

ATHENS TOWNSHIP SUPERVISORS

January 6, 2020 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 Kirstie, second by Tressa, it was unanimous to appoint Robin as Secretary pro tem.

On motion of George, second by Christine, 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 George, second by Christine, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2020.

On motion of Kirstie, second by Christine, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2020.

On motion of Kirstie, second by George, it was unanimous to reappoint Susan Seck as Director of Public Works for 2020. 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 2020 at a rate of \$110 per hour.

On motion of George, second by Kirstie, it was unanimous to adopt items 1–10 below for 2020:

- 1) Approve the following paid holidays: January 1, President's Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Day after Thanksgiving, Veterans Day (Nov. 11<sup>th</sup>), 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.
- 2) 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.
- 3) 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.

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- 4) 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.
- 5) 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.
- 6) 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.
- 7) Approve to continue to provide the Township Non-Uniform Defined Benefit Pension Plan and contribute \$86,614 to it and continue to provide the Police Defined Benefit Pension Plan and contribute \$76,013 to it for 2020. Non-uniform employees hired after 1-1-2018 will be enrolled in the 457 and 401(a) Defined Contribution Plans for pension.
- 8) Approve that any supervisor in office during 2020 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc.
- 9) Approve 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.
- 10) Approve the 2020 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Roadmaster (pending auditor approval)/\$500.

On motion of Tressa, second by Susan, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2020

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On motion of George, second by Susan, it was unanimous to appoint Code Inspections, Inc. as our third-party building code enforcement entity for 2020.

Voice of the Residents – none

On motion of Kirstie, second by Tressa, the following 5 RESOLUTIONS were unanimously adopted:

- 1) RESOLUTION 2020-01 designating C & N Bank and M & T Bank as our depositories for 2020.
- 2) RESOLUTION 2020-02 appointing George Ballenstedt and Kirstie Lake as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2020.
- 3) RESOLUTION 2020-03 designating Ruth Casterline as our primary voting delegate and George Ballenstedt as our first alternate voting delegate for the Bradford County TCC for 2020.
- 4) RESOLUTION 2020-04 setting the 2020 mileage rate at \$.575 as per IRS guidelines.
- 5) RESOLUTION 2020-05 approving records disposition for years prior to 2013 as per our Records Retention Policy.

On motion of George, second by Tressa, 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 Kirstie, second by Tressa, it was unanimous to approve payment of the Bradford County Sanitation Committee municipal contribution invoice for 2020 in the amount of \$6,345.

On motion of Tressa, second by Susan, it was unanimous to pay our annual invoice for our TCC membership for 2020 in the amount of \$174.05.

On motion of Tressa, second by Christine, it was unanimous to pay our 2020 PSATS membership invoice, with the addition of the Zoning Membership for Ed (\$125) and the Planner Membership for Clif Cheeks (\$125).

On motion of Kirstie, second by Tressa, it was unanimous to have American Drug and Alcohol Diagnostics, LLC administer our participation in the CDL Clearinghouse for \$200/year as required by federal law.

On motion of Tressa, second by George, it was unanimous to have Ruth attend the Excel class in Towanda on February 19<sup>th</sup> at a cost of \$30.

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On motion of Tressa, second by Susan, it was unanimous to have George be our voting delegate at the 2020 PSATS conference in Hershey.

Discussion was held on the ratification of the purchase of guiderail for Vetter Road and Queen Esther Drive (the agenda mistakenly listed Meadowlark Drive in error). On motion of Kirstie, second by George, it passed to ratify this purchase of guiderail, contingent upon approval by John Thompson and Ruth Casterline.

There being no further business, on motion of Kirstie, second by George, the meeting adjourned at 6:55 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
January 29, 2020 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:03 PM. Supervisors also present were George Ballenstedt, Tressa Heffron and Christine Vough. Susan Seck was absent because she was ill. Secretary Robin Smith was also in attendance, and Solicitor John Thompson arrived at 6:07 PM. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents: None

First Assistant Chief Dave Steinfelt was present for the Athens Township Volunteer Fire Company. He presented the company's year end report to the Board. They had a total of 242 incidents in 2019, with 2711 hours of service to the community and 1280 hours of training. They are in the process of replacing firefighter turnout gear and have been applying for grant funding to replace the squad vehicle. Dan Stark of Clinton Street expressed concern about a low hydrant on his street.

Richard Bean reported for the Parks Commission. They are waiting on the trail signs and the tables to do the final inspection for the ATV grant so we can request final payment. The ORV club is not responding to Richard with a count so we can order the signs and have them put them up. The tables are being rebuilt by FFA at the Athens High School. Round Top is closed but will open for skiing when there is snow. The star was turned off January 8<sup>th</sup> and the fire company will take it down when manpower is available. Richard thanked the fire company for putting the star up and taking it down every year. We have heard nothing from the Cohen Law Group except that they have started the audit of the Spectrum franchise. Lucas Aquilio's Eagle Scout project will be building 6 picnic tables for Round Top. The loan for the park expansion stands at \$150,880. Richard will offer the use of the Dunkley Hill property to the Athens School district.

On motion of Kirstie, second by George, it was unanimous to authorize Robin to advertise the fuel bid and to renew the salt contract once the numbers are received from Susan.

On motion of George, second by Tressa, it was unanimous to accept the quote of TRA Electric, Inc. for our traffic signal maintenance.

On motion of Kirstie, second by Tressa, it was unanimous to reappoint Mike Chilson to the Non-Uniform Pension Board for a term to expire January 1, 2023.

On motion of Tressa, second by Kirstie, it was unanimous to appoint Stacy Sickler to both the Non-Uniform and Police pension boards for a term to expire January 1, 2023.

On motion of Tressa, second by Kirstie, it was unanimous to have Kirstie execute the Notice To Proceed for final design for the Thomas Avenue bridge.

Willy Rowe from Williams Subaru presented an easement to the Board for their dealership which will be along our northern border. We currently have an easement to cover this area, and Willy thought so too, but he had new easement paperwork from Penelec. Discussion was held as to the electric needing to be installed underground when they are proposing setting another pole. The Board was also concerned with the paragraph in the new easement that gives Penelec the right to trim and/or clear the trees on our land along the northern border. The Board advised him that we do not want our trees cut, and any trimming needs the approval of the township. Willy will go back to Penelec and see if he can get a revised easement. The Board also is sending him to Planning Commission for review and recommendation as it will possibly require a waiver from some of the SALDO regulations. Willy will get his paperwork in order and will attend the February 10<sup>th</sup> meeting of the Planning Commission.

John Amato was present to request a waiver from Section 406(D) of the SALDO, which requires him to install electric underground to the new house he is building on King Road. He would prefer to place 4 electric poles from Wilawana Road to his driveway as it would be cheaper. The Board is also sending him to Planning Commission for review and recommendation on this issue. He will be on the March 2<sup>nd</sup> agenda. On motion of Tressa, second by George, it was unanimous to grant this waiver contingent upon Planning Commission review and approval.

On motion of George, second by Tressa, it was unanimous to authorize John Thompson to sign the agreement for the Valley Joint Sewer Authority camera rental at \$200/hour (which also includes operator and equipment).

On motion of Christine, second by George, it was unanimous to have Chief Clink purchase the 2020 Ford Explorer in the amount of \$50,107.00 through COSTARS from New Holland Auto Group.

On motion of Tressa, second by George, it was unanimous to approve the minutes of December 18, 2019 and January 6, 2020 as written.

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

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

Dog licenses will be available for purchase here at the township building on February 6, 2020 from 9 AM to 2 PM.

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Correspondence/Information was as listed in the meeting agenda.

Chairwoman Lake took the Board into executive session at 7:10 PM for personnel and pending litigation. The regular meeting reconvened at 9:10 PM.

Discussion was held on the possible purchase of Athens Borough's used street sweeper. On motion of Kirstie, second by Tressa, it was unanimous to respectfully decline the offer from Athens Borough for the purchase their street sweeper.

On motion of Tressa, second by Kirstie, it was unanimous to have Roger Clink approve the part-time officer and SRO credit card purchases.

Kirstie announced that she had made some changes to her committee assignments. The following is a list of the new assignments that will be effective immediately:

Kirstie: Police, Shared Services, Planning and Zoning, Junkyards  
Christine: Planning and Zoning, Recycling, Public Works  
Tressa: Shared Services, Office, Building and Grounds  
George: Public Relations, Fire, Parks  
Susan: Public Works, Building and Grounds, Parks

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 9:15 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
February 26, 2020 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6 PM. Supervisors also present were Christine Vough, Tressa Heffron, Susan Seck and George Ballenstedt. 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>Vendor</u>   | <u>14,000 gal diesel</u> | <u>11,000 gal 87 octane</u> |
|-----------------|--------------------------|-----------------------------|
| WOC Energy      | \$1.9880/\$27,832        | \$1.6904/\$18,594.40        |
| Mirabito Energy | \$2.0076/\$28,106.40     | \$1.8661/\$20,527.10        |

\*\*a third bid from Diesel Direct was submitted, but they were disqualified because 1) they did not quote the rack price of 2-17-2020, and 2) they did not include bid security.

On motion of Kirstie, second by Tressa, it was unanimous to accept the bid of WOC Energy for both products.

Voice of the Residents: None

George gave a quick report for the fire company. They just did a lot of training. Their \$1600 bingo jackpot went last night. They are also getting close to a final spec for a new squad.

Richard Bean reported for the Parks Commission. He is waiting on the trail signs and the tables to do the final inspection and final payment for the ATV grant. Robin will order the signs when we receive the count. The tables are being rebuilt by FFA at the Athens High School. Round Top is closed, but will open if there is snow for skiing. The star is back home. The Cohen Law Group is performing the Spectrum franchise audit. Lucas Aqualisa Eagle project will be building 6 tables for Round Top. The loan for the expansion stands at \$150,880. Richard met with the Athens Superintendent and the high school principal and offered the use of the Dunkley Hill property. They really liked the idea. Before they make a decision, they want to look at the property when the weather breaks. Barry will start April 13<sup>th</sup>. Park inspection will be on April 4<sup>th</sup> – they will meet at Tozer’s Landing at 9:30 AM. The park will open May 9<sup>th</sup>. Dave Hafer announced that he is resigning from the park commission. He was a charter member – his membership dates back prior to the township taking ownership of Round Top Park!

George brought up the Junction Canal. Discussion was held. We should look for funding for a feasibility study. Richard said it would be up to the Park Commission to develop it. He said they want to do the 18 acres at Tozer’s Landing next after the current loan is paid off. Robin will write a letter to Bobbie Blanchard to ask her to come to the Park Commission’s March 23<sup>rd</sup> meeting.



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Susan requested that the Board wait until we get some reimbursement funds in from Vetter Road before we bid out Murphy Road. The Board was in agreement.

Penn Power Systems had submitted a quote for our generator maintenance. Our current maintenance company, Kinsley Power, does an excellent job for us. They are very dependable and only charge \$9 more per year, and are closer. It was decided to stay with Kinsley.

John Thompson presented paperwork for signature that is to make us aware that Penelec will be placing a mid-span pole to supply Williams Subaru with electric service. The service will run underground after that. The language authorizing Penelec to trim/clear our trees has been removed. On motion of Kirstie, second by Tressa, it was unanimous to sign the agreement.

On motion of Kirstie, second by George, it was unanimous to allow Robin to attend her PSATS Resolutions Committee meeting on March 3, 2020 and to pay her salary for the time she would have worked.

On motion of George, second by Tressa, it was unanimous to approve, sign and execute the Memorandum of Understanding with the Bradford County Conservation District.

Discussion was held on an inclement weather policy for the office personnel. Robin will draft a policy for review at our next meeting.

Tressa reported on the possibility of a YMCA coming to the Valley. She said the Director of the YMCA contacted her to get a group Valley leaders together to discuss the possibility of bringing a YMCA to the Valley area. Their initial meeting was very positive. Community support is very vital. They are looking to do some small classes at a few different locations up here to see what type of interest there is. Guthrie has agreed to partner with the YMCA. Their next meeting will be March 19<sup>th</sup> at 6 PM here at the township building.

The filters for the Digital Resource Policy were discussed. The Board would like Robin, Roger and Kai to get together to see what we feel would be appropriate filters. Once we have met, Robin will bring it back to the Board for a final decision.

On motion of George, second by Tressa, it was passed to approve the minutes of January 29, 2020 as written. Susan abstained because she was not in attendance.

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

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

Correspondence/Information was as listed in the meeting agenda. It was also announced that the County Treasurer would be here on February 28, 2020 from 9 AM to 2 PM to issue dog licenses.

Chairwoman Lake took the Board into executive session at 6:48 PM for personnel and pending litigation. The regular meeting reconvened at 7:40 PM.

Discussion was held on the purchase of an excavator from COSTARS. We had previous approval for the purchase of a mini-excavator at a cost of \$125,000, but after further research, it was determined that would not suit our purposes. On motion of Kirstie, second by George, it was unanimous to approve the purchase of the 313FL CAT excavator through COSTARS at a cost of \$153,785.00. It will be paid for with the \$125K already allocated; \$2,121.29 from the third Act 13 check; \$13,259.00 from the fourth Act 13 check; and the balance of \$15,526 from the sixth Act 13 check.

Discussion was held on the recycling center. We cannot find people willing to work. We have a great crew of high school kids, but they are entering their 'busy' season of school events – baseball, school musical, etc – and should be doing those things. We find that people are not taking direction from the kids, which leads to safety issues and issues with rules and regulations. On motion of George, second by Tressa, it passed to close our recycling center effective March 1, 2020 until further notice. Christine abstained from the vote as her son works there.

On motion of Kirstie, second by Tressa, it was unanimous to accept Brenda Finnerty's new service rate of \$30/hour beginning March 1, 2020.

On motion of Kirstie, second by Tressa, it was unanimous to accept Dave Hafer's resignation from the Park Commission with regret – and the Board directed Robin to purchase a plaque for Dave to express our sincere thanks and appreciation. Dave is a charter member of the Park Commission which was created by Ordinance #17 on March 12, 1968. The Board thanks him for his 52 years of service to the township!

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

Respectfully submitted,

Robin L. Smith, Athens Twp. Secretary

ATHENS TOWNSHIP SUPERVISORS  
March 25, 2020 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6:00 PM. Supervisors also present were George Ballenstedt, Tressa Heffron, Christine Vough and Susan Seck. Solicitor John Thompson was also in attendance. Secretary Robin Smith was absent and the minutes were taken by George. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents:

Tressa said a resident had contacted her asking if we had a dog leash ordinance? She said dogs are being walked without a leash in the Wilawana area. She requested the Board look into an ordinance. The Board directed John to research that for them.

On motion of Tressa, second by George, it was unanimous to adopt RESOLUTION 2020-06, adopting the 2020 Bradford County Hazard Mitigation Plan as our local plan.

On motion of Tressa, second by Christine, it was unanimous to adopt RESOLUTION 2020-07, adopting the 2019 Bradford County Emergency Operations Plan in conjunction with our local plan.

On motion of Tressa, second by Susan, it was unanimous to adopt RESOLUTION 2020-08: Declaration of Emergency for the COVID-19 virus.

On motion of Tressa, second by George, it was unanimous to execute the NTSWA container rental agreements for both the Township building and Round Top Park.

On motion of George, second by Tressa, it was unanimous to allow our Township building to continue to be used as a polling place for elections.

The Board reviewed the 2019 audit results and the recommendations from the auditors dated March 24, 2020.

On motion of Tressa, second by Christine, it was unanimous to ratify the closure of the township building to the public effective March 17, 2020; to send office employees home unless they need to report for a specific purpose; and allow them to use sick days (or file for unemployment) or other paid leave for this time off. .

On motion of Christine, second by Tressa, it was unanimous to adopt RESOLUTION 2020-09, deferring the deadline for the filing of income taxes until July 15, 2020, keeping with the State and Federal deadlines for the same.

The Amato waiver request for overhead electric poles along King Road was tabled as there was nothing showing where the placement of the poles would be.

The Timothy/Pauline Brennan 2 lot-subdivision on Sheshequin Road was presented for approval. Planning Commission recommends preliminary and final plan approval. On motion of Tressa, second by George, it was unanimous to approve this subdivision.

On motion of George, second by Kirstie, it was unanimous to approve the minutes of February 26, 2020 as written.

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On motion of Kirstie, second by Tressa, 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.

Chairwoman Lake took the Board into executive session at 6:25 PM for personnel and pending litigation. The regular meeting reconvened at 7:05 PM.

On motion of Tressa, second by George, it was unanimous to authorize Kirstie to execute the Letter of Understanding with the union with regard to the new Federal Motor Carriers Safety Administration Drug and Alcohol regulations.

On motion of Tressa, second by Kirstie, it was unanimous to pay the office staff and DPW employees their regular pay effective with the March 26, 2020 pay period start for two weeks. The office staff can take off, or work from home, or in the office only as needed to maintain township operations as best as possible. The DPW employees will be on call with no additional pay for on call.

On motion of George, second by Kirstie, it was unanimous to advertise for a full-time DPW employee.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 7:12 PM.

Respectfully submitted,

George C. Ballenstedt  
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS  
April 29, 2020 6 PM Regular Meeting

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

Voice of the Residents:

Tressa had received a call from a resident asking if it would be possible to open the recycling center just for a little while once things open up again because the resident feels there will be too many people at once at the Sayre recycling center. Tressa will respond to the resident that we cannot do that because we no longer have any containers/dumpsters, nor do we have any workers.

The Daniel/Darla Earl 2-lot subdivision located at 161 Robb Street, Lot 1A to become part and parcel to the adjoining lot of J. Wallace/Patricia Haggerty. There were 2 deficiencies, but both have been met. Planning Commission recommends preliminary and final plan approval. On motion of George, second by Tressa, it was unanimous to grant preliminary and final plan approval to this subdivision.

John Amato was present concerning his waiver request for electric installation to his new home he is building on King Road. After much discussion it was decided to have John get a survey map showing the King Road right-of-way and the location of the poles as close to the rear right-of-way as possible. Once those maps are submitted to the Board, we can schedule a meeting to review them and make an official decision on the waiver.

The deed for the Subaru subdivision lot-combination was received. This was the only item holding up final plan approval. The Board and John are okay with final plan approval being given if the deed is recorded with the existing map.

On motion of Tressa, second by Susan, it was unanimous to ratify the COVID-19 Emergency Declaration renewals from April 1 - May 5, 2020. Kirstie has signed at the unanimous direction of the Board, and Robin will scan them and get them to Bradford County.

On motion of Susan, second by George, it was unanimous to approve, sign and execute the annual lease for storage space at the Enterprise Center in the amount of \$5,000.

Discussion was held on the resident's request for a township leash law from our last meeting. It was decided that this is already addressed in state law. Tressa will get back to the resident advising her to contact the Dog Warden, Jim Johnson, if she has further issues.

Discussion was held as to performing road inspection this spring, with the COVID-19 restrictions. It was decided that Susan will send a list of roads she feels need to be done this

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year and the Board will go and look at them as they are able. She did mention Vetter Road, Sunnyfield Drive, and Meadowlark Drive to start with.

On motion of Tressa, second by George, it was unanimous to have Kirstie submit the application for Peer-To-Peer Technical Assistance to DCED.

Discussion was held as to when our parks should be opened. On motion of Tressa, second by Kirstie, it was unanimous to allow the parks to be opened according to the Governor's Plan and the Department of Health guidelines.

Susan advised the Board that she will be getting everything ready to bid for our May meeting as far as what we will need for road work this year. She also said we have 2 trucks out for repair right now.

On motion of George, second by Tressa, it was unanimous to approve the minutes of March 25, 2020 as written.

On motion of Tressa, second by Susan, 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.

We had the financial report from the Fire Company and the Police report for review. There was no building permit report or road report. On motion of George, second by Tressa, it was unanimous to accept the reports we had as presented.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman Lake took the Board into executive session at 7:15 for personnel and pending litigation. The regular meeting reconvened at 8:08 PM.

Discussion was held as to how we can continue to collect scrap metal to help pay for the Veteran's Memorial. On motion of Kirstie, second by Tressa, it was unanimous to have anyone wishing to donate scrap metal call the township during office hours so that someone can accompany them through the shop yard and make sure what was brought is acceptable.

On motion of Kirstie, second by Tressa, it was unanimous to have the office continue to work remotely from home through May 5th, and to have the DPW crew remain off, but available on-call. Susan abstained from the vote as she is the roadmaster.

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On motion of Kirstie, second by George, it was unanimous to adopt the Temporary Part-Time Employment Agreement for the DPW, and to have them sign and return to Robin.

John has reviewed the revised Alcohol and Drug Policy for the DPW. This was revised by our third-party testing service to include the Clearinghouse language mandated by the Federal Motor Carrier Safety Administration. On motion of Kirstie, second by Susan, it was unanimous to adopt this policy to replace all previous policies so that we will be in compliance. Robin will make copies for the DPW and give them to Susan to distribute. The DPW employees will need to sign the acknowledgment sheet and return it to Robin.

Discussion was held as to Elaine's retirement, which will be on June 19, 2020. On motion of George, second by Kirstie, it was unanimous to pay Elaine for her prior years sick and vacation time and for any unused vacation and sick time she received in 2020 - prorated to her date of retirement. Elaine will also be given the option of using her sick time from the time that the office reopens to her retirement date if she chooses not to return. Her health insurance will be paid through her last day of work.

On motion of Kirstie, second by Tressa, it was unanimous to hire Cindy Parrish as Elaine's replacement to start when we reopen with an increase of \$2.00/hour for taking on this additional position; to work 35 hours/week and additional hourly pay for any additional hours worked, such as meetings, etc., with overtime for hours worked over 40 hours/week.

There being no further business, on motion of George, second by Tressa, it was unanimous to adjourn the meeting at 8:22 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
May 20, 2020 6:00 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 6 PM. Supervisors also present were Christine Vough, Tressa Heffron, George Ballenstedt and Susan Seck. 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 for real estate at 6:02 PM. The regular meeting reconvened at 6:16 PM.

John Amato was present to discuss the possible waiver for electric service to his property off King Road. Discussion was held. Susan does not want to see electric poles in our right-of-way (ROW) as she feels this electric service should be underground. The drawings showed the poles and anchoring very close to the cartway. The poles need to be moved to the very back of our ROW line, which varies in depth from the road. Because of the engineered drainage system for this road, there would be less impact with poles than digging into the drainage areas. On motion of Tressa, second by George, it passed to approve the placement of 3 poles and their anchors as close as possible to the township ROW edge at the private property line(s), with the electric service placed underground on the Amato property. Susan voted no. John will have Penelec mark the new location of the poles and Ed Reid will review the location prior to the pole placement.

Robin advised the Board that the deed had been recorded for the Williams Subaru subdivision on Elmira Street. That was the last piece we needed in order to grant final plan approval. On motion of George, second by Tressa, it was unanimous to grant final plan approval to this subdivision. Robin will certify the final plan map and get it to the applicant for recording.

The proposed lot line changes for the Wisniewski properties on the Sayre/Athens Township border were reviewed for information only.

On motion of Tressa, second by Kristie, it was unanimous to ratify the weekly renewals of the Disaster Emergency through May 26, 2020.

On motion of Tressa, second by George, it was unanimous to ratify the Proclamation for Graduates Day – June 5, 2020.

On motion of Tressa, second by George, it was unanimous to ratify the sending of the office and DPW employees back to work at the building on May 11, 2020, with the doors to remain locked and no one to enter.



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May 20, 2020

On motion of George, second by Christine, it was unanimous to ratify the opening of the parks on May 16, 2020 with restrictions of the CDC guidelines as well as PA Department of Health and Governor Wolf's reopening plan to be followed.

On motion of George, second by Tressa, it was unanimous to ratify the purchase of the pink dogwood tree as Elaine's retirement gift in the amount of \$269.99.

The union has sent letters to request the start of negotiations for both the police and DPW contracts. The Board directed Robin to draft a letter requesting the union give us a few dates prior to July 1st to choose from.

On motion of George, second by Susan, it was unanimous to allow the office employees to take Primary Election Day (June 2, 2020) off if they choose, using their paid time off.

On motion of Kirstie, second by Susan, it was unanimous to approve the "Adopt-A-Twp.-Road" application for Camp Little Seed, who chose Murray Creek Road.

On motion of Tressa, second by George, it passed to approve the minutes of April 29, 2020 as written. Christine abstained as she was absent.

Correspondence/Information was as listed in the meeting agenda.

Chairwoman took the Board into executive session for personnel and pending litigation at 6:55 PM. The regular meeting reconvened at 7:56 PM.

On motion of Tressa, second by Christine, it was unanimous to hire Joseph Wait as a full-time Heavy Equipment Operator at \$15/hour upon successful clearances and all paperwork being completed with Ruth.

On motion of Kirstie, second by Susan, it was unanimous to have John Thompson advertise the Mutual Aid Agreement Ordinance for passage at our June 24<sup>th</sup> meeting.

On motion of Kirstie, second by Tressa, it was unanimous to have John Thompson forward the Clarity Connect lease as amended (5-year renewal) with no additional equipment on the tower without our approval.

There being no further business, on motion of Kirstie, second by Susan, it was unanimous to adjourn the meeting at 8:07 PM.

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS  
May 27, 2020 6 PM Regular Meeting

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

Chairwoman Lake called for the opening of the bids for:

Per diem price, on demand, subject to a two-week notice: 1) Blacktop paver capable of a 20-ft. path – with operator. 2) 84” blacktop roller with water – with operator.

Two bids were received and were as follows:

Vestal Asphalt: \$6,635.00 per day / mobilization \$275 per trip  
B.T. Adams, LLC: \$1,950 per day (includes mobilization)

On motion of Susan, second by Tressa, it was unanimous to award the bid to B.T. Adams, LLC.

Voice of the Residents: None

No one was present for the fire company,

Richard Bean reported for the Parks Commission. The Valley Off Road Club finished installing the trail markers. Tables are complete thanks to Dave Steinfelt, his Athens High School students and Steven Bean. The Valley Off Road Club painted the tables. Round Top is now open. Coronavirus signage has been placed in all Township parks following the State guidelines. Cohen Law Group is performing the Spectrum franchise audit. Lucas Aquilio will be building 6 tables for Round Top for his Eagle Scout project. The park expansion loan stands at \$105,880. The school district has not been able to walk the Dunkley Hill property yet. Barry started April 13<sup>th</sup>. Flags will be reinstalled at Tozer’s Landing. Dandy Mini Mart will help Barry with their bucket truck. Chris Watson has volunteered to fill Dave Hafer’s position on the Park Commission. On motion of Susan, second by Kirstie, it was unanimous to appoint Chris Watson to the Park Commission for a term to expire July 1, 2025. The scrap metal will still be collected, but people will need an appointment and an employee will need to go with them into the yard. Richard said they will be applying for a Marcellus Legacy Grant. It is an 85% grant. The deadline has been moved to July 31<sup>st</sup> to submit an application. They want to build an overlook by Pavilion #9. It will be a nice place for a wedding. The fire company asked the park commission to remove 2 trees from Glenn R. Clark Park as they are interfering with the Fire Company memorial flags. Next year is the 50<sup>th</sup> anniversary of the township ownership of Round Top Park.

The Williams Map Amendment Hearing was set for July 6<sup>th</sup> at 6 PM, with a default date of July 14<sup>th</sup> at 6 PM. John Thompson will prepare the legal notice and hire a stenographer.

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May 27, 2020

On motion of Tressa, second by Susan, it was unanimous to ratify the renewal of the Emergency Declaration through June 2, 2020.

On motion of Tressa, second by Kirstie, it was unanimous to approve Clean ~B~ to resume cleaning services on June 18, 2020.

On motion of Kirstie, second by Christine, it was unanimous to have Ed renew his Association of State Floodplain Managers membership in the amount of \$80.

Susan asked the board to ratify acknowledgement of the emergency situation they discussed at the February Board meeting. On motion of Tressa, second by Susan, it was unanimous to ratify the prior discussion of the severity of the situation on Murray Creek Road as Emergency Status, because emergency vehicles, school buses and residents could not travel the road.

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

On motion of Tressa, second by Christine, it was unanimous to approve the minutes of May 20, 2020 as written.

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

Chairwoman Lake took the Board into executive session at 6:58 PM for personnel. The regular meeting reconvened at 7:22 PM.

On motion of Kirstie, second by Tressa, it was unanimous to adopt the Memorandum of Understanding with the police department fully executed March 30, 2020 to have the PD work 12 hour shifts during this COVID-19 emergency, until either our emergency declaration ends or the Governor's emergency declaration ends.

On motion of Kirstie, second by Tressa, it was unanimous to deduct vacation/sick/personal/holiday time off as noted on the employee timesheets during 12 hour shifts.

There being no further business, on motion of Tressa, second by Susan, it was unanimous to adjourn the meeting at 7:27 PM.

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS  
June 8, 2020 6 PM Special Meeting

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

Voice of the Residents: None

On motion of Kirstie, second by Susan, it was unanimous to ratify the extension of the emergency declaration through June 9, 2020.

On motion of Kirstie, second by George, it was unanimous to extend the emergency declaration through June 16, 2020.

On motion of George, second by Kirstie, it was unanimous to ratify the closure of Pennsylvania Avenue between the schools on June 6, 2020 for graduation.

On motion of Kirstie, second by Tressa, it was unanimous to execute the Supplemental Agreement (D) for the Thomas Avenue Bridge Replacement Project.

Discussion was held about the condition of Round Top Road bridge BMS No. 08-7204-0317-0002 over Murray Creek. There are some hairline cracks. The concrete is slated to be replaced in 2022. Susan will call Phil Stump at Larson Design Group to see how they would like us to proceed at this time.

We received an Act 14 notification from Hawbakers advising us of their submission to DEP for the renewal of their Air Quality permit.

On motion of Susan, second by Kirstie, it was unanimous to have Ed renew his annual PAFPM membership in the amount of \$50.

Chairwoman Lake took the Board into executive session for personnel at 6:27 PM. The regular meeting reconvened at 7:21 PM.

On motion of Kirstie, second by Christine, it was unanimous to prorate 2 personal days (already taken) and 1 floating holiday to Elaine Daddona for 2020. These will be added to the original memo dated May 21, 2020.

On motion of Tressa, second by George, it was unanimous to have John Thompson draft an MOU for the position of Emergency Management Coordinator, which Keith Stackhouse will continue to fill after his retirement as an independent contractor.

There being no further business, on motion of Kirstie, second by Tressa, the meeting adjourned at 7:30 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
June 24, 2020 6 PM Regular Meeting

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

Voice of the Residents: None

George gave an update for the fire company. They assisted with a couple structure fires recently. Bingo started back up and is doing well. Super Bingo was also held this month. They have ordered their new squad truck. They are also having monthly chicken barbecues.

Richard Bean reported for the Parks and Recreation Commission. They are still waiting for the Valley Off Road Club to forward the info needed for their last sign. Richard has been waiting over 3 months. Cohen Law Group is performing the Spectrum franchise audit. Lucas Aquilo Eagle Project has been approved by the Council to build 6 picnic tables for Round Top. The hardware was donated by George Crowell. The loan for the expansion area is at \$105,880. No movement on the Dunkley Hill property yet. Flags have been reinstalled at Tozer's Landing. Mattison Tree Service did it for us as Dandy Mini Marts said they did not have the time. The Commission will be applying for a Marcellus Legacy Grant to build an overlook by pavilion #9. Susan is working on the estimate for the repair/replace Round Top Road. Ethan Sexton is writing the grant. Two trees have been removed from Glen Clark Park by Mattison Tree Service. He is also removing the stumps. The game camera on Bobcat Road by #9 showed 4 ORVs using the road in the picnic area. The camera has been moved to another location.

On motion of Tressa, second by Christine, it was unanimous to adopt the PROCLAMATION declaring July 17, 2020 as "Pennsylvania Park and Recreation Professionals Day", with special thanks and gratitude to our Park Commission for their amazing vision and dedication.

On motion of George, second by Kirstie, it was unanimous to ratify the renewals of our Emergency Declaration through June 30<sup>th</sup>.

On motion of George, second by Kirstie, it was unanimous to adopt RESOLUTION 2020-10 for additional funding for the Thomas Avenue Bridge Replacement Project.

Susan requested permission to bid out the Meadowlark Drive Dirt and Gravel Road project. She has a spec created in conjunction with Bradford County Conservation District which we can use to bid. On motion of George, second by Tressa, it was unanimous to bid this project.

Susan would like to bid DSA for township use. She said it doesn't need to be PennDOT approved, and would like to bid it delivered as well as picked up by the township (FOB). Discussion was held. Christine asked if it wouldn't be better to get the approved DSA instead

of wasting the money on a subpar product? On motion of George, second by Christine, it was unanimous to bid both PA approved and unapproved; 4000 Tons FOB and 2500 Tons delivered within a 25-mile radius so we can compare pricing.

Susan said the Queen Esther development needs to have the ditches cleaned. She would like to sublet that job out as the utilities are all in the ditch and are very shallow. Christine said that was why we bought an excavator – so we could clean the ditches. Susan said it would be too time consuming. She wants to get 3 quotes. John Thompson said whoever we sublet to would still be an agent of the township. Susan said they need to bid with insurance. Kirstie said Aqua gets fined if a subcontractor does damage. She said the PUC is the enforcement agent for PA One Call now. Christine said the residents have to know we have 75 miles of road to take care of. Susan said we may just have to put a ditch shaper on, kick the rock out and be done with it. She'll look back into it.

Susan said our water truck (a reconditioned 1975 Chevy firetruck) needs to be scrapped. It has so much wrong with it it's not worth selling. On motion of Tressa, second by Christine, it was unanimous to scrap the water truck.

On motion of Tressa, second by Kirstie, it passed to approve the minutes of May 27<sup>th</sup> and June 8, 2020 as written. George abstained from the May 27<sup>th</sup> minutes as he was absent.

On motion of Kirstie, second by George, it was unanimous to accept the monthly reports as presented. There was no police report.

Chairwoman Lake took the Board into executive session at 6:35 PM for personnel and pending litigation. The regular meeting reconvened at 8 PM.

On motion of Kirstie, second by Christine, it was unanimous to have John Thompson send a letter to the landowner regarding the Meadowlark Drive cemetery maintenance.

On motion of Tressa, second by Kirstie, it was unanimous to do a spec for the work that needs to be done at the landfill. Susan will get quote for fixing it and mowing it.

On motion of Tressa, second by Kirstie, it was unanimous to rebid the paver and roller with operators with a 10-foot path instead of a 20-foot path.

On motion of Tressa, second by Kirstie, it was unanimous to bid out portions of Sunnyfield Drive, Shepard Road and Vetter Road for paving. Susan will get a spec together for this.

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The District Justice Office lease will be up at the end of March, 2021. On motion of Kirstie, second by George, it was unanimous to have John Thompson send a letter to start dialogue to negotiate a new lease.

On motion of Kirstie, second by Tressa, it passed to approve, sign and execute the easement for the setting of 3 electric poles to supply power to the Amato property on King Road, Susan voted no.

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

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 8:05 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
Zoning Map Amendment Hearing  
July 6, 2020 6:00 PM

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

Chairwoman Lake recessed the regular meeting at 6:02 PM to hold the Zoning Map Amendment Hearing. The applicants were Randy B. and Nancy D. Williams. They are requesting a change in zoning designation for their parcel 09-007.10-042-025-000 located at 72 Cole Street from Commercial to its previous designation of Residential Urban.

Solicitor John Thompson introduced the Board of Supervisors and announced that the stenographer would be taking the record of the hearing, and had her swear in the two witnesses, Zoning Officer Edmund Reid and Applicant Randy Williams. Testimony was taken from both. Mr. Richard B. Sheetz, an adjacent property owner, spoke in favor of the change. There were no adverse comments from anyone in attendance. John Thompson noted the zoning map amendment is required to be made by ordinance, and was advertised that the ordinance would be considered for adoption at this hearing.

The public hearing concluded at 6:16 PM and the regular meeting reconvened at 6:17 PM.

On motion of Tressa, second by Susan, it was unanimous to adopt and execute ORDINANCE 2020-01, approving the change from Commercial back to Residential Urban.

There being no further business, on motion of Kirstie, second by Susan, it was unanimous to adjourn the meeting at 6:25 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary



ATHENS TOWNSHIP SUPERVISORS  
July 28, 2020 6 PM

Supervisor Tressa Heffron called the meeting to order at 6 PM. Supervisors also present were Christine Vough and Susan Seck.

The Board recessed the regular meeting at 6 PM to go into executive session for personnel. The regular meeting reconvened at 6:45 PM.

There being no further business, the meeting adjourned at 6:46 PM/

Respectfully submitted,

Tressa Heffron  
Supervisor

ATHENS TOWNSHIP SUPERVISORS

July 29, 2020 6 PM Regular Meeting

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

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

**Per diem paving as advertised:**

Douglas Brothers: paver/operator \$1000/8 hr. day;  
roller/water/operator \$680/8 hr. day. (total \$1680/day)  
Lineburg's: paver/operator \$1100/day up to 8 hours  
Roller/water/operator \$900/day up to 8 hrs (total \$2000/day)

On motion of Tressa, second by George, it was unanimous to award this bid to Douglas Bros.

**DSA (1); 3-inch minus (2) R6 rock (3) as advertised:**

|                     |                            |                                 |                   |
|---------------------|----------------------------|---------------------------------|-------------------|
| Bristol Excavating: | 1) \$22.91/T del.          | 2) \$19.05/T del                | 3) \$35.25/T del. |
| Marcus Cole         | 1) \$9/T FOB, \$14.50 del. | 2) \$9/T FOB; \$14.50 del.      | 3) \$20.75/T del. |
| AGGROCK LLC         | 1) no bid                  | 2) no bid                       | 3) \$29/T del.    |
| MR Dirt             | 1) no bid                  | 2) \$7.50/T FOB; \$17.50/T del. | 3) \$27/T del.    |

**Meadowlark Dr. DGRP project as advertised:**

|                    | <u>DSA</u> | <u>Milling</u>   | <u>Roller</u>            | <u>Flex-O-Mat</u> |
|--------------------|------------|------------------|--------------------------|-------------------|
| Glenn O. Hawbaker  | \$40.23/T  | no bid           | no bid                   | no bid            |
| Bristol Excavating | \$30.45/T  | no bid           | no bid                   | no bid            |
| MR Dirt            | no bid     | \$5200/8 hr. day | \$275/day                | \$29,061.01       |
| EJ Breneman        | no bid     | \$10,823.20/sy   | \$895/dy                 | no bid            |
| Bradco Supply      | no bid     | no bid           | \$300/day + \$250 del/pu |                   |

The DSA, 3"-minus, R6 rock and the Meadowlark Drive bids were tabled until Monday,

August 3<sup>rd</sup> when the Board will hold a special meeting at 2 PM to award the bids.

Voice of the Residents: None

Richard Bean reported for the Parks Commission. Richard has been waiting for over 4 months now for the Valley Off Road Club to forward the info for the last sign required for the ATV grant. Nothing new on the Spectrum franchise audit. Lucas Aquilio Eagle project has

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been approved by the council to build 6 picnic tables for Round Top. Secrist Lumber gave the park 50% off the total cost of the oak lumber. Loan for the park expansion stands at \$105,880. The school district has not been able to walk the Dunkley Hill property yet. The Park Commission is applying for a Marcellus Legacy Grant in the amount of \$225,000 with the township share being \$33,750. This is for the paving of Round Top Road within the Park.

On motion of George, second by Tressa, it was unanimous to adopt RESOLUTION 2020-11 to have Robin pay the \$100 application fee for the grant and designate Kirstie or Robin as signatories for any grant paperwork. On motion of George, second by Christine, it was

unanimous to designate \$33,750 from Act 13 funds for the township share of the project. Richard said they are also looking for someone to draw up plans for the observation deck at pavilion #9, as they will need that information in order to pursue a grant for that project.

Discussion was held on the possible acquisition of the North Branch Canal weigh lock property owned by Robert Blanchard. George will reach out to the County Commissioners

again and the Board will attend the Park Commission meeting on August 24<sup>th</sup> at 7 PM to discuss this further. Richard will contact Roberta and Robin will advertise the meeting for the Supervisors' attendance. John Thompson will also attend.

On motion of Tressa, second by Susan, it passed to ratify the renewal of our Emergency Declaration from July 1<sup>st</sup> through August 4, 2020. Christine voted no on the last 2 weeks.

On motion of George, second by Christine, it was unanimous to accept the offer of Roger Carling to keep the American flags on the Route 199 bridge in good order. The Board thanks him for volunteering to do this!

On motion of George, second by Tressa, it was unanimous to approve the junkyard inspections for this year, and to change the licensing date from July 1<sup>st</sup> through June 30<sup>th</sup> to September 1<sup>st</sup> through August 31<sup>st</sup> to allow for inspections after the wet spring/early summer. John Thompson will need to update our ordinance for this.

Susan presented her paving projects for this year. She is looking to pave Sunnyfield Drive up to Murphy Road; needs to finish Vetter Road, and do per diem paving on sections of Shepard Road, Murray Creek Road, do the FEMA projects, and the Meadowlark Drive DGRB project. She estimates she will need \$175,000 in additional funds over what is in her budget. Discussion was held. On motion of Christine, second by George, it was unanimous to approve

the paving projects; to reserve \$175,000 of our Act 13 funds for these projects; and to bid out the Murphy Road FEMA repairs for our August meeting.

Susan advised the Board that Aqua has changed their Phase II plan for King Road and is now requesting to go up the north lane of King Road from Lamoka Road to their water tower access where they will cross over. They will repave that portion of King Road from white

line to white line (not the shoulders). Phase I they will proceed as previously agreed upon.

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On motion of Tressa, second by George, it was unanimous to have Susan issue the highway occupancy permit as described for both phases.

Susan is still securing a third quote for the Queen Esther ditch work. On motion of Tressa, second by Susan, it was unanimous to table any action until our August 3<sup>rd</sup> special meeting to allow Susan time to get a third quote.

Discussion was held on the antiskid bid. Susan would like to use #8 stone instead of antiskid, which is something our Municipal Services rep told her a lot of townships are doing now. Christine had been concerned that we would be using a subpar product. She didn't disagree with using stone, just with not using state approved material. Susan said our roads end up with a lot of sand after the winter and using the stone may help to alleviate some of that.

Susan will get a spec ready for the #8 stone so Robin can bid this for our August meeting.

On motion of Susan, second by Tressa, 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 Tressa, second by George, it was unanimous to approve the minutes of June 24 and July 6, 2020.

On motion of Susan, second by Tressa, it passed to approve the minutes of July 28, 2020. George abstained because he was not in attendance.

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

Correspondence/Information was as listed in the meeting agenda.

On motion of Christine, second by George, it was unanimous to have Robin get prices on a podium for our EOC, to be paid for out of our building maintenance funds.

Vice Chairman Ballenstedt took the Board into executive session at 7:46 PM for personnel and pending litigation. The regular meeting reconvened at 8:26 PM.

On motion of Tressa, second by Susan, it was unanimous to hire Dalton Spencer as a part-time police officer at the current rate of pay for part-time officers, contingent upon receipt of an email from Chief Roger Clink stating all his clearances have been received; contingent upon all his employment paperwork being completed with Ruth; and his being sworn in and taking his Oath of Office.

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There being no further business, on motion of George, second by Susan, it was unanimous to adjourn the meeting at 8:38 PM.

Respectfully submitted,

Robin L. Smith

Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS

August 3, 2020 2 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 2:02 PM. Supervisors also present were Tressa Heffron, Susan Seck and Georg Ballenstedt. Christine Vough was on vacation. Solicitor John Thompson and Secretary Robin Smith were also in attendance.

Voice of the Residents: None

Jerry Peterson was here to get some more specific information as to what needed to be done at the old landfill as far as reclamation and mowing. Robin suggested that John Thompson call the DEP inspector to ask for more specifics and he will do that. Susan said Dylan mowed the top portion, but can't mow the sides because it's too steep.

On motion of Kirstie, second by Tressa, it was unanimous to award the bid for 3000 Tons (+/-) of DSA (for township use) FOB and delivered; 2000 Tons (+/-) 3"-minus stone delivered to jobsite; and 500 Tons (+/-) R6 rock delivered to the jobsite to Marcus Cole (pricing stated in the July 29, 2020 minutes).

On motion of Tressa, second by Kirstie, it was unanimous to reject the milling bids and re-do the spec to be more specific.

On motion of Kirstie, second by Tressa, it was unanimous to award the bid for the 2200 Tons DSA, delivered and placed, for the Meadowlark Drive DGRP project to Bristol Excavating at a cost of \$66,983.

On motion of Kirstie, second by Tressa, it was unanimous to award the bid for Flex-A-Mat to MR Dirt in the amount of \$29,061.01

On motion of Kirstie, second by Tressa, it was unanimous to award the bid for the sheep's foot roller to M.R. Dirt (pricing stated in the July 29, 2020 minutes)

Susan needs one more quote for the Queen Esther ditch work.

There being no further business, on motion of George, second by Kirstie, it was unanimous to adjourn the meeting at 2:55 PM.

Respectfully submitted,

Robin L. Smith

Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
August 26, 2020 6 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 6 PM. Supervisors also present were Christine Vough, Susan Seck and George Ballenstedt. Tressa Heffron was working. 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 called for the opening of the bids which were as follows:

**Milling machine with operator capable of grinding a 3260 ft. x 18 ft. section of Meadowlark Drive in place. Must be able to grind 6-8" deep.**

| <u>BIDDER</u>  | <u>COST PER DAY</u> |
|----------------|---------------------|
| E.J. Breneman  | \$9,975/day         |
| Vestal Asphalt | \$4,350/day         |

On motion of Kirstie, second by George, it was unanimous to award the bid to Vestal Asphalt.

**6000 Tons (+/-) AASHTO #8 stone delivered as per bid packet**

| <u>BIDDER</u>            | <u>AASHTO #8 delivered</u>                    |
|--------------------------|---|
| Bristol Excavating       | \$38.31/ton (for Hawbaker)                    |
| Bristol Excavating       | \$20.72 or \$21.72 discrepancy (disqualified) |
| Bristol Excavating       | \$20.77/ton (for Dalrymple)                   |
| Dalrymple Gravel         | \$30.50/ton                                   |
| HK Group                 | \$33.50/ton                                   |
| Austin's Excavating      | \$20.35/ton                                   |
| Wysox S & G              | \$18.95/ton                                   |
| Marcus Cole Construction | \$17.50/ton                                   |

On motion of Kirstie, second by George, it was unanimous to award the bid to Marcus Cole.



First Assistant Chief Dave Steinfelt was present from the Athens Township Volunteer Fire Company. He said bingo is now open “somewhat” since COVID. They are pursuing grants and received a federal grant for \$6,000 that will be used for PPE. They had 25 alarms last month and already have more than that this month. They are forming a committee to look at the EIT tax credit for volunteer firefighters. John Thompson said we have looked at this and have concerns as to who would administratively keep track of this, but we would look at it again if the committee brings it to the Board. Dave said Masco paid ATVFC to do a chicken barbecue for their employees.

Richard Bean was present for the Parks Commission. They met with Roberta Blanchard and two Township Supervisors to discuss the donation of the canal property. The Parks Commission recommends accepting it. John Thompson says there is a boundary line issue that would have to be resolved. Richard said he is still waiting for the Valley Off Road Club to forward the info for their last sign. He is meeting with them Thursday night. John Thompson will put the Spectrum audit on the front burner. Lucas Aquilio Eagle project is done and the tables will be ready to move to Round Top this weekend. The loan for the park expansion project stands at \$105,880. The school district has not had a chance to walk the Dunkley Hill property yet. The Park Commission has applied for a Marcellus Legacy grant (85/15%) to resurface the park road. Richard will contact Andy Harding to get a cost estimate to prepare drawings for the observation deck on Round Top. The park commission would like the first two bays (with the office) of the old recycling building for a storage/work area. The Park Commission was notified that our ATV trails will be featured in DCNR's monthly trails newsletter. They submitted a write-up and several pictures.

Max Gannon, Jr. and Scott Williams (surveyor) were present for Max's 2-lot subdivision on Miller Road. Planning Commission recommended preliminary and final plan approval. There were no deficiencies. On motion of Kirstie, second by Christine, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the Component 1 sewage planning module.

On motion of Kirstie, second by Susan, it passed to ratify the renewal of the Declaration of Emergency from August 5, 2020 through September 1, 2020. Christine voted no.

Discussion was held on the request from the County Commissioners for a letter stating the township is willing to allow the sponsor (Bradford County) to conduct the Sheshequin Path Half Marathon that will run partly through the township. The letter also said “PennDOT is requiring a statement that the municipality will agree to fully indemnify, save harmless and, if requested, defend the Commonwealth, Commonwealth departments and their officers, agents and employees from and against claims, suits or actions for injury, death or property damage arising from or because of the acts or omissions of the sponsor, its officers, agents or employees”. John Thompson said that he cannot recommend we include the

indemnification clause they are requesting as we do not have control over the sponsor or their actions and to fully indemnify the County on up through the Commonwealth. On motion of George, second by Kirstie, it was unanimous to send a letter stating the township is willing to allow the sponsor to conduct the event, but not to include the indemnification clause.

The first budget workshop was set for Saturday, September 19<sup>th</sup> at 8 AM. Susan will not be able to attend as she has to work. Robin will invite the fire chiefs and the police chief to attend to present their budgets.

Discussion was held as to the maintenance of the cemetery on Meadowlark Drive. John Thompson will get a letter out to Mr. Elsbree on this right away.

Susan had been asked by the winning bidder of the sheep's foot roller what size roller she needed. It was determined that their 66" roller will be okay.

Discussion shifted to our vibratory roller. Susan said there has been a problem with the roller starting and stalling since we purchased it. She said they have been here many times to repair it, but it is never properly repaired. She asked if there is a "lemon law" for heavy equipment, or if we have any recourse at all about this. John said we may be able to pursue something on a failed warranty basis. John will need the vehicle maintenance sheets on the roller and Susan will get them together for him on Monday.

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

Susan has 2 quotes for the ditch cleaning in Queen Esther. She had contacted Austin's for a third quote, but they stated they are unable to do that at this time. The quotes received were:

|                                 |          |
|---------------------------------|----------|
| S & A Construction & Excavation | \$10,850 |
| Lineburgs Excavation and Paving | \$12,500 |

On motion of Susan, second by Kirstie, it was unanimous to award the job to S & A Construction and Excavation.

The minutes of July 28<sup>th</sup> were tabled as there was no quorum present of attendees from that meeting. On motion of Christine, second by Susan, it passed to approve the minutes of July 29, 2020 as written. Kirstie abstained as she was ill. On motion of George, second by Susan, it passed to approve the minutes of August 3, 2020 as written. Christine abstained as she was on vacation.

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August 26, 2020

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 Lake took the Board into executive session at 7:04 PM for personnel and pending litigation. The regular meeting reconvened at 8:36 PM.

There being no further business, on motion of Kirstie, second by George, it was unanimous to adjourn the meeting at 8:37 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
August 31, 2020 5 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 5:04 PM. Supervisors also present were George Ballenstedt, Susan Seck and Tressa Heffron. Solicitor John Thompson was also in attendance. Kirstie led everyone in the Pledge of Allegiance.

Chairwoman Lake called for the opening of the bids for Sunnyfield Drive Paving Project, which were as follows:

|  |              |
|--|--------------|
| Dalrymple Gravel & Contracting Co., Inc. | \$124,210.80 |
| Glenn O. Hawbaker                        | \$121,842    |
| M.R. Dirt                                | \$146,654    |
| Bishop Brothers Construction             | \$114,912    |

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

George Ballenstedt submitted his Letter of Resignation, effective October 1, 2020 at the earliest, and no later than December 31, 2020. He said the actual month end date will depend on how soon a suitable replacement can be found and a smooth transition made.

Christine Vough arrived at this time.

There being no further business, on motion of Kirstie, second by Tressa, the meeting adjourned at 5:29 PM.

Respectfully submitted,

George Ballenstedt  
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS  
September 19, 2020 8 AM Budget Workshop

Chairwoman Kirstie Lake called the meeting to order at 8:12 AM. Supervisors George Ballenstedt and Christine Vough were present, as was Secretary Robin Smith and Treasurer Ruth Casterline. Kirstie led everyone in the Pledge of Allegiance. Tressa Heffron arrived at 8:20. Susan Seck was working.

Athens Township Volunteer Fire Company Chief Bryan Farr presented the ATVFC proposed budget for 2021. They are requesting a \$2,000 increase for 2021. The Board thanked him for coming and reviewing their budget with us.

On motion of Kirstie, second by George, it was unanimous not to participate in the Federal Tax Deferral through 12-31-2020.

Robin presented the Minimum Municipal Obligation (MMO) for 2021. The MMO for the police pension plan is \$124,510 and for the non-uniform plan is \$91,335. This is an increase of \$53,218 from last year.

Our cleaning person will be leaving in December and she has found us a replacement. Robin spoke with her and she has passed her background checks. Robin will get more information for our September 30<sup>th</sup> meeting.

On motion of Kirstie, second by Christine, it was unanimous to allow all office personnel to take Election Day (November 3, 2020) off if they use a vacation day or personal day or floating holiday for that day, even if the office will be closed.

The budget workshop began at 8:47 AM. Chief Clink was unable to attend and had not submitted his police budget figures for review. Susan Seck was unable to attend and had not submitted her highway budget figures for review. Ruth took us through what parts of the budget we were able to complete with the information that we had.

The next budget workshop is set for September 29<sup>th</sup> at 5 PM. Robin will advertise and let Chief Clink and Susan Seck know so they will be able to attend.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 10:30 AM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary



ATHENS TOWNSHIP SUPERVISORS  
Special Meeting 5 PM September 21, 2020

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

On motion of Christine, second by Tressa, it was unanimous sign the indemnification letter as approved by John Thompson for the Sheshequin Path Half Marathon, and to accept the County's indemnification letter with regard to the same.

Athens Borough joined us at 6 PM to discuss the possibility of police consolidation. Discussions were held. It was decided that we will continue to pursue conversations toward that possibility.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 7:23 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
September 29, 2020 5 PM Budget Workshop

Chairwoman Kirstie Lake called the meeting to order at 5:08 PM. Supervisors also present were Christine Vough, Tressa Heffron, George Ballenstedt and Susan Seck. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Kirstie led us all in the Pledge of Allegiance.

Chief Roger Clink presented his proposed 2021 budget for the police department.

Susan Seck presented her proposed budget for the public works department.

The budget workshop continued.

There being no further business, on motion of Kirstie, second by Christine, it was unanimous to adjourn the meeting at 7:15 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary



ATHENS TOWNSHIP SUPERVISORS  
September 30, 2020 6 PM Regular Meeting

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

Voice of the Residents: None

George reported for ATVFC. They will be having a Super Bingo this Saturday. Also, John Thompson had emailed everyone a draft copy of the Volunteer Service Credit Program ordinance for review and comment. We will review this for our next meeting, and Robin will forward the draft to the 3 fire chiefs for review and comment.

Richard Bean reported for the Parks and Recreation Commission. He asked about the donation of the canal property, which the Board has not had a chance to discuss yet. The ATV club put the trail signs up. They have spent \$158,700 of \$185,000. Have not heard anything on the Spectrum audit. Eagle project will be done this coming Saturday (tables). Loan for the park expansion stands at \$105,880. School district still has not walked the Dunkley Hill property. No word on the Marcellus Legacy Grant to resurface the park road. Andy Harding will prepare the drawings for the observation deck to be built by Pavilion 9 for \$1,800. He estimates the 16 x 20 ft. deck will be about \$20,000. The Commission completed its 2021 budget. They have a new gate keeper – Lucas Fleming. They plan to open the side gate and collect scrap metal for the Veterans Memorial in the warmer months with the Commission members manning the site.

Chris Oleniacz of JHA Companies presented the Gary/Sandra Devoe 2-lot subdivision on McCardle Road. Planning Commission recommends preliminary and final plan approval. There were no deficiencies. On motion of George, second by Christine, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the Component 1 sewage module.

On motion of George, second by Tressa, it passed to ratify the renewal of the Emergency Declaration from September 2 through October 6, 2020. Christine voted no.

John Thompson sent the letter about the cemetery on Meadowlark Drive.

On motion of Kirstie, second by George, it was unanimous to ratify the hiring of Lucas Fleming as our new gatekeeper for Round Top Park, effective September 5, 2020 at the current gatekeeper rate.

On motion of George, second by Christine, it was unanimous to execute the annual preventive maintenance agreement with TRA Electric in the amount of \$3,000.

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Discussion was held concerning Trick-or-Treat. Kirstie asked Christine to start the conversation. Christine said she feels we should set a date and time for Trick-or-Treat and thinks cancelling it due to COVID-19 would create a lot of stress. People know the recommendations/restrictions. She would like to see it on actual Halloween – Saturday, October 31<sup>st</sup>, since that is not a school night and parents wouldn't be so rushed. We could have it earlier if we chose. Two of Tressa's younger children, Ellen and Finn Heffron, were in attendance tonight. Ellen said she wants to dress as COVID-19 and she will use a fishing net to get her candy from people so she can keep her 6 ft. distance. Finn said he would like to see it in the daylight so people can see them. He also would like us to have it on October 1<sup>st</sup>. Discussion continued. On motion of Christine, second by George, it was unanimous to set Trick-or-Treat for Saturday, October 31<sup>st</sup>, from 5-7 PM, asking people who wish to participate to turn their porch lights on and observe all COVID-19 recommendations/requirements.

On motion of George, second by Christine, it was unanimous to vote for Tim Horton and Jack Hines as UC Trustees for PSATS. Robin will complete the ballot and send.

The change of meeting time to 5 PM will start at the beginning of the year.

Robin presented the quote from e-Code to do a comprehensive codification review of our current code to make sure everything is compliant and not conflicting in different sections. The quote includes an editorial and legal analysis, an updated online Code and 5 custom printed Code books for the amount of \$8,559. No action was taken at this time because we need to make sure we get all the changes we want into the Code before they undertake this project. Robin will ask Ed and Cindy to check with Planning Commission to see if they will be undertaking this as well.

On motion of Kirstie, second by George, it was unanimous to approve the Inclement Weather Policy as presented.

The next budget workshop was set for October 6<sup>th</sup> at 5:30 PM.

John will be sending a revision of our junkyard ordinance for review and comment. We will discuss this again at our October meeting.

Susan gave her road report. The Meadowlark Drive Dirt and Gravel Road project will be finished on October 10<sup>th</sup>. Bishops will begin the Sunnyfield Drive project soon. The guys have been hauling material out of our pit and placing it on Chamberlain Road.

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

On motion of Kirstie, second by Susan, it was unanimous to approve the minutes of August 26, August 31, September 21, and September 29, 2020 as written.

On motion of Kirstie, second by Tressa, it passed to approve the minutes of September 19, 2020 as written. Susan abstained as she was working.

On motion of Christine, second by Tressa, 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 for personnel and pending litigation at 6:35 PM. The regular meeting reconvened at 8:38 PM.

On motion of Tressa, second by Kirstie, it was unanimous to hire (as a part-time employee) Vickie Harkness as our new cleaning person at \$20/hour, 2 hours/day, 3 days/week, she supplies the cleaning supplies, to start once her background checks are complete and her paperwork is complete with Ruth.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 8:41 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
October 5, 2020 5 PM Special Meeting

Chairwoman Kirstie Lake called the meeting to order at 5 PM. Supervisors also present were Christine Vough and Susan Seck. Solicitor John Thompson and Secretary Robin Smith were also in attendance. George Ballenstedt was out of town and Tressa Heffron was working. Several Athens Borough Council members and staff were also in attendance, as were Athens Twp. Police Chief Roger Clink and Athens Borough Police Chief Chris Hutchinson.

Discussion continued with Athens Borough on the possibility of police consolidation. Chief Clink presented a mock budget that showed the cost of consolidation to be less than what was projected in the study. The Chiefs will take their budget numbers back to their accounting people to review and see if the numbers look realistic and make sure nothing was missed. Mark and Robin will get together with the Chiefs after the numbers have been reviewed. Athens Borough left at this time, and we will meet again on October 19<sup>th</sup> at 5 PM.

There being no further business, on motion of Susan, second by Kirstie, it was unanimous to adjourn the meeting at 6:19 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
October 6, 2020 5:30 PM Budget Workshop

Chairwoman Kirstie Lake called the meeting to order at 5:35 PM. Supervisors also present were Christine Vough, Tressa Heffron and Susan Seck. George Ballenstedt was in Virginia. Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Kirstie led us in the Pledge of Allegiance.

The budget workshop commenced at 5:37 PM and concluded at 7:24 PM.

The next budget workshop is scheduled for October 19<sup>th</sup> at 6:30 PM.

On motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 7:25 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
Special Meeting 5 PM October 15, 2020

Chairwoman Kirstie Lake called the meeting to order at 5:02 PM. Supervisors Christine Vough and Tressa Heffron were also present, as was Solicitor John Thompson.

On motion of Christine, second by Tressa, it was unanimous to appoint Rick Felt to the Zoning Hearing Board for a term to expire September 9, 2022.

On motion of Tressa, second by Christine, it was unanimous to move Cheryl Wood-Walter from her alternate position with Zoning Hearing Board to a full-time member for a term to expire September 9, 2023.

On motion of Tressa, second by Kirstie, it was unanimous to ratify the adoption of Keith Stackhouse's Memorandum of Understanding as our Emergency Management Coordinator effective September 19, 2020.

There being no further business, on motion of Christine, second by Tressa, it was unanimous to adjourn the meeting at 5:14 PM.

Respectfully submitted,

Kirstie Lake  
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS  
Budget Meeting 6:30 PM October 19, 2020

The meeting was called to order at 6:30 PM. Supervisors present were George Ballenstedt, Susan Seck, Tressa Heffron and Christine Vough. Treasurer Ruth Casterline was also in attendance. Supervisor Kirstie Lake was ill and Secretary Robin Smith was out of town.

General Fund shows a new fund balance forward of \$300,000. The Pension Allotment and PURTA amounts were revised. Many other updates to General Fund were done by Ruth and Susan. Changes were also proposed for the Act 13 Fund.

We need to check on Act 13 line 53 fire company traffic signal emergency switch to red – what is the real cost and does ATVFC really need it. \$84,484 set aside for this.

Next budget meeting will be set at our regular meeting of October 28, 2020. Everyone needs to look over the proposed 2021 budget and come up with ideas.

There being no further business, on motion of Tressa, second by Christine, it was unanimous to adjourn the meeting at 7:55 PM.

Respectfully submitted,

George Ballenstedt  
Acting Secretary

ATHENS TOWNSHIP SUPERVISORS  
Special Meeting 5 PM October 19, 2020

The meeting was called to order at 5:18 PM. Supervisors Tressa Heffron, George Ballenstedt, Susan Seck and Christine Vough were present, as was Solicitor John Thompson. Kirstie Lake was ill and Secretary Robin Smith was out of town. Members present from Athens Borough Council were Bill Cotton, Walt Chaykosky, Matt Patton, Scott Riley and Scott Molnar. Mayor Skip Roupp, Borough Manager Mark Burgess, and Solicitor Jon Foster, Jr. were also present. Athens Borough Police Chief Chris Hutchinson and Athens Township Police Chief Roger Clink were also in attendance.

Chief Roger Clink, Borough Manager Mark Burgess, Borough Secretary Tara Campbell and Township Secretary Robin Smith met last week to work out a draft budget for the possible consolidation. Roger suggests using our facility. The 2021 draft budget would total \$2,204,408.10. We would need to have real calculations for combining pension plans. Sick leave liability was also discussed.

For our next meeting, each municipality will get a pension MMO quote based on combining the two pension plans. Mark will email the language to Robin.

Bill Cotton spoke with Arnie Kriner and he may be at our next meeting.

The meeting adjourned at 6:25 PM.

Respectfully submitted.,

George Ballenstedt  
Acting Secretary



ATHENS TOWNSHIP SUPERVISORS  
October 28, 2020 5 PM Regular Meeting

Chairwoman Kirstie Lake called the meeting to order at 5:03 PM. Supervisor also present were Tressa Heffron, Christine Vough, Susan Seck and George Ballenstedt. Solicitor John Thompson and Secretary Robin Smith were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

At this time the bids were opened for the Murphy Road Streambank Stabilization Project and were as follows:

|                      |           |
|----------------------|-----------|
| O. H. Striping, Inc. | \$ 73,636 |
| Insinger             | \$ 64,797 |
| DGR Excavating       | \$ 44,450 |
| Glenn O. Hawbaker    | \$108,308 |
| Boland's Topsoil     | \$150,650 |
| Daren Thompson       | \$ 72,550 |
| M. R. Dirt, Inc.     | \$ 88,444 |

On motion of George, second by Kirstie, it was unanimous to table the award of the bid until our November 2<sup>nd</sup> meeting.

Voice of the Residents: None

Discussion was held on the Volunteer Tax Credit. There were concerns that the credit would only apply to fire personnel who were residents of the township, since the tax credit would be to either their property tax or their earned income tax. We need to draft the ordinance so that it would include more than just Athens Township residents. John will look into our options on this.

On motion of Tressa, second by George, it was unanimous to reappoint Clifton Cheeks and Rebecca Miller to the Planning Commission for terms to expire October 30, 2024.

On motion of George, second by Susan, it passed to renew our Declaration of Emergency through November 2, 2020. Christine voted no.

The quote for e-Code was deferred to our next budget meeting.

On motion of Kirstie, second by Susan, it was unanimous to ratify the change of our regular monthly meeting time from 6 PM to 5 PM.

Our next budget workshop was set for Monday, November 2<sup>nd</sup> at 5 PM.

Bruce Benish was present for the Arthur D/Nancy B Wolf 2-lot subdivision on Wolcott Hollow Road. They will be selling the 189-acre parcel to their son. Planning Commission

recommends preliminary and final plan approval upon resolution of the sewage waiver from Bradford County Sanitation Committee. On motion of Kirstie, second by Christine, it was unanimous to grant preliminary and final plan approval contingent upon the receipt of the waiver from Bradford County Sanitation Committee.

On motion of George, second by Tressa, it was unanimous to approve, sign and execute the agreement with Moody & Associates in the amount of \$3,922 for Construction Oversight of the Murphy Road project.

Robin received the financial report from the Spalding Memorial Library. On motion of Christine, second by George, it was unanimous to release the annual funds to the library.

The selection of our meeting dates for 2021 was tabled until our November meeting.

Robin advised the Board that she had received a call from Gannon Insurance stating Nationwide Insurance was no longer offering the insurance package we have for the police and Ruth (Life, AD&D, STD & LTD). They are offering a migration to Reliance Standard Life Insurance Company that will give us a 2-year rate hold and the benefits would remain the same. Susan asked if pre-existing conditions would be covered, and discussion was held. On motion of George, second by Kirstie, it was unanimous to migrate to the RLS insurance contingent upon pre-existing conditions being accepted.

On motion of Kirstie, second by Tressa, it was unanimous to approve the payment of the COG dues for 2020.

Our new police car is here, so we will be retiring one of the old police cars. Susan has a previously retired police car to drive as here public works vehicle, but it's rusting out terribly. On motion of Tressa, second by Kirstie, it was unanimous to have Susan choose the better of the two cars and to sell the other car.

The quote for striping intersections was incomplete and was not discussed at this time.

On motion of George, second by Tressa, 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 George, second by Kirstie, it was unanimous to approve the minutes of September 30<sup>th</sup> as written.

On motion of Kirstie, second by Christine, it passed to approve the minutes of October 5<sup>th</sup> as written. George and Tressa abstained as they were absent.

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October 28, 2020

On motion of Tressa, second by Kirstie, it passed to approve the minutes of October 6<sup>th</sup> as written. George abstained as he was absent.

On motion of Kirstie, second by Tressa, it passed to approve the minutes of October 15<sup>th</sup> as written. George and Susan abstained as they were absent.

On motion of Tressa, second by George, it passed to approve the minutes of October 19<sup>th</sup> at 5 PM as written. Kirstie abstained as she was absent.

On motion of Tressa, second by George it passed to approve the minutes of October 19<sup>th</sup> at 6:30 PM as written. Kirstie abstained as she was absent.

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

Richard Bean reported for the Parks Commission. Richard asked about the status of the donation of the canal property. John said we are waiting on a proposal from Todd Babcock to survey the property. The signs have been installed for the ATV trails grant. The plexiglass still has to be installed over the trails sign and then we will be finished with that project. Robin reported that the data was ready to be released to Cohen Law Firm once Cohen submitted their non-disclosure agreement. The loan for the Round Top expansion stands at \$105,880. Dunkley Hill property still has not been walked by the school district. Have not heard anything from the Marcellus Legacy grant submitted for the resurfacing of the park road. Andy Harding is preparing the drawings for the 16' x 20' observation deck for pavilion #9 at Round Top Park. They have applied for a 2020 Room Tax grant for that. The Fish Commission has a 50/50 grant available to improve boat launches. The Park Commission has to pass on this because they do not have the matching funds. Barry's last day will be November 14<sup>th</sup>. Cathy Eccker has resigned from the Park Commission. She served on the Commission for over 20 years.

Correspondence/Information was as listed in the meeting agenda.

Lucas Aquilio was presented with a certificate from the Parks Commission for his Eagle Scout project. He built 6 picnic tables for Round Top Park. This was the 49<sup>th</sup> Eagle Project that has been completed in the park.

Chairwoman Lake took the Board into executive session at 6:05 PM for personnel and pending litigation. The regular meeting reconvened at 7:25 PM.

There being no further business, on motion of Tressa, second by Kirstie, it was unanimous to adjourn the meeting at 7:27 PM.

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS  
Budget Workshop 5 PM November 2, 2020

Chairwoman Kirstie Lake called the meeting to order at 5:01 PM. Supervisors also present were Christine Vough, Tressa Heffron and George Ballenstedt. Solicitor John Thompson, Treasurer Ruth Casterline and Secretary Robin Smith were also in attendance. Susan Seck was absent. Kirstie led everyone in the Pledge of Allegiance.

Voice of the Residents – None

Robin received an application for a Conditional Use Hearing for a Mineral Extraction Operation on the Jeanette Minard property located off Meadowlark Drive. The Board set the date of December 14, 2020 for this hearing at 6:30 PM. John Thompson will prepare the legal notice and arrange for a stenographer.

The bids for the Murphy Road Streambank Stabilization project were reviewed at this time. On motion of George, second by Tressa, the bid was awarded to the low bidder, DGR Excavating, LLC, for the lump sum price of \$44,450, contingent upon completion of all work as shown within the project documents and as described therein.

On motion of Kirstie, second by Tressa, it was unanimous to approve, sign and execute the agreement with Stephenson Equipment for an even exchange of our used and inoperable 2015 JCB roller originally purchased new from Stephenson Equipment, for a used 2015 Bomag BW 211D-50 working roller.

Chairwoman Lake took the Board into executive session at 5:22 PM for pending litigation. The regular meeting reconvened at 5:31 PM.

On motion of Tressa, second by Kirstie, it passed to renew our emergency declaration through November 10, 2020. Christine voted no.

The budget workshop commenced. On motion of Christine, second by George, it was unanimous to remove \$100,000 from line 357 of General Fund (tar and chip) and add \$100,000 to line 32 of State Liquid Fuels (highway maintenance materials; to remove \$20,000 from line 358 of General Fund and add \$20,000 to line 32 of State Liquid Fuels; and requiring all funding for material moved from General Fund to State Liquid Fuels be used to purchase State-certified materials only.

'The next budget meeting was set for November 10, 2020 at 5 PM.

There being no further business, on motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 6:45 PM.

Respectfully submitted,

ATHENS TOWNSHIP SUPERVISORS  
November 10, 2020 5 PM Budget Workshop

Chairwoman Kirstie Lake called the meeting to order at 5:05 PM. Supervisors also present were Christine Vough, George Ballenstedt and Susan Seck. Tressa Heffron arrived at 5:30 PM. Secretary Robin Smith and Treasurer Ruth Casterline were also in attendance. Kirstie led everyone in the Pledge of Allegiance.

On motion of Kirstie, second by Susan it passed to renew the Emergency Declaration through November 17, 2020, with George also voting in favor of renewal. Christine voted no.

The DPW contract and Health and Hospital agreements were tabled until they could be reviewed by Solicitor Thompson.

The upcoming Bishop Brothers Conditional Use Hearing was discussed. Due to COVID-19 restrictions, we can only allow 25 people to physically attend the meeting. Tressa will set up for Zoom and John will have the legal notice state that people have to reserve a seat up to 25 people and all additional persons will need to contact the office for the link to connect to the meeting via Zoom.

The budget workshop commenced. The proposed budget was completed, and will be advertised for review after our next meeting. THANK YOU, RUTH!

Kirstie and Tressa had interviewed the candidates for George's Township Supervisor position. Discussion was held. On motion of Kirstie, second by Tressa, it was unanimous to have Alan Burgess fill the position. George will give us a letter with his defined resignation date of November 17, 2020. Robin will ask Cindy to come to our November 18, 2020 meeting to swear in Alan Burgess as George's replacement. Kirstie will call Mr. Burgess.

It was decided to table the quote of \$4,500.00 from Todd Babcock to survey the Blanchard property at this time due to budget constraints.

On motion of George, second by Kirstie, it was unanimous to pay the invoice for the roller from Bradco Supply Company (second-lowest bid) used on the Meadowlark Drive project, because the low bidder did not have their roller available, and there was no other alternative.

There being no further business, on motion of George, second by Tressa, it was unanimous to adjourn the meeting at 6:58 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary



ATHENS TOWNSHIP SUPERVISORS  
Special Meeting 5 PM November 16, 2020

The meeting to discuss police consolidation with Athens Borough was called to order at 5 PM. Present from Athens Township were Supervisors George Ballenstedt, Tressa Heffron, Christine Vough, and Susan Seck; Solicitor John Thompson; and Police Chief Roger Clink. Present from Athens Borough were Council Members Scott Molnar, Bill Cotton, Bob Williams, Walt Chaykosky, Scott Riley and Matt Patton; Mayor Skip Roupp; Borough Manager Mark Burgess, and Solicitor Jonathan Foster, Jr. The Pledge of Allegiance was recited.

The actuary estimates to conduct a study of our two pension plans were discussed. Girard Service – Ron Bittner will do the study that will highlight areas of strength and weakness so we can come up with a combined plan that will work.

On motion of Tressa, second by George, it was unanimous to go with Girard to do the study at an estimated cost of \$1000 - \$1500.

Athens Borough Council member Bob Williams made the same motion, second by Scott Molnar, and the motion carried.

On motion of Susan, second by Christine, it was unanimous to spend up to \$750 for the actuary study.

Athens Borough Council member Scott Molnar made the same motion, second by Walt Chaykosky, and the motion carried.

Roger Clink handed out the updated cost detail. Chiefs Hutchinson and Clink met with some members of each department. There were no real surprises. They will use the new Athens Township contract as a guide. Everything else will be the same, and this will result in a new contract.

Chief Clink didn't include part timers in his projected budget, and is looking for options for building, equipment and cars, possibly using some space here and some at Athens Borough.

We are still looking at a Randy Williams/Township land swap. Tony Ventello is in the loop. There might be the possibility of turning the Athens Township property over to Central Bradford Progress Authority who would then handle getting it turned over to Randy Williams. Tony was to ask Williams' attorney to contact our solicitor about the swap. The County Commissioners may pay for the feasibility study if we do a tentative initial agreement between Williams and the Township for the property swap.

Next meeting is tentatively set for December 7, 2020, but we would need the actuary data back for that.

There being no further business, on motion of Scott Molnar, second by George it was unanimous to adjourn the meeting at 6:04 PM.

Respectfully submitted,

George Ballenstedt, Athens Twp. Supervisor

## Athens Township Supervisor



ATHENS TOWNSHIP SUPERVISORS  
November 18, 2020 5 PM Regular Meeting

Vice Chairman George Ballenstedt called the meeting to order at 5:01 PM. Supervisors also present were Christine Vough, Tressa Heffron and Susan Seck. Kirstie Lake attended via Zoom. Solicitor John Thompson and Secretary Robin Smith were also in attendance. George led everyone in the Pledge of Allegiance.

George submitted his revised letter of resignation to the Board effective November 18, 2020. On motion of Tressa, second by Christine, it was unanimous to accept his letter with much regret. The Board expressed their appreciation for George's service to the township. He will be missed!

Alan Burgess had been approved to replace George as Township Supervisor at our October meeting. He was sworn in as George's replacement by Notary Cynthia Parrish. His term will expire in January of 2022. Welcome aboard!

George served as Vice Chair of the Board, so Chairwoman Kirstie Lake called for nominations for Vice Chair. Kirstie nominated Tressa Heffron as Vice Chairwoman. There being no other nominations, on motion of Kirstie, second by Christine, it was unanimous to appoint Tressa Heffron as Vice Chairwoman of the Board. Tressa took over the meeting as Kirstie was attending via Zoom.

Voice of the Residents:

Alvin Rosenberger of 561 Riverside Drive was present with regard to our ordinance prohibiting the discharge of firearms in portions of the township. He said the police told him he can't shoot where he lives. He said he's been there since 1981 and this is the first year he had been told that. He said a neighbor turned him in. John will review the ordinance, then Tressa will call the neighbor and speak with our police chief.

David Bolzoni of Stevens & Lee has been working with the Valley Joint Sewer Authority (VJSA), Athens Township Authority (ATA) and the boroughs to do a refunding of debt that will result in an approximate \$400,000 savings over the remaining term of the note. There will be no new money involved. John Thompson was concerned because we had no proof of publication that the ordinance was advertised. John asked if it was advertised and David said he would have to speak to the attorney. Discussion continued. On motion of Kirstie, second by Susan, it passed to have Tressa and Robin execute all the relevant documents including Ordinance 2020-02, once the proof of publication was received from the attorney. Christine voted no.

There has been no decision on the Volunteer Fire Credit.

Richard Bean reported for the Parks Commission. We will be unable to fund the survey of the North Branch Canal property at this time. DCNR will be here to inspect the ATV grant work on

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Thursday the 19<sup>th</sup>. Cohen Law Group is performing the Spectrum franchise audit. The loan for the pond stands at \$105,880. The Athens Superintendent and the high school principal have not been able to walk the Dunkley Hill property yet. We have not heard anything on the Marcellus Legacy Grant, which is an 85% grant to resurface the park road. Still waiting for word on the Bradford County room tax grant for the overlook. We will also need to ask some of our local businesses and organizations to help us out financially. People are stealing the gaga pit balls. We will purchase 2 gaga balls and loan them out. Not for profit organizations will not have to leave the deposit. Individuals will need to leave a deposit of \$5 and their home address. We will place a sign on the pit to bring your own ball or pay a deposit at the township building. Round Top will close on November 21<sup>st</sup> for the season, and will reopen after big game hunting season if there is enough snow on the ground to cross country ski. Cathy Eckker has resigned from the Parks Commission. Richard has found someone to replace her. On motion of Alan, second by Tressa, it was unanimous to appoint Michelle Browning to fill the remainder of Cathy's position which expires July 1, 2022. The Park Commission will be taking the star to Round Top Friday, November 27<sup>th</sup>. Richard will contact the fire company.

Next was the Benjamin Ling 2-lot subdivision located on Pump Station Hill Road. Planning Commission recommends preliminary and final plan approval. All deficiencies have been met. Bruce Benish presented the plan to the Board, and there were no questions. On motion of Tressa, second by Christine, it was unanimous to grant preliminary and final plan approval to this subdivision, and to execute the Non-Building Waiver.

On motion of Kirstie, second by Susan, it passed to ratify the renewal of the emergency declaration through November 24, 2020. Christine voted no, and Alan abstained.

On motion of Tressa, second by Kirstie, it was unanimous to set the meeting dates and time for our 2021 meetings as the last Wednesday of every month at 5 PM, exceptions being November 17<sup>th</sup> and December 15, 2021.

It was decided to table the approval to advertise the budget until later in the meeting.

On motion of Tressa, second by Kirstie, it was unanimous to approve the renewal of Ed's annual membership in the National Association of State Floodplain Managers for \$165.

On motion of Kirstie, second by Susan, it was unanimous to ratify the reimbursement of \$206 to John Thompson from the Road C Fund for the recording of the Road C/King Road as-built drawings and other final paperwork at the Register and Recorder's Office at the County Court House.

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On motion of Tressa, second by Christine, it was unanimous to vote for the slate of officers for the Bradford County Township Officers Association as presented on the ballot.

We will not renew our membership in the Greater Valley Chamber of Commerce for 2021.

John Thompson reviewed the DPW and the Police contracts for accuracy prior to signing and they are a mess. Discussion was held. John was directed to revise the contracts with the correct information, get with Roger to review them, and send the revised contracts to the Union for their approval. On motion of Christine, second by Tressa, it was unanimous to approve the extension of interim rates for the Health Insurance and HRAs until the new contracts are signed.

Due to COVID-19, we will not be able to hold our employee Christmas luncheon this year. We will invite those employees who would have received their milestone awards at the luncheon to our December 16<sup>th</sup> meeting at 5 PM. On motion of Christine, second by Alan, it was unanimous to have Robin purchase a \$250 gift certificate for our 25-year recipient.

Robin advised the Board that the bid is being awarded for the structural borings that will be used for design of the foundation of the new Thomas Avenue bridge. PennDOT anticipates the borings to start in late December or early January and will take about 2 weeks. The current bridge will not need to be closed for this work. Once the borings are complete they can prepare a foundation report that will allow them to move forward on the final structure design.

PennDOT sent a letter requesting input on their planned paving of Riverside Drive from Potter Road north to the NYS line. Susan will prepare something to be sent prior to their deadline of December 1<sup>st</sup>.

On motion of Kirstie, second by Alan, it was unanimous to approve the Bill of Sale for Salvage to Selective Insurance for our New Holland tractor that caught fire – accepting the \$19,489, which will be deposited into our Capital Reserve Fund to be allocated for a rear-mount mower.

The Stagecoach crushed stone invoice was discussed. It is over budget and Ruth questioned whether prevailing wage needed to be paid for the delivery of the stone. Ruth will also need to transfer \$93,640 to cover this invoice. Susan will get with Tim Robson to clarify these issues. On motion of Tressa, second by Alan, it was unanimous to table this issue and table the transfer of funds until our December 7, 2020 meeting to get everything clarified.

Discussion was held on the Sunnyfield Drive paving invoice from Bishop Brothers. This invoice is also over budget. We have no prevailing wage certification or asphalt certification, and still need

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material/weigh slips. Ruth also needs to know what portion will be paid from Liquid Fuels and what portion from Act 13? On motion of Alan, second by Kirstie, it was unanimous to table this until our December 16<sup>th</sup> meeting.

On motion of Kirstie, second by Tressa, it was unanimous to pay the Bristol invoice with the overage for the Meadowlark Drive project as Tim Robson has signed off that the overage will be reimbursed from the Dirt and Gravel Road Program.

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

On motion of Tressa, second by Christine, it was unanimous to approve the minutes of October 28<sup>th</sup> and November 10, 2020 as written.

On motion of Tressa, second by Kirstie, it passed to approve the minutes of November 2, 2020 as written. Susan abstained as she was unable to attend.

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

Vice Chairwoman Heffron took the Board into executive session at 6:40 PM for personnel and pending litigation. The regular meeting reconvened at 7:22 PM.

On motion of Kirstie, second by Tressa, it was unanimous to appoint Matt Wayman as a Zoning Hearing Alternate for a term to expire September 9, 2022.

Tressa, Kirstie, Robin and Ruth will meet on December 8<sup>th</sup> at 4 PM to conduct interviews for Robin's replacement.

On motion of Kirstie, second by Alan, it was unanimous to give Robin, Ed and Cindy a 2.25% raise for 2021 and the same amount as last year for Ed and Cindy's clothing allowances; to recommend to the auditors that Susan also receive a 2.25% raise and the same amount for her clothing allowance as last year; that the DPW employees and Police Officers receive raises as per their respective contracts, and that Ruth receive a pay grade raise of \$10,895 for 2021.

On motion of Tressa, second by Susan, it was unanimous to have Robin advertise the proposed 2021 budget for adoption at our December 16, 2020 meeting.

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There being no further business, on motion of Tressa, second by Alan, it was unanimous to adjourn the meeting at 7:27 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
Special Meeting 6 PM December 7, 2020

Chairwoman Kirstie Lake called the meeting to order at 6:01 PM. Supervisors also present were Alan Burgess, Christine Vough, and Tressa Heffron. Susan Seck was in quarantine, as was Secretary Robin Smith, but Robin was attending via phone. Solicitor John Thompson was also in attendance.

Chairwoman Lake recessed the special meeting to hold a public hearing on the Intermunicipal Transfer of Liquor License R17927. This is a request for transfer of a liquor license from Canton Township to the Dandy Mini Mart on White Wagon Road in Athens Township. The Pennsylvania Liquor Control Board requires a public hearing before a license can be transferred. The hearing was led by Athens Township Solicitor, John Thompson, who introduced the Board. The record was recorded by Solicitor Thompson. Representing the applicant were Duane Phillips and Jessica Pleskach. There was no one in attendance for this hearing. Ms. Pleskach distributed packets to the Board and explained the contents. Questions from the Board were answered by both Ms. Pleskach and Mr. Phillips. On motion of Kirstie, second by Tressa, it was unanimous to approve this transfer, and to adopt RESOLUTION 2020-12 accepting the permit transfer of liquor license R17927 from Canton Township into Athens Township at 78 White Wagon Road.

Chairwoman Lake adjourned the public hearing at 6:15 PM and resumed the special meeting.

Voice of the Residents: None

John Thompson advised the Board that he had requested a postponement of the December 14, 2020 Conditional Use Hearing for Bishop Brothers Minard Mine application located on Meadowlark Drive in Athens Township. The applicant had agreed to this postponement of up to 60 days. John Thompson has prepared a Stipulation for this, and the date for the hearing was set for February 9, 2021 at 5:30 PM. John will do the legal notice and secure the stenographer. Robin will get letters out tomorrow to the adjacent property owners regarding the change in date and time.

On motion of Tressa, second by Kirstie, it was unanimous to close the office due to COVID through December 14, 2020; to pay the employees as if they would have worked at the office; to have those employees who can work remotely do so; and to have employees return to the office on December 15, 2020.

On motion of Alan, second by Tressa, it was unanimous to have Kirstie sign the contract for the \$5000 Room Tax grant for the Round Top Park overlook deck.

On motion of Kirstie, second by Tressa, it was unanimous to have Ruth pay the Stagecoach invoice with a transfer of funds from the Act 13 account.

The Bishop Bros. invoice for the Sunnyfield Drive Paving Project was discussed. The shoulders still need to be done. We still do not have a Project Completion report from Steve Kehoe at PennDOT. On motion of Alan, second by Tressa, it was unanimous to table this invoice until our December 16<sup>th</sup> meeting, and to have Robin change the wording on Page Three of the November 18, 2020 minutes (last paragraph) from, "The invoice is also over budget..." to, "The invoice is also over awarded bid amount".

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The CDBG project form was reviewed. Robin was not sure why we received this form as we had nothing to do with the project and had no money attached to this project. On motion of Kirstie, second by Tressa, it was unanimous to table this until our December 16, 2020 meeting and have John investigate it.

There being no further business, on motion of Christine, second by Alan, it was unanimous to adjourn the meeting at 6:43 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

ATHENS TOWNSHIP SUPERVISORS  
Regular Meeting 5 PM December 16, 2020

Vice Chairwoman Tressa Heffron called the meeting to order at 5:05 PM. Supervisors also present were Christine Vough, Susan Seck, and Alan Burgess. Solicitor John Thompson was also in attendance. Chairwoman Kirstie Lake and Secretary Robin Smith were attending via Zoom. Tressa led everyone in the Pledge of Allegiance.

Voice of the Residents: None

On motion of Susan, second by Alan, it passed to renew the Emergency Declaration through December 22, 2020. Christine voted no.

On motion of Kirstie, second by Christine, it was unanimous to adopt RESOLUTION 2020-13 setting the amount of the contribution to the Athens Township Volunteer Fire Company at \$100,000 for the year 2021.

On motion of Susan, second by Christine, it was unanimous to adopt RESOLUTION 2020-14 keeping the millage rate at 12 mills for the year 2021.

On motion of Christine, second by Kirstie, it was unanimous to adopt RESOLUTION 2020-15 adopting the 2021 budget as advertised: General Fund - \$3,192,441; Act 13 - \$669,278; Liquid Fuels - \$442,307; Parks and Recreation - \$97,950; Capital Reserve - \$193,489; Dirt & Gravel Roads - \$259,000; Police Pension Fund - \$202,000; Non-Uniform Pension Fund - \$190,000. Total: \$5,246,465.

On motion of Kirstie, second by Susan, it was unanimous to eliminate employee contributions to the Police Pension Plan and the Non-Uniform Pension Defined Benefit Plan for 2021.

On motion of Susan, second by Alan, it was unanimous to declare a state of emergency for the snow storm effective immediately.

On motion of Susan, second by Alan, it was unanimous to adopt RESOLUTION 2020-17 appointing Kirstie as signatory for the Thomas Avenue Bridge paperwork.

Susan advised the Board that everything is in order with Bishop's bill for the Sunnyfield Drive paving project. Susan has an email from Steve Kehoe saying the road is good and that the overage is well under their threshold that would require additional approval. On motion of Alan, second by Susan, it passed to have Ruth pay the Bishop's bill. Christine voted no.

Susan also advised the Board that she had signed the final paperwork for the Meadowlark Drive project, so we should be able to get our reimbursement shortly. The overage of approx. \$15,000 was approved, so we should get about \$132,690.

On motion of Kirstie, second by Tressa, 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 approve the minutes of November 16 and November 18, 2020 as presented.



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On motion of Tressa, second by Alan, it passed to approve the minutes of December 7, 2020 as presented. Susan abstained as she was not in attendance.

Robin advised the Board that she had the financial report for the fire company but not the chief's report as of tonight. She said Cindy had emailed her the Building Permits report so she could send it to the Board, but it didn't get to her prior to the meeting. On motion of Kirstie, second by Alan, it was unanimous to accept the police and road reports as presented.

On motion of Kirstie, second by Christine, it was unanimous to table the acceptance of the building permits report until we have received and reviewed it, and to release the fire company funds once the chief's report has been received.

Vice Chairwoman Heffron took the Board into executive session at 5:55 PM for personnel and pending litigation. The regular meeting reconvened at 6:26 PM.

On motion of Kirstie, second by Alan, it was unanimous to hire Michelle Rude as Robin's replacement, as Assistant Secretary at \$16.50/hour, 35 hours/week, 52 weeks per year contingent upon passing background clearances and being able to be bonded; completing of all paperwork with Ruth, with full-time benefits and inclusion in the newly adopted non-uniform employee contribution plan. Michelle will begin January 4, 2021 once all of the above conditions have been met.

On motion of Susan, second by Kirstie, it was unanimous to allow the following employees to carry over vacation days they were unable to take this year and would lose if not permitted to carry them over to 2021, with the stipulation that they be required to use these days in 2021, and not be allowed to request any additional carry over in 2021: Mike Chilson – up to 12 days; Ruth Casterline – up to 11 days; and Robin Smith – up to 4 days.

On motion of Kirstie, second by Alan, it was unanimous to offer renewal of the District Justice office lease at \$1200/month.

Kirstie said the Sayre Police Department just purchased new radios and has offered their 13 old radios to us for a total price of \$2,325. Discussion was held. On motion of Kirstie, second by Susan, it was unanimous to approve this purchase, and to pay for the radios from the Capital Reserve account.

There being no further business, on motion of Kirstie, second by Alan, it was unanimous to adjourn the meeting at 6:38 PM.

Respectfully submitted,

Robin L. Smith  
Athens Township Secretary

