

Sheffield Township Supervisors

Meeting Minutes

MARCH 4, 2024

1. Call to order – Supervisor Matt Bell called the meeting to order with the Pledge of Allegiance at 6:30pm at the Sheffield Food Pantry with the following in attendance:
 - 1.1 Supervisors: Matt Bell and Jim Vile
Administrator/Treasurer: Kristi Kulka-Leichtenberger
Roadmaster: Ian Lester
Auditors: Glenn Weaver, Gary Rothrock and Gary Cochran
Guests: Patti Blume, Renee Samuelson, Debbie Koza, Ken Rubright, Karen Rubright, Hile Mains, Ken Schrader, Jr, Marcy Byers, Kim Holden, Randy Petruney, Michele Grubbs, Rick Petruney, Kyle McNeal, Jenna Albaugh, Marty Groves.
 - 1.2 Public Comment: Gary Cochran asked Supervisor Bell if he realizes that he is not covered under township insurance when he's driving the township backhoe. Mr. Cochran asked Supervisor Bell about cheating the employees out of work and you also took township gravel to the Municipal Authority job with township backhoe. Mr. Cochran stated you wanted us to all work together. Supervisor Bell stated "that this will be addressed at the next meeting and you better have somebody to fill this seat." He asked Mr. Cochran if he had anything further and Mr. Cochran stated that the township should be sending the water authority a bill for the gravel, Supervisor Bell stated send the bill. Supervisor Bell stated that we are one township, they help us, we help them. Mr. Cochran asked Supervisor Bell if he has even reviewed the budget, Supervisor Bell stated that yes he has reviewed the budget. Mr. Cochran asked Supervisor Bell to remember why the last three supervisors were taken out of here and asked him if we are going down the same road again. Mr. Cochran stated hats off to you for working, but you got do it the right way. You just can't just run wild Matt, we pay a man \$59,000 a year to lay out the work for the township. You also gave the authority 2RC, whose paying for that township citizens. Again, Supervisor Bell stated we help them, they help us, it all works out. Mr. Cochran then informed Supervisor Bell that you gave the roadcrew directions to unload dirt on your private property, you gave them direction to do so. Supervisor Bell stated it was either here or over there. Your pushing dirt onto the wetlands and the township is going to be responsible for this. Mr. Cochran had pictured, which Supervisor Bell stated that you are on private property, but Mr. Cochran stated he was on Route 6 taking the pictures. Mr. Cochran asked Supervisor Bell if he wants to resign, then please do the township a favor and do it because we will find someone that wants to do things by the book, because that's why the last three supervisors are gone because they couldn't do it by the book. You hired us to do the audit to make sure things are right and your not doing it by the book. Now rumor has it that you want to sell the building next door, but that has to come up in a meeting to do this and it has to go out to bid. Supervisor Bell stated that it would come up in a meeting it was just conversation. Mr. Cochran asked about safety equipment that needs to be purchased for the boom mower before anybody drives it. Supervisor Bell stated that it was purchased way before us. Supervisor Bell stated that people run it all the time like that. Mr. Cochran stated yes, they do, but this is everybody's money in this room that will be responsible for the person who gets killed while running it, that's not the way you do business. Supervisor Vile stated that this is all new business to him.
2. REVIEW OF PREVIOUS MINUTES

- 2.1 Minutes of the February 20, 2024, Supervisors Meeting were approved with a motion by Supervisor Vile, seconded by Supervisor Bell and all were in favor.
3. **BILLS FOR APPROVAL AND FEBRUARY TREASURE'S REPORTS**
 - 3.1 Bills for Approval through March 4, 2024, General Fund \$26,916.18, Light Fund \$2,010.35, Fire Fund \$239.14, Sinking Fund #1 \$643.51, total \$29,809.18 was approved with a motion by Supervisor Bell, seconded by Supervisor Vile and all were in favor.
 - 3.2 February Treasurer's Report was approved with a motion by Supervisor Vile, seconded by Supervisor Bell and all were in favor.
4. **Communications**
 - 4.1 Administrator/Treasurer Kristi Kulka-Leichtenberger emailed the supervisors her retirement from the township after working for almost 22 years. Her last day will be 3/19/2024, last day in office is 3/14/2024. With a motion by Supervisor Bell, seconded by Supervisor Vile Kristi's retirement was accepted by all. Much discussion on the short notice that was given and a timeframe to get another secretary/treasurer in place. Gary Cochran stated she only had to give you 2 weeks. DCED will be contacted for assistance with this matter. The supervisors will be meeting in an executive meeting on March 13 at 6pm at the Sheffield Food Pantry to review applications that were received in the office.
 - 4.2 COG Meeting is scheduled for Wednesday, March 6, 2024, at the City of Warren Municipal Building, minutes and agenda have been given to the supervisors. Supervisor Vile will be attending.
5. **Old Business**
 - 5.1 Saybrook Road Bridge GP11 Permit from DEP this was tabled until later in the agenda.
 - 5.2 Decision on how to spend county liquid fuels monies for 2024, \$3,411.00. What was the solicitor's response. This is a timely matter to get our funds in June, if we don't get this done soon, we won't see this until November from the county. Kristi asked if the supervisor had received the email from our PennDOT representative which had the Resolution. Both supervisors had received the information. Solicitor Bauer will be contacted to give him more time.
 - 5.3 261 Cottage Avenue update. Nothing new to report
 - 5.4 Work on Hall Street and 2nd Street, the 4 catch basins and drain pipe. The Honey Run project was also discussed, which is concern for the budget. The Honey Run project has a tree removal issue, that we are not sure if it was included in the budget amount for Honey Run. This was tabled.
 - 5.5 The fire truck that was on Municibid website for \$10,000 did not receive any bids, how shall we proceed. Supervisor Bell stated that the truck has been for sale for about 3 years now on many sights, had a few bites but were just tire kickers in the end. Supervisor Bell stated its just the age and the only way somebody would buy something like this is if they are in a pinch. It's a 31 year old truck with approximately 12,000 miles on it. NFPA says your main attack engine should be up to 15 years old and you can have a 2nd do for another five and then at 20 they are suppose to be done. Suggested to put it back on maybe an auction sight, with a reserve on it. Proxyserve is what was suggested by Supervisor Bell and set the reserve at \$10,000. He was also suggesting donating it to the Warren County Career Center to the Fire Services program. Supervisor Bell stated he would really like to try to get some money out of first before donating. Motion by Vile to put it on the ProxyBid sight with a reserve of \$10,000 seconded by Supervisor Bell and all were in favor.
 - 5.6 Supervisor Leichtenberger has yet to sign the bank accounts paperwork at Northwest Savings Bank. This will be done on Friday of this week.
6. **New Business**

- 6.1 Spring Road Inspection date was set for Sunday, March 17 at 8am. Supervisor Vile discussed Church Street and that the grass grows right up to the road on that street. Supervisor Vile stated that it's his understanding that we have a 17 foot right a way on this street. Roadmaster Lester stated that road is a 50' right-a-way, which opened another discussion with this road that will be discussed during road inspection.
- 6.2 Speed Bumps were discussed. Supervisor Bell stated that they are more of a nuisance than a benefit to the town. Much discussion on the speed bumps and the placement of them. It was decided that no speed bumps will be placed around town with a motion by Supervisor Vile, seconded by Supervisor Bell and all were in favor.
- 6.3 Honey Run Project. This stream cannot be changed in any way, there was talk of moving it straight down Center Street or Van Ettan Avenue, but according to Jeane Gomery of Warren County Conservation District, this cannot happen.
- 6.4 Resolution Number 552 Municipality Certifying Provision of Local Match for State Operating Financial Assistance. This is for our \$750 donation that was budgeted for 2024 to Transit Authority of Warren County. This Resolution is a requirement for TAWC. With a motion by Supervisor Vile, seconded by Supervisor Bell and all were in favor.
- 6.5 Roadcrew Seeking Approval for and planned work: Chris Kyler has foundation stones that he is willing to donate to the township for head walls or bank stabilization. We would need to use an excavator and truck on his property to remove stones. Supervisor Bell stated that he had concerns that were brought up to him on having township equipment on an employee's property, even though the material is donated. Supervisor Vile stated that perhaps we should discuss with the solicitor. Bottom line though what's the difference if they take it off of somebody else who donates it, Supervisor Vile stated. Much discussion was held. Supervisor Vile stated what if it was 10 ton of gravel they wanted to donate is there really a problem there. Patti Blum mentioned the roadcrew hitting the roof of the playground building and if they would hit somebody's house. Mrs. Blum feel that you are opening a can of worms. This will be run by the solicitor as well for his recommendation.
- 6.6 Roadcrew Planned work for past two weeks and next 2 weeks, Roadmaster Lester reviewed this.
 - Replace cross pipes at 2nd and Hall St, hold off on that until they meet next Wednesday.
 - Dig ditch and berm at Mead St.
 - Dig ditch on 2nd Mill by 48 and 50 2nd Mill St.
 - Fill berm at Keystone, and High St. intersection.
 - Fill berm on Van Ettan St.
 - Back blade dirt portion of Cottage Ave. from where the blacktop ends to Scutari's old property. ****As time and weather permits****

Other notes:

Ian spoke with Adam Hoisington with PennDOT. He talked to him about getting a vac truck down here to Main St to clean out pipes and catch basins. Ian also Contacted City of Warren to schedule the vac truck in the near future.

- Ian called and left a message for Pete Schuster with DEP out of Meadville. The message was in regard to the work being done on Saybrook Bridge and the proper permitting needed to proceed. Roadmaster Lester stated that the engineer is who will do the DEP permits for us.

Supervisor Bell stated that there is a hole starting on the intersection of Center Street and Van Ettan Avenue. He wasn't sure if the water company was there but a big hole is there. Also the end of Van Ettan was discussed, Supervisor Bell asked if that was the 2RC from Allegheny that was put in there, cheaper material but it was cheaper material, but we have to go with the lowest bid.

6.7 Liquid Fuels Tax Fund payment in the amount of \$74,285.37 was deposited into the state fund on 3/1/2024. This amount includes our share of the Act 655 – Liquid Fuels and Act 44 Allocations, minus bridge inspection costs, if applicable.

7 Public Comment:

Marcy Byers thanked Kristi for all her work she has done for the township.

Michele Grubbs questioned the number of years that Kristi has been working for the township, Kristi stated almost 22 years and Michele thanked her for all her work and dedication to this town.

Patti Blum made the supervisors aware of the sink hole by the Christopher Priester's property and that there is a cone that has been there for over a year. Supervisor Bell stated that it's a bad catch basin in that area.

Karen Rubright and Ken Rubright both thanked Kristi for all her years of dedicated work for this town.

Glenn Weaver thanked Kristi for all her years of work.

Gary Rothrock thanked Kristi for all her years of service to the town and also asking for help with the drain between the old Magistrate's office and his business. Roadmaster Lester will take a look at this.

Renee Samuelson thanked Kristi for her work at the township and she also asked about what was found out about the playground rubberized mulch. Site one emailed the township back and the product is not toxic it is very safe.

Kim Holden discussed Chapel Lane. Supervisor Bell spoke with the gentlemen that lives at Chapel Lane and he and the roadmaster are looking into this. Ms. Holden suggested purchasing the stones from somebody like Steve Dyne. She also reached out PSATS regarding personal property.

Ken Schrader, Jr asked about a PA system or microphone system for meetings.

Marty Grove wants to see the "hometown feel" back in the town.

Michele Grubbs asked about a Parks and Recreation Committee Meeting and who oversees this. Supervisor Bell stated he's in charge of this for the township and stated whenever you want to meet just let him know. Mrs. Grubbs stated you're the one that is busy, maybe you should get it set up in March sometime. Kristi stated that usually a meeting is set up in March so that the playground program can be discussed and also the Arbor Day celebration needs to be set up with the elementary school. Supervisor Bell stated that he will set something up.

Glenn Weaver offered up getting the stones and taking them to the township garage if you get in a bind. Kim Holden then offered up her grader for use for Henry's Mills Road. Much discussion with offering up product to township for use.

Supervisor Vile stated that the Johnny Appleseed Festival needs to be on the agenda for approval, so it will be on the next agenda. Karen Rubright questioned if it was official then that they could go forward with the work for the festival, and Supervisor Vile stated it's official but we just need to have it on the agenda and vote on it.

Much discussion on utilizing equipment and moving equipment for township use.

Rick Petruney questioned a job description for the Code Enforcement officer, Supervisor Bell stated that its on the to do list.

Kim Holden questioned the meeting on the 18th of March because Kristi won't be here, Supervisor Vile stated that the meeting won't be cancelled because Kristi won't be here, we must move on.

Much discussion on restructuring the township meeting with new solicitor and township auditors.

Glenn Weaver, Township Elected Auditor reported that the audit for 2023 is pretty much done and nobody pocketed any money. Kim Holden stated that nobody stated that they did. Nothing malicious was done, but more transparency is needed Mr. Weaver stated.

- 8 OTHER MATTERS AND BOARD MEMBER COMMENTS – items not in the agenda but came up during the meeting:
- 9 ADJOURNMENT with a motion by Supervisor Bell, seconded by Supervisor Vile meeting was adjourned at 7:30pm and all were in favor. Next meeting is Monday, March 18, 2024, AT 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS

