

## SUPERVISORS MEETING

Sheffield Township

MONDAY, FEBRUARY 13, 2023

1 CALL TO ORDER – Chairman, Jeff Labesky called the meeting to order with the reciting of the Pledge of Allegiance to the flag.

1.1 – Attendance Supervisors: Jeff Labesky and Jay Fitch, Supervisor Lindberg was attending the school board meeting. Kristi Kulka-Leichtenberger, Administrator/Treasurer, Ian Lester, Roadmaster

Public: Matt Bell, SVFD Chief, Patti Blum, Kim Holden, Deb Koza, Randy Petruney, Renee Samuelson, Dave Winger, EMC

### 1.2 – Reports of Activities and Announcements

1.2.1 – Road Crew: Scholar's program through LTAP

1.2.1 - Tar and Chipping and Blacktopping this year. If tar and chipping, we might want to consider utilizing the COG for a bulk rate.

1.2.2 Park & Recreation and Tree Commission Meeting date is March 29<sup>th</sup>. At 6pm

1.2.3 Spring Road Inspection set for April 1<sup>st</sup> at 8am, snow day will be April 8<sup>th</sup>.

## 2. REVIEW OF PREVIOUS MINUTES

2.1 – January 3, 2023, **ACTION, motion/second Fitch/Labesky**

2.2 - Minutes from the January 12, 2023, Library Board Meeting were emailed to Supervisors along with the librarian Christine Porter's report. **ACTION motion/second Fitch/Labesky**

## 3. BILLS FOR APPROVAL AND JANUARY TREASURER'S REPORT

3.1 – Bills for Approval through February 13, 2023, General Fund \$44,573.84; Light Fund \$ 3,379.18; Fire Fund \$11,168.19; Sinking Fund \$1,287.02 for a total of \$60,408.23 **ACTION motion/second Fitch/Labesky**

3.2 - January Treasurers Report **ACTION motion/second Fitch/Labesky**

## 4. COMMUNICATIONS

4.1 Thank you received from Municipal Authority Office Secretary, Tina Fiero for the new lights in her office, very much appreciated.

4.2 Scorpio Energy and Penn Hills Resource are drilling wells in Howe Township.

4.3 336 Horton Avenue, 63 2<sup>nd</sup> Mill Street and 209 Second Street owners have all been notified that their properties have been determined to be blighted properties and are being reviewed at the next Warren County Planning Commission meeting on February 7<sup>th</sup> at 5:30 to review these matters and recommend a course of action on these properties. Kristi informed

the committee that 336 Horton Avenue is now inhabited and believe that a land contract is in place with the new tenant and her name was also given to the committee.

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4.4 209 West Main Street and 89 Cottage Avenue are being invited to the next Blighted Property Review Committee on February 16 at 12pm.

4.5 17 Hall Street property owner was invited to the January 17, 2023, Redevelopment Authority Meeting to discuss this property.

4.6 We received \$10,000 from the Sheffield Volunteer Fire Dept Ambulance Service Fund for the EmergyCare coverage for ambulance coverage for Sheffield Township for the 1<sup>st</sup> quarter of 2023. A copy of the EmergyCare bill for \$6,666.66 for January and February was received and sent to ambulance service treasurer.

## 5. OLD BUSINESS

5.1 Track re-surfacing project has been removed from worklist for spring of 2023 per our solicitor's advice. Patti Blum asked why this was removed and Supervisor Labesky reviewed the Lease agreement between the township and the Warren County School District regarding the sports complex and stated that with the possibility of the moving of the varsity sports to Warren as its being stated in the new facility plan for the district at which time the school district would be in breach of this contract. Discussion are being held between township solicitor and school board solicitor.

5.2 Collin Fantaskey is our alternate Sewage Enforcement Officer not Melinick as stated during re-organizational meeting.

5.3 LST Tax cannot start in middle of the year, this will be started 1/1/2024, we will pass a resolution prior to December 1, 2023, for reporting to DCED.

5.4 Ordinance No 170 Amending the Non-Uniform Pension Plan allowing members to contribute up to 20% of gross wages into their pensions. **ACTION motion/second Fitch/Labesky**

## 6. NEW BUSINESS

6.1 Heather Wilcox of the Warren County Conservation District will be doing a site visit at Henrys Mills Road for project.

6.2 IRS Mileage Reimbursement is now 65.5 cents a mile.

6.3 Kane Hardwood has renewed their road bond for Keystone Avenue, 1<sup>st</sup> Mill Street and Sawmill Road, this is a \$12,000 bond.

6.4 Supervisors Labesky and Fitch are registered for the Pennsylvania State Association of Township Supervisors convention in Hersey April 23-26

6.5 200 Horton Avenue and 14 West Main Street can be removed from the Blighted Property List, Horton Avenue is inhabited, and 14 West Main Street has made the necessary changes to its property, broken windows are boarded up and front porch has been

repaired. **ACTION Fitch/Labesky motion/second** removing these two properties from the blighted property list.

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6.6 The secretary attended the Municipal Secretary/Administrators meeting on Thursday, January 26<sup>th</sup> at the City of Warren building. Topics covered were Municipal Stormwater Ordinance, Floodplain Ordinance Administration and Liquid Fuels Program.

6.7 Resolution No 538 County Liquid Fuels Funds for 2023 is ready for adoption stating that we will be utilizing \$3,561 for salt and anti-skid, if this is what you want to use these funds for this year. **ACTION Fitch/Labesky motion/second.**

6.8 Sheffield Township elected auditors are working on the 2022 audit for all township funds and tax collector, Lorie Corbin's records. This audit will be submitted to DCED for approval before the April 1, 2023, deadline.

## 7. PUBLIC COMMENT

7.1 Kim Holden stated that after reviewing the December 19<sup>th</sup> minutes on the discussion of the road bonding for Henry's Mills, it was not stated correctly what Supervisor Fitch stated about her not having to have a road bond because she would be considered local delivery. This is noted in these minutes for correction. Patti Blum also stated that her comments were not in the minutes either and she gave the supervisors exactly what she stated, and this will be added to the minutes from December 19<sup>th</sup> as an addition. Ms. Holden also spoke with Haines & Company, and they are able to do the audit for Sheffield Township but nobody from the township has contacted them to set up an account. Supervisor Labesky informed Ms. Holden that per our solicitor's advice we are not to contact an auditor until the money collected is in the township's hands. Ms. Holden also asked about why COVID relief funds were used to make payments on the mini excavator and backhoe and not the budgeted money that should have been used and is the Bloss Hill estimated cost still in the townships funds since it was also listed as money spent using COVID relief funds. Supervisor Labesky stated this information will be investigated for clarification for next meeting when he can research this. Ms. Holden also asked if the bills for approval listed for general fund is the balance in the general fund now. Supervisor Labesky stated the bills for approval is the amount of the bills that were paid out of general fund and not the balance in that account, the balance is that account at the end of January is over \$50,000.

7.2 Debbie Koza reported she has collected \$500 so far for the audit and wants Haines and Company contacted to schedule the audit so when the rest of the money is available the audit can be done. Supervisor Labesky again informed her that our solicitor has advised us to not contact an auditing firm until all funds are available. Mrs. Koza also spoke on the recent accident on Keystone Avenue and the damages done to the ditches. She feels that concrete barriers would help this possible prevent this from happening again. Supervisor Labesky informed her this was a DUI incident, but he will he and the roadmaster will look at this area for a possible solution. Debbie Koza also offered the easter eggs that she has crocheted for possible use of an easter egg hunt with the business downtown, she stated

that the eggs could be hid in the business and someone finding them could win maybe a free drink or bag of chips. She stated that this would get customers into their businesses. She felt it was too late for this easter, but wanted supervisors permission to pursue this perhaps next year. Supervisors felt it would be up to the businesses and may be a good idea. Mrs. Koza stated she has spoken with Chris

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Cochran for a slice of the log and is also getting the history of the log.

7.3 Matt Bell, Sheffield Volunteer Fire Department Chief thanked the roadcrew and municipal authority employees for their help with the recent Johnson house fire on Dunham Street. Supervisors asked if the fire hydrants were utilized and if there were any issues with them. Mr. Bell stated that the one of Willow Street was working, but the one on Tionesta was froze up. He stated that he is working with Scott Eck of the municipal authority for more hydrants in certain areas. Dunham Street needs updated he informed the supervisors.

7.4 Kim Holden also thanked the roadmaster for putting down anti-skid on Henry's Mills Road when it was icy.

8. ADJOURNMENT **ACTION Fitch/Labesky motion/second** 6:30 Adjournment until next meeting which will be Monday, March 13<sup>th</sup> at 6pm.

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Administrator/Treasurer

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Jeff Labesky, Chairman

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J. Jay Fitch, Supervisor