

SHEFFIELD TOWNSHIP BOARD OF SUPERVISORS

Minutes of the November 7, 2022, Regularly Scheduled Meeting

Call to Order by Supervisor Fitch at the Sheffield Food Pantry at 6pm with the Pledge to the Flag and the following in attendance: Supervisor Lindberg, Supervisor Labesky, and Administrator/Treasurer Kristi Kulka-Leichtenberger

Guests: Tom Bulicz, Pam Pederson, Township Librarian Christine Porter, Michele Grubbs, Matt Bell, Dave Winger, Richard Ferguson, Kyle McNeal, Cindy Towers, Norman Hornburg, Denny Snyder, Tim McElhaney, Kim Holden, Debbie Koza, Rick Petruney, Randy Petruney, Patti Blum, and Kenneth Schrader, Jr.

Minutes of the October 3, 2022, regularly scheduled meeting approved with a Labesky/Lindberg motion, second.

Bills for Approval totaling \$151,427.29 were approved with a Labesky/Lindberg motion, second.

With a Lindberg/Labesky motion/second, the October Treasurer Report, Fall Road Inspection and Minutes of the Parks & Recreation Committee Meeting were all approved and placed on file at the township office.

Correspondence:

- a. Letter from the Municipal Authority's Solicitor David Bauer requesting Township American Rescue Plan Act funds be set aside for improvements of township water and/or sewage system. With a motion/second Labesky/Lindberg action was tabled until next mtg or executive session along with Kyle McNeal's term being up at the Authority Board.
- b. Letter from Warren County Redevelopment Authority regarding Dipierro property at 146 Saybrook Road. This property is vacant, prior tenant was removed by Area on Aging Agency. Supervisor Labesky will contact Paul Pascuzzi of the Redevelopment Authority.
- c. Health Insurance renewals are at 18.9% increase with current plan UPMC.
- d. Municipal Authority Minutes from their September 1, 2022, and October 6, 2022, meeting, and the September and October Treasurer's Reports
- e. Construction Code Inspectors forward the October Building Permit Report as follows:
 - i. Demolition permits for Cline Oil for oil field building
 - ii. Building Permit for Matthew and Deanna Hawk for accessory building

Road Department, not report roadmaster absent

Old Business:

- a. Kimberly Holden would like to know where the fine money is put in the township funds. It is in the General Fund under Ordinance Violations, Account No. 331.20 amount from 2020 to date in the account is \$7,656.01 and Motor Vehicle Violations, Account No. 331.10 from 2020 to date in the account is \$3,236.50. The right to know request asked for how much money has the township received on the citations by Code Enforcement Officer, Shawn Young. The document submitted to township office by Mr. Young and given to Mr. Snyder showed amounts of fines and what was paid to the courts where a portion of each payment is received monthly to the township from the courts and these amounts are in Account No. 331.20.
- b. Adam Elms of PennDOT was contacted, regarding Lenny Olsen's stormwater discharged into sewage system problem, for possibly putting a catch basin in on Route 666/948 in front of Mr. Olsen's properties at 9 & 11 South Main Street.
- c. Signature Paving not sure they will be able to get to our paving needs on Bloss Hill, 4 Mile Road, Chapel Lane, First Street and Hall Street. They are continuing to complete earlier projects and move farther down their schedule on pave able days, but they don't know where they will be at by the time the blacktop plant closes for the year.
- d. The rubberized surface for the playground has been delivered. Still waiting on the swing set and replacement slide.
- e. Petition for CPA Audit much discussion was held. Supervisor Lindberg made a motion to hire a CPA firm to perform an audit, Supervisor Fitch seconded the motion, opposed were Labesky and Fitch, Lindberg was for an audit. Supervisor Fitch stated there will be no CPA Audit, move on to next business.

New Business:

- a. Letters were sent to the following individuals requesting them to move their property from township right-of-way for plowing purposes:
 1. Jared & Julie Finch for a trailer
 2. Justin & Stephanie Snell for a boat and trailer
 3. Fullerton Real Estate (bowling alley) pile of gravel also making fire hydrant inaccessible.

Supervisor Labesky stated that the Fullerton Real Estate has moved the trailer from the blocking the hydrant, but the other property owners have not and asked that the Code Enforcement Officer be contacted to talk to these people.
- b. Goodwill Dumpster, Supervisor Labesky stated more research will be done, but his thoughts were to remove it from the township, due to conflict with Thrift Shop. Matt Bell of SVFD offered the Fire Department property for placement if this is the issue. Supervisor Labesky felt it was taking away from our town thrift store, but more research will be done for clarification. Michele Grubbs stated it has always been an issue at the thrift store that there isn't enough room, so checking with them would be a great idea prior to removing the Goodwill container.
- c. Tax Increase for 2023 Budget, the allowable millage is 14 Mills for General Purpose we are currently at 8.25 for General Purpose, Fire Tax 3 mills and \$20 per parcel for the street lighting. Supervisor Fitch referred to Tom Bulicz about tax increases and past practices of the supervisors, he stated that inflation needs to be considered with raising taxes, everything needs to be increased over a period.
- d. Meeting with Bill Raab of Glatfelter Client Risk Solutions was held on Friday, October 21 at 10am, Supervisor Labesky and Roadmaster Lester met with Mr. Raab to complete a risk solution review to help identify potential loss exposures and evaluate existing control measures as they relate to property, liability, and automobile coverage from the perspective of providing Municipal Services.
Also looked at the playground equipment. Mr. Raab took pictures of all the township properties and vehicles, suggested that township get clearances for all playground workers prior to working with children during the summer playground program, which is already covered.
- e. Resolution No 532 Authorizing an Intergovernmental Cooperative Agreement by and between the Township and Warren County Land Bank and the Agreement and Memorandum of Understanding between the Warren County Land Bank and Sheffield Township was approved with a Labesky/Lindberg motion/second.
- f. Resolution No 533 Implementing Act 57 of 2022 was tabled until next meeting.
- g. Library requirements for State Aide changing to include a full-time librarian. Christine Porter, Librarian stated that requirements have been frozen since 2003 and now waivers will need to be applied for 2021 and 2022 and we will see how to handle this for 2023. We are hoping that there are enough of the small libraries in Warren County that maybe we can branch together. The requirements are that the librarian be full time at 35 hours a week, she stated we have a year so she will keep us posted on this process.

Other Matters:

- a. Building Permit for Deanna and Matt Hawke for a pole building/garage
- b. A wrought iron bench with trout on it in memory of John Greto has been purchased by the township and will be reimbursed by family to be placed at the Center Street Bridge along the bank before fishing season. The bench won't be delivered until December.
- c. Cameron Energy is drilling in Howe Township
- d. Warren County COG Meeting was Wednesday, November 2nd at the ANF Office

Public Comment:

Debbie Koza asked that the new owners of Jake Spencer's property on Cottage Avenue be asked to mow the lawn and to board up the back door before winter. She stated Police authority is needed so many drugs and vandalism. Maybe have a referendum for police again and word so people know what they are voting for. Tom Bulicz, past supervisor reviewed the cost of a police officer and what happened with the past police force.

Patti Blum stated she can't understand why we can't afford a police officer, but we just hired another full time with benefits road crew member. She was informed that a police car alone would cost over \$80,000 complete with all the equipment needed. Debbie Koza stated that State Police were supposed to be coming into town, but they can't enforce our ordinances.

Patti Blum asked about copies of minutes available and stated that minutes aren't reflecting correct information. The last ones on the internet stated that the meeting was at the Food Pantry, but the meeting was at the Senior Center. Bloss Hill had two bids, but they weren't listed in the minutes. More clarification needs to be in the minutes. Supervisor Labesky stated that 10 copies of the minutes would be available at each meeting. Mrs. Blum also asked if the auditors set his wages when he began working as a seasonal maintenance worker.

Rick Petruney questioned the decision for an audit and stated that the bills for approval for over \$150,000 we have a right to know where our money is going. The treasurer reported that the bills are so high this month because of the taxes coming in and out of general fund to the fire fund and light fund. It was suggested that 10 copies of the treasurer's report be on hand for the public.

Lindberg/Labesky motion/second to investigate having a new website created that will be able to post all minutes and other items that need to be on them. Patti Blum suggested Jeff Eggleston.

Kyle McNeal questioned the bidding process for road projects, asking if we utilize our PennDOT municipal representative for his help with the bidding process to make sure apples to apples are bid. Kristi stated that he puts together our bid packets and reviews them prior to accepting a bid.

Kim Holden more discussion on citations and Denny Snyder's right to know request and Henry's Mills Road and Constable's role as a code enforcement officer wearing a uniform to scare the citizens of Sheffield. Ms. Holden also asked who complained about her property at 248 Henry's Mills Road that resulted in no action being taken since this property doesn't have an operating grinder pump because the pump was dismantled by the Authority worker and utilized on another one of Ms. Holden's properties to make a functioning system at that property and now her bill for 248 is being abated. Supervisor Labesky stated that Joe Leichtenberger asked if the property would qualify for a blighted property.

Labesky/Lindberg motion/second adjournment to Budget Informational session at 7:10pm. Next meeting will be Monday, November 21, 2022, at 6pm at the Sheffield Food Pantry.

Administrator/Treasurer

J. Jay Fitch, Chairman

Nathan Lindberg, Supervisor

Jeff Labesky, Supervisor

SHEFFIELD TOWNSHIP SUPERVISORS

