

**1 CALL TO ORDER** – Pledge of Allegiance Supervisor Matt Bell called the regularly scheduled meeting to order at 6:30pm at the Sheffield Food Pantry with the following in attendance:

- 1.1** Prior to the meeting, James (Jim) McMillen was sworn in and given his oath of office. Supervisor Bell spoke about the Vacancy Board meeting where it was decided that Jim McMillen be appointed to the vacant position. Mr. McMillen will assume and hold all positions previously held by Mr. Vile. Supervisor Leichtenberger made a motion to appoint James McMillen as Supervisor, Supervisor Bell seconded, and the appointment was dually carried.
- 1.2** Attendance: Supervisors – Matt Bell, Jim McMillen, and Jim Leichtenberger. Administrator/Treasurer – Cara Schrader. Guests – Renee Samuelson, Jim Williams, Kim Holden, Randy Petrune, Kevin Williams, Charles Smith, Katie Sutton, Debbie Koza, Jena Albaugh, Curt Bowley, Sam Bullock, Kyle McNeal, Cora Slack, and Gary Cochran.

**2. REVIEW OF PREVIOUS MINUTES**

- 2.1** Minutes of the May 6, 2024, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor. Mr. Bowley noted that the minutes for April 15, 2024, had an error, the grant for the boat launch mentioned in section 6.7 should be showing Western PA Conservancy instead of Forest Service.
- 2.2** Minutes of the May 15, 2024, Vacancy Board Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.
- 2.3** Supervisor Bell read the May 6<sup>th</sup> and May 20<sup>th</sup> roadmaster's report. Supervisor Leichtenberger expressed concerns on the repairs of a tractor listed on both reports. Ms. Holden asked if we get a detailed report of the repairs completed. Supervisor Bell stated we do not but agrees to wanting more details on the repairs for records. Supervisor Bell asked if more 2RC was ordered, Administrator Schrader stated she was not told if it was or was not. Supervisor Bell asked about the road signs getting ordered and how much was spent, Administrator Schrader said they were ordered and kept right under \$1,000.00. Supervisor Bell made a motion to accept the roadmaster's reports with more details on repairs/maintenance moving forward, seconded by Supervisor Leichtenberger, and all were in favor.

**3. BILLS FOR APPROVAL**

- 3.1** Bills for Approval through May 17, 2024:

- General Fund May 8, 2024, \$4,683.24
- Fire Fund May 8, 2024, \$714.07
- Light Fund May 8, 2024, \$2,020.24
- Sports Complex May 8, 2024, \$270.00
- Gate Receipts May 8, 2024, \$21.94
- General Fund May 15, 2024, \$6,066.39
- Fire Fund May 15, 2024, \$563.18
- Total amount for approved was \$14,339.06, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and all were in favor.

#### **4. COMMUNICATIONS**

- 4.1** Administrator Schrader relayed the information on the Library hiring Sydney Smead as a clerk for the summer and Robin Eck taking the position at the end of the summer. Supervisor Bell asked if anything was discussed at the Library Board Meeting on the additional hours needed for the Director. Administrator Schrader and Ms. Albaugh said it was not fully discussed, just that it will be needed to keep the state funding. It was also asked about the need for insurance upping the Director to full time, Administrator Schrader stated she will follow up but did recall the possibility of the Director signing off and not needing it.

#### **5. OLD BUSINESS**

- 5.1** Administrator Schrader relayed the update on the Summer Playground Program stating that the Lion's Den came to the Supervisors the prior week with information that funds were going to be donated in order to hold the program. Supervisor McMillen asked what the cost was per year, Supervisor Bell answered that he and Ms. Schrader looked the previous Friday and found that there was no definite amount budgeted in previous years but found that overall, the estimate is about \$7,000.00 with payroll alone about \$5,000.00. Supervisor Leichtenberger asked if we could possibly skip the extra dumpster with the garage having a larger one this year. Supervisor Leichtenberger made a motion to hold the Summer Playground Program this year with the donations received, seconded by Supervisor Bell, and all were in favor.
- 5.2** Administrator Schrader discussed the final place selection for the library's solar charging bench to be in front of the Library near the flag. Supervisor Leichtenberger made a motion to approve the spot, seconded by Supervisor McMillen, and all were in favor.

- 5.3** The Track Resurfacing agreement between Sheffield Sports Boosters and Sheffield Township Supervisors was presented and discussed. Supervisor McMillen asked about the need for it to be resurfaced, Ms. Albaugh and Mr. McNeal explained that it has been put off for too long which has made the price increase. The resurfacing of the parts that are bad is far cheaper than replacing the entire track as that was estimated at \$500,000.00 a few years ago. Ms. Holden commented that the Sports Complex funds are not from taxpayer dollars and the money is to be used only for the Sports Complex. Ms. Slack commented on the prior board spending the money negligently. Mr. McNeal asked for clarification on the \$29,000.00 spent by the prior board wanting to verify if those funds are gone. Supervisor Leichtenberger replied that yes, they are gone. Supervisor Leichtenberger made a motion to approve the agreement to spend \$14,917.00 from the Sports Complex fund with the Sheffield Sports Boosters paying the remaining \$80,000.00, seconded by Supervisor McMillen, and all were in favor.

## **6. NEW BUSINESS**

- 6.1** Supervisor Leichtenberger spoke on wanting to create an ordinance for festivals in the near future in order to protect the township should anything happen during the festivals. Supervisor McMillen asked about the insurance policy and if it covered the use of the swings and playground equipment.
- 6.2** Supervisor Bell spoke on the possibility of selling the property located at 8 Leather Street. Supervisor McMillen asked what is at the property and when was it purchased. Supervisor Bell stated it's storing more or less just mowers and hay adding that the building does not have heat, a floor, insulation as it's just a pole barn, stating if they clean and organize the big garage a little bit better, I think we can get the mowers stored in there in the wintertime and use what space we have. Supervisor Bell asked if we knew when it was purchased, Administrator Schrader said she did not know. Supervisor McMillen added that he was not sure why it was bought, Ms. Holden added that it was purchased in 2019 as far as she remembered. Mr. Bullock said the back of the building at the playground could be used for storage too. Supervisor Leichtenberger and Supervisor Bell noted the different areas of storage that can be used such as the basement of the township office building and the old police garage as well. Mr. Bowley asked if we could verify if the space in the garage was enough to store everything before selling it. Supervisor Bell stated that it would take thousands to make the building at 8 Leather St. usable for anything more than storage. Supervisor McMillen suggested tabling the discussion until the next meeting to get more information, Supervisors Leichtenberger and Bell agreed.

- 6.3** Supervisor Bell stated we had a building permit for Mr. Bowley to review and asked for details from him. Supervisor McMillen asked if we had a building committee, Supervisor Bell said we did not and asked Administrator Schrader to look into when that ended. Supervisor Leichtenberger made a motion to approve the building permit, seconded by Supervisor Bell, and all were in favor.
- 6.4** Administrator Schrader stated that the maintenance crew informed her last week that the computer was down, however as of this morning it was reported to be fixed now. Supervisor Bell said to keep an eye on it for now and asked about the township office computer. Administrator Schrader stated that the credit card just came in the mail earlier in the day and that will be looked at now. She added that it was suggested by Terri to go to Best Buy and tell them what it's needed for to get the right computer. Supervisor Bell stated that would take a trip to Erie to do, and Administrator Schrader stated she would volunteer her personal time to take care of it.
- 6.5** Administrator Schrader discussed what was found by herself and by Supervisor Leichtenberger when looking into the 2002 fire truck the department wants to use for trade in. Ms. Schrader stated that the title was located and listed the department as the owner. Supervisor Leichtenberger stated that the only mention of the truck he could locate in the minutes was that some of the bills were sent to the township in error and when it was ordered in 2001. As far as we could find, the truck belongs to the department. Ms. Schrader had the title and a copy of the minutes showing both details to the public.

## 7. PUBLIC COMMENT

- 7.1 Jim Williams** stated that 326-327 Horton had grass that was 2' high, downed logs, and a car on blocks. Supervisors Bell and Leichtenberger stated that letters would be sent out and the three Supervisors could go around in between meetings and try to keep up on that. Mr. Williams also stated that the corner of Horton and Whipple also had high grass and junk at the back of the house.
- 7.2 Kevin Williams** stated he has a property to weed eat and is working on it.
- 7.3 Cora Slack** stated that 9 Mill St. has a family of racoons that her cat is getting disturbed by and asked who takes care of animals like that. Supervisor Bell advised her to contact the PA Game Commission. Ms. Slack also asked who is accountable when someone robbed Peter to pay Paul and now that \$29,000.00 isn't there. Supervisor Leichtenberger stated that is getting looked into as there are laws.

- 7.4 Debbie Koza** stated that at the beginning of Keystone Ave. there is a “yield ahead” sign but there is no “yield” sign, she asked if that can be taken down. Supervisor Leichtenberger stated that the “yield” sign might have to be replaced instead and will look into it. Ms. Koza asked about a Code Enforcement Officer. Supervisor Leichtenberger relayed the information given by the Solicitor that one was not needed as the supervisors can enforce the ordinances. Ms. Koza stated that someone from Warren was asking about a battle of the bands. Supervisor Bell asked if that was the same as Music On The Mountain. Ms. Koza stated that this is a rock band competition. Supervisor Bell stated we are always open but will need more information. Ms. Koza stated that maybe a car show with it would be good. Ms. Holden asked if that would fall under a festival.
- 7.5 Sam Bullock** stated all the banners are up for the Hometown Heros as well as the flags.
- 7.6 Gary Cochran** stated the playground is partially done for landscaping; the Lion’s Den is buying a second load of topsoil to complete the work. He stated everything will be seeded and mulched around the play areas where it was torn up. He stated the Lion’s Den would be donating to the Playground Program and needs to get with the Rotary and Sports Boosters as well. Ms. Albaugh asked Mr. Cochran for information to present at the next Sports Boosters meeting.
- 7.7 Jim McMillen** asked Mr. Bowley about an update on the boat launch. Mr. Bowley spoke on the current process and stated he is hoping to have a response for the next meeting. Mr. Bowley also commented on the downed tree behind the post office needing to get cleaned up. The Supervisors discussed the prior agreement about upkeep on that part of the property and asked Administrator Schrader to see if there was a formal agreement made.
- 7.8 Kim Holden** asked if you do meet with DCED if Kyle could come to discuss the Sports Complex issues from the prior board. Supervisor Leichtenberger stated he had the information from Kyle and would be speaking with Terri as it will be a closed, information only meeting. Ms. Holden asked if any of the road crew had a CDL. Administrator Schrader stated that they did not and that the workers were told it was not needed by the prior board. Supervisor Leichtenberger stated it was needed and it is getting looked into as the trailer I believe is over the limit. Ms. Holden asked who would be liable if they don’t have the proper license and have an accident. Supervisors Bell and Leichtenberger stated that it normally follows the drivers and Supervisor Leichtenberger asked if they have a medical card. Administrator Schrader stated that there was not a copy of any in their files. Ms. Holden asked when

the township acquired Memorial Park, she added that there was possibly something in the minutes about whose responsibility the upkeep was and the festivals. She asked if maybe the minutes could be reviewed for that information and if she could talk to Terri from DCED.

- 7.9 Charles Smith** asked about the ditch on Miller St behind his property. He stated that 30 years ago, the township dug it out and has not done any maintenance since. He added that other property owners are filling in the ditch and neighbors below it are now getting water in their basement. Supervisor Bell asked what the Solicitor said about this situation, Administrator Schrader answered that as it is located on private property, it would be deemed a civil matter and out of the township's jurisdiction. Supervisor Bell asked Mr. Smith if he's talked to the other property owner, Mr. Smith said that he has, and it hasn't gone anywhere. Mr. Smith stated it's a shame that no one cares and asked why the township hasn't contacted them. Supervisor Bell stated that it was not that we don't care, it's just that it is a civil matter, and we can't fix it unfortunately. Mr. Cochran added that the ditch work was done more than 30 years ago in the 1900's, that he cleaned out a section of it on his property 25 or more years ago. Supervisor McMillen stated that it was looked at by professionals 30 years ago and the township was told that nothing could be done. If there was, something would have been done then as the water is coming off the hillside. Mr. Smith stated that generally it's the rain and an individual plugging the line, there's a drain behind Greto's but the ditch is plugged. Supervisor Bell and McMillen reiterated that it is on private property and there was nothing the township could do on a civil matter.

- 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 McMillen and all were in favor of adjournment. Next meeting is Monday, June 3, 2024, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS