

**COVINGTON TOWNSHIP SUPERVISORS
REGULAR MONTHLY MEETING
FEBRUARY 4, 2025**

The Covington Township Board of Supervisors held their regular monthly meeting on Tuesday, February 4, 2025, at 7:00 p.m. at the Covington Township Municipal building, Moffat Estate, 20 Moffat Drive, Covington Township, PA 18444. Chairwoman Kearney opened the meeting at 7:00 p.m. with the Pledge to the Flag.

Present were: Chairwoman/Secretary Melissa Kearney, Supervisor Wanda Andreoli, Supervisor William Willson, Supervisor/DPW Director F. Marshall Peirce and Attorney Joel Wolff.

Also present were: Building Inspector David Lamm, Engineer Mary Lou Butler, Roadmaster Arthur Alt, and Police Chief Jeff Lamm.

Agenda: ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to accept the agenda as presented. Later in the meeting, under the Engineer's report, a motion was made to revise the agenda to allow for advertising of sealed bids for a paving project. ON MOTION, duly made (Andreoli), seconded (Willson), and carried (4-0) to amend the agenda to add "Advertise for Sealed Bids for Paving of Havenstrite Lane" under the Engineer's report.

Public Comment: No public comment.

Minutes: ON MOTION, duly made (Willson), seconded (Andreoli) and carried (4-0) to accept the minutes of the January 6, 2025 re-organization meeting, January 7, 2025 monthly meeting and the January 28, 2025 work session as presented.

Bills: ON MOTION, duly made (Peirce), seconded (Andreoli) and carried (4-0) to pay the bills as presented.

Treasurer's Report: The treasurer's reports were available for the public's review. The treasurer's reports, as of February 4, 2025, included the following:

General Checking account: \$102,621.39

Payroll Checking account: \$1,884.76

PLGIT General Investment account: \$1,406,560.95

PLGIT Capital Projects account: \$12,420.17

State Fund account: \$246,763.75

The total for all accounts is: \$1,770,251.02. ON MOTION, duly made (Andreoli), seconded (Peirce) and carried (4-0) to accept the Treasurer's report as presented.

Administrative Actions:

Resignation of Supervisor Vicki Williams: Chairwoman/Secretary Kearney read a letter of resignation from Vice-Chairwoman, Vicki Williams, effective February 1, 2025. ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to accept Supervisor Williams resignation, with regrets.

Appoint Vice-Chair to fill vacancy: Due to the resignation of Supervisor Williams, vice-chairwoman for the board, a new vice-chair will need to be appointed. ON MOTION, duly made (Kearney), seconded (Andreoli) and carried (3-1), with Supervisor Peirce voting no, to appoint F. Marshall Peirce as Vice-Chairman for the Board of Supervisors.

Resolution #2025-03: Attorney Wolff read Resolution #2025-03, a Resolution to Authorize Fire Protection, Emergency Medical Services (EMS), Advanced Life Support (ALS) Services, and other Public Safety Activities in the Township. Chairwoman/Secretary Kearney spoke about the addition of an ALS truck to the fire department and the need for an update to Resolution #2025-01. ON MOTION, duly made (Andreoli), seconded (Willson) and carried (3-0-1) with Vice-Chairman Peirce abstaining from the vote, to adopt Resolution #2025-03.

Resolution #2025-04: Attorney Wolff read Resolution #2025-04, A Resolution of the Supervisors of the Township of Covington, Lackawanna County, Providing for Compensation for Sewer Authority Members. This resolution will approve compensation in the amount of \$100.00 per month to the Covington Township Sewer Authority members, paid out of the General Fund account of the Covington

Township Sewer Authority. *ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to adopt Resolution #2025-04.*

Relieve Destiny Frisbie of duties: *ON MOTION, duly made (Kearney), seconded (Andreoli), and carried (4-0) to relieve Destiny Frisbie of her duties as a patrol officer.*

Hire payroll company: *With the recent resignation of the treasurer, the board discussed hiring a payroll company. Chairwoman/Secretary Kearney received quotes from two (2) companies, We Pay Payroll and CRI Payroll Services. We Pay Payroll was the cheaper of the companies. They will be able to get our payroll up and running for the payroll week of February 24th. Both companies will handle all tax reporting and year-end tax documents for the employees. A brief discussion was held. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried (4-0) to hire We Pay Payroll as the payroll company.*

Hire accountant for treasurer's responsibilities: *A recommendation was received by our previous treasurer for the treasurer's duties for the township. Bridget Nealon, of Nealon's Accounting and Tax Services, submitted a proposal for \$25,500 annually to handle the treasurer's duties for the township. She is willing to come to the office weekly to complete the work. Chairwoman/Secretary Kearney also spoke with the representatives of We Pay Payroll and CRI Payroll Services regarding this position, but she has not heard back from them at this time, however we need to move forward. A brief discussion was held. ON MOTION, duly made (Kearney), seconded (Peirce) and carried (4-0) to hire Bridget Nealon as the treasurer at an annual rate of \$25,500.*

Zoning Code Enforcement Officer: *The ZCEO's report was reviewed. No permits were issued. He met with Wawa regarding their plan submission to the planning commission. He met with Olivares and Kieselowsky regarding land development projects. He spoke with Attorney Shiels regarding a dispute between neighbors, and he finalized the installation of the County GIS system previously approved. ON MOTION, duly made (Andreoli), seconded (Kearney) and carried (4-0) to approve the ZCEO's monthly report.*

Building Inspector: *Dave Lamm reviewed his monthly report which included (1) commercial building permit for Auto Zone, and (2) single family residences. ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to accept the building inspector's monthly report.*

Planning Commission: *Mary Lou Butler advised the planning commission is making a recommendation for approval of a lot combination on Bay Drive for Kathryn Webb. There are no contingencies, and the County Planning Commission has also recommended approval which will make the property a total of 1.17 acres. ON MOTION, duly made (Andreoli), seconded (Peirce) and carried (4-0) to approve the lot combination for the Webb property.*

Wawa minor subdivision and land development: *Attorney Wolff advised he spoke with Attorney Vonspreckelsen who advised that the developers for 2025 Covington Bochicchio would like to hold off on the approval of the subdivision until both subdivision and land development plans can be approved together. The hopes are that the new plans will be submitted later this week for review and possible contingent approval at the March meeting. Mary Lou advised the Board of Supervisors that there are approximately six (6) contingencies for the land development that cannot be completed until the subdivision is approved and recorded. Attorney Wolff stated the developers, and their attorney, are ok with this. A discussion was held regarding the submission of new maps and the dates of the multiple submissions to the township regarding the dates for approval. Providing the revised maps are received in a timely manner, contingent approval may be voted on at the March meeting. Cory Gosik and Brian Terry were present representing the developer for this project. Attorney Wolff also questioned the developer's representatives on the sidewalks for the project leading out of the school, lighting, and landscaping for the project. There were also three (3) waivers the planning commission recommended approval on, but these will also be addressed with the contingent approval of the subdivision and land development plans. Attorney Wolff advised the shared access driveway shown on the plans should have a note, on the plan, that states this shared access driveway is not to be used for Lots 1 and 3. Police Chief*

Jeff Lamm also advised that Covington Township police department is not a full time department, meaning they do not work 24/7. He has previously spoken with representatives of Wawa and informed them of the same; even though the store is 24/7, the township police department is not. Atty. Wolff will work on the developer's agreement. Cory Gosik questioned Atty. Wolff on the specifics he was looking for regarding the lighting, and advised he will get the proper information to the township.

Appointment to planning commission due to resignation of Paul Schneider:

Chairwoman/Secretary Kearney commented that per the minutes of the planning commission's re-organization meeting, they accepted the resignation of Paul Schneider and recommended Thomas Oltmann for the vacancy on the same night. This did not allow any other township resident to submit a letter of interest. Due to the fact the township secretary (or Board of Supervisors) was not made aware of this appointment until receiving the minutes the day before the supervisor meeting, the township secretary placed an announcement on the website and the front door of the mansion seeking letters of interest from township residents who may want to sit on the planning commission. Three (3) letters, including the planning commission's recommendation, were received. Letters of interest were received from Thomas Oltmann, Paula Perry, and Supervisor William Willson. A brief discussion was held. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried (3-0-1), to appoint Supervisor William Willson to the planning commission. Supervisor Willson abstained from the vote. ON MOTION, duly made (Willson), seconded (Andreoli) and carried (4-0) to accept the planning commission's monthly report.

Engineer: Mary Lou Butler reported she will begin preparing the paperwork for the Roadway Improvements Project bid for the paving of Havenstrite Lane. She asked for permission to advertise for sealed bids, prior to next month's meeting if she completes the paperwork. The agenda was revised by vote to allow Mary Lou to advertise for sealed bids. ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to allow Mary Lou to advertise for sealed bids for the paving of Havenstrite Lane. Supervisor/DPW Director Peirce asked Mary Lou to have her surveyor's survey the road for the road department. ON MOTION, duly made (Peirce), seconded (Andreoli) and carried (4-0) to accept the Engineer's monthly report.

Solicitor: Nothing further to report.

Director of Public Works: Supervisor/DPW Director Peirce advised the furnaces at the dance studio need to be replaced. Chairwoman/Secretary Kearney spoke on the bids received for the replacement of the furnaces and/or the HVAC units. There are two (2) units at the dance studio and if the board decided to replace the HVAC units, they would need to be put out for sealed bids as the cost would be higher than the purchase amount allowed. A discussion was held on the cost to replace the furnaces versus the HVAC units and the budget. Supervisor Andreoli questioned the condition of the furnaces and the HVAC units. The furnaces are in dire need of replacement whereas the air conditioning units are not as bad but will eventually need to be replaced. The cost to replace the (2) furnaces alone would be \$11,960.00 and the cost to replace the (2) HVAC units would be between \$25,000-\$30,000. We may be able to apply for a grant to replace the air conditioning units in the future, but we cannot wait for a grant to replace the furnaces. ON MOTION, duly made (Andreoli), seconded (Peirce) and carried (4-0) to approve the quote received by Advanced Air Conditioning and Heating, Inc. for the purchase and installation of (2) furnaces at the dance studio in the amount of \$11,960.00.

Roadmaster: Roadmaster Alt had nothing to report.

Moffat Maintenance: No report.

Police Department: Chief Lamm reviewed his monthly report which summarized 183 service calls which included: (5) arrests, (4) juvenile arrests, (26) traffic citations, (39) traffic warnings, (5) non traffic citations, and (4) parking citations. He also reported the newly hired police officers have completed training and are actively on duty. The move into the new station should happen around the 3rd week of February. All equipment and vehicles are up to date. He spoke about a new reporting system he would

like to have approval to purchase out of the capital funds line item on the police budget. The cost for this system is \$1,750.00 per year with a \$250.00 set up fee; the total cost for this year would be \$2,000.00. This will put the police department in full compliance with FBI standards, etc. ON MOTION, duly made (Andreoli), seconded (Peirce) and carried (4-0) to approve the purchase of the Records Management System for the police department. A quote was also received from Computer Visionaries, Inc. for the purchase of a new computer for the police department. The total cost for the computer is \$1,235.00. With the purchase of this computer, the police department will be fully equipped. ON MOTION, duly made (Willson), seconded (Kearney) and carried (4-0) to approve the quote from Computer Visionaries, Inc. for the purchase of a new computer for the police department. ON MOTION, duly made (Andreoli), seconded (Willson) and carried (4-0) to approve the police department's monthly report.

Recreation Committee: The recreation committee held their re-organization meeting in January. They appointed and sent in a roster of their new members. They established their meeting dates and are planning lots of events for the township this year. ON MOTION, duly made (Peirce), seconded (Willson) and carried to approve the recreation committee's monthly report.

Sewage Enforcement Officer: The monthly report was reviewed. They have taken a few residents to the magistrate for sewage violations, and they are completing testing of new properties. Supervisor Willson questioned the status of the Olivares property which had been taken to the magistrate. Olivares has not paid the fines imposed by the magistrate. Supervisor Willson also questioned the status of the Marker property who also went to the magistrate. The report shows Ms. Marker paid fines, but did not complete the septic repairs. KBA Engineering is following up on this. ON MOTION, duly made (Willson), seconded (Andreoli) and carried (4-0) to accept the Sewage Enforcement Officer's monthly report.

New Business:

Set pavilion rental rate for non-profits: Supervisor Willson commented on an inquiry he received regarding the North Pocono Cultural Society being allowed to utilize the pavilion for a weekly concert/event series during the summer months. They would like to utilize the pavilion/pavilion grounds to showcase local talents with the events being held every Monday from 6pm to 8pm. A discussion was held regarding a charge to non-profits and a precedence it would set if only some non-profits were charged a nominal fee, and others were not. The fee should be nominal only to cover the expenses of the township, such as the paper products and garbage bags, trash removal, along with the employees who open and close the pavilion and the Moffat maintenance who assures the floors are clean and the garbage has been taken out, etc. ON MOTION, duly made (Andreoli), seconded (Willson), and carried (4-0) to charge the non-profits a nominal fee of \$75.00 plus a refundable security deposit of \$250. Supervisor Andreoli wants a line added to the rental agreement stating the security deposit check will be cashed and a new check will be issued following the event if everything is returned to its original condition. Chairwoman/Secretary Kearney received a call from Little Acres Learning Center asking if they would be allowed to rent the pavilion (2) days a week, Tuesdays and Thursdays, from 7am to 5pm for the purpose of a day camp during the summer months. A discussion was held on an appropriate fee to charge for this type of rental. It appears the board is ok with this rental, but Supervisor Willson will speak with Little Acres regarding the start and end date of the camp, along with what her expectations of an appropriate fee. A brief discussion was also held on a charge for the schools who utilize the pavilion for their field trips, etc. It has been noted that schools pay for events when classes are taken on a field trip, so the board feels they should also pay a nominal fee for their field trips. Chairwoman/Secretary Kearney advised that most school field trips last only around (2) hours. ON MOTION, duly made (Andreoli), seconded (Kearney) and carried (4-0) to approve a nominal fee of \$25.00 for school field trips.

Correspondence: None.

Supervisor Comments: Chairwoman/Secretary Kearney mentioned the Board of Supervisors will be accepting letters of interest for any township resident who would be interested in fulfilling the vacant position on the board. The chosen candidate will be in office until January 2026, and if interested, would need to run for the unexpired term in November.

Public Comment: Mark Cordelli, representative of Lackawanna County, was available and reviewed the upcoming events being held by the county. Jillian Helcoski of Havenstrite Lane questioned the board about the paving of Havenstrite Lane. She was wondering if the township would be taking any of the property owner's property. Mary Lou Butler explained how the paving project will work and that the township will not be taking any of the properties. Roadmaster Alt advised some mailboxes may need to be moved. Eric Warholic questioned if the paving would go to the end of Havenstrite Lane with Mary Lou explaining the original grant was for paving to where the houses end, but since the bid will be going out early, and with the hopes of receiving good numbers, the board has approved for her to advertise a separate bid for the remainder of Havenstrite Lane. This additional paving will depend on the cost of the bids received and will be decided by the supervisors when the bids are opened. Supervisor/DPW Director Peirce also commented on speeding on Havenstrite Lane.

Adjournment: ON MOTION duly made (Andreoli) seconded (Kearney) and carried (4-0) to adjourn the meeting at 8:31 pm.

Respectfully submitted:
Melissa Kearney, Secretary

Approved: 3-4-2025

Marshall Peirce