

Chairman Jay Fitch called the regularly scheduled meeting of the Sheffield Township Supervisors to order at 7pm at the Sheffield Food Pantry with the pledge of allegiance and the following in attendance:

Supervisors: Jay Fitch and Nathan Lindberg  
Secretary: Kristi Kulka  
Roadmaster: Ian Lester  
Guests: Terrance J. Allshouse, Dennis Snyder, Kevin Bell, SVFD, Matt Bell, SFVD, Brandi Wheatley, Michael Fox, Autumn Kelly and Bob Bell of PennDOT

Bob Bell and Autumn Kelley from Penn DOT's bridge division was present to hold a public comment session on the replacement of the bridge at the bottom of Roystone Hill on Route 6 East of Sheffield. He stated a concrete arch which was built in 1925 will be replaced with a concrete box culvert. There will be a 37- mile detour during construction. The road will be completely closed for 1 week. The projected dates for the closure currently are August 7<sup>th</sup> through August 14<sup>th</sup>. If the box culvert is on schedule with delivery to the site on August 6<sup>th</sup>, the road will be shut down on Friday, August 7<sup>th</sup>. There will be no access for emergency vehicles at all is what Mr. Bell informed the members of the fire department. Kevin Bell asked about better signage this time. The last bridge re-placement in Barnes was very poor signage. He stated that we had several tractor trailers trying to back out of Barnes when they got there and couldn't get through. Mr. Bell stated that this is the contractor's responsibility, but he will also make sure it is taken care of. Kevin Bell from the fire department will contact county control so that they will be aware of this so they can dispatch Ludlow for this area if an emergency occurs.

Dennis Snyder was present asking what he can and can't do with his property at 319 West Main Street. He stated that it's a commercial property. Supervisor Fitch stated that you were fined and must pay court costs, you have until the time stated in your hearing to clean up the property.

Terrance J. Allshouse owner of property at the corner of Hall Street and Tionesta Street was present questioning his blighted property resolution that he received from the township. He stated he mows his property and pays his taxes what more do you want from him. Supervisor Fitch reviewed the pictures of his property with Supervisor Lindberg and they agreed that all the broken windows need fixed, the debris needs cleaned up and he had 30 days to get it straightened up. They appreciated him coming and communicating with the township and not just letting it go to the blighted property committee of Warren County.

With a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried the Minutes of the January 21, 2020 Supervisors Meeting, January Treasurer's Report and the Bills for Approval in the amount of \$24,798.75 were all approved and placed on file.

Supervisor Fitch appeared in court on January 23<sup>rd</sup> for our 3 hearings and the results are as follows:

- Michaels Akers of 4032 Route 6 has been ordered to pay Township costs and given until Spring Road Inspection to abate nuisance conditions. If nuisance conditions not abated, maximum

- penalty of \$600 will be levied. Township or Solicitor to notify Magistrate as to status after Spring Road Inspection
- Dennis Snyder of 319 West Main Street has been ordered to pay Township costs and given until Spring Road Inspection to abate nuisance conditions. If nuisance conditions not abated, maximum penalty of \$600 will be levied. Township or Solicitor is to notify Magistrate as to status after Spring Road Inspection
- Sharon Woge of 12 Willow Street is ordered to pay Township costs and given until June 1 to abate Vegetation Ordinance due to weather and time needed for grass to start to grow. If nuisance conditions are not abated maximum penalty of \$600 will be levied Township or solicitor is to notify Magistrate as to status after June 1.

Judge Zydonik has recommended Constable Shawn Young to our township. Currently Mr. Young is receiving his schooling to be constable, he has been sworn in and should be ready to go by the middle of February. He is going to give Mr. Young our contact information so that perhaps he could work for Sheffield Township.

Roadmaster Lester was given permission to attend the quarterly PA One Call Meetings at the City of Warren with a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried. The next one will be April 22<sup>nd</sup>.

Tuesday, February 4<sup>th</sup> is the next meeting of the Planning Commission of Warren County and the Blighted Property Review Committee will be presenting 59 2<sup>nd</sup> Mill Street property owned by Victor & Tamara Earle as a blighted property.

Ordinance No 167 Amends the Police Pension Plan and updates for PMRS concerns was adopted with a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried. There were no substantive changes to the plan. Simply defined full time and clarified that only salary and overtime are included in compensation. Other items that require our signature are as follows:

- A defined benefit adoption agreement amendment is necessary because of the unique service increment benefit offered to our officers who work beyond 20 years.
- A defined benefit adoption agreement amendment
- Base plan document and its addendums

Ordinance No 168 Amending the Non-Uniformed Pension Plan per PMRS, Pennsylvania Municipal Retirement System was adopted with a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried.

- Also ready for signatures is the Cash balance Adoption Agreement, this is the document reviewed with Kristi on the phone and needs signed. There were no substantive changes to the plan, we defined full time and clarified that only salary and overtime are included for purposes of determining compensation.
- The Base plan document and its addendums are also on hand for review, this is part of the plan document that we retain for our records.



We received a UCC Recreational Cabin Affidavit from Joseph Glarner and Eric Meneo for building a camp on Route 666. It is the piece of property that they just purchased from the Tax Claim Bureau and we had previously approved their bid of \$325.

Roadmaster Lester was granted permission to attend workshop for Japanese Knotweed at the Sheffield Fire Hall on Tuesday, February 4<sup>th</sup> from 6pm-8pm with a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried.

Michael & Tina Donikowski of Erie, PA purchased Anne Spetz property at 1997 Austin Hill Road and have recently put up a new garage without proper permit. A letter and Stormwater Management Application has been sent to them.

Pictures of 300 High Street are on hand for review. This property can qualify for a blighted property. Uninhabited, broken down front door, boarded up windows.

Ehrlich Vegetation Management Services submits the following proposals for backpack weed control:

- Keystone Avenue Guard rails \$900
- 1<sup>st</sup> & 3<sup>rd</sup> Mill Street (corner) \$195
- 1<sup>st</sup> & 3<sup>rd</sup> Mill Street: knotweed patches at the corner, treat patches of knotweed from road down to the edge of the back side of this landholder's property. If it extends farther, we can stop at my site or treat and adjust the price, must have landowner's permission to treat if the knotweed treatment extends onto their property \$750
- Sports Complex-Baseball field \$425
- Sports Complex: all fence lines around the football and track areas, inside edge of the track, two long jump pits, handicap parking area, under bleachers and press box, treat gravel along the top of retaining wall behind concession stand end to end and two drainage ditches, one from the end of the retention wall to the end of the parking and one below the parking to the road coming up the hill. \$1,425.00

With a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried the Sport Complex quote for all around the football and track area, inside edge of track etc. was accepted. The rest will wait to see what the Roadmaster brings back from the meeting at the fire department about the knotweed.

The annual dues for 5 fire police was requested by the Sheffield Volunteer Fire Department for the following individuals: Kevin Bell, Matt Bell, Andy O'Donnell, Katherine Huddleson and Al Ace. The cost is \$10 per individual. With a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried \$50 will be sent into the Warren County Fire Police.

The Roadmaster has no updates on the expected delivery of our new piece of equipment from Five Star Equipment or the delivery of the loaner skid steer. Supervisor Fitch asked the roadmaster to contact him again tomorrow, if you get nowhere, he will contact him for answers.

Complaints received of the condition of 300 Horton Avenue for an accumulation of garbage and rubbish and collection of tires. With a motion by Supervisor Lindberg, seconded by Supervisor Fitch a courtesy letter will be sent to Jim Winschel, property owner of Erie, PA.

Supervisor Lindberg stated he will be attending a stirring committee meeting at the Ruth M. Smith Center on February 5<sup>th</sup> at 4 pm to discuss the possibility of a Warren County YMCA annex at the Smith Center gymnasium. He will be representing the township as the Parks and Recreation Chairman. Supervisor Fitch thanked Mr. Lindberg for his involvement in this.

Kevin Bell of the Sheffield Volunteer Fire Department asked about the 3<sup>rd</sup> party billing. Secretary stated that this ordinance was passed at our last meeting of the year and a 3<sup>rd</sup> party billing company will be contacting the fire department, but he might want to check with Tom Bulicz. Mr. Bell also asked about a meeting with the school district regarding the fire lines out front of the high school. This area continues to be congested during events at the high school. It's a public safety issue that needs to be addressed. Supervisor Lindberg suggested that he attend a physical plant and building and grounds meeting of the school board on Monday, February 24<sup>th</sup> at the Career Center at 7pm. Supervisor Lindberg also stated he will contact Joe Colosimo, member of the board of director for Warren County School District for an answer to this problem as well.

Other matters discussed:

- Spring Clean-up day was set for Saturday, June 27<sup>th</sup>.
- Spring Road Inspection will be Saturday, April 4<sup>th</sup>.
- Wednesday, February 5<sup>th</sup> is the next Warren County Intergovernmental CO-OP Meeting at the 911 Center at 7pm. Agenda and Minutes on hand for review.
- Library board has sent us job descriptions for the 3 library workers: Director, Library Clerk 1, Library Clerk 2; a Library Employee Manual and the 2020 Budget figures for your review. Also, a behavior policy, a delinquent materials policy, a privacy/confidentiality policy, and an internet use policy.

There being no further business the meeting was adjourned at 7:55 pm with a motion by Supervisor Lindberg, seconded by Supervisor Fitch and duly carried until Tuesday, February 18<sup>th</sup> at 7pm at the Sheffield Food Pantry.



  
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Administrator/Treasurer