

**COVINGTON TOWNSHIP SUPERVISORS
MONTHLY WORK SESSION
FEBRUARY 27, 2024**

The Covington Township Board of Supervisors held their monthly work session on Tuesday, February 27, 2024, at 7 p.m. at the Covington Township Municipal building, Moffat Estate, 20 Moffat Drive, Covington Township, PA 18444.

There were present: Chairwoman/Secretary Melissa Kearney, Vice Chairwoman Vicki Williams, Supervisor/DPW Director Marshall Peirce, Supervisor Wanda Andreoli, Supervisor William Willson, and Attorney Joel Wolff.

Agenda: The agenda was accepted as presented.

Announcements: A conference was held earlier this evening for the purpose of interviewing personnel. Chairwoman/Secretary Kearney asked that members of the public who would like to speak should sign in, and that there only be one person speaking at a time. She also advised that the Township stands behind the decision of allowing the manufactured home in the Foleywood development and that all permits have been issued appropriately.

Public Comment: Many residents from the Foleywood development were present and spoke of their opposition to the township's allowing a manufactured home in their development. They advised they have an active HOA, and they should have been notified, by the township, of this home. A lengthy discussion was held regarding the issuance of the permits, and the township's approval of the zoning and building permits for this manufactured home within their development. Dave Lamm, building inspector (pro-tem zoning officer for this permit) explained there are three different types of construction (manufactured homes, industrial homes, and site-built homes) recognized in Pennsylvania and the differences between each.

Minutes: Chairwoman/Secretary Kearney asked all board members to review the draft monthly meeting minutes of February 6, 2024, and let her know of any revisions or corrections prior to the meeting.

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

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

Administrative Actions:

Quote for Laserfiche cloud storage: Chairwoman/Secretary Kearney advised this has been discussed at previous meetings, but the quote has changed due to a change in the services requested. The new quote, from Reynolds Business Solutions, a costars vendor, is \$3,460.00 for the initial set-up, which includes the first year of service. After this, the yearly subscription will be \$1,440.00. She will be asking for approval of this quote at the meeting next week.

Quote for document scanning of permanent records: A quote from Reynolds Business Solutions, a costars vendor, was received for the scanning of the permanent records. There are five (5) filing cabinets, not all of them are full, which will be scanned and stored in the cloud storage. Laserfiche will allow for keyword search and will be very helpful with finding records going forward. The amount of this quote is \$24,804.89. Chairwoman/Secretary Kearney will be asking for approval of this quote at next week's meeting. The total for both cloud storage and permanent records scanning is \$28,264.89 which is under the original budgeted amount of \$30,000.00.

Quote for camera system at new police station: A quote was received for the camera system at the new police station, aka the caretaker's house. The quote is from Computer Visionaries, a costars vendor, and is for \$7,689.00. This amount was requested and received from the Moffat Trust for the upgrade to the caretaker's house. This quote will be voted on at the meeting next week.

Quote for internet at the new police station: Computer Visionaries also sent a quote for the internet at the municipal building and the new police building. This quote is for upgrading the internet at the municipal office and bridging the internet to the new police building so there will not be a monthly internet fee for the police. This quote will be voted on at the meeting next week.

Release of MDH Partners remaining bond: A letter was received from Evans Engineering, Inc. requesting the release of the remaining 10% of the performance bond for MDH Partners, 100 First Avenue.

Preventative Maintenance of Traffic Signals: A discussion was held regarding the quote, and amount thereof, received from Northeast Signal and Electric Company last year. Chairwoman/Secretary Kearney advised she sent the repair list off to Urban Electric and Joyce Electric at the advice of township auditor Adam Horsky. Unfortunately, both Urban Electric and Joyce Electric said that they are not able to complete the work because they do not have certified technicians for this type of work. We also received a letter from Kuharchik Construction regarding the maintenance of our traffic signals and are awaiting a quote from them. If we don't receive the quote by the meeting, this will be tabled until next month. The BOS will speak with Mary Lou about the line painting at the intersections, as this was also included in the original quote from Northeast Signal and Electric Company.

Planning Commission: The planning commission report will be available next week.

Building Inspector: The building inspector report will be available next week.

Zoning Code Enforcement Officer: The zoning code enforcement officer report will be available next week.

Engineer: The engineer's report will be available next week.

Solicitor: Nothing to report.

Director of Public Works: Supervisor/DPW Director Peirce will speak with Fast Signs about creating signs for the recycling center. He has been researching easel signs to place near the road to advertise our Spring Cleaning, and miscellaneous events. A brief discussion ensued about purchasing additional signs for the road crews, i.e., men working, etc. and electronic speed limit signs.

Roadmaster: The roadmaster's report will be available next week.

Moffat Maintenance: No report.

Police Department: The acting police chief will be out on personal leave for a few weeks, so the monthly report has been completed through February 25th. This will be reviewed at next week's meeting. The acting police chief is asking for the approval to purchase tasers and shields. These items, along with lights for the shields, were budgeted for in the 2024 budget based on the quotes provided by the past police chief during budget talks. A brief discussion ensued on the tasers and shields. This will be voted on at the meeting next week.

Recreation Committee: The recreation committee held its monthly meeting and is currently planning the High Tea.

Sewage Enforcement Officer: The sewage enforcement officer's report will be available next week.

New Business: Nothing currently.

Old Business: Chairwoman/Secretary Kearney advised that PMRS is awaiting the cost study results. The representative from PMRS advised that the monthly report is due by March 31st, and they are prioritizing the cost study in between. Chairwoman/Secretary Kearney also advised that she reached out to PennDOT regarding the school bus stop signs requested for Dorantown Road. The township will need to submit a letter to PennDOT indicating the exact location of the bus stops so they can investigate the need for the signs, because there are requirements that need to be met. Supervisor Willson will let Secretary Kearney know where the stops are, so she can send the letter.

Correspondence: Nothing currently.

Supervisor Comments: A brief discussion was held regarding the covenants for Foleywood and the current violations within the development regarding detached buildings.

Public Comment: No public comment.

Adjournment: The work session adjourned at 8:15 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved: 3-5-24

Wanda Andriol