

ATHENS TOWNSHIP SUPERVISORS
Organization Meeting
January 2, 2024 5:30pm

The Athens Township Supervisors organization meeting was called to order at 5:31pm by Solicitor John Thompson. Supervisors present were Tressa Heffron, Matt Moore, Bonnie Petruschak, and Ron Reagan. Treasurer Ruth Casterline was also in attendance.

On motion of Tressa, second by Bonnie, it was unanimous to appoint Shelly Reagan as Secretary pro tem. Ron abstained from vote.

On motion of Bonnie, second by Matt, it was unanimous to elect Tressa Heffron as Chairperson.

On motion of Tressa, second by Ron, it was unanimous to elect Bonnie Petruschak as Vice Chairperson.

On motion of Tressa, second by Bonnie, it was unanimous to appoint Holly Randall as Secretary of the Board for 2024.

On motion of Bonnie, second by Ron, it was unanimous to reappoint Ruth Casterline as Treasurer of the Board for 2024.

On motion of Bonnie, second by Matt, it was unanimous to appoint Chuck Wright as Director of Public Works for 2024.

On motion of Tressa, second by Ron, it was unanimous to hire Attorney John Thompson to represent Athens Township for 2024 at a rate of \$125 per hour.

- 1) On motion of Bonnie, second by Matt, it was passed to approve, sign and execute Police Chief, Director of Public Works MOU's. Ron voted no.
- 2) On motion of Tressa, second by Bonnie, it was unanimous to approve the following paid holidays:
January 1, President's Day (2/19), Good Friday(3/29), Memorial Day (5/27), July 4th, Labor Day (9/2), Thanksgiving (11/28), Day after Thanksgiving (11/29), Veterans Day (11/11), Christmas Eve (12/24), Christmas (12/25), & 1 floating holiday for full-time Non-Uniform employees, granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.
- 3) On motion of Bonnie, second by Matt, it was unanimous (with clarification on immediate family member which includes: Father, Mother, Brother, Sister, Son, Daughter, Stepmother, Step-father, Step-children, Husband, Wife, Parent In-law, or near relative who reside in household.) to approve paid sick days per year for full-time Non-Uniform employees (present schedule 15 days per year after 1 year 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 per year as Family Sick Leave ONLY for an immediate family member requiring hospitalization or care afterwards. Bargaining Unit sick days as per respective contracts.

- 4) On motion of Ron, second by Matt, it was unanimous to approve paid vacation time for full-time Non-Uniform employees: After one-year employment – 10 days. After five 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) On motion of Matt, second by Ron, it was unanimous to approve time off with pay for bereavement leave for Non-Uniform employees: for the death of husband, wife, children or stepchildren - 5 working days; mother, father, sister or brother - 5 working days; mother-in-law or father-in-law - 5 working days; aunt, uncle, grandparents, grandchild, niece, nephew, brother-in-law, sister-in-law - 3 working days. This leave time is for employee or spouse family member and also includes the death of any 'step-'. Granted immediately after employment. Bargaining Unit bereavement leave as per respective contracts.
- 6) On motion of Tressa, second by Bonnie, it was unanimous to approve to continue to provide dental and vision coverage for each full-time Non-Uniform employee including the family plan, if applicable, 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, and Ruth) and provide life insurance of \$30,000.00 for full-time Non-Uniform employees. Bargaining Unit employee insurance as per respective contracts.
- 7) On motion of Ron, second by Matt, it was unanimous to approve 4 personal days for full-time Non-Uniform employees. Granted immediately and prorated according to date of hire. Bargaining Unit employee personal days as per respective contracts.
- 8) On motion of Tressa, second by Matt, it was unanimous to approve and provide the Township Non-Uniform Pension Plan and contribute \$61,467 to it and provide a Police Pension Plan and contribute \$135,113 to it for 2024. 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) On motion of Tressa, second Bonnie, it was unanimous to approve that any supervisor in office during 2024 shall be authorized to perform any duties pertaining to Township affairs, whether administrative, road work, etc. Pay for a working supervisor will be determined by the elected Auditors.
- 10) On motion of Bonnie, second by Matt, it was unanimous to 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.
- 11) On motion of Bonnie, second by Matt, it was unanimous to approve the 2024 clothing reimbursement amounts for the following non-bargaining unit personnel: Zoning Officer/\$350; Assistant Zoning Officer/\$350; and Director of Public Works as per MOU.

12) On motion of Ron, second by Matt, it was unanimous to TABLE to January Meeting to appoint a member to the Vacancy Board for the ensuing year.

13) On motion of Ron, second by Bonnie, it was unanimous to appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2024.

No Voice of the Residents

On motion of Matt, second by Ron, the following 5 RESOLUTIONS were unanimously adopted:

1) RESOLUTION 2024-01 designating C & N Bank and M & T Bank as our depositories for 2024.

2) RESOLUTION 2024-02 appointing Tressa Heffron and Bonnie Petruschak as Athens Township two representatives to the Bradford County Sanitation Committee Appeals Board for 2024.

3) RESOLUTION 2024-03 designating Ruth Casterline as our primary voting delegate and Bonnie Petruschak as our first alternate voting delegate for the Bradford County TCC for 2024.

4) RESOLUTION 2024-04 setting the 2024 mileage rate at \$.67 per mile as per IRS guidelines.

5) RESOLUTION 2024-05 appointing authorized signatories for the bank accounts: Ruth Casterline, Tressa Heffron, and Ron Reagan.

On motion of Tressa, second by Bonnie, it was unanimous to approve TCC annual invoice for 2024. (\$211.31)

On motion of Tressa, second by Bonnie, it was unanimous to approve PSATS 2024 annual invoice for 2024. (\$1884)

On motion of Tressa, second by Bonnie, it was unanimous to approve Ruth's bond payment for 2024. (\$2445)

On motion of Ron, second by Matt, it was unanimous to approve COG dues for 2024. (\$75)

On motion of Bonnie, second by Tressa, it was unanimous to approve Bradford County Sanitation Committee Dues. (\$6144)

On motion of Ron, second by Bonnie, it was unanimous to support the Bradford County Library.

On motion of Tressa, second by Ron, it was unanimous to approve attendance to G-402 Course on 1/9/2024. Ed, Cindy, Ruth, Ron and Matt

On motion of Tressa, second by Bonnie, it was unanimous to approve attendance to PSATS conference April 14-17, 2024: Ruth, Ed, Chuck

On motion of Ron, second by Tressa, it was unanimous to designate Ruth as voting delegate for PSATS conference.

On motion of Tressa, second by Bonnie, it was unanimous to TABLE to January meeting to ratify 4 hours of holiday pay for public works employees on Friday, Dec. 22, 2022.

On motion of Ron, second by Tressa, it was unanimous to approve the Treasurer to pay bills during each month that become due or will be at a discount prior to the monthly BOS meeting.

On motion of Bonnie, second by Matt, it was unanimous to approve purchase order Kai Pan Consulting. (\$9506)

On motion of Tressa, second by Bonnie, it was unanimous to approve ratifying the payment of bills and payroll for time period December 21, 2023 to December 31, 2023.

On motion of Ron, second by Matt, it was unanimous to TABLE to January meeting to approve Teamsters Contract.

On motion of Tressa, second by Bonnie, it was unanimous to TABLE to January meeting to approve NTSWA/Dependable services.

On motion of Tressa, second by Bonnie, it was unanimous to TABLE to January meeting to set wages for all non-union and MOU employees.

Executive Session – personnel and pending litigation --- at 6:28pm.

On motion of Ron, second by Matt, the meeting adjourned at 8:03 pm.

Respectfully submitted,

Shelly L. Reagan
Athens Township Secretary Pro Tem