

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** Attendance: Supervisors – Matt Bell, Jim McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.
Road crew – Chris Kyler.
Guests – Renee Samuelson, Pamela Pedersen, Kim Holden, Randy Petruney, Jim Williams, Kevin Williams, Debbie Koza, Cindy Bowley, Sam Ung, Skip Vermilyea, Gary Cochran, Alex Benjamin, Jena Albaugh, Chris Korbar, Curt Bowley, Robert Grove, April Hayes, and Jeremy Hayes.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of the July 1, 2024, meeting was reviewed. Supervisor Leichtenberger noted a correction to section 5.3 to include the amounts from the email received from the DCED on the audit errors. Per DCED, the 2023 audit shows General Fund is under by \$31,328.00 and the Special Revenue is under by \$124,134.00. Supervisor Leichtenberger made a motion to approve the minutes with the correction, seconded by Supervisor McMillen and dually carried. Supervisor Bell attested as he was not present for the meeting.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through July 12, 2024:
- General Fund July 1, 2024, \$4,291.10
 - Fire Fund July 1, 2024, \$1,022.10
 - General Fund July 9, 2024, \$8,449.19
 - Fire Fund July 9, 2024, \$8,027.95
 - Light Fund July 9, 2024, \$2,022.60
 - Gate Receipts July 9, 2024, \$23.04
 - General Fund July 11, 2024, \$543.00
 - Total amount approved was \$24,378.98, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and all were in favor.

4. COMMUNICATIONS

- 4.1** Chris Kyler read the roadmaster's report. Supervisor Bell asked about the end of Four Mile Road, Mr. Kyler stated they were waiting for some rain to double check all the grading that was completed.
- 4.2** Supervisor Bell noted that EmeryCare reported a total of 8 calls for June 2024.

5. OLD BUSINESS

- 5.1** Resolution 553 to move the remaining funds of \$0.19 from the Sinking Fund #1 account into the Fire Fund account and close the Sinking Fund #1 account was approved. A motion was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor. Resolution 553 was enacted on July 15, 2024.
- 5.2** Resolution 554 to move the remaining amount of \$1,439.10 from the General Fund "Savings" account to the General Fund Checking account and close the General Fund "Savings" account was approved. A motion was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor. Resolution 554 was enacted on July 15, 2024.
- 5.3** Mr. Bowley spoke on the updates of the Western Pennsylvania Conservancy grant for the boat launch. He noted there would be a \$50.00 application fee for a needed permit that would need to be paid from the grant funds, as well as a letter to the commissioners that will need signed and mailed out. Mr. Bowley also gave details on the concrete pads that Whitmire would be pouring for the project, they will take about 30 days to fully cure. Mr. Bowley also gave his thanks for the upkeep at the boat launch. Administrator Schrader added that the check for the grant funds was received in the amount of \$4,889.97.

6. NEW BUSINESS

- 6.1** Administrator Schrader noted the receipt of a building permit for a shed from Ms. Campbell. The permit was approved by the supervisors.
- 6.2** Jeremy Hayes spoke on insurance for the apparatus for Sheffield VFD. Mr. Hayes stated the quote received by the department was \$1,000.00 less than the townships policy and also includes more coverage as it is a fire department specific policy. Mr. Hayes requested the township pay for the policy using the Fire Fund. Supervisor Leichtenberger asked when it would take effect, Mr. Hayes replied it could be as soon as possible. He stated that starting the policy now, would be \$1,000.00 for the rest of the policy term, and then annually roughly \$6,300.00. Mr. Cochran asked if the township would get refunded if the policy changed or if it should wait until renewal. Supervisor Leichtenberger motioned to approve the change with the contingency that the township policy would provide a refund, seconded by Supervisor McMillen, and dually carried. Supervisor Bell attested as he is the Fire Chief.
- 6.3** Administrator Schrader spoke about the 2024 DCED Multimodal Grant for a paving project she has been working on. The grant is for up to \$3,000,000.00 and has a 30% match, however Terri from DCED informed her that we can

apply to have the match waived due to financial hardship. The grant requires a Resolution to apply that will name the authorized personnel, approve paying the \$100.00 application fee as well as the total amount being requested. Resolution 555 names Chairman Matthew S. Bell and Administrator Cara Schrader as the Authorized Officials to handle any documents needed pertaining to the grant. It outlines approval to pay the \$100.00 grant application fee for the grant requesting up to \$3,000,000.00. Supervisor Leichtenberger made a motion to approve, seconded by Supervisor McMillen, and all were in favor. Resolution 555 was enacted on July 15, 2024.

