

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

Call to Order / Pledge of Allegiance

Appointment of Secretary pro tem

Incoming Supervisor Oath of Office

Nomination of Chairman of the Board

Nomination of Vice Chairman of the Board

Appointment of the Secretary of the Board for 2026

Appointment of the Treasurer of the Board for 2026

Appointment of the Director of Public Works for 2026

Hire Atty. John Thompson to represent the Township for 2026 @ \$135/hr.

1. Approve, sign and execute 'Chief of Police' and 'Director of Public Works' MOU's for 2026
2. 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 employees - granted immediately according to date of hire. Bargaining Unit holidays as per respective contracts.
3. 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. Approve paid 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. 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. 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. 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. 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. Approve and provide the Township Non-Uniform Pension Plan and contribute \$60,306, provide the Township Defined Contribution Plan and contribute \$23,016, provide a Police Pension Plan and contribute \$138,782 for 2026. Employees hired after 1/1/2018 will be enrolled in the 401(a) and 457 Plans, with no change in the amount of contribution by the Township.
9. 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 Auditors.
10. Give 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. Approve 2026 clothing reimbursement amounts for non-bargaining unit personnel:  
Zoning Officer/\$450; Assistant Zoning Officer/\$250; Director of Public Works as per MOU.
12. Appoint Code Inspections, Inc. as the building code enforcement entity for Athens Township for 2026.
13. Police Department, resignation
14. Police Department, hire
15. Consider Township Manager Ordinance
16. Appoint a member to the Vacancy Board.
17. Appoint an alternate member to the Zoning Hearing Board.
18. Oath of Office, Township Auditor & Zoning Hearing Board member / alternate.

Voice of the Residents

Adopt the following:

- 1) RESOLUTION 2026-01 designating C & N Bank and First Citizens Community Bank as the Township

depositories.

- 2) RESOLUTION 2026-02 appointing two Supervisors to BC Sanitation Committee Appeals Board.
- 3) RESOLUTION 2026-03 designating TCC voting delegate and alternate.
- 4) RESOLUTION 2026-04 setting the 2026 mileage rate 72.5 cents per mile.
- 5) RESOLUTION 2026-05 appointing authorized signatories for the bank accounts.
- 6) RESOLUTION 2026-06 keeping the millage at 14 mills for 2026.
- 7) RESOLUTION 2026-07 setting amount of contribution to ATVFC for 2026.
- 8) RESOLUTION 2026-08 adopting the budget expenditures for 2026.
- 9) RESOLUTION 2026-09 disposition of records through 2025.

Discuss the following:

- 1) Approve BC Tax Collection Committee 2026 annual invoice in the amount of \$204.33
- 2) Approve PSATS 2026 membership / annual invoice in the amount of \$1905.00
- 3) Approve Western Bradford County COG 2026 dues in the amount of \$100.00
- 4) Approve Bradford County Sanitation Committee 2026 dues in the amount of \$6144.00
- 5) Approve renewal of American Drug and Alcohol Contract for 2026 in the amount of \$500.00
- 6) Approve Greater Valley Chamber of Commerce 2026 membership in the amount of \$250.00
- 7) Approve Endless Mountains Heritage Region 2026 membership, in the amount of \$150.00
- 8) Approve Bradford County Township Officers Association 2026 dues; awaiting invoice.
- 9) Approve Tra Electric, Inc. 2026 traffic signal maintenance agreement in the amount of \$3000.00
- 10) Approve Topp Business Solutions 2026 digital drawer agreement; awaiting invoice.
- 11) Approve QuickBooks renewal for 2026 municipal accounting and payroll software in the estimated amount of \$2576.80
- 12) Approve Federal Safety Equipment 2026 annual fire extinguisher inspections in the estimated amount of \$350.00
- 13) Approve AmTrust Financial Workers' Comp Policy renewal for 2026 in the amount of \$83,095
- 14) Approve Kai Pan Consulting 2026 IT support / security services renewal; awaiting invoice.
- 15) Approve attendees for 2026 PSATS Conference, April 19th – 22nd 2026, Hershey PA
- 16) Designate voting delegate for 2026 PSATS Conference
- 17) Approve the Treasurer to pay bills during each month that become due or will be at a discount prior to the 'end-of-month' BOS meeting
- 18) Approve ratifying the payment of bills and payroll for time period December 17, 2025 to December 31, 2025
- 19) Set all full-time employees positions/wages: E.Reid, C.Parrish, M.Carling, M.Raupers, A.Lundy
- 20) Set all part-time employees positions/wages: B.Brosnan, J.Dawson, S.Underdown, L.Hotaling
- 21) Assignment of Committees by Board of Supervisors Chairperson.
- 22) 2026 Bidding Thresholds set per Department of Labor & Industry
- 23) Approve Minard subdivision, final plan

Executive Session – personnel

Adjournment