

COVINGTON TOWNSHIP SUPERVISORS
MONTHLY MEETING MINUTES – SEPTEMBER 6, 2022

The September 6, 2022 Monthly Meeting of the Covington Township Board of Supervisors was called to order with the 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, and Attorney Joel Wolff.

Also present: Patrolman Robert Bastek, Jr., Engineer Mary Lou Butler, Building Inspector David Lamm, and Road Master Thomas Hall.

Chairwoman Kearney turned the meeting over to Vice Chairwoman, Vicki Williams.

AGENDA:

Vice Chairwoman Williams called for the amendment of the agenda to include termination of the township secretary, advertising for the secretary position, and the appointment of an interim secretary.

ON MOTION duly made (Willson), seconded (Andreoli), and carried to amend the agenda.

ON MOTION duly made (Andreoli), seconded (Kearney) to accept the agenda as revised.

ANNOUNCEMENTS:

Vice Chairwoman Williams announced an executive session held today, September 6, 2022, at 6:30 p.m. regarding personnel issues.

PUBLIC COMMENT:

No public comment.

MINUTES:

ON MOTION duly made (Willson), seconded (Andreoli) and carried to accept the minutes from the August 2, 2022 Regular meeting and the August 30, 2022 Work Session as presented.

BILLS:

Roz Davis asked if the stump removal bill was on the bill list since it was previously approved at last month's meeting. Chairwoman Kearney answered that the invoice is on this month's bill list. The company name is Custom Ag Services, LLC and the amount is \$2,500.00 which was approved at a previous meeting. ON MOTION duly made (Kearney), seconded (Andreoli) and carried to pay the bills as presented.

TREASURER'S REPORT:

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

ADMINISTRATIVE ACTIONS:

Termination of Township Secretary:

ON MOTION duly made (Andreoli), seconded (Willson), and carried to terminate the township secretary, effective September 6, 2022.

Advertisement for Township Secretary position:

ON MOTION duly made (Peirce), seconded (Andreoli), and carried to advertise for the township secretary position. A discussion was held on how long to accept the applications, interview the candidates and where the position will be advertised. The applications will be accepted until September 23, 2022 with the interviews being held the week of September 26, 2022. The position will be advertised in the Scranton Times, on our website, and on Indeed. ON MOTION duly made (Peirce), seconded (Willson) and carried to advertise for secretary, accept applications until September 23, 2022 and interview during the week of September 26, 2022

Appointment of Interim Township Secretary:

ON MOTION duly made (Andreoli), seconded (Peirce), and carried (4-0), Chairwoman Kearney abstained, to appoint Melissa Kearney as interim secretary until we can accept applications and interview for the position. Prior to voting, Supervisor Peirce asked if the board could ask Zoning secretary, Dawn Coco, to help Missy during this transition. Dawn was asked by Vice Chairwoman Williams if she would be willing to help and her reply was yes, we work together. Vice Chairwoman Williams announced that she would reach out to the auditors to set the rate of pay for Chairwoman Kearney as secretary and Supervisor Willson as part-

time road worker. Roz Davis asked who the Right to Know officer would be. Vice Chairwoman Williams replied the alternate (Dawn Coco) would be the Right to Know officer. Roz Davis also asked who would be handling the CDL program. A discussion was held regarding the appointment of the CDL administrator being voted on. ON MOTION duly made (Willson), seconded (Andreoli) and carried (4-0) Chairwoman Kearney abstained, to appoint Melissa Kearney as the administrator for the CDL program. Roz Davis asked if the agenda would need to be amended to make this appointment. A discussion was held with the decision being made that the agenda could stand as it was since this position is part of the secretarial duties.

PLANNING COMMISSION:

Vice Chairwoman Williams read the report as submitted. A discussion was held on the possibility of an automotive repair center/tire replacement center being constructed. MaryLou advised only a sketch plan has been submitted so far. ON MOTION duly made (Willson), seconded (Peirce) and carried to approve the minor subdivision plan submitted by F&L Realty. ON MOTION duly made (Peirce), seconded (Kearney) and carried to accept the planning commission report.

BUILDING INSPECTOR:

David Lamm reviewed his monthly report. He reported the death of the assistant building inspector, Ed St. Hart. He is now looking for a third-party inspection agency to complete the plan review, commercial electric, and ADA inspections. ON MOTION duly made (Peirce), seconded (Willson), and carried to accept the Building Inspector's monthly report as presented.

ZONING CODE ENFORCEMENT OFFICER:

David Hall reviewed his monthly report. A discussion was held regarding digital signs and the possibility of amending the zoning ordinance. David also stated that he has been working with the residents to try to rectify their zoning issues instead of just citing them. The board thanked him for the work he has completed thus far.

Zoning Office Solicitor:

A discussion was held on the need for a zoning attorney and allowing David to meet with attorneys to interview them. ON MOTION duly made (Willson), seconded (Andreoli), and carried to allow David to hire an attorney he feels comfortable with at an hourly rate, no greater than, One Hundred Fifty Dollars (\$150.00) per hour with a retainer of (3 hours) Four Hundred Fifty Dollars (\$450.00). ON MOTION duly made (Peirce), seconded (Andreoli) and carried to accept the Zoning Code Enforcement Officer's report as submitted.

ENGINEER:

Mary Lou Butler reviewed her monthly report.

2022 Roadway Improvement Project – Langan Road: has begun with the cutting down of trees. Everything has been submitted to DCED.

2022 LSA Grant Application (Resolution 2022-13): A discussion was held regarding the LSA grant application and the amount of money we were looking to receive. We are hopeful to pave three (3) dirt roads (Richland Drive, Havenstrite Lane, and Legg's Road) in the township. MaryLou read Resolution 2022-13, requesting \$568,762.43 for the LSA Grant of Monroe County. ON MOTION duly made (Willson), seconded (Andreoli) and carried to adopt Resolution 2022-13 with the following changes: Vicki Williams will sign as the Vice-Chair and Melissa Kearney will sign as acting secretary. ON MOTION duly made (Peirce), seconded (Willson), and carried to accept the Engineer's report as submitted.

SOLICITOR: Attorney Wolff had nothing to report.

DIRECTOR OF PUBLIC WORKS:

Recycling Grant Application: Supervisor Peirce would like to add a shredder in the recycling grant.

ON MOTION duly made (Peirce), seconded (Willson) and carried to apply for the Recycling Grant.

Supervisor Peirce also thanked Dawn for the work she did on the electronic recycling sign. A discussion was held on the cost of the items being taken at the recycling event and on allowing residents of Eagle Lake to partake in the electronics recycling event since they own property in the township. ON MOTION duly made (Willson), seconded (Kearney) to accept the Director of Public Works report.

ROADMASTER:

Tom Hall reviewed his monthly report and mentioned the internet has been installed at the garage. ON MOTION duly made (Peirce) seconded (Willson) and carried to accept the Roadmaster's monthly report.

MOFFAT MAINTENANCE:

Vice Chairwoman Williams read the monthly report. A discussion was held on the need for good fill at the estate and where we can get it. ON MOTION duly made (Kearney), seconded (Andreoli), and carried to accept the Moffat Maintenance monthly report.

POLICE DEPARTMENT:

Patrolman Bastek reviewed the monthly report. The police department is requesting the purchase of a shredder with oil. ON MOTION duly made (Willson), seconded (Andreoli) to allow Chief Bastek to purchase a shredder with oil for the police department. ON MOTION duly made (Andreoli), seconded (Willson), and carried to accept the Police Department's monthly report.

RECREATION COMMITTEE: No report submitted

SEWAGE ENFORCEMENT OFFICER:

Vice Chairwoman Williams read the monthly report. ON MOTION duly made (Willson), seconded (Kearney), and carried to accept the Sewage Enforcement Officer's report.

NEW BUSINESS:

Moffat Trust re: Moffat Estate Repairs:

Chairwoman Kearney will be submitting a report to the Moffat Trust with the repairs that we have made and will be making in the future. She will also include the cost of heating fuel for the mansion during the winter months.

Budget Workshop Dates:

Chairwoman Kearney reported the following dates for the budget workshops:

Monday, September 12th at 6 p.m.

Monday, October 17th at 6 p.m.

Budget proposal will be presented to the public at the November 1st regular monthly meeting (if all goes well during the workshops);

Budget adoption at the December 6th regular monthly meeting.

ON MOTION duly made (Andreoli), seconded (Willson) and carried to advertise the budget workshops as follows: September 12th at 6 p.m., October 17th at 6 p.m., and present the budget on November 1st meeting.

OLD BUSINESS:

DCED audit: There was no update on the DCED audit. There was some confusion with the DCED audit and the Single Audit. Treasurer Patton will reach out to the accountant regarding the Single Audit.

CORRESPONDENCE: Vice-Chairwoman Williams reviewed the EMS monthly report for July.

SUPERVISOR'S COMMENTS: None

PUBLIC COMMENT:

Dave Lamm questioned the status of Roger Altemeyer. Atty. Wolff reported Mr. Altemeyer did make an offer and the supervisors are considering it. Dave also commented on the landscaping in Golden Oaks and the effect on our township roads. A discussion was held on the need for swales. MaryLou mentioned there may be an NPDES permit for that development and any plans that were submitted with the permit cannot be changed. A discussion ensued on the process of reviewing the NPDES permit and the enforcement of it. Tom Hall will check the status of this and, if needed, MaryLou will locate the permit.

ADJOURNMENT:

ON MOTION duly made (Willson), seconded (Andreoli), and carried to adjourn at 8:27 pm.

Respectfully submitted,
Melissa Kearney, Interim Secretary

APPROVED: 10/4/2022