

## SUPERVISORS MEETING

November 30, 2023

### 1. CALL TO ORDER – Pledge of Allegiance

1.1 – Attendance: Supervisors: Jeff Labesky, Chairman, Jay Fitch and Nathan Lindberg

Administrator/Treasurer: Kristi Kulka-Leichtenberger

Guests: Kim Holden, Renee Samuelson, Patti Blum, Gary Godfrey, Richard Fergus, Gary Rothrock, Matt Bell, Marcy Byers, Kyle McNeal, Ken Schrader, Jr., Rick Petruney, Sheilah Brush, Jim Williams, Glenn Weaver, Bob Korbar, Ruth Belcher, Daniel Hagg, Pam Pederson, Don Shaffer, Tracy Leichtenberger, Mara Johnson, Bob Johnson, John Buck, Dan Repine, Dave Winger, Lorene Benjamin

1.2 - Informational: Chairman Jeff Labesky congratulated Matt Bell for his recent election win to the supervisor position for Sheffield Township for a 6-year term beginning 2024. He informed all that Nathan Lindberg current supervisors with 2 more years to his term has resigned and his resignation is effective 1/1/2024. A motion was made by Supervisor Fitch, seconded by Supervisor Labesky, and duly carried to accept his resignation effective 1/1/2024. Nathan Lindberg made a motion seconded by Supervisor Labesky and duly carried out to appoint Jay Fitch to fill the vacancy of Mr. Lindberg's term.

1.3 - Public Comment: None

### 2. REVIEW OF PREVIOUS MINUTES

2.1 – October 9, 2023, Supervisors Meeting

2.2 – Parks and Recreation Meeting on October 18, 2023

2.3 – Fall Road Inspection from November 11, 2023

### 3. BILLS FOR APPROVAL, OCTOBER TREASURER'S REPORT AND 2024 BUDGET

3.1 – Bills for Approval through November 30, 2023, General Fund \$79,874.73; Light Fund \$2,084.71; Fire Fund \$4,282.14; Sinking Fund \$643.51 State Fund \$74,248.39 for a total of \$166,133.48.

3.2 – October Treasurer's Report

3.3 – 2024 Budget approval for public viewing purposes, final adoption will be at December's meeting. This budget reflects the addition of the LST Tax for Sheffield Township, but no real estate tax increase. The budget is available for public viewing by appointment at the township office.

**ACTION Motion/Second Lindberg/Fitch and duly carried to accept the above minutes, reports and advertising of 2024 budget for public viewing.**

### 4. COMMUNICATIONS

4.1 Thank you received from the Sheffield Area Ecumenical Food Pantry for the annual donation of \$2,000.00 from the township.

4.2 Courtesy letter sent to owner of 100 Leather Street for the ceiling of the porch falling in which falls under the nuisance ordinance. Giving the owner 30 days to get the situation fixed. The letter was hand delivered by Code Enforcement officer Shawn Young and the owner informed him that she does not have any money to fix the necessary repairs, he suggested having her clientele help her with the issues, but something needs to be done. A second letter will be sent to the owner asking that the porch be removed.

4.3 EmeryCare reports thirteen calls for the month of October for a year-to-date total of seventy-nine calls.

4.4 Tuesday, December 5<sup>th</sup> at 7pm at the Youngsville VFD is a COG meeting and during this meeting the results of the long-awaited EMS Study will be discussed. Kenn Hellendall, our DCED consultant will make a presentation of his findings, action items and recommendations for Warren County. Supervisor Fitch will be in attendance.

4.5 Wednesday, December 6<sup>th</sup> at 7pm at Conewango Township Municipal building is the next COG regularly scheduled meeting.

5. OLD BUSINESS

5.1 Supervisors met with the solicitor for an informational gathering session regarding the proposal from Sheffield Sports Boosters about the Sports Complex at her office on Tuesday, November 7<sup>th</sup> at 5pm. No further information currently.

5.2 Warren County Redevelopment Authority is asking us for the approval to remove 209 West Main Street from the blighted property list. Jeff reviewed this property as the old BP Station that has been on the blighted property list for over 2 years now, property changed ownership. There has been a lawsuit with the previous owner to remove the old tanks buried on the property. Gas tanks have been removed; windows have been boarded up. All were in favor of removing it from the blighted property list.

5.3 Easement Agreement between the township and Heather and Chad Raught is ready for signature for the use of the property in front of his property that is owned by the Township.

6. NEW BUSINESS

6.1 Christmas Bonuses for staff. In the past it has been a \$50 Tops Gift Card. **ACTION Motion/Second Lindberg/Fitch all were in favor of \$50 gift cards at Tops Markets.**

6.2 Resolution No. 545 Blighted Property for the Old Limberlost property. It was decided to not begin the blighted process for this property.

