

ATHENS TOWNSHIP SUPERVISORS  
October 20, 2024 9AM Budget Workshop & Special Meeting

Chairwoman Tressa Heffron called the budget workshop & special meeting to order at 9:05AM. Supervisors also present were Ronald Reagan, Bonnie Petruschak, and Cori Lasco; absent was Matthew Moore. Treasurer Ruth Casterline and Secretary Meagan Carling were also in attendance.

Police Chief Roger Clink presented the budget proposals for the Athens Township Police Department for the 2025 year. He requested an increase in pay for administrative duties covered by the Chief and Sergeant, discussed possibility of another part-time officer, explained the new Pro-Suite reporting system through the county (1<sup>st</sup> year free, payment in 2026), and their need for a new patrol vehicle. Chief presented the “end-of year” purchase orders and continued that even with these purchases the P.D. has remained under budget for 2024.

On motion of Ron, seconded by Tressa; motion passed to approve the Police Department’s nine “end-of-year” purchase orders:

1. Up In Arms – ammo, in the amount of \$4800 from account 410.239 (check)
2. Sherwood Groves – brakes / rotors, in the amount of \$779.17 from account 410.347 (check)
3. Bastian Tire – tires (state bid), in the amount of \$3804 from account 410.347 (check)
4. 2<sup>nd</sup> Shift Auto – oil / filters / fluids, in the amount of \$1136 from account 410.347 (check)
5. GSS – weapons storage unit, in the amount of \$1834.65 from account 410.260 (cc)
6. Global Industrial – lockers (2), in the amount of \$1445 from account 410.260 (cc)
7. Intoximeters – breathalyzer/accessories, in the amount of \$1650 from account 410.260 (cc)
8. Palmetto St. Armory – firearms (4), in the amount of \$1479.72 from account 410.260 (cc)
9. Gatewood Supply Co. – firearm (1), in the amount of \$654.98 from account 410.260 (cc)

On motion of Tressa, seconded by Cori; motion passed to increase the POLICE credit limit for the month to \$8065 to cover the above “end-of-year” purchases and to split the total between Chief and Sergeant cards if cannot raise Chief’s alone that amount.

Meade Murtland and Michele Browning represented the Parks & Rec Committee to present the budget proposals for the 2025 year. They discussed the need for repairs / improvements to pavilions 7 & 8 at Round Top Park – currently waiting on quotes. Bonnie requested to get quotes for the updating the ballpark at RTP too. Ron shared the estimate from PennDOT to fix the RTP roads (section from Pump Station Hill Road intersection up around the top loop) to be approximately \$83,000; discussion continued with questions for the back entrance and the flying field area. Tressa suggested to contact the school district about the XC route / potential for hosting more events. Meade reviewed the plan for Tozers Landing pavilion addition and future plans for the park; Tressa provided some contacts to Meade for possible opportunities for student volunteer work / school project credit. Discussion continued, may need to revisit security system – last quoted at \$45,000.

Michele Browning submitted her letter of resignation, and presented the Board with Lauren Varguson’s letter of resignation, from the Parks Committee; Varguson’s resignation being effective following the October 28<sup>th</sup> 2024 Parks meeting and Browning’s effective in November.

A representative from the Athens Township Volunteer Fire Co. was not available to present their budget proposals as scheduled; information will be emailed this coming week to review for the next workshop. Ruth requested they submit their monthly financials this week as well.

A representative from the Public Works Dept. was not in attendance due to a scheduling conflict but provided information for review; this will be revisited at the October 30<sup>th</sup> meeting or the next budget workshop.

Meagan Carling presented the budget proposals items on behalf of the Township Office. Yearly raises increase, new microwave, filing cabinet (2) / fireproof filing cabinet (1), security call buttons or security vestibule/entryway, new zoning vehicle, parking lot repair, update heating/cooling system(s), and Christmas Eve Luncheon 2025. Also proposed the idea of a building addition / storage plan and presented pictures from the current storage facility. Ruth added increasing the petty cash amounts for Zoning, Clerk and Treasurer to accommodate new fee schedule. Discussion continued, items were requested to be added to the October 30<sup>th</sup> meeting agenda to address; other items noted.

No further budget items to present.

On motion of Tressa, seconded by Bonnie; motion passed to accept the resignation of Michele Browning and Lauren Varguson from the Parks & Rec Committee and to advertise the vacancies.

Discussion was had regarding a zoning violation, additional information needed; TABLED – add to the October 30<sup>th</sup> meeting agenda.

DCED Local Share Account grant application discussion was had, additional information / clarification needed from Public Works; TABLED – add to October 30<sup>th</sup> meeting agenda.

Right-to-Know request, details needed for how large amounts of information requested are to be distributed; TABLED – add to the October 30<sup>th</sup> meeting agenda.

On motion of Bonnie, seconded by Tressa; motion passed to approve the purchase of queries for reporting drug/alcohol test results through the American Drug & Alcohol Distribution / Clearinghouse in the amount of \$75 for 60 queries from account 406.316. Tressa to purchase with credit card on Wednesday, 10/23/24.

Auditor's Ordinance, additional time / information needed, TABLED – add to the October 30<sup>th</sup> meeting agenda, Solicitor to advise.

On motion of Tressa, seconded by Ron; motion passed to submit the DEP Waste Transportation Application for \$50 to get annual permit to haul. Tressa to purchase with credit card on Wednesday, 10/23/24.

On motion of Tressa, seconded by Bonnie; motion passed to approve Jeff Paul – Plumbing/Heating & Electric to perform the required annual backflow test for Aqua in the amount of \$160. Appointment tentatively scheduled for 10/31/24.

On motion of Tressa, seconded by Bonnie; motion passed to renew The Daily Review annual newspaper subscription in the amount of \$250 / delivered.

Personnel – to be discussed in Executive Session.

Voice of the Residents: none.

Chairwoman Heffron took the Board into executive session at 11:40 AM for personnel  
The special meeting reconvened at 11:52 AM.

On motion of Bonnie, seconded by Cori; motion passed to accept Ruth Casterline’s letter of retirement from Athens Township effective February 12, 2025 - after 36 years of service. On motion of Tressa, seconded by Bonnie; motion passed to advertise the open Treasurer position.

On motion of Cori, seconded by Ron; motion passed to approve the payout of Mike Chilson’s unused 20 days of PTO.

There being no further business, on motion of Tressa, seconded by Cori:  
it was unanimous to adjourn the meeting at 11:56 AM.

Respectfully submitted,

Meagan Carling  
Athens Township Secretary