

COVINGTON TOWNSHIP SUPERVISORS
WORK SESSION MINUTES – JANUARY 25, 2022

The January 25, 2022 work session 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 and Fire Chief Brad Jones

AGENDA: As presented

ANNOUNCEMENTS: Executive Session held on January 10, 2022 after the special meeting for personnel reasons and unemployment claims. Executive Session held tonight, January 25, 2022 for personnel reasons.

PUBLIC COMMENT:

Roz Davis asked about the status of the appraisal for the Bracey property. Attorney Wolff did not have an update at this time but will check into it.

Fire Chief, Brad Jones, requested a Knox Box ordinance for all commercial properties and gave an example of an ordinance to the Board for their review. There was a discussion on details related to how it worked, security, fines, and compliance for all commercial buildings.

There was a lengthy discussion with Brad Jones concerning township's Short Term Rental Ordinance and the possibility of the management company he works for, presenting a proposal to the township that would include administrative items (i.e., registering, tracking, fees, inspections, violations, etc., along with reports every month for the supervisors). There were further discussions on existing issues, a three-strike rule, close property manager/contact person within 30 minutes, and options for owners to keep security deposits for thirty days to cover fines accrued from tenants.

MINUTES:

Minutes were presented from January 3, 2022 Organizational Meeting and January 10, 2022 Special Meeting.

BILLS: No report submitted.

TREASURER'S REPORT: No report submitted.

ADMINISTRATIVE ACTIONS:

New Employee Handbook - Resolution 2022-04:

Chairwoman Kearney stated she would like to get this passed at the next meeting. There was a discussion on first aid kits and Chairwoman Kearney asked that Jay Hallock check into this and make sure they are all up to date.

Roz Davis asked about employees carrying over their time off. Chairwoman Kearney stated the employees are only allowed to carry over a certain amount of time. Ms. Davis asked if the township will provide disability insurance to help the employees out. Chairwoman Kearney stated they hadn't looked into it, but knows there are policies available that can be purchased. Vice Chairwoman Williams stated maybe they can look into it when the health insurance is renewed and see if it's something that can be included. Roz Davis asked when this will take effect and Vice Chairwoman Williams stated next week they will be voting on it and hopes it will go into effect next month. Ms. Davis asked if there was a FMLA and was told no. Vice Chairwoman Williams stated they will look into disability insurance. Roz Davis stated we need to protect our people.

Ms. Musso asked what happens to the time that has been carried over for an employee that has been here for years. Vice Chairwoman Williams stated they will be auditing everyone's time as of December 31st. Whatever is accrued, would need to be used, along with this year's time off, during this year, but that we can roll over a maximum of 40 hours or one week with the new policy.

Fee Schedule Resolution 2022-05:

There was a discussion on inspections and fees for mobile and modular homes. There was a discussion on the SEO fees and how the SEO is paid due to the treasurer pointing out how the township is losing money. It was determined the fees being charged are covering the SEO's wages, but not the payroll taxes and how the SEO needs to be paid as an employee to be covered under the township's insurance. Supervisor Peirce suggested raising the fees by the percentage of money needed to cover the payroll taxes.

Hire Police Officer: No comments made.

PLANNING COMMISSION:

Organizational Meeting Minutes were presented.

BUILDING INSPECTOR: No report submitted.

ZONING CODE ENFORCEMENT OFFICER: No report submitted.

Supervisor Willson suggesting having an alternate Zoning Code Enforcement Officer for when there's a conflict of interest. The Board will be looking into this.

ENGINEER:

2021 Road Improvement Project -Storm Road re: Application for payment #1:

There were some questions that will be addressed by the Engineer at the next meeting.

SOLICITOR: Attorney Wolff had nothing to report.

DIRECTOR OF PUBLIC WORKS:

Quote re: thumb for tractor loader backhoe:

Supervisor Peirce is recommending purchasing this at our next meeting.

Quote re: recycling container lids:

Supervisor Peirce is recommending purchasing these at the next meeting.

Supervisor Peirce is looking into the cost of a new truck to replace the 2003 F550 & 2018 pickup truck. There was a discussion on the vehicle and how long it would take to order.

Supervisor Peirce spoke on the options available to take care of the stumps at the Moffat Estate, along with the work needed afterwards for soil and planting grass. He is working on getting quotes and is interested in seeing if there's any grants to plant more trees.

ROADMASTER: No report submitted.

Chairwoman Kearney stated they are doing a great job on the roads with snow removal. Supervisor Andreoli agreed.

MOFFAT MAINTENANCE: No report submitted.

POLICE DEPARTMENT:

Chief Bastek stated he submitted an estimate for repairing the main issues with the Ford, but still has other things that will need to be addressed. Supervisor Andreoli suggested possibly selling it for something better.

Chief Bastek has been in contact with Ford & Dodge to get bids on another vehicle.

Chief Bastek stated he has submitted a proposal to purchase a taser and suggested the Board can use a donation made by Eagle Lake Community Association towards this.

RECREATION COMMITTEE: No report submitted.

SEWAGE ENFORCEMENT OFFICER: Monthly Report

NEW BUSINESS:

Portman Industries re: Bond reduction request:

Attorney Wolff suggesting sending the Engineer, Mary Lou Butler out to check to validity to make a recommendation.

OLD BUSINESS:

Appoint Pavilion Manager & establish pay rate: Supervisor Andreoli asked what is involved with this position. There was a discussion on the responsibilities involved, the possibility of having someone as a backup to cover opening and closing of the pavilion, and the Board being able for backup if needed.

Appoint Senior Center Coordinator & establish pay rate: No comments made.

Appoint Recreation Committee members (2): No comments made.

CORRESPONDENCE:

1/12/2022 Letter from Center Point Tank Services, Inc. re: Americold Logistics, LLC, spill response plan:

Chairwoman Kearney stated this was information in case there was an emergency.

Email re: 2020 904 Municipal Recycling Performance Grant Award:

Chairwoman Kearney stated the township will be receiving \$6,629.10.

SUPERVISOR'S COMMENTS:

Supervisor Peirce asked if the township has heard anything from North Point. There's been nothing new reported, but are aware of them having issues with D.E.P.

PUBLIC COMMENT:

Roz Davis asked if Bill's Plaza would only need one Knox Box for each building or if each individual business would need one. Supervisor Peirce stated if separate keys are used to open each business, then each one would need a separate box.

Roz Davis asked about software for minutes and Chairwoman Kearney stated they had all voted against it and it's been tabled. When Ms. Davis asked why she was told Ms. Musso does a good job and it was not cost effective. There was further discussion on visual benefits versus auditory, verbatim versus summary, and the time spent doing both options. Chairwoman Kearney stated they will take it under consideration.

ADJOURNMENT: The meeting adjourned at 8:22 p.m.

Respectfully submitted,
Melinda Musso, Secretary

Approved: