

WAVERLY TOWNSHIP SUPERVISORS

Minutes of the November 10, 2025 Meeting

Attending Supervisors:	Drew Christian, Chairman
	Eric Parry, Vice Chairman
	Cheryl Murnin
Solicitor	Malcolm MacGregor
Twp. Manager/Secretary	Christine Capozzi
Dir. of Public Works	Thomas James
Township Engineer	Ned Slocum - Not in attendance
Police Chief	Kenneth James
Planning Commission Solicitor	William Jones – Not in attendance

Guests: Tim Rowland, Ed Wesolowski, Jamie Kresge

SUPERVISOR MEETING

The Waverly Township Supervisors held their meeting in person at the Waverly Township Building on November 10, 2025, at 6:00 PM. The monthly meeting of the Waverly Township Supervisors was called to order at 6:00 PM by Chair Drew Christian.

On a motion by Eric Parry, seconded by Cheryl Murnin the minutes of the October 14, 2025, meeting was approved as circulated, and all items recorded in the township records, all voting yes.

On a motion by Drew Christian, seconded by Cheryl Murnin, the treasurer's report, police report, and all bills were reviewed, approved, and recorded in the township records, all voting yes.

SOLICITORS REPORT

DEVELOPMENT SEWER OWNERSHIP-

- Attorney Malcolm MacGregor reported that he sent a draft of the sewer ownership agreement to Attorney Pascal for the Pine Grove Development for his review.

EASEMENT ISSUE AND RESIDENT

- Township Solicitor Malcolm MacGregor contacted Attorney May about his proposal regarding his client's encroachment issue and plans to follow up with him. Attorney May apologized for not responding sooner, and he agreed that an agreement is in order.

NLMS /THE ORCHARDS LAND USE APPEAL

- Attorney Malcolm MacGregor reported that Attorney Bill Jones filed a brief in response to the land use appeal. Attorney MacGregor will provide an update during the next supervisors meeting.

MAINTENANCE SUPERINTENDENT

CARBONDALE ROAD

- Director of Public Works Tom James informed the supervisors that, during an inspection of sewer lines scheduled for relining on Carbondale Road, it was discovered that PPL had inadvertently installed a telephone pole into one of the township's sewer lines. Tom is currently working with PPL to resolve the issue, and PPL will be responsible for all repair costs.

RELINING SEWER LINES

- On a motion by Drew Christian, seconded by Cheryl Murnin, supervisors approved the sewer relining project in the Township for \$45,137 to come from the Township's Sewer account, all voting yes.

MANAGERS REPORT

ZONING ISSUES

- Township Manager Christine Capozzi reported that she had filed a report with the Magistrate's office regarding non-compliance with a zoning violation in the Historic District. Because the required work was not completed, she will need to file an additional citation with the Magistrate's office and request a hearing.

THE WAVERLY COMM HOUSE

- Christine Capozzi mentioned that the Waverly Community House asked for a schedule for quarterly distributions for 2026. Supervisors asked Christine to work out a schedule with The Comm.

OUTSTANDING SEWER BALANCES

- Township Manager Christine Capozzi reported that Attorney Malcolm MacGregor sent out sewer lien letters to residents with past outstanding sewer balances.

CLEAN UP DAY

- Due to the rising cost of the Township's annual Clean-up day, Township Manager Christine Capozzi discussed with the supervisors the option of collecting a \$25 fee per resident for 2026. Participating residents would be able to make the payment either in person or through the Township's website using a credit card.
- The Township is currently coordinating with Honesdale Bank to finalize the details so that this payment option can be available for the 2026 Clean-Up event.

SUPERVISOR STIPEND ORDINANCE

- Township Manager Christine Capozzi reported that Attorney Malcolm MacGregor is working on a final ordinance to increase the annual supervisors' stipend effective in January 2026.

PLANNING COMMISSION/HARB NEW COMMITTEE MEMBERS

- Christine reported she posted on Facebook that the Township is looking for new PC and HARB members. She will report back during the next supervisors meeting.
- On a motion by Cheryl Murnin, seconded by Eric Parry, supervisors appointed Mike Walsh as the new AAJRB member, all voting yes.

CLARKS SUMMIT FIRE SERVICES AGREEMENT

- Several members of the Clarks Summit Fire Department attended the meeting to discuss the fire services protection agreement for a three-year term starting in 2026.
- Following a conversation about the current fire protection services, the supervisors agreed to follow up with Clarks Summit Fire Department regarding the details of the new agreement. Attorney MacGregor will work on finalizing the terms.

There being no other business to come before the Supervisors, the supervisors' meeting was again adjourned. There was an executive session held before this meeting regarding legal issues. The next meeting will be held on December 1, 2025, at 6:00 P.M. in the Waverly Township Municipal building, Lake Henry Drive, Waverly, PA. Christine Capozzi, Township Manager/Secretary, transcribed the minutes of this meeting.