

ATHENS TOWNSHIP SUPERVISORS

January 14, 2026 6:00 PM

Regular Meeting

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Chairwoman Tressa Heffron called the meeting to order at 6:00 PM.

Present were Supervisors – Tressa Heffron, Bonnie Petruschak, Ronald Reagan, Matthew Moore and Paul Kelley. Secretary Meagan Carling, Treasurer Macen Raupers and Treasurer pro tem Lauren Hotaling were also in attendance, along with Director of Public Works Anthony Lundy. Heffron led everyone in the Pledge of Allegiance.

Heffron announced the meeting was being recorded by the public.

Voice of the Residents: None

Athens Twp. Authority: No representative in attendance – no business to discuss.

Athens Twp. Planning Commission: No representative in attendance – no business to discuss.

Athens Twp. Volunteer Fire Co.: No representative in attendance – no business to discuss.

Athens Twp. Parks Commission: No representative in attendance – no business to discuss.

Athens Twp. Public Works Dept.:

Director of Public Works Anthony Lundy was in attendance to represent the department. Discussion was had regarding current fleet dump truck inspections / estimated delay for new WesternStar dump truck assembly completion, road salt orders / amounts, tire quotes for truck #1, garage bay door quotes for replacement / damage to garage bay 10+yrs ago factoring in, and the Machine – Equipment Operator vacancy.

On motion of Reagan, seconded by Petruschak, opposed by Kelley; motion passed to draft a bid for the overhead garage bay door replacement including the repair to the damaged bay header for review at the next Board of Supervisors meeting 1/28/26 as the door quotes alone are pricing above the threshold for quote review.

Truck #1 tire quotes; TABLED – not listed as required to pass inspection, will revisit at a later BOS meeting.

Replacement dump truck, 2026 WesternStar cab / chassis from Sherwood was delayed for delivery for box assembly, the box assembly is scheduled in the order the units are received; at this time there are other units in line ahead of the TWP's and each estimated to take two months to complete. This may push out the WesternStar completion to almost two-years before it can be added to the TWP fleet for use. Options for purchasing a "used" dump truck in the meantime are being considered.

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Salt order method may be adjusted to order per “truck load” rather by “tonnage” to ensure the Township is not shorted on materials being ordered/paid. Lundy to ensure this is method used to order going forward; he is tracking totals.

Lundy was able to be added to the ESM (Environmentally Sensitive Maintenance) Training being held in Honesdale PA 4/8-4/9/26 to ensure his certification received in order to submit roadwork for DGLVR Program consideration.

On motion of Petruschak, seconded by Heffron, opposed by Kelley; motion passed to renew the posting and re-advertise for the Machine – Equipment Operator (MEO) open position in the Public Works Department as the current vacancy was posted back in September 2025.

Athens Twp. Police Dept.: Sergeant Thomas was available to represent the Police Department. Discussion was had regarding the Police Department’s current taser models becoming obsolete and in need of replacement.

On motion of Moore, seconded by Reagan; motion passed to approve the purchase order for four taser-10 models and ten cartridges from Axon Enterprise in the amount of \$7495.68; expense account being general funds (410.260).

Minutes:

Discussion was had regarding the BOS regular meeting minutes from 12/17/25, the legality of bonus’ approved for two employees was questioned; will revisit this topic at the next BOS meeting 1/28/26 when the Solicitor is in attendance.

On motion of Reagan, seconded by Petruschak; motion passed to approve the Board of Supervisors regular meeting minutes from 12/17/2025; Kelley abstained – he was not a Supervisor on the Township Board at the time of that meeting – form provided.

On motion of Reagan, seconded by Moore; motion passed to approve the Board of Supervisors organizational meeting minutes from 1/5/2026.

Consider / Discuss

Discussion was had regarding the D3 Web Design detail for the “+ maintenance plan” offered for the Township website design / updates / hosting.

On motion of Heffron, seconded by Petruschak; motion passed to approve adding this maintenance plan to the established contract in the amount of \$10 / month – to be added to the invoice for web hosting.

Discussion was had regarding the updated invoices for Kai Pan Consulting renewal for IT support / security services; TABLED – line item is needed for these approval, will review at the next BOS meeting 1/28/26.

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Discussion was had regarding the \$92,000 in LSA Grant funds awarded to the Township for fleet additions, the process steps and what options to consider for when the determination is received regarding what vehicles are available for the fleet additions across PW, Parks, Zoning; Noted.

On motion of Heffron, seconded by Reagan; motion passed to approve Robin Smith – Zoning Hearing Board Chair request for attendance to PSATS – Duties of Zoning Hearing Board virtual class for the Township ZHB members / alternate and any other Township employees or committee/board members interested in attending on 3/5/26.

Assignment of Committees by the Chairwoman are as follows:

Matthew Moore – Building / Grounds, Public Works / Roads

Ronald Reagan – Planning / Zoning, Safety

Bonnie Petruschak – Office, Junkyards

Paul Kelley – Fire Company, Parks

Tressa Heffron – Police, Shared Services, Public Relations

Discussion was had regarding the 2026 bidding thresholds and Township Purchasing / Purchase Order Policy.

On motion of Reagan, seconded by Heffron, opposed by Kelley; motion passed to approve updating the Township Purchasing / Purchase Order Policy annually to reflect the approved threshold figures.

On motion of Heffron, seconded by Reagan, opposed by Kelley; motion passed to adopt the 2026 Bidding Thresholds set per Department of Labor & Industry and to correlate with the Township Purchasing / Purchase Order Policy:

- under \$500 No purchase order required.
- over \$500 / under \$13,200 Purchase order required.
- between \$13,200 - \$24,500 Purchase order + 3 written/telephonic quotes required.
- over \$24,500 Formal bidding / compliance with the competitive bidding laws of the Commonwealth of Pennsylvania is required.

On motion of Heffron, seconded by Petruschak; motion passed to set Police Chief R.Clink wages at \$44.27/hour (3% raise) and continue Treasurer M.Raupers wages at \$65,000/year (no change noted) for 2026.

Personnel – nothing to discuss at this time, will revisit in Executive Session if needed.

Correspondence / Information

Zoning Hearing Board to meet this month (1/27/26 @ 630pm); Noted.

America250 PA, Bradford County Kick-Off Event – 1/20/26 in Towanda PA; Noted.

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Expand Energy / DEP, notice of application for well permit; Noted.

Conrad Siegel, Actuary Funding Valuation Study Reports received; Noted.

LTAP Virtual Classes (1/15/26 – ASPHALT PRESERVATION TOOL / SEAL COAT & 1/29/26 – FULL DEPTH RECLAMATION); Noted.

Chairwoman Heffron took the Board into Executive Session at 6:50 PM,
for legal – contracts & personnel – staff.

The meeting reconvened at 6:58 PM.

There being no further business, on motion of Heffron, seconded by Petruschak;
it was unanimous to adjourn the meeting at 6:58 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary