

ATHENS TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING  
January 6, 2025 6:00 PM

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Call to Order / Pledge of Allegiance

Appointment of Secretary pro tem

Nomination of Chairman of the Board

Nomination of Vice Chairman of the Board

Appointment of the Secretary of the Board for 2025

Appointment of the Treasurer of the Board for 2025

Appointment of the Superintendent of Public Works for 2025

Hire Atty. John Thompson to represent the Township for 2025 @ \$135/hr.

1. Approve, sign and execute Police Chief and Superintendent of Public Works MOU's
2. Approve the following paid holidays (11): New Year's Day (Jan. 1), President's Day (Feb. 17), Good Friday (Apr. 18), Memorial Day (May 26), 4<sup>th</sup> of July, Labor Day (Sep. 1), Veterans Day (Nov. 11th), Thanksgiving (Nov. 27), Day after Thanksgiving (Nov. 28), Christmas Eve (Dec. 24), Christmas Day (Dec. 25) & 1 floating holiday for full-time Non-Uniform employees - granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.
3. Approve paid sick days per year for full-time Non-Uniform employees (present schedule 15 days per year after 1 year of service with the ability to carry over 45 unused days accumulation not to exceed 60 days). A doctor excuse is required after 3 consecutive days. May use up to 10/yr. as Family Sick Leave ONLY for an immediate family member\* (immediate family member defined as: father, mother, brother, sister, son, daughter, step-mother, step-father, step-children, husband, wife, parent-in law or dear relative who resides in the household) requiring hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts.
4. Approve paid 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.
5. 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.
6. Approve to continue to provide dental and vision coverage for each full-time Non-Uniform employee including the family plan, if applicable, and provide individual and family hospitalization benefits under NYS Teamsters Health and Hospital Fund. Provide short term & long term disability, life insurance of \$75,000 and AD&D insurance for police officers through Reliance. Provide short term disability (long term and AD&D insurance for police & Ruth) and provide life insurance of \$30,000.00 for full-time Non-Uniform employees. Bargaining Unit employee insurance as per respective contracts.

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7. 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.
8. Approve and provide the Township Non-Uniform Pension Plan and contribute \$55,867 to it, provide the Township Defined Contribution Plan and contribute \$17,079 and provide a Police Pension Plan and contribute \$127,803 to it for 2025. Employees hired after 1/1/2018 will be enrolled in the 401(a) and 457 Plans for pension, with no change in the amount of contribution by the Township.
9. Approve that any Supervisor in office during 2025 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc. Pay for a working Supervisor to be determined by the elected Auditors.
10. Give authority to Chairperson of the Board to purchase supplies and small items of equipment without formal approval of the Board. Approve other four Supervisors to act in the same capacity in the event of emergency when the Chairperson is not available.
11. Approve 2025 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; Superintendent of Public Works as per MOU.
12. Appoint a member to the Vacancy Board.
13. Appoint a third Township Auditor.
14. Appoint a replacement member to the Board of Supervisors to complete the remainder of Cori Lasco's term; his resignation date being 12/31/24.
15. Appoint three members to the Parks & Recreation Committee.
16. Appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2025.

Voice of the Residents

Adopt the following:

- 1) RESOLUTION 2025-01 designating C & N Bank and M & T Bank as the Township depositories
- 2) RESOLUTION 2025-02 appointing two Supervisors to BC Sanitation Committee Appeals Board
- 3) RESOLUTION 2025-03 designating TCC voting delegate and alternate.
- 4) RESOLUTION 2025-04 setting the 2025 mileage rate 70 cents per mile
- 5) RESOLUTION 2025-05 appointing authorized signatories for the bank accounts

Discuss the following:

- 1) Approve BC Tax Collection Committee 2025 annual invoice in the amount of \$200.27
- 2) Approve PSATS 2025 membership / annual invoice in the amount of \$1894.00
- 3) Approve Western Bradford County COG 2025 dues in the amount of \$75.00
- 4) Approve Bradford County Sanitation Committee 2025 dues in the amount of \$6144.00
- 5) Approve renewal of American Drug and Alcohol Contract for 2025 in the amount of \$500.00
- 6) Approve Greater Valley Chamber of Commerce 2025 membership in the amount of \$100.00
- 7) Approve Bradford County Township Officers Association 2025 dues in the amount of \$75.00

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- 8) Approve Tra Electric, Inc. 2025 traffic signal maintenance agreement in the amount of \$3000.00
- 9) Approve Topp Business Solutions 2025 digital drawer agreement in the amount of \$360.00
- 10) Approve QuickBooks renewal for 2025 municipal accounting and payroll software in the amount of \$2240.80
- 11) Approve Federal Safety Equipment 2025 annual fire extinguisher inspections in the amount of \$303.50
- 12) Approve Kai Pan Consulting 2025 email migration / hosting in the amount of \$3034.00
- 13) Approve Kai Pan Consulting 2025 IT support / security services renewal in the amount of \$2397.62
- 14) Approve attendees for 2025 PSATS Conference May 3<sup>rd</sup> – May 7<sup>th</sup>, 2025
- 15) Designate voting delegate for 2025 PSATS Conference
- 16) Approve the Treasurer to pay bills during each month that become due or will be at a discount prior to the monthly BOS meeting
- 17) Approve ratifying the payment of bills and payroll for time period December 19, 2024 to December 31, 2024
- 18) Approve/Discuss Teamsters Contract roles & rates
- 19) Set all full-time employees positions / wages: R. Casterline, E. Reid, C. Parrish, M.Carling, G.Stocks
- 20) Set all part-time employees positions / wages: B. Brosnan, J. Dawson, S. Underdown

Executive Session – personnel and pending litigation

Adjournment