

COVINGTON TOWNSHIP SUPERVISORS
MONTHLY MEETING
APRIL 4, 2023

The Covington Township Board of Supervisors held their monthly meeting on Tuesday, April 4, 2023 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 Marshall Peirce, Supervisor William Willson, and Attorney Joel Wolff. Supervisor Wanda Andreoli arrived during the public comment period at the beginning of the meeting.

Also present: Police Chief Robert Bastek, Building Inspector Dave Lamm, Township Engineer MaryLou Butler, and Roadmaster Tom Hall.

Absent: Zoning Code Enforcement Officer David Hall.

Agenda: Chairwoman Kearney added the following to the agenda: addition of (2) bills, (1) for ABC Fuel Oil in the amount of \$1,729 for fill at the Mansion, and (1) bill for Pocono Towing and Recovery in the amount of \$400.00 for the delivery of a sky-arm for the roof replacement at the township garage; and interviewing of applicants for the road department. ON MOTION duly made (Willson), seconded (Williams) and carried to add the above three (3) items to the agenda. ON MOTION duly made (Williams), seconded (Willson) and carried to accept the amended agenda. During the Municibid discussion, a motion was made to add the thumb to the list of items to be sold on Municibid. ON MOTION duly made (Willson), seconded (Peirce) and carried to amend the agenda to add the thumb to the list of items to be sold on Municibid.

Announcements: An executive session was held on Tuesday, March 28, 2023, immediately following the work session, to discuss personnel discipline.

Public Comment: Dan Naylor and Joe Cihokis of 611 Land Development/Onvo were present. They spoke about the update for the project at 79 RGM Drive. They are hopeful to meet with DEP for a PAC meeting within two (2) weeks to discuss the sewer issue; they will advise the township of this meeting when it is scheduled. They are asking for an additional extension of four (4) months for the proposed zone amendment which was originally scheduled to expire in April. After some discussion on the project status, the meeting was paused so the board of supervisors, along with the solicitor and the township engineer, could go into an executive session for 12 minutes. After the executive session, Chairwoman Kearney advised Mr. Naylor and Mr. Cihokis the board is willing to work with them but at the same time the board needs to protect the residents of the township, so it has been decided that the public hearing to address the proposed zoning amendment will be held on June 27th. A further discussion ensued. Atty. Wolff advised that the board will be holding them (611 Land Development/Onvo) to the representations they set forth at the public hearing held in October of 2022. ON MOTION duly made (Willson), seconded (Williams) and carried to advertise and hold the public hearing for the proposed zoning amendment for June 27, 2023 at 6:00 pm.

Minutes: ON MOTION duly made (Willson), seconded (Williams) and carried to accept the minutes of the March 7, 2023 monthly meeting, March 7, 2023 public hearing, and the March 28, 2023 work session.

Bills: ON MOTION, duly made (Peirce), seconded (Williams) and carried to pay the bills as presented along with the additional bills for ABC Fuel and Pocono Towing and Recovery. Chairwoman Kearney mentioned a bill that was presented last month for her mileage for training she attended in York. Although the bill was previously approved, there were only three (3) supervisor's present, so a quorum was not present to approve this payment as she abstained. ON MOTION duly made (Andreoli), seconded (Williams) and carried to pay the mileage for Missy. Chairwoman Kearney abstained from this vote.

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

Administrative Actions:

Open Bids for painting at the Moffat Mansion: Although the notice of sealed bids was placed following the advertising requirements of the second-class township code, only one sealed bid was received for this project. The bid was received on March 24, 2023 from Williams Painting. The bid was in the amount of \$450.00 per day on a time and material basis with Covington Township supplying all materials and cost of material rentals. ON MOTION duly made (Andreoli), seconded (Peirce) and carried to accept the bid from Williams Painting. Vice-chairwoman Williams abstained from this vote.

Advertise small dump truck and yellow tractor on Municibid: A discussion was held on whether the board wants to put a reserve bid on the items we are placing on Municibid and whether we would like to allow them to go to the highest bidder at the end of the auction or if we would like to vote on them at the next monthly meeting. Roadmaster Tom Hall stated the reserve amounts should be set as the following: the 2003 Ford F550 XLT Dump truck at \$5,000 and the Ford 515 Tractor at \$1,200. A discussion was held on placing the thumb on Municibid with a reserve of \$1,500.00. Prior to the thumb being voted on to add this to Municibid, a vote was taken to add this item to the agenda (the motion is listed under the agenda section). A discussion was held on advertising the auction with the website listed. ON MOTION duly made (Willson), seconded (Williams) and carried to place the tractor, truck, and thumb on Municibid with the reserves set for \$5,000 for the truck, \$1,200 for the tractor, and \$1,500 for the thumb to be sold to the highest bidder providing the reserve amounts are met.

Extend deadline for M-1 zone change: Previously discussed during public comment.

Advertise for STR ordinance change hearing: A discussion was held regarding a mix-up in the original date of April 17th for the new Short Term Rental Ordinance. After discussion it was decided to move the public hearing to Thursday, April 20, 2023 at 6:30pm, since it had not been previously advertised. ON MOTION duly made (Williams) seconded (Andreoli) and carried to advertise for the new Short Term Rental ordinance to be held on Thursday, April 20, 2023 at 6:30pm.

Police applicant recommendations: Chief Bastek is recommending Destiny Frisbie for the position of Full-time police officer. Destiny is currently attending the police academy with a scheduled graduation date of July 27th. Upon graduation, she will take her state certification test. Chief Bastek is recommending a paid internship for Destiny, as she won't be a police officer until she receives all her certifications. A discussion was held regarding her internship and status with the police department. An agreement was reached that Ms. Frisbie will remain a paid intern and will be trained behind the scenes at an hourly rate of \$20, until she receives her full certification as a police officer. Upon her receiving full certification, she will then become a full-time employee with the township beginning with the standard probationary period. She will also be receiving all the benefits offered to a full-time officer. An agreement will be signed between Ms. Frisbie and the township that she will remain an officer with Covington Township for a period of at least one year. ON MOTION duly made (Williams), seconded (Willson) and carried to hire Destiny Frisbie as a paid intern at \$20 per hour until she receives her credentials as a full-time police officer.

Advertise for part-time police officer: Chief Bastek would like to advertise for a part-time police officer, as there was one (1) applicant that was offered this position but declined due to family obligations. ON MOTION duly made (Willson), seconded (Andreoli) and carried to advertise for a part-time police officer in The Scranton Times for a period of two (2) weeks.

Probation ending for secretary: The probation period ended on April 3, 2023 for our secretary, Melissa Kearney.

Terminate SEO, Gary Enslin: ON MOTION duly made (Willson), seconded (Williams) and carried to terminate Sewage Enforcement Officer Gary Enslin.

Hire KBA Engineering, P.C.: ON MOTION, duly made (Williams), seconded (Andreoli) and carried to hire KBA Engineering, P.C. as the sewage enforcement officer. KBA has advised they will work with the township on the ongoing projects that are currently into Gary Enslin.

Resolution #2023-05: Chairwoman Kearney read Resolution #2023-05 with the updated On-Site Sewage Disposal System fees. ON MOTION duly made (Willson), seconded (Peirce) and carried to adopt Resolution #2023-05 On-Site Sewage Disposal System Fees.

Flooring at New Senior Center: Three bids were received for the new flooring at the new senior center. The bids included carpet tiles in the main room and the offices, LVT tile in the main entry and bathrooms, and a vinyl tile in the back hallway where the ramp is located. The bids are as follows: NP Flooring, \$13,396.60, however, if we chose an in-stock carpet tile, the cost would be \$12,881.80; BTM Flooring, \$10,430.00; and M. Abraham Floor Covering, LLC, \$12,837.00. ON MOTION duly made (Peirce), seconded (Williams) and carried to award the job to BTM Flooring at a cost of \$10,430.00.

Set Spring Clean-up dates: ON MOTION duly made (Willson), seconded (Andreoli) and carried to allow Roadmaster Hall to contact CCI for the dumpsters for spring clean-up scheduled for May 19th and 20th.

Amend December 6, 2022 approved minutes: Secretary/Chairwoman Kearney advised that after a further review of the recording from the December 6 2022 meeting, an argument could be had as to the words of “per” or “for”. With this being said she (Kearney) stated that she will put a note on the side of the minutes dated December 6, 2022 (as they are already placed in the permanent meeting book) to reference the minutes of this meeting for the correction made in those minutes. Under the section title “Resolution 2022-16 ~ Adopt 2023 Budget” of the December 6, 2022 minutes, the sentence which starts with “She remarked” should read as follows “She remarked that at the budget work session, she requested a pay rate of \$1,000 for zoning hearing board members, secretary \$500 and possibly a laptop for \$500”. Chairwoman Kearney mentioned this change is only pertaining to the comments made by Roz Davis, not the decision made by the board.

Planning Commission: No meetings were held. Mendola Associates, engineers for Fischer Brothers, were present to discuss the changes with their plans and the recommendation from the planning commission. Fischer Brothers are looking to put up a pole barn with lot improvements. A discussion ensued on the items that are still needed to reach approval and the waiver of a land development agreement. ON MOTION duly made (Peirce), seconded (Andreoli) and carried to waive the land developer’s agreement and sign the plans once the contingencies are met.

Building Inspector: Dave Lamm reviewed his monthly report. ON MOTION duly made (Peirce), seconded (Williams) and carried to accept the building inspector’s monthly report.

Zoning Code Enforcement Officer: Chairwoman Kearney reviewed the zoning code enforcement officer’s report. ON MOTION duly made (Williams), seconded (Andreoli) and carried to accept the zoning code enforcement officer’s report.

Engineer: The monthly report was submitted to the board, there is nothing further to report. ON MOTION duly made (Willson), seconded (Peirce) and carried to accept the engineer’s monthly report.

Solicitor: Atty. Wolff reported the short-term rental ordinance has been revised. ON MOTION duly made (Willson), seconded (Andreoli) and carried to accept the solicitor’s monthly report.

Director of Public Works: Nothing further to report.

Roadmaster: Roadmaster Tom Hall reviewed his monthly report. The roof on the municipal garage has been replaced and the lean-to has also been constructed. Chairwoman Kearney commended the road department on their work this year during the snow and windstorms. A discussion was also held regarding interviews for two (2) applicants for the road department. Secretary Kearney will contact the applicants and schedule the interviews. ON MOTION duly made (Williams), seconded (Andreoli) and carried to accept the roadmaster’s monthly report.

Moffat Maintenance: No report received.

Police Department: Chief Bastek reviewed his monthly report. As of March 31st, the police department has handled 537 service calls. ON MOTION duly made (Andreoli), seconded (Peirce) and carried to accept the police chief’s monthly report.

Recreation Committee: Chairwoman Kearney reported the Community Easter Egg Hunt was a huge success with beautiful weather. ON MOTION duly made (Williams), seconded (Andreoli) and carried to accept the recreation committee report.

Sewage Enforcement Officer: No report received.

New Business: The auditors have completed their annual report and found the books to be in order. They have made a few recommendations to the board of supervisors. The completion of the report has been advertised in the paper, has been submitted to DCED and is available at the township office.

Old Business: None.

Correspondence: A meet and greet with Senator Rosemary Brown will be held on Wednesday evening, April 19th from 6-7pm at Mendicino's. This meet and greet will be for Municipal Leaders and First Responders.

Supervisor Comments: Chairwoman Kearney reminded everyone there will be no work session held in April, as four (4) supervisors will be attending the PSATS annual conference in Hershey. She also mentioned she received a call from a resident looking to start a Roadside clean-up of the roads within our township starting with Center Street on Saturday, May 6th. Volunteers will be needed. She has spoken with the police chief and roadmaster about this.

Public Comment: Roz Davis questioned the need for a motion for the amendment of the December 6, 2022 minutes which was previously mentioned by one of the supervisors. Chairwoman Kearney stated a motion was not needed, as the amendment will be reflected in this month's meeting and the minutes of this meeting (along with the amendment) will be voted on at next month's meeting.

Adjournment: ON MOTION duly made (Williams) seconded (Andreoli) and carried to adjourn the work session at 8:52 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved: 5-2-2023

