

COVINGTON TOWNSHIP SUPERVISORS
MONTHLY MEETING
JUNE 6, 2023

The Covington Township Board of Supervisors held their monthly meeting on Tuesday, June 6, 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 Wanda Andreoli and Attorney Joel Wolff.

Also present: Officer Robert Bastek, Jr., Building Inspector Dave Lamm, Zoning Code Enforcement Officer David Hall, Engineer Mary Lou Butler and Roadmaster Tom Hall.

Absent: Supervisor William Willson and Police Chief Robert Bastek.

Agenda: Three items were added to the presented agenda. The following (2) items were added under the Engineer section: Multimodal grant and the Lozenski Lot Improvement. The following item was added under the Zoning Code Enforcement Officer section: Mess Hall zoning. ON MOTION, duly made (Williams) seconded (Peirce) and carried to accept the agenda as amended.

Announcements: An executive session was held on Wednesday, May 31, 2023, to discuss personnel discipline. A conference was held earlier this evening to discuss the 611 Land Development public hearing.

Public Comment: Roz Davis asked for copies of the May 2, 2023 minutes. Chairwoman Kearney advised that, going forward, only approved minutes will be put out for the public, per the Right to Know Act. She advised the approved minutes (from the current monthly meeting) will be put on the website within a few days of being approved. Roz questioned the process for amendments (made by the public) to the minutes since they will already be approved; she was advised that any amendments would need to be brought to the attention of the board at the next meeting for their consideration. Roz also requested that public hearings be advertised on the website prior to 24 hours before the meeting. A discussion ensued regarding the advertising for the most recent public hearing held. She also informed the board that the minutes from the October and November 2022 meetings were not on the website; she asked that they be added, and she questioned the minutes from the budget workshop. She was informed that the missing minutes would be added to the website and that minutes were not taken at the budget workshop as they were workshops only. Barbara Havenstrite questioned the protocol for zoning infractions regarding the trucks and noise on Center Street. A discussion ensued regarding the zoning and the hours of operation. Zoning Code Enforcement Officer, David Hall advised the township is currently working on this situation and the zoning issues in general. Atty. Wolff advised Barbara to submit service requests for this issue, and she stated that she sends emails every week. Chairwoman/Secretary Kearney advised the emails are received, printed, and placed in the file for the property in question.

Minutes: ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to accept the minutes of the May 2, 2023 monthly meeting, the public hearing minutes of May 24, 2023, and the work session minutes of May 30, 2023.

Bills: Supervisor Peirce questioned the bill for Jack Williams asking if this was for 2 or 4 tires. After review, it was noted that the invoice didn't have the quantity listed. Officer Bastek believed the invoice was for 4 tires, but this will be verified by the police chief. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to pay the bills as presented.

Treasurer's Report: Roz Davis questioned amending the agenda since the words "Monthly Report" were not on the agenda when posted. Chairwoman Kearney did not believe the agenda would need to be amended. ON MOTION duly made (Peirce), seconded (Williams) and carried to accept the treasurer's report as submitted.

Administrative Actions:

Resolution #2023-07: Chairwoman Kearney read Resolution #2023-07 for the Plan Revision for New Land Development in Covington Lake Estates Phase #9. ON MOTION, duly made (Williams),

seconded (Peirce) and carried to adopt Resolution #2023-07 Resolution for Plan Revision for New Land Development.

Transmittal Letter for Sewage Facilities Planning Module: This did not need to be read; this letter is about the Resolution previously read.

Approve Map for Covington Lake Estates Phase #9: Mary Lou Butler advised this has been recommended for approval through the Planning Commission. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to approve and sign the map for Covington Lake Estates Phase #9.

Lackawanna County Land Bank: ON MOTION, duly made (Peirce), seconded (Williams) and carried to allow the sale of three (3) Eagle Lake properties to the land bank.

Chris Balish pay raise: Chris returned to work on May 8, 2023. Chairwoman Kearney called for a motion to give a cost of living raise in the amount of 5%. Prior to the motion being made, Chris questioned the amount he was being offered compared to the current employees' pay rates. A discussion ensued. The board of supervisors went into an executive session to discuss the concerns raised. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to increase Chris Balish's current pay rate to \$22.00 per hour retroactive to May 8, 2022.

Hire Pavilion Manager: One application for pavilion manager was received. Bill Beavers, current auditor, submitted the application and was advised that he would need to resign from the auditor position to be the pavilion manager. A discussion ensued on the current pay rate. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to hire Bill Beavers as the pavilion manager at an hourly rate of \$25.00 provided he sit with two (2) supervisors to discuss the criteria of pavilion manager. Dave Lamm asked if the rental fee covered the pavilion manager's pay; the answer being yes. Chairwoman Kearney advised Bill that he would need to resign as auditor effective immediately.

Approve expenses for Zoning Secretary/zoning academy: Chairwoman Kearney advised the zoning secretary has stated she is willing to attend the 2-day conference for the zoning academy. ON MOTION, duly made (Kearney), seconded (Williams) and carried to pay the expenses to include hotel, meals (excluding alcohol) and mileage for the zoning secretary to attend the zoning academy in Lehigh County.

611 Land Development public hearing: A public hearing was originally scheduled for June 27th to re-zone the M-1 property (old RGM property). Since then, the board has been made aware that 611 Land Development is working with DEP and having issues with scheduling needed tests. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to postpone the 611 Land Development public hearing originally scheduled for June 27th. Supervisor Peirce did not take part in this vote as he left the room briefly, however the motion passed by the majority of the board. After the vote was taken, ZCEO Hall commented on the status of an M-1 property.

Planning Commission: Chairwoman Kearney reviewed the monthly report submitted by the Planning Commission. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to accept the planning commission's monthly report. Supervisor Peirce did not take part in this vote as he left the room briefly, however the motion passed by the majority of the board.

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

Zoning Code Enforcement Officer: David Hall reported that due to personal issues, he did not submit a monthly report, but he assures the board that he has been working on zoning permits and issues. He also spoke of an issue with zoning for a property located on Drinker Turnpike. The property is in an RR zone; however it is a commercial property which is listed for sale. There have been many calls on what's allowed in this location, but because it is in an RR zone, the uses are very limited. He is looking for guidance for the property owner. Atty. Wolff advised they would need to apply for a variance. A discussion ensued. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to accept the zoning code enforcement officer's monthly report.

Engineer: Mary Lou Butler spoke about the Lozenski Lot Improvement Plan.. The planning commission has recommended this for approval. This project is (2) lots being combined into one (1). ON MOTION, duly made (Peirce), seconded (Williams) and carried to approve the Lozenski Lot Improvement Plan. The township was awarded \$100,000.00 for the LSA grant. This is not enough for the three (3) roads we applied for so it was determined that Legg's Road would be a good road to do. The township will have to pay the difference for this project by either using liquid fuels or general funds, but that will be decided once the bids are in. ON MOTION, duly made (Peirce), seconded (Williams) and carried to move forward with the paving of Legg's Road (a dirt road) and authorize Mary Lou Butler to move forward with whatever she has to do with the grant and the bidding process for this. Mary Lou will attempt to get this done this year, but it will be dependent on when the contract is received and signed. Since we didn't receive all that we put in for on the LSA grant, we are able to apply for the Multimodal grant for the remaining two (2) roads, Richland and Bailor. ON MOTION, duly made (Kearney), seconded (Williams) and carried to allow Mary Lou Butler to apply for the Multimodal grant for Richland and Bailor Roads. ON MOTION duly made (Andreoli), seconded (Kearney) and carried to accept the engineer's monthly report.

Solicitor: Atty. Wolff had nothing further to report after the discussion earlier regarding the 611 Land Development public hearing.

Director of Public Works: Supervisor Peirce complimented Mary Lou Butler on her service to the township. He also advised he received two (2) quotes for a wing plow for the Ford F-550. ON MOTION, duly made (Peirce), seconded (Williams) and carried to award Powell's Sales and Service, a costars supplier, the job of installing the wing plow on the Ford F-550 at a cost of \$10,287.43. Supervisor Peirce also advised Bryan Williams will begin painting the exterior of the Moffat next week, and he has secured the use of scaffolding and is working on the use of a bucket truck for this job. He met with PennDOT regarding Jubilee Road and Center Street, and it was decided that a traffic study will be needed. We will have Mary Lou look into completing a traffic study and present the board with a proposal for this. The township received approx. 26 triaxle loads of millings and thanks to Dave Lamm, building inspector, we received a lot of sluice pipes. Thanks were extended to both Dave Lamm and Supervisor Peirce for the sluice pipes and millings. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to accept the Director of Public Works monthly report.

Roadmaster: Roadmaster Tom Hall reviewed his monthly report. He reported the spring clean-up went well. There was a total of seven (7) full dumpsters and one (1) partial dumpster filled and a little more than \$2,000 was received for the scrap metal. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to accept the roadmaster's monthly report.

Moffat Maintenance: No report received.

Police Department: Officer Bastek, Jr. reviewed the monthly report. An application was received by Angelika Matuszelanski for a part-time position with the police department. ON MOTION, duly made (Andreoli), seconded (Peirce) and carried to hire Angelika Matuszelanski for part-time employment starting at \$22.00 per hour with a uniform allowance of \$300.00. There are no benefits, PTO, or paid holidays for part-time employment. ON MOTION, duly made (Peirce), seconded (Williams) and carried to accept the police department's monthly report.

Recreation Committee: Bill Beavers reviewed his monthly report. He thanked all attendees, participants, and Bill's Shoprite for their donation of the food for the Memorial Day Service. He stated at their meeting in May, it was discussed that the recreation committee would like to hold a fishing derby in July, an end of summer event in the fall, host a movie night at the pavilion, and host a "tea" in the winter months. He is asking for a budget for the fishing derby to be able to purchase the fish and prizes for the fishing derby. A discussion ensued on the cost and delivery of the fish, along with the prizes that will be awarded. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to set a budget of \$1,200.00 for the fishing derby. The fishing derby will be held on July 8th with the fish being delivered on

July 6th at 1:00pm. Bill asked if the road to the pond would be repaired by the 6th of July. Roadmaster Hall reported it has already been done. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to accept the Recreation Committee monthly report.

Sewage Enforcement Officer: A report was received by Gary Enslin, past SEO for the testing done at the old RGM property. This work was completed last year and was recently given to Northpoint. They have since paid the fees, so Gary has submitted his report and will be paid for his work. Chairwoman Kearney advised she and Dawn have met with KBA and everything is going smoothly with them. ON MOTION, duly made (Williams), seconded (Andreoli), and carried to accept the Sewage Enforcement Officer's report.

New Business: None.

Old Business: Chairwoman Kearney gave an update on the DPW truck that was ordered last year. It is not being built yet; however, our salesman is anticipating it to begin being built within 6 weeks. He advised we will be getting many upgrades in the truck for the price we were originally quoted. Some upgrades include an Allison transmission and a 2024 truck at the price of a 2023.

Correspondence: A thank you letter was received by North Pocono Track and Field coordinator Jason Sepkowski for the use of the light towers.

Supervisor Comments: None.

Public Comment: None.

Adjournment: ON MOTION duly made (Williams) seconded (Andreoli) and carried to adjourn the meeting at 8:30 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved:

