

**Sheffield Township Supervisors
Meeting Minutes**

July 10, 2023

1 CALL TO ORDER – Chairman Jeff Labesky called to meeting to order with the pledge of allegiance at 6pm at the Sheffield Food Pantry with the following in attendance after roll call of the Supervisors, Jeff Labesky, here Jay Fitch, here: Absent Nathan Lindberg

1.1 – Attendance: Kristi Kulka-Leichtenberger, Administrator/Treasurer

Guests: Patti Blum, Jenna Albaugh, Gloria Werner, Debbie Koza, Pam Pedersen, Kristen Joblin, Renee Samuelson, Sam Bullock, Marcy Byers, Jim McMillen, Kim Holden, Rick Petruney, Kyle McNeal, and Randy Petruney

2. REVIEW OF PREVIOUS MINUTES

2.1 – June 10, 2023, and June 19, 2023, **ACTION Motion/Second Fitch/Labesky all in favor**

3. BILLS FOR APPROVAL AND JUNE TREASURER'S REPORT

3.1 – Bills for Approval through July 10, 2023, General Fund \$44,754.44; Light Fund \$1,797.94; Fire Fund \$3,107.49; Sinking Fund \$643.51 for a total of \$50,303.38 **ACTION Motion/Second Fitch/Labesky all in favor**

3.2 – June Treasurer's Report **ACTION Motion/Second Fitch/Labesky all in favor**

4. COMMUNICATIONS

4.1 Bearcat Oil Company is drilling in Mead Township and Penn Hills is drilling in Mead Township also.

4.2 EmeryCare Call report for May is 9 calls for a total of 34 calls for year to date, also received a bill from City of Warren for a call out on June 24th at 17 Pickering Street for \$500.00.

4.3 We have received notification that CDBG Funds are available through the County in the amount of \$238,496.00 and applications will be accepted by August 4, 2023 for those projects that meet the 3 National Objectives of the CDBG Program: Benefiting primarily low -and moderate-income persons; Preventing or eliminating blight or Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

4.4 Thank you from the Sheffield United Methodist Church for the memorials that were received in memory of Basil Kulka and Rebecca McMillen.

4.5 Received a complaint regarding RV parking on township streets in the township right of way on Church Street. It's becoming a hazard because of the size of the RV you can't see around them and a pedestrian on a lawn mower was almost hit. This will be moved to the old business for the next meeting.

4.6 Grass Violations sent to the following property owners: 2 properties on Austin Hill, 9 Leather Street and grass, accumulation of garbage and debris to 217 Church Street and garbage ordinance violation letter sent to 11 Pratt Street for accumulation of garbage on front porch. 17 Hall Street and 92 3rd Mill Street were both returned unclaimed. It was decided that these two properties would begin the blighted property process. The owner 217 Church Street contacted the office, he has mowed and has cleaned up this property. 9 Leather Street has also been mowed.

5. OLD BUSINESS

5.1 The rate that will be charged to the taxpayers who utilize the credit card/debit card option when paying your 2023 taxes will be 2.5%. If your paying with a e-check you will be charged \$0.95.

5.2 Our solicitor sent a letter to Ryan Reitz of E & M Engineers answering his request on behalf of the Municipal Authority for funds to clean the Center Street Well.

5.3 Spring Clean cost the township \$2,694.00; \$310 in TV's were collected and over 17 tons of garbage and scrap was removed. Two years ago, the cost to the township was \$1,874.90. Supervisor Fitch asked if the problem with Fox's bill was resolved, the secretary stated she is waiting for a return call from Fox n Sons. The township was charged for 2 roll offs that weren't even used and we were asking for an adjustment to the bill to reflect this.

6. NEW BUSINESS

6.1 Support letters went out to the business and individuals who help with the financial aspect of the summer recreation program. We have received \$900.00 to date.

6.2 Bridge report from Stiffler McGraw for Center Street has one maintenance recommendation:

Priority 3 Backfill scour hole in channel underneath the bridge structure \$500 estimated cost. Supervisors will have the roadmaster look at this.

6.3 Warren County Conservation Districts informs us that the Warren County Dirt Gravel Low Volume Road grant application deadline will be Friday, November 3, 2023, at 4pm.

6.4 Sports Complex agreement with Music Boosters for the use of the field for the DCI Competition is ready for signature. Art Lane of the boosters has already signed, supervisor signed the agreement for this event on Friday, July 28th. Denise Pierson will be running the concession stand for the sports boosters, the roadcrew is to provide them with cones and barricades and see that the field is mowed and. One of the drum corps will be doing the lining of the field for the event.

Regarding the Sports Complex account and per request of the solicitor a new account for gate receipts will be set up with \$3,338, the amount that was received for gate receipts last football season. **ACTION Motion/Second Fitch/Labesky all in favor.** This Account will have all three supervisors and treasurer as check signers as are all township accounts. A meeting with the sports boosters' board of directors, lifetime members and supervisors has been set up for 5pm on August 20th.

6.5 Meeting with William Mague, Timber Program Manager for the Allegheny National Forest to discuss daylighting roads in Sheffield Township on Tuesday, July 11th at 9am.

6.6 Township scrap pile, to keep the property cleaned up, it has been suggested that a scrap container be placed behind the township garage. Fox and Sons suggested when a pile is getting to big, they could drop off a container one day and come get it the next day for around \$250 otherwise they would have to charge us \$570 when dropped off and \$150 rent for a month. Also, they suggested that the guys could load up and drop off scrap anytime for free. The roadcrew stay on top of the scrape and load it up themselves and take to Fox N Sons at no cost to the township.

6.7 Complaints received from the owners of 1824 Four Mile Road regarding campers beside the bridge on 4 Mile Road and the continued mess they are making. Looks like homeless people living there. This was referred to as the Allegheny National Forest.

7. PUBLIC COMMENT

Gloria Werner, President of Library Board speaking on library situation. 1st Option would be for a full-time librarian at 35 hours a week, but she realized that we will not be able to financially do this. Currently Christine is working 20-22 hrs. a week. 2nd Option is that the waiver with the state is good through this year and continue to ask for a waiver until they no longer grant one keeping a part time director. 3rd option for the Seneca District Librarian suggested becoming a branch of Warren Public Library. No one at this time understands what this would entail. Township owns our library and Warren owns their library. We would have 6 months to figure all of this out. Supervisor Labesky suggested contacting Rapp's office to discuss these state requirements and see if she can help with getting something changed in legislation. It was decided to advertise for a part-time librarian and have Norma and Roberta cover the hours. Jenna Albaugh library board member stated that if we become a branch somebody from Warren would need to fill hours.

Marcy Byers stated that disdain the township supervisors show for the people that attend and ask questions at these meetings is appalling. Supervisor Labesky stated noted. She also stated that the guys came and looked at her yard and will be coming once the playground is complete.

Patti Blum informed the Supervisors that the camper in the street is no different than Ron's tractor trailer parked on her street in front of her house. There is no ordinance and if it's licensed and registered it should be able to park there. She also stated that the supervisor Labesky skipped 4.6 on the agenda. Supervisor Labesky stated he wasn't going to go through all of those violations. Ms. Blum also asked about the right to know request of Debbie Koza's that stated the hospitalization for the township employees is around \$4,000, but when we look at the bills it shows over \$8,000 being paid out. Kristi informed her that our bill includes the municipal authorities' employees as well. Ms. Blum also asked about the statement on the top of the agenda regarding the correction of minutes. She stated according to Roberts Rules if minutes are wrong, they need to be corrected. Supervisor Fitch stated that if the minutes are wrong, we want them right.

Kim Holden is requesting roadcrew reports, all other townships the roadmaster has reports and supervisors review them. Supervisors will be looking into this. She informed the supervisors that stuff is being put into the creek behind the maintenance building. Supervisor Labesky stated nothing is being put into the creek by the township. Ms. Holden stated she had pictures of stuff that is being put into the

creek by the township. Supervisor Labesky stated again that they are not putting anything in the creek and if there is stuff there it was not from the township placing it there, but he will look to make sure.

Pam Pedersen asked about 4.6 and 17 Hall Street going back to blight, 92 3rd Mill Street also be going to blighted properties. Supervisor Labesky will bring this property up at the RDA Meeting next week. She also asked about the CDBG funds and how do we go about getting those funds in Sheffield Township. Kristi reviewed the process of applying for CDBG funds, must have a project, it must meet low to moderate income levels of the families living in the area where the project is located.

Kim Holden stated that this is different than the dirt and gravel road grant and asked if we were applying for that money as well. Supervisor Labesky stated that he's not aware yet. Ms. Holden stated if the money's available why not apply for it.

Ms. Pedersen stated why not apply for perhaps the sidewalks from Cindy Tower's property down to the Shaw House. She stated that there is a grant writer at the county that could help us with this, Kristi stated that this

is who sent the information to us. Ms. Pederson asked for permission to investigate this for the township and Supervisor Labesky stated sure please do.

Debbie Koza discussed questions regarding Shawn Young being referred to as Constable and he should be referred to as our Code Enforcement Officer. Supervisor Fitch stated that he is our Code Enforcement Officer not our constable. She asked about the reports that Shawn brings to us and why we don't send violation letters to all of them. Kristi stated that supervisors review the list and pick the ones that are the worst, or ones that a complaint has come into the office from a citizen, not Shawn. Supervisor Fitch stated recently a list came from Shawn with tons of pictures and if we went with all of those that he presented for review, it would cost the town a lot of money to send out the letters and we don't want to handle it that way. We will send out courtesy letters to mostly from citizen complaints and ones that are from Shawn as well. Ms. Holden asked if we received complaints about Shawn's property and all the debris that was flying around on Cottage Avenue.

Debbie Koza also questioned the size of the playground and why we shrunk it down so much and wanted to know where the dirt is that is going to be grass eventually. Supervisor Labesky stated that Ian researched the area and what is needed for each section and downsized accordingly and yes grass will be planted where the dirt is. Ms. Koza discussed fireworks at the cemetery over the 4th of July and she feels this disrespectful and should not be happening up there and the garbage and debris is being left behind for the cemetery workers to clean up. She feels that the gate should be locked like it used to be. Supervisor Fitch stated he was not aware of the fireworks at the cemetery and stated that they will discuss this with Lee and the gate used to be locked but Lee had a threatening altercation with an individual and it has been left open ever since. Supervisor Labesky stated when we had cop it was his duty to lock it. She also asked stated that Bloss Hill was paved, and it looks very nice, however they have only put down a base coat and is more to put down? Supervisor Labesky stated that yes this is not finished yet. She also questioned the ditch that was supposed to be dug prior to blacktopping and wanted to know why it wasn't done. Supervisor Labesky stated the timing of the blacktopping did not allow us enough time to get the ditch dug prior to blacktopping, but we be working on that. She also informed the supervisors that the ditching needs to be done in a certain way in which the water will run correctly down the hill. Supervisor Labesky stated that Ian is aware of how it needs to be done.

Patti Blum thanked the supervisors for the new name plate on her dad's bench at Memorial Park.

Kristen Joblin was present for her son, Christopher Joblin, Eagle Scouts Project. First, he was going to clean the debris along the creek at the ballpark, but this is too difficult of a project because access to this area is not available. She would like to have his project be working on the softball field, stain the dugouts and remove the weeds from the infield and replace it with good infield dirt. She has spoken with Corry Peat and they no longer have this product available so she asked if the township and VFW would help with the project? Supervisors agreed that they would help with this project and approved the work. She stated that her son was at Scout Camp, and this is why he isn't here tonight. Supervisor Labesky will review the project.

Kyle McNeal questioned if Supervisor Labesky was being an employee or donating his time, Supervisor Labesky stated that he was doing both.

Jim McMillen questioned the 4-mil tax increase, and he again questioned the \$80,000 deficit in the 2022 audit figures under culture and recreation. He was informed that it was the \$31,000 for rubberized mulch that offset the audit last year. Mr. McMillen stated that you mean to tell me it was

recreation that cost \$50,000 and is that necessary. He was informed that also under the culture and recreation is library wages, playground directors and expenses. He again asked why the taxpayers of Sheffield have to have a 4-mil tax increase for

PAGE 5

JULY 10, 2023

playground expenses, he thought it was something important that we did, why not go back through expenses last year and maybe there is more important things, taxpayers need to know where the money is going. The answer of inflation was ridiculous Mr. McMillen stated. Supervisor Fitch stated we are also spending \$40,000 a year now on ambulance coverage through EmeryCare. That also was based on the tax increase. Mr. McMillen questioned what are you going to do next year, and also stated you need to start cutting corners somewhere.

Rick Petrune questioned the road inspection and when the last one was done. Supervisor Labesky stated one was in April and if you would like a copy to stop at the office. He also discussed the right of way on his piece of property on Cottage Avenue, and presented the supervisors with a picture of the ditch that was never touched by the roadcrew. Supervisor Labesky asked if this was the ditch that didn't work, correct Mr. Petrune stated, Supervisor Labesky if he wanted it fixed, Mr. Petrune stated he would mow it himself it was fixed correctly. The right of way goes into his yard and much more discussion was held trying to figure out the drainage system at the part of Mr. Petrune's property. Mr. Labesky stated we can investigate this.

8. OTHER MATTERS AND BOARD MEMBER COMMENTS – items not in the agenda but came up during the meeting, there was nothing further.

9. ADJOURNMENT **ACTION Motion/Second Fitch/Labesky and all were in favor** until next meeting will be Monday, August 14, 2023, at 6pm at Sheffield Food Pantry.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS