

**COVINGTON TOWNSHIP SUPERVISORS**  
**MONTHLY WORK SESSION**  
**AUGUST 29, 2023**

The Covington Township Board of Supervisors held their monthly work session on Tuesday, August 29, 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 late.

Also present: Police Chief Robert Bastek arrived late.

**Agenda:** The following items were added to the agenda: Budget workshops, Zoning Hearing Board Attorney, Repository Tax Sale, and driveway name.

**Announcements:** There were no announcements.

**Public Comment:** No public present.

**Minutes:** The minutes of the August 1, 2023 monthly meeting were given to the Board of Supervisors for review.

**Bills:** The bill list will be available at next week's monthly meeting.

**Treasurer's Report:** The treasurer's report will be available at next week's monthly meeting.

**Administrative Actions:**

**Letter from Diana Patton, Numbers Made Easy:** A letter was received from Diana Patton informing the board that she is no longer working with Stone House Financial. She has resumed operations as her previous company, Numbers Made Easy Consulting and is requesting the township consider keeping her as the township treasurer. A Treasurer Engagement letter has also been received and will be discussed at next week's meeting.

**Purchase modems for township facilities utilizing the internet:** A discussion was held on purchasing modems for our township buildings in lieu of paying Comcast \$20 per month per modem. The township could purchase a higher quality modem which would pay for itself in one year. Chairwoman Kearney also mentioned she has a meeting scheduled with Verizon in late September to discuss fiber optic cable lines. This decision will be tabled until after the meeting with Verizon.

**Purchase picture frames for Moffat Estate:** Chairwoman Kearney will be asking for a budget to purchase picture frames to hang pictures that have been signed by Grace Moffat. She and Dawn would like to hang the pictures in the meeting room to display additional artifacts of the Moffat Estate.

**Apply for grant from Moffat Trust:** The board will be reaching out to the Moffat Trust once again this year to inform them of improvements being made to the estate in the hopes, they will grant the township some financial assistance once again. We will include the renovations that are anticipated for the care taker's house in moving the police department into that building.

**LSA grant:** Mary Lou has informed Chairwoman Kearney that the deadline for this grant is September 30<sup>th</sup>. We will need to let her know what we would like to apply for so she can begin working on the grant application. A resolution for the grant will need to be adopted at the meeting, and the cost estimate can be worked up afterwards. It was discussed that we might be able to ask for money for the renovations of the future police department, then we would be able to save our COVID money for the renovations to the current police department for future occupancy.

**Bond Reduction ~ 100 First Avenue:** Mary Lou has this information. This will be discussed at next week's meeting.

**Estimate from Northeast Signal:** The estimate is for \$3,000 for 2023 preventative maintenance on the streetlights. Supervisor Williams reported there is a red light out at the intersection of 502 & 307.

**Budget Workshops:** Diana Patton, treasurer, is asking that the BOS schedule the following dates for the budget workshops: September 25<sup>th</sup> and October 10<sup>th</sup> both at 6:00 pm. We will discuss this further at next week's meeting as Supervisor Willson will not be available.

**Zoning Hearing Board Attorney:** Chairwoman Kearney is asking the board to consider terminating the current zoning hearing board solicitor, Daniel Penetar III. As secretary she has reached out to him on numerous occasions with no reply. She also advised, she heard the last zoning hearing board hearing did not go well and it had to be held over the course of 2 hearings. She advised she spoke with the current zoning solicitor who would be interested in taking the position of zoning hearing board solicitor. He has submitted a letter of interest for the board's review at the meeting next week.

**Repository Tax Sale:** Correspondence has been received requesting approval to allow the sale of (1) Eagle Lake property. This will be discussed at next week's meeting.

**Driveway Name:** An email was received requesting the supervisors approve the naming of a long driveway located off Daleville Highway. The property owners advised they were denied a Daleville Highway address, so they are requesting the name of Fern Grove Drive. A brief discussion was held on the location of the driveway. It was recommended that the secretary be sure there is no other road named the same within the township and to ask the property owners whether they have an H.O.P.

**Planning Commission:** Chairwoman Kearney reported the planning commission will be holding a special meeting tomorrow night to review an application for a change of the former Mess Hall building. The planning commission will review this and may make a recommendation to the board of supervisors.

**Building Inspector:** No report.

**Zoning Officer:** No report.

**Code Enforcement Officer:** Dawn met with the new Code Enforcement Officer last week. She advised them of the ongoing files. They have been asked to send monthly reports for the supervisor's meetings. A brief discussion was held regarding a Property Maintenance Code Ordinance.

**Engineer:** No report.

**Solicitor:** The developer's agreement for Mavis is complete. All contingencies have been met.

**Director of Public Works:** Supervisor Peirce is asking the board to consider purchasing an additional wing plow for the Freightliner. He is in contact with Powell's Sales on the wing plow that was ordered a few months ago. He advised that Tom Hall is going to suggest tar and chipping some township roads that need repair. He also spoke with Mary Lou who advised him that it looks like we will be receiving the grant for Bailor Road next year. He is hopeful that we will be able to complete Richland, Legg and Bailor Roads all at the same time to save the mobilization costs of moving the equipment.

**Roadmaster:** No report.

**Moffat Maintenance:** No report.

**Police Department:** Chief Bastek advised they no longer make the N-rad systems. He said he may be able to purchase a refurbished one for around \$1,500-\$2,500, but they go quick. Supervisor Peirce advised the chief, he (Peirce) is authorized to spend \$5,000 when needed, so he gave permission to Chief Bastek to purchase a refurbished N-rad system when he receives notification of there being one available. This is needed for the safety of our road workers. The police department will create a list of what is needed to upgrade the caretaker's house for the new police station and get it to the supervisors for their review/approval.

**Recreation Committee:** No report.

**Sewage Enforcement Officer:** Chairwoman Kearney asked KBA to submit monthly reports for the supervisor's meetings.

**New Business:** None.

**Old Business:**

**Knox Box reminder letters:** The extension for the Knox Box Ordinance expires on September 29, 2023. The fire chief asked if the township could send a reminder letter to all who have not

ordered/installed a Knox Box. A discussion was held on sending certified or regular mail letters. The letters will be mailed by the end of this week via certified mail.

**Correspondence:**

A letter was received by the Lackawanna County Tax Claim Bureau advising of the sale of (2) Eagle Lake Properties at the Judicial Tax Sale.

**Supervisor Comments:** Supervisor Williams reported Kost Tire will be having a soft opening on Thursday, August 31<sup>st</sup> with a ribbon cutting ceremony on September 13<sup>th</sup>. She advised a representative will be attending our September meeting to formally invite the Supervisors to the ribbon cutting.

**Public Comment:** No public comment.

**Adjournment:** ON MOTION duly made (Andreoli) seconded (Williams) and carried to adjourn the work session at 8:09 pm.

Respectfully submitted:  
Melissa Kearney, Secretary

Approved:

