

COVINGTON TOWNSHIP SUPERVISORS
REGULAR MONTHLY MEETING
NOVEMBER 1, 2022

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, November 1, 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 Marshall Peirce, Supervisor William Willson, and Attorney Samantha Hazen. Supervisor Wanda Andreoli and Attorney Joel Wolff were absent.

Also present were: Treasurer Diana Patton, Police Chief Robert Bastek, Engineer Mary Lou Butler, Building Inspector David Lamm, and Road Master Thomas Hall.

Agenda: MaryLou Butler explained the "Lot #5 ~ release balance of escrow account" should actually be for the release of the bond/construction guarantee. She explained that the BOS can consider the escrow account also, but they would want to be sure that any outstanding invoices are paid prior to closing the escrow account. A motion was made later in the meeting (prior to the motion for the release of the construction guarantee/bond) to amend the agenda. ON MOTION duly made (Williams) seconded (Willson) and carried to accept the agenda amendment of Lot #5 ~ release balance of escrow account to state Lot #5 release construction guarantee/bond.

Announcements: There were no announcements.

Public Comment: Roz Davis made a request that since the residents have a right to attend all public meetings any future meetings should not overlap each other.

Minutes: ON MOTION duly made (Willson), seconded (Peirce) and carried to accept the minutes of the October 4, 2022, regular meeting, the October 25th work session, the notes from the 79 RGM Drive Re-Zone Public Hearing and the Five C's Realty LLC, conditional use public hearing.

Bills: Chairwoman Kearney stated the bill for Edwards Business Solutions was voided because the township switched to a different copier company, therefore the bills will be reduced by \$241.13. Vice-Chair Williams questioned the Gotta Go Potties bill. It was explained that the potty will be removed for winter, but the playground is still getting used due to the nice weather. ON MOTION duly made (Peirce), seconded (Williams) 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:

Repository Sales: There are two (2) repository sales, both located in Eagle Lake. Mark Holochuck requesting the property located at A2-89 Adventure Avenue for bid amount of \$2,744.70 plus fees and Ildiko Julia Lovasz requesting the property located at Fiesta Drive, R3-320 for the bid amount of \$2,041.00 plus fees. ON MOTION duly made (Willson), seconded (Williams) and carried to allow the two repository sales.

Advertise proposed budget: ON MOTION duly made (Peirce) seconded (Williams) and carried to advertise the proposed budget for 2023.

Planning Commission: Chairwoman Kearney reported the Planning Commission did not meet in October, so there was no report.

Building Inspector: David Lamm reviewed his monthly report. He also reported that he did inspect Five C's Realty, LLC apartment building, they do have smoke detectors and he asked the owner to have an electrician check the GFI for one kitchen. He also stated that Joe DeScipio was there, he will let the owners know what is needed to bring the building up to code. He also received a letter from Portman Industrial, they will be selling the building in the Industrial Park and would like to keep the current building permit in place. 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 monthly report. ON MOTION duly made (Willson) seconded (Williams) and carried to accept the zoning code enforcement officer's monthly report as submitted.

Update zoning: Chairwoman Kearney reported there is a meeting scheduled with Tom Shepstone on November 10th to discuss updating the zoning for the township.

Engineer: Mary Lou reviewed the construction at Lot #5 Industrial Park. The work has been completed, other than some grass that is still to grow, but she has submitted a letter requesting the release of the construction guarantee/bond. ON MOTION duly made (Peirce) seconded (Willson) and carried to release the construction guarantee/bond. Mary Lou suggested waiting at least one month before releasing the escrow to be sure all invoices are in and have been paid. She also reported on the Langan Road project. If the weather holds out, they will hopefully be able to start the overlay pavement. ON MOTION duly made (Willson) seconded (Williams) and carried to accept the engineer's report.

Solicitor: Attorney Samantha Hazen stated that a check in the amount of \$6,250.00 was received from Roger Altemier for the Union Mill storm water repair. This matter is now considered closed. ON MOTION duly made (Williams) seconded (Willson) and carried to accept the solicitor's monthly report.

Director of Public Works: Supervisor Peirce reported he will be picking up twenty (20) trees we received from a grant on Thursday November 3rd and they will be planted at the estate on Friday, November 4th. He also reported that the Langan Road project is coming along very well. Our big loader is getting repaired. ON MOTION duly made (Williams) seconded (Willson) and carried to accept the Director of Public Works report.

Roadmaster: Tom Hall reported they are working on the Freytown Road, when possible. They are preparing the trucks for winter and they have re-decked and rewired the equipment trailer. They have also repaired the Ford 515 tractor and they have been shown how to use the tar buggy when we receive it. ON MOTION duly made (Williams) seconded (Peirce) and carried to accept the roadmaster's report.

Moffat Maintenance: No report was submitted, however, Chairwoman Kearney reported that Jay advised her that they began digging the holes dug in preparation for the trees on Friday.

Police Department: Chief Bastek reviewed his monthly report. He asked that the BOS set the pay rate for part-time, per diem officer, David Burrier. ON MOTION duly made (Willson) seconded (Williams) and carried to set the pay rate for part-time per diem David Burrier at \$20 per hour. ON MOTION duly made (Willson) seconded (Peirce) and carried to allow David Burrier to purchase a uniform capped at \$300.00. ON MOTION duly made (Peirce) seconded (Williams) and carried to accept the Police Department report.

Recreation Committee: Vice-Chair Williams reported the recreation committee met on October 20th. They are preparing for pictures with Santa on December 10th from 12-3 p.m. They also reorganized and appointed officers. ON MOTION duly made (Peirce) seconded (Willson) and carried to accept the Recreation committee monthly report.

Sewage Enforcement Officer: Chairwoman Kearney reviewed the sewage enforcement officer's monthly report. ON MOTION duly made (Peirce) seconded (Williams) and carried to accept the sewage enforcement officer's report as submitted.

New Business:

Zoning Hearing Board quarterly minutes: The quarterly meeting minutes from April 7, 2022 were reviewed. ON MOTION duly made (Williams) seconded (Willson) and carried to accept the quarterly meetings for the zoning hearing board.

Zoning Hearing Board letter: A letter from the zoning hearing board dated October 10, 2022 was reviewed. Chairwoman Kearney questioned Roz Davis on the minutes from the last meeting and also asked if one of the zoning hearing board members would take the role of secretary. Roz stated that no one on the zoning hearing board wants to be the secretary and that they don't have the experience of doing the hearings, etc. Roz was then questioned on a previous statement she made, where she stated that the zoning hearing board lost access to the computer, she clarified that in the past, the zoning secretary was also the zoning hearing board secretary and the system was shared. Since the zoning secretary is no longer the zoning hearing board secretary, they no longer have access to this system. It was then questioned on the zoning secretary completing zoning hearing board work while working as the zoning secretary and Roz stated the zoning hearing board secretary would stay late to work on the zoning hearing board minutes, etc. In the letter, the zoning hearing board stated that they voted unanimously to hire Melinda Musso as the zoning hearing board secretary. Chairwoman Kearney asked for the board's opinion on this, with all members stating no.

Chairwoman Kearney reported the board of supervisors was not accepting the recommendation of the zoning hearing board because Melinda was recently terminated from employment with the township. The Board of Supervisors is speaking with other candidates for this position. A conversation ensued on the availability of using the zoning computer and the limited access of the computer. Roz was informed the office is open daily and if the zoning hearing board is in need of something from the zoning computer, they should reach out to the zoning secretary for assistance. Roz was concerned on being able to access the information on the zoning computer and questioned the knowledge of the zoning secretary having access to the files.

Auditor's meeting minutes October 24, 2022: The minutes from the auditor's meeting were reviewed. They set the working supervisor's pay rate as secretary, at a yearly salary at \$47,500 with comp time given for hours worked over 40 hours per week.

County Comprehensive Plan: All supervisors have been invited to attend the Planning Commission meeting on Wednesday, November 16, 2022 at 7 p.m. This meeting will be an informational meeting only for the board of supervisors and the planning commission members to listen to Mary Liz Donato speak about the county comprehensive plan.

Old Business:

Single DCED Audit: Murphy, Dougherty & Company has sent a proposal to complete the single audit for the Moffat Drive and Bochicchio Blvd grants. They will complete the audit in December. Treasurer Patton asked MaryLou if there would need to be an audit done on the Langan Road project once complete. The answer was yes. ON MOTION duly made (Peirce) seconded (Williams) and carried to allow Murphy, Dougherty, & Company to complete the single audit for the Moffat Drive and Bochicchio Blvd grants.

Auditor's report: Chairwoman Kearney reported the auditor's report was submitted to the previous secretary to be advertised, but it was never done. This will be advertised in the Scranton Times.

Correspondence: None.

Supervisor Comments: Supervisor Willson questioned a proposal that was in his packet. He was informed that it was an FYI only.

Public Comment: Roz Davis questioned the auditor's report the board spoke of. Auditor Adam Horsky informed Roz that it was the entire audit that was typed up and the numeric report the auditors submitted to the secretary that was never advertised.

Adjournment: ON MOTION duly made (Willson) seconded (Williams) and carried to adjourn the meeting at 7:47 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved:

