

**COVINGTON TOWNSHIP SUPERVISORS
MONTHLY MEETING
SEPTEMBER 5, 2023**

The Covington Township Board of Supervisors held their monthly meeting on Tuesday, September 5, 2023 at 7 p.m. at the Covington Township Municipal building, Moffat Estate, 20 Moffat Drive, Covington Township, PA 18444. Chairwoman Kearney called the meeting to order with the Pledge to the Flag.

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

Also present: Police Chief Robert Bastek, Building Inspector Dave Lamm, Roadmaster Tom Hall, and engineer Mary Lou Butler.

Absent: Supervisor Wanda Andreoli

Agenda: Chairwoman Kearney added the following items to the agenda under Administrative Actions: Approval to submit the LSA grant, Raise for Police Officer Destiny Frisbie, termination of the current Zoning Hearing Board attorney, and the recommendation and letter of interest for a new Zoning Hearing Board attorney. ON MOTION duly made (Willson), seconded (Peirce) and carried to approve the agenda as amended.

Announcements: No announcements.

Public Comment: Craig Wood and Richard Suraci from Kost Tire thanked the township for their help and support in allowing Kost Tire into the township. They are willing to help the community in any way they can. They stated they are currently open, and the grand opening will be held on Wednesday, September 13th from 10:00 am to noon with a ribbon cutting to be held at 11am. All are welcome. Mary Lou Butler advised the gentleman from Kost that they can ask for their bond since the construction appears to be complete. Richard will speak with their construction manager and have him reach out to the township about this.

Minutes: ON MOTION duly made (Willson), seconded (Williams) and carried to accept the minutes of the August 1, 2023 monthly meeting and the August 29, 2023 work session.

Bills: ON MOTION, duly made (Williams), seconded (Peirce) and carried to pay the bills as presented.

Treasurer's Report: Vice Chairwoman Williams verified the interest received to date was \$39,583.89; Treasurer Patton advised the number is correct. Chairwoman Kearney commented that the interest has more than paid for the treasurer's salary this year. ON MOTION duly made (Peirce), seconded (Williams) and carried to accept the treasurer's report as presented.

Budget Workshop Dates: The dates of September 25 and October 23 were discussed for the budget workshops. Supervisor Willson will not be available on September 25, but is ok with the board meeting on that date. The time of 5:00 pm has been decided. ON MOTION duly made (Williams), seconded (Peirce) and carried to advertise the dates of the budget workshop as Monday, September 25, 2023 at 5:00 p.m. and Monday, October 23, 2023 at 5:00 p.m. in the Times Tribune.

Administrative Actions:

Letter from Diana Patton re: Stonehouse Financial: A letter was received from Diana Patton informing the board that effective August 31, 2023, she will no longer be working with Stone House Financial. The letter asks the board to consider keeping her (Diana Patton, Numbers Made Easy Consulting) on as the Township Treasurer. ON MOTION duly made (Williams), seconded (Willson) and carried to accept the letter of separation between Diana and Stone House Financial.

Treasurer Engagement Letter: A Treasurer Engagement Letter was received from Diana Patton (Numbers Made Easy Consulting) outlining the services provided (same services as currently provided) along with the fees charged (same as the current fee). The effective date of this agreement is September 1, 2023. The fee will be \$2,029.92 monthly with a 2% annual increase. ON MOTION duly made (Willson), seconded (Williams) and carried to appoint Diana Patton (Numbers Made Easy Consulting) as the Township Treasurer per the Treasurer Engagement Letter.

Resolution #2023-13, Monroe County LSA grant: A brief discussion was held on applying for the Monroe County LSA grant and what we would like to apply for. It was decided that we should apply for a road project, but there are already some grants that have roads applied for, so we would not want to duplicate any road that has previously been applied for. After the discussion, it was decided to apply for the resurfacing of Union Mill Road. Resolution #2023-13 was then read for the Resurfacing of Union Mill Road in an amount not to exceed Five Hundred Thousand Dollars (\$500,000). ON MOTION duly made (Williams), seconded (Peirce) and carried to adopt Resolution #2023-13, Requesting a Monroe County Local Share Assessment Grant not to exceed Five Hundred Thousand Dollars.

Apply for and Submit the application for the Monroe County LSA Grant: A motion was made (Williams), seconded (Willson) to apply for and submit the application for the LSA grant. On the question, Atty. Wolff asked if the board would need to authorize Mary Lou to sign the documents on behalf of the township. A brief discussion ensued. Mary Lou explained that she will submit the application, but Chairwoman Kearney and Vice Chairwoman Williams will be the authorized signatories on behalf of the township. The motion was then amended to authorize Mary Lou to submit the application prior to the deadline at the end of the month. ON MOTION duly made (Williams), seconded (Willson) and carried to authorize Mary Lou Butler to complete and submit the application on behalf of the township for the LSA grant.

Set budget for picture frames: Chairwoman Kearney explained she and Dawn found pictures belonging to and signed by Grace Moffat in an upstairs room. She would like to purchase picture frames to hang the pictures on the walls of the meeting room. The pictures are deteriorating and encasing them in frames may help to preserve them. ON MOTION duly made (Willson), seconded (Williams) and carried to set a budget of \$2,000 for picture frames.

Estimate for 2023 Preventative Maintenance from Northeast Signal: An estimate in the amount of \$3,000 was received for the preventative maintenance of the traffic lights located at SR435 & SR502; SR435 & SR307 & Douglas Rd; SR435 & First Avenue; and SR307 & SR502. ON MOTION duly made (Kearney), seconded (Williams) and carried to approve the estimate for the 2023 preventative maintenance.

Land Bank (1 Eagle Lake Property): ON MOTION duly made (Williams), seconded (Willson) and carried to allow the Land Bank to acquire WD3-315 Cherry Drive (Eagle Lake).

Repository Tax Sale: ON MOTION duly made (Peirce), seconded (Williams) and carried to allow the sale of Bobwhite Lane, S7-665 in the amount of One Thousand Seven Hundred Twenty-five Dollars (\$1,725) in the repository tax sale.

Zoning Hearing Board Solicitor termination of appointment: ON MOTION duly made (Kearney), seconded (Willson) and carried to terminate the appointment of Daniel Penetar, III as the Zoning Hearing Board solicitor.

Zoning Hearing Board Letter of Interest: A letter was received by Attorney Robert Sheils, III expressing his interest and qualifications in becoming the zoning hearing board solicitor. This letter was forwarded to the zoning hearing board members for their review. Upon review, the zoning hearing board members recommend Attorney Robert Shiels, III as the zoning hearing board solicitor. ON MOTION duly made (Kearney), seconded (Willson) and carried to appoint Attorney Robert Sheils, III to the position of zoning hearing board solicitor at an hourly rate of One Hundred Fifty Dollars (\$150.00). Vice-Chairwoman Williams commented PSATS is hosting a class in Clifton Township for zoning hearing board members. Chairwoman Kearney advised all zoning hearing board members are signed up.

Police Officer Destiny Frisbie: Officer Frisbie has graduated and became a full-time patrol officer. It had been previously discussed that she would receive a raise upon becoming a full-time officer. ON MOTION duly made (Willson), seconded (Peirce) and carried to raise Destiny Frisbie to \$22.00 per hour effective from the date she became an officer (the date she received her police numbers).

Planning Commission: The monthly report was reviewed. The planning commission is recommending approval by the Board of Supervisors to allow for mixed use of a commercial property on Drinker Turnpike with contingencies. Ivan Guertchev of Sunshine Gymnastics, LLC would like to open a gymnastics center with café at the location of the previous Mess Hall location. Mr. Guertchev was

present to answer questions raised by the supervisors. Dave Lamm, building inspector spoke with the applicant about installing child proof receptacles in the main portion of the building, if there are any around where the children will be. A discussion ensued on the non-conforming use of the building and the proposed use being less than what the non-conforming use is now. Mr. Guertchev questioned the HOP from PennDOT. ON MOTION duly made (Kearney), seconded (Peirce) and carried to allow the new use of the building located at 1064 Drinker Turnpike with the following contingencies, an HOP is received by PennDOT, a railing or fence be installed near the side entrance of the café, and confirmation of the required sixteen parking spaces. ON MOTION duly made (Williams), seconded (Willson) and carried to accept the Planning Commission's monthly report.

Building Inspector: Dave Lamm reviewed his monthly report. A brief discussion ensued regarding the pool at Eagle Lake. Vice-Chairwoman Williams questioned a dog park within Eagle Lake; Dave Lamm is not aware of this. ON MOTION duly made (Peirce), seconded (Williams) and carried to accept the building inspector's monthly report as submitted.

Zoning Officer: Chairwoman Kearney reviewed the zoning officer's report. She also advised the zoning secretary, Dawn, has met with the new code enforcement officer, Carl, and gave him the files of the ongoing code violations. A discussion was held on the signs for Kost Tire. They have applied for a variance hearing for a digital moving sign. ON MOTION duly made (Williams), seconded (Kearney) and carried to accept the zoning officer's report.

Code Enforcement Officer: Chairwoman Kearney advised she spoke with Carl from BHW, but since he had just received the files from the township, he did not have a monthly report.

Engineer: Mary Lou Butler reviewed her monthly report. She recommends that the board reduce the construction guarantee for 100 First Avenue but hold back 10% until a soil Conservation Service letter is received, due to the erosion of the road. ON MOTION duly made (Peirce), seconded (Williams) and carried to reduce the construction agreement but hold back 10% until the Soil Conservation Service submits a report. She also discussed the county hiring a company for the GIS addresses for emergency services. They will have questions that will need to be addressed on the GIS map. Mary Lou has attended classes regarding this and is asking the township if we would like her to handle this since her company has the mapping and will be able to answer the questions. ON MOTION duly made (Kearney), seconded (Williams) and carried to hire Mary Lou, at the current hourly rate, to answer any questions the county GIS contractor may have. Mary Lou advised it looks promising that the township will be receiving the Low Volume Road Grant for Bailor Road. Their meeting will be held in September, so we should find out after that. One requirement was that Mary Lou conduct a traffic study on Bailor Road, which was conducted last week. She is still waiting for information from Nammo Pocal, so that is still on hold. ON MOTION duly made (Willson), seconded (Williams) and carried to accept the Engineer's monthly report.

Solicitor: Atty. Wolff advised the Mavis contingencies have all been met. ON MOTION duly made (Williams), seconded (Peirce) and carried to accept the Solicitor's report as submitted.

Director of Public Works: Supervisor Peirce reported he has been in contact with Powell's to check the status of the wing plow we ordered a few months ago; they have not received it yet. He is asking the board to consider purchasing one more wing plow for the Freightliner. He has quotes from Bradco Supply and is still waiting for the quote from Powell's. It was decided to hold off for another month on purchasing the wing plow for the Freightliner. Supervisor Willson questioned the status of our new DPW truck; Chairwoman Kearney will be contacting our salesperson to check the status, as it's currently scheduled for September 11th. Supervisor Peirce mentioned James T. O'Hara was going to cut down some trees and work on the road near his property, but unfortunately, the tree cutting has fallen through. Marshall and Tom will inspect this area, mark the trees that should be removed, and get three bids on the tree removal. ON MOTION duly made (Williams), seconded (Willson) and carried to accept the Director of Public Works monthly report.

Roadmaster: Tom Hall reviewed his monthly report. He would like the board to consider tar and chipping some roads within the township. Tom and Marshall will be meeting with Pocono Spray Patching to view the roads for their opinion on tar and chipping. A brief discussion was held. Vice Chairwoman Williams asked about the status of the traffic study for Center Street. Chairwoman Kearney stated we are still waiting on the meeting with PennDOT before holding the traffic study. ON MOTION duly made (Peirce), seconded (Willson) and carried to accept the Roadmaster's monthly report.

Moffat Maintenance: No report received.

Police Department: Chief Bastek reviewed his monthly report. He is asking for approval to send Officer Grube to class to become a taser instructor at a cost of Three Hundred Fifty Dollars (\$350). ON MOTION duly made (Kearney), seconded (Williams) and carried to allow Officer Grube to attend the taser instructor class at a cost of Three Hundred Fifty Dollars. ON MOTION duly made (Peirce), seconded (Willson) and carried to accept the police department's monthly report.

Recreation Committee: No report received.

Sewage Enforcement Officer: Chairwoman Kearney reviewed the SEO's monthly report. ON MOTION duly made (Williams), seconded (Willson) and carried to accept the SEO's monthly report as submitted.

New Business: None.

Old Business:

Knox Box reminder letters: Reminder letters were sent via certified mail to all businesses who had not ordered/installed Knox boxes as the deadline expires on September 29, 2023. Certified letters were sent to be sure the businesses received the letters.

Correspondence: The two judicial sales did take place last month.

Supervisor Comments: Chairwoman Kearney commented on the EMS' monthly report and the number of calls and transports that took place. She advised that EMS had missed 3 calls because during those 3 calls, both of their ambulances were committed to other emergency calls. She also advised that the Board of Supervisors would be going into an executive session at the conclusion of this meeting to discuss police personnel.

Public Comment: No public comment.

Adjournment: ON MOTION duly made (Williams) seconded (Kearney) and carried to adjourn the meeting at 8:29 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved:



APPROVED OCT 03 2023