

ATHENS TOWNSHIP SUPERVISORS

January 4, 2021 5:00 PM

Organization Meeting

The meeting was called to order at 5 PM by Secretary Robin Smith. Supervisors present were Alan Burgess, Susan Seck, Tressa Heffron and Kirstie Lake. Twp. Administrative Secretary Michelle Rude was also in attendance, as was Treasurer Ruth Casterline. Solicitor John Thompson and Supervisor Christine Vough were absent.

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

On motion of Kirstie, second by Alan, it was unanimous to appoint Tressa Heffron as Chairwoman.

On motion of Alan, second by Susan, it was unanimous to appoint Kirstie Lake as Vice Chairwoman.

On motion of Kirstie, second by Alan, it was unanimous to reappoint Robin Smith as Secretary of the Board for 2021.

On motion of Susan, second by Alan, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2021.

On motion of Kirstie, second by Alan, it was unanimous to reappoint Susan Seck as Director of Public Works for 2021. Susan abstained from the vote.

On motion of Tressa, second by Alan, it was unanimous to hire Attorney John Thompson to represent the Township for 2021 at a rate of \$110 per hour.

On motion of Kirstie, second by Alan, it was unanimous to adopt items 1–10 below for 2021:

- 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 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 \$91,335 to it and continue to provide the Police Defined Benefit Pension Plan and contribute \$124,510 to it for 2021. 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 2021 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 2021 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 Kirstie, second by Alan, it was unanimous to appoint Richard Bean as a member of the Vacancy Board for 2021

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On motion of Tressa, second by Kirstie, it was unanimous to appoint Code Inspections, Inc. as our third-party building code enforcement entity for 2021.

Voice of the Residents:

Sandy Maynard and Jeff Russell were present concerning a water issue in the area of Cole Street, Sandra Avenue and Sharon Avenue. Susan will be looking into some possible solutions for this problem.

On motion of Alan, second by Susan, the following 5 RESOLUTIONS were unanimously adopted:

- 1) RESOLUTION 2021-01 designating C & N Bank and M & T Bank as our depositories for 2021.
- 2) RESOLUTION 2021-02 appointing Alan Burgess and Kirstie Lake as Athens Township's two representatives to the Bradford County Sanitation Committee Appeals Board for 2021.
- 3) RESOLUTION 2021-03 designating Ruth Casterline as our primary voting delegate and Kirstie Lake as our first alternate voting delegate for the Bradford County TCC for 2021.
- 4) RESOLUTION 2021-04 setting the 2021 mileage rate at \$.56 as per IRS guidelines.
- 5) RESOLUTION 2021-05 approving records disposition for years prior to 2014 as per our Records Retention Policy.

On motion of Kirstie, second by Alan, 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, and also pay the bills for December 17 through December 31, 2020.

On motion of Tressa, second by Kirstie, it was unanimous to reappoint Earl Carney to the Athens Township Authority for a term to expire December 31, 2025.

On motion of Kirstie, second by Tressa, it was unanimous to approve, sign and execute the January 1, 2021 through December 31, 2023 Public Works Contract and Police Contract, as well as Chief Roger Clink's 2021 Memorandum of Understanding.

On motion of Alan, second by Kirstie, it was unanimous to pay our annual invoice for our TCC membership for 2021 in the amount of \$197.74.

On motion of Kirstie, second by Susan, it was unanimous to pay our 2021 PSATS membership invoice as billed at \$1,663.00.

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On motion by Alan, second by Tressa, it was unanimous to approve Ruth's bond payment in the amount of \$2,445.00.

On motion by Kirstie, second by Tressa it was unanimous to pay the COG dues of \$75 for 2021.

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

On motion of Kirstie, second by Alan, it was unanimous to adjust Michelle Rude's salary to \$17.00/hour for 2021.

On motion of Al, second by Susan, it was unanimous to approve payment of police radios from General Fund instead of Capital Reserve.

On motion by Tressa, second by Alan, it was unanimous to approve attendance at PSATS Conference April 18 – 21, 2021

On motion of Tressa, second by Susan, it was unanimous to have Ruth be our voting delegate at the 2021 PSATS conference in Hershey.

On motion of Tressa, second by Alan, it was unanimous to clarify Christmas Eve/Day holidays in 2021 will be observed on Thursday and Friday of Christmas week.

Motion by Alan, second by Tressa, it was unanimous to follow PA Department of Health guidelines with respect to COVID related issues in our workplace.

Motion by Tressa, second by Alan, it was unanimous to have Tressa sign the Federal Surplus application.

Kirstie noticed people taking township cinders from a pile on Pump Station Hill Road. Susan will send the guys up to pick them up.

Tressa presented employee service awards to the following officers: John Fedorchak for 25 years of service; Denny Slater for 20 years of service; and Tom VanFleet for 20 years.

Ruth reminded us that we will need to pass a resolution to make any changes to the bank signatories. Motion by Kirstie, second by Alan, it was unanimous to designate Ruth, Robin, Michelle and Tressa as signatories for both banks, and to have Robin contact the banks to get the necessary paperwork.

On motion of Kirstie, second by Tressa, it was unanimous to adjourn the meeting at 6:15 PM.

Respectfully submitted,