

ATHENS TOWNSHIP SUPERVISORS
January 7, 2019 6:00 PM
Organization Meeting

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

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

On motion of Christine, second by George, it was unanimous to appoint Kirstie Lake as Chairperson.

On motion of Susan, second by Tressa, it was unanimous to elect George Ballenstedt as Vice Chairman.

On motion of Christine, second by George, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2019.

On motion of George, second by Christine, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2019.

On motion of Tressa, second by George, it was unanimous to reappoint Susan Seck as Director of Public Works for 2019. Susan abstained from the vote.

On motion of Tressa, second by Christine, it was unanimous to hire Attorney John Thompson to represent the Township for 2019 at a rate of \$105 per hour.

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, Day after Thanksgiving, Veterans Day (Nov. 11th), Christmas Eve, 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 George, second by Christine, it passed to approve paid sick days per year for full-time Non-Uniform employees at 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 for an immediate family member that requires hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve vacation time for full-time Non-Uniform employees: After one year employment - 10 days. After 5 years employment - 15 days. After six years employment, one vacation day per year of service shall be received up to a maximum of 25 days. No more than 4 weeks can be carried over. Bargaining Unit vacation as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve time off with pay for bereavement leave for Non-Uniform employees: for the death of husband, wife, children or stepchildren - 5 working days; mother, father, sister or brother - 5 working days; mother-in-law or father-in-law - 5 working days; aunt, uncle, grandparents, grandchild, niece, nephew, brother-in-law, sister-in-law - 3 working days. This leave time is for employee or spouse family member and also includes the death of any 'step-'. Granted immediately after employment. Bargaining Unit bereavement leave as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed 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. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve 4 personal days for full-time Non-Uniform employees. Granted immediately and prorated according to date of hire. Bargaining Unit employee personal days as per respective contracts. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to continue to provide the Township Non-Uniform Defined Benefit Pension Plan and contribute \$93,221 to it and continue to provide the Police Defined Benefit Pension Plan and contribute \$74,843 to it for 2019. Non-uniform employees hired after 1-1-2018 will be enrolled in the 457 and 401(a) Defined Contribution Plans for pension. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve that any supervisor in office during 2019 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to give authority to Chairperson of the Board to purchase supplies and small items of equipment without formal approval of the Board, and to the other four supervisors to act in the same capacity in the event of emergency when the Chairperson is not available. Susan abstained as she is an employee.

On motion of George, second by Christine, it passed to approve the 2019 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Roadmaster/\$500. Susan abstained as she is the Roadmaster.

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On motion of Christine, second by Tressa, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2019.

On motion of George, second by Susan, it was unanimous to appoint Code Inspections, Inc. as our third-party building code enforcement entity for 2019.

On motion of Tressa, second by Christine, it was unanimous to approve the purging of records from 2011 and prior according to the records retention policy.

On motion of George, second by Susan, it was unanimous to hire James Shaw to serve as an SRO for the Athens Area School District at a salary of \$19.50/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, and to have the Chairperson swear him in. Chairperson Kirstie Lake administered the Oath of Office to James Shaw.

Voice of the Residents – none

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-01 designating C & N Bank and M & T Bank as our depositories for 2019.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-02 appointing George Ballenstedt and Kirstie Lake as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2019.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-03 designating Ruth Casterline as our primary voting delegate and George Ballenstedt as our first alternate voting delegate for the Bradford County TCC for 2019.

On motion of Tressa, second by Christine, it was unanimous to adopt RESOLUTION 2019-04, setting the fee schedule for 2019.

On motion of Christine, second by Susan, it was unanimous to direct John Thompson to draft and advertise ORDINANCE 2019-01, accepting Porcupine Road as a township road, for adoption at our January 30th meeting.

On motion of Christine, second by George, 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.

On motion of George, second by Tressa, it was unanimous to set the mileage reimbursement rate for 2019 at \$.58 per mile as per IRS.

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It was decided to table any action on the Purchasing and Credit Card policies until our January 30th meeting.

On motion of George, second by Kirstie, it was unanimous to adopt RESOLUTION 2019-05, adopting the Athens Township Volunteer Fire Company billing policy.

On motion of George, second by Tressa, it was unanimous to approve payment of the Bradford County Sanitation Committee municipal contribution invoice for 2019 in the amount of \$6,345.

On motion of Tressa, second by George, it was unanimous to approve the purchase of the tote of hydraulic oil in the amount of \$4,163.50.

Larry Alderson and Michael Hatlee of Citizens and Northern Bank were present to discuss the 401(a) and 457 pension plans. Discussion was held. Attorney Thompson will prepare an ordinance for review at our January 30th meeting.

Chairperson Lake took the Board into executive session at 7:40 PM for personnel. The regular meeting reconvened at 8:25 PM.

On motion of Tressa, second by Christine, it was unanimous to give Mark Stark 5 additional sick days for 2018, and to have Kirstie execute the Memorandum of Understanding to the Public Works Union Contract clarifying language with regard to "Probation Period" and "Sick Leave". John Thompson will see that Belinda from the Union receives a fully-executed copy.

Susan requested direction as to the FEMA submission for 3 of our roads. On motion of Kirstie, second by Christine, it was unanimous to have Susan submit to FEMA for the damages to Vetter Road, Orcutt Creek Road, and Jacklin Road.

There being no further business, on motion of Kirstie, second by Christine, the meeting adjourned at 8:34 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
January 30, 2019 6:00 PM

Chairwoman Kirstie Lake called the meeting to order at 6:05 PM. Supervisors also present were Susan Seck, George Ballenstedt, Christine Vough and Tressa Heffron. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Richard Bean was present for the Parks Commission. The two Girl Scout projects in Round Top are 'on hold' until spring. We received payment for Phase I of the Round Top Park Expansion Project. No word on payment for the other two phases. Richard said they will not be getting the grant from Yamaha as we don't have enough riders. The fire company has taken down the star and it is back in storage. The Parks Commission thanks the fire company for their help. The Supervisors will be auditing Spectrum and Empire. Richard spoke to an appraiser about the Dunkley Hill property. The appraiser said we should get \$3,000/acre, and should reserve the mineral rights for 5-6 years. The Commission is working on the August 10th Bradford County Summer Park Series on Round Top. There will be four events in the county recognizing 3 county parks and Round Top. Skip will have the engineering drawings for the ATV grant completed by January 31st and will forward them on to DCNR for review. If all goes as planned, the bid will go out around February 4th and will be opened at the February 26th supervisors meeting. On motion of George, second by Tressa, it was unanimous to bid out the ATV grant project for our February meeting if everything is in order.

John Thompson would like the Board and Richard's approval to negotiate a new lease with Spectrum for their towers/dishes located on Round Top. Discussion was held. Richard would like an increase of at least 3% per year. On motion of Kirstie, second by Tressa, it was unanimous to have John Thompson negotiate with Spectrum for better terms.

On motion of Susan, second by Tressa, it was unanimous to adopt ORDINANCE 2019-01, accepting Porcupine Road as a township road.

George reported for the fire company. The fund drive is ahead of 2018. Bingo is down. There will be a Super Bingo on April 6th. They accepted 1 new person into membership. 2018 was their busiest so far.

On motion of Tressa, second by George, 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 Susan, it was unanimous to bid out diesel and 87 octane fuel for our February meeting. We will bid for both dyed LSD diesel and 'regular' LSD diesel with the understanding that we will accept one or the other, not both.

On motion of George, second by Tressa, it was unanimous to purchase the tank for salt brine from Sutton's for mixing the brine prior to being transferred to the water truck, and to take the funds from General Fund line item 437.200.

Discussion was held on the mining permit renewal. We will be crushing this spring/summer, but that will be the end of the mining since we are down to mostly sand. It was decided not to renew the mining permit, but to see about negotiating a lease for the rental of the property for material storage. The mining permit will expire on November 17, 2019 and the land lease will expire November 26, 2021.

On motion of Kirstie, second by George, it was unanimous to change the clothing reimbursement accounts for Susan, Ed and Cindy to clothing allowances, which will allow them to use their township credit cards for eligible purchases. Susan abstained from the vote as she has one of these accounts.

On motion of Kirstie, second by Tressa, it was unanimous to adopt RESOLUTION 2019-06 setting a credit card policy for township credit cards.

The purchasing policy was discussed again. It was decided not to implement the entire policy, but to implement a requirement similar to the one the police follow. On motion of Tressa, second by Christine, it was unanimous to require every person making ANY purchase from November 1 to December 31 of each year advise Ruth as soon as possible of the amount of the purchase so she can have a more accurate idea of our financial status for budgeting purposes.

On motion of Tressa, second by Kirstie, it was unanimous to appoint Susan Seck as the Applicant's Agent for FEMA-4408-DR-PA.

Discussion was held on our snow emergency regulations. John Thompson will draft changes to the current snow emergency sections of our Township Code for review at our next meeting.

The surveys for the Hazard Mitigation Plan Update were completed and reviewed. Robin will submit them to the County.

Chairwoman Kirstie Lake assigned the following committees to the Board:

Kirstie Lake:	Police, Planning & Zoning, Shared Services
George Ballenstedt:	Fire, Public Relations, Parks
Susan Seck:	Roads, Safety, Junkyards
Christine Vough:	Recycling, Building & Grounds, Parks
Tressa Heffron:	Shared Services, Office, Building & Grounds

Dave Steinfelt was present for the fire company. He was unaware that our meetings were no longer at 7 PM. He reviewed the fire report with the Board. He said they are the second busiest company in the County. They have picked up 10 new members since last year. The Junior Firefighter program has 5 members between 14 and 18 years old. Active membership is up. Breathing tanks were purchased with the Act 13 money from the township. An Act 13 grant from the county (\$10,000) was used to purchase a new river rescue boat, and they now have a couple members certified for river rescue. They also received a \$15,000 state grant. Christine asked if they are getting enough help with tree removal. Dave said it would be nice if the township crew could remove them during the day if they are able, but he understands that they are very busy, too. Susan said the guys do look for trees hanging over the road and try to take care of them. She did say Mattison did cut a tree at no charge on Round Top Road that the guys couldn't get.

On motion of Christine, second by George, it was unanimous to remove Christine from the bank accounts and add Kirstie in her place; and to require 2 signatures on all checks once the changes are complete.

On motion of George, second by Tressa, it was unanimous to approve the minutes of January 7, 2019 as written, with the correction to the SRO salary from the 2018 rate of \$19/hour to the 2019 rate of \$19.50/hour.

On motion of Tressa, second by Christine, it was unanimous to accept the monthly reports as presented. The annual Planning Commission report was also included with the regular reports.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Lake took the Board into executive session at 7:37 PM for personnel and pending litigation. The regular meeting reconvened at 8:27 PM.

On motion of Tressa, second by Susan, it was unanimous to give a 3% raise to all non-bargaining unit employees, retroactive to January 1, 2019.

On motion of Tressa, second by Kirstie, it was unanimous to give Dylan the same benefits as the Department of Public Works.

On motion of Kirstie, second by Christine, it was unanimous to deduct 11-1/2 hours of over-usage of sick time by Mark Stark in 2018 from his 2019 allotment, with the understanding that if he has an overage again, he will have to reimburse the township.

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On motion of Kirstie, second by Tressa, it passed to ratify the running of the ad for a Heavy Equipment Operator to replace Ralph Blowers. Christine voted no.

On motion of George, second by Tressa, it was unanimous to amend the Time Clock Policy for the Public Works Department to reflect the change in the overtime language to make it as stated in their union contract.

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

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
February 27, 2019 6:00 PM

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

The bids for fuel were opened and were as follows:

<u>Bidder</u>	11,000 gal <u>87 octane</u>	14,000 gal <u>LSD diesel</u>	<u>OR</u>	14,000 gal <u>LSD diesel DYED</u>
WOC Energy	1.8344/gal.	(no bid)		2.341/gal.
Mirabito Energy Products	1.9256/gal.	2.3787/gal.		2.3827/gal.

On motion of George, second by Christine, it was unanimous to accept the bid of WOC energy for the 87 octane and the LSD diesel DYED.

Voice of the Residents:

Donna Hazelton of North Thomas Avenue, Sayre, asked the Board how long the lights would be “out” at the bridge. She would like to see stop signs there instead of the flashing red lights. Robin said the flashing red lights mean the same thing as stop signs. Donna said people don’t stop in the morning – 4 or 5 cars will go over in a row and they pull into the Guthrie lot. Kirstie said we will look into it.

Frank Altman had requested to be put on the agenda, but was not present for the meeting.

Richard Bean reported for the Athens Township Parks and Recreation Commission. He called DCNR about the payment for Phases II and III. Our contact has been out on medical leave and his work is backed up. It will be a couple weeks before he can work on them. He asked John Thompson when the Spectrum and Empire audits will be complete and John said they are working on it. Richard advised the Board that it will be \$2200 - \$2400 to have the Dunkley Hill property surveyed so they can sell it. The Commission is working on the Bradford County Summer Park Series for August 10th in Round Top. They will ask the Valley Off Road Recreation Club to have a booth and hand out permit applications. Our engineer missed the completion date for our bid package. He will have it completed and into DCNR on Tuesday. Skip talked to them and they will have it back in time for Robin to advertise the bid so we can open them on March 27th. We have received 90% of the funds for the ATV grant. The ORV club will doing in-kind services for the grant and will be building new picnic tables, trail maintenance and signage. Barry will begin work on April 8th. Park inspection will be April 6th starting at 9:30 AM at Tozer’s Landing. Richard asked Susan if the highway department will be repairing Round Top Road this year. The Boy Scout Camporee (Indian District 5 Rivers Council) will be October 4th through 6th.

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Dave Steinfelt was present for the Athens Township Volunteer Fire Company. Discussion was held about the proposed 'false alarm' ordinance. Dave said they were at Tractor Supply 6 times in the last 2 weeks. John said he needs to get with the fire company to make sure of what they want in the ordinance. Dave also asked us to consider Knox boxes on commercial buildings and on residential buildings with fire alarms. Robin said that is being discussed as one of the changes to our Zoning Ordinance.

On motion of Susan, second by Tressa, 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 Kirstie, second by George, it was unanimous to appoint Rebecca Miller to the Planning Commission to fill the vacancy left by the resignation of Scot Saggiomo. The term will expire October 30, 2020.

On motion of George, second by Tressa, it was unanimous to ratify the hiring of Andrew Conner as a backup recycling attendant effective February 21, 2019 at minimum wage.

On motion of George, second by Tressa, it was unanimous to hire Ben Vough as a backup recycling attendant at minimum wage and to put him on the roster as soon as his employment paperwork is complete with Ruth. Christine abstained from the vote as Ben is her son.

On motion of Christine, second by Kirstie, it was unanimous to adopt RESOLUTION 2019-08, changing the signatories on the C & N bank accounts to Robin, Ruth and Kirstie, and removing Christine at her request.

Discussion was held on the Credit Card policy. It was then tabled until John and Tressa can get with Ruth on this.

The Pension Plan ordinances were discussed. John will call Michael Hatlee at C & N to see where we are with these.

Robin told the Board that the population numbers that the PUC uses to calculate the Act 13 disbursements includes wording that, "Per regulation, this is provided by the US Census Bureau and is their publically available estimate for your municipality". In reviewing that section, she saw that the Census Bureau has estimated a drop in population for Athens Township of 208 from the last Census. We had gained population in the last Census, so why would they estimate numbers that drop our population. This directly affects what we receive in Act 13 funds. Robin suggested the Board contact our legislators to speak out for a change in the law that would not allow the Census Bureau to estimate population instead of using the actual numbers.

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On motion of George, second by Tressa, it was unanimous to participate in the 2019-2020 COSTARS salt contract. Susan will get the tonnage numbers to Robin.

On motion of Kirstie, second by Christine, it was unanimous to approve the Copy Source copier contract for the police department copier.

Susan said there is a Dirt and Gravel Road free breakfast on March 12th from 10 – 1 in Wysox that she would like to send the Highway Department to. On motion of Susan, second by Kirstie, it was unanimous to send the crew, and anyone else who wished to attend. RSVP is due by March 5th.

On motion of George, second by Christine, it was unanimous to approve the minutes of January 30, 2019 as written.

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

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Lake took the Board into executive session at 7 PM for personnel and pending litigation. The regular meeting reconvened at 8:18 PM.

On motion of Kirstie, second by Tressa, it was unanimous to sign the settlement agreement between TMT and Gutelius.

On motion of Christine, second by Kirstie, it was unanimous to pay the annual dues for the PSATS TEMA program.

On motion of Tressa, second by Christine, it was unanimous to approve Ed's attendance at the PCCA Advanced Floodplain Management in Pennsylvania course to be held in Towanda on May 15th (no charge).

Robin advised the Board that she had gotten a price from our actuary to do the annual reporting for the new pension plans. He said he would charge a total of \$500.00. On motion of George, second by Tressa, it was unanimous to accept this proposal from Conrad Siegel Actuaries.

Tressa had received a request for a letter in support of a grant Valley Playland is applying for. Robin will send the letter.

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

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS
Special Meeting 6 PM March 18, 2019

Chairwoman Kirstie Lake called the meeting to order at 6:01 PM. Supervisors also present were Tressa Heffron, Christine Vough and Susan Seck. George Ballenstedt was absent because he had a prior meeting commitment with Athens Township Authority.

Chairwoman Kirstie Lake took the Board into executive session at 6:02 PM for personnel and real estate. The regular meeting reconvened at 9:50 PM.

Approve quote for office computers (3) and for Susan (1) if her computer can't be updated to Windows 10 – tabled until the 27th.

On motion of Susan, second by Tressa, it was unanimous to approve Robin to run an ad for a Recycling Manager at a salary of \$10/hour.

On motion of Tressa, second by Kirstie, it was unanimous to put bids out for 2 RC or DSA as per specs provided by Susan, 8000 tons of R-4s and to bid crushing.

The purchase of additional police flooring was tabled.

On motion of Susan, second by Tressa, it was unanimous to give Susan permission to explore bidding for Center Street with Sayre Borough. Susan will provide detailed bid to Robin.

There being no further business, on motion of Tressa, second by Christine, it was unanimous to adjourn the meeting at 10:15 PM.

Respectfully submitted,

Kirstie Lake
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS
Regular Meeting 6 PM March 27, 2019

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

The bids for the ATV Trail Grant were opened at this time and were as follows:

Insinger Excavating	\$189,085
Solid Ground Services	\$154,431

On motion of George, second by Christine it was unanimous to award the bid to Solid Ground Services, contingent upon review and approval by our Engineer and by DCNR.

Voice of the Residents: None

Our auditors – Bill Morris, Jane Watson and Shelly Reagan – were present to give their report on the audit. Bill said the books were in excellent condition again this year, and Ruth Casterline has done another good job for us.

Robin advised the board that she neglected to include the auditor approval of Susan's clothing allowance for 2019 in the minutes. Their approval was given on January 8, 2019. On motion of Kirstie, second by Christine, it was unanimous to accept the auditor approval of \$500 for Susan's 2019 clothing allowance.

Richard Bean reported for the Parks Commission. Scout projects are in progress. He has heard nothing new from DCNR regarding payment for Phases 2 and 3. Richard asked when the audit would be done for Spectrum and Empire and John hasn't heard from them. The Dunkley Hill property does not have to be surveyed before it is sold. The Park Commission is working on the August 10th Bradford County Summer Park Series on Round Top. Richard has asked Cain Chamberlain from Endless Mountain Heritage for an update, but nothing has been finalized. The Commission held their pre-bid meeting for the ATV Trail Grant project, and 5 contractors attended. Round Top will open May 11th. They will have Park Inspection April 6th at 9:30 AM, and will meet and begin at Tozer's Landing. Richard asked if the highway department will repair Round Top Road this year. We are requesting inmates to help Barry get the park ready to open.

George reported for the ATVFC. He said there wasn't much new. A handful of people went through an intense training recently in Towanda. Discussion was held as to the false alarm ordinance. John has revised the last version and distributed it to the Board. On motion of Christine, second by George, it was unanimous to have John Thompson advertise this ordinance for adoption at our April 24th meeting.

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On motion of George, second by Tressa, 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 Kirstie, second by Tressa, it was unanimous to send the Public Works Department, Eddie and Cindy to the PA One Call Seminar to be held on April 10th at 8 AM at the South Waverly Borough Hall.

The Board will conduct Road Inspection on April 1st and April 2nd at 4:45 PM both nights. Robin will advertise.

On motion of George, second by Susan, it was unanimous to accept the quote #8108 (police) and #8228 for computer hardware/software from Kai Pan Consulting. This will be paid for from the Act 13 Funds, check #7.

On motion of Kirstie, second by Tressa, it was unanimous to rescind RESOLUTION 2019-06 (instituting the township credit card policy) so it can be revised.

Mr. Kurt Priester, President of Athens Arts4All, had submitted a letter requesting that the \$30 zoning permit fee be waived for their event to be held May 4th and 5th at Harlan Rowe Middle School. He states as a non-profit organization, they use all the money from the show to enhance the art and music programs in the local school districts. On motion of George, second by Kirstie, it was unanimous to waive the \$30 fee, but they are still required to secure the permit at no charge.

On motion of Tressa, second by Susan, it was unanimous to approve the use of the "Authorization Agreement for ACH Debit" forms supplied by C&N Bank for the new 457 Retirement Plans and the new 401(a) Pension plans.

On motion of Tressa, second by Christine, it was unanimous to appoint the Board Chairperson as the signatory for the 457 and 401(a) plans, and to have the Chairperson sign the documents in lieu of using DocuSign or any electronic/digital signature.

On motion of George, second by Kirstie, it was unanimous to send Robin and Ed to the tabletop disaster exercise in Towanda on April 11th from 11:30 AM – 3 PM provided by Penelec at no charge.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of February 27, 2019 as written.

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On motion of Tressa, second by Christine, it passed to approve the minutes of March 18, 2019 as written. George abstained as he was not at the meeting.

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

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Kirstie Lake took the Board into executive session at 6:46 PM for personnel and pending litigation. The regular meeting reconvened at 8:37 PM.

On motion of Kirstie, second by Susan, it was unanimous to deposit the \$70.11 of recycling donations into General Fund.

On motion of Kirstie, second by Tressa, it was unanimous to approve Dylan Haynes to use 5 of his upcoming allotment of vacation days on June 24 – June 28, 2019 (for a planned vacation).

On motion of Tressa, second by George, it was unanimous to terminate Josephine Saxon as our cleaning person.

On motion of Kirstie, second by Tressa, it was unanimous to send all 3 School Resource Officers to Mansfield for a week-long training this summer at a total cost of \$2300 for the course to be paid for by Athens Area School District; and to pay their salary for the days they attend.

On motion of Tressa, second by Susan, it was unanimous to calculate the 401(a) pension amount and match on a percentage basis and not on a flat rate; and to deposit any township match quarterly.

On motion of Kirstie, second by Tressa, it was unanimous to have John Thompson advertise the pension ordinance for adoption at our April 24th meeting contingent upon bank approval.

On motion of Susan, second by Kirstie, it was unanimous to adjourn the meeting at 8:43 PM,

Respectfully submitted,

Robin L. Smith, Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
April 15, 2019 5:30 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 5:37 PM. Supervisors also present were Christine Vough, Susan Seck and Tressa Heffron. George Ballenstedt was absent. Chief Roger Clink was also in attendance.

Chairwoman Lake took the Board into executive session at 5:38 PM for executive session for personnel. The regular meeting reconvened at 6:50 PM.

On motion of Tressa, second by Susan, it was unanimous to allow Ruth to create a line item for SRO expenses.

On motion of Christine, second by Tressa, it was unanimous to allow Ruth to send a donation to the Meals-On-Wheels in honor of Robin's dad.

There being no further business, on motion of Christine, second by Tressa, it was unanimous to adjourn the meeting at 6:55 PM.

Respectfully submitted,

Kirstie Lake
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS

April 24, 2019 6:00 PM

Chairwoman Kirstie Lake called the meeting to order at 6:04 PM. Supervisors also present were Christine Vough, Susan Seck, George Ballenstedt and Tressa Heffron. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

At this time the bids for crushing were opened and were as follows:

<u>Vendor</u>	3000 Tons <u>4"minus</u>	3000 Tons <u>3"minus</u>	2500 Tons <u>2-3/4"minus</u>	2500 Tons <u>1-1/2"minus</u>
Villager Construction	\$2.25/T	\$2.25/T	\$2.25/T	\$2.85/T
Douglas Bros. (Peterson)	\$4.25/T	\$4.45/T	\$4.75/T	\$4.90/T
Marcus Cole Construction	\$4.00/T	\$4.00/T	\$4.35/T	\$4.60/T

On motion of George, second by Tressa, it was unanimous to award the crushing bid to Villager Construction.

Voice of the Residents:

Donna Hazelton of N. Thomas Avenue, Sayre, was present again concerning the cars "running the red light" at the Thomas Avenue bridge. She said cars do not go one at a time, they go in a line and don't wait for their turn. She said she thinks STOP signs would be better than the light. Susan asked her what time this happens and Donna said around 7:20 AM. Kirstie said she will ask the police to sit there to monitor it.

Richard Bean reported for the Park Commission. Two Girl Scout projects are underway. We still have not heard as to the status of our payments for Phase II and III of the Round Top Park projects. Richard received the info concerning the audits for Spectrum and Empire from our solicitor. We cannot sell the Dunkley Hill Road property because it was donated and it must be used for public use only. They are still working on the August 10th Bradford County Summer Park Series on Round Top. Richard has been asking for an update from Cain Chamberlain on this but nothing has been finalized. He will meet with him on April 29th at Round Top. Solid Ground Services can start on the ATV trail project any time and must have it completed by the end of October. John Rosh, President of the Valley ORV Club, said the club will be having a work session June 8th and 9th to work on the trail maintenance. He is asking for help from all those that ride the trails. The club is also working on signage. Round Top will open May 11th. Park inspection was completed and Barry has the list of things to be done. We will have inmates for 2 weeks.

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On motion of George, second by Susan, it was unanimous to adopt ORDINANCE 2019-04 for false fire alarms.

Discussion was held as to firefighter employees leaving work to respond to fire calls. Robin said it has long been our verbal policy to allow active firefighters to leave work in response to structure fires only, and to pay them for the time they were gone. The Board discussed possibly allowing them to respond (with pay) to other emergency calls that may include entrapment. John Thompson will draft a policy for the Board to review at our May 29th meeting.

On motion of Christine, second by Tressa, 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.

Susan said that Herrick Avenue is in desperate need of paving and it needs to be done ASAP. She has gotten estimates with our guys doing the hauling, renting a paver and roller with operators, and the material - the project would be about \$60,000. If we did our parking lots, the cost would be about \$60,000 additional. If we did any milling, the rental of the milling machine would be around \$5000. Susan will also have a price on striping for our next meeting. The Board set a special meeting date of April 29, 2019 at 5:30 PM to discuss this further. Christine said a younger constituent who is just beginning to drive was questioning when Round Top Road would be fixed. The FEMA rep will be here Tuesday from 9:30 – 11:30 to discuss the August storm damages. Robin and Susan will meet with her.

On motion of Kirstie, second by Christine, it was unanimous to allow Williams Ford to close Bressler Street from 5-9:15 PM on Friday, May 17th, for their Friday Night Headlights car show and event as per the criteria in their letter of request.

Robin had received a resolution from the Canton Wine and Cheese Committee to pass so they can place one small banner sign along Route 220 near Route 199 advertising their event. PennDOT now requires a resolution from the municipality in which the sign will be located, absolving PennDOT from liability (and several other requirements) with relation to this sign, if the sign is to be placed in the PennDOT right-of-way (ROW). After discussion, our solicitor says we need to secure a hold-harmless agreement from the Canton Wine and Cheese Committee/Canton Borough so that we are not on the hook for any liability. Robin also advised the Board that PennDOT is requiring the Athens Business Association/Athens Rotary to REMOVE the “Welcome to Athens” sign that they installed with permission from PennDOT, to PennDOT sign specs, that replaced an existing sign. This seems like incredible overreach – especially in the case of the “Welcome to Athens” sign that was done with their approval.

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Robin will advise Canton that we need this agreement, and will also be contacting our legislators concerning PennDOT requiring the removal of all these signs.

On motion of Kirstie, second by Tressa, it was unanimous to adopt ORDINANCE 2019-02 creating a defined contribution 401(a) pension plan for any non-uniformed employees hired after July 18, 2018.

On motion of George, second by Susan, it was unanimous to adopt ORDINANCE 2019-03 creating a 457 plan for the township match to the 401(a) employees, and making the 457 plan available to any other employee who wishes to open their own 457 plan through the township. John Thompson will send the ordinances to Michael Hatlee at C&N Bank.

On motion of George, second by Christine, it was unanimous to approve the minutes of March 27, 2019 as written.

On motion of Tressa, second by Christine, it passed to approve the minutes of April 15, 2019 as written. George abstained as he was not in attendance.

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

On motion of Kirstie, second by Susan, it was unanimous to adopt RESOLUTION 2019-09 in opposition to HB 349 and any other legislation that would require townships to use “two or more” third-party agencies for Building Code enforcement. Robin will send copies to our legislators, PSATS, and Governor Wolf.

Tory Henry of Shuman Hill Road was in attendance with concerns about a clogged storm drain in front of 242 Pine Tree Road. Susan will check it out.

Chairwoman Lake took the Board into executive session at 7:25 PM for personnel. The regular meeting reconvened at 7:52 PM.

On motion of Susan, second by Kirstie, it was unanimous to hire Samantha Soltis as both our cleaning person and our recycling center manager, contingent upon her passing her background check and fingerprinting; at \$10 per hour for both positions; to start when her employment paperwork is complete with Ruth.

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On motion of Kirstie, second by Tressa, it was unanimous to hire Ryann Wagnech as a recycling back-up attendant at \$7.25/hour, to be put on the roster as soon as her employment paperwork is complete with Ruth.

On motion of Kirstie, second by Tressa, it was unanimous to promote Hunter Condusta from part-time patrolman/police officer to full-time patrolman/police officer effective April 25, 2019 with salary and benefits as per the current police department contract. He will fill the opening created by the retirement of James Shaw in December of 2018.

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

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
April 29, 2019 5:30 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 5:33 PM. Supervisors also present were Christine Vough, Tressa Heffron, Susan Seck and George Ballenstedt. Kirstie led everyone in the Pledge of Allegiance.

Hunter Condusta was present for a ceremonial picture for his promotion from part-time police officer to full-time police officer.

On motion of George, second by Susan, it was unanimous to move \$2500 from the SRO funding line to the SRO equipment line.

A cost estimate was presented to mill and repave the Athens Township parking lots in the amount of \$60,000. On motion of George, second by Christine, it was unanimous to approve \$60,000 (not to exceed) of Act 13 monies for milling as needed and repaving the Athens Township facility parking lots with hot mix.

On motion of Kirstie, second by Christine, it was unanimous to approve \$60,000 (not to exceed) for milling in spots as needed, and to repave all of Herrick Avenue with hot mix, to be funded from the Liquid Fuels budget and General Fund.

There being no further business, on motion of Tressa, second by George, it was unanimous to adjourn the meeting at 5:59 PM.

Respectfully submitted,

George Ballenstedt
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS
May 29, 2019 6:00 PM

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

Voice of the Residents: None

Richard Bean reported for the Parks Commission. Emily Chilson completed the Gaga Pit on Round Top for her Girl Scout Silver Award. Mikala Horton will be building picnic tables for her Girl Scout Gold Award. The DCNR payment for Phases II and III is still in question. Robin and Richard had a conference call with our administrator and his supervisor. We do not agree with their numbers. John Thompson will review the documents. Richard said the Spectrum franchise fee payment is not the same as the Time Warner franchise payment – to the tune of about \$15,000. John will send a letter to get clarification on this. They are still working on the plans for the August 10th event on Round Top. Round Top opened on May 11th. We had inmates for 2 weeks. They did a great job! It is an excellent program. The park commission will be purchasing a trail camera to count the vehicles entering Round Top Park. Richard also saw Roberta Blanchard and she would like to turn over ownership of the Junction Canal property to the Park Commission if we pay for the survey and the legal fees.

George reported for the fire company. He said a group of Junior Firefighters are going to Pike County Emergency Management the first week in June for training. He said bingo is down a bit.

On motion of Christine, second by George, it was unanimous to approve the monthly bills, including the annual lease payment for our storage at the Enterprise Center. A complete listing of revenues and expenditures is on file in the office of the Treasurer.

Susan reported that Herrick Avenue has been paved. FEMA is working on a time for a site visit. The guys are grading and pulling ditches. They will be doing dust oil soon.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2019-10, setting the percentages for the third pension plan with C&N Bank.

Elaine has asked to be replaced as the Deputy Right-To-Know Officer for the township. Robin has asked Cindy if she would be interested in doing that and she was agreeable to it. On motion of Kirstie, second by Tressa, it was unanimous to appoint Cynthia Parrish as the Deputy Right-To-Know Officer as replacement for Elaine Daddona.

On motion of Kirstie, second by Susan, it was unanimous to send Robin to the UC seminars.

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The Risk Assessment Results for the Hazard Mitigation Plan update were reviewed at this time.

On motion of Tressa, second by Christine, it was unanimous to approve the minutes of April 24th and April 29, 2019 as written.

On motion of George, second by Susan, it was unanimous to accept the monthly reports as presented. There was no Building Permits report (technical difficulties).

Correspondence/Information was as listed in the meeting agenda.

Carol Carey of 237 Clinton Street said it's summer, the kids are out of school, when will there be a police presence on Clinton Street? They bought the electronic (speed) sign. Get it out and use it. She said she never sees Chief. He needs to know about this. She has talked to two officers and has heard nothing back yet. She offered to let them park in her driveway or leave a locked marked car in her side yard. Tressa asked about speed bumps, and Susan said it's every road. Tressa agreed.

John Carlin of Clinton Street said they were told that when Applebee's came in, it wouldn't affect them. He said the intersection at Elmira Street is terribly congested. He is concerned because he said Planning Commission approved a new driveway for Williams Subaru across from Applebee's onto Clinton Street. This will make it worse. Robin said that Planning Commission did not approve the driveway - Planning Commission can only recommend to the Supervisors. This has not come to the Supervisors yet, so there is no approved driveway. Kirstie said she will talk to the police department.

Joe Burns of Weaver Road said the road conditions are very poor in the Round Top area. Round Top Road, Pump Station Hill Road, etc. They get flat tires because there are a lot of sharp rocks. On Round Top Road you are swerving all over to miss potholes. Sutliff Hill Road has a blind knoll - people dodging potholes are getting over in the other lane. Susan said she had the petroleum guys out last week. She said the road(s) need pipes. There is a lot of water under the roads. We are looking at that area. Joe said from Weaver to Round Top you put good material. Susan said we couldn't get that material last year. They've begun stockpiling it for about a week. She said you are on the radar. The weather is not cooperating.

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

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On motion of Kirstie, second by Tressa, it was unanimous to hire Jennifer Trollman as our cleaning person for the building, to work Monday through Friday, 2 hours per day any time the office is closed, at a rate of \$10/hour, contingent upon clearances for criminal background check and fingerprinting, to begin once her employment paperwork has been completed with Ruth.

On motion of Tressa, second by Christine, it was unanimous to enroll the township in Praesidium for background checks at a cost of \$16 per check.

On motion of George, second by Susan, that for the next tax season, we acknowledge the County's lowered assessment for the VA property, effective tax year 2020.

There being no further business, on motion of Tressa, second by Christine, it was unanimous to adjourn the meeting at 8:55 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

June 26, 2019 6:00 PM

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

There were no bids received for the 4000 Tons DSA. On motion of Susan, second by George, it was unanimous to have Robin rebid this for our next meeting.

Voice of the Residents: None

On motion of Kirstie, second by Christine, it was unanimous to reappoint Richard Bean to the Athens Township Parks Commission for a term to expire July 1, 2024.

Richard Bean reported for the Parks Commission. Mikala Horton will be building picnic tables for her Girl Scout Gold Award. We have not received reimbursement from DCNR for Phases II and III. Tina Pickett has been asked to get involved. We have no word back yet from Spectrum on John's letter regarding the discrepancy in payments. The Bradford County Summer Park Series on Round Top is in the final planning stage. Entertainment and food have been finalized. They are working on parking, traffic control and trash removal. The Park Commission will have their own booth showing off our 4 parks. Construction on the ATV Trail Grant will start August 12th. The restroom is scheduled for delivery the same week. The pavilion is scheduled for the week of the 25th. The game camera is in place. In 2 weeks we had 665 vehicles counted. It is not getting all the vehicles. Richard saw some come in but never leaving.

On motion of Christine, second by George, it was unanimous to approve, sign and execute the Easement Agreement with Valley Energy for their gas line on the Jim King Memorial Park property along Glen Valley Road.

Athens Township Fire Chief, Bryan Farr, reported for the fire company. He said call volume is up – and membership is up. They have had 4 new members over the last few months. They had some folks travel to Emmetsburg for training, and also sent 3 female junior firefighters to Pike County for a training event. They now have 6 junior firefighters.

On motion of Kirstie, second by Tressa, it was unanimous to approve the request for the Athens Township Fire Police to assist with traffic control and parking activities for the August 10th County event in Round Top Park.

On motion of Kirstie, second by Tressa, it was unanimous to appoint Michael Murphy to the Athens Twp. Authority for a term to expire December 31, 2021; and to the Valley Joint Sewer Authority for a term to expire December 31, 2019. The ATA 2018 financial statements were also presented.

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

On motion of Kirstie, second by Tressa, it was unanimous to scrap the broken chainsaw.

On motion of Tressa, second by Christine, it was unanimous to have Susan send letters to PennDOT request permission to install a "Hearing Impaired Child" sign near 888 Glen Valley Road and a "Watch Children" sign near McCloe's Trailer Park on Wolcott Hollow Rd.

Susan reported that Truck 10 had an electrical fire in the cab on Weaver Road. She believes the insurance company will total it because of the extent of the electrical damage. It also fried our new radio. Robin will file an insurance claim with Gannon.

On motion of Susan, second by George, it was unanimous to put our old crusher out to bid – as is – as soon as Susan gets the crusher specs to Robin.

Robin reported that she received an email from Tim Sullivan advising us the Road C agreement expired in October, 2018, so we are on our own now. Susan said we may have to do crack sealing this year.

Robin advised the Board that the updated FEMA flood maps are out, and the appeal period will end on September 11, 2019. We need to have a public hearing so the public can come and review the maps to see if there are changes to their properties. If they want to appeal the new mapping, the township will have to submit it for them. The Board set the date of July 16, 2019 at 6 PM for the public hearing. John Thompson will place the legal notice in the Daily Review.

On motion of Kirstie, second by Tressa, it was unanimous to approve the renewal of Ed Reid's PAFPM annual membership at a cost of \$50.

On motion of George, second by Kirstie, it was unanimous to allow the office employees to use one of their vacation days on July 5, 2019 (if they choose to), even if it means the office will be closed.

On motion of Tressa, second by George, it was unanimous to advise Code Inspections, Inc. that we do not wish to retain the residential building plans, and to allow them to dispose of the remaining residential plans for the years 2004 to 2013.

Robin reported that the police department moved into the Emergency Operations Center (EOC) and we need to find another location for it, because we are required by law to have one. Keith Stackhouse is our Emergency Management Coordinator and he submitted a plan for modifications to the meeting room to be able to use that for our EOC. Discussion was held. On motion of Christine, second by George, it was unanimous to move forward with the modifications to the meeting room to allow it to also be used as our EOC.

Robin advised the Board that the Liquid Fuels audit for 2017 and 2018 has been completed and there were no findings.

On motion of Tressa, second by George, it was unanimous to approve the minutes of May 29, 2019 as written.

Robin told the Board that we did not receive last month's Building Permits report because of technical difficulties, and this month's report is not here because we had a power outage and were unable to print it. On motion of Tressa, second by Christine, it was unanimous to accept the Police, Roads and Fire Reports as presented.

Kirstie reported that the Police Department had 701 overtime hours for their participation in the latest drug taskforce roundup. \$36,094 has been reimbursed by the AG's office, 24 of the 28 offenses took place in Athens Township, and 229 grams of crystal meth, heroin, and fentanyl was confiscated – and that doesn't include any pills. She also said the SROs graduated from National SRO School – with the school paying the registration and the township paying wages and transportation.

Chairwoman Kirstie Lake took the Board into executive session at 6:45 PM for personnel and pending litigation. The regular meeting reconvened at 8:45 PM.

On motion of Kirstie, second by Susan, it was unanimous to hire Alex Walter as the Recycling Manager at \$10/hour; to take over all duties including scheduling of workers; to start once his employment paperwork has been completed with Ruth.

On motion of Kirstie, second by George, it was unanimous to hire Matthew Gulyas, Katelynn Wright and Aaron Smith as recycling backup attendants at \$7.25/hour to begin when the employment paperwork is complete with Ruth, and when a backup is needed.

On motion of Tressa, second by Susan, it was unanimous to have John Thompson send a letter to Mark Hawthorne and also a letter to Jonathan Foster, Jr. and Frank Como.

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On motion of Kirstie, second by Tressa, it was unanimous to have all available recycling attendants come in at 3 PM on Wednesday, July 10th, to completely clean the recycling center until it is totally clean, not to exceed 3 hours.

On motion of Tressa, second by Kirstie, it was unanimous to allow Robin (and any other township employee) to pay their own way to attend the PSATS Fall Forum on October 7-8th, and to pay their salary for both days.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 8:58 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Special Meeting and Public Hearing
July 16, 2019 6:00 PM Minutes

Chairwoman Kirstie Lake called the meeting to order at 6:01 PM. Supervisors also present were Susan Seck, George Ballenstedt, and Christine Vough. Tressa Heffron was on vacation. Secretary Robin Smith was also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Chairwoman Lake recessed the special meeting at 6:02 PM to hold a public hearing on the preliminary FEMA floodplain maps for Athens Township. Ed Reid, Athens Township Floodplain Manager, was present and gave an overview for the Board. One gentleman had come to the hearing for informational purposes. Ed said the township has 5 new panels now, and the entire township is being redone for new maps. They have raised the BFE (base flood elevation) in some areas. About 60 more homes were added to the floodplain, and 3 homes were removed. Residents who wish to appeal need to contact the township as soon as possible because they will have to submit “scientific data” for their appeal. The appeal deadline is September 11, 2019, and the appeal must be submitted for the appellant by the township. Chairwoman Lake closed the public hearing at 6:20 PM and reconvened the special meeting.

Voice of the Residents: None

We only received one bid for the 4000 Tons of DSA to be picked up through the year by the township. The bid was from Marcus Cole Construction and was for \$8.50/ton. On motion of George, second by Christine, it was unanimous to accept this bid.

Next was the Clifford/Mary Lou Champion (Debra Luchaco, Executrix) 2 lot subdivision, Lot 1A to become part and parcel to the adjacent lot of Jason M. Rogers located on Shepard Rd. Bruce Benish presented the plan to the Board. There were no deficiencies. On motion of George, second by Susan, it was unanimous to grant preliminary and final plan approval to this subdivision.

We received 3 quotes for cleaning services - 2 hours/day, 2 days/week. J's Clean Sweep was \$255/week; Class A Cleaning was \$260.19/week. Robin found a service on Angie's List called “Handy”, that would provide service to our area 3 hours/day, 2 days/week for \$126.90/week. They do not require a contract, and you can cancel at any time. On motion of Kirstie, second by George, it was unanimous to try Handy as our cleaning service and see how it goes.

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Robin presented 2 proposals for backup service for Digital Drawer. Topp Copy's quote was \$129/month. Kai Pan Consulting's quote was \$30/month. On motion of Kirstie, second by Susan, it was unanimous to accept the quote of Kai Pan Consulting.

Discussion was held on the welding repairs needed for the Thomas Avenue bridge that were listed in the new bridge inspection report. Susan got a quote from Metal Fusion in the amount of \$480 to complete the work. On motion of George, second by Kirstie, it passed to accept the quote from Metal Fusion for this work. Susan abstained from the vote.

Susan is looking to bid out the FEMA roadwork and would like us to front the money until the FEMA funds come in. This would be for Vetter, Tutelow and Jacklin Roads. Robin asked if this funding is 100% guaranteed. Susan said the work will need to be done whether FEMA funds come in or not. Robin asked if these roads need to be engineered and Susan said they will. She suggested looking into engineering Vetter Road first, and will see if she can get some prices together for the next meeting. She also said she had submitted a Dirt and Gravel Road project for Meadowlark Drive, and it ranked #1, so it has been approved. She said the guys have replaced guiderails on Alleyhoot.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of June 26th, 2019 - with the correction of Richard Bean's Parks Commission term to be July 1, 2024, not July 1, 2924!

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

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
July 31, 2019 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:02 PM. Supervisors also present were Susan Seck, George Ballenstedt, and Tressa Heffron. Christine Vough was on vacation. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led those in attendance in the Pledge of Allegiance.

Voice of the Residents:

Daniel Stark of Clinton Street brought a concern about fireworks in the township. He feels they are getting out of hand, and asked the Board if they can do something about it. The Board will check with Chief Clink and also have John Thompson look into it.

Duncan Brown of Highland Drive said his road is in terrible shape. He said he doesn't know how Ron (Reagan) gets up his road. He doesn't dare to come up it with a tractor. Susan said all the roads need material.

Rick Simonds asked why there's no dust oil? Why dig up the culvert on Round Top Road and not put hot mix in? You put that pug mix in. You don't use that. The guys don't know what they're doing. They have no supervision. I'm tired of the guys not doing the roads right.

Duncan Brown asked why people just can't buy their own dust oil? His dad would be happy to do that and would do the whole road.

Rick Simonds said he thinks this (the roadwork) can be done better. Can't you hire it out? Sub it out? Susan tried to answer, but Rick interrupted and said this is just bad decision making. We're not getting the bang for our tax dollars. Where is the money? Susan tried to answer again and was interrupted by Duncan, who asked why you're doing a Dirt and Gravel Road Project on Meadowlark? Why Meadowlark? Rick said you need to invest in a civil engineer, and someone who knows what they're doing. If the roads aren't going to be getting better, he's going to have to move out of the township or get his taxes lowered.

Susan defended the crew and said they are doing the best they can with what they have. Rick said it's not them, it's the supervision.

Elizabeth Roe of Idle Wheels Lane said the Masco trucks still go up Meadowlark and now they come down their private road. Discussion was held as to how to get them re-directed from the wrong information on their GPS. Robin said we can't put signs on the state roads – PennDOT does not allow us to do that unless they approve it, and they don't approve at this location. Robin gave her PennDOT's phone number so she can call and discuss this with them directly.

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Ronald Reagan of Sunnyfield Drive asked about his road. What's the plan? Why did you start the project if you don't have the material to finish it? Susan said we're just waiting on the bond for the material. Ron asked why you used that excavator for ditches? Smithfield, Ridgebury, Litchfield – they don't have deep ditches like we do. Ron said the guys don't dig out the potholes before they repair them – they just put the stuff in the pothole, roll it, and leave. He questioned the budget, saying the last couple years you've dumped a fortune into the police department. Next year, switch that funding to the road crew. Six guys can't take care of 75 miles of road. Susan said we only have 5 guys. Ron said the Dirt and Gravel Road projects take the guys away from doing their regular road work.

Aaron Brotzman of Weaver Road asked if there is money in the budget to do the roads? He asked if we keep records on how to fix these roads and what was done? Aaron said he's looked on Google – PA is listed as 12th in the country for bad roads. He said he doesn't believe Susan has a consultant. Susan said the PennDOT Municipal Services rep goes out with her, and she can have him meet with Aaron if he wants. Aaron said he would like to meet him. He's retired and has time to drive the roads now. He can't find a good one in the township. We should hire a company to do a section of road and see what it looks like.

Rick Simonds said you should use 4" – 6" of DSA, not just 1" – 2". Susan said we use 10" with the Dirt and Gravel Road Projects.

Duncan Brown expressed concerns with the 4-wheelers. Nothing stops them. Rick Simonds said they never moved the GPS from his road (old West Park Road) when he built the township a new road (Bobcat Road). Richard Bean said he contacted Bradford County Planning and they will correct it.

Richard Bean presented a Certificate of Appreciation to Emily Chilson for purchasing and installing a Gaga Pit in Round Top Park for her Girl Scout Silver Award. She did fundraisers to get the funds and did an amazing job installing it. Thank you, Emily!

Next was the opening of the bids for the crusher. We only received one bid and it was from Daniel Mazzaresse in the amount of \$2,000. On motion of Susan, second by Tressa, it was unanimous to accept this bid for the crusher.

Aaron Brotzman asked if the township can require a survey to sell property. We can't require that – that is something done at the State level. He should check with Tina Pickett.

Richard Bean reported for the Parks Commission. Mikala Horton will be building picnic tables and will be starting soon. Phase III is being closed out and we will receive \$49,149. Robin will have all the revised Phase II paperwork to DCNR by Wednesday and it will be completed. No report from the solicitor concerning the Time Warner franchise fee

worksheet with Spectrum fee worksheet. We now have a new contract with Spectrum for the antenna rental. The August 10th Bradford County Summer Park Series on Round Top is in the final phase of planning. We need volunteers Friday night at 6 PM and Saturday at 10 AM to set up and at 6 PM to clean up. Construction on the ATV Trail grant will start August 12th. The restroom is scheduled for delivery the same week. The pavilion is scheduled for the week of the 25th. The game camera was in place for the second time. The two weeks counted 721 cars. We had vandalism at the airfield and the back gate. Four wheelers or vehicle wheels tore up the grass.

Fire Chief Bryan Farr was present for ATVFC. He said they have been very busy, and he thanked the Board for their support. Discussion was held on pre-emption capability for the township traffic signals. On motion of George, second by Susan, it was unanimous to approve the activation/installation of pre-emption capabilities on the traffic signals, to be paid for from the Act 13 fund.

Discussion was also held on doing a revision to close a loophole in our current fire company ordinances with regard to allowing billing under certain circumstances such as negligence, etc. John Thompson will get with Bryan on this.

Ron Reagan presented the Williams Subaru of Sayre 4-lot subdivision at 1730 Elmira Street. Surveyor Pat Grimes of Butler Surveying was present, but there was no Power of Attorney to allow him to speak for the applicant. On motion of George, second by Tressa, it was unanimous to table this subdivision until our August meeting because no representative from Williams Subaru was present.

Ron discussed the ordinance updates. He is worried about liability if we require Knox boxes. He asked the Board to please look at the Zoning Ordinance, SALDO, and the Code of Athens Township and give any updates or changes to Planning Commission as soon as they can. He asked for \$25,000 from Act 13 funds to keep going to update all of these. On motion of George, second by Kirstie, it was unanimous to allocate \$25,000 of Act 13 funding for this process.

On motion of Tressa, second by George, it was unanimous to approve the closure of Bressler Street for Williams Friday Night Headlights event on August 9th from 5 – 9:30 PM.

On motion of Kirstie, second by Tressa, it was unanimous to approve contracting with Praesidium through Selective Insurance for \$16 background checks for new hires.

On motion of Tressa, second by Kirstie, it was unanimous to execute the pension plans Investment Policy Statements from C&N Bank.

Susan reported on the roads. She said the weather has been a real problem. They're trying to do a little bit all over. There was a delay in getting material as well. She is working with FEMA on the August flooding projects. Tressa commented that people can't compare our roads to Litchfield, Ridgebury and Smithfield – they're small with much less traffic and we're huge. Everyone uses our roads to get to those places. Susan said Williams Energy donated 450 tons of road material to us and trucked it in for us as well.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of July 16, 2019 as written.

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

Correspondence/Information was as presented in the meeting agenda.

Chairwoman Lake took the Board into executive session at 7:30 PM for personnel and pending litigation. The regular meeting reconvened at 9:25 PM.

Ed had submitted the junkyard inspection reports. Susan was concerned that she was not asked to accompany him on the inspections because she is the supervisor who oversees the junkyards. Discussion was held as to the approvals for the junkyards since there were so many deficiencies on the inspection reports. On motion of Kirstie, second by George, it was unanimous to table the approvals until Susan and Kirstie can get with Ed on these.

On motion of Kirstie, second by Tressa, it was unanimous to direct Susan to have Vacri restore the approved stormwater facilities at Airport Seniors by re-opening it through the Cole Street berm.

On motion of Kirstie, second by Tressa, it was unanimous to have Robin get a price from Cohen Law Firm with regard to our franchise agreements.

On motion of Kirstie, second by Tressa, it was unanimous to hire Brenda Finnerty as our cleaning person/agency for 4 hours/1 day per week at \$20/hour, as a subcontractor, contingent upon the results of her background check, to start the beginning of September once her employment paperwork is complete with Ruth.

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On motion of Kirstie, second by Tressa, it was unanimous to have John Thompson draft an ordinance for the Intermunicipal Cooperation Agreement.

There being no further business, on motion of George, second by Susan, it was unanimous to adjourn the meeting at 9:35 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
August 28, 2019 6 PM Regular Meeting

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

Voice of the Residents:

Christine Eng of Fair Districts Pennsylvania was present to ask for support from the Board by adopting a resolution in favor of an independent, non-partisan commission that is transparent, impartial and fair, to perform the decennial redistricting to prevent Gerrymandering. She said currently the politicians do the redistricting in secret for partisan gain. The resolution was passed out to the Board so that they can review it and hopefully pass it at a meeting in the very near future.

Charles Lawton of 82 Erin Road asked what the plan and schedule is to fix the drainage at the end of the road, and to fix his driveway from work that was done earlier. Susan said she has been out there this past week and talked to his son. We have problems all over the township. We should be back out there tomorrow.

Jim Secrist of Vetter Road offered to take some of his property to move Vetter Road over about 20 – 25 feet because of the damages from the storms last fall. Susan said she had Bradford County Conservation District out there. Stacy Secrist said part of the road has sunk about 6 feet since this past March. Susan, John Thompson and Jim Secrist will get things around to do this. Kirstie asked John to make this a high priority, and John said he will do that once he has all the information.

Amanda Boyer, Bradford County Grants Coordinator, said she has received a grant of \$4.6 million for hazard mitigation, and she may be able to help with funding for some of our projects.

Richard Bean was present for the Parks Commission. We will be receiving \$43,000 from DCNR for Phase II. No report from the solicitor concerning the franchise fee issues. Construction on the ATV grant will start soon. We need to clear the overlooks of trees and brush. We should get at least 2 quotes if we are going to do it. We received \$15,000 from the Bradford County Commissioners. The first 100 feet off Weaver Road will not meet PA standards.

Dave Steinfeldt was here from the Athens Township Volunteer Fire Company and went over the July Fire Report for those in attendance. He requested \$25,000 from Act 13 funding to replace 10 sets of turn-out gear. He said they will be having their Sportsman's Night on September 21st, and tickets are on sale for \$30. They will be trying a trivia night in January. September 12 – 14th they will be hosting a Maple producers event at the firehall

from 5-7 each night. Registration is \$150. Saturday will be a bus tour of 4 different maple producers.

Marion Carling presented the proposed subdivisions and land developments with the recommendations from Planning Commission. First was the Jack/Ella Belles two-lot subdivision on McCardle Road. There were no deficiencies. On motion of George, second by Susan, it was unanimous to grant preliminary and final plan approval to this subdivision, and to sign the Non-Building Waiver.

Next was the Edward/Deanna Barrett & William/Joann Verderese three-lot subdivision on Weaver Road. There were no deficiencies. On motion of Tressa, second by Christine, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the Component I sewage planning module.

Marion presented the John/Theresa Hunsinger two-lot subdivision on Chamberlain Road. There were no deficiencies. On motion of Christine, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision, and to sign the Non-Building Waiver.

Next was the four-lot subdivision at 1730 Elmira Street for Williams Subaru of Sayre that was tabled at our last meeting because no one was present for the applicant. Randy Williams was here representing the applicant tonight. Engineer Mark Mazur explained the subdivision to the Board. There was an issue with Lot A on the subdivision plan not meeting the minimum size requirements. The owner's signature was also needed on the plans, and Mr. Williams signed them. On motion of Christine, second by Kirstie, it was unanimous to grant PRELIMINARY approval ONLY, expressly conditioned upon Lot A as identified being made part and parcel to the lands described in Bradford County Instrument 201600744, thereby creating 1 lot consisting of .82 acres.

Next was the Williams Subaru of Sayre land development located at 1730 Elmira Street. On motion of Tressa, second by Christine, it was unanimous to grant PRELIMINARY approval ONLY to this land development, contingent upon resolution of the following deficiencies:

- 1) Lot A, as identified, being made part and parcel to lands described in Bradford County Instrument 201600744, thereby creating 1 lot consisting of .82 acres.
- 2) Approval from the Bradford County Conservation District must be provided prior to construction start (NPDES)
- 3) Provide PennDOT Highway Occupancy Permits for Elmira Street
- 4) Stormwater Operation and Maintenance Agreement required and referenced by deed

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On motion of Kirstie, second by Susan, it was unanimous to accept George's resignation from the Athens Township Authority. George abstained from the vote.

On motion of George, second by Tressa, it was unanimous to appoint Doug Williams to the Athens Township Authority to fill the vacancy created by George's resignation, for a term to expire December 31, 2019.

Our first budget workshop date was set for Saturday, September 28th at 9 AM.

On motion of Tressa, second by Kirstie, it was unanimous to send Eddie to the PAFPM Annual Conference in Harrisburg on September 10-11, \$195 registration fee, 2-nights hotel and meals.

Junkyard approvals were discussed. Susan will get with Eddie and they will go together for re-inspection.

On motion of Kirstie, second by George, it was unanimous to approve the closure of Pennsylvania Avenue on September 19th from 6:30 – 8:30 PM for the Homecoming parade.

Discussion was held as to the possibility of revising our noise/nuisance ordinances to include the use of fireworks as well as other noise issues such as loud music and other disturbances. John Thompson will draft something for us to consider at our next meeting.

On motion of Christine, second by Tressa, it was unanimous to accept the quote of Teledair for the 75" Optima Creative Touch Interactive Flat Panel for our Emergency Operations Center/meeting room in the amount of \$7,795.00 to be paid out of the Act 13 check #8 funds.

On motion of Kirstie, second by Tressa, it was unanimous to have Robin send a letter of support for the PA Route 6 Alliance grant submission for a Façade Improvement and Signage Program in Bradford and Wyoming Counties.

On motion of Susan, second by Kirstie, it was unanimous to approve the quote of Moody and Associates, Inc. for the lump sum fee of \$9,800 for the Vetter Road and Murphy Road Stream Stabilization/Stream Rehabilitation Survey and Design Consulting Services as stated in their proposal No. 19-225-IL dated August 21, 2019.

Susan reported on the roads. We have been having equipment issues. Truck 10 burned up, the transmission and clutch needs replacing in one of the other trucks (\$8,500), one truck needs a chain replaced and another truck needs to be sent out because the box is coming unattached, our backhoe is worn out, and we've had to rent an excavator. Williams Gas is donating 450 T of material to put back in the roads over where they are drilling. We have issues at the pit.

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On motion of George, second by Kirstie, it was unanimous to approve the minutes of July 31, 2019 as written. Christine abstained because she was on vacation.

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

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Kirstie Lake took the Board into executive session at 8:40 PM for personnel and pending litigation. The regular meeting reconvened at 10:18 PM.

On motion of Tressa, second by Kirstie, it was unanimous to hire Jim Calhoun as a temporary seasonal public works employee at \$15/hour and no benefits, to begin when his employment paperwork is complete with Ruth.

On motion of George, second by Kirstie, it was unanimous to have Robin bid for a tandem axle dump truck once Susan gets her the specs.

On motion of Susan, second by Kirstie, it was unanimous to contribute \$25,000 to the Athens Township Volunteer Fire Company for the replacement of 10 sets of turn-out gear, with the money being taken from Act 13 check #8.

There being no further business, on motion of Tressa, second by Susan, it was unanimous to adjourn the meeting at 10:24 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Special Meeting 6:30 PM September 17, 2019

Chairwoman Kirstie Lake called the meeting to order at 6:35 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron and Christine Vough. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Chairwoman Lake took the Board into executive session at 6:36 PM for personnel. Guests were Ed Reid, Cindy Parrish, Andy Hutz, John Baird, Rita Jo Swingle and William Bresser. The regular meeting reconvened at 7:56 PM.

On motion of Kirstie, second by George, it passed 4-1 to approve RESOLUTION 2019-11 in support of Fair Districts PA's work toward legislative efforts to amend the Pennsylvania Constitution to assign the decennial task of both legislative and congressional redistricting to an independent citizens' redistricting commission devoid of political motivation or partisanship to ensure a fair, transparent and accurate legislative and congressional redistricting process that respects political subdivisions, and prohibits districts from being drawn to favor or discriminate against a political party or candidate (gerrymandering). Christine voted no.

Our gravel pit reclamation process was discussed. Susan will have quotes for this for our September 25th meeting.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 8:52 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
September 25, 2019 6 PM Regular Meeting

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

Chairwoman Lake called for the opening of bids for the tandem axle dump truck as specified in the bid worksheet narrative on page 2 of the agenda. The bid from State Line Auto Auction was the sole bid received, and was in the amount of \$41,786,21. On motion of Susan, second by George, it was unanimous to accept this bid. This truck will replace the 1999 Mack tandem axle that was totaled because of a cab fire.

Voice of the Residents:

Betty Jo Morris, 3395 Wilawana Road, was present regarding the drainage area west of her house. She said that when that was worked the last time, her side of the swale was banked lower than the other side and now the water comes over into her yard because of that. Discussion was held. Susan said it is a dilemma as to how to fix it. She said we will try to get over there this week or next. Susan will also call BCCD to have them come and look at the detention pond on Gary Nittinger's property. Betty Jo thanked the Board.

Jim and Stacey Secrist of Vetter Road were present to ask what the timeline was for the easement completion for the moving of Vetter Road onto their property. Susan said the plans are done for the creek, and we are supposed to get them by the end of the week. John Thompson has the easement ready to go and is just waiting for the survey to attach to it. All agreed the intent is to move the road over into the easement area. Jim asked if the township was going to pay for the removal of the remaining trees, and Susan said yes. Stacey has pictures of the creek and will send them to Robin to forward to the Board. Susan will call the surveyor tomorrow.

Richard Bean reported for the Parks Commission. Phase II has been approved and we are waiting for the controls office to cut a check. No report from our solicitor concerning the difference from the Time Warner franchise fee worksheet and the Spectrum fee worksheet. Also, we have not received any franchise payments for this year. The last payment was in March and was for 2018. Construction has started on the ATV trail grant. The restroom is complete and the pavilion is up. The floor of the pavilion will be poured tomorrow as well as the walkway for the restroom. SGS plans to start the guiderails tomorrow. We added 20 feet of guiderail after the bid. SGS will do it at no cost. The entire job is expected to be completed in two weeks. We have one quote for the clearing of the overlooks - \$35,000. This quote was not prevailing wage. There will be a Boy Scout Camporee on Round Top the weekend of October 19th. Barry was told someone was seen taking lumber into the woods on Round Top. We assumed that the lumber was to build a tree stand. Richard asked Barry

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to report it to the Police Department and let them handle it. Our game camera has also seen vehicle headlights at night in the park.

ATVFC Fire Chief, Bryan Farr, was present with his report. He said the company has been asked to help with the Bradford County Half Marathon on October 5/6th. Since this will be in a non-emergent capacity, he needs to have Board approval for this., On motion of Tressa, second by Kirstie, it was unanimous to approve the fire company's participation. Two fire police applications (for Michael Maurey and Jediah Yale) have been approved by the fire company and by Chief Clink. They now need to be approved by the Board of Supervisors. On motion of Kirstie, second by Tressa, it was unanimous to approve both applications.

On motion of Kirstie, second by Tressa, it was unanimous to adopt Resolution 2019-12, adopting the updated Athens Township Emergency Operations Plan dated September, 2019.

Road inspection was set for Saturday, October 26th to begin from the Athens Township Building at 9 AM.

On motion of Christine, second by Tressa, it was unanimous to set Trick-or-Treat night as October 31, 2019 from 6 - 8 PM in Athens Township.

On motion of Kirstie, second by Christine, it was unanimous to approve the junkyard inspections for both junkyards and to have Robin send out the license renewals.

John Thompson passed out drafts of the Secrist/Vetter Road easement and the Noise Ordinance. He asked the Board to review these drafts for our next meeting.

Robin had been working on our insurance renewal with Steve Sumner and discussion was held as to cyber insurance. Steve sent Robin an application for that, and it requires us to have a Corporate Use Policy for Digital Resources. Kai had forwarded one to Robin that John Thompson will work on for our next meeting. He will email it to us prior to the meeting for review.

On motion of Kirstie, second by George, it was unanimous to cast our ballot for Michel Keller to serve as PSATS UC Trustee.

On motion of George, second by Susan, it was unanimous to execute the Supplemental Engineering Agreement for the Thomas Avenue bridge project.

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Discussion was held as to the mowing of the landfill property. Robin will get prices to mow and Susan will get prices to rent a skid-steer.

Susan received 3 quotes for the reclamation of our Ellistown Gravel Pit, which are listed in the meeting agenda. On motion of George, second by Susan, it was unanimous to hire the low quote from Lineburg Excavation for the reclamation at a price of \$13,750.

On motion of George, second by Tressa, it was unanimous to approve the minutes of August 28th and September 17, 2019 as written.

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

Correspondence/Information was as listed in the meeting agenda.

Susan Loomis of Winslow Street was present to discuss problems with wildlife dying on her property. She presented pictures of a neighboring business property spraying along their property line. She said her trees are dying and her dog just died. She also said Walmart is allowing people to enter/exit through their delivery access and added that their new grocery pickup is directed through that entrance/exit. She had called the office and Eddie and Cindy had said there is nothing the township can do about it as these are civil matters. She presented pictures to the Board and a letter with her statements. Robin told her we would take a look at it to see if there was anything we could do, and she would get back to her. Susan said the people are flying in and out of there. The Board said they would ask the police to sit there.

Chairwoman Lake took the Board into executive session at 7:10 PM for personnel and pending litigation. The regular meeting reconvened at 8:35 PM.

On motion of Susan, second by Kirstie, it was unanimous to have John Thompson send a letter to Spectrum, and also send a letter to Clarity Connect with regard to their equipment on our tower.

There being no further business, on motion of Susan, second by Tressa, it was unanimous to adjourn the meeting at 8:42 PM.

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS
Budget Workshop 9 AM September 28, 2019

Chairwoman Kirstie Lake called the meeting to order at 9:15 AM. Supervisors also present were Susan Seck, Christine Vough, Tressa Heffron and George Ballenstedt. Secretary Robin Smith and Treasurer Ruth Casterline were also in attendance.

Ruth needed direction on 3 invoices coming in:

- 1) Moody & Associates invoice for the stream stabilization survey for Vetter Road
- 2) State Line Auto Auction invoice for truck purchase accepted on September 25th
- 3) Lineburg Excavation invoice for reclamation of our Ellistown Gravel Pit

On motion of Kirstie, second by Christine, the 3 invoices listed above will be paid as follows:

- 1) Moody & Associates invoice will be paid with Act 13 funds, to be repaid by FEMA DR-4408 funds when/if received.
- 2) State Line Auto Auction invoice will be paid from General Fund line item 430.700, with any shortage to be paid from Act 13 funds.
- 3) Lineburg Excavation invoice to be paid from General Fund line item 438.202

On motion of Kirstie, second by Christine, it was unanimous to pay for the following Vetter Road repairs from Act 13 funds out of this year's budget – to be repaid by FEMA DR-4408 funds when/if received:

- 1) Surveyor to do maps for the road relocation easement – approx. \$2000
- 2) Trees in the wires to be cut – approx. \$3,000
- 3) Stabilization of the creek bank – approx. \$90,000

Discussion was held as to the possible purchase of an excavator. Susan will get prices for our next meeting.

George suggested that the PSATS Resolution Committee consider a resolution where after we bid something out or find an item in COSTARS, but also find the exact (or equivalent) item at a lower price elsewhere, we would be able to purchase the lower price item. Robin said resolutions for the Committee are received from actions at the County Conventions that are forwarded on to PSATS. We just had our County Convention, but we need to consider submitting this next year – if not sooner.

Robin presented the Minimum Municipal Obligation for the year 2020 for both defined benefit pension plans. The police plan requirement will be \$76,013 and the non-uniform plan requirement will be \$86,614.

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On motion of Kirstie, second by Christine, it was unanimous to adopt RESOLUTION 2019-13 eliminating employee contributions to both the Non-Uniform Defined Benefit Pension Plan and the Police Pension Plan for 2020.

Our next budget workshop will be October 15, 2019 at 6 PM.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 12:11 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
October 15, 2019 6 PM Budget Workshop

Chairwoman Kirstie Lake called the meeting to order at 6:02 PM. Supervisors also present were George Ballenstedt, Christine Vough and Susan Seck. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Tressa Heffron was absent. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents:

Dave Steinfelt of Jolley Lane said their street sign(s) and post are missing at the corner of Jolley Lane and Wolcott Hollow Road. Susan will check to see if the post and signs are in the area, or if new signs need to be ordered. Jolley Lane is a private road and would be the responsibility of the residents to purchase, if necessary.

Bryan Farr and Dave Steinfelt of the Athens Township Volunteer Fire Company presented their budget to the Board at this time. Their current contribution from the township is \$96,000 annually, and has been at that rate for several years. They are asking for a 'bump' in that to \$102,000. Their proposed company budget for 2020 is \$199,300. The Board thanked them for coming, and for all they do.

On motion of Kirstie, second by George, it was unanimous to accept the quote from Keystone Communications for a base station and antenna with installation in the meeting room/EOC in the amount of \$2,328.90. This will be paid for by Act 13 funds.

On motion of Kirstie, second by George, it passed to pay Susan's wages for the time she served on jury duty, and to have her give her daily \$9 stipend from the court to the township. Susan abstained from the vote as this directly involved her.

Ruth presented the 2020 pay schedule for review. On motion of Kirstie, second by Christine, it was unanimous to approve this schedule as presented, with the following paydate changes: April 10th (Good Friday) to April 9th; July 3 (Independence Day observed) to July 2nd; and January 1, 2020 (New Year's Day) to December 31, 2019.

Roger Clink arrived to present the police department proposed budget. The budget included a new 4WD police vehicle. Discussion was also held as to creating a secure reception area for the police that would be accessed from the call box door.

John Thompson arrived at 7:15 PM. He presented the draft of the Vetter Road easement for the board to review.

John also presented a settlement in the Sayre Valley LLC assessment appeal. On motion of Christine, second by Kirstie, it was unanimous to accept the settlement.

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Robin presented a quote from Gannon's for Cyber Insurance to be added to our township policy. On motion of Kirstie, second by Christine, it was unanimous to approve the quote in the amount of \$2,202/year, which is with a \$2500 deductible and provides a \$1,000,000 electronic info security limit and \$100,000 security breach limit.

Kirstie will remind Roger that we need a list of SRO/part-timer needs for budget purposes.

The next budget workshop was set for October 22nd at 6 PM.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 9:22 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
Budget Workshop 6 PM October 22, 2019

Chairwoman Kirstie Lake called the meeting to order at 6:10 PM. Supervisors also present were Susan Seck, George Ballenstedt, Christine Vough and Tressa Heffron. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Bradford County Conservation District was recently given approval by DEP to proceed with the Bradford County Emergency Stream Intervention (ESI) pilot program. In order for us to participate in this program, we will need to have employees that will be involved in this program attend 3 days of training in order to qualify. The cost for the 3 days of training is \$50 per person. Susan would like to go, and would like to take Pernell, Mike and Dylan as well. On motion of Kirstie, second by George, it was unanimous to approve their attendance.

Bryan Farr had contacted Robin concerning the fire company's use of the highway repeater channel during emergencies and when they have a need to use it. He was requesting a letter giving them permission so they could have it in the fire company's files. On motion of George, second by Susan, it was unanimous to sign the letter giving them permission.

The budget workshop commenced. Roger had given Kirstie a short list of items that will be required for the SROs in 2020. They will need 'go bags' (\$450), optics (\$524 each), and slings for their rifles (\$112). There were no required expenses submitted for the 2 part-time officers for 2020.

The budget workshop ended at 7:42 PM. There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 7:44 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
October 30, 2019 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:02 PM. Supervisors also present were Susan Seck, George Ballenstedt, Christine Vough and Tressa Heffron. Secretary Robin Smith was also in attendance. Solicitor John Thompson would be late. Kirstie led everyone in the Pledge of Allegiance.

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

1500 Tons anti-skid delivered to township yard by December 1, 2019

Marcus Cole Construction	\$17.50/Ton
FS Lopke Contracting	\$27.00/Ton
S. Andrulonis Enterprises	\$16.97/Ton
Bristol Excavating	\$19.44/Ton for AS1; \$24.54/Ton for AS2

Vetter Road Stabilization Project

M. R. Dirt	\$110,750
Insinger Excavating	\$179,298
Solid Ground Services	\$150,425

The bids were tabled to await review by Solicitor Thompson for completeness, and would be awarded after he arrives.

Voice of the Residents:

Patty Ingerick of 171 Sharon Ave. was present concerning a water issue on her property. She has had water in her basement twice now since she moved here 3-1/2 years ago. She also had a contractor build a French drain in front of her garage, but that's not working. Susan said that she will check tomorrow because we are supposed to get heavy rain and that would show where the problem is. Susan has plans to call the Valley Joint Sewer to pump our drywells in that area and she will have them do the one in her driveway when they're there.

Betty Jo Morris of 3395 Wilawana Road was present for an update on her water problem. Susan said the township drainage area needs to be cleaned out there and we will be getting to it as soon as the ground dries up. She also said they will look at building Betty Jo's side of the drainage area back up to the height it was prior to the installation of the drywells to help alleviate the overflow into her yard.

Richard Bean reported for the Parks Commission. We received the Phase II payment in the amount of \$43,343. We still have no report from our solicitor concerning the difference from the Time Warner franchise fee worksheet and the Spectrum worksheet. Also we have

not received any franchise payments for this year! The last payment was in March and was for 2018. Construction of the ATV Trail grant should be completed by the end of the month. The restroom, guiderails, loading ramp and pavilion are complete. The tables have been ordered and should be ready to paint in a couple weeks. The ORV club will be painting them. The overlooks have been cut at a cost of \$6,500. Barry's last day will be November 15th. Round Top will close November 23rd and will be open after deer season for cross country skiing when there is snow on the ground. Their 2020 budget is completed.

George Ballenstedt reported for the fire company. They have done some fire safety promotions for the schools. There will be a Super Bingo in April with a prize of \$10,000!

On motion of Christine, second by Tressa, it was unanimous to release the Spalding Memorial Library funds, as we have received their financial statements for 2018.

The next 4 agenda items were tabled until John Thompson arrives.

On motion of George, second by Susan, it was unanimous to approve the 2020 Bradford County Humane Society contract in the amount of \$1,312.75.

Robin advised the Board that we received an answer On October 9, 2019 to our May, 2018 request to install "Except Local Traffic to Lamoka Road" signs on Mile Lane Road so that tractor trailers would be able to make their deliveries. PennDOT grants us the permission if we purchase the signs. Susan has them ordered.

On motion of Kirstie, second by Christine, it was unanimous to have Robin advertise the proposed 2020 budget for inspection, and for adoption at our December 18th meeting.

On motion of Tressa, second by Susan, it passed to submit a Letter of Intent to DCED for a police consolidation study for the possible combination of the Athens Borough and the Athens Township police departments. Christine asked if they had met with both chiefs on this, and Kirstie said they had. Christine voted no.

Susan Seck reported that we have 'water, water everywhere!'. She is now on her 4th FEMA representative and it is frustrating to keep having to bring each one up-to-speed. The crew is preparing for winter. We have pipes to put in as well.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of September 25th, 28th, and October 22nd, 2019 as written.

On motion of Christine, second by Kirstie, it passed to approve the minutes of October 15, 2019 as written. Tressa abstained as she was absent from that meeting.

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On motion of Tressa, 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.

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

Correspondence/Information was as in the meeting agenda.

Chairwoman Lake took the Board into executive session at 6:55 PM. John Thompson arrived at 7:20 PM. The regular meeting reconvened at 9:02 PM.

On motion of Kirstie, second by Susan, it was unanimous to appoint Cheryl Wood-Walter as a Zoning Hearing Board alternate for a term to expire September 9, 2022.

The bids were discussed with John. On motion of Kirstie, second by George, it was unanimous to disqualify the bid of S. Andrulonis Enterprises because of improper bid security, and to award the bid to Marcus Cole Construction for the 1500 Tons antiskid to be delivered to the township yard by December 1, 2019.

On motion of Tressa, second by Kirstie, it was unanimous to accept the bid of M. R. Dirt for the Vetter Road Stabilization Project.

On motion of Kirstie, second by Tressa, it was unanimous to accept the recommendation of Conrad Siegal to change the actuarial assumptions for both the Non-Uniform Defined Benefit Plan and the Police Defined Benefit Plan to the SOA Public Sector Table for Safety Workers. We presently use the IRS 2017 Small Combined Table.

On motion of Kirstie, second by Tressa, it was unanimous to approve the easement for the relocation of a portion of Vetter Road. The Secrists had to leave the meeting prior to John arriving, so John will drop the easement off to Secrists tomorrow for signature and they will get it back to the office by Tuesday.

On motion of Kirstie, second by Susan, it was unanimous to have John negotiate the lease with Clarity Connect.

On motion of Kirstie, second by George, it was unanimous to have Robin get Diana from Spectrum's contact information to John so he can get our issues resolved as soon as possible.

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On motion of Kirstie, second by George, it was unanimous to have Ruth give Pernell his increase on his 2019 anniversary date, and both Pernell and Dylan will get their next increase on January 1, 2020.

On motion of George, second by Kirstie, it was unanimous to approve, sign and execute Police Chief Roger Clink's MOU for 2020, and to give 3% raises to all non-bargaining unit employees for the year 2020.

On motion of Christine, second by Tressa, it was unanimous to set Ed Reid and Cindy Parrish's clothing allowances for 2020 at \$350 each.

On motion of Christine, second by Tressa, it was unanimous to recommend a clothing allowance of \$500 for the year 2020 for working supervisor, Susan Seck.

There being no further business, on motion of George, second by Tressa, it was unanimous to adjourn the meeting at 9:17 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
November 6, 2019 6 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:02 PM. Supervisors Tressa Heffron and Christine Vough were also in attendance. George Ballenstedt was away and Susan had to work. Secretary Robin Smith was also present. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents: None

Three bids were received for the hydroseeding of the Ellistown Gravel Pit and were as follows:

Randy's Greenhouse \$6,400
Nick's Landscaping \$5,800
Austin's Excavating \$4,400

On motion of Kirstie, second by Christine, it was unanimous to award the bid to Austin's Excavating.

On motion of Kirstie, second by Tressa, it was unanimous to contract with Cohen Law Firm to do a Franchise Fee Audit of our Spectrum franchise for the lump sum of \$5,900.

On motion of Tressa, second by Christine, it was unanimous to approve the Moody & Associates proposal for inspection of the Vetter Road Stabilization project for \$102/hour, not to exceed 30 hours. Kirstie asked if this expense could be covered by FEMA, and Robin said she believes so.

Discussion was held on the purchase of the mini-excavator. We have the money in the budget this year (\$125,000), so Ruth said we would be able to use those funds to purchase this outright instead of doing a 4-year lease. On motion of Kirstie, second by Tressa, it was unanimous to approve the purchase of the new Caterpillar 308 – CAB 308 07A CR MHE DCA8B S/N N/A in the amount of \$112,210 through the COSTARS contract this year.

Susan received the contract from BCCD for the Meadowlark Drive project. The budget needs to be adjusted for that project. Ruth, Robin and Susan went over the following adjustments:

General Fund page 12, line 373: change \$30,000 to \$13,000
General Fund page 12, line 374: change \$32,500 to \$49,500
Dirt & Gravel fund:
 Revenue: add \$235,381
 Expenditures: add \$3200 to Labor
 add \$223,941 to Materials
 add \$8,240 to Equipment

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On motion of Kirstie, second by Christine, it was unanimous to make the above listed adjustments to the proposed 2020 budget.

There being no further business, on motion of Tressa, second by Christine, it was unanimous to adjourn the meeting at 6:22 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
November 20, 2019 6 PM Regular Meeting

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

Voice of the Residents: None

Richard Bean reported for the Parks Commission. Construction of the ATV trail grant was inspected by Richard and Engineer Skip Schneider. Workmanship was good, but there was only one bear-proof trash can provided and there were supposed to be two. They will be installing the second can on November 29th. We still have not received the 4 tables from Rock Oak Lumber. The OHV club will be painting them. The club has not given Robin the number/type of trail signs to order that they will be putting up. Once everything is complete, we can call DCNR for an inspection. Barry's last day was November 15th. Round Top will close November 23rd and open after deer season for skiing on days when there is snow. The star will be taken up to Round Top December 6th, and the fire company is being asked to put it up December 8th. Cohen Law Group has been contracted to audit the Spectrum franchise. The supervisors signed a new franchise agreement last year changing the payment from quarterly to annual.

George reported for the fire company. He said they will be having elections in December, and their reorganization meeting will be the first Sunday in January. They had a Ham and Turkey party November 16th and did well with that.

The Board reviewed the proposed Noise Ordinance. Robin asked if there would be an Ag exemption for Section 4F? John said he would speak to the ordinance update committee to possibly address that in the Zoning Ordinance update. Robin asked if there is a permit template, who would be issuing the permits, and if there would be a fee? John has a template; the Chief of Police would continue to be the person to issue the permits; and there would be no fee. Christine was not comfortable with the jail time of "up to 90 days", which was also discussed. It was agreed to change the 90 days to 30 days. On motion of Kirstie, second by Christine, it was unanimous to have John advertise the ordinance for adoption at our December 18th meeting with the changes above.

On motion of Tressa, second by George, it was unanimous to adopt the Digital Resource Use Policy for all employees as reviewed.

On motion of Christine, second by Susan, it was unanimous to reappoint Marion Carling to the Planning Commission for a term to expire October 30, 2023.

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On motion of Kirstie, second by Christine, it was unanimous to keep our regular meeting dates as the last Wednesday of every month in 2020, with the exceptions of November 18th and December 16th.

On motion of Kirstie, second by Tressa, it was unanimous to have Ed Reid renew his membership in the National Association of State Floodplain Managers for 2020 in the amount of \$165.

On motion of Kirstie, second by George, it was unanimous to set the Christmas Luncheon for December 23rd at noon.

Susan presented the 3 quotes for the Vetter Road relocation listed in the meeting agenda, and one additional quote from M. R. Dirt in the amount of \$3,800. She then stated that work was stopped on the bank stabilization project there because the bank was sliding and a crack appeared in the roadway. She called the engineer from Moody to come out and he said the road needs to be closed immediately because the soil material is saturated and highly unstable. Susan has closed the road, and tomorrow wants to start moving the lane over. The bids received did not seem to all agree as to what work was being requested. The situation has also changed to an emergency circumstance. On motion of Kirstie, second by Tressa, it was unanimous to reject all bids on the grounds that the circumstances have changed since the quotes were requested, and due to the emergency circumstances, authorize Susan to seek telephonic quotes to immediately address the situation.

On motion of Kirstie, second by George, it was unanimous to authorize Susan Seck to enter into a contract with the lowest responsible bidder that can respond immediately for the work stated above.

On motion of George, second by Kirstie it was unanimous to approve the minutes of October 30, 2019 as written.

On motion of Kirstie, second by Tressa, it passed to approve the minutes of November 6, 2019 as written. George and Susan both abstained from the vote because they were not in attendance.

On motion of George, second by Tressa, 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.

There was no police report and only ½ of the fire report (the financials). On motion of Kirstie, second by Christine, it was unanimous to accept the Building Permits report and the Road report as submitted.

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The Greater Valley Chamber of Commerce membership invoice was tabled until our December meeting.

Kirstie took the Board into executive session at 6:53 PM for personnel and pending litigation. The regular meeting reconvened at 7:48 PM.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 7:50 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS
December 18, 2019 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:03 PM. Supervisors also present were Susan Seck, George Ballenstedt, Tressa Heffron, and Christine Vough. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents:

Jim Secrist was here to thank the Board for doing Vetter Road. The Board thanked him for all the help he gave us on that project.

George reported for the Athens Township Volunteer Fire Company. He said they had their regular monthly meeting last Wednesday night. They will be buying a badge ID printer so the members will be able to have ID when they respond to incidents. There will be a Super Bingo in April with a jackpot of \$10,000. Tickets are pre-sale only and he believes they are almost gone already.

Next was the Sayre Valley, LLC 2-lot subdivision at 2900 Elmira Street. The plaza owner, Sayre Valley, LLC, is subdividing the old Kmart portion of the building from the rest of the building, and the corresponding parking lot section. This will be purchased by Guthrie Clinic and used to house clinical services. They had requested a waiver of the 90-day recording fee, but it was determined we do not have the power to grant such a waiver because that regulation is in the Municipalities Planning Code. On motion of George, second by Christine, it was unanimous to grant preliminary and final plan approval to the subdivision.

John Thompson presented the noise ordinance for adoption. He had made the changes the Board had requested. On motion of Tressa, second by Kirstie, it was unanimous to adopt ORDINANCE 2019-05 as our noise ordinance.

On motion of George, second by Kirstie, it was unanimous to reappoint Michael Murphy to the Valley Joint Sewer Board for a term to expire 12/31/2024.

On motion of George, second by Kirstie, it was unanimous to reappoint Steve Sumner to the Athens Township Authority for a term to expire 12/31/2024.

On motion of Kirstie, second by Christine, it was unanimous to adopt RESOLUTION 2019-14 setting the millage rate for 2020 at 12 mills.

On motion of George, second by Christine, it was unanimous to adopt RESOLUTION 2019-15 setting the contribution amount to the Athens Township Volunteer Fire Company at \$100,000 for 2020.

On motion of Tressa, second by Christine, it was unanimous to adopt RESOLUTION 2019-16, adopting the budget for 2020 in the amount of \$4,695,848.00.

On motion of Tressa, second by George, it was unanimous to contribute \$500 to Sirens for Santa.

Susan reported for roads. She said the crew is working together well and helping each other out. Vetter Road is done, with plans to top it next year. Guide rail was also discussed.

On motion of George, second by Tressa, it was unanimous to approve the minutes of November 20, 2019 with the removal of the sentence under the fire company saying they will have elections next year (elections will not happen for another year).

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

On motion of George, second by Tressa, it was unanimous to pay our annual invoice for membership in the Greater Valley Chamber of Commerce for 2020 in the amount of \$450.

Chairwoman Lake took the Board into executive session at 6:40 PM for personnel and pending litigation. The regular meeting reconvened at 8:17 PM.

On motion of Kirstie, second by George, it was unanimous to have Ruth put the \$87,647.50 received from FEMA in the Act 13 Fund.

Discussion was held as to what expenses would be acceptable for the part time police and the SROs. On motion of Kirstie, second by Christine, it was unanimous that they can use their township credit cards for the following:

- 1) Training approved by the Supervisor who oversees the police department, and the associated expenses.
- 2) Uniforms, boots, and any other necessary expenses, all of which need to be approved by the Supervisor who oversees the police department prior to purchase.

On motion of Kirstie, second by Susan, it was unanimous to have Ruth cut a check in the amount of \$35,000 as a payment on the park loan. The \$35,000 will be repaid to Act 13 by the park commission once the loan is paid off.

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John Thompson advised the Board that he will be raising his hourly rate for solicitor services for 2020 to \$110/hour.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 8:24 PM.

Respectfully submitted,

Robin L. Smith
Athens Township Secretary