

**COVINGTON TOWNSHIP SUPERVISORS  
REGULAR MONTHLY MEETING  
MARCH 5, 2024**

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, March 5, 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 Wanda Andreoli, Supervisor/DPW Director Marshall Peirce, Supervisor William Willson, and Attorney Joel Wolff.

Also present were: Building Inspector David Lamm, Roadmaster Tom Hall and Engineer Mary Lou Butler.

**Agenda:** ON MOTION, duly made (Williams), seconded (Peirce) and carried to accept the agenda as presented.

**Announcements:** An executive session was held earlier this evening to discuss the hiring of personnel.

**Public Comment:** None.

**Minutes:** ON MOTION, duly made (Willson), seconded (Andreoli) and carried to accept the minutes of the February 6, 2024, regular meeting and the February 27, 2024, work session as presented.

**Bills:** Supervisor Willson questioned a bill for gas for the Ford Taurus in the amount of \$52.23. This is a police car that has been taken out of service and has not moved in months. Chairwoman/Secretary Kearney will investigate and report on this bill next month. ON MOTION, duly made (Willson), seconded (Williams) and carried to pay all bills, except for the Ford Taurus gas bill (\$52.23) unless it is found to be a legitimate bill, which can then be paid.

**Treasurer's Report:** ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to accept the Treasurer's report as presented.

**Administrative Actions:**

**Approve Laserfiche cloud storage:** ON MOTION, duly made (Kearney), seconded (Williams) and carried to approve the quote of \$3,460.00 from Reynolds Business Systems for the initial setup and 1<sup>st</sup> year service of Laserfiche. The yearly fee will be \$1,440.00, with the potential for annual increases.

**Approve estimate for document scanning:** ON MOTION, duly made (Willson), seconded (Williams) and carried to approve the estimate from Reynolds Business Systems in the amount of \$24,804.89 for the scanning of our permanent records file cabinets. The scans will be formatted in a PDF-A file so they will not be editable.

**Approve camera system for new police station:** ON MOTION, duly made (Andreoli), seconded (Williams) and carried to approve the quote from Computer Visionaries, Inc. in the amount of \$7,689.00 for security cameras at the new police station. This money was already received by the Moffat Family Trust grant which was received in December 2023.

**Approve quote for internet at new police station:** ON MOTION, duly made (Andreoli), seconded (Williams) and carried to approve the quote from Computer Visionaries, Inc. in the amount of \$1,710.00 to beam internet to the new police station from the mansion, which will save the township a monthly internet bill at the police station. This is currently done with the pavilion and believed to work well. This quote also includes upgrading the internet at the mansion.

**Approve quote for firewall for police computers:** ON MOTION, duly made (Willson), seconded (Andreoli) and carried to approve the quote from Computer Visionaries, Inc. in the amount of \$3,495.00 to install firewall software and move the police computers to the new office.

**Release remaining 10% MDH Partners construction guarantee:** ON MOTION, duly made (Peirce), seconded (Williams) and carried to release the remaining 10% of the MDH Partners Construction Guarantee in the amount of \$301,672.00.

**Hire Full-time Roadmaster:** ON MOTION, duly made (Peirce), seconded (Willson) and carried to promote road worker, Donald Cook, to full-time roadmaster at an hourly rate of \$26.00 per hour effective March 6, 2024.

**Hire part-time H.R. administrator, set hourly pay:** In the process of interviewing applicants for roadmaster, a resume was received by David Valvano, who the supervisors felt would be an asset to the township in the role of part-time Human Resources Administrator (H.R. Administrator, for short) to handle human resources and write grants. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to hire David Valvano as the part-time H.R. Administrator at an hourly rate of \$24.00 per hour effective March 4, 2024.

**Approve quote for office desk:** With hiring a new administrator, we need a new desk and chair. A quote has been received earlier today in the amount of \$1,415.00 from BMC Office Furniture for an executive desk and chair. Chairwoman/Secretary Kearney has found chairs that are similar but cheaper from Staples and would like additional time to search for a better deal. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to allow for the purchase of a new desk and chair up to \$1,400.00.

**Approve H.R. administrator to attend PSATS conference:** ON MOTION, duly made (Andreoli), seconded (Williams) and carried to allow the new H.R. Administrator to attend the PSATS conference with all allowable expenses to be paid by the township.

**Planning Commission:** The planning commission cancelled their February meeting but held their February work session. At the work session, a developer for a Dollar General and Auto Zone was present to discuss their plans for land improvement and land development of properties located on Route 435 near the Daleville cemetery. They also discussed the minor subdivision of the Beavers property and referred A&B Auto to the zoning officer for his request to sell cars on his property. ON MOTION, duly made (Peirce), seconded (Willson) and carried to accept the planning commission's monthly report.

**Building Inspector:** David Lamm reviewed his monthly report which included (3) permits being issued. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to accept the building inspectors monthly report.

**Zoning Code Enforcement Officer:** The zoning code enforcement officer's monthly report was reviewed which included (1) permit for Eagle Lake and (3) permits within the township. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to approve the zoning code enforcement's monthly report.

**Engineer:** Mary Lou Butler discussed the status of the Nammo Pocal project, advised that Bailor Road and Legg's Road projects are out for bid. The pre-bid meetings are scheduled for Wednesday, March 13<sup>th</sup> with Leggs Road being at 10:30am and Bailor Road at 11:00 am in the Municipal office. The bids will be opened at the work session scheduled for March 26<sup>th</sup> and awarded at the April 2<sup>nd</sup> monthly meeting. Mary Lou advised that she will review the PennDOT requirements for the traffic study and advise, at next month's meeting, if she can complete the required work. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to accept the engineer's monthly report.

**Solicitor:** Nothing to report. Supervisor Peirce questioned the stormwater easement for Glen Meadows. Chairwoman/Secretary Kearney advised she received the signed stormwater easement earlier today and she will send it to be recorded with the county.

**Director of Public Works:** Supervisor/DPW Director Peirce advised he is looking for someone to repair the tile in the bathrooms on the 2<sup>nd</sup> floor of the mansion. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to accept the Director of Public Works monthly report.

**Roadmaster:** Tom Hall reviewed his last monthly report as roadmaster, due to his retirement on March 31, 2024. A service request was received for the removal of dead trees along Langan Road. Tom spoke with Mattern Logging about removing the trees and a quote was received in the amount of \$2,000.00 to remove approximately 15 trees. Some of the trees are entangled in electric and phone lines. ON MOTION, duly made (Peirce), seconded (Willson) and carried to allow Mattern Logging to remove the

15 dead trees on Langan Road in the amount of \$2,000.00. Tom also spoke with TreeSmiths regarding these trees; however, they will not touch the trees unless they are at least 15' away from the power lines. ON MOTION, duly made (Kearney), seconded (Williams) and carried to accept the Roadmaster's monthly report.

**Moffat Maintenance:** No report submitted. Chairwoman/Secretary Kearney advised the painting is almost complete at the new police office.

**Police Department:** The monthly report was reviewed. A brief discussion ensued regarding the number of new tasers needed for the police department. The original taser quote was for (5) tasers. Secretary Kearney will investigate the price difference for ordering 4 instead of 5. This was budgeted for in the preparation of the budget to pay this invoice, which is totaled at \$15,694.63, in yearly increments over 5 years. ON MOTION, duly made (Willson), seconded (Williams) and carried to purchase new tasers for the police department in the amount up to \$15,694.63. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to purchase (2) new ballistic shields with lights in an amount up to \$5,000.00 for the police department. ON MOTION, duly made (Williams) and seconded (Andreoli) and carried to accept the police department's monthly report.

**Recreation Committee:** The recreation committee will hold an Easter Egg Hunt on Saturday, March 23<sup>rd</sup> at the pavilion. They are asking for a budget of \$1,500.00 for this event. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to allow the recreation committee a budget of \$1,500.00 for the Easter Egg Hunt. They are also finalizing the details for the High Tea. Their next meeting will be March 13<sup>th</sup> at 5:00pm. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to accept the recreation committee monthly report.

**Sewage Enforcement Officer:** The Sewage Enforcement Officer's monthly report was reviewed which includes (5) completed, (4) pending, (1) on hold, and (10) in progress. ON MOTION, duly made (Kearney), seconded (Williams) and carried to accept the sewage enforcement officer's monthly report.

**New Business:**

**Accept Resignation of Supervisor Willson as police liaison:** ON MOTION, duly made (Peirce), seconded (Andreoli) and carried to accept the resignation of Supervisor Willson as the police liaison.

**Appoint Supervisor Andreoli as police liaison:** ON MOTION, duly made (Kearney), seconded (Williams) and carried to appoint Supervisor Andreoli as the new police liaison.

**Dollar General/Auto Zone parking reduction:** A letter was received from Miller Brothers Construction requesting the Board of Supervisors reduce the required number of parking spaces for commercial businesses per the zoning ordinance. A brief discussion ensued with the Board of Supervisors deciding that the zoning code enforcement officer and the planning commission members should review the letter and packet and make a formal recommendation to the Board of Supervisors on this submission.

**Old Business:**

**Update on Shredder quote:** Chairwoman/Secretary Kearney advised the shredder was ordered. Recycling Coordinator, Dawn, was able to negotiate the purchase price which has been reduced to \$14,798.00 and includes the shredder, annual service contract, (50) shredder bags, a (4) gallon case of shredder oil and delivery.

**Line painting at Routes 502/435/Bochicchio Blvd:** Mary Lou has reached out to a few line painting companies with no replies, so she will follow up with them. Chairwoman/Secretary Kearney gave her the name of Universal Line Painting which is a company the township has used in the past.

**Traffic Signal maintenance:** Chairwoman/Secretary Kearney has reached out to Urban Electric and Joyce Electrical, but they are not able to complete the work because they do not have the required certifications. Kuharchik Construction has reached out and is willing to give a quote, they just need the repair list and a copy of the maps.

**Correspondence:** None.

Supervisor Comments: None.

Public Comment: None.

Adjournment: ON MOTION duly made (Williams) seconded (Willson) and carried to adjourn the meeting at 8:10 pm.

Respectfully submitted:  
Melissa Kearney, Secretary

Approved: 4-2-2024

*Willson*