

**COVINGTON TOWNSHIP SUPERVISORS
ORGANIZATION MEETING AGENDA
MONDAY, JANUARY 04, 2021 7:00 PM**

The Covington Township Board of Supervisors held its Organization Meeting on Monday, January 4, 2021 at 7:00 p.m., via Zoom.

There were present: Thomas M. Yerke, Chairman; John Brostoski, Vice-Chairman (via phone after item #4 due to technical difficulties); Melissa Kearney, Supervisor; Marshall Peirce, Supervisor; Joseph Setta, Supervisor; Douglas A. Hein, Secretary / Treasurer; and Joel M. Wolff, Esquire. Also present on the Zoom meeting were David Lamm, Building Inspector; Ronald Donati, Zoning Officer; and Mary Lou Butler, Township Engineer.

- 1. PLEDGE OF ALLEGIANCE:** *The meeting was opened by Chairman Yerke at 7:05 PM with the Pledge of Allegiance.*
- 2. AGENDA:** *ON MOTION duly made (Setta), seconded (Kearney), and carried 4-0 to accept the agenda as presented.*
- 3. TEMPORARY CHAIRMAN:** *ON MOTION duly made (Yerke) to appoint Supervisor Setta as the temporary Chairman.*
- 4. TEMPORARY SECRETARY:** *ON MOTION duly made (Setta), seconded (Yerke), and carried 4-0 to appoint Supervisor Peirce temporary Secretary.*
- 5. CHAIRMAN:** *Discussion was held on who was to be appointed a Chairman for 2021. ON MOTION duly made (Setta), seconded (Yerke), and carried 3-2 with Supervisors Kearney and Peirce against to appoint Supervisor Yerke as Chairman for 2021.*
- 6. VICE CHAIRMAN:** *ON MOTION duly made (Yerke), seconded (Setta), and carried 4-1 with Supervisor Kearney against to appoint Supervisor Setta as Vice-Chairman for 2021.*
- 7. SECRETARY-TREASURER:** *ON MOTION duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint Douglas Hein.*
- 8. PUBLIC COMMENT:** *Agenda items only – Item was overlooked; no announcement was made.*
- 9. SOLICITOR:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Joel Wolff.*
- 10. VACANCY BOARD CHAIRMAN:** *ON MOTION duly made (Setta), seconded (Yerke), and carried 5-0 to reappoint Ed Seibring.*
- 11. BUILDING CODE OFFICIAL & BUILDING INSPECTOR:** *ON MOTION duly made (Setta), seconded (Kearney), and carried 5-0 to reappoint Dave Lamm.*
- 12. UCC COMMERCIAL INSPECTOR:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Ed St. Hart.*
- 13. ZONING CODE ENFORCEMENT OFFICER:** *ON MOTION duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint Ron Donati.*
- 14. ZONING CODE ENFORCEMENT OFFICER SOLICITOR:** *ON MOTION duly made (Kearney), seconded (Peirce), and carried 5-0 to reappoint John Mercuri.*
- 15. CODES ENFORCEMENT OFFICER:** *ON MOTION duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint Ron Donati.*
- 16. EMERGENCY MANAGEMENT COORDINATOR:** *ON MOTION duly made (Kearney), seconded (Setta), and carried 5-0 to reappoint Charles Raziano.*
- 17. ENGINEER:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Engineering Surveying Consultants & Design, Mary Lou Butler.*
- 18. ALTERNATE / PROJECT ENGINEER:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Brick Linder.*
- 19. OPEN RECORDS OFFICER/RIGHT TO KNOW OFFICER:** *ON MOTION duly made (Yerke), seconded (Brostoski), and carried 5-0 to appoint Vice-Chair Setta.*
- 20. ALTERNATE OPEN RECORDS OFFICER/RIGHT TO KNOW OFFICER:** *ON MOTION duly made (Peirce), seconded (Setta), and carried 5-0 to reappoint Supervisor Kearney.*
- 21. FLOOD PLAIN ADMINISTRATOR:** *ON MOTION duly made (Kearney), seconded (Setta), and carried 5-0 to reappoint Dave Lamm.*
- 22. PLANNING COMMISSION SECRETARY:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Denise Hokien.*
- 23. ZONING HEARING BOARD SECRETARY:** *ON MOTION duly made (Setta), seconded (Kearney), and carried 5-0 to reappoint Melinda Musso.*
- 24. ZONING OFFICE SECRETARY:** *ON MOTION duly made (Kearney), seconded (Peirce), and carried 5-0 to reappoint Melinda Musso.*
- 25. PLANNING COMMISSION SOLICITOR:** *ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to reappoint Jason O'Malley.*

26. **ZONING HEARING BOARD SOLICITOR:** *ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint Brian Yeager.
27. **SEWAGE ENFORCEMENT OFFICER:** Supervisor Brostoski said the Board was going to explore other options but until something else came up, he would second the motion. *ON MOTION* duly made (Kearney), seconded (Brostoski), and carried 4-1 with Chairman Yerke against to reappoint Gary Enslin.
28. **ALTERNATE SEO:** Discussion was held between Supervisor Kearney and Ron Donati about whether or not Paul Kosik would serve as alternate. Ron said Paul told him he would. *ON MOTION* duly made (Kearney), seconded (Setta), and carried 5-0 to appoint Paul Kosik.
29. **PART TIME POLICE:** *ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint David Burrier, Robert Kratzer and Brian Layland.
30. **PAVILION MANAGER:** *ON MOTION* duly made (Kearney), seconded (Setta), and carried 4-1 with Chairman Yerke against to reappoint Melinda Musso.
31. **SENIOR CENTER COORDINATOR:** *ON MOTION* duly made (Yerke), seconded (Brostoski), and carried 5-0 to reappoint Carlene Gilbride.
32. **SUPERVISOR LIAISONS:** *ON MOTION* duly made (Peirce), seconded (Yerke), and carried 4-1 with Supervisor Kearney against to reappoint Vice-Chair Setta to Human Resources; *ON MOTION* duly made (Peirce), seconded (Brostoski), and carried 3-2 with Supervisors Yerke and Setta against to reappoint Supervisor Kearney to Planning; *ON MOTION* duly made (Kearney), seconded (Setta), and carried 5-0 to reappoint Supervisor Brostoski to Police; *ON MOTION* duly made (Kearney), and failed for lack of a second to appoint Supervisor Peirce to Roads; *ON MOTION* duly made (Setta), seconded (Brostoski), and carried 3-2 with Supervisors Peirce and Kearney against to reappoint Chairman Yerke to Roads; *ON MOTION* duly made (Setta), seconded (Brostoski), and carried 4-1 with Supervisor Kearney against to reappoint Chairman Yerke to Sewer; *ON MOTION* duly made (Kearney), seconded (Setta), and carried 5-0 to reappoint Supervisor Brostoski to Zoning.
33. **DIRECTOR OF PUBLIC WORKS:** *ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to appoint Ken Comowich.
34. **DELEGATE AND ALTERNATE DELEGATE TO LACKAWANNA COUNTY TAX -COLLECTION COMMITTEE:** *ON MOTION* duly made (Kearney), seconded (Brostoski), and carried 5-0 to reappoint Denise Hokien Delegate, Joseph Setta 1st Alternate and Marshall Peirce 2nd Alternate.
35. **DEPOSITORIES:** *ON MOTION* duly made (Peirce), seconded (Brostoski), and carried 5-0 to continue using FNCB and PLGIT.

VACANCIES:

1. **PLANNING COMMISSION MEMBER:** (5 Years) *ON MOTION* duly made (Kearney), seconded (Peirce), and carried 5-0 to reappoint Robert Oltmann.
2. **SEWER BOARD MEMBER:** (5 Years) Discussion was held between Supervisors Kearney and Yerke who both stated they spoke to existing Authority Board members. Supervisor Kearney stated she was told they all wanted George Walz reappointed and Chairman Yerke stated they did not. *ON MOTION* duly made (Yerke), seconded (Setta), and carried 3-2 with Supervisors Kearney and Peirce to appoint Chris Balish.
3. **ZONING HEARING BOARD MEMBER:** (3 Years) *ON MOTION* duly made (Setta), seconded (Yerke), and carried 5-0 to reappoint Addie White.
4. **ALTERNATE ZONING HEARING BOARD MEMBERS:** 2 (1 year each) *ON MOTION* duly made (Brostoski), seconded (Setta), and carried 5-0 to reappoint Charles Raziano and Thomas Quinlan.
5. **RECREATION COMMITTEE MEMBERS:** 1 five year term; 2 two year terms (BOS) *ON MOTION* duly made (Setta), seconded (Peirce), and carried 4-1 with Chairman Yerke against to reappoint Bill Beavers to the five year term and Supervisors Brostoski and Kearney to the two year terms.
6. **RECYCLING COORDINATOR:** *ON MOTION* duly made (Setta), seconded (Brostoski), and carried 5-0 to reappoint Chairman Yerke.
7. **FOOD DISTRIBUTION COORDINATOR:** *ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to reappoint Supervisor Kearney.

DELEGATES:

1. **DELEGATE TO STATE CONVENTION:** PSATS Convention to be held April 18-21, 2021 – *ON MOTION* duly made (Brostoski), seconded (Setta), and carried 5-0 to appoint Supervisor Kearney as the voting delegate at the PSATS convention.
 - a. Authorize attendance at PSATS Convention *ON MOTION* duly made (Brostoski), seconded (Setta), and carried 4-0-1 with Supervisor Kearney abstaining because she is attending to authorize attendance at the PSATS convention and pay all allowable expenses.
2. **DELEGATE TO LACKAWANNA COUNTY C.O.G:** *ON MOTION* duly made (Peirce), seconded (Setta), and carried 5-0 to reappoint Supervisor Kearney.

3. **DELEGATE TO NORTH POCONO C.O.G:** ON MOTION duly made (Peirce), seconded (Setta), and carried 5-0 to reappoint Supervisor Kearney.
4. **AGRICULTURE AREA ADVISORY COMMITTEE SUPERVISOR:** ON MOTION duly made (Peirce), seconded (Setta), and carried 5-0 to reappoint Supervisor Kearney.
5. **CDL DRUG & ALCOHOL PROGRAM CONTACT PERSON:** ON MOTION duly made (Brostoski), seconded (Setta), and carried 5-0 to reappoint Douglas Hein.

FIRE CO:

1. **FIRE COMPANY RESOLUTION:** Resolution 2021-01 was read by Chairman Yerke. ON MOTION duly made (Kearney), seconded (Brostoski), and carried 5-0 to pass Resolution 2021-01.
2. **FIRE COMPANY OFFICERS & FIRE POLICE:** 2021 Executive & Operational Officers list was read by Supervisor Peirce. ON MOTION duly made (Brostoski), seconded (Setta), and carried 5-0 to certify the list.

ESTABLISH REGULAR MONTHLY MEETING DATE:

DATE, TIME, LOCATION: First Tuesday of the month at 7 PM at the Moffat Estate ON MOTION duly made (Setta), seconded (Brostoski), and carried 5-0 to set the Regular Monthly Meeting dates and times.

ESTABLISH REGULAR MONTHLY WORK SESSION DATE:

DATE, TIME, LOCATION: Last Tuesday of the month at 7 PM at the Moffat Estate ON MOTION duly made (Peirce), seconded (Brostoski), and carried 5-0 to set the Work Session Meeting dates and times.

FEES FOR HEARINGS: ON MOTION duly made (Brostoski), seconded (Kearney), and carried 5-0 to keep the fees the same.

EMPLOYEE HOLIDAYS:

NEW YEAR'S DAY	MARTIN LUTHER KING DAY	PRESIDENT'S DAY
GOOD FRIDAY (Floating)	MEMORIAL DAY	4TH OF JULY
LABOR DAY	COLUMBUS DAY	VETERAN'S DAY (Floating)
THANKSGIVING DAY	CHRISTMAS EVE (1/2 DAY/FULL PAY)	
CHRISTMAS DAY	NEW YEAR'S EVE (1/2 DAY/FULL PAY)	

Discussion was held by Vice-Chairman Setta to remove President's Day and replace it with the day after Thanksgiving. Chairman Yerke said employees usually take that as a vacation day. ON MOTION duly made (Setta), seconded (Kearney), and carried 5-0 to keep the employee holidays as listed.

TREASURER'S BOND: ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to maintain the bond for the Treasurer at \$1,000,000.

SALARIES, FEES & HOURLY RATES:

1. ENGINEERS:

- a. ENGINEER ON MOTION duly made (Peirce), seconded (Brostoski), and carried 5-0 to keep Mary Lou Butler's fee at \$55/hour.

2. ATTORNEYS:

- a. SOLICITOR ON MOTION duly made (Setta), seconded (Kearney), and carried 5-0 to keep Atty. Joel Wolff's fee at \$150/hour.
- b. ZONING HEARING BOARD SOLICITOR ON MOTION duly made (Peirce), seconded (Brostoski), and carried 5-0 to keep Atty. Brian Yeager's fees at \$300/meeting and \$105/hour.
- c. PLANNING COMMISSION SOLICITOR ON MOTION duly made (Setta), seconded (Peirce), and carried 5-0 to keep Atty. Jason O'Malley's fees at \$150/hour.

3. **BUILDING INSPECTOR:** ON MOTION duly made (Brostoski), seconded (Kearney), and carried 5-0 to keep Dave Lamm's fees at 80% of receipts except for Lot 5 in the Industrial Park which is 70% of receipts.

4. **SECRETARY-TREASURER:** ON MOTION duly made (Setta), seconded (Peirce), and carried 4-1 with Supervisor Kearney against to increase the salary by 3% to \$59,740/year.

5. POLICE DEPARTMENT:

- a. CHIEF OF POLICE – ON MOTION duly made (Kearney), seconded (Brostoski), and carried 5-0 to increase the wage by 3% to \$28.38/hour.
- b. FULL TIME OFFICERS – ON MOTION duly made (Peirce), seconded (Kearney), and carried 5-0 to increase Cpl. Bastek's wage from \$19.00/hour to \$22.00/hour and Ofc. Ciannella's wage from \$16.48/hour to \$19.00/hour.

- c. *PART TIME PATROLMEN – ON MOTION* duly made (Setta), seconded (Brostoski), and carried 5-0 to increase Ofc. Burrier's wage from \$13.92/hour to \$15.00/hour, keep Ofc. Kratzer's wage at \$13.92/hour and keep Ofc. Layland's wage at \$19.04/hour.
 - d. *SRO – Per contract with North Pocono School District, the wage is set at \$20.71/hour. No vote was needed to be taken.*
- 6. DEPARTMENT OF PUBLIC WORKS:**
- a. *DIRECTOR OF PUBLIC WORKS – ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to set the wage for Kenneth Comcowich at \$25.00/hour.
 - b. *FULL TIME ROAD LABORERS – ON MOTION* duly made (Brostoski), seconded (Setta), and carried 4-1 with Supervisor Kearney against to increase Chris Balish's wage from \$16.00/hour to \$18.00/hour. *ON MOTION* duly made (Peirce), seconded (Kearney), and carried 5-0 to increase Tom Hall's wage by 3% to 23.91/hour.
 - c. *PART TIME ROAD LABORERS – ON MOTION* duly made (Kearney), seconded (Peirce), and carried 5-0 to increase Fred DePew's wage by 3% to \$15.54/hour.
 - d. *ESTATE MAINTENANCE – ON MOTION* duly made (Setta), seconded (Kearney), and carried 5-0 to increase John Bauman's wage by 3% to \$20.60/hour and keep part-time wages at \$12.00/hour.
- 7. ZONING:**
- a. *ZONING OFFICER – ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to increase the wage by 3% to \$25.75/hour.
 - b. *ZONING SECRETARY – Supervisor Kearney referenced a prior meeting where a resident stated she felt female employees were being treated unfairly in terms of pay increases; Chairman Yerke asked if it was Roz Davis' comments and Supervisor Kearney said yes. Supervisor Brostoski suggested 5% because Melinda is doing a good job. Vice-Chairman Setta stated there is no discrimination happening. Supervisor Brostoski stated that comparing raises on different jobs is like comparing apples to oranges. Chairman Yerke said DPW employees put their lives on the line driving in icy conditions just as police put their lives on the line. ON MOTION* duly made (Kearney), seconded (Brostoski), and carried 4-1 with Chairman Yerke against to increase the wage by 5% to \$17.22/hour.
 - c. *ZONING HEARING BOARD SECRETARY – ON MOTION* duly made (Brostoski), seconded (Peirce), and carried 4-1 with Chairman Yerke against to increase the wage by 3% to \$18.46/hour. Supervisor Kearney stated her opposition to Chris Balish's raise has been noted in prior meetings and is not new nor personal.
- 8. SEWAGE ENFORCEMENT OFFICER:** *ON MOTION* duly made (Kearney), seconded (Brostoski), and carried 4-1 with Chairman Yerke against to keep the existing fee schedule.
- 9. PLANNING COMMISSION SECRETARY:** *ON MOTION* duly made (Setta), seconded (Peirce), and carried 5-0 to increase the salary by 3% to \$3,719.10/year.
- 10. NORTH POCONO SENIOR CENTER COORDINATOR:** *ON MOTION* duly made (Kearney), seconded (Peirce), and carried 5-0 to increase the wage by 3% to \$13.93/hour.

PUBLIC COMMENT: None

ADJOURNMENT: *ON MOTION* duly made (Setta), seconded (Kearney), and carried 5-0 to adjourn at 8:05 PM with a break before the Regular Meeting.

Respectfully submitted,
Douglas A. Hein, Secretary

APPROVED: