

**COVINGTON TOWNSHIP SUPERVISORS
REGULAR MONTHLY MEETING
APRIL 2, 2024**

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, April 2, 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 Samantha Hazen (in the absence of Atty. Joel Wolff).

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

Agenda: Chairwoman/Secretary Kearney advised that the Engineer's Report and the planning commission report will be presented immediately following the bid awards for both Legg's Road and Bailor Road. A motion to amend the agenda was made during the presentation of the Attorney's monthly report to allow for the signing of the tax appeal assessment stipulation for Ryan and Rena Wilson. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to accept the agenda as originally presented.

Announcements: An executive session was held earlier this evening to discuss personnel/police department.

Public Comment: None.

Minutes: ON MOTION, duly made (Pierce), seconded (Willson) and carried to accept the minutes of the March 5, 2024, regular meeting and the March 26, 2024, work session, as presented.

Bills: Chairwoman/Secretary Kearney clarified the gas bill that was questioned at last month's meeting was for the Ford Interceptor, not the Ford Taurus. The number that was listed on the gas slip was associated with the Ford Taurus in the treasurer's accounting system. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to pay all bills as presented.

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

Administrative Actions:

Award bid for Legg's Road: Mary Lou Butler presented the bid tabulation for the bids received for Legg's Road. Wayco, Inc. was the low bidder for this project, so Mary Lou recommends the Board of Supervisors award this project to Wayco, Inc. A multi-modal grant in the amount of \$100,000 was received with a 30% match coming from the township. ON MOTION, duly made (Pierce), seconded (Willson) and carried to send a notice to award, to Wayco Inc., the lowest, responsible, responsive bidder, in the amount of \$116,967.50 contingent upon receiving all their paperwork.

Award bid for Bailor Road: Mary Lou Butler presented the bid tabulation for the Bailor Road project. She explained this project had 2 different bids: (1) the base bid which included a very thin leveling coat as the topcoat, and (2) an alternate bid which included 4" of base pavement and 1 ½" of top. She is recommending the board go with the alternate bid. A county conservation district grant, in the amount of \$79,250.00, was received with a 30% match from the township. Mary Lou advised there is a possibility of receiving additional monies for this project from the county conservation grant. Mary Lou's recommendation is Wayco, Inc. as they came in as the lowest bidder. ON MOTION, duly made (Andreoli), seconded (Williams) and carried to send a notice to award the alternate bid, in the amount of \$112,175.00 to Wayco, Inc, the lowest, responsible, responsive bidder, contingent upon receiving all their paperwork.

Hire full-time road worker: Interviews were held for the position of road worker. ON MOTION, duly made (Kearney), seconded (Pierce) and carried to hire Arthur Alt, Jr. as full-time road worker at a rate of \$23 per hour, with benefits, effective April 29, 2024.

Terminate part-time HR Administrator: ON MOTION, duly made (Kearney), seconded (Williams) and carried to terminate David Valvano, part-time H.R. administrator effective immediately.

Appoint Jonathan Swarts to Sewer Authority: ON MOTION, duly made (Williams), seconded (Peirce) and carried to appoint Jonathan Swarts as member to the Sewer Authority.

Approve quote for recycling signs: ON MOTION, duly made (Williams), seconded (Andreoli) and carried to order recycling center signs from Bassler Equipment Co. and Alphabet signs. Bassler will provide the recycling center signs and Alphabet signs will supply a roadside sign that can be changed. The cost of the signs will be covered by the recycling grant previously awarded.

Approve quote for recycling gate: A quote was received from Automated Security to furnish a gate, keypad, and remotes for an automatic gate for the recycling center. Dawn has negotiated the quote down to \$31,897.00 which does not include the electric, concrete, and bollards for around the keypad. ON MOTION, duly made (Andreoli), seconded (Kearney) and carried to approve the quote from Automated Security. Automated Security is a costars vendor. The cost of the gate will be covered by the recycling grant previously awarded.

Approve quote for fire/burglar alarms at new police station: Two quotes were received for the fire and burglar alarms and monitoring for the new police station. The quotes were from Computer Visionaries and 1st Alarm. 1st Alarm came in lower with an amount of \$2,970.00 for the installation and a yearly monitoring fee of \$390.00. ON MOTION, duly made (Willson), seconded (Williams) and carried to allow 1st Alarm to install and monitor the burglar and fire alarms at the new police station.

Approve items for sale on Muncibid: ON MOTION, duly made (Williams), seconded (Peirce) and carried to allow for the advertisement and sale of the Varidesk and Tax Collector's safe on Muncibid with a minimum bid amount of \$500 for each.

Approve Land Bank acquisitions: The land bank has received applications for three properties within the Eagle Lake community. All three properties will be sold for recreational purposes. ON MOTION, duly made (Williams), seconded (Andreoli) and carried to allow the Land bank to acquire these properties.

Planning Commission: The monthly report has been received.

Beavers Minor Subdivision: Mary Lou advised the planning commission is recommending approval of the Beavers minor subdivision. She has reviewed the comments and all contingencies have been met. ON MOTION, duly made (Willson), seconded (Williams) and carried to approve the Beavers minor subdivision.

Legg Minor Subdivision: This plan had been previously approved by the BOS and the planning commission, however, it was never recorded in the county, so it is being presented once again for approval and signatures by the current Board of Supervisors. Mary Lou has reviewed her comments from the past and all comments have been addressed. ON MOTION, duly made (Willson), seconded (Andreoli) and carried to approve the Legg Minor Subdivision.

Parking Reduction for Dollar General and AutoZone: The planning commission is recommending approval of the parking reduction for the Dollar General and AutoZone project. Per section 505.5 of the zoning ordinance, the Board of Supervisors can reduce the required number of parking spaces. ON MOTION, duly made (Peirce), seconded (Williams) and carried to allow the reduction of the parking spaces in accordance with the provided traffic study.

Building Inspector: David Lamm reviewed his monthly report which included (2) permits being issued. ON MOTION, duly made (Williams), seconded (Kearney) 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 (11) permits for Eagle Lake, (1) sign permit and (2) zoning permits within the township. Supervisor Andreoli expressed her concerns with approving permits within Eagle Lake for Florida rooms, etc. Also included in the report was the review of a sign request for AutoZone, a service request regarding a right of way, a service request regarding cats, and referring an individual to the planning

commission for movement of a lot line. *ON MOTION*, duly made (Peirce), seconded (Willson) and carried to approve the zoning code enforcement's monthly report.

Engineer: Mary Lou reviewed the planning commission's monthly report as part of her report.

Solicitor: Atty. Hazen reviewed the assessment of Ryan and Rena Wilson, advising that all parties had already signed the assessment appeal. Atty. Wolff, through Atty. Hazen has recommended the board accept the stipulation for the tax assessment appeal as the school district has already signed. *ON MOTION*, duly made (Willson), seconded (Williams) and carried to amend the agenda to allow the consideration of Atty. Wolff signing the assessment for Ryan and Rena Wilson. *ON MOTION*, duly made (Andreoli), seconded (Williams) and carried to allow Atty. Wolff to sign the assessment appeal for Ryan and Rena Wilson in the amount of 45,000. *ON MOTION*, duly made (Williams), seconded (Kearney) and carried to accept the solicitor's monthly report.

Director of Public Works: Supervisor/DPW Director Peirce commented on the great job our DPW department is doing on the Bailor Road project. He feels we will be right on schedule when Wayco comes in for their part of the project. Chairwoman/Secretary Kearney advised the township has received confirmation that we were awarded \$292,516.00 from the multi-modal grant for the milling and paving of Richland Road and Havenstrite Lane. Supervisor/DPW Director Peirce gave a huge thank you to Senator Brown for her consideration of this grant. Supervisor Andreoli questioned the clearing of land off Route 307 going towards Bailor Road. A brief discussion was held regarding HOP/driveway permits. *ON MOTION*, duly made (Williams), seconded (Willson) and carried to accept the Director of Public Works monthly report.

Roadmaster: Donald Cook, newly appointed Roadmaster, reviewed his monthly report. *ON MOTION*, duly made (Peirce), seconded (Williams) and carried to accept the Roadmaster's monthly report.

Moffat Maintenance: No report submitted.

Police Department: The monthly report was reviewed by interim Chief Brian Layland, advising there were 171 service calls for the month. He commended Officer Frisbie for the great job she did handling a large theft within the township. Supervisor/DPW Director Peirce questioned the status of the Ford Interceptor. It was reported the part is on backorder and we are still waiting for a call on when the part comes in. *ON MOTION*, duly made (Andreoli) and seconded (Willson) and carried to accept the police department's monthly report.

Recreation Committee: Supervisor Andreoli reported the Easter Egg Hunt was held, although it rained all day, it was a success. The next meeting will be held on April 10th at 5:00pm. *ON MOTION*, duly made (Williams), seconded (Willson) and carried to accept the recreation committee monthly report.

Sewage Enforcement Officer: The Sewage Enforcement Officer's monthly report was reviewed which included (3) permits. A detailed report was also given to the Board of Supervisors for their review. *ON MOTION*, duly made (Peirce), seconded (Williams) and carried to accept the sewage enforcement officer's monthly report.

New Business:

Recycling NexTrex Grass Roots and K-Cups: Chairwoman/Secretary Kearney advised the township has been accepted into the NexTrex Grass Roots program. This program will allow the township to accept plastics, including shopping bags, ice bags, produce bags, shrink wrap, etc., any stretchy plastic will be accepted. This will be accepted at the recycling center during normal recycling hours. A brief discussion was held on what's currently accepted at the recycling center. She also advised that we will be accepting K-cups and coffee pods for recycling. The k-cups, or any coffee pod, do not need to be cleaned, they can simply be thrown in the box which will also be housed at the recycling center. DPW Director/Supervisor Peirce and Chairwoman/Secretary Kearney will work a few recycling Saturdays to hand out flyers advising the residents of the new items being recycled.

Old Business:

Shredder: Chairwoman/Secretary Kearney advised the shredder has been received. We will need to get the electric box installed before we begin offering shredding to our residents.

Correspondence:

Thank you card: A thank you note from Tom Hall was received, thanking everyone for his retirement party and his gift.

Auditor's report: The final auditor's report was received and will be advertised in the newspaper. The auditors have also sent correspondence with their recommendations to the Board of Supervisors for their review.

Supervisor Comments: Chairwoman/Supervisor Kearney reviewed the Covington EMS monthly report where there were 94 total incidents with 57 transports for the month. When the monthly report was received, she advised that Michael Chmielewski, director of EMS/assistant fire chief reported that on Thursday, March 21st from 12pm to 8pm, Covington EMS helped to cover several communities throughout the valley because Pennsylvania Ambulance had zero to very minimal staffing during the viewing and funeral services of a very well know EMS professional who had passed away. Michael reported that while Covington EMS helped to cover the valley, they also maintained an available truck to cover the North Pocono area during this time. Heartfelt gratitude was given to Covington EMS from the Board of Supervisors. Chairwoman/Secretary Kearney stated that Covington Township is very lucky to have such a great service within our township.

Public Comment: None.

Adjournment: ON MOTION duly made (Williams) seconded (Peirce) and carried to adjourn the meeting at 7:59 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved: 5-7-2024

Udo A. Williams