

**COVINGTON TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING  
JANUARY 6, 2025**

*The Covington Township Board of Supervisors held their Organizational Meeting on Monday, January 6, 2025, 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, and Supervisor William Willson.*

*Absent: Joel M. Wolff, Esquire*

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

**TEMPORARY CHAIR-PERSON:** *Temporary Chair-person Williams appointed Supervisor Andreoli as temporary secretary.*

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

**PUBLIC COMMENT:** *No public comment.*

**CHAIR-PERSON:** *ON MOTION, duly made (Willson), seconded (Andreoli), and carried (5-0) to re-appoint Melissa Kearney Chairwoman. Chairwoman Kearney took over the meeting.*

**VICE CHAIR-PERSON:** *ON MOTION, duly made (Peirce), seconded (Willson), and carried (5-0) to appoint Vicki Williams Vice Chairwoman.*

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

**TREASURER:** *A resignation letter has been received from Diana Patton, Numbers Made Easy Consulting, so this will be tabled until the regular monthly meeting on January 7, 2025.*

**SOLICITOR:** *ON MOTION, duly made (Williams), seconded (Andreoli), and carried 5-0 to appoint Joel M. Wolff, Esquire as Solicitor.*

**VACANCY BOARD CHAIR-PERSON:** *ON MOTION, duly made (Williams), seconded (Willson), and carried (5-0) to appoint John Brostoski Vacancy Board Chairman.*

**BUILDING CODE OFFICIAL & BUILDING INSPECTOR:** *ON MOTION, duly made (Willson), seconded (Williams), and carried (5-0) to re-appoint David Lamm Building Code Official and Building Inspector. Dave has been the building code inspector for Covington Township for the past 41 years.*

**UCC COMMERCIAL INSPECTOR:** *ON MOTION, duly made (Kearney), seconded (Williams), and carried (5-0) to appoint Jason Humenanski (BHW Construction Consultation Services, Inc) as UCC Commercial Inspector.*

**UCC APPEALS BOARD:** *ON MOTION, duly made (Kearney), seconded (Williams), and carried (5-0) to appoint the NP COG UCC appeals board as the UCC appeals board for Covington Township.*

**ZONING OFFICER AND CODE ENFORCEMENT OFFICER:** *ON MOTION, duly made (Andreoli), seconded (Peirce), and carried (5-0) to appoint KBA Engineering, PC as the zoning officer and code enforcement officer.*

**ZONING OFFICER AND CODE ENFORCEMENT OFFICER SOLICITOR:** *ON MOTION, duly made (Andreoli), seconded (Williams), and carried (5-0) to appoint Donald G. Karpowich, Esquire as Zoning Office and Code Enforcement Officer Solicitor.*

**EMERGENCY MANAGEMENT COORDINATOR:** *This position is currently Vacant. A brief discussion was held regarding the requirements for being appointed the Emergency Management Coordinator.*

**ENGINEER:** *ON MOTION, duly made (Andreoli), seconded (Williams), and carried (5-0) to re-appoint Mary Lou Butler, Engineering Surveying Consultants & Design, Inc. Township Engineer.*

**ALTERNATE PROJECT ENGINEER:** *ON MOTION, duly made (Peirce), seconded (Williams), and carried (5-0) to appoint Brick Lindner alternate engineer.*

**OPEN RECORDS OFFICER/RIGHT TO KNOW OFFICER:** *ON MOTION, duly made (Andreoli), seconded (Williams), and carried (5-0) to appoint Dawn Coco as Open Records Officer/Right to Know Officer.*

**ALTERNATE RIGHT TO KNOW OFFICER:** *ON MOTION, duly made (Andreoli), seconded (Williams), and carried (5-0) to appoint William Willson as Alternate Open Records Officer/Right to Know Officer.*

**FLOOD PLAIN ADMINISTRATOR:** ON MOTION, duly made (Peirce), seconded (Williams), and carried (5-0) to re-appoint David Lamm Flood Plain Administrator.

**PLANNING COMMISSION SECRETARY:** ON MOTION, duly made (Peirce), seconded (Williams), 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 (Kearney), seconded (Andreoli), and carried (5-0) to re-appoint Dawn Coco secretary to the Zoning Office.

**PLANNING COMMISSION SOLICITOR:** ON MOTION, duly made (Williams), seconded (Kearney), and carried (5-0) to appoint James A. Hailstone, Esquire solicitor to the Planning Commission.

**ZONING HEARING BOARD SOLICITOR:** ON MOTION, duly made (Peirce), seconded (Willson), and carried (5-0) to appoint Robert Sheils, Esquire solicitor to the ZHB.

**SEWAGE ENFORCEMENT OFFICER:** ON MOTION, duly made (Willson), seconded (Williams), and carried (5-0) to appoint KBA Engineering, PC as the Sewage Enforcement Officer.

**ALTERNATE SEO:** ON MOTION, duly made (Williams), seconded (Peirce), and carried (5-0) to appoint Paul Kosik, alternate SEO.

**POLICE CHIEF:** ON MOTION, duly made (Williams), seconded (Andreoli), and carried (5-0) to appoint Jeff Lamm police chief.

**FULL TIME POLICE:** ON MOTION, duly made (Williams), seconded (Kearney), and carried to appoint Robert Bastek, Jr. and Destiny Frisbie as full-time police officers.

**PART TIME POLICE:** ON MOTION, duly made (Kearney), seconded (Andreoli), and carried (5-0) to keep Chriss Grube and David Burrier as part time police officers.

**PAVILION MANAGER:** ON MOTION, duly made (Kearney), seconded (Williams), and carried (5-0) to appoint Bill Beavers Pavilion Manager.

**SENIOR CENTER COORDINATOR:** ON MOTION, duly made (Williams), seconded (Peirce), and carried (5-0) to appoint Barbara Belasky Senior Center Coordinator.

**SUPERVISOR LIAISONS:** The supervisor liaisons have been tabled for now. It was discussed that the departments have department leaders who will be able to report to the administrator who will act as the liaison between the employees and the board.

**DIRECTOR OF PUBLIC WORKS:** Supervisor Peirce would like to step down from the position of Department of Public Works. A lengthy discussion was held with Supervisor Peirce agreeing to stay on as the Director of Public Works for a few more months. ON MOTION, duly made (Willson), seconded (Williams), and carried 4-1 to re-appoint Marshall Peirce as Director of Public Works. Supervisor Peirce voted no.

**ROADMASTER:** ON MOTION, duly made (Willson), seconded (Williams), and carried (5-0) to continue the probation until May 5, 2025, for Arthur Alt as Roadmaster.

**DELEGATE & ALTERNATE DELEGATES TO LACKAWANNA COUNTY TAX COLLECTION COMMITTEE:** ON MOTION, duly made (Peirce), seconded (Kearney), and carried (5-0) to appoint Vicki Williams, delegate; Marshall Peirce, 1<sup>st</sup> Alternate and Wanda Andreoli, 2<sup>nd</sup> Alternate to the LCTCC.

**DEPOSITORIES:** ON MOTION, duly made (Williams), seconded (Andreoli), and carried (5-0) to appoint Peoples Security Bank and Trust (changed from FNCB due to bank merger) and PLGIT as the Township depositories and to allow the seated supervisors and the Treasurer to sign checks.

**VACANCIES ON BOARDS:**

**PLANNING COMMISSION MEMBER:** ON MOTION, duly made (Kearney), seconded (Peirce), and carried (5-0) to re-appoint Chett Havenstrite, Jr. to a 5-year term on the Planning Commission.

**SEWER BOARD MEMBER:** ON MOTION, duly made (Peirce), seconded (Williams), and carried (4-0-1) to re-appoint Robin Smerdon to a 5-year term on the Sewer Authority Board. Supervisor Willson abstained from the vote.

**ZONING HEARING BOARD MEMBER:** ON MOTION, duly made (Williams), seconded, (Andreoli), and carried (5-0) to re-appoint Gwen Walsh 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:** The recreation committee will be holding their re-organization meeting later in the month and will forward a roster with term dates. The members will be appointed at a future meeting.

**RECYCLING COORDINATOR:** ON MOTION, duly made (Kearney), seconded (Williams), and carried (5-0) to appoint Dawn Coco and Marshall Peirce as the Recycling Coordinators.

**FOOD DISTRIBUTION COORDINATOR:** Chairwoman Kearney advised she had been informed by the county, that this position was no longer necessary because the North Pocono Food Pantry and North Pocono Dry Goods Pantry are located within the township.

**DELEGATES:**

**DELEGATE TO STATE CONVENTION:** ON MOTION, duly made (Andreoli), seconded (Williams), and carried (5-0) to appoint Melissa Kearney voting delegate, authorize Vicki Williams, Wanda Andreoli, Dawn Coco, and the new hire (if interested) 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 (Willson), seconded (Williams), and carried (5-0) to appoint Melissa Kearney as delegate to the Lackawanna County Council of Governments.

**DELEGATE TO NORTH POCONO COG:** ON MOTION, duly made (Williams), seconded (Willson), and carried (5-0) to appoint Marshall Peirce as delegate and Melissa Kearney as alternate delegate to the North Pocono Council of Governments.

**AGRICULTURE AREA ADVISORY COMMITTEE SUPERVISOR:** Since there has been no contact regarding this appointment, it has been removed from the township.

**CDL DRUG & ALCOHOL PROGRAM CONTACT PERSON:** ON MOTION, duly made (Willson), seconded (Williams), and carried (5-0) to appoint Melissa Kearney as CDL Drug & Alcohol Program contact person.

**FIRE COMPANY:**

**COVINGTON FIRE COMPANY:** Chairwoman Kearney read Resolution 2025-01, regarding the Covington Independent Fire Co. ON MOTION, duly made (Williams), seconded (Willson), and carried (5-0) to adopt Resolution 2025-01, A Resolution to Authorize Fire Protection and Other Public Safety Activities in the Township.

**FIRE COMPANY OFFICERS:** Chairwoman Kearney read the list of the 2025 Executive Officers and Line Officers of the Covington Independent Fire Company.

**ESTABLISH REGULAR MONTHLY MEETING DATES:** Chairwoman Kearney read the monthly meeting dates for 2025. ON MOTION, duly made (Williams), seconded (Andreoli), and carried (5-0) 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, with the exception of May due to the PSATS conference.

**ESTABLISH REGULAR MONTHLY WORK SESSION DATES:** Chairwoman Kearney read the work session dates for 2025. *ON MOTION*, duly made (Peirce), seconded (Williams) and carried (5-0) 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 except for December, when there will be no work session held.

**ESTABLISH TIME LIMIT FOR PUBLIC COMMENT:** *ON MOTION*, duly made (Williams), seconded (Willson), and carried (5-0) 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.

**ESTABLISH MILEAGE RATE FOR USE OF PERSONAL VEHICLES FOR BUSINESS USE:** *ON MOTION*, duly made (Willson), seconded (Williams), and carried (5-0) to follow the IRS guidelines to establish a rate of \$0.70 per mile for use of personal vehicles for business use.

**FEES FOR HEARINGS:** *ON MOTION*, duly made (Peirce), seconded (Williams), and carried (5-0) to keep all fees for hearings the same as adopted by Resolution 2022-05.

**EMPLOYEE HOLIDAYS:** Chairwoman Kearney read the employee holiday list. Employees covered by employment or collective bargaining agreements should refer to their contracts. *ON MOTION*, duly made (Peirce), seconded (Willson), and carried 4-0-1 to approve the following holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday (floating), Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's Day (floating), Thanksgiving Day, Christmas Eve (1/2 day/full pay), Christmas Day, New Year's Eve (1/2 day/full pay). Chairwoman/Secretary Kearney abstained.

**TREASURER'S BOND:** *ON MOTION*, duly made (Williams), seconded (Kearney), and carried (5-0) to increase the treasurer's bond to two million dollars (\$2,000,000.00).

**SALARIES & FEES & HOURLY RATES:**

**ENGINEER:** *ON MOTION*, duly made (Kearney), seconded (Williams), and carried (5-0) to increase the hourly rate for the Township Engineer to \$75.00 per hour.

**ATTORNEYS:**

**TOWNSHIP SOLICITOR:** *ON MOTION*, duly made (Andreoli), seconded (Williams), and carried (5-0) to approve the annual rate of \$42,000 for the Township Solicitor, not including court costs.

**ZONING/CODES ENFORCEMENT SOLICITOR:** *ON MOTION*, duly made (Peirce), seconded (Willson), and carried (5-0) to approve the rate of \$150.00 per hour for the Zoning/Codes Enforcement Solicitor.

**ZONING HEARING BOARD SOLICITOR:** *ON MOTION*, duly made (Peirce), seconded (Williams), and carried (5-0) to approve the rate of \$150 per hour for the Zoning Hearing Board Solicitor.

**PLANNING COMMISSION SOLICITOR:** *ON MOTION*, duly made (Williams), seconded (Willson), and carried (5-0) to approve the rate of \$150.00 per hour for the planning commission solicitor.

**BUILDING INSPECTOR:** *ON MOTION*, duly made (Peirce), seconded (Williams), and carried (5-0) to keep the building inspector fee at 80% of receipts.

**SECRETARY:** This will be set by the board of auditors.

**TREASURER:** Tabled until later date.

**POLICE DEPARTMENT:**

**CHIEF OF POLICE:** ON MOTION, duly made (Williams), seconded (Andreoli), and carried (5-0) to approve an additional 64 hours of PTO time for the Police Chief, in lieu of a pay raise.

**OFFICERS:** Hourly pay rates will follow the pay scale set forth in the collective bargaining agreement, once approved by the Board of Supervisors and put into effect. The contract with Eagle Lake will remain in effect with an hourly rate of \$40.00 per hour for Officer Grube. There is one summer remaining on this current Eagle Lake contract.

**UNIFORM ALLOWANCE:** The uniform allowance for both full and part-time employees will follow the collective bargaining agreement, once approved by the Board of Supervisors and put into effect.

**DEPARTMENT OF PUBLIC WORKS (DPW):**

**DPW DIRECTOR:** Chairwoman Kearney stated the board of auditors will set the hourly rate for DPW Director Marshall Peirce.

**ROADMASTER:** Arthur Alt, Jr. is on probation as Roadmaster until May 5, 2025. His current hourly rate is \$26.50.

**FULL-TIME ROAD LABORER/MOFFAT MAINTENANCE/CDL DRIVER(S):** ON MOTION, duly made (Willson), seconded (Andreoli) and carried to approve an hourly rate of \$23.79 for Justin Musgrave; an hourly rate of \$24.98 for Jay Hallock as estate maintenance and \$27.00 per hour when he is driving truck as a CDL driver for the DPW department. On the Question, Chairwoman Kearney would like to implement annual performance reviews in the future. Supervisor Willson (CDL driver) will have his pay set by the board of auditors. The part-time laborers, Fred DePew and Phil Setzer have been removed as they have not worked for the township in a few years.

**ZONING OFFICER AND CODES ENFORCEMENT OFFICER:** ON MOTION, duly made (Williams), seconded (Peirce), and carried (5-0) to approve the rate of \$85 per hour for KBA Engineering, PC.

**ZONING SECRETARY:** ON MOTION, duly made (Peirce), seconded (Willson), and carried (5-0) to set the zoning secretary's (Coco) hourly rate at \$26.18 per hour.

**ZONING HEARING BOARD SECRETARY:** ON MOTION, duly made (Williams), seconded (Andreoli), and carried 4-0-1 to set the zoning hearing board secretary's (Hughes) hourly rate at \$21.63 per hour. Chairwoman Kearney abstained from the vote.

**ZONING HEARING BOARD MEMBERS:** ON MOTION, duly made (Peirce), seconded (Williams), and carried (5-0) to pay the zoning hearing board voting members \$50.00 per attended meeting/hearing.

**SEWAGE ENFORCEMENT OFFICER:** ON MOTION, duly made (Willson), seconded (Williams), and carried (5-0) to pay KBA Engineering, PC 90% of the fees collected.

**PLANNING COMMISSION SECRETARY:** ON MOTION, duly made (Peirce), seconded (Williams), and carried 4-0-1 to set the Planning Commission Secretary (Hughes) pay at \$262.50 per month. Chairwoman Kearney abstained from the vote.

**PLANNING COMMISSION MEMBERS:** ON MOTION, duly made (Kearney), seconded (Williams), and carried (5-0) to pay the planning commission members \$50 per attended meeting and/or class.

**NORTH POCONO SENIOR CENTER COORDINATOR:** ON MOTION, duly made (Williams), seconded (Willson), and carried (5-0) to set the North Pocono senior center coordinator's (Belasky) pay at \$23.10 per hour.

**PAVILION MANAGER:** ON MOTION, duly made (Peirce), seconded (Kearney), and carried (5-0) to approve the hourly pay for the pavilion manager (Beavers) at \$26.25 per hour.

**PUBLIC COMMENT:** No public comment.

ON MOTION duly made (Williams), seconded (Willson), and carried (5-0) to adjourn at 8:20p.m.

Respectfully submitted,  
Melissa Kearney, Secretary

APPROVED: 2-4-2025

A handwritten signature in cursive script that reads "Wanda R. Andrew". The signature is written in black ink and is positioned below the date "APPROVED: 2-4-2025".