

COVINGTON TOWNSHIP SUPERVISORS
MONTHLY MEETING MINUTES – AUGUST 2, 2022

The August 2, 2022 Monthly Meeting of the Covington Township Board of Supervisors was called to order with a Pledge of Allegiance at 7:02 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, Building Inspector David Lamm, and Road Master Thomas Hall.

AGENDA:

Chairwoman Kearney wanted to add Daleville Cemetery to the agenda under Old Business.

ON MOTION duly made (Williams), seconded (Peirce), and carried to accept the agenda as revised.

Mr. Pat Mulally asked to be added to the agenda concerning a complaint and was advised he can speak during the public comment period.

ANNOUNCEMENTS:

Chairwoman Kearney announced an executive session was held after the July 26, 2022 work session meeting regarding a legal right-to-know issue and another executive session was held today at 6:30 p.m. regarding personnel for the zoning officer.

PUBLIC COMMENT:

Pat Mulally presented a letter from his grandson that was read by Chairwoman Kearney. Mr. Mulally explained an issue concerning multiple aggressive animals. Chief Bastek advised it would be looked into.

MINUTES:

Chairwoman Kearney found an error in the July 26, 2022 minutes that referred to the meeting as a special meeting when it should have been referred to as a work session.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to approve the July 26, 2022 work session minutes as revised and the June 5, 2022 meeting minutes as presented.

BILLS:

Supervisor Peirce discussed the CCI Waste bill that was for the spring cleanup dumpsters and the sale of metal reduced that amount by half.

Chairwoman Kearney confirmed with the Roadmaster that reimbursement for the culvert pipes had occurred.

Chairwoman Kearney requested additional approval be made to pay the bill for stump removal and noted that the work was approved to be done a few months ago.

ON MOTION duly made (Peirce), seconded (Willson), and carried to approve the current bill list and to include the stump removal bill when it is received.

TREASURER'S REPORT:

Supervisor Peirce asked for clarification on what the state highway grants, line item 354.03 is. There was a brief discussion and Chairwoman Kearney mentioned it was liquid fuels.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to accept the treasurer's report as presented.

ADMINISTRATIVE ACTIONS:

Upgrade security system: ON MOTION duly made (Willson), seconded (Andreoli), and carried to allow the Police Chief to upgrade the security system as needed.

Resolution 2022-12 Transferring funds in the budget: Chairwoman Kearney read Resolution 2022-12. ON MOTION duly made (Peirce), seconded (Williams), and carried to adopt Resolution 2022-12 for transferring funds in the budget.

Zoning Code Enforcement Officer: Chairwoman Kearney asked for a motion to hire David W. Hall as Zoning Code Enforcement officer, working one morning from 8-11:00 a.m., one afternoon from 1-4:00 p.m., and every other Saturday, part-time, no personal time off, \$25.00 per hour, plus mileage reimbursement.

Scott Van Fleet asked about Mr. Hall's background. There was a brief discussion.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to hire David Hall as the Zoning Officer.

Zoning Hearing Board Secretary: Chairwoman Kearney would like this item tabled since she didn't know about it. Chairwoman Kearney discussed with Roz Davis if the Zoning Hearing Board held a public meeting with proper advertisements for a recommendation and past practice with an attorney recommendation. Chairwoman Kearney felt a meeting should be held.

ON MOTION duly made (Kearney), seconded (Peirce), and carried to table this until next month's meeting so the board has time to discuss it.

Ms. Davis clarified the Board wanting the Zoning Hearing Board to hold a meeting. There was further discussion on the process of recommending an attorney, the supervisors hiring people without advertising, and the legality of a township secretary also serving as Zoning Hearing Board Secretary.

Supervisor Willson discussed all agenda items must go through Missy as Chairwoman in order to be put on the agenda.

Comcast proposal re: service upgrades and phone system: The phone system and internet upgrade will apply to the mansion, police department, senior center, and garage buildings.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to approve Comcast to install an upgraded phone system at the campuses previously mentioned.

Resolution 2022-11 Procedure for selling personal property valued less than \$2,000.00: Read by Chairwoman Kearney. Attorney Wolff discussed no guidance in the law, due diligence, and following the procedures.

Scott Van Fleet inquired as to who makes the decision to sell something less than the asking price. There was further discussion on it being a Board decision.

ON MOTION duly made (Willson), seconded (Williams), and carried to adopt Resolution 2022-11 for the sale of personal property valued at less than \$2,000.00.

Hire Mary Kizer effective July 11, 2022: Chairwoman Kearney discussed hiring Mary Kizer as a part-time police secretary, for 28 hours per week, no benefits or paid time off, at \$15.00 per hour.

ON MOTION duly made (Andreoli), seconded (Williams), and carried to hire Mary Kizer.

PLANNING COMMISSION: No report submitted

BUILDING INSPECTOR:

David Lamm reviewed his monthly report. There was a lengthy discussion concerning the property at 79 RGM Drive and permits that have been withdrawn.

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

ZONING CODE ENFORCEMENT OFFICER:

Chairwoman Kearney read the monthly report.

Scott Van Fleet asked how long the new zoning officer will need before there's activity. Chairwoman Kearney indicated it would be two months.

Scott Van Fleet asked what the Board thought of his Right to Know request being rejected. There was a lengthy discussion regarding ongoing issues for eighteen years with neighboring properties, how issues have been ignored, and a new zoning officer that could act on issues.

Roz Davis asked why the second opinion for Mr. Van Fleet was not given to him. Chairwoman Kearney discussed it being for the township's purpose, attorney-client privilege, and never meant to be passed on to anyone.

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

ENGINEER:

Mary Lou Butler reviewed her monthly report.

Single audit re: Moffat Drive & Bochicchio Boulevard grants: Mrs. Butler reminded the Board that a single audit performed by a CPA is still needed. Chairwoman Kearney received two recommendations from the township treasurer for Murphy Dougherty & Co. and McGrail Merkel & Quinn.

ON MOTION duly made (Willson), seconded (Peirce), and carried to reach out to Murphy Dougherty & Company to perform the single audit.

2022 Roadway Improvement Project: There will be an upcoming preconstruction meeting.

LSA Grant Application: Mrs. Butler discussed this grant application is due by September 30th, there's no match, and can be used for anything.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to start the LSA grant application.

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

SOLICITOR:

Engine Breaking Ordinance: Attorney Wolff asked if the Board wants him to pursue this based off information from PennDOT. There was further discussion on a letter being sent to the lumber yard and the possibility of a zoning issue to be looked into.

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

DIRECTOR OF PUBLIC WORKS:

Electronics recycling event: Mr. Peirce discussed the cost involved of having a shredding truck at this event.

ON MOTION duly made (Willson), seconded (Williams), and carried to get a shredder truck for the electronics recycling event.

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

ROADMASTER:

Tom Hall reviewed his monthly report.

There was a lengthy discussion regarding recycling issues from people contaminating the dumpsters with non-recyclable items, the extra charges being imposed on the township, putting up signs, and gating off unlimited access to the recycling containers. There was further discussion regarding if it's still worth having a recycling program, the possibility of stopping recycling, and the Board asked Ms. Musso to call DEP to get information on that.

Chairwoman Kearney complimented the road department on their work on Center Street. She mentioned a dead tree on Skyline Drive.

Mr. Hall asked if a telephone would be installed at the garage with the internet service. There was a discussion on waiting to see if the internet service will help.

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

MOFFAT MAINTENANCE:

Chairwoman Kearney read the monthly report.

Lyons Recreation quote re: toddler swing: The seat is \$225.00 and the township would still need to purchase the chain. ON MOTION duly made (Willson), seconded (Andreoli), and carried to order the swing.

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

POLICE DEPARTMENT:

Chief Bastek reviewed his monthly report.

Drug tests: Chief Bastek discussed the needed drug tests will cost \$99.60.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to order the drug test kits.

Paper shredder: Chief Bastek reviewed a quote for a Fellows shredder for \$309.98. There was a discussion regarding holding off until after the township recycling event.

Chevy Tahoe: Chief Bastek reviewed a Costar quote for \$55,210.53. There was further discussion on equipment, delivery in early 2023, and differences with previous Ford quote.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to cancel the Ford order and order the Tahoe.

Supervisor Peirce asked what vehicle will be disposed of with this purchase. Chief Bastek recommended disposing of the 2014 Dodge.

Chief Bastek discussed the need for some overnight shifts regarding criminal issues in the area and surrounding areas.

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

RECREATION COMMITTEE: No report submitted

SEWAGE ENFORCEMENT OFFICER:

Chairwoman Kearney read the monthly report.

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

NEW BUSINESS:

Auditor's Meeting re: July 21, 2022 Minutes: Chairwoman Kearney read the minutes. Auditors set the two working supervisor's pay rate at \$25.00 per hour and increased the mileage allowance rate, as amended by the IRS, to 62.5 cents per mile both being retroactive to July 1, 2022. The Auditors will be signing their report and emailing it to the township supervisors and secretary. Chairwoman Kearney announced the auditor's monthly report was submitted to DCED.

Auditor's Letter re: 2021 Audit: Chairwoman Kearney read the letter. The auditors suggested attention to detail when printing checks to avoid swapping numbers and suggested changing how the building inspector's escrow account is handled.

ON MOTION duly made (Willson) to accept the Auditor's reports.

Roz Davis discussed how there are errors in the Auditor's minutes regarding public comment. There was a discussion on accepting the minutes as submitted and whether a motion was needed.

Ms. Davis asked if the Auditors must approve their own minutes before the supervisors can accept them. Chairwoman Kearney advised the auditor's minutes don't need to be accepted by the Board.

Supervisor Willson withdrew his motion.

OLD BUSINESS:

Daleville Cemetery: There was a discussion regarding the North Pocono School District being the owners of the cemetery. Supervisor Willson spoke with Ian Farr at the school who suggested the township write a letter that Mr. Farr can present to the district's attorney. Chairwoman Kearney asked Attorney Wolff to send the letter and Ms. Musso to call the insurance company regarding liability.

CORRESPONDENCE: None

SUPERVISOR'S COMMENTS: None

PUBLIC COMMENT:

Roz Davis discussed the April Zoning Hearing Board meeting and how other vacancies were only a recommendation made to the supervisors for appointment at their public meeting. Chairwoman Kearney discussed it being tabled, will take it under advisement, and do their due diligence to report on it next month.

Supervisor Willson commented on the EMS report that was shared and the number of calls they've been handling.

ADJOURNMENT:

ON MOTION duly made (Williams), seconded (Andreoli), and carried to adjourn at 9:05pm.

Respectfully submitted,
Melinda Musso, Secretary

Approved: