

**COVINGTON TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING  
JANUARY 2, 2024**

*The Covington Township Board of Supervisors held their Organizational Meeting on Tuesday, January 2, 2024, at 7:00 p.m., at the Moffat Estate, 20 Moffat Drive, Covington Township, PA 18444.*

*There were present: Supervisor Melissa Kearney, Supervisor Vicki Williams, Supervisor F. Marshall Peirce, Supervisor Wanda Andreoli, Supervisor William Willson, and Joel M. Wolff, Esquire.*

*The meeting was opened with a Pledge of Allegiance led by Supervisor Melissa Kearney.*

**TEMPORARY CHAIRPERSON:** *ON MOTION, duly made (Peirce), seconded (Williams) and carried to appoint Supervisor Willson as temporary chairman.*

**TEMPORARY SECRETARY:** *ON MOTION, duly made (Willson), seconded (Andreoli) and carried to appoint Melissa Kearney as temporary secretary.*

**CHAIR-PERSON:** *ON MOTION duly made (Peirce), seconded (Williams), and carried to re-appoint Melissa Kearney Chairwoman. Chairwoman Kearney took over the meeting.*

**VICE CHAIR-PERSON:** *ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Vicki Williams Vice Chairwoman.*

**AGENDA:** *The agenda was accepted as presented.*

**PUBLIC COMMENT:** *There was no public comment.*

**SECRETARY:** *ON MOTION duly made (Willson), seconded (Andreoli), and carried 4-0-1 to appoint Melissa Kearney Secretary. Chairwoman Kearney abstained from the vote.*

**TREASURER:** *ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Diana Patton, Numbers Made Easy Consulting Treasurer. ON THE QUESTION, Atty. Wolff questioned whether Diana wanted the appointment as herself or her company. Chairwoman Kearney explained we would appoint as Diana Patton of Numbers Made Easy Consulting. Diana is the owner of Numbers Made Easy Consulting.*

**SOLICITOR:** *ON MOTION duly made (Andreoli), seconded (Kearney), and carried 4-1 to appoint Joel M. Wolff, Esquire Solicitor. Supervisor Willson voted no.*

**VACANCY BOARD CHAIR-PERSON:** *ON MOTION duly made (Kearney), seconded (Williams), and carried to appoint John Brostoski Vacancy Board Chairman.*

**BUILDING CODE OFFICIAL & BUILDING INSPECTOR:** *ON MOTION duly made (Willson), seconded (Williams), and carried to re-appoint David Lamm Building Code Official and Building Inspector.*

**UCC COMMERCIAL INSPECTOR:** *ON MOTION duly made (Peirce), seconded (Andreoli), and carried to appoint Jason Humenanski (BHW Construction Consultation Services, Inc) as UCC Commercial Inspector.*

**UCC APPEALS BOARD:** *ON MOTION duly made (Andreoli), seconded (Peirce) and carried to appoint the NP COG UCC appeals board as the UCC appeals board for Covington Township.*

**ZONING OFFICER AND CODE ENFORCEMENT OFFICER:** *A brief discussion was held on the current code enforcement officer (BHW) and the fee schedule for KBA Engineering, PC, the potential new zoning and code enforcement officer. Dave Lamm has been handling the zoning officer position and doing a great job with it. ON MOTION duly made (Willson), seconded (Williams), and carried to appoint KBA Engineering, PC as the zoning officer and code enforcement officer.*

**ZONING OFFICER AND CODE ENFORCEMENT OFFICER SOLICITOR:** *This position is currently vacant. Secretary Kearney will contact KBA to see if they have an attorney that can be utilized. This will be addressed at a future meeting.*

**EMERGENCY MANAGEMENT COORDINATOR:** *This position is currently Vacant.*

**ENGINEER:** *ON MOTION duly made (Willson), seconded (Andreoli), and carried to re-appoint Mary Lou Butler, Engineering Surveying Consultants & Design, Inc. Township Engineer.*

**ALTERNATE PROJECT ENGINEER:** *ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Brick Lindner alternate engineer.*

**OPEN RECORDS OFFICER/RIGHT TO KNOW OFFICER:** *ON MOTION duly made (Andreoli), seconded (Williams), and carried to appoint Dawn Coco as Open Records Officer/Right to Know Officer.*

**ALTERNATE RIGHT TO KNOW OFFICER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint William Willson as Alternate Open Records Officer/Right to Know Officer.

**FLOOD PLAIN ADMINISTRATOR:** ON MOTION duly made (Andreoli), seconded (Peirce), and carried to re-appoint David Lamm Flood Plain Administrator.

**PLANNING COMMISSION SECRETARY:** ON MOTION duly made (Andreoli), seconded (Willson), and carried 4-0-1 to re-appoint Mindy Hughes Planning Commission secretary. Chairwoman Kearney abstained from the vote.

**ZONING HEARING BOARD SECRETARY:** ON MOTION duly made (Andreoli), seconded (Williams) and carried 4-0-1 to appoint Mindy Hughes Zoning Hearing Board secretary. Chairwoman Kearney abstained from the vote.

**ZONING OFFICE SECRETARY:** ON MOTION duly made (Andreoli), seconded (Williams), and carried to re-appoint Dawn Coco secretary to the Zoning Office.

**PLANNING COMMISSION SOLICITOR:** ON MOTION duly made (Kearney), seconded (Peirce), and carried to appoint James A. Hailstone, Esquire solicitor to the Planning Commission.

**ZONING HEARING BOARD SOLICITOR:** ON MOTION duly made (Williams), seconded (Willson), and carried to appoint Robert Sheils, Esquire solicitor to the ZHB.

**SEWAGE ENFORCEMENT OFFICER:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to re-appoint KBA Engineering, PC as the Sewage Enforcement Officer.

**ALTERNATE SEO:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to appoint Paul Kosik, alternate SEO.

**POLICE CHIEF:** This will be determined at a later date.

**FULL TIME POLICE:** ON MOTION duly made (Andreoli), seconded (Williams), and carried to keep Robert Bastek, Jr., Destiny Frisbie, and Brian Layland (summers only) as full-time police officers.

**PART TIME POLICE:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to keep Chriss Grube and David Burrier as part time police officers.

**SCHOOL RESOURCE OFFICER (SRO):** ON MOTION duly made (Andreoli), seconded (Williams), and carried to keep Brian Layland as SRO.

**PAVILION MANAGER:** ON MOTION duly made (Andreoli), seconded (Kearney), and carried to re-appoint Bill Beavers Pavilion Manager.

**SENIOR CENTER COORDINATOR:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to re-appoint Barbara Belasky Senior Center Coordinator.

**SUPERVISOR LIAISONS:** ON MOTION duly made (Willson), seconded (Williams), and carried to keep the Supervisor liaisons the same. They are as follows: Roads, Marshall Peirce; Police, William Willson; Planning, Wanda Andreoli; Zoning, Vicki Williams; and Sewer, Melissa Kearney.

**DIRECTOR OF PUBLIC WORKS:** ON MOTION duly made (Andreoli), seconded (Williams), and carried 4-0-1 to re-appoint Marshall Peirce as Director of Public Works. Supervisor Peirce did not vote.

**ROADMASTER:** ON MOTION duly made (Andreoli), seconded (Williams), and carried to re-appoint Tom Hall as Roadmaster.

**DELEGATE & ALTERNATE DELEGATES TO LACKAWANNA COUNTY TAX COLLECTION COMMITTEE:** ON MOTION duly made (Kearney), seconded (Willson), and carried to appoint Vicki Williams, delegate; Marshall Peirce, 1<sup>st</sup> Alternate and Wanda Andreoli, 2<sup>nd</sup> Alternate to the LCTCC. A meeting is scheduled for January 25, 2024.

**DEPOSITORIES:** ON MOTION duly made (Willson), seconded (Vicki), and carried to keep FNCB and PLGIT as the Township depositories. ON MOTION duly made (Williams), seconded (Andreoli) and carried to allow the seated supervisors and the Treasurer to sign checks.

**VACANCIES ON BOARDS:** (motioned as a group)

**PLANNING COMMISSION MEMBER:** ON MOTION duly made (Williams), seconded, (Peirce), and carried to re-appoint Dave Hess to a 5-year term on the Planning Commission.

**SEWER BOARD MEMBER:** *There is a vacancy on the Sewer Authority Board due to a recent resignation. A brief discussion was held regarding the vacancy. Supervisor Peirce asked if one of the supervisors (other than himself or Chairwoman Kearney) would be interested in the position. Vice Chairwoman Williams will think about it.*

**ZONING HEARING BOARD MEMBER:** *ON MOTION duly made (Williams), seconded (Peirce), and carried to re-appoint Eric Decker to a 3-year term on the Zoning Hearing Board.*

**ALTERNATE ZONING HEARING BOARD MEMBER:** *There are (2) vacancies for alternate zoning hearing board members.*

**RECREATION COMMITTEE MEMBERS:** *This is tabled until a later date.*

**RECYCLING COORDINATOR:** *ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Dawn Coco and Marshall Peirce as the Recycling Coordinators.*

**FOOD DISTRIBUTION COORDINATOR:** *ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Melissa Kearney as Food Distribution Coordinator.*

**DELEGATES:**

**DELEGATE TO STATE CONVENTION:** *ON MOTION duly made (Williams), seconded (Peirce), and carried to appoint Melissa Kearney voting delegate, authorize Vicki Williams, Marshall Peirce, Wanda Andreoli, and Dawn Coco to attend the convention and authorize payment of allowable expenses (hotels, meals, (no alcohol)), mileage, and workshops for attending the PSATS Convention.*

**DELEGATE TO LACKAWANNA COUNTY COG:** *ON MOTION duly made (Peirce), seconded (Willson), and carried to appoint Melissa Kearney as delegate to the Lackawanna County Council of Governments.*

**DELEGATE TO NORTH POCONO COG:** *ON MOTION duly made (Willson), seconded (Williams), and carried to appoint Marshall Peirce as delegate and Melissa Kearney as alternate delegate to the North Pocono Council of Governments.*

**AGRICULTURE AREA ADVISORY COMMITTEE SUPERVISOR:** *ON MOTION duly made (Willson), seconded (Peirce), and carried to appoint Melissa Kearney as Agriculture Area Advisory Committee Supervisor.*

**CDL DRUG & ALCOHOL PROGRAM CONTACT PERSON:** *ON MOTION duly made (Peirce), seconded (Willson), and carried to re-appoint Melissa Kearney as CDL Drug & Alcohol Program contact person.*

**FIRE COMPANY:**

**COVINGTON FIRE COMPANY:** *Atty. Wolff read Resolution 2024-01, regarding the Covington Independent Fire Co. ON MOTION duly made (Williams), seconded (Andreoli), and carried to adopt Resolution 2024-01, A Resolution to Authorize Fire Protection and Other Public Safety Activities in the Township.*

**FIRE COMPANY OFFICERS:** *Chairwoman Kearney read the list of the 2024 Executive Officers and Line Officers of the Covington Independent Fire Company.*

**ESTABLISH REGULAR MONTHLY MEETING DATES:** *Chairwoman Kearney read the monthly meeting dates for 2024. ON MOTION duly made (Andreoli), seconded (Willson), and carried to hold the Regular Monthly Meetings of the Board on the first (1<sup>st</sup>) Tuesday of each month at 7 p.m. at the Moffat Estate.*

**ESTABLISH REGULAR MONTHLY WORKSESSION DATES:** *Chairwoman Kearney read the work session dates for 2024. ON MOTION duly made (Andreoli) and seconded (Williams) and carried to hold the Regular Monthly Work Sessions of the Board on the last Tuesday of each month at 7 p.m. at the Moffat Estate.*

**ESTABLISH TIME LIMIT FOR PUBLIC COMMENT:** ON MOTION duly made (Andreoli), seconded (Williams), and carried to establish a 3-minute time limit for public comment, with exceptions for longer comments to be allowed at the discretion of the Board of Supervisors.

**FEES FOR HEARINGS:** ON MOTION duly made (Willson), seconded (Andreoli), and carried to keep all fees for hearings the same as adopted by Resolution 2022-05. A resolution establishing an annual fee (paid to the township) for Short Term Rentals will be discussed at a future meeting.

**EMPLOYEE HOLIDAYS:** Chairman Kearney read the employee holiday list. ON MOTION duly made (Andreoli), seconded (Williams), and carried 4-0-1 to approve the holidays for employees as read. Chairwoman/Secretary Kearney abstained.

**TREASURER'S BOND:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to set treasurer's bond to one million dollars (\$1,000,000.00).

**SALARIES & FEES & HOURLY RATES** (Effective January 1, 2024):

**ENGINEER:** ON MOTION duly made (Andreoli), seconded (Williams), and carried to approve the rate of \$70.00 per hour for Township Engineer.

**ATTORNEYS:** ON MOTION duly made (Andreoli), seconded (Peirce), and carried to approve the rate of \$170 per hour for the Township Solicitor; \$150 per hour for the ZHB Solicitor; and \$150 per hour for the Planning Commission Solicitor. The Zoning Officer/Codes Enforcement Officer Solicitor rate will be set when a solicitor is appointed.

**BUILDING INSPECTOR:** ON MOTION duly made (Williams), seconded (Andreoli), and carried to keep the building inspector fee at 80% of receipts.

**SECRETARY:** Chairwoman Kearney stated this will be set by the board of auditors.

**TREASURER:** ON MOTION duly made (Williams), seconded (Andreoli) and carried to approve the rate of \$2,090.86 per month for the Treasurer.

**POLICE DEPARTMENT:** ON MOTION duly made (Andreoli), seconded (Willson), and carried to increase the pay rates by 3% as follows: full-time officer Robert Bastek, Jr. to \$24.93 per hour; full time officer Destiny Frisbie to \$22.66 per hour; full time officer Brian Layland (summer's only) to \$26.78 per hour; part time officer Chriss Grube to \$24.21 per hour when working for the township (he is contracted with Eagle Lake for patrol); and part time officer David Burrier to \$22.66 per hour. The Police Chief's salary will be determined when a chief is appointed. ON MOTION duly made (Williams), seconded (Andreoli) and carried to keep the uniform allowance for full time officers at \$700 and part time officers at \$300. The School Resource Officer, Brian Layland, is under contract with the school district at a rate of \$26 per hour.

**DEPARTMENT OF PUBLIC WORKS:** Chairwoman Kearney stated the board of auditors will set the hourly rate for DPW Director Marshall Peirce. ON MOTION duly made (Williams), seconded (Andreoli), and carried 4-0-1 to increase the salaries of the full-time road workers by 3%, as follows: roadmaster Tom Hall \$30.90 per hour; Justin Musgrave \$22.66 per hour; and Donald Cook \$24.93 per hour. Supervisor/DPW Director Peirce abstained from the vote. The salary of Chris Balish will be discussed. ON MOTION duly made (Willson), seconded (Williams) and carried to keep the part time road workers salaries at \$20.00 per hour for Phil Setzer and \$15.54 per hour for Fred DePew. ON MOTION duly made (Williams), seconded (Andreoli) and carried to increase the salary of estate maintenance Jay Hallock by 3% to \$23.79 per hour. The salary of part-time estate maintenance will be determined if the position is advertised and filled.

**ZONING OFFICER AND CODES ENFORCEMENT OFFICER:** This will be determined after a discussion with KBA Engineering is held.

**ZONING SECRETARY:** ON MOTION duly made (Williams), seconded (Andreoli) and carried to increase the zoning secretary's hourly rate by 3% to \$24.93 per hour.

**ZONING HEARING BOARD SECRETARY:** ON MOTION duly made (Peirce), seconded (Andreoli) and carried 4-0-1 to increase the zoning hearing board secretary's hourly rate by 3% to \$20.60 per hour. Chairwoman Kearney abstained from the vote.

**ZONING HEARING BOARD MEMBERS:** ON MOTION duly made (Peirce), seconded (Williams) and carried to pay the zoning hearing board voting members \$50.00 per meeting/hearing.

**SEWAGE ENFORCEMENT OFFICER:** Fee schedule has been previously set by Resolution.

**PLANNING COMMISSION SECRETARY AND MEMBERS:** ON MOTION duly made (Williams), seconded (Andreoli), and carried 4-0-1 to keep the Planning Commission Secretary pay at \$250 per month and the planning commission members at \$100 per month. Chairwoman Kearney abstained from the vote.

**NORTH POCONO SENIOR CENTER COORDINATOR:** ON MOTION duly made (Andreoli), seconded (Peirce), and carried to increase the North Pocono senior center coordinator Barb Belasky's pay to \$22 per hour.

**PAVILION MANAGER:** ON MOTION duly made (Andreoli), seconded (Williams) and carried to keep the hourly pay for the pavilion manager, Bill Beavers, at \$25.00 per hour.

**PUBLIC COMMENT:** There was no public comment.

ON MOTION duly made (Williams), seconded (Andreoli), and carried to adjourn at 7:52 p.m.

Respectfully submitted,  
Melissa Kearney, Secretary

APPROVED: 1-9-2024