- 6.4** Supervisor Bell noted that the Intergovernmental Resolution to share the EMC is required as Alex Benjamin is the EMC for 5 other townships. All townships and boroughs involved would need to sign the agreement to approve shared use. Administrator Schrader also added that it was advised by Ken McCorrison at the Secretary COG meeting that all parties sharing an EMC should consider a Deputy EMC as well. He informed us that a Deputy EMC did not fall under the same training requirements. Supervisor Leichtenberger asked about when a co-dual EMC is needed, Supervisor Bell stated it is just a recommendation. Mr. Benjamin stated that most of the time it is the road master as basically they would be assessing traffic situations and such. A motion to approve was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor. Resolution 556 agreeing to share an EMC was enacted on July 15, 2024.

7. PUBLIC COMMENT

- 7.1** **Chris Korbar** spoke about Warren Worx and WCCBI working on bringing 100 families into Warren County over the next few years. WCCBI is a formation of everyone in the area working on housing crisis and overall revitalization of the community. Mr. Korbar felt it was something the township should be a part of and added that the meetings were open to anyone in the community. Supervisor Bell asked if there was anything that would benefit us so far, Mr. Korbar stated that it was still in the beginning conversations.
- 7.2** **Jim Williams** gave his thanks to the road crew for the drain on Whipple. He noted however that it has led to the drain on Horton being backed up and asked what we can do about it. Mr. Kyler gave information on how the state handles that with getting a vac truck from the City of Warren and cleaning out the drain. Supervisor Bell asked about flushing it, Mr. Kyler replied that the township did not have a way to do that. Supervisor Bell stated he would speak with Commissioner Glotz on the situation.

- 7.3 Jeremy Hayes** spoke about the speeding issue on Horton Avenue, noting that it was a state road but asked if there was anything the township could do. Supervisor Bell stated we could see about getting an electronic speed sign to see if that helps. Mr. Cochran added that PennDOT has one to use.
- 7.4 Skip Vermilyea** spoke on the drainage on Church Street asking what is planned for updates. Supervisor Bell asked if that was Honey Run and asked Mr. Kyler if it was plastic pipe there, Mr. Kyler thought that some of it was tile. Supervisors Bell and Leichtenberger added that we needed to work with the state requirements and two large trees that need to be removed on that and as of right now it is on next year's list.
- 7.5 Debbie Koza** stated she was asked to tell the road crew that the yard at the school looks good. Mr. Kyler stated that was not actually handled by the road crew. Ms. Koza added that the planters around town also look very nice. She asked for information on ambulance service for her festival to see if she calls EmeryCare or if it's already covered. Supervisor Bell stated she would need to contact them directly to set something up and probably pay some type of fee as that is what the Fireman's Festival must do. Ms. Koza said there was a comment made about a month or so ago that the Punkin Fest was different from the Fireman's Festival because the Fireman's Festival does not have vendors. This year, they are having vendors coming in along with a car show and that was one of the points that was made as to why my festival was different from theirs.
- 7.6 Randy Petruney** stated the road crew dug out a ditch across from his house and now water is laying in it. Supervisor Bell verified the ditch to be located on 3RD Mill Street and directed the road crew to take a look at it.
- 7.7 Robert M. Grove** asked if we could change the ordinance on grass. Supervisor Bell asked for clarification on what changes, Mr. Grove spoke about upping the cost for repeat offenders year to year. It's costing the township to send certified letters and the next step should cost the offenders more each time. Supervisor McMillen suggested handing over the letters that are not picked up to the constable to have them tracked down and notified. Then we would be able to take action further. Mr. Grove added that these people that are getting the letters year after year know the law and are not being penalized any more for it, the consequence should be updated to get these people to stop going year to year violations. I would like to see something updated to make this better for the township as it is an ongoing thing. Supervisor Leichtenberger noted about going over the ordinance to see what we can do if we send the same person a letter year after year after year. Supervisor Bell agreed that it needed reviewed and updated, we need to check with the Solicitor to see what she recommends.

- 7.8 Kim Holden** noted she had a question for Ian, well Chris as Ian was not present. Ms. Holden stated she has lived on Henrys Mill Road for 39 years and had never seen the berms be mowed with a riding mower instead of a brush mower and wondered why as it would be more time-consuming. Mr. Kyler stated that they were directed to do so by the road master as the clutch in the tractor was not working correctly. Ms. Holden added that the berms had just been mowed on May 30th and didn't need to be trimmed again but the tree limbs were bad. Supervisor Bell was concerned about damage being done to the mower from rocks and tree limbs. Ms. Holden asked Administrator Schrader about her Right-To-Know request of the DCED notice, if we figured out what the Special Revenue was. Administrator Schrader replied that she thought we determined it to be all the other funds but can verify that to be safe. Mr. Hayes included a note about the limbs on Henrys Mill Road stating the last time he was up there in a fire truck, the branches were low enough they were hitting the truck, he asked if anyone had trimmed that back yet. Mr. Kyler replied that so far off the right-of-way we can take down anything up to 6 inches without property owner permission, but that was as far as it got. Supervisor Leichtenberger asked if that was on the spring road report, and Supervisor Bell confirmed that it was. – Ms. Holden later asked the Supervisors if they could explain to Ms. Koza why the Fireman's Festival is different than any other festival, not just hers. Supervisor Leichtenberger stated that the fire department is different as they are a part of our town. They're there 365 24/7 to anybody who calls, to add to that they also cover their own insurance and liability when it comes to the festival regardless of whether they have vendors anything. The things we worry about are covering ourselves for stuff that happens on township property outside of the normal day to day activities. Ms. Koza stated that she was in the process of getting her own insurance and I will make sure that you all know what exactly has been talked to them about because there has been something else added. Supervisor Leichtenberger asked what else has been added, Ms. Koza said she spoke to the insurance company about having a chainsaw carver come in, adding that the carver has a netting she would put up around her so nothing can get out. The insurance company said they were good with that so I said we could try it this year and see how it goes.
- 7.9 Pam Pedersen** stated that she wanted to acknowledge and thank Curt Bowley for the boat launch and all the work he is doing. Mr. Bowley noted he would like to also thank her and the ladies that have been handling the planters.

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

- 8.1 Supervisor Bell asked Administrator Schrader if she asked any of the other townships about fuel when she was at her Secretary COG meeting. Administrator Schrader replied that she asked four or five people and they all had their own fuel tanks and did also confirm the use of off-road diesel as they are tax exempt anyways. All of them that she asked had their own tank instead of fuel card. Supervisor Bell informed the attendees that a few years ago he had asked about getting a fuel tank to cut down on cost but was told that they were getting a good price with their fuel card and didn't need it. Supervisor Bell noted that we looked into it and found that the only discount we were getting was having the tax removed as we are tax exempt. This is something we want to look into further to help save money for the township. Supervisor Leichtenberger agreed with the notion and said we should add it to the agenda. Supervisor Bell also added that a year or so ago it was brought to a meeting about the fire department ordering a new truck, that truck has come in and will be getting picked up. He had spoken to Jay in a meeting asking for approval to pay for just the upfit out of the fire fund but we will be verifying that in the previous minutes.
- 8.2 Supervisor Leichtenberger asked to go into a quick executive session directly following the regular 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.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS

ATTACHMENT 1 -DCED EMAIL

 Stitzel, Megan <c-mstitzel@pa.gov>
To: You


Wed 6/12/2024 11:58 AM

 Flagged

Hello Sheffield Township, Warren County

Thank you for submitting the 2023 DCED Annual Audit & Financial Report (DCED-CLGS-30). Please reply to the following:

I am unable to reconcile your 2023 Balance Sheet with your 2022 Balance Sheet. [DCED verifies that your 2023 year ending balance agrees to the calculated balance taking the 2022 Year Ending Balance and adding the (current year's) 2023 Revenues and subtracting the (current year's) 2023 Expenditures.] Your General Fund is under by \$31,328, your Special Revenue Balance is under by \$124,134. Please verify by replying that you are satisfied that your 12/31/23 Balance Sheet is correct and that \$186,618 accounts for everything that the township had on 12/31/23, if not, then please reply with your updated General Fund Balance and Special Revenue Fund Balance as of December 31, 2023.

Megan Stