

**COVINGTON TOWNSHIP SUPERVISORS  
REGULAR MONTHLY MEETING  
DECEMBER 6, 2022**

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, December 6, 2022 at 7 p.m. at the Covington Township Municipal building, Moffat Estate, 20 Moffat Drive, Covington Township, PA 18444.

There were present: Chairwoman Melissa Kearney, Vice Chairwoman Vicki Williams, Supervisor William Willson, Supervisor Wanda Andreoli and Attorney Joel Wolff. Supervisor Marshall Peirce was absent.

Also present were: Police Chief Robert Bastek, Engineer Mary Lou Butler, and Road Master Thomas Hall.

**Agenda:** Chairwoman Kearney asked for a motion to add the following items to the agenda: (3) Bills to be added to the bill list for approval Wayco payment # 1 and payment # 2 for Langan Road and EZ Flow Plumbing and Heating furnace replacement at the recycling center; a motion to advertise the January 2023 re-organization meeting and regular monthly meeting along with the auditors re-organization meeting; a recommendation received by the Covington Township Sewer Authority to remove a board member; promoting probationary employee Donald Cook to permanent employee with pay raise; and Resolution 2022-18 for a Storm water grant. ON MOTION, duly made (Willson) seconded (Williams) and carried to add the above mentioned items to the agenda. ON MOTION, duly made (Williams) seconded (Willson) and carried to accept the amended agenda.

**Announcements:** An executive session was held today, December 6, 2022 at 6:15pm to discuss personnel discipline.

**Public Comment:** Roz Davis thanked Tom Hall and the road crew for taking down a tree that was hanging over the road. She also questioned the reason for the executive session held on November 21<sup>st</sup>. Chairwoman Kearney explained it was for social security benefits.

**Minutes:** ON MOTION duly made (Willson), seconded (Williams) and carried to accept the minutes of the November 1, 2022, regular meeting, and the November 29, 2022 work session.

**Bills:** Supervisor Willson questioned the ABC Fuel bills. Chairwoman Kearney clarified the bill for twenty-eight hundred dollars was for the mansion and the eighteen hundred dollar bill was for the Wonderful Art Studio that we would be paying. Chairwoman Kearney also explained the additional bills to be approved included Wayco payment # 1 in the amount of \$941,223.22 for Langan Road; Wayco payment # 2 in the amount of \$49,538.06 which will be the final payment for Langan Road and EZ Flow Plumbing and Heating in the amount of \$4,302.00 for the new furnace at the recycling center. MaryLou Butler recommended the board approve payment # 2 but hold the check until the final paperwork is received from Wayco. She also pointed out there was a change order with a deduction of \$93,223.72, bringing the total contract price to \$990,761.28. Supervisor Williams questioned the Scranton Times invoice. Chairwoman Kearney reviewed the invoice. Supervisor Willson questioned PMRS clarifying that we are back on track with our payments to PMRS (retirement). Chairwoman Kearney explained she has been in contact with a representative from PMRS to have them meet with our employees to answer questions regarding PMRS. ON MOTION duly made (Williams), seconded (Andreoli) and carried to pay the bills as presented.

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

**Administrative Actions:**

**Cancel December work session:** Chairwoman Kearney reported that past practice had been to cancel the December work session because it falls between the Christmas and New Year's holiday. ON MOTION, duly made (Williams) seconded (Andreoli) and carried to cancel the December work session.

**Change January 2023 meeting date:** The re-organizational meeting will be held on Tuesday, January 3, 2023 and usually the regular monthly meeting will be held immediately following. This would pose a problem for our Treasurer, so Chairwoman Kearney asked about changing the regular monthly meeting to the following Tuesday, January 10, 2023. ON MOTION, duly made (Willson) seconded (Williams) and carried to change the date of the regular monthly meeting to Tuesday, January 10, 2023 at 7pm.

**Advertise January meetings and auditor meeting:** Chairwoman Kearney advised that the meetings for January would have been advertised earlier this year, but since we are approaching the end of the year and changing the date of our regular monthly meeting in January, she would like a motion to advertise the meeting dates for January. She advised the auditors have also asked to have her advertise their meeting date in the paper. ON

MOTION, duly made (Williams) seconded (Andreoli) and carried to advertise the January re-organizational meeting dates of the board of supervisors, and the board of auditors, and the regular monthly meeting of the board of supervisors in the Scranton Times.

**Resolution 2022-14 ~ Act 57 of 2022 Amending Local Tax Collection Law:** Chairwoman Kearney read Resolution 2022-14. ON MOTION duly made (Willson) seconded (Williams) and carried to adopt Resolution 2022-14 Act 57 of 2022 Amending the Local Tax Collection Law.

**Resolution 2022-15 ~ Authorize Participation in the Federal Social Security Program:** Supervisor Willson read Resolution 2022-15. Chairwoman Kearney explained the township would need to adopt this resolution to allow all full time police officers the opportunity to either participate in paying into Social Security or stop paying into Social Security. Once adopted, the secretary will reach out to the social security liason who will meet with the full time police officers to explain their options with social security. ON MOTION duly made (Williams) seconded (Andreoli) and carried to adopt Resolution 2022-15 Authorize Participation in the Federal Social Security Program.

**Resolution 2022-16 ~ Adopt 2023 Budget:** Supervisor Andreoli read Resolution 2022-16. Roz Davis questioned budget line number 414.14. She remarked that at the budget work session, she requested a pay rate of \$100 per zoning hearing board member, per meeting and a laptop for the secretary. She was questioning where this money was placed in the budget. Chairwoman Kearney advised the pay rate would have been included with the line item previously mentioned and the board of supervisors had not agreed on the laptop as they are waiting until they appoint a secretary. Roz also questioned the \$7,500 for the spring clean-up not being in the proper line item on the budget. Supervisor Willson explained it was included under a different line item we just weren't sure which one. ON MOTION duly made (Willson) seconded (Williams) and carried to adopt Resolution 2022-16 Adopt 2023 Budget.

**Resolution 2022-17 ~ 2023 Tax Rate:** Supervisor Williams read Resolution 2022-17 explaining the 2023 tax rate and the breakdown of same. The tax rate for 2023 will remain at 10.25 mills with 8.25 mills being used for general purposes and 2.00 mills being used for fire protection purposes. ON MOTION duly made (Andreoli) seconded (Williams) and carried to adopt Resolution 2022-17 2023 Tax Rate.

**Express interest in County Comprehensive Plan:** Chairwoman Kearney explained the supervisors attended the planning commission meeting where the representatives from the county were available to explain the benefits of participating in the county comprehensive plan. ON MOTION duly made (Williams) seconded (Willson) and carried to express interest in participating in the county comprehensive plan.

**Recommendation of CTSA for removal of board member:** A letter was received from the Covington Township Sewer Authority recommending the board of supervisors remove board member Christopher Balish citing section 5610(f). ON MOTION duly made (Williams) seconded (Willson) and carried to remove CTSA board member Christopher Balish from the Covington Township Sewer Authority.

**Resignation of Ann Bentler, CTSA Office Manager:** A letter was read from Ann Bentler, Covington Township Sewer Authority Office Manager stating she will be resigning her position as office manager effective December 30, 2022 due to health reasons. ON MOTION duly made with regrets (Willson) seconded (Williams) and carried to accept the resignation of Ann Bentler.

**Resignation of Glenn Khoury, ZHB chair:** A letter was read from Glenn Khoury, Zoning Hearing Board Chairman, stating he will be resigning his position on the zoning hearing board as the chairman and member effective immediately. ON MOTION duly made with regrets (Willson) seconded (Andreoli) and carried to accept the resignation of Glenn Khoury, chairman of the Zoning Hearing Board.

**Appoint Tom Quinnan to ZHB:** A letter was read from Atty. Daniel Penetar, solicitor for the Zoning Hearing Board, stating the remaining 2 members of the zoning hearing board are recommending Tom Quinnan, alternate zoning hearing board member, as a permanent zoning hearing board member to replace Glenn Khoury. ON MOTION duly made (Andreoli) seconded (Williams) and carried to appoint Tom Quinnan as a voting member of the zoning hearing board.

**Hire Donald Cook as permanent full time road employee:** Chairwoman Kearney advised Donald Cook will be completing his 6 month probationary period on December 16<sup>th</sup>. She has been advised by Roadmaster Hall that Donald is a good worker and he recommends making him a permanent full time employee. ON MOTION duly made (Williams) seconded (Andreoli) and carried to promote Donald Cook to full time road employee with a pay rate of \$22/hour with benefits and PTO time.

**Donation to Griffin Pond Animal Shelter:** Chief Bastek spoke of a letter received from the Griffin Pond Animal Shelter requesting a donation for animals brought to the shelter. If a donation is not made, the shelter will not accept any stray dogs or they will charge a fee to the township for each animal received. ON MOTION duly made (Andreoli) seconded (Williams) and carried to donate Five Hundred Dollars (\$500) to the Griffin Pond Animal Shelter.

**Purchase Remarkable tablets for BOS:** Chairwoman Kearney spoke of the Remarkable tablet currently being used by our solicitor. Atty. Wolff gave an explanation of how the remarkable tablet works and the convenience of not having multiple papers for each meeting. Supervisor Williams advised the tablets would belong to the township, issued to each supervisor and upon exit of their office, the supervisor would return the tablet to the township to be given to their successor. The cost of each tablet would be \$300 plus the cost of accessories. ON MOTION duly made (Williams) seconded (Andreoli) and carried to purchase the remarkable tablets and accessories for each board supervisor. Chairwoman Kearney advised she was hopeful to have the tablets ready to go for the January meeting. Supervisor Andreoli questioned whether the zoning department would need one and the answer was no.

**Planning Commission:** Chairwoman Kearney reviewed the report. Supervisor Willson questioned the Beavers subdivision. MaryLou Butler advised that no further progress has been made as nothing has been submitted to the township. ON MOTION duly made (Williams) seconded (Andreoli) and carried to accept the Planning Commission report as reviewed.

**Building Inspector:** Chairwoman Kearney reviewed the building inspector's report. ON MOTION duly made (Willson) seconded (Williams) and carried to accept the building inspector's monthly report.

**Zoning Code Enforcement Officer:** David Hall, zoning code enforcement officer, reviewed his monthly report. He reported one property, a repeat offender, will probably be going to the magistrate. Roz Davis questioned the name of the property, but was advised that since it has not been served, the name will not be given. A proposal was received from Shepstone Management Company, Inc. in the amount of \$175/hour to work on our immediate zoning needs for the township since we are expressing interest in the county comprehensive plan. ON MOTION duly made (Willson) seconded (Williams) and carried to accept the proposal of Shepstone Management, Inc. ON MOTION duly made (Williams) seconded (Andreoli) and carried to accept the zoning code enforcement officer's monthly report as submitted.

**Engineer:** Mary Lou stated the single audit for Bocchicchio and Moffat Drive should be completed soon as she has been in contact with the CPA conducting the audit. She also discussed the PA Small Water and Sewer Program Grant. She would like to submit this grant for storm water work on Lehigh and Leggs Road. ON MOTION duly made (Willson) seconded (Andreoli) and carried to allow MaryLou to submit the PA Small Water and Sewer Program Grant with a total project cost of \$467,139.75 with a 15% local share match of \$70,071.75.

**Resolution 2022-18, PA Small Water and Sewer Program Grant:** ON MOTION duly made (Andreoli) seconded (Williams) and carried to adopt Resolution 2022-18, PA Small Water and Sewer Program Grant. ON MOTION duly made (Williams) seconded (Andreoli) and carried to accept the Engineer's monthly report.

**Solicitor:**

**Veneski tax appeal:** Atty. Wolff reported a tax appeal was filed for a property located at 44 Union Mill Road (Veneski). ON MOTION duly made (Williams) seconded (Willson) and carried to allow Atty. Wolff to enter a notice of appearance for the Veneski appeal.

**LBA NCC COMPANY XXIII LLC (Lot 4 Industrial Park) appeal:** Atty. Wolff recommends the township enter the stipulation accepting the tax assessment already accepted by the county and school district. ON MOTION duly made (Williams) seconded (Willson) and carried to enter into the stipulation.

**Bracey Stipulation:** The Township already approved the tax appeal for Bracey however, the school district wasn't happy with the assessment for 2023, so they went back and received a higher assessment. Atty. Wolff is looking for authority to sign the stipulation on behalf of the township. ON MOTION duly made (Willson) seconded (Andreoli) and carried to allow Atty. Wolff to sign the stipulation for the Bracey appeal.

ON MOTION duly made (Williams) seconded (Willson) and carried to accept the solicitor's monthly report as presented.

**Director of Public Works:** Supervisor Peirce, absent. Chairwoman Kearney reported an article for solar farms was placed in everyone's packet from Supervisor Peirce. Supervisor Willson also commented that Supervisor Peirce was looking at a roller he found on municibid that he and Roadmaster Hall would be going to look at.

**Roadmaster:** Tom Hall spoke about the roller he and Marshall will be looking at. A discussion ensued on the amount they were willing to spend on the roller. ON MOTION duly made (Willson) seconded (Williams) and carried to bid on the roller on municibid with a cap of \$20,000.00. He also reviewed his monthly report. He received a call from someone in Honesdale, asking if he wanted millings. We now have almost 30 loads of millings behind the firehouse. ON MOTION duly made (Williams) seconded (Willson) and carried to accept the roadmaster's report.

**Moffat Maintenance:** No report was submitted.

**Police Department:** Chief Bastek reviewed his monthly report. He also reported that beginning in 2024, the state will no longer have a contract with Donnelly for the paper citations, so the municipalities will be on their own to locate a company to purchase the citations from. Once we receive the computers for the cars, we will have the option to print citations from the vehicles, but we will need to purchase the printers. This will be discussed at a later date. ON MOTION duly made (Willson) seconded (Andreoli) and carried to accept the Police Department report.

**Recreation Committee:** Vice-Chair Williams reported the recreation committee is set to have the Pictures with Santa on Saturday. She thanked Bill Beavers, Missy, Wanda, and Wanda's daughter's for their assistance with decorating on Sunday evening. ON MOTION duly made (Willson) seconded (Williams) and carried to accept the Recreation committee monthly report.

**Sewage Enforcement Officer:** No report submitted.

**New Business:**

Chairwoman Kearney advised the lease with Wonderful Art Studio will be expiring at the end of this year and the tenant has advised via text message that she will not be renewing. In reviewing our records, it was discovered that the tenant has not paid her rent since August 2022, so she is violation of her lease. Atty. Wolff has emailed a letter to Wonderful informing her to vacate immediately. Nothing further has been heard, so it is unclear whether the emailed letter has been received.

**Old Business:** None.

**Correspondence:** A thank you letter has been received from the North Pocono Library thanking the township for the donation of \$500.00. An email was also received from a resident of Langan Road complimenting the job completed along with the courteousness of the engineer, Wayco, its subcontractors and our road crew.

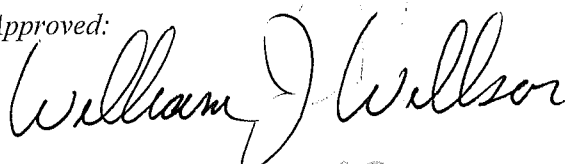
**Supervisor Comments:** Supervisor Andreoli questioned the use of jake breaks on Route 502. She was advised to call the state with her complaints.

**Public Comment:** None.

**Adjournment:** ON MOTION duly made (Willson) seconded (Williams) and carried to adjourn the meeting at 8:23 pm.

Respectfully submitted:  
Melissa Kearney, Secretary

Approved:

  
1-10-2023