

ATHENS TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
January 5, 2026 6:00 PM

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The Athens Township Supervisors organizational meeting was called to order at 6:12pm by Solicitor John Thompson and who led everyone in the Pledge of Allegiance.

Present were Supervisors Tressa Heffron, Ronald Reagan, Bonnie Petruschak and Matthew Moore. Secretary Meagan Carling, Treasurer Macen Raupers, Treasurer pro tem Lauren Hotaling, Director of Public Works Anthony Lundy were in attendance, along with Township Solicitor John Thompson. Paul Kelley, incoming Supervisor, was also present.

On motion of Heffron, seconded by Petruschak; motion passed to appoint Meagan Carling as Secretary pro tem.

- Bonnie Petruschak was sworn in for her 6-year term as Supervisor on the Board, Oath of Office recorded.
- Paul Kelley was sworn in for his 2-year term as Supervisor on the Board, Oath of Office recorded.

On motion of Reagan, seconded by Petruschak; motion passed to elect Tressa Heffron as Chairperson of the Board for 2026.

On motion of Heffron, seconded by Reagan; motion passed to elect Bonnie Petruschak as Vice Chairperson of the Board for 2026.

On motion of Heffron, seconded by Moore; motion passed to appoint Meagan Carling as Secretary of the Board for 2026.

On motion of Heffron, seconded by Reagan; motion passed to appoint Macen Raupers as Treasurer of the Board for 2026.

On motion of Heffron, seconded by Moore; motion passed to appoint Anthony Lundy as Director of Public Works for 2026.

On motion of Reagan, seconded by Petruschak; motion passed to hire Attorney John Thompson to represent Athens Township for 2025 at a rate of \$135 per hour.

1. On motion of Heffron, seconded by Petruschak; motion passed to approve the Police Chief MOU; noting the Director of Public Works current MOU is valid through the end of 2026.
2. On motion of Heffron, seconded by Petruschak; motion passed to approve the following paid holidays (11): New Year's Day (Jan. 1), President's Day (Feb. 16), Good Friday (Apr. 3), Memorial Day (May 25), 4th of July (Jul. 3), Labor Day (Sep. 7), Veterans Day (Nov. 11), Thanksgiving (Nov. 26), Day after Thanksgiving (Nov. 27), Christmas Eve (Dec. 24), Christmas Day (Dec. 25) & 1 floating holiday for full-time Non-Uniform

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employees - granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.

3. On motion of Heffron, seconded by Reagan; motion passed to 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. On motion of Heffron, seconded by Petruschak; motion passed to 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.
5. On motion of Heffron, seconded by Moore, opposed by Kelley; motion passed 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-' and granted immediately upon employment. Bargaining Unit bereavement leave as per respective contracts. Kelley noted opposition, believes 5 days is too many - stated 3 days is enough.
6. On motion of Heffron, seconded by Moore; motion passed to approve to continue providing 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. Provide short term disability 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 Heffron, seconded by Petruschak; motion passed 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 Heffron, seconded by Moore; motion passed to approve to continue providing the Township Non-Uniform Pension Plan and contribute \$60,306 to it, provide the Township Defined Contribution Plan and contribute \$23,016 and provide a Police Pension Plan and contribute \$138,782 to it for 2026. Employees hired after 1/1/2018 will

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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 Heffron, seconded by Moore; motion passed to approve that any Supervisor in office during 2026 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 Township Auditors. Kelley asked for clarification on the rules for said work.
 10. On motion of Reagan, seconded by Moore; motion passed to approve giving 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. On motion of Heffron, seconded by Petruschak; motion passed to approve the clothing reimbursement for Zoning Officer/\$450; Assistant Zoning Officer/\$250 for 2026; noting Director of Public Works clothing reimbursement remain as per MOU.
 12. On motion of Reagan, seconded by Moore; motion passed to appoint Code Inspections, Inc. as the building code enforcement entity in Athens Township for 2026. Kelley questioned the need for an outside enforcement company; Solicitor Thompson confirmed it is for building code, not zoning.
 13. On motion of Moore, seconded by Reagan; motion passed to accept the letter of resignation / retirement from Police Chief Roger Clink – noting his exit forecasted for the end of March 2026.
 14. On motion of Moore, seconded by Petruschak; motion passed to approve the hiring of 3 Police Officers, being the candidates recommended by Chief Clink for Cadet Academy.
 15. On motion of Reagan, seconded by Petruschak, opposed by Kelley; motion passed to adopt the Township Manager Ordinance allowing for the creation of Township Manager position in the event the Board of Supervisors would like to hire one.
 16. On motion of Heffron, seconded by Petruschak; motion passed to reappoint Michele Browning as Vacancy Board member.
 17. On motion of Heffron, seconded by Reagan, opposed by Kelley; motion passed to appoint Steven Sumner as a Zoning Hearing Board alternate. Kelley sited opposition for not knowing Mr. Sumner.
- Tiffany Glielmi was sworn in for her term as Zoning Hearing Board member, Oath of Office recorded.
 - Steven Sumner was sworn in as the Zoning Hearing Board alternate, Oath of Office recorded.

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- Robert Petruschak was sworn in as a Township Auditor, Oath of Office recorded.

Voice of the Residents: None

On motion of Petruschak, seconded by Heffron; motion passed to adopt RESOLUTION 2026-01 designating C & N Bank and First Citizens Community Bank as the Township depositories.

On motion of Reagan, seconded by Moore; motion passed to adopt RESOLUTION 2026-02 appointing Tressa Heffron and Bonnie Petruschak to BC Sanitation Committee Appeals Board.

On motion of Heffron, seconded by Petruschak; motion passed to adopt RESOLUTION 2026-03 designating TCC voting delegate as Meagan Carling and alternate being Macen Raupers.

On motion of Reagan, seconded by Petruschak; motion passed to adopt RESOLUTION 2026-04 setting the 2026 mileage rate 72.5 cents per mile.

On motion of Petruschak, seconded by Reagan; motion passed to adopt RESOLUTION 2026-05 appointing Tressa Heffron, Ronald Reagan, Macen Raupers and Meagan Carling as authorized signatories for the bank accounts.

On motion of Petruschak, seconded by Moore; motion passed to adopt RESOLUTION 2026-06 keeping the millage at 14 mills for 2026.

On motion of Heffron, seconded by Petruschak; motion passed to adopt RESOLUTION 2026-07 setting the amount of contribution to the ATVFC be \$100,000 for 2026.

On motion of Petruschak, seconded by Reagan; motion passed to adopt RESOLUTION 2026-08 confirmed budget expenditures/expenses: General Fund \$3,779,443 / Act 13 \$166,500 / Liquid Fuels \$399,000 / Parks & Recreation \$162,208 / Capital Reserve \$65,000.

On motion of Heffron, seconded by Petruschak; motion passed to TABLE adoption of RESOLUTION 2026-09 for the disposition of records through 2025 as the 'Exhibit A' list has not yet been completed / finalized by the Office Staff.

Considered / Discussed:

On motion of Heffron, seconded by Reagan; motion passed to approve the BC Tax Collection Committee 2026 annual invoice (in the amount of \$204.33).

On motion of Moore, seconded by Petruschak; motion passed to approve the PSATS 2026 membership / annual invoice (in the amount of \$1905.00).

On motion of Reagan, seconded by Moore; motion passed to approve the Western Bradford County COG 2026 dues (in the amount of \$100.00).

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On motion of Reagan, seconded by Moore; motion passed to approve the Bradford County Sanitation Committee 2026 dues (in the amount of \$6144.00). Kelley inquired what the dues covered; Solicitor relayed the information about sewage enforcement / hearing board processes.

On motion of Petruschak, seconded by Moore; motion passed to approve renewal of the American Drug and Alcohol Contract for 2026 (in the amount of \$500.00).

On motion of Reagan, seconded by Moore; motion passed to approve the Greater Valley Chamber of Commerce 2026 membership (in the amount of \$250.00).

On motion of Petruschak, seconded by Moore; motion passed to approve the Endless Mountains Heritage Region 2026 membership (in the amount of \$150.00).

On motion of Reagan, seconded by Petruschak; motion passed to approve the Bradford County Township Officers Association 2026 dues (in the amount of \$100.00).

On motion of Moore, seconded by Petruschak; motion passed to approve the Tra Electric, Inc. 2026 traffic signal maintenance agreement (in the amount of \$3000.00).

On motion of Moore, seconded by Heffron; motion passed to approve the Topp Business Solutions 2026 digital drawer agreement (in the amount of \$360.00).

On motion of Moore, seconded by Petruschak; motion passed to approve the QuickBooks renewal for 2026 municipal accounting and payroll software (in the estimated amount of \$2576.80). Kelley inquired if this was annual or renewed for a different duration, BOS explained it was annual basis. Hotaling working on getting QB user transferred to Raupers, looking into what is needed to have it assigned to a position and not a specific person going forward.

On motion of Reagan, seconded by Petruschak; motion passed to approve the Federal Safety Equipment 2026 annual fire extinguisher inspections (in the amount of \$434.00). BOS inquired about looking into monthly pricing, a closer or local company, insurance requirement to use certain companies.

On motion of Petruschak, seconded by Reagan; motion passed to renew the AmTrust Financial Workers Compensation & Employer Liability Policy for 2026 (in the amount of \$83,095).

On motion of Heffron, seconded by Petruschak; motion to TABLE the approval of the Kai Pan Consulting 2026 IT support / security services renewal for the Township Office & Police Dept (in the amount of \$5800.00) to the next BOS meeting 1/14/26; updated invoices needed – verbiage and separated out for Township Office and Township Police Dept as they are paid from different budgets.

On motion of Heffron, seconded by Petruschak; motion passed to approve 4 Township employees to attend the 2026 PSATS Conference April 19th-22nd, 2026 (in the amount of \$199 /

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attendee); tentative attendees: Carling, Raupers, Lundy. Petruschak to attend independently; no other BOS able / interested.

On motion of Petruschak, seconded by Reagan; motion passed to designate Meagan Carling as the voting delegate for 2026 PSATS Conference.

On motion of Petruschak, seconded by Reagan; motion passed 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 Reagan, seconded by Heffron; motion passed to approve ratifying the payment of bills and payroll for time period December 17, 2025 to December 31, 2025.

On motion of Petruschak, seconded by Reagan, opposed by Moore; motion passed to:

- approve a 3% pay rate increase for the Zoning Officer – Edmund Reid (\$29.12/hr), Assistant Zoning Officer / Clerk – Cynthia Parrish (\$20.14/hr) and Secretary – Meagan Carling (\$21.22/hr)
- TABLE changes to Treasurer – Macen Raupers pay
- maintain Director of Public Works – Anthony Lundy’s pay per the MOU (\$70,000/year)

Moore sited opposition to setting some wages, not waiting to set wages for all parties at once.

On motion of Petruschak, seconded by Heffron; motion passed to maintain wages for part-time employee Groundskeeper – Barry Brosnan (\$21.54/hr), Treasurer pro tem – Lauren Hotaling (\$25/hr) and Gatekeepers – Janine Dawson & Spencer Underdown (\$17.50/gate with minimum wage for additional tasks needed).

On motion of Heffron, seconded by Reagan; motion passed to TABLE the assignment of committees until the next Board of Supervisors meeting 1/14/26 for time to evaluate options.

On motion of Kelley to lower the 2026 Bidding Thresholds set by the Dept. of Labor & Industry for formal bidding to \$2500; with having no second on that motion, discussion was had regarding the levels / limits. On motion of Heffron, seconded by Moore; motion passed to TABLE a decision on approving or amending the provided threshold limits for 2026 Township Purchases until the next Board of Supervisors meeting 1/14/26 – options and factors to present /consider / discuss.

Discussion was had regarding an error on the letter presented by the Township Planning Commission at the BOS meeting 12/17/25 regarding recommended action on plans for the Jeanette Minard 2-lot subdivision located on Minard Drive. In the letter, the word “preliminary” was inadvertently and incorrectly used rather than “preliminary / final” which was the actual determined recommendation from the Planning Commission when they met on 12/1/25. BOS motion carried 12/17/25 approved the preliminary plan as all 5 deficiencies listed had been met, and one comment for “draft of deed showing inclusion of easement to the new property” was noted.

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On motion of Reagan, seconded by Moore; motion passed to approve the corrected recommendation for the Jeanette Minard 2-lot subdivision preliminary / final plans.

Chairwoman Heffron took the Board into Executive Session at 7:13 PM for personnel.

The Organizational Meeting reconvened at 7:28 PM.

There being no further business, on motion of Reagan, seconded by Petruschak; it was unanimous to adjourn the meeting at 7:28 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary