

COVINGTON TOWNSHIP SUPERVISORS  
MONTHLY MEETING MINUTES – FEBRUARY 1, 2022

The February 1, 2022 Monthly Meeting of the Covington Township Board of Supervisors was called to order with a Pledge of Allegiance at 7:03 p.m. in the Municipal Building, 20 Moffat Drive, Covington Township, PA 18444, by Chairwoman Melissa Kearney.

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

Also present: Police Chief Robert Bastek, Engineer Mary Lou Butler, Zoning Officer Ronald Donati, Building Inspector David Lamm, and Road Master Thomas Hall.

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

**ANNOUNCEMENTS:** Executive session February 1, 2022 at 6:00 p.m. for legal reasons for a pending lawsuit.

**PUBLIC COMMENT:**

Roz Davis asked about the status of the Bracey appraisal and was told by Attorney Wolff the appraiser was working on it.

Roz Davis asked if the \$10 raise given to Diana Patton will be given to her or the agency she works for and what percentage of \$1,840.25 does Mrs. Patton earn. Chairwoman Kearney called Mrs. Patton on speaker phone. Mrs. Patton advised she is paid by Stone House as a salaried employee. Attorney Wolff stated the township employs Stone House and we aren't privy to what she makes. Ms. Davis asked how many hours Mrs. Patton works and was told by Chairwoman Kearney the agreement is to come into the office twice a month and work remotely.

**MINUTES:**

ON MOTION duly made (Kearney), seconded (Peirce), and carried to accept the January 3, 2022 Organizational Meeting, January 10, 2022 Special Meeting, and January 25, 2022 Work Session minutes as presented.

**BILLS:**

Supervisor Peirce questioned the FNCB charge and was told (Kearney) it's a loan payoff. Supervisor Peirce advised he thinks we can do better than the JNK Hydrotest & Extinguisher Supply charges next year.

Roz Davis asked if the Treasurer's Report was only for the Board or if the public can have it. Chairwoman Kearney advised she can have a copy.

ON MOTION duly made (Peirce), seconded (Andreoli), and carried to pay the bills as listed.

**TREASURER'S REPORT:**

ON MOTION duly made (Peirce), seconded (Williams), and carried to accept the Treasurer's Report as presented.

**ADMINISTRATIVE ACTIONS:**

**New Employee Handbook - Resolution 2022-04:** Chairwoman Kearney recommended a change in the time off section from one week to two weeks (80 hours) of carryover time. ON MOTION duly made (Kearney), seconded (Williams), and carried to change carry over time to 80 hours.

Resolution 2022-04 was read (Kearney). ON MOTION duly made (Williams), seconded (Peirce), and carried to accept this resolution.

**Fee Schedule Resolution 2022-05:** Resolution 2022-05 was read (Kearney). ON MOTION duly made (Williams), seconded (Willson), and carried to accept the new Schedule of Fees.

**Zoning Hearing Board re: Letter of recommendation for Solicitor appointment:** Letter of recommendation was read (Kearney). Supervisor Peirce asked what his rate of pay would be and Chairwoman Kearney advised it's \$150.00/hour per their last meeting. ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Attorney Daniel L. Penetar, III as Zoning Hearing Board solicitor.

**Termination re: Bill Moore:** ON MOTION duly made (Williams), seconded (Peirce), and carried to terminate Bill Moore from the Road Department effective today, February 1, 2022.

**Resignation letter re: Carlene Gilbride:** Carlene's Gilbride's resignation letter was read (Kearney). ON MOTION duly made (Willson), seconded (Andreoli), and carried to accept the resignation of Carlene Gilbride.

**Hire full-time Police Officer:** Vice Chairwoman Williams spoke on the candidates. ON MOTION duly made (Williams), seconded (Andreoli), and carried to hire Robert Bastek, Jr. as a full-time officer.

**Recommendation to pay off FNCB pavilion loan:** Chairwoman Kearney stated this was approved in the bills.

**Recommendation to close payroll account:** ON MOTION duly made (Kearney), seconded (Peirce), and carried to close the payroll account as recommended by the treasurer.

**PLANNING COMMISSION:** No report submitted

**BUILDING INSPECTOR:**

David Lamm reviewed his monthly report and discussed a census report, a new building code that will be enacted on February 14, 2022, and ICC membership codes.

ON MOTION duly made (Willson), seconded (Peirce), and carried to renew the ICC membership for \$145.00.

ON MOTION duly made (Peirce), seconded (Williams), and carried to accept the Building Inspector's report.

**ZONING CODE ENFORCEMENT OFFICER:**

Ronald Donati reviewed his monthly report and there was a discussion regarding complaints on a property by the Industrial Park that will get cleaned up once the weather permits.

ON MOTION duly made (Peirce), seconded (Williams), and carried to accept the Zoning Code Enforcement Officer's monthly report.

**ENGINEER:** Monthly report

**2021 Roadway Improvements Project -Storm Road re: application for payment #1:** Mary Lou Butler reported the first application for payment was received and upon review is recommending a payment of \$89,322.23. The tree removal isn't completed yet.

**Wayco's Invoice for payment #1 re Storm Road:** ON MOTION duly made (Peirce), seconded (Williams), and carried to pay Wayco \$89,322,23 for the Storm Road project. Mary Lou Butler reminded the Board this was funded through liquid fuels and once the final invoice is received, the township will need to notify PennDOT.

Mrs. Butler discussed the Road Maintenance Grant and the certification/class needed to apply. Lastly, there was a discussion on a bond reduction for lot 5 in the industrial park and based on Mrs. Butler's calculations, she is recommending a reduction of \$756,305.00. Roz Davis asked what their amount was and was told \$878,971.00.

ON MOTION duly made (Peirce), seconded (Andreoli), and carried to reduce the bond for lot 5 in the Covington Industrial Park by \$756,305.00.

ON MOTION duly made (Willson), seconded (Williams), and carried to allow Mrs. Butler to begin working on the Road Maintenance Grant as soon as she's certified.

ON MOTION duly made (Willson), seconded (Peirce), and carried to accept the Engineer's report as submitted.

**SOLICITOR:** Attorney Wolff stated there was nothing to report at this time.

**DIRECTOR OF PUBLIC WORKS:**

**Quote re: thumb for tractor loader backhoe:** ON MOTION duly made (Peirce), seconded (Willson), and carried to approve the purchase of a used thumb for \$1,500.00.

**Quote re: recycling container lids:** ON MOTION duly made (Peirce), seconded (Williams), and carried to approve the purchase of recycling lids.

**Road work schedule:** There was a discussion on Langan, Bailor, Havenstrite, and Legg's Road. Chairwoman Kearney suggested when the weather clears, for the supervisors to perform a road inspection.

Marshall Peirce found a three blade mower head to attach to the tractor to trim trees back for approximately \$14,000.00, they are with CoStars, and delivery would be five months away. There was a discussion on if this needs to be bid, but since it's CoStars, it isn't needed. ON MOTION duly made (Willson), seconded (Andreoli), and carried to purchase Buzzbar 69" sawhead.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to accept the Director of Public Works monthly report.

**ROADMASTER:**

Tom Hall reviewed his monthly report. ON MOTION duly made (Willson), seconded (Andreoli), and carried to accept the Road Masters report.

**MOFFAT MAINTENANCE:**

The Moffat Maintenance report was read (Kearney). ON MOTION duly made (Williams), seconded (Andreoli), and carried to accept the Moffat Maintenance monthly report.

**POLICE DEPARTMENT:**

Chief Bastek reviewed the monthly report.

**Quote re: taser purchase:** Quote was received for \$1,848.67 for a taser and accessories. Chief Bastek asked to use \$1,000.00 grant received from Eagle Lake last year to help pay for it. ON MOTION duly made (Peirce), seconded (Andreoli), and carried to purchase the taser.

**Estimate to fix 2013 Ford Taurus:** Estimate received for \$3,259.10 in order to get it road worthy. Chief Bastek advised there will still be other issues that will need to be fixed. ON MOTION duly made (Peirce), seconded (Williams), and carried to advertise to sell the 2013 Ford Taurus and will be accepting bids at next month's meeting.

There was a lengthy discussion on purchasing a new police vehicle and graphics for the vehicle. ON MOTION duly made (Willson), seconded (Andreoli), and carried to purchase a 2022 Ford Interceptor for \$35,279.00 plus \$500.00 for delivery.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to accept the Police Department monthly report.

**RECREATION COMMITTEE:** No report submitted.

**SEWAGE ENFORCEMENT OFFICER:**

ON MOTION duly made (Andreoli), seconded (Willson), and carried to accept the Sewage Enforcement Officer's monthly report.

**NEW BUSINESS:**

**Engineer's recommendation re: Portman Industries bond reduction:** This was completed under the Engineer's report.

**Portman Industries re Bond reduction request:** This was completed under the Engineer's report.

**OLD BUSINESS:**

**Appoint Pavilion Manager & establish pay rate:**

ON MOTION duly made (Kearney), seconded (Williams), and carried to appoint Tiffany Moore as Pavilion Manager, with the Board of Supervisors as backup, at the rate of time and a half being \$24.00 per hour.

**Appoint Senior Center Coordinator & establish pay rate:**

Chairwoman Kearney will reach out to senior center members to see if they are interested, suggested putting something on the township website, and will be reaching out to the county also.

**Appoint Recreation Committee members (2):**

Chairwoman Kearney stated she reached out to Bill Beavers, but there's nothing new to report.

**CORRESPONDENCE:** None

**SUPERVISOR'S COMMENTS:**

Chairwoman Kearney reminded the Board to look at the Knox Box ordinance example so a decision could be made on them.

Supervisor Willson stated the township is headed in a great direction, things are getting upgraded, and the guys are doing a great job.

**PUBLIC COMMENT:**

Roz Davis asked if there was property sold in the Industrial Park. Chairwoman Kearney stated there was a transfer two months ago for approximately \$400,000.00.

**ADJOURNMENT:**

ON MOTION duly made (Williams), seconded (Willson), and carried to adjourn at 8:40 p.m.

Respectfully submitted,  
Melinda Musso, Secretary

Approved: