

**COVINGTON TOWNSHIP SUPERVISORS  
REGULAR MONTHLY MEETING  
MAY 7, 2024**

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, May 7, 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, and Supervisor/DPW Director Marshall Peirce. Attorney Samantha Hazen (in the absence of Atty. Joel Wolff), arrived during Administrative Actions, Senior Center discussion and Supervisor William Willson arrived during the In-Service Distribution discussion.

Also present were: Building Inspector David Lamm and Engineer Mary Lou Butler.

Absent: Supervisor Wanda Andreoli.

**Agenda:** ON MOTION, duly made (Williams), seconded (Peirce) and carried (3-0) to accept the agenda as presented.

**Announcements:** None.

**Public Comment:** Mark Cordelli, Lackawanna County Director for Community Relations, was present to review the upcoming events within Lackawanna County. He advised the county is going to attempt to bring back attendance of a county representative at the township's monthly meetings to answer any questions and review any upcoming events within the county.

**Minutes:** ON MOTION, duly made (Pierce), seconded (Williams) and carried (3-0) to accept the minutes of the April 2, 2024 regular meeting and the April 30, 2024 work session, as presented.

**Bills:** ON MOTION, duly made (Williams), seconded (Peirce) and carried (3-0) to pay all bills as presented.

**Treasurer's Report:** ON MOTION, duly made (Peirce), seconded (Williams) and carried (3-0) to accept the Treasurer's report as presented.

**Administrative Actions:**

**N.P. Historical Society:** Brian Shaffer of the North Pocono Historical Society was present to answer any questions the board had regarding the Historical Society occupying a room upstairs for their displays and meetings. A brief discussion ensued. The Historical Society is interested in occupying two (2) rooms on the 2<sup>nd</sup> floor of the Moffat Mansion to host monthly meetings. They would utilize the master bedroom as their display room and one other room as their office. They do have insurance and were advised to have their insurance company send a certificate of insurance to the township. There would be no charge to the Historical Society to utilize these rooms. ON MOTION, duly made (Williams), seconded (Peirce) and carried (3-0) to allow the N.P. Historical Society to utilize (2) rooms on the 2<sup>nd</sup> floor of the Moffat Mansion for display and meetings.

**Senior Center joining County:** Susan Miralgia, Lackawanna County Area Agency on Aging is interested in having our senior center join forces with the County to offer different services such as meals on wheels, etc. to the seniors. The county is looking to close the Jefferson Township site and they are looking for another center in the N.P. region to offer the attendees of the Jefferson Township site. There will be no monetary gain for this, and the only requirement would be monthly reporting completed by the coordinator of our center. There is no contract and the township will keep control of the events of the center. The county advised we would be able to apply for grants that can be used for building maintenance and upkeep that are awarded annually. ON MOTION, duly made (Peirce), seconded (Williams) and carried (3-0) to join forces with the County Area Agency on Aging.

**Full-time Police Chief:** ON MOTION, duly made (Williams), seconded (Kearney) and carried (3-0) to hire Jeffrey Lamm, as Full-Time Police Chief effective late July, early August, with an hourly pay rate of \$32.00 per hour. Jeffrey will not need health insurance benefits.

**Resolution 2024-02: Auditor Compensation:** Resolution 2024-02, A Resolution Providing for Auditor Compensation, was read by Chairwoman/Secretary Kearney. This resolution will raise the hourly rate for any newly elected or appointed auditors from \$10.00 per hour to \$18.00 per hour. ON MOTION, duly made (Williams), seconded (Peirce) and carried (3-0) to approve Resolution #2024-02.

**In-Service Distribution:** A brief discussion ensued on the estimates received for the In-Service Distribution. An estimate in the amount of \$3,234 for non-uniform and \$10,997 for uniform was received and would be in addition to the annual MMO amount the township currently pays. These amounts would not be billed until the 2027-2028 year and are based on yearly payroll amounts. ON MOTION, duly made (Peirce), seconded (Williams) and carried (4-0) to table this discussion for a later date to allow for further gathering of information.

**Part-time Secretary/Assistant Secretary:** Supervisor/DPW Director Peirce would like to advertise hiring a part-time, possibly full-time secretary or assistant secretary to assist with office duties. This will start out as part-time but may increase to full-time in the future. ON MOTION, duly made (Peirce), seconded (Williams) and carried (4-0) to advertise for a part-time/assistant secretary to assist with the office duties.

**Truck Drivers pay rate:** Supervisor/DPW Director Peirce commented that Jay Hallock, Moffat maintenance, has been assisting the DPW department with driving the dump truck because he has a CDL license. Supervisor Peirce feels Jay's hourly rate should be increased since we are utilizing his CDL status. ON MOTION, duly made (Peirce), seconded (Willson) and carried (4-0) to increase Jay Hallock's hourly rate to \$25.00 per hour, retroactive to April 1, 2024, when he is driving truck for the DPW department.

**Planning Commission:** The monthly report has been received and included the following:

**Capple Minor Subdivision:** The notes for the Lackawanna County Planning Commission were received after the recommendation of the planning commission. A brief discussion ensued, and it was decided that the BOS will ask for an extension of 90 days before a decision is made because we are still waiting for their revised plans amongst other things.

**Patel Minor Subdivision:** The planning commission has recommended conditional approval of the Patel minor subdivision on Route 435 near the Rite-Aid property. This subdivision is accompanied by the land development plan for the Dollar General/AutoZone project. There are 2 outstanding items for this subdivision: a sewer easement and PennDOT HOP permit. A brief discussion ensued on the easement that is shown on the subdivision plans. They do not need to use the easement, but it is there in the event it is needed. ON MOTION, duly made (Peirce), seconded (Willson) and carried (4-0) to approve the Patel minor subdivision plan contingent on receiving the sewer easement and the HOP from PennDOT.

**Dollar General/AutoZone Land Development:** The planning commission has recommended conditional approval of the land development plans for the Dollar General/AutoZone project. There are a few contingencies still outstanding for this project which Mary Lou will follow up on. P.J. Melocheck, of Miller Bros Contracting (developer of the Dollar General/AutoZone) was present to answer any questions and asked for a conditional approval of the project as they are an equitable property owner of the Patel property. ON MOTION, duly made (Peirce), seconded (Willson) and carried (4-0) to approve the Dollar General/AutoZone land development project contingent on completing the final 5 remaining items (3 of which cannot be completed until the property is transferred into the developer's name).

**Nammo Pocal:** Mary Lou questioned sending a letter to Nammo Pocal to ask for a status update on their land development plans. There are a few contingencies, the NPDES permit, HOP, and developer's agreement all need to be completed. ON MOTION, duly made (Williams), seconded (Kearney) and carried (4-0) to accept the planning commission's monthly report.

**Building Inspector:** David Lamm reviewed his monthly report which included (6) permits being issued. ON MOTION, duly made (Williams), seconded (Kearney) and carried (4-0) to accept the building inspectors monthly report.

**Zoning Code Enforcement Officer:** The zoning code enforcement officer's monthly report was reviewed which included (12) permits for Eagle Lake, no sign permits and (2) zoning permits within the township. The ZCEO also completed a title search, reviewed files, and investigated complaints. ON MOTION, duly made (Williams), seconded (Willson) and carried (4-0) to approve the zoning code enforcement's monthly report.

**Engineer:** Mary Lou Butler advised there is a pre-construction meeting this Thursday at 10 am to review and sign the contracts for the Bailor Road and Legg's Road projects. She reviewed her monthly report which included information regarding the Patel minor subdivision and the Dollar General/AutoZone land development projects previously mentioned. She would like to complete a change order to add Richland Road to the Bailor Road project since the grant has been won and the contractor will be in the area. She has received tentative approval from DCED providing she can prove this would be cost effective. She will work on this and advise the board of her outcome. She has reached out to (3) line painting companies to see if we can get the lines painted at the intersection of Routes 502 and 435. She has also reviewed the PennDOT publication for posting and bonding of township roads. She would like to meet with the road department, attorney, and supervisors to discuss how to proceed with this. The Multi-Modal grant application will need to be submitted by July 31<sup>st</sup> so the board should consider the next road they would like to do. This will need to be approved at the June meeting so she can have it ready to go for the July meeting. Supervisor/DPW Director Peirce commented on the potential of doing our portion of Kosinski Road while Madison Township does their section of this same road. ON MOTION, duly made (Willson), seconded (Williams) and carried (4-0) to accept the engineer's monthly report.

**Solicitor:** Nothing to report.

**Director of Public Works:** Supervisor/DPW Director Peirce advised there are (2) proposals to upgrade lighting. The 1<sup>st</sup> proposal is from Preferred Management to upgrade and increase the lighting in the basement of the dance studio to LED in the amount of \$3,977.10. ON MOTION, duly made (Willson), seconded (Williams) and carried (4-0) to approve the proposal from Preferred Management to upgrade and increase the lighting in the basement of the dance studio. The 2<sup>nd</sup> proposal is also from Preferred Management to upgrade the lighting to LED on the flagpole at the monument near the police station in the amount of \$542.97. ON MOTION, duly made (Willson), seconded (Williams) and carried (4-0) to approve the proposal to upgrade the lighting on the flagpole to LED. ON MOTION, duly made (Williams), seconded (Willson) and carried (4-0) to approve the DPW director's monthly report.

**Roadmaster:** Chairwoman/Secretary Kearney, reviewed the monthly report which stated they have been paving potholes and cleaning up around the shop. She also reported the township received approval to install (2) School Bus Stop Ahead and distance signs on Dorantown Road. We would need to purchase, install, and maintain the signs and have received the specs on where they are to be installed. A brief discussion ensued about only needing the bus stop signs and not the distance signs. ON MOTION, duly made (Willson), seconded (Williams) and carried (4-0) to purchase (2) School Bus Stop Ahead signs. ON MOTION, duly made (Kearney), seconded (Williams) and carried (4-0) to accept the Roadmaster's monthly report.

**Moffat Maintenance:** A proposal was received to replace the overhead garage doors on the Moffat garage as one is broken. At the work session last week, it was discussed that all (4) should be replaced. The proposal was received from Garage Doors by Joe Kishel in the amount of \$2,815 each garage door for a total of \$11,260.00. ON MOTION, duly made (Willson), seconded (Williams) and carried (4-0) to approve the proposal by Garage Doors by Joe Kishel in the amount of \$11,260.00 to replace all (4) overhead garage doors. We will advise the Moffat Trust of the replacement of these overhead doors.

**Police Department:** No monthly report received.

**Recreation Committee:** No monthly report received.

**Sewage Enforcement Officer:** Chairwoman/Secretary Kearney reviewed the SEO's monthly report which included (12) in progress, (8) pending, (2) on hold, and (2) completed projects. ON MOTION, duly made (Williams) seconded (Peirce) and carried (4-0) to accept the SEO's monthly report as received.

**New Business:** None.

**Old Business:**

Chairwoman/Secretary Kearney advised the Ansul system in the pavilion is functioning. She stated that it should be serviced annually.

**Correspondence:** None.

**Supervisor Comments:** None.

**Public Comment:** None.

**Adjournment:** ON MOTION duly made (Williams) seconded (Willson) and carried (4-0) to adjourn the meeting at 8:20 pm.

Respectfully submitted:  
Melissa Kearney, Secretary

Approved: 6-4-2024

