

**SHEFFIELD TOWNSHIP BOARD OF SUPERVISORS**  
**SEPTEMBER 20, 2022**

The regularly scheduled meeting of the Sheffield Township Supervisors was called to order at 6pm at the Sheffield Senior Center by chairman Jay Fitch, with Supervisor Jeff Labesky, Administrator/Treasurer Kristi Kulka-Leichtenberger, Assistant Roadmaster Chris Kyler present as staff. Absent was Nathan Lindberg, Supervisor. Also in attendance was Solicitor, Andrea Stapleford. Township Auditors Ruth Anne Varrato and Alicia Stanko also in attendance

Pledge to the Flag.

Minutes of the Last Meeting August 24, 2022, Bills for Approval in the amount of \$227,827.03, August Treasurer's Report were approved by a Labesky/Fitch motion/second.

Visitors present: Nadine Pollock, Sheila Brush, Gary Cochran, Marcy Byers, Barb Bullock, Michele Grubbs, Kyle McNeal, Patti Blum, Joyce Frantz, Kenneth Schrader, Jr., Kim Holden, Rick Petruney, Randy Petruney, Debbie Koza, Tim McElhaney, Jena Albaugh.

Rick Petruney, 2<sup>nd</sup> Class Township Codes, asked about the work performed at Mike's Service Station by the township. Assistant Roadmaster Chris Kyler informed him that he was asked by the owner for some cold patch at the end of the season to fill a pothole at his business. Chris stated that he decided to just go and fill the pothole as a gift from the township. Mr. Kyler stated that he was reprimanded by the Supervisors for this and would like the questions to stop about this. Mr. Petruney asked why the township mows the school property. Supervisor Labesky stated that we lease the property from the school district and are responsible to maintain the property by mowing, lining the football field and any maintenance that needs done at the sports complex.

Debbie Koza presented the supervisors with a petition for a professional audit by the middle of October. Supervisor Labesky asked her who witnessed the signatures of the individuals, she stated the cashiers at Peterson Hardware, Allegheny Pitt Stop and Uni Mart and she hand delivered to individuals as well. Auditor Ruth Anne Varrato asked why she is requesting a professional audit, Mrs. Koza stated that she received a copy of the budget and no where was there any assets and liabilities listed and things are missing. Ms. Varrato stated a budget is a working document not a list of assets and liabilities. Mrs. Koza then asked when she presented her recent right to know request, she was unaware that the township operated two concessions and requested information. Supervisor Labesky reviewed the lease agreement with Warren County School District. Mrs. Koza felt that the township should get money from the school district to run the property. She also asked why the township phone number is on the Johnny Appleseed Festival brochures, Supervisor Fitch stated that the secretary helps with the festival and needs to be able to answer questions regarding the festival during working hours. Mrs. Koza asked if the township has a parks and recreation committee. Supervisor Labesky invited her to the next meeting on Tuesday, October 4 at 6pm at the Sheffield Food Pantry.

Andrea Stapleford, township solicitor informed Mrs. Koza that her petition is not legal, nor legible, no reference to township citizens. She also stated that the township does not have an obligation to have a CPA.

Kim Holden stated that yes, the petition is not legal, but wanted the supervisors to know that eleven out of twenty-five townships in Warren County use a CPA, nothing against our township auditors though. She stated that even the Municipal Authority of Sheffield uses a CPA. Michele Grubbs former Office Manager of the Municipal Authority stated that the authority must utilize a CPA because of the Pennvest funding, and she feels that this is a huge waste of money when our auditors do an excellent job. Mrs. Grubbs also stated that you all have been so concerned about money not being spent on road repairs and now you want money spent on a CPA audit.

Correspondence:

- a. WCATO Fall Meeting is Monday, October 17<sup>th</sup> at the Youngsville Fire Hall at 8:30 am for meeting.
- b. Green Light Go Grant Program Grantee Quarterly Status Update has been completed by Traffic Planning and Design, Inc on our behalf.
- c. Received a contribution along with a payment from Mike's Service Station for the pothole repair along with a huge thank you!
- d. Construction Code Inspectors completed one permit for us in August for a demolition permit for Robert Trax of Cottage Avenue for his camp that burned.

- e. Warren County Tax Claim office forwards a \$1,109.69 bid for 89 Cottage Avenue (Kathy Spencer's place) from Richard & Jennifer Albaugh of Clarendon. They plan to tear down the burned home and rebuild on this property. Bid approved with a Labesky/Fitch motion/second.
- f. Northwest Soil Services forwards a perk test for a single-family mound at the Snyder residents on Austin Hill Road.
- g. Municipal Authority August Treasurer's Report and August 4, 2022, Minutes of their meeting.
- h. Public Input Session for the Warren County Comprehensive Plan will be held at Mead Township Building on October 13, 2022, from 5-7pm.
- i. Blighted Property Review Committee has informed us that 320 Church Street has been declared a blighted property and will be on the agenda for the Warren County Planning Commission next meeting on Tuesday, November 1 to review this property and recommend a course of action for the Warren County Redevelopment Authority.
- j. Minutes of the September 13<sup>th</sup> Library Board Meeting and Directors Report have been emailed to supervisors
- k. Bids from Signature Paving for Bloss Hill Road & Four Mile Road, Chapel Lane, and 1<sup>st</sup> & Hall Streets
- l. Minutes from the July 19<sup>th</sup> Warren County Redevelopment Authority are as follows:  
Anzietta C. DiPierro property at 146 Saybrook Road in Sheffield Township  
 Pamela Matve contacted Solicitor Andrea Stapleford to write a letter to Mr. DiPierro and Laurie Burdick provided the Solicitor with all the details. We have not heard back from the Solicitor. Staff would contact her to see if she wrote the letter to Mr. DiPierro. The Board would like the Sheriff's Department to deliver it to Mr. DiPierro. Taxes are in arrears on this property, so it is currently on the Upset Tax Sale list for September.
- m. Elkhorn Gas Processing is applying to the PA DEP Air Quality Program for renewal of its State Only Operating Permit for their Roystone Gas Plant.

## 2. Road Department

- a. Fall Road Inspection Date will be Saturday, October 29, 2022, at 8am.
- b. Chris Kyler, Assistant Roadmaster reported the following list of completed projects:
  - i. Berming and driveway fix on Spicer Road after blacktopping was completed
  - ii. Worked with two paving companies for quotes on Bloss Hill Road and 4 Mile Road and patch jobs on Chapel and 1<sup>st</sup> Street
  - iii. Fixed Saybrook Road apron
  - iv. New drainage First Street and Hall Street
  - v. Daylighting 4 Mile Road and drainage and cross pipes installed
  - vi. Loading Millings for the Henry's Mills Road project with Fox and Sons
  - vii. Taking care of parks and lining football field for games
  - viii. Truck repairs
  - ix. Marking One Calls for Dunham Street work with NFG
  - x. Spoke with Chris Cochran regarding donation of firewood for bonfire for Homecoming

## 3. Old Business

- a. Howe Township Fire Agreement The last time this was addressed was 2013 when the rate was \$3,500 and it increased in 2014 to \$4,400. Chief Matt Bell presented a list of calls for 2022 so far and put a cost estimate together, which amounted to close to \$7,000 in expenses. With a Labesky/Fitch motion/second \$7,000 was the new agreement amount for 2022. Agreement will be ready for next meeting for signatures.
- b. Bob Hennessey, Supervisors and Roadmaster meeting to discuss Henry's Mills Road Improvements. Fox & Sons completed work on Henry's Mills Road, and we will continue to meet with Warren County Conservation District for a Dirt & Gravel Road project in 2023.
- c. We deposited \$759.30 from Progressive Insurance for damages done to a bench in Memorial Park on November 13, 2020. A new bench was not purchased do to the fact we are repairing the playground and are not sure where we want a bench placed yet.

## 4. New Business

- a. Owners of 14 West Main Street, 336 Horton Avenue (which has now been sold), 17 Hall Street and 200 Horton Avenue all have been invited to the Blighted Property Review Committee meeting which was held on September 15. Supervisor Labesky stated that we had nine properties on the agenda, and all have moved onto the next step of blights. He stated that this process takes time and inviting homeowners to these meetings also adds to the length of process.
- b. Dave Winger incoming Emergency Management Coordinator for Sheffield Township is requesting a laptop computer and a radio.
- c. Jeff Holcomb, of E & M Engineers is retiring at end of September, did we want to do anything for him from Township. A card will be sent to Mr. Holcomb.
- d. Setting Trick or Treat hours for Halloween on Monday, October 31, 2022, from 6-8pm.
- e. Quintin Miller applied for a building permit to remove and replace is front porch at 210 Horton Avenue
- f. October 4<sup>th</sup> at 6pm the Parks and Recreation and Tree Commission will be meeting at the Food Pantry.
- g. Bonding of Henry's Mills Road will take place in January 2023. All LLC and oil companies will be made to bond this road.
- h. List of Registered Tax Bidders for the 2022 Upset Tax Sale per the Act 33 requirements
- i. Solicitor Stapleford will be working on a Resolution for Act 57 of 2022, which takes effect October 10, 2022, requiring all municipalities, school districts, and counties that levy a real estate tax to adopt a resolution or ordinance directing their tax collector to implement the acts provision for the tax years beginning on or after January 1, 2023. Solicitor Stapleford stated this is a mandate by the state allowing tax penalties to be waived by tax collectors.

## 5. Grass Violations

- a. 23 Willow Street letter, Code Enforcement checking on this property
- b. 12 1<sup>st</sup> Mill Street letter
- c. Cottage Avenue letter returned unclaimed, property posted, and charges filed, and township mowed, lien will be placed
- d. 63 2<sup>nd</sup> Mill Street letter not received yet
- e. 7312 Route 6 has until 9/6/2022
- f. 300 High Street has until 9/6/2022
- g. 116 Alling Road has until 9/6/2022
- h. 172 Keystone Avenue has until 9/6/2022
- i. 59 2<sup>nd</sup> Mill Street

6. Solid Waste Ordinance Violations: 13 1<sup>st</sup> Mill Street contacted office and state it is not garbage he is in the process of moving.

## 7. Nuisance &amp; Junkyard Ordinance No. 91 courtesy letters sent to:

- a. 27 1<sup>st</sup> Mill Street, Mr. Barth stated that the application process for new roofs through Governor Wolfes' plan will be late 2022 and processed in 2023. He will investigate this for his roof replacement
- b. 5-13 Center Street, property taken care of
- c. 17 Center Street, grass violation, property mowed
- d. 1526 & 1548 Austin Hill Road, grass violation also
- e. 1842 Austin Hill Road property has recently been sold.

## 8. Other Matters

1. Pennhills Resources will be drilling in Howe Township
2. Cameron Energy is drilling in Hamilton Township
3. M.S.L. Oil & Gas Corporation is drilling in Hamilton Township

## 9. Public Comment

Jena Albaugh of the Sheffield Sports Boosters was present asking about the playground bids. Supervisor Fitch stated that the bids came in after the agenda was prepared and we cannot add anything to the agenda once it has been publicized per the sunshine law. But a decision will be made on October 3<sup>rd</sup> and the construction will begin directly after this meeting. Kyle McNeal requested that the

\$10,000 contribution from the boosters be sent back to them. Supervisor Fitch asked that they wait 3 weeks. The track re-surfacing was discussed. Jena stated that 2 years ago the cost was \$57,000 and now its over \$80,000 for next year. She stated that the SSB is in favor of having the track resurfaced. Supervisor Labesky stated that there are conflicting views, he met with a company out of Columbus Ohio that stated the resurfacing of the track was needed, but Pittsburgh company stated that just the runways were the most beat up and lines on the track are faded but not bad. 12-year-old track was in immaculate condition for the age of it. Kyle McNeal also of the Sheffield Sports Boosters stated the wearing of the underwear is a huge concern. Ninety (90) kids are out for track utilizing it. Dips in the pavement are not safe. He was asking the Supervisors for a commitment to pursue somebody to inspect the track, supervisor agreed to do so. Mr. McNeal also stated that the sports complex agreement states that money made up there stays up there and anything left will go back to the school district when the agreement is done. Supervisor Labesky stated that taxpayers get dinged twice, township maintains the facility and school district does not do a thing up there but receives taxpayers' monies for this property. Mr. McNeal stated that last track season had the most wins in a long time.

Gary Cochran questioned blacktopping with a driveway company. He reminded the supervisors that they must utilize a PennDOT approved company when spending liquid fuels monies. Supervisor Fitch informed him that we are aware of this and the funds for this paving will come out of our ARPA funds.

Kenneth Schrader, Jr asked if we were employing the young man that rides around town on a lawnmower, because he saw him helping to remove the swings at the playground. Supervisor Labesky informed him that this was Walker Kyler our seasonal employee, not who he thought it was.

Patti Blum questioned the decision to remove the banks from the playground, she felt the banks would have been better to be left to keep the kids in and prevent them from getting hit by a car.

Debbie Koza requested information about when properties go up for tax sale and wondering if property owners have time to get their stuff out. She stated that Jack Spencer is moving stuff out all the time.

Kim Holden asked why when hired Code Enforcement Officer, we asked him to dress in uniform and then he donates his time. Supervisor Fitch stated we did not ask him to donate his time, he just did and wearing a uniform look more professional.

On a Labesky/Fitch motion/second meeting was adjourned at 7pm until Monday, October 3, 2022, at 6pm at the Sheffield Food Pantry.

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Administrator/Treasurer

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J. Jay Fitch, Chairman

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Jeff Labesky, Supervisor  
SHEFFIELD TOWNSHIP SUPERVISORS