6.3 Karen Rubright has been hired as the new Assistant Librarian at the Township Library by our Library Director, Roberta Foster.

6.4 Adoption of Ordinance No 172 "An Ordinance of Sheffield Township, Warren County, Pennsylvania, enacting an ordinance to be known as the Local Services Tax said tax to be effective January 1, 2024." **Motion/Second Lindberg/Fitch all were in favor.**

6.5 Emily Lord, cleaning lady for Sheffield Township has resigned, an advertisement was placed in the Times Observer for a new cleaning person. Linda Elmquist has filled the position.

6.6 Approval for the advertising of Ordinance No.173 Amending Nuisance Ordinance which states "No Person shall keep, harbor, or feed any stray dog, stray or feral cat, or other animal in the Township so as to create offensive odors, excessive noise, or unsanitary conditions which are a menace to the health, safety of the public or which impedes or interferes with the full use of enjoyment of real property, or otherwise permit the commission or existence of a nuisance as defined herein" and preparing this ordinance for adoption at our next meeting on December 28<sup>th</sup>. Supervisor Labesky stated that letters will be going out to the Van Ettan Avenue resident and the 3<sup>rd</sup> Mill Street resident who are feeding the feral cats and causing a nuisance as soon as this ordinance passes.

6.7 Green Light Go project at Route 6/666/948 has begun with a completion date of 11/30/2023. This is an 80/20 grant. The original grant amount is \$135,265.24 with an increase for railroad coordination of \$20,000 for a contract price of \$155,265.24. The township will be responsible for \$31,053.05.

6.8 Keenan Crooks of 579 Route 948 has received a Stormwater Management Plan Application for a car port on his property. Jay Fitch has received a Stormwater Management Plan for a lean too off his garage. Meagan and Matt Crumpler have also received a stormwater application for a 2,000 square foot home at the top of the hill on Heavenly Hill Lane in Sheffield.

6.9 There is a balance of \$40,000 State Fund after paying IA Construction; suggestion to move into a short-term CD if the rates are good. Treasurer will review CD amounts at Northwest.

6.10 Stiffler & McGraw Engineers contacted the office requesting information on fixing Saybrook Road Bridge and our time frame for doing so. They are the firm that oversees Warren County Bridge Inspections.

6.11 199 Keystone Avenue has been sent a courtesy letter for the burning of garbage and requiring the owner to obtain a weekly garage pickup.

6.12 Five new flag poles and flags are being purchased by the VFW for the Veterans Memorial sight at Memorial Field to represent the 5-armed forces.

6.13 Resolution No 546 DCED Local Share Grant, which is a resolution to request a Statewide Local Share Assessment Grant of \$144,345.00 from the Commonwealth Financing Authority to be used for a 2024 F-600 Chassis 4 x 4 SD Regular Cab Truck and Dump Body Henderson Mark 111 304SS was adopted with **ACTION Motion/Second Fitch/Lindberg passed unanimously.**

## 7. PUBLIC COMMENT

Tracy Leichtenberger was present asking about the blighted property procedures. She asked who had received a complaint from her husband Joe Leichtenberger regarding the blighting of Kim Holden's property on Henry's Mills Road. She requested an apology from the supervisors to her and Ms. Holden because of Mr. Leichtenberger's name being mentioned in the complaint process and many problems have escalated between the two families. Supervisor Labesky apologized to both.

Marcy Byers spoke on the tax that was just passed. She knows it is just \$52 but you are taxing the people that live and work in this town once again. Taxes just keep going up and up. Supervisor Fitch stated the tax is needed to pay for the EMS in our town. She also complained about the raises that were given to the employees of the township. Supervisor Fitch informed her that of the 4 Mil tax increase from last year only 1.5 mills could be utilized for EMS services. So in order to meet the requirements for ambulance coverage in this town, we need to have an additional \$20,000 from the EMS. She questioned why we do not have an ambulance service in this town. Supervisor Fitch stated that there are no EMT's in our town. The Township is required to provide emergency services for this town, and we also must cover the expense of it.

Dan Repine questioned the \$40,000 left behind in the state fund, why this cannot be used for some of these other expenses. Supervisor Fitch informed him that state fund money can only be used on the roads.

Gary Rothrock questioned why he received a bill from his insurance company for ambulance charges. Matt Bell, Chief of the SVFD and incoming supervisor reviewed the billing process for emergycare and spoke on memberships too.

Marcy Byers also spoke on her yard that still is not taken care of. They seeded her yard three times. She stated that the Supervisors need to tighten their belts and keep a closer eye on their employees. We all have budgets that we have to follow by.

Rick Petruney questioned the piles of blacktop on township property beside the Food Pantry. He stated you make us keep our properties and yards cleaned up and look at your own mess. He questioned the timely matter of Mr. Lindberg's resignation and how it was handled, when someone resigns it's effective immediately, not put off until the new year. He has a bad feeling about the way this was handled. He also spoke on the \$1 hour raise for

employees. Over \$2,000 a year per person for a raise and you cannot pay to get an audit done. He's been coming to these meetings for over 20 years, and he has never seen things so bad with no end in sight.

Renee Samuelson also commented on a \$1 an hour raises and insurance for free nobody gets this. Supervisor Labesky stated that the spouses are being made to pay for themselves, if their employer has insurance then they are to go on that insurance and not township policy, and this should save the township around \$9,000. She stated things need to change.

Supervisor Lindberg stated that we had a budget meeting in October that was open to the public, but no one showed up.

Ken Schrader, Jr questioned three employees about what happened to the days of Herbie Bowley and Squeek Hanson, only two employees were fine then, and they got the work done. Supervisor Labesky stated that things have changed, and more pipes have been installed in this township in over 50 years, things are getting done.

Patti Blum stated several meetings ago she had offered several ideas on ways to cut back, freeze wages and now you have given raises. When payroll goes up all costs go up. She had asked for roadmaster reports in the past and yet to see them because you certainly cannot see what they are doing. Thousands of dollars have been spent at the park, but no pets in the park signs have been put up like I have asked. She also questioned the shared grant in 6.13 is this a finance thing or what. Supervisor Labesky informed her this is for a new truck, but if we do not get the grant, we will not be purchasing a new truck. She also stressed again that we need more than one meeting a month.

Bob Korbar complained about the new playground being a hazard. All the way around it you have raised up wall and somebody is going to trip and fall. Supervisor Labesky stated that it is not complete, we are going to fill up to it with dirt. Any playground around the county there is a step up to get into it.

Lorene Benjamin questioned if Taylor Diversion is going to be doing the work at Playground or is the roadcrew going to be doing the work. Supervisor Labesky stated that it would be both more than likely. She stated that the roadcrew stood around watching the kids work last time Taylor Diversion was there working, is this going to happen again. Supervisor Labesky disagreed with her, but she continued to state the roadcrew needs to be better.

Kim Holden reiterated the complaint regarding her property at the municipal authority and then asked at the township meeting and she was informed it was Joe Leichtenberger, she then proceeded to call Supervisor Labesky a liar.

Ms. Holden stated that we the people voted Matt Bell in because we want a change in this township, we are tired of you guys screwing us over in our township. In August we had \$13,000 in the general fund, Mead township has 3.8 million dollars in their accounts, Cherry Grove over a Million, people do your research. It is embarrassing where did our money goes, our roads are trashed, our workers are down in the playground working for over 3 years now. There is no reason for three workers, how many sluice pipes have been put in. A third employee was hired to put more pipes in, where all this pipe that has been put in. She asked Supervisor Fitch that you stated last year you were done being a supervisor, why are you still here then. Supervisor Fitch

stated. People cannot afford to live here; you raised four mil in taxes. Money is being misused. She asked if we have timecards? She informed the supervisors that the pipe we have is warranted for 2 years, it is going to crack. She then asked about liquid fuels monies and the discussion of the possibility of getting a loan for 5 years utilizing the liquid fuels money, what are you going to do with this? Supervisor Labesky stated we are looking into this, but nothing for sure yet. She asked what has happened to the roads in the 5 years that nothing is getting done then? She questioned the vacancy and how it was filled. She was informed by PSATS that it was not handled correctly. Supervisor Labesky stated that our solicitor has advised us how to proceed with the vacancy and we did just as she advised. Ms. Holden stated we did not do this correctly, there has to be a vacancy in order to fill a vacancy.

John Buck asked about the camp on Four Mile Road that was built and is being used for Air B N B. Kristi reported that a building permit and an occupancy permit was obtained in 2021 for this camp to be operated as an Air B N B.

Rick Petruney offered the phone number for Harrisburg if anybody wanted it.

Kyle McNeal requesting information regarding 5.1 on the agenda. There was nothing more to report on this. He also asked the Supervisors if they felt they were doing a good job.

Dave Winger asked about the Doyle property on 2<sup>nd</sup> Mill Street. Supervisor Labesky stated that it was moving the landbank of Warren County and will be torn down sometime in May. Cats, rats and mice inhabit the house.

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

9. ADJOURNMENT **ACTION Motion/Second Lindberg/Fitch at 6:50pm all were in favor.** Next meeting will be Thursday, December 28, 2023, at 6pm at Sheffield Food Pantry.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS