

ATHENS TOWNSHIP SUPERVISORS

September 10, 2025 6:00 PM

Regular Meeting

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Chairwoman Tressa Heffron called the meeting to order at 6:01 PM.

Present were Supervisors – Tressa Heffron, Bonnie Petruschak, Ronald Reagan, Michael Freeland and Matthew Moore. Secretary Meagan Carling and Treasurer Lauren Hotaling were also in attendance. Heffron led everyone in the Pledge of Allegiance.

Voice of the Residents:

Steve Novak – Hillcrest / Carrie Henry – Shuman Hill: Discussion was had regarding the recent road work done in the Westbrook / Hillcrest / Center streets area, the processes and plan for moving forward. Per a reference write-up by Superintendent of Public Works-Garret Stocks: “The FDR process (full depth reclamation) is to build the base of the road back for the streets in that area where the patching is failing because there is no structural base left. This process grinds the current base and top down to rebuild it with additional materials as needed. It was double-layered with tar & chip and sealed with an asphalt emulsion spray to protect from water / salt. With the new compacted base as the early stage of the rebuild, paving can be done (as the budget allows) knowing the base is corrected.” Time frame for paving is still yet to be determined and based on several factors including budget / utilities work. The road crew will continue to inspect this area for any faults and proceed as needed.

Athens Twp. Authority: No representative in attendance.

On motion of Reagan, seconded by Moore; motion passed to accept the letter of interest received from Tim Smith to fill the vacancy on the Athens Township Authority Board.

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.

Round Top Park, 3-year Water Inspection Report was received. Noted.

Athens Twp. Public Works Dept.: No representative in attendance.

Discussion was had regarding the repairs to Miller Road Bridge. Zac Guiles – Road Foreman stated the contractor began framing for concrete on 9/4/25, ran into some difficulties from erosion – having to drill into the bedrock to hold the framework; they plan to do two concrete pours beginning 9/10/25. Noted.

Discussion was had regarding the roadwork delay for Erin Road, rescheduled to begin 9/15/25 and will still be completed by the October 1st, 2025 deadline per the contract. Noted.

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Discussion was had regarding the final inspection for Murray Creek Bridge preservation project on 9/10/25; Petruschak and Freeland were on-site and requested the approach be looked at for adjustment prior to the final report and sign-off for completion. PennDOT representative to follow-up with the Township prior to the next Board of Supervisors meeting on 9/24/25. Noted.

Discussion was had regarding the quote for dump-box upfitting of 2025 Western Star unit; TABLED to the next Board of Supervisors meeting 9/24/25 - quote from Watson Diesel will need to be resubmitted with itemized rates and two additional quotes requested for comparison.

Acting Director / Superintendent – to be discussed in Executive Session as needed.

Athens Twp. Police Dept.: Chief Clink was available to represent the Police Department.

Discussion was had regarding a student intern opportunity for a Sayre High School's Workplace Experience Class. The course offered gives an opportunity to volunteer during the school day in an occupation they are considering / a site in which they have an interest, giving students real-life work experience unable to be gained in the classroom and will be taught standards of professionalism / be expected to meet those standards. State clearances and insurance coverage has been confirmed; intern will be on-site for 2hrs per day, mainly doing clerical work and other office detail.

On motion of Heffron, seconded by Moore; motion passed to approve the immediate start of student intern for the school year / workplace experience class with the ATPD.

Employment ad review – to be discussed in Executive Session as needed.

Starting Police Salary – to be discussed in Executive Session as needed.

Officer Tanner start confirmed – to be discussed in Executive Session as needed.

Minutes: On motion of Heffron, seconded by Petruschak; motion passed to approve the Board of Supervisors regular meeting minutes from 8/27/2025.

Consider / Discuss

Discussion was had regarding the Local Share Account Statewide grant application window 9/1 – 11/30/25. TABLED to a later BOS meeting to discuss plans/ideas for submittal.

Discussion was had regarding the draft DCED audit – once approved, will be filed before the deadline of 9/30/25 and will not need to be amended; strongly recommended by CPA to have an industrial appraisal done to submit along with next year's audit. TABLED to next BOS meeting 9/24/25 for time to review as it was received earlier in the afternoon; a special "THANK YOU" to Barry Brosnan for helping provide additional information needed to finalize the capital assets and inventory list.

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Discussion was had regarding the Expand Energy, oil / gas lease for TWP property, unrelated to the previous Round Top Park area interest. TABLED to a future BOS meeting for an opportunity to read through the contract and have any questions answered with Solicitor present.

Discussion was had regarding the Township MMO's for Police Pension Plan & Non-Uniformed Pension Plan drafted by Conrad Siegel / Carling and Defined Contribution Plan drafted by Citizens & Northern Bank / Carling. TABLED to next BOS meeting 9/24/25 to allow time for review.

Discussion was had regarding the updated Junkyard final inspection reports. TABLED to the BOS meeting at the end of the month to present with any updated permit reports.

Discussion was had regarding Ed Reid conference 9/14 – 9/16/25 attendance expenses; Carling to submit authorization form covering room / parking – Reid to complete an expense report for any additional funds used and submit to Hotaling with receipts for reimbursement.

Personnel / Staff will be discussed in Executive Session as needed.

Correspondence / Information

Municibid auctions are open through 9/18/25; 2016 Tahoe has one bid and Monroe spreader has zero bids to date. Noted.

Annual disclosure filed by Conrad Siegel as TWP actuary. Noted.

Expand Energy notice of intent for water use for well pad in TWP. Noted.

Chairwoman Heffron took the Board into Executive Session at 7:31 PM,
for personnel – staff.

The meeting reconvened at 9:31 PM.

On motion of Moore, seconded by Heffron; motion passed to advertise for a full-time Police Officer with the ATPD as written / presented by Chief Clink, and moving the starting salary to \$65,000 per year; contingent upon receipt of an updated MOU reflecting the starting pay change.

On motion of Freeland, seconded by Moore; motion passed approving Officer Tanner's hire and confirming start date of 9/4/25 in accordance with the union contract rate of pay step 1 and the approved Bilateral Agreement MOU.

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On motion of Heffron, seconded by Freeland; motion passed to accept the letters of resignation received by Zaccory Guiles, Road Foreman – last day 9/24/25 & Scott (Brad) Chilson, M/EO – last day 9/18/25.

There being no further business, on motion of Freeland, seconded by Reagan;
it was unanimous to adjourn the meeting at 9:34 PM.

Respectfully submitted,

Meagan Carling
Athens Township Secretary