

Chairwoman Tressa Heffron called the meeting to order at 5:31 PM.

Present were Supervisors Tressa Heffron, Bonnie Petruschak, Ron Reagan, Matt Moore and Cori Lasco. Secretary Meagan Carling and Solicitor John Thompson were also in attendance. Tressa led everyone in the Pledge of Allegiance.

Athens Twp. Planning Commission:

October 2024 meeting minutes received, no representative present.

GreenKey Solar: conditional use hearing to be held 11/14/24 @ 6pm; noted.

Witmer: submitted sewage module incomplete, needs Litchfield TWP pages; noted.

Zoning: Violation regarding secondary/accessory dwellings, minutes 10/7/24 state Planning Commission is looking into AUD's further. Supervisors advise to ensure compliance with Code Inspections as well.

Athens Twp. Volunteer Fire Co.:

September 2024 report received, no representative present.

Athens Twp. Parks Commission:

No representative present, no report received.

Round Top Park to close for the season on 11/15/24, noted.

Vacancies on the Parks & Recreation Committee, advertised.

Letter sent regarding North Branch Canal property: the Township "advised to discuss the (property) preservation with entities/organizations specifically geared toward restoration and maintenance of historical sites as the Township nor Parks Committee is in a position to develop it" in that manner.

On motion of Cori, seconded by Matt; motion passed to approve the purchase order for Mayo & Son's Masonry - concrete pavilion pad and trench for waterline at Tozers Landing in the amount of \$4260, from 454.704 account.

ATV Club brochure / Off-Highway Vehicle Permit (OHVP) rate – TABLED, additional information needed from Parks as to status of invoice, permit fees, permit application updates.

Athens Twp. Public Works Dept.:

October 2024 Roads Report received, no representative present.

Moore Road Bridge Strengthening Project Update: structure plans should be ready for final review 10/31/24; on track to advertise project by 11/11/24 to award to contractor by 12/2/24. No action

items for Larson Design or the Township at this time. Bonnie to contact Josh Stetts, LDG Project Manager, delay noted.

Thomas Ave. Bridge acknowledgment of completion & records received. Noted.

On motion of Bonnie, seconded by Ron; motion passed to approve a check for \$23.50 paid to the Bradford County Register & Recorders Office to finalize the T321 Right-of-Way; this is the last step needed for PennDOT to record the plans / submit to the Project Coordinator, authorizing the project to be advertised.

On motion of Cori, seconded by Matt; motion passed to approve the purchase order for 14 tires (trucks #3 / #4 / #8) from Tallmadge Tire Service in the amount of \$4,430 from 430.700 account.

On motion of Cori, seconded by Matt; motion passed to approve the purchase order for 6 infrared temperature guns from Tom's Hardware in the amount of \$539.94 from Act 13 funds account. Ron opposed – on the grounds he does not believe they are needed.

Photos of the loader were presented to show its current state, it is going to need to be replaced sooner than expected; Supervisors requested quotes for new (and used) for the next budget workshop; TABLED.

Verizon Connect program is a vehicle tracking subscription, including dash-cam's, being looked into to streamline fleet management / maintenance; Gannon Insurance verified it would help with price negotiations for the upcoming renewal; TABLED – look into other companies for similar products / quotes.

There are 4 old "V"-plows out in the yard, 3 will probably need to be scrapped – very poor condition and the other is in "OK" condition but will not be used again and thought it could be repurposed for a landscape feature / Township sign. Discussion was had regarding who would do the work to clean it up / paint it; TABLED – additional information and quotes needed for review.

Public Works Superintendent truck; to be discussed in Executive Session.

Public Works Superintendent MOU, overtime verification; to be discussed in Executive Session.

Public Works Staff; to be discussed in Executive Session.

Athens Twp. Police Dept.:

September 2024 report received, no representative present.

2024 "Sirens for Santa" program announced last week; noted.

On motion of Cori, seconded by Matt; motion passed to accept the monthly reports for Planning, Public Works, Police Dept., Permits.

On motion of Bonnie, seconded by Ron; motion passed to approve all monthly bills.

On motion of Tressa, seconded by Bonnie; motion passed to approve the minutes from September 25, 2024 regular meeting.

On motion of Tressa, seconded by Cori; motion passed to approve the minutes from October 20, 2024 budget workshop / special meeting. Matt abstained – he was not in attendance for this meeting cited as his conflict of interest.

Considered / Discussed:

Nathan Wiles presented the updated Wiles Weather, winter plan option and answered questions from the Board; TABLED – information to be reviewed, will be addressed at the November 20th 2024 meeting.

DCED Local Share Account (LSA) Statewide Grant application window 9/1 – 11/30/24. Discussion was had and additional grant questions arose regarding particulars of items being considered to submit on the application, plan is for an equipment bundle; TABLED – specifics needed for final decision on application items, will be addressed at the November 20th 2024 meeting.

Indigo Wireless removed the equipment they had on the tower and from the outbuilding 10/30/24 as they sold their license to AT&T. On motion of Tressa, seconded by Bonnie; motion passed to approve Solicitor John Thompson to send letters to Indigo Wireless and AT&T in regard to the lease / contract terms for tower use.

Township Office - Security/Panic Alarm quote was presented for 8 panic buttons/ fobs (one for each staff member and all board members) with a subscription for notification to Bradford County Dispatch for activation response; TABLED – information needed for if this was in the budget for 2024 and will be revisited at the next budget workshop or Supervisor meeting.

J&S Electrical inspected the inoperable/missing lights/fixtures in the yard, building perimeter and parking areas today and will be providing a quote for suggested repairs/replacements; TABLED – quote has not been received, will be addressed at the November 20th 2024 meeting.

On motion of Tressa, seconded by Cori; motion passed to approve Resolution 2024-16: Broadband Ready Communities Program Application.

Athens Borough Proposed Comprehensive Plan received, comment period ends 12/8/24; noted.

Right-to-Know requests process; TABLED – information for discussion was not available.

Lowes Assessment Appeal, hearing held 10/22/24 – slight tax increase for upcoming year from application error; noted.

On motion of Ron, seconded by Bonnie; motion passed to increase the petty cash on hand amounts for the Township Treasurer, Zoning Officer & Clerk to accommodate fee schedule; Treasurer's from \$50 to \$100, Zoning Officer's from \$100 to \$200, Clerk's from \$50 to \$100.

On motion of Tressa, seconded by Ron; motion passed to approve a Township Employee/Volunteer Christmas Luncheon to be held Friday, December 20th at noon.

Discussion was had on continuing issues with Clarity Connect as the Township email domain and other options. Resident Matt Cooper provided additional information regarding having similar problems with any other self-issued system. TABLED - Supervisors would like updated quotes from Kai Pan Consulting to present at the November 20th 2024 meeting for review.

Marc Rosato from Rally Point Resources was unable to attend but discussion was had regarding the process / necessary steps if deciding to move forward with these leases and new lease requests from another separate company inquiring about PEMA properties. TABLED – more information needed on if this is even an option, awaiting feedback.

On motion of Ron, seconded by Tressa; motion passed to advertise Ordinance 2024-02, “Athens Township Auditors Ordinance”.

Baker-Tilley CPA audit options are still too unclear to make a decision on; Supervisors request a formal proposal; TABLED – formal proposal will be addressed at the November 20th 2024 meeting.

On motion of Matt, seconded by Bonnie; motion passed to approve the renewal of Ed Reid’s Association of State Floodplain Managers membership in the amount of \$180.00; his current membership expires 12/31/24.

On motion of Tressa, seconded by Bonnie; motion passed to participate in the PSATS Salary Survey Plus tool/program.

Contract for the Enterprise Center Storage Space has been reviewed, no action can be taken until another location is decided on. Discussion was had on possible options; TABLED – brainstorming / research needed for another location.

Township Treasurer position, to be discussed in Executive Session.

Personnel, to be discussed in Executive Session.

Correspondence / Information:

C&N Bank, annual fee disclosure notices for pension plan; noted.

American Drug & Alcohol Diagnostics query purchase had to be by plan, not by a set number of queries – motion made approving the purchase made at 10/20/24 special meeting was for 60 costing \$75 (knowing 20 cost \$25), plan purchased was for 50 costing \$62.50; change noted.

On motion of Ron, seconded by Cori; motion passed to approve Ed Reid and Garret Stocks attendance to the Bradford County Hazard Mitigation Plan Update meeting on 11/1/24 to ensure the Township can adopt the 2025 County Hazard Mitigation Update once established.

Bradford Tax Collection Committee minutes; noted.

Upcoming (local / in-person) LTAP courses 11/15 “Erosion & Sediment Control” and 12/18 “Full Depth Reclamation”; noted.

Voice of the Residents:

Kira Storch, Jackin Road: Ms. Storch called to put in another request for “slow” signs to be placed on Jacklin Rd as the traffic is still going too fast. Supervisors suggested to have her contact PennDOT.

Dave Adams, Ellistown Road: Mr. Adams is one of the residents in the surrounding area of the proposed GreenKey Energy Development’s commercial solar facility. He distributed documentation to the Board of an ordinance done in Windham Township in regard to solar energy and strongly suggested Athens Township consider something similar. Planning Commission member Matt Cooper informed him that any new changes to the current ordinance would not be applicable to the GreenKey Energy proposal as it is already in process / under consideration and therefore guided by what it states at time of the application receipt. Mr. Adams was also informed of the next Planning Commission meeting this upcoming Monday (11/4/24) at 7pm and encouraged him to attend.

Matt Cooper, Miller Road: Mr. Cooper commented on the announcement of the recent state grants awarded and inquired if the Township had applied. He was informed they were just awarded from the submittals in Fall of 2023; and the LSA grant – equipment bundle discussed earlier is the same one; PennDOT’s multi-modal grant was the one applied for that needed correcting before resubmittal.

Chairwoman Tressa took the board into executive session at 7:18 PM for personnel.
The meeting reconvened at 8:56 PM.

On motion of Cori, seconded by Matt; motion passed to increase Zaccory Guiles pay to \$20/hr effective Monday, November 4th 2024, pending his performance review be formally dated 10/21/24 by the Superintendent of Public Works and returned.

On motion of Tressa, seconded by Matt; motion passed to reappoint Rebecca Miller to the Planning Commission and to reappoint Matt Cooper to the Planning Commission. Ron abstained – relation to Rebecca Miller sited as conflict of interest.

Budget Workshop scheduled for Saturday, November 16th 2024 at 9AM.

There being no further business, on motion of Matt, second by Bonnie;
it was unanimous to adjourn the meeting at 9:11 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary