

COVINGTON TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING – JANUARY 3, 2022

The January 3, 2022 Organizational Meeting of the Covington Township Board of Supervisors was called to order with a Pledge of Allegiance at 7:04 p.m. in the Municipal Building, 20 Moffat Drive, Covington Township, PA 18444, and on Zoom (id: 845 7946 2308 & passcode: 573555, id: 819 2221 3089 & passcode: 442262 ), by Melissa Kearney.

Present: Board members: Melissa Kearney, Vicki Williams, William Willson, Wanda Andreoli, Marshall Peirce, Attorney Joel Wolff, and Secretary Melinda Musso.

Also Present: Building Inspector David Lamm, Engineer Mary Lou Butler

**AGENDA:** On MOTION duly made (Peirce), seconded (Williams), and carried to accept the agenda as presented.

**TEMPORARY CHAIRPERSON:** ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Marshall Peirce as temporary chairperson.

**TEMPORARY SECRETARY:** ON MOTION duly made (Andreoli), seconded (Willson), and carried to appoint Vicki Williams as temporary secretary.

**CHAIRPERSON:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney as Chairwoman.

**VICE CHAIRPERSON:** ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Vicki Williams as Vice Chairwoman.

**SECRETARY:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melinda Musso as secretary.

**TREASURER:** ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint Diana Patton as Treasurer.

**SOLICITOR:** ON MOTION duly made (Williams), seconded (Peirce), and carried with 4 votes in favor (Kearney, Williams, Andreoli, Peirce) and 1 vote against (Willson) to appoint Joel Wolff, Esquire as Solicitor.

**VACANCY BOARD CHAIRPERSON:** ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint John Brostoski as Vacancy Board Chairperson.

**BUILDING CODE OFFICIAL & BUILDING INSPECTOR:** ON MOTION duly made (Willson), seconded (Williams) and carried to appoint David Lamm as Building Code Official & Building Inspector.

**UCC COMMERCIAL INSPECTOR:** ON MOTION duly made (Peirce), seconded (Williams), and carried to appoint Ed St. Hart as UCC Commercial Inspector.

**ZONING CODE ENFORCEMENT OFFICER:** ON MOTION duly made (Peirce), seconded (Williams), and carried with 4 votes in favor (Kearney, Williams, Andreoli, Peirce) and 1 vote against (Willson) to appoint Ronald Donati as Zoning Code Enforcement Officer.

**ZONING CODE ENFORCEMENT OFFICER SOLICITOR:** ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint John Mercuri, Esquire as Zoning Code Enforcement Officer's Solicitor.

**CODES ENFORCEMENT OFFICER:** ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Ronald Donati as Codes Enforcement Officer.

**EMERGENCY MANAGEMENT COORDINATOR:** ON MOTION duly made (Williams), seconded (Andreoli) and carried to appoint William Willson as Emergency Management Coordinator.

**ENGINEER:** ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Engineering Surveying Consultants & Design, Inc., Mary Lou Butler as Engineer.

**ALTERNATE PROJECT ENGINEER:** ON MOTION duly made (Peirce), seconded (Williams), and carried to appoint Brick Linder as Alternate Project Engineer.

**OPEN RECORDS OFFICER / RIGHT TO KNOW OFFICER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melinda Musso as Open Records Officer / Right To Know Officer.

**ALTERNATE RIGHT TO KNOW OFFICER:** ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Tiffany Moore as Alternate Right To Know Officer.

**FLOOD PLAIN ADMINISTRATOR:** ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint David Lamm as Flood Plain Administrator.

**PLANNING COMMISSION SECRETARY:** ON MOTION duly made (Williams), seconded (Willson), and carried to appoint Tiffany Moore as Planning Commission Secretary.

**ZONING HEARING BOARD SECRETARY:** ON MOTION duly made (Kearney), seconded (Williams), and carried to appoint Tiffany Moore as Zoning Hearing Board Secretary.

**ZONING OFFICE SECRETARY:** ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Tiffany Moore as Zoning Office Secretary.

**PLANNING COMMISSION SOLICITOR:** ON MOTION duly made (Kearney), seconded (Peirce), and carried to appoint James Hailstone, Esquire as Planning Commission Solicitor.

**ZONING HEARING BOARD SOLICITOR:** Resignation letter was read (Kearney).

ON MOTION duly made (Willson), seconded (Peirce), and carried to reluctantly accept Attorney Brian Yeager's resignation. The Zoning Hearing Board will be sending their recommendation in for February's meeting.

**SEWAGE ENFORCEMENT OFFICER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried with 4 votes in favor (Kearney, Williams, Willson, Andreoli) and 1 vote against (Peirce) to appoint Gary Enslin as Sewage Enforcement Officer.

**ALTERNATE SEO:** ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint Paul Kosik as Alternate Sewage Enforcement Officer.

**POLICE CHIEF:** ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Robert Bastek as Police Chief.

**PART TIME POLICE:** Resignation letter was read (Kearney). ON MOTION duly made (Williams), seconded (Peirce), and carried to accept Officer David Burrier's resignation. ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Officer Chriss Grube as a Part-time Police Officer.

**SCHOOL RESOURCE OFFICER (SRO):** ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Brian Layland as School Resource Officer. **FULL TIME POLICE:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Brian Layland as a summer only, full time police officer for patrol. ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Frank Ciannella with a promotion to Senior Officer as a full-time police officer.

**PAVILION MANAGER:** Tabled until February's meeting.

**SENIOR CENTER COORDINATOR:** Tabled until February's meeting.

**SUPERVISOR LIAISONS:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Marshall Peirce as Road Department Liaison. ON MOTION duly made (Peirce), seconded (Williams), and carried to appoint William Willson as Police Department Liaison. ON MOTION duly made (Williams), seconded (Willson), and carried to appoint Wanda Andreoli as Planning Commission Liaison. ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Vicki Williams as Zoning Office Liaison. ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney as Sewer Authority Liaison.

**DIRECTOR OF PUBLIC WORKS:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Marshall Peirce as Director of Public Works.

**ROADMASTER:** ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Thomas Hall as Roadmaster.

**DELEGATE AND ALTERNATE DELEGATES TO LACKA COUNTY TAX -COLLECTION COMMITTEE:** ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Vicki Williams as Delegate, Marshall Peirce as First Alternate Delegate, and Wanda Andreoli as Second Alternate Delegate to the Lackawanna County Tax Collection Committee.

**DEPOSITORY:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to keep FNCB & Pennsylvania Local Government Investment Trust (PLGIT) as the township depository and to have seated supervisors and treasurer to sign checks.

#### **VACANCIES ON BOARDS:**

**PLANNING COMMISSION MEMBER:** ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Jason Zielinski as a five-year Planning Commission Member.

**SEWER BOARD MEMBER:** ON MOTION duly made (Willson), seconded (Williams), and carried to appoint George Walz as a five-year Sewer Board Member.

**ZONING HEARING BOARD MEMBER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Roslyn Davis as a three-year Zoning Hearing Board Member.

**ALTERNATE ZONING HEARING BOARD MEMBERS:** Two letters of interest were received from Scott Van Fleet and Tony Seidita. Letter of recommendation from the Zoning Hearing Board was read (Kearney).

ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Thomas Quinnan and Scott Van Fleet as three-year Alternate Zoning Hearing Board Members.

**RECREATION COMMITTEE MEMBER:** Tabled until February’s meeting.

**RECYCLING COORDINATOR:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Marshall Peirce as Recycling Coordinator.

**FOOD DISTRIBUTION COORDINATOR:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to appoint Melissa Kearney as Food Distribution Coordinator

**DELEGATES:**

**DELEGATE TO STATE CONVENTION:** Convention is being held from April 24<sup>th</sup>-27<sup>th</sup>, 2022.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to allow the Board of Supervisors, Melinda Musso, and Tiffany Moore to attend the State Convention. ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney as the Voting Delegate at the State Convention. ON MOTION duly made (Willson), seconded (Andreoli), and carried to authorize payments of allowable expenses to attend the State Convention to include hotel cost, meals, no alcohol, and mileage for attendees only.

**DELEGATE TO LACKAWANNA COUNTY C.O.G:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney as Delegate to Lackawanna County C.O.G.

**DELEGATE TO NORTH POCONO C.O.G:** ON MOTION duly made (Kearney), seconded (Williams), and carried to appoint Marshall Peirce as Delegate to North Pocono C.O.G.

**AGRICULTURE AREA ADVISORY COMMITTEE SUPERVISOR:** ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Melissa Kearney as Agriculture Area Advisory Committee Supervisor.

**CDL DRUG & ALCOHOL PROGRAM CONTACT PERSON:** ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Melinda Musso as CDL Drug and Alcohol Program Contact Person.

There was a discussion on the Zoom meeting timing out, disconnecting those online, and denying the public the opportunity to be on Zoom as advertised. ON MOTION duly made (Williams), seconded (Willson), and carried to adjourn at 7:43 p.m. and reconvene at 8:00 p.m. with the advertised Zoom meeting.

The January 3, 2022 Organizational Meeting of the Covington Township Board of Supervisors was reconvened at 8:00 p.m. with a Pledge of Allegiance in the Municipal Building, 20 Moffat Drive, Covington Township, PA 18444, and on Zoom (id: 819 2221 3089 & passcode: 442 262), by Chairwoman Melissa Kearney.

**FIRE COMPANY:**

**FIRE COMPANY RESOLUTION:** *Resolution 2022-01* was read (Kearney). ON MOTION duly made (Williams), seconded (Andreoli), and carried to accept Resolution 2022-01.

**FIRE COMPANY OFFICERS & FIRE POLICE:** 2022 Executive & Operational Officers of the fire company was read (Kearney). ON MOTION duly made (Andreoli), seconded (Peirce), and carried to accept the list as read.

**ESTABLISH REGULAR MONTHLY MEETING DATES:** ON MOTION duly made (Willson), seconded (Peirce), and carried to hold regular monthly meetings on the first Tuesday of every month at 7:00 p.m. in the Municipal Office (20 Moffat Drive) as follows:

January 3 <sup>rd</sup>	May 3 <sup>rd</sup>	September 6 <sup>th</sup>
February 1 <sup>st</sup>	June 7 <sup>th</sup>	October 4 <sup>th</sup>
March 1 <sup>st</sup>	July 5 <sup>th</sup>	November 1 <sup>st</sup>
April 5 <sup>th</sup>	August 2 <sup>nd</sup>	December 6 <sup>th</sup>
		January 3, 2023 (Org. & Monthly)

**ESTABLISH REGULAR MONTHLY WORK SESSION DATES:** ON MOTION duly made (Williams), seconded (Peirce), and carried to hold monthly Work Sessions on the last Tuesday of every month at 7:00 p.m. in the Municipal Office (20 Moffat Drive) as follows:

January 25 <sup>th</sup>	May 31 <sup>st</sup>	September 27 <sup>th</sup>
February 22 <sup>nd</sup>	June 28 <sup>th</sup>	October 25 <sup>th</sup>
March 29 <sup>th</sup>	July 26 <sup>th</sup>	November 29 <sup>th</sup>
April 26 <sup>th</sup>	August 30 <sup>th</sup>	December 27 <sup>th</sup>

**FEES FOR HEARINGS:** The fees are currently being revised. ON MOTION duly made (Williams), seconded (Willson), and carried to table this until the February meeting.

**EMPLOYEE HOLIDAYS:** ON MOTION duly made (Willson), seconded (Williams), and carried to have the following employee holidays:

New Year's Day	Martin Luther King Day	President's Day
Good Friday (Floating)	Memorial Day	4 <sup>th</sup> 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)	

**TREASURER'S BOND:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to have the Treasurer's bond at \$1,000,000.00.

**SALARIES & FEES & HOURLY RATES:** Chairwoman Kearney stated the township received A.R.P. grant money which can only be spent on COVID-19 related expenses and stormwater. The Board would like to give a bonus to the currently employed, full-time employees that were with the township working through the pandemic. There will be six employees eligible.

**ENGINEERS:** ON MOTION duly made (Williams), seconded (Willson), and carried to approve the rate of \$70.00 per hour for the Township Engineer.

**ATTORNEYS:**

Township Solicitor: ON MOTION duly made (Peirce), seconded (Williams), and carried to approve the rate of \$160.00 per hour for the Township Solicitor.

Zoning Solicitor: ON MOTION duly made (Peirce), seconded (Andreoli), and carried to approve the rate of \$125.00 per hour for the Zoning Solicitor.

Zoning Hearing Board Solicitor: This position is currently vacant. Fee will be addressed when a solicitor is hired.

Planning Commission Solicitor: ON MOTION duly made (Peirce), seconded (Andreoli), and carried to approve the rate of \$150.00 per hour for the Planning Commission Solicitor.

Roz Davis asked what the former Zoning Hearing Board solicitor's rate was. Chairwoman Kearney believes the solicitors were all at \$150.00 per hour.

**BUILDING INSPECTOR:** ON MOTION duly made (Willson), seconded (Williams), and carried to approve the Building Inspector's fees to 80% of the receipts and 70% of receipts for Lot 5 in the Industrial Park. David Lamm commented that the 70% of receipts on Lot 5 has been paid and will not need to be carried forward anymore.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to give the Building Inspector a \$500.00 bonus out of the Covid relief money.

**SECRETARY:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to approve the rate of \$47,500 per year, with a \$3,000.00 Covid bonus for the Township Secretary.

**TREASURER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to approve the rate of \$1,845.42 per month for the Treasurer.

**POLICE DEPARTMENT:**

Chief of Police:

ON MOTION duly made (Peirce), seconded (Williams), and carried to approve a rate of \$26.00 per hour, with a \$3,000.00 Covid bonus for Chief Robert Bastek.

Officers:

ON MOTION duly made (Peirce), seconded (Andreoli), and carried to approve a rate of \$22.00 per hour, with a \$3,000.00 Covid bonus for Officer Frank Ciannella.

ON MOTION duly made (Peirce), seconded (Andreoli), and carried to approve a rate of \$21.00 per hour for full-time summer patrolling for Officer Brian Layland. As SRO, he will be paid \$26.00 per the contract with N.P. School District that was voted upon last month.

ON MOTION duly made (Peirce), seconded (Willson), and carried to approve a rate of \$21.33 per hour, with a \$3,000.00 Covid bonus for Officer Chriss Grube. William Willson explained how Officer Grube worked through the whole pandemic every day in the school and the Board agreed that it is deserved even though he is currently part time.

SRO: Pay rate is as per the contract at \$26.00 per hour.

**DEPARTMENT OF PUBLIC WORKS:**

Director of Public Works:

Currently at \$20.00 per hour and will be determined by the Township Auditors.

Roadmaster:

ON MOTION duly made (Williams), seconded (Peirce), and carried to approve a rate of \$27.00 per hour, with a \$3,000.00 Covid bonus for Thomas Hall.

Road Laborers (full time):

ON MOTION duly made (Willson), seconded (Andreoli), and carried to approve a rate of \$19.00 per hour, with a \$3,000.00 bonus, and if he obtains a full CDL license, he will receive a rate of \$21.00 per hour for Chris Balish.

Bill Moore will remain at \$18.00 per hour and will be re-evaluated after his probationary period.

Road Laborers (part time):

Fred DePew and Phillip Setzer will remain at \$20.00 per hour.

Estate Maintenance:

James Hallock will remain at \$18.00 per hour and will be re-evaluated after his probationary period.

Estate -part time:

ON MOTION duly made (Williams), seconded (Andreoli), and carried to approve a rate of \$14.00 per hour for Christian Kramer and Robert Van Brunt.

**ZONING:**

Zoning Officer: ON MOTION duly made (Williams), seconded (Peirce), and carried to remain at \$25.75 per hour and give a \$500.00 Covid bonus to Ronald Donati.

Zoning Secretary: Tiffany Moore will remain at \$16.00 per hour and will be re-evaluated after her probationary period.

Zoning Hearing Board Secretary: Tiffany Moore will remain at \$16.00 per hour and will be re-evaluated after her probationary period.

**SEWAGE ENFORCEMENT OFFICER:** ON MOTION duly made (Williams), seconded (Willson), and carried with four votes in favor (Kearney, Williams, Willson, Andreoli) and one vote against (Peirce) keeping the Sewage Enforcement Officer's fee schedule the same.

**PLANNING COMMISSION SECRETARY:** Tiffany Moore will remain at \$16.00 per hour and will be re-evaluated after her probationary period.

**NORTH POCONO SENIOR CENTER COORDINATOR:** ON MOTION duly made (Willson), seconded (Peirce), and carried to table this until February's meeting when they can speak to Carlene Gilbride about the Senior Center.

**PAVILION MANAGER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to table this until February's meeting.

**PUBLIC COMMENT:**

Roz Davis asked how the Board came up with the pay rates when someone could be here nine years and only receive a thirty-three cent raise and then someone that's here way less time is receiving a dollar raise. There was a discussion on the difficulties this year due to all the changes within the township and why Covid bonuses are being issued.

Roz Davis clarified the Treasurer's new rate of \$1,845.42 and asked if it's with Diana Patton only working two days per month. Chairwoman Kearney confirmed that Diana works two days a month and occasionally brings in another person to help that doesn't cost the township any more money. Roz asked if her rate is only for working

sixteen hours per month and Chairwoman Kearney stated it would be if Diana is staying for a full eight hours when she comes into the office.

Tom Hall spoke on behalf of Chris Balish and his raise. There was a discussion on how the board looked at the longevity of employees, current rates for those positions, how the Board is willing to go with the extra \$2.00 per hour if the motivation is there to obtain an unrestrictive CDL license, and the Covid bonuses. Wanda Andreoli asked Mr. Balish if he's able to obtain the CDL and Mr. Balish advised it will depend on if he wants to pay for it again. William Willson stated there isn't a charge at the state police barracks. There was further conversation regarding the CDL testing, process of raises, previous budget workshop work sessions, and CDL testing costs. Chairwoman Kearney would entertain a motion to investigate how much it would cost for Chris Balish to take his CDL test and pay for the fees.

The Zoom aspect of the meeting had been cut off with four people in it. Attorney Wolff suggest the township look into Microsoft Team since it works well.

ON MOTION duly made (Williams), seconded (Andreoli) to allow Chris to pursue an unrestricted cdl and to cap the payment at \$600.00. Marshall Peirce asked Mr. Balish to call Penn DOT because if it's taken at the barracks, then there isn't a fee. There was a discussion about a change in CDL requirements in February. Chairwoman Kearney suggested this be investigated and brought to the special meeting where a motion can be made at that time. Williams and Andreoli both rescinded the motion.

ON MOTION duly made (Willson), seconded (Williams), and carried to hold a special meeting on Monday, January 10, 2022 at 7:00 p.m. for the purpose of their monthly meeting.

ON MOTION duly made (Williams), seconded (Willson), and carried to have Ms. Musso advertise this special meeting.

Diana Patton, Treasurer, was called on speaker phone and asked how it will affect the bills. Diana stated that most of them will be okay.

**ADJOURNMENT:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to adjourn at 8:53 p.m.

Respectfully submitted,  
Melinda Musso, Secretary

Approved: