

Monday, December 5, 2022

1 **CALL TO ORDER:** Chairman Jay Fitch called the meeting to order at 6pm at the Sheffield Food Pantry with the Pledge of Allegiance.

1.1 – Present: Supervisor, Nathan Lindberg, Supervisor Jeff Labesky, Administrator/Treasurer, Kristi Kulka-Leichtenberger, Roadmaster, Ian Lester and Roadcrew, Matthew Eck

1.2 - Public: Patti Blum, Kim Holden, Debbie Koza, Richard Ferguson, Norman Hornburg, Rowan Lester, Kyle McNeal, Rick Petruney, Glenn Weaver

1.3 – Reports of Activities and Announcements

1.3.1 – Road Crew: Roadmaster Ian Lester reported those 85 feet of 12' pipe was installed on School Street and Church Street, Dunham Street project is complete, and the 2009 Ford Truck back from having a new clutch installed.

2. 2023 Budget presented for Public Review, this budget has a 4 Mill Tax increase

3. REVIEW OF PREVIOUS MINUTES

3.1 – November 21, 2022, Minutes **ACTION** motion by Supervisor Labesky, seconded by Supervisor Lindberg minutes approved as presented.

4. TREASURES REPORT FOR NOVEMBER

4.1 - **ACTION** motion by Supervisor Labesky, seconded by Supervisor Lindberg approved November Treasurer's report.

5. BILLS FOR APPROVAL

5.1 – through December 5, 2022, for the General Fund \$ 26,672.87, Light Fund \$1,592.10, Fire Fund \$876.79, and Sinking Fund \$643.51 for a total of \$29,785.27 **ACTION** Motion by Supervisor Labesky, seconded by Supervisor Lindberg.

6. COMMUNICATIONS

6.1-Warren County Redevelopment Authority has invited the following to their next meeting on Tuesday, December 20 at 8:30am at the Commissioners Conference Room, Supervisor Labesky will also attend: 6.1.1-Vedo L Andrea 14 West Main Street

6.1.2-Rodney & Alice Nicholson 320 Church Street

6.1.3-Dennis Peterson 17 Hall Street

6.2- Gas and Oil Management Associates is drilling in Mead Township.

7. OLD BUSINESS

7.1 Traffic Planning and designs, INC has received approval from PennDOT to proceed with bidding/constructing the improvements shown on the design plan for the Green Light Go Upgrade to

Route /666/948. Per their original contract, they noted that their original agreement did not include bidding, construction management, or construction inspection. They are offering to assist with these task at an added cost of \$7,900. The original agreement was \$5,000 now the total agreement will be \$12,900 with signature on the client authorization. **ACTION** motion by Supervisor Fitch, seconded by Supervisor Labesky to sign and approve additional amount to contract.

8. NEW BUSINESS

8.1 Ordinance No 95 Amending Ordinance No. 91 Nuisance Ordinance courtesy letter sent to the following individuals:

8.1.1 17 Van Ettan Avenue, neighbors called on 11.28.22 continued loud noise at 3:30am on Saturday. Code Enforcement officer will be paying them a visit next.

8.1.2 57 Deerlick Street, Owner came into office and said she was out of town during the time of the complaint celebrating her birthday.

8.2 Road Bond for 4 Mile Road for Oil Creek Hardwoods, LLC for \$12,000 needs to be signed. Bond is in our possession and work has begun. Road bond ordinance as signed by all three supervisors.

9. PUBLIC COMMENT

Debbie Koza stated that the minutes stated that she would spear head the preserving of a piece of the log and asked for Kristi's help to type up something that would go with the log about its history and importance to Sheffield. Supervisor Labesky suggested moving this project to the Parks and Recreation committee and invited Debbie to attend in March with her ideas. She also asked about the house on Cottage Avenue and stated that the back door is still hanging open. Kristi stated that we have received notification that a demolition permit has been applied for by the new owners, but she will still contact them to secure this door.

Patti Blum questioned the meeting before the last meeting and if the supervisors are going into executive sessions they must be reported back to the public per the sunshine law. Supervisors stated that the information about meeting before last meeting was in the minutes at the beginning.

Kim Holden stated that her son did not confront Joe Leichtenberger, Joe confronted her son, and she wants this to be corrected in the minutes. Supervisor Labesky stated it will be changed. She then went on about the job description for the secretary/treasurer and that codes states that papers should be destroyed every 6 years and wanted to know why the code enforcement officers citations didn't stay in the township for 6 years and why for 2 ½ years this has gone undone, when her job description states she should be doing this.

Patti Blum added that this would have been found if an audit was being done properly, she also stated first year an average audit may cost around \$10,000 but after that the cost would go down to anywhere between \$3,000 and \$5000. Not thinking anything is going wrong but just needs to be done to make sure things are done right. Ms. Holden stated it will help the township to prosper, we do our work, and you don't follow up. Supervisor Lindberg stated he has no problem with having an audit. Kristi is to contact Kersey and Associations for a list of what they can do for us.

10. OTHER MATTERS AND BOARD MEMBER COMMENTS – items not in the agenda but came up during the meeting

Supervisor Lindberg stated he has contacted 2 companies that can assist in building a website for Sheffield Township that is mobile friendly and will have everything on it,

ordinances, resolutions, minutes, etc. Supervisor Lindberg asked for assistance by Richard Ferguson, Matthew Eck, Patti Blum,

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Debbie Koza and Kim Holden in working with this company on a conference call and tell this company just what they want to see on our website. Ms. Holden stated she is not very technically challenged and declined helping, Ms. Koza stated she is not available due to her job, but Mr. Ferguson, Mrs. Blum, and Mr. Eck all agreed to help.

Supervisor Labesky stated he has a community service worker for 15 hours, suggesting this person could paint the bathrooms at the Memorial Park building.

Supervisor Fitch spoke on the EMS meeting at Mead Township on December 21. He asked that Supervisor Labesky plan on attending this meeting with him to finalize the EMS Service coming to Sheffield.

Supervisor Lindberg encouraged all to review the 2023 Budget, things are tight, and we will review it every 3 months to make sure we are on track. Mr. Weaver suggested making cuts. Supervisor Lindberg stated we have cut all that we can and mentioned that back in 2016 we received over \$150,000 in forestry earnings and now we only get around \$42,000. Ms. Holden asked if we don't use part of a budgeted item, does this money get used other places. Supervisor Lindberg stated yes it does. Mr. Weaver suggested cutting staff and freezing wages, asked what's on the table, cutting hours. Supervisor Labesky stated he is no long being a paid employee, supervisors are not being paid as well. Ms. Holden stated why was the secretary part time and now she's full time, use to have only 2 roadcrews and 1 seasonal employee. Supervisor Lindberg things have changed over the years and there is way more work.

11. ADJOURNMENT **ACTION** motion by Supervisor Lindberg at 6:45, seconded by Supervisor Labesky until Monday, December 19, 2022, at 6 pm at the Sheffield Food Pantry.

Administrator/Treasurer

J. Jay Fitch, Chairman

Nathan Lindberg, Supervisor

Jeff Labesky, Supervisor

SHEFFIELD TOWNSHIP SUPERVISORS