

**COVINGTON TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 3, 2023**

The Covington Township Board of Supervisors held their Organizational Meeting on Tuesday, January 3, 2023, at 7:00 p.m., at the Moffat Estate, 20 Moffat Drive, Covington Township, PA

There were present: Supervisor Melissa Kearney, Supervisor Vicki Williams, Supervisor F. Marshall Peirce, Supervisor Wanda Andreoli, Supervisor William Willson, and Joel M. Wolff, Esquire.

The meeting was opened with a Pledge of Allegiance led by Temporary Chairman, William Willson.

TEMPORARY SECRETARY: Temporary Chairman Willson appointed Melissa Kearney as temporary secretary.

PUBLIC COMMENT: There was no public comment.

AGENDA: The agenda was accepted as presented.

CHAIR-PERSON: ON MOTION duly made (Williams), seconded (Andreoli), and carried to re-appoint Melissa Kearney Chairwoman. Chairwoman Kearney took over the meeting.

VICE CHAIR-PERSON: ON MOTION duly made (Andreoli), seconded (Willson), and carried to re-appoint Vicki Williams Vice Chairwoman.

SECRETARY: ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney Secretary.

TREASURER: ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Diana Patton of Stonehouse Financial Treasurer.

SOLICITOR: ON MOTION duly made (Andreoli), seconded (Peirce), and carried 4-1 to appoint Joel M. Wolff, Esquire, Solicitor. Supervisor Willson voted no.

VACANCY BOARD CHAIR-PERSON: ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint John Brostoski, Vacancy Board Chairman.

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

UCC COMMERCIAL INSPECTOR: ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Jason Humenanski, (BHW Construction Consultation Services, Inc) as UCC Commercial Inspector.

ZONING CODE ENFORCEMENT OFFICER: ON MOTION duly made (Andreoli), seconded (Williams), and carried to re-appoint David Hall as Zoning Code Enforcement Officer.

ZONING CODE ENFORCEMENT OFFICER SOLICITOR: ON MOTION duly made (Williams), seconded (Andreoli), and carried to re-appoint Robert Shiels, Esquire ZCEO Solicitor.

CODES ENFORCEMENT OFFICER: ON MOTION duly made (Willson), seconded (Andreoli), and carried to appoint David Hall Codes Enforcement Officer. A brief discussion was held on the need to appoint a Codes Enforcement Officer when we have already appointed a Zoning Codes Enforcement Officer.

EMERGENCY MANAGEMENT COORDINATOR: This position is currently Vacant.

ENGINEER: ON MOTION duly made (Andreoli), seconded (Willson), and carried to re-appoint Mary Lou Butler, Engineering Surveying Consultants & Design, Inc. Township Engineer.

ALTERNATE / PROJECT ENGINEER: ON MOTION duly made (Peirce), seconded (Williams), and carried to appoint Brick Lindner alternate engineer.

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

ALTERNATE RIGHT TO KNOW OFFICER: ON MOTION duly made (Andreoli), seconded (Peirce), and carried to appoint William Willson as Alternate Open Records Officer/Right to Know Officer. Supervisor Willson abstained.

FLOOD PLAIN ADMINISTRATOR: ON MOTION duly made (Williams), seconded (Willson), and carried to re-appoint David Lamm Flood Plain Administrator.

PLANNING COMMISSION SECRETARY: ON MOTION duly made (Willson), seconded (Peirce), and carried 4-1 to appoint Mindy Hughes Planning Commission secretary. Supervisor Kearney abstained.

ZONING HEARING BOARD SECRETARY: Currently Vacant.

ZONING OFFICE SECRETARY: ON MOTION duly made (Williams), seconded (Andreoli), and carried to re-appoint Dawn Coco secretary to the Zoning Office.

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

ZONING HEARING BOARD SOLICITOR: ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Daniel L. Penetar, III, Esquire solicitor to the ZHB.

SEWAGE ENFORCEMENT OFFICER: ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Gary Enslin, SEO.

ALTERNATE SEO: ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint Paul Kosik, alternate SEO.

POLICE CHIEF: ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Robert Bastek, Sr. as police chief.

FULL TIME POLICE: ON MOTION duly made (Williams), seconded (Andreoli), and carried to rehire Frank Ciannella, Robert Bastek, Jr., and Brian Layland (summers only) as full-time police officers.

PART TIME POLICE: ON MOTION duly made (Peirce), seconded (Willson), and carried to rehire Chriss Grube and David Burrier as part time police officers.

PART TIME POLICE SECRETARY: ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Mary Kizer as part-time police secretary.

SCHOOL RESOURCE OFFICER (SRO): ON MOTION duly made (Willson), seconded (Peirce), and carried to rehire Brian Layland as SRO.

PAVILION MANAGER: ON MOTION duly made (Willson), seconded (Andreoli), and carried to appoint Melissa Kearney Pavilion Manager. Chairwoman Kearney stated she would like to advertise this position on the website to seek applicants for this position. She will maintain this position until an alternate is found.

SENIOR CENTER COORDINATOR: ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Barbara Belasky as Senior Center Coordinator.

SUPERVISOR LIAISONS: ON MOTION duly made (Willson), seconded (Andreoli), and carried to appoint the following liaisons: Roads, Marshall Peirce; Police, William Willson; Planning, Wanda Andreoli; Zoning, Vicki Williams; and Sewer, Melissa Kearney.

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 Tom Hall as Roadmaster.

DELEGATE & ALTERNATE DELEGATE TO LACKAWANNA COUNTY TAX COLLECTION COMMITTEE: ON MOTION duly made (Willson), seconded (Andreoli), and carried to appoint Vicki Williams, delegate; Marshall Peirce, 1st Alternate and Wanda Andreoli, 2nd Alternate to the LCTCC.

DEPOSITORY: ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint FNCB and PLGIT Township depositories and to allow seated supervisors and the Treasurer to sign checks.

VACANCIES ON BOARDS:

PLANNING COMMISSION MEMBER: ON MOTION duly made (Andreoli), seconded, (Willson), and carried to re-appoint Paul Schneider to a 5-year term on the Planning Commission.

SEWER BOARD MEMBER: ON MOTION duly made (Willson), seconded, (Williams), and carried to re-appoint Heather Zielinski to a 5-year term on the Sewer Authority.

ZONING HEARING BOARD MEMBER: ON MOTION duly made (Williams), seconded, (Peirce), and carried to re-appoint Thomas Quinnan to a 3-year term on the Zoning Hearing Board.

ALTERNATE ZONING HEARING BOARD MEMBER: Chairwoman Kearney stated that due to the resignation of the previous chair for the ZHB and the promotion of Thomas Quinnan from alternate to

member, there is (1) vacancy for alternate ZHB member. A letter of interest will be forthcoming from a resident who heard of the vacancy.

RECREATION COMMITTEE MEMBERS: Chairwoman Kearney asked for this to be tabled as the recreation committee is currently re-building after the COVID pandemic. The current board consists of 9 members, and 6 members have expiring terms in 2022, so she would like to set new terms for the recreation committee and to see if the members are still interested in being members.

RECYCLING COORDINATOR: ON MOTION duly made (Andreoli), seconded (Peirce), and carried to appoint Dawn Coco as the Recycling Coordinator.

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

DELEGATES:

DELEGATE TO STATE CONVENTION: ON MOTION duly made (Andreoli), seconded (Willson), and carried to appoint Melissa Kearney voting delegate, authorize Vicki Williams, Marshall Peirce, Wanda Andreoli, and Dawn Coco to attend the convention. ON MOTION duly made (Williams), seconded (Willson), and carried to authorize payment of allowable expenses (hotels, meals (no alcohol), mileage, and workshops for attending the PSATS Convention.

DELEGATE TO LACKAWANNA COUNTY COG: ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Melissa Kearney as delegate to the Lackawanna County Council of Governments.

DELEGATE TO NORTH POCONO COG: ON MOTION duly made (Andreoli), seconded (Willson), and carried to appoint Marshall Peirce as delegate to the North Pocono Council of Governments.

AGRICULTURE AREA ADVISORY COMMITTEE SUPERVISOR: ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Melissa Kearney as Agriculture Area Advisory Committee Supervisor. A brief discussion was held on what the agriculture area advisory committee is.

CDL DRUG & ALCOHOL PROGRAM CONTACT PERSON: ON MOTION duly made (Andreoli), seconded (Willson), and carried to re-appoint Melissa Kearney as CDL Drug & Alcohol Program contact person.

FIRE COMPANY:

COVINGTON FIRE COMPANY: Chairman Kearney read Resolution 2023-01, regarding the Covington Independent Fire Co. ON MOTION duly made (Willson), seconded (Andreoli), and carried to adopt Resolution 2023-01 Fire Company Resolution.

FIRE COMPANY OFFICERS & FIRE POLICE: The 2023 Executive Officers list and Line Officers list were read. Chairwoman Kearney also mentioned that as of the date of the list being submitted, the Fire Company had 257 calls, year to date.

ESTABLISH REGULAR MONTHLY MEETING DATES: ON MOTION duly made (Willson), seconded (Williams), and carried to hold the Regular Monthly Meetings of the Board on the first Tuesday of each month at 7 p.m. at the Moffat Estate. Chairwoman Kearney read the meeting dates for the public and announced that the actual dates will be advertised.

ESTABLISH REGULAR MONTHLY WORKSESSION DATES: ON MOTION duly made (Williams) and seconded (Andreoli), and carried to hold the Regular Monthly Work Sessions of the Board on the last Tuesday of each month at 7 p.m. at the Moffat Estate. Chairwoman Kearney read the work session dates for the public as there were 2 months where the work session will not be held.

ESTABLISH TIME LIMIT FOR PUBLIC COMMENT: ON MOTION duly made (Kearney), seconded (Andreoli), and carried to establish a 3-minute time limit for public comment, with exceptions for longer comments to be allowed at the discretion of the Board of Supervisors.

FEES FOR HEARINGS: ON MOTION duly made (Williams), seconded (Willson), and carried to keep all fees for hearings the same as adopted by Resolution 2022-05.

EMPLOYEE HOLIDAYS: Chairman Kearney read the employee holiday list. ON MOTION duly made (Williams), seconded (Andreoli), and carried to approve the holidays for employees as read. Chairwoman Kearney abstained.

TREASURER'S BOND: ON MOTION duly made (Williams), seconded (Andreoli), and carried to increase the treasurer's bond to two million dollars (\$2,000,000.00).

SALARIES & FEES & HOURLY RATES (Effective January 1, 2023):

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

ATTORNEYS: ON MOTION duly made (Williams), seconded (Andreoli), and carried to approve the rate of \$160 per hour for the Township Solicitor; \$150 per hour for the Zoning Solicitor; \$150 per hour for the ZHB Solicitor; and \$150 per hour for the Planning Commission Solicitor.

BUILDING INSPECTOR: ON MOTION duly made (Kearney), seconded (Williams), and carried to set the building inspector fee at 80% of receipts and 70% for lot 5 in the Industrial Park. Chairwoman Kearney stated this is nearing completion.

SECRETARY: Chairwoman Kearney stated this will be set by the board of auditors at their re-organization meeting tomorrow evening.

TREASURER: The treasurer is under a month-to-month contract. This will be tabled until the monthly meeting next week.

POLICE DEPARTMENT: ON MOTION duly made (Willson), seconded (Andreoli), and carried to increase police chief Robert Bastek to \$28.60 per hour; full-time officer Frank Cianella to \$24.20 per hour; full time officer Robert Bastek, Jr. to \$24.20 per hour; full time officer Brian Layland (summer's only) to \$26.00 per hour; part time officer Chriss Grube to \$23.50 per hour; part time officer David Burrier to \$22.00 per hour; part time police secretary Mary Kizer to \$16.50 per hour; increase the uniform allowance for full time officers to \$700 and the part time officers to \$300. The School Resource Officer, Brian Layland is under contract with the school district at a rate of \$26 per hour.

DEPARTMENT OF PUBLIC WORKS: Chairwoman Kearney stated the board of auditors will set the hourly rate for DPW Director, Marshall Peirce. ON MOTION duly made (Williams), seconded (Willson), and carried to increase roadmaster Tom Hall to \$30 per hour; table the hourly rate for road worker Chris Balish until he returns to work; full time worker Justin Musgrave to \$22 per hour; full time worker Donald Cook to \$24.20 per hour; estate maintenance Jay Hallock to \$23.10 per hour; part time estate/road worker Robert VanBrunt to \$17 per hour; part time road worker Fred Depew will remain at \$15.54 per hour and part time road worker Phil Setzer will remain at \$20 per hour.

ZONING & ZONING HEARING BOARD: ON MOTION duly made (Andreoli), seconded (Williams), and carried to increase the zoning officer David Hall to \$27.50 per hour; zoning secretary Dawn Coco to \$24.20 per hour; zoning hearing board secretary, currently vacant however if a member of the ZHB takes the office of secretary they will receive an additional \$25 per meeting; ZHB voting members will receive \$25 per meeting and \$50 per hearing.

SEWAGE ENFORCEMENT OFFICER: ON MOTION duly made (Willson), seconded (Andreoli), and carried to pay the SEO per the fee schedule already in place.

PLANNING COMMISSION SECRETARY: ON MOTION duly made (Williams), seconded (Andreoli), and carried to keep the Planning Commission Secretary pay at \$250 per month. Chairwoman Kearney abstained.

NORTH POCONO SENIOR CENTER COORDINATOR: ON MOTION duly made (Andreoli), seconded (Willson), and carried to increase the North Pocono senior center coordinator Barb Belasky to \$20 per hour.

PAVILION MANAGER: Chairwoman Kearney stated the board of auditors will set the hourly rate for the pavilion manager.

PUBLIC COMMENT: *There was no public comment.*

ON MOTION duly made (Williams), seconded (Willson), and carried to adjourn at 7:50 p.m.

*Respectfully submitted,
Melissa Kearney, Secretary*

APPROVED: 1.10.2023
