

COVINGTON TOWNSHIP SUPERVISORS
MONTHLY WORK SESSION
SEPTEMBER 26, 2023

The Covington Township Board of Supervisors held their monthly work session on Tuesday, September 26, 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.

Also present: Police Chief Robert Bastek

Absent: Supervisor Wanda Andreoli

Agenda: Chairwoman Kearney would like to discuss the appointment of a zoning hearing board secretary and the grant for the Moffat Trust.

Announcements: Chairwoman Kearney announced an executive session was held immediately following the last monthly meeting to discuss the police department and an executive session was held at 6:15pm this evening to discuss legal issues with Eagle Lake.

Public Comment: Fire chief Brad Jones was present and gave an update on the Knox Box ordinance. He reported there are approximately 99 businesses within the township. Of this, 23 have complied with the ordinance by ordering and installing Knox Boxes and 56 have ordered the Knox Boxes, but they have not been completely installed yet. Chief Jones is speaking with 4 business owners at this point to answer any questions they have. Letters of enforcement will be mailed. A discussion was held regarding the enactment of an ordinance for Payment Reimbursement for Emergency Response. Copies of the sample ordinances were given to Chief Jones for his review. He will review the ordinances and attempt to get back to us by the next meeting.

Minutes: The minutes of the September 5, 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:

Estimate for cloud storage from Reynolds Business Systems: Chairwoman Kearney would like to table this discussion at this time as she is still gathering information on cloud storage. The quote we received is very high; she will get other quotes. She will speak with our IT companies to get their opinions.

Estimate for document scanning from Reynolds Business Systems: An estimate was received from Reynolds Business Systems to begin electronic recordkeeping for the ordinance file cabinet. The total for this will be \$4,567.18. A discussion was held on the need for cloud storage prior to committing to the start of this project. We will need to budget an amount of what we would like to spend annually on this project.

Appoint Scott VanFleet to Zoning Hearing Board: A letter was received from Atty. Penetar recommending the appointment of Scott VanFleet to the Zoning Hearing Board.

Zoning Hearing Board Secretary: We will appoint a zoning hearing board secretary at the Re-organization meeting in January. Currently, Mindy Hughes is serving as the Zoning Hearing Board Secretary, pro-tem.

Resignation of Angelika Matuszelanski: A resignation letter was received from Angelika Matuszelanski, part time police officer, due to personal reasons.

Approve separate meter base for 12 John J. Michaels Drive: An estimate has been received to put a separate meter base in for the basement of 12 John J. Michaels Drive where the dance studio currently rents. This invoice will be voted on at the meeting. Supervisor Willson recommends having the electrician put new and more lights in the basement.

Set date for hearings to adopt a Property Maintenance Ordinance and an Emergency Response Payment Reimbursement Ordinance: The Emergency Response ordinance has previously been discussed. A lengthy discussion was held on the Property Maintenance Code. A date for the hearing can be set for later in the year so we can have time to review the code and adjust as needed.

Planning Commission: No report.

Building Inspector: No report.

Zoning Officer: A letter was received from Dave Lamm advising the board that Five C's Realty apartment building is in compliance. A discussion was held on the sign that is still on the property. We will have the Code Enforcement Officer send a letter advising the property owners that the sign needs to be removed.

Code Enforcement Officer: No report.

Engineer: No report.

Solicitor: Atty. Wolff spoke on the ordinances earlier.

Director of Public Works: Supervisor Peirce reported he has calls into Powell's Sales regarding the wing plow with no return calls. He also reported that James T. O'Hara was going to do some work on Old Schoolhouse Road near his house, but he is unable to cut the trees down. Supervisor Peirce will get 3 quotes for the removal of the trees, although he may not have them by the meeting. Chairwoman Kearney advised we may be able to have a motion to pay up to a certain amount to have the trees removed. Chairwoman Kearney advised the new pickup truck is built and should be delivered to the township by the end of October.

Roadmaster: No report.

Moffat Maintenance: No report.

Police Department: Chief Bastek advised the original amount approved for the Taser Certification training for Officer Chriss Grube was \$350.00, but the actual cost of the training is \$495.00. The computer for car 2 will be installed on Saturday. The police department is applying for a grant of \$25k for tasers and taser equipment. Chief Bastek asked that the secretary advise the Code Enforcement Officer that there is a door that has been removed at the old S&S Diner on Route 435. The code enforcement officer should send a letter to the property owner advising them of this.

Recreation Committee: Chairwoman Kearney advised the Recreation Committee will be holding their monthly meeting in October to begin discussions on the Christmas Tea.

Sewage Enforcement Officer: No report.

New Business: None.

Old Business:

Picture Frames for Grace Moffat photographs: Chairwoman Kearney advised the picture frames have been ordered and should be in by October 2nd. Dawn and Missy will need to assemble the picture frames but she is hopeful that they will be hung by the middle of November.

Correspondence:

A letter was received advising the estimated liquid fuels for next year is \$118,665.58. A letter was also received from Atty. Daniel Penetar acknowledging his termination with the township and thanking the township for the opportunity to serve. A newsletter was received from the North Pocono Public Library.

Supervisor Comments: Chairwoman Kearney advised the Moffat grant gave the township an extension to September 30th for the Moffat grant. They have asked that we complete an application for the grant this year and the secretary/chair has been working on it.

Public Comment: No public comment.

Adjournment: ON MOTION duly made (Kearney) seconded (Williams) and carried to adjourn the work session at 8:04 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved:

APPROVED OCT 03 2023

A handwritten signature in cursive script, appearing to read "Vicki J. Williams".