudock standoff. He has investigations that need to be completed and there is no money, so they are on hold. The police would also like a secure area for the call box and a place where people can be 'buzzed' in at a secure window. They would also like the carpet removed from the station and have either cement floors or VCT-type floors. He will get an estimate for our next budget meeting. They also need lockers for the part-timers and SROs and will install them upstairs. Kai gave them a price for new computers as well. Roger asked for \$50,000 to be added to Capital Purchases for another car in 2019, and \$5,000/radio to replace the portable police radios.

Ed Reid was present for the zoning office. He said the Expedition will need to be replaced in 3-4 years, so he would like \$12,500 put in Capital Reserve for the next 4 years. He asked that his

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and Cindy's clothing allowance remain at \$350 each. He also requested an underground locator for when he has to mark utilities for PA One Call (\$800 - \$1500). He would like an additional \$5,000 set aside for the ordinance updates (\$25,000 total) so we can have the ordinances printed. He also requested permission to go to the 2019 National Floodplain Managers Conference in the spring for 1 week in Columbus, OH. He will get the cost for our next budget meeting.

Susan had left her budget with Ruth and the numbers were plugged into the budget, but we will wait to discuss this further until Susan is able to be with us.

The Board discussed raising the fee for the junkyard licenses from \$75/year to \$100/year. No action was taken.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the budget workshop at 12:30 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
September 26, 2018 6:00 PM

Chairwoman Christine Vough called the meeting to order at 6 PM. Supervisors also present were George Ballenstedt, Tressa Heffron and Kirstie Lake. Susan Seck was absent because of a death in the family. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Richard Bean was present for the Parks and Recreation Commission. Ms. Chilson will be building a Gaga Pit on Round Top for her Girl Scout Silver award. Caleb Horton is installing new guard rail by the entrance gate. Mikala Horton will be building picnic tables for her Girl Scout Gold award. John Spencer has completed building and installing new signs on Round Top for his Eagle project. Ian Lynch has replaced the guard rail at pavilions 7 & 8 parking lot. Robin is working on the DCNR paperwork for the rest of Phase II and all of Phase III. Hoping to start ATV trail grant engineering December 3rd, with bid opening for the February 2019 Supervisor meeting. Still working on the Yamaha grant. Forester has inspected the timber on the Dunkley Hill property. He believes there is about \$6,000 of timber. Our share would be 50% and that would take away from the value if we sell it. The forester also asked about the ash on Round Top. He said now is the time to log it before it dies out. Richard walked some of the trails and all the ash he saw was dead. The forester stated there may still be value in it. He also stated there is walnut at Tozer's Landing and if we plan on selling that, now is the time to do it as the value is at its peak.

George reported for the fire company. Their bingo attendance has been down. The Sportsman's Night was a success. They are also going to hold a Super Bingo on October 20th, and will have their annual Fall Ham and Turkey Party in November. On motion of George, second by Kirstie, it was unanimous to table the fire police applications until they have met any training requirements and have completed their background checks. Once that is complete their applications can be approved and they can be sworn in.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2018-06 in support of the current earned income tax collection and in opposition to legislative initiatives to mandate centralized services.

On motion of Christine, second by Kirstie, it was unanimous to approve Ruth's attendance at the Quickbooks class on October 18th in Towanda (\$30).

On motion of Tressa, second by Kirstie, it was unanimous to approve the payment of the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

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Scot Saggiomo presented the Donald/Maureen Wright 2-lot subdivision off Reagan Road. All deficiencies have been met. On motion of Tressa, second by George, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the sewage module.

Next was the Richard/Rita Morgan 2-lot subdivision on Murray Creek Road. There were no deficiencies. On motion of George, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the sewage module.

Last was the Hunt Engineering proposal for consulting to update both our zoning ordinance (\$9,500 plus disbursements capped at \$600) and our subdivision and land development ordinance (\$8,600 plus disbursements capped at \$600). John said everything is in order. On motion of Kirstie, second by Christine, it was unanimous to accept both proposals.

Discussion was held on the possibility of implementing a Local Services Tax (LST) and/or a Fire Tax. John Thompson had contacted our EIT collector, Berkheimer, to get an estimate of how much revenue these taxes would bring in. He was told the LST tax would bring in between \$94,000 - \$99,000 in the first year (would only be $\frac{3}{4}$ of the year) and between \$125,000 - \$132,000 the following year. The Fire Tax would bring in approximately \$120,000. The LST tax would be only on people who work in the Township.

Danny Stark of Clinton Street asked how you can put a Fire Tax on people on Social Security who get no raise at all? Christine said we are trying to come up with funds so we don't depend on Act 13 Funds, which are less and less each year. Danny addressed George directly and said, 'You weren't elected in that chair to punish seniors'. George replied that we were elected to represent all residents. He said the fire company is a challenge to fund. Christine said \$200-\$400,000 of Act 13 funds were used to pass the budget. We have nowhere to come up with the money, except raising taxes across the board. Danny said when they first moved here Athens Borough was our fire company. It's too bad we went to our own company. What about consolidating? Christine told Dan we certainly appreciate his service. Danny said he is really upset. George said we went to a new health plan that saved funds. He added "you all who work here want raises, too." He suggested maybe defer the Fire Tax until next year.

Coy Gobble from the Daily Review asked if we are looking at any other types of taxes. George said we are the only fire company with a tower. The fire company is going to Masco for false alarms all the time. They need to start paying. He doesn't know if Walmart pays or not. On motion of George, second by Kirstie, it was unanimous to direct John Thompson to take whatever actions as may be necessary to implement the LST to include advertising compliance and provision to DCED for intention to pass.

George said the township gives \$96,000 to the fire company every year. The fire company is concerned about losing funds in their donation drive if a fire tax is implemented. Christine asked if the board wants to further discuss the fire tax. Robin reminded the Board that the salaries alone for the 3 part-time officers they just hired is over 1 mill of tax revenue. Christine asked if we can raise taxes 3 mills plus a fire tax? John Thompson will have to check to see what our limits are. Discussion continued. Tressa said people are okay with a fire tax because because they feel the fire company will come if their house is on fire. She would like to see more of a solution between the 4 Valley fire companies – including looking at consolidation. She said state aid for regional departments would bring in more money from the state. Kirstie said the part of the fire tax she doesn't like is that it is limited to fire. Christine said the LST tax will only pay for a portion of our 3 part-time officers' salaries. On motion of Christine, second by Tressa, it was unanimous to table the fire tax at this time. George said Fire Chief Bryan Farr was worried about the optics of a fire tax.

George asked Gary Nittinger why he was here and if he wanted to speak. Gary said he thought our meetings were at 7 PM, but he was here about the water issue. He purchased property behind Masco – 28 Merrick Lane. It's mostly swamp and wetlands in that area. He has been there since 2008, but didn't own the woods until later. Some of the drainage was improved when King Road went in, but his pond is at the point where the sediment has built up and now the water runs across Wilawana Road into the yards there. Gary would be willing to try to help out with this water situation by digging out the pond so it will hold more water. He asked the Board how he would go about that? Robin told him that she would get him the contact information for Bradford County Conservation District and they should be able to walk him through the process. Gary gave his phone number and Robin will contact him tomorrow.

John Thompson did not have the draft of the Purchasing and Credit Card Policy with him so he will send it to the Board via email for review.

On motion of Christine, second by Kirstie, it was unanimous to appoint Earl Carney to the Athens Township Authority to fill the vacancy created by the resignation of Jason Rogers, for a term to expire December 31, 2020.

On motion of Tressa, second by George, it was unanimous to reappoint Jason Rogers to the Planning Commission for a term to expire October 30, 2022.

The next budget workshop was set for October 15th at 5 PM.

On motion of Tressa, second by Kirstie, it was unanimous to cast our vote for Shirl Barnhart and Lester Houck to fill the 2 open positions for PSATS Trustee.

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On motion of Kirstie, second by Tressa, it was unanimous to ratify George, Ruth and Robin's attendance at the Bradford County Township Officers Association Annual Conference in Wysox on September 27, 2018.

Robin presented the 2019 MMO to the Board. The Minimum Municipal Obligation to the Police Pension Plan for 2019 is \$74,843, and to the Non-Uniformed Pension Plan for 2019 is 93,221. On motion of Kirstie, second by Tressa, it was unanimous to adopt RESOLUTION 2018-07 eliminating employee contributions to both pension plans for 2019.

On motion of Tressa, second by George, it was unanimous to ratify the road crew's attendance at the Bradco luncheon and equipment show on September 20th.

On motion of Christine, second by Kirstie, it was unanimous to set Trick-or-Treat night as October 31, 2018 from 6 – 8 PM. Tressa will let the school know.

On motion of Christine, second by Tressa, it was unanimous to approve the minutes of August 29th and September 22, 2018 as written.

On motion of George, second by Kirstie, it was unanimous to accept the Fire Report and the Building Permits Report as presented. There were no Police or Road Reports for the meeting.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Vough took the Board into executive session at 7:47 PM for personnel, pending litigation and real estate. The regular meeting reconvened at 9:27 PM.

On motion of Tressa, second by Kirstie, it was unanimous to hire Pernel Trollman as Heavy Equipment Operator to replace Kent West; at a rate of \$15/hour; to be enrolled in the new pension plan, contingent upon his background clearances and his employment paperwork being complete and in place.

There being no further business, on motion of Tressa, second by Kirstie, it was unanimous to adjourn the meeting at 9:29 PM.

Respectfully submitted,

Robin L. Smith, Secretary

ATHENS TOWNSHIP SUPERVISORS
October 15, 2018 5 PM Budget Workshop

Chairwoman Christine Vough called the workshop to order at 5:08 PM. Supervisors also present were Susan Seck, George Ballenstedt and Kirstie Lake. Tressa Heffron was ill. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance.

Discussion was held as to this year's budget overrun for part-time police wages – plus we are still short for wages to the end of the year. On motion of Kirstie, second by Susan, it was unanimous to take the \$12,547 designated for the Tom Taylor bridge from the first Act 13 check and use it for part-time police wages for this year. Ruth said we will still be short about \$15,000 to get to the end of the year, but that could possibly be less if the 3 part-time officers don't work 32 hours every week.

The budget workshop continued. On motion of George, second by Kirstie, it was unanimous to raise the annual junkyard license fee from \$75 to \$100 beginning in 2019.

Discussion was held on the PSATS annual invoice, to see what we can cut from that. It was decided that we will cut our subscriptions for the Township News to 2 subscriptions that will be here at the office for anyone to read. We will also continue the Planning membership and the Emergency Management membership, as well as our annual dues.

On motion of Kirstie, second by Susan, it passed to waive the HOP fee for the installation of gas service at our recycling center. Christine voted no.

The next budget workshop was set for Tuesday, October 23rd at 5 PM.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Budget Workshop 5 PM October 23, 2018

Chairwoman Christine Vough called the meeting to order at 5:14 PM. Supervisors also present were Susan Seck and Kirstie Lake. Tressa Heffron and George Ballenstedt were absent. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Christine signed the Thomas Avenue bridge reimbursement letter for Invoice #6.

On motion of Kirstie, second by Susan, it was unanimous to approve the pay schedule for 2019.

On motion of Kirstie, second by Susan, it was unanimous to sign the signatory authorization letter for the new police car. The car will be here October 25th.

On motion of Kirstie, second by Christine, it was unanimous to accept the quote for the wall heater and installation in the recycling center from Jeff Paul Heating in the amount of \$1,750. This will be paid from line item 409.250.

The budget workshop commenced at this time.

On motion of Susan, second by Kirstie, it was unanimous to move \$15,153 from Act 13 check #7 to part-time police wages for 2018.

Chairwoman Vough recessed the workshop for an executive session for personnel and real estate at 6:52 PM. The regular meeting reconvened at 7:18 PM.

There being no further business, on motion of Kirstie, second by Susan, the meeting adjourned at 7:22 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Budget Workshop 5 PM October 31, 2018

Chairperson Christine Vough called the budget workshop to order at 5:03 PM. Supervisors also present were George Ballenstedt, Susan Seck and Kirstie Lake. Tressa Heffron was absent. Secretary Robin Smith was also in attendance. Christine led everyone in the Pledge of Allegiance, after which the budget workshop commenced. Robin was directed to send a letter to the County Commissioners advising them that beginning January 1, 2019, the rent for the District Justice office will be \$500/month. On motion of Kirstie, second by Christine, the budget workshop adjourned at 5:57 PM.

ATHENS TOWNSHIP SUPERVISORS
Regular Meeting 6 PM October 31, 2018

Chairperson Christine Vough called the meeting to order at 6 PM. Supervisors also present were George Ballenstedt, Susan Seck and Kirstie Lake. Tressa Heffron and Solicitor John Thompson were absent. Secretary Robin Smith was also in attendance. Christine led everyone in the Pledge of Allegiance.

Richard Bean presented certificates of appreciation to two Eagle Scouts who did their Eagle projects in Round Top Park. John Spencer made new signs for the pavilions and for the new expansion area. Ian Lynch built new guardrails for pavilions 7 & 8. Richard said they both did an excellent job and thanked them for their work.

Voice of the Residents:

Suzanne Williams of 1085 Wildwood Road said she has lived in this house for 29 years. It's beautiful. It's quiet. In 2015 that came to a screeching halt. A Conditional Use was granted to Austin Excavating, with conditions. One of the conditions was that they can't start work prior to 7 AM, must stop by 5 PM, and can't work weekends or holidays. They started working in April of this year. Sue said on Memorial Day weekend they were working with heavy equipment. She filed a complaint with the township 2 days after. She had heard nothing by June 19th so she made an appointment with Ed Reid to follow up. He told Sue that John Thompson said to do nothing – that he would take care of it. She said on September 25th they were working past quitting time. Nothing was done. Sue asked if any action had been taken with these violations? Susan Seck told her she was supposed to get a letter. George said John would get with Ed about this. Sue said you still have no answer for me?? Kirstie asked when the violations occurred, and sue said on May 23rd they worked until 5:50 PM, the 31st they started at 6:45 AM, another day this summer they worked until 5:20 – 5:30, and they worked past quitting time on September 25th. She said her husband is home all day. What will be done about this? Susan said we will definitely get an answer from John tonight. Suzanne said she

thinks the penalty should be a warning, then a monetary fine, then they should be shut down. She said she still doesn't know who to notify after hours. So the police respond? What are the procedures here? The Board will talk with John as to who Sue can call. Sue said they have no permit. The Board said they were told they have one. George said they will talk to John tonight and George will talk with Ed tomorrow. Christine asked if Sue could wait until John arrived and Sue said she would wait.

Betty Jo Morris of Wilawana Road was present about water issues at her house. She said the township owns a "gully" by her house that was installed to help with water issues. She presented pictures and a copy of the deed showing the township owns the "gully". She said in 2012 the township installed 2 more tanks there so now there are 4 tanks. Betty Jo said her side of the gully needs to be raised. She asked about the ponds on the other side of Wilawana Road. Robin said Gary Nittinger was in last month about his pond, asking how he can go about dredging the pond. Robin told him he would need to contact Bradford County Conservation District and they could help him with the process. Susan said there is an overflow pipe with Road C, and she is looking into the Road C engineering to see what we can do. Betty Jo said she would love to walk the area with any Board members that might be interested. Richard Bean, also of Wilawana Road, said he's lived there since 1979. He said the Supervisors dug drywells and put a large drainage ditch behind the houses on the south side of the road. Residents on that side have been filling in the ditch over the years. Susan said she will go out and look at it tomorrow.

Richard Bean reported for the Parks and Recreation Commission. On motion of Christine, second by George, it was unanimous to approve, sign and execute Skip Schneider's contract for engineering of the ATV grant. On motion of George, second by Susan, it was unanimous to adopt RESOLUTION 2018-08, designating the Chairman as signatory on the grant. Emily Chilson will be building a Gaga Pit on Round Top for her Silver Scout project. Caleb Horton finished the guard rails by the entrance gate for his Eagle Scout project. Mikala Horton will be building picnic tables for her Gold Scout project. Robin will be submitting our DCNR reimbursement as soon as she receives the invoices from the highway department for Phase II of the Round Top Park Expansion grant. The ATV grant will start in December, with bid opening at the Supervisor's February meeting. Richard is still working on the Yamaha grant. Richard had his required telecom with the DCNR grant administrator, Alex MacDonald, and included Robin and Ruth. Barry's last day for the year will be November 17th. The park will close November 17th. Barry has agreed to be the winter gate keeper.

George reported for the fire company. Discussion was held on the fire police applications. Roger needs to sign off on these. Kirstie said she would be more comfortable with them having

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the training prior to being sworn in. Christine said she's not comfortable without John being here.

George made the motion to approve both applications – Lori Cessna and Thomas Alexander Cessna - as fire police on the condition that Roger will sign off and Christine will sign for the Supervisors. There was no second to the motion. The motion fails.

George then made the motion that, if the fire company can show they've followed the procedure for fire police, then we approve both applications contingent upon Roger signing off and Christine signing for the Supervisors. There was no second to the motion. The motion fails.

George said Lori has had all the fire police training, and then made the motion to approve Lori Cessna's application only, contingent upon Roger signing off and Christine signing for the Supervisors. Kirstie seconded the motion and it passed. George said he will bring in the policy for review by John and Roger.

On motion of Kirstie, second by Susan, it was unanimous to pay the monthly bills as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

Supervisor Tressa Heffron arrived at 6:20 PM.

Scot Saggiomo presented the Robert A. Blow (deceased)/Roberta Blow/Jeanne Stanton 2-lot subdivision on Wolcott Hollow Road for review. There were no deficiencies. On motion of Kirstie, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the Non-Building waivers for both lots.

Scot then presented the ALDI-Sayre PA Expansion located at 2756 Elmira Street. These are their final plan as-builts. There are no deficiencies. On motion of Kirstie, second by George, it was unanimous to grant Final Plan approval to this land development.

Suzanne Williams asked how much longer we thought John Thompson would be, as she had to be somewhere else at 7 PM. George called John and discussion was held over the phone. John Thompson said he sent a letter to Dick Sheets regarding the Austin issues just a couple days after our September meeting. His letter said the conditions from the Conditional Use hearing need to be adhered to & followed. John said Ed was sending a letter, too. John confirmed that there has not been a zoning permit issued. Robin requested copies of both letters for the file.

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On motion of Susan, second by Kirstie, it was unanimous to adopt ORDINANCE 2018-01 establishing a Local Services Tax (LST) for Athens Township. The LST will become effective on January 1, 2019.

Robin had received a draft Credit Card policy from John which she distributed to the Board. He is still working on the Purchasing policy. The Board will review for our November meeting.

On motion of Kirstie, second by Susan, it was unanimous to approve the Bradford County Humane Society contract for 2019 in the amount of \$1,312.75.

On motion of George, second by Tressa, it was unanimous to release the Spalding Memorial Library funds for 2018. We have received their financial statement.

On motion of George, second by Kirstie, it was unanimous to allow the office staff to use a vacation or personal day(s) for the day after Thanksgiving and/or Christmas Eve, if they choose to take the day off – even if it means the office will be closed.

On motion of Tressa, second by Kirstie, it was unanimous to execute the SRO Memorandum of Understanding with the Athens Area School District for two School Resource Officers.

On motion of Kirstie, second by Susan, it was unanimous to execute the amended reimbursement agreement for the Thomas Avenue Bridge Replacement.

On motion of Kirstie, second by Christine, it passed to approve the minutes of September 26th, October 15th and October 23, 2018 as written, with George and Tressa abstaining from October 23rd (absent) and Susan abstaining from September 26th (bereavement).

On motion of Kirstie, second by Christine, it was unanimous to accept the monthly reports as presented.

The next budget workshop was set for November 5, 2018 at 5 PM.

Chairwoman Vough took the Board into executive session at 7:25 PM for personnel, pending litigation and real estate. John Thompson arrived at 7:40 PM. The regular meeting reconvened at 9:50 PM.

On motion of Kirstie, second by Tressa, it passed to start the employee health insurance contribution of \$20/paycheck for public works and office only, contingent upon John getting all

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the information to Ruth that she will need to implement this (pre-tax? Deduction form? Etc...). Susan abstained as she is an employee.

On motion of George, second by Tressa, it was unanimous to reimburse Tyler Young for his August COBRA premium in the amount of \$651.73.

On motion of George, second by Kirstie, it was unanimous to send the Public Works department to a breakfast seminar on unique paving at 8 AM at Beeman's on November 14th.

On motion of Kirstie, second by Tressa it passed to have Kirstie write a letter to Athens Borough to start dialogue regarding possible consolidation. Christine voted no.

There being no further business, on motion of Kirstie, second by Susan, it was unanimous to adjourn the meeting at 10 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
November 13, 2018 6:30 PM Budget Workshop

Chairwoman Christine Vough called the workshop to order at 6:35 PM. Supervisors also present were Susan Seck, George Ballenstedt, Kirstie Lake and Tressa Heffron. Secretary Robin Smith, Treasurer Ruth Casterline and Chief Roger Clink were also in attendance.

The budget workshop commenced.

On motion of Kirstie, second by Tressa, it was unanimous to raise the annual fee for the junkyard licenses from \$75 to \$100.

On motion of Kirstie, second by Tressa, it was unanimous to end our contract with Class A Cleaning on December 31, 2018 due to budget constraints.

On motion of Tressa, second by Susan, it was unanimous to advertise for a cleaning person to work 10 hours per week (non-office hours) at a salary of \$10 per hour.

On motion of Tressa, second by Susan, it was unanimous to raise the rent for the District Justice office to \$500/month beginning January 1, 2019.

On motion of Kirstie, second by Tressa, it was unanimous to give the office the day after Thanksgiving and Christmas Eve as additional holidays beginning in 2019. Susan abstained as she is an employee.

On motion of Susan, second by Kirstie, it was unanimous to close our recycling center on Sundays beginning January 6, 2019.

On motion of Tressa, second by George, it was unanimous to pay the Robert Benjamin Realty invoice for the township building appraisal in the amount of \$1900.

On motion of Kirstie, second by George, it passed to advertise the proposed budget for public review beginning November 19, 2018 with a one (1) mill tax increase, with tentative adoption at our December 19th meeting. The roll call vote was as follows: Kirstie Lake – yes; George Ballenstedt – yes; Christine Vough – yes; Tressa Heffron – no; Susan Seck – no.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 10:08 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
November 28, 2018 6 PM Regular Meeting

Chairperson Christine Vough called the meeting to order at 6 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Kirstie Lake. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Christine led everyone in the Pledge of Allegiance.

Eagle Scout Caleb Horton was not in attendance this evening.

Voice of the Residents:

Danny Stark of Clinton Street asked why the township doesn't get any of the room tax money from the County? Robin said by law that has to go to the County level, even though 3 of the hotels are in the township. We did get a grant of \$600+ one year for new directional signs to Round Top Park. The room tax money must be used for tourism, so it's hard for us to come up with things to put in for.

Richard Bean reported for the Park Commission. Emily Chilson will be building a Gaga Pit on Round Top for her Girl Scout Silver award. Mikala Horton will be building picnic tables for her Girl Scout Gold award. Caleb Horton will be recognized for his Eagle Scout project at the Supervisor's next meeting. Robin is working on the DCNR paperwork for all 3 phases. Skip Schneider and John Rosh on site of ATV trail making sure all is good. Richard has not heard on the Yamaha grant yet. The fire company will hang the star on December 9th, weather permitting. The star will be moved to the Park on December 6th. Richard asked about the cable franchise issue. John Thompson said he has drafted an agreement which includes additional funds that we are entitled to from Charter. John has also requested an audit. Richard said he has not heard anything from the Supervisors about hiring an appraiser for the Dunkley Hill property. The Board felt Richard could just move forward with the appraisal since the property was given to the Parks. Susan said Richard should get a market value appraisal and come back to the Board with a plan. Richard is working on a DEP clean energy CNG grant to replace the park pickup truck.

On motion of George, second by Kirstie, it was unanimous to adopt RESOLUTION 2018-10, adopting a policy governing the appointment of Special Fire Police Officers in Athens Township.

On motion of George, second by Susan, it was unanimous to approve the Fire Police applications for Thomas Alexander Cessna and Lori Cessna.

George said the fire company would like to see a requirement put in the SALDO for commercial properties to install a Knox box on their buildings for the fire company. He also presented a draft resolution where the fire company updated their fee schedule. Super Bingo on Dec 8th.

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On motion of Tressa, second by Christine, it was unanimous to pay the monthly invoices as presented. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

John Thompson will email the draft Purchasing Policy and resend the Credit Card Policy for consideration at our December 19th meeting. John also had a resolution that was adopted by Valley Joint Sewer Authority extending the life of the Articles of Existence for 50 more years. He also had a resolution that our Board needed to adopt in conjunction with this. On motion of Kirstie, second by Susan, it was unanimous to adopt RESOLUTION 2018-11 extending the life of the Articles of Existence for 50 more years.

The Stormwater Maintenance agreement for Microtel was signed. This had been approved when the Microtel land development was approved, but a signed copy had never been recorded.

It was decided to hold our Christmas luncheon on December 21st at noon.

The monthly meetings for the Board of Supervisors will continue as the last Wednesday of each month at 6 PM, with exceptions being November 20th and December 18th.

On motion of George, second by Kirstie, it was unanimous to reappoint Steve Sumner to the Valley Joint Sewer Authority Board for a term to expire 12/31/2023.

On motion of Susan, second by Tressa, it was unanimous to reappoint Meade Murtland to the Athens Township Authority Board for a term to expire 12/31/2023.

On motion of Christine, second by George, it was unanimous to approve the minutes of October 31 and November 13, 2013 as written.

On motion of Kirstie, second by George, it was unanimous to accept the monthly reports as presented.

On motion of Tressa, second by George, it was unanimous to approve the renewal of Ed's membership in the National Association of Floodplain Managers.

Correspondence/Information was as listed in the meeting agenda.

Chairperson Vough took the Board into executive session for personnel and pending litigation at 6:45 PM. The regular meeting reconvened at 8:07 PM.

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On motion of Kirstie, second by Tressa, it was unanimous to have Robin hire Kevin Baker and Sheila Smith as recycling attendants at \$7.25/hour to begin as substitutes, with a start date after all employment paperwork is completed with Ruth.

The Board approved Robin to purchase employee service appreciation gifts for 30 year and 40 year employees (not to exceed \$300 each) for presentation at the Christmas luncheon.

On motion of Tressa, second by Kirstie, it was unanimous to have Susan purchase a Case self-leveling bucket for the tractor from Monroe Tractor at a price not to exceed \$8,896.55.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 8:12 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
December 3, 2018 5:30 PM Special Meeting

Chairwoman Christine Vough called the special meeting to order at 5:30 PM. Supervisors also present were Kirstie Lake, Tressa Heffron, George Ballenstedt and Susan Seck. Solicitor John Thompson arrived at 5:45 PM.

Chairwoman Vough took the Board into executive session at 5:31 PM for personnel. The special meeting reconvened at 6:26 PM.

On motion of Tressa, second by George, it was unanimous to hire Jeff Sredenschek as a School Resource Officer at a salary of \$19.00/hour to work a maximum of 32 hours per week while school is in session at the SRU school, to begin after all employment paperwork is complete with Ruth.

On motion of Kirstie, second by Tressa, it was unanimous to hire Mike Adams as a School Resource Officer at a salary of \$19.00/hour to work a maximum of 32 hours per week while school is in session at the Lynch Bustin Elementary School and the Harlan Rowe Middle School, to begin after all employment paperwork is complete with Ruth.

Officers Sredenschek and Adams were sworn in by Chairwoman Christine Vough at this time.

On motion of Susan, second by Tressa, it was unanimous to have Susan replace one barn door at a cost not to exceed \$1,500.00 to be taken from the General Fund building maintenance line item.

On motion of Kirstie, second by Susan, it was unanimous to give a \$500.00 donation to Sirens for Santa to be taken from line item 457.540.

Chairwoman Vough took the Board into executive session at 6:45 PM for personnel and real estate. The special meeting reconvened at 6:48 PM.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 6:49 PM.

Respectfully submitted,

Christine A. Vough
Chairperson/Acting Secretary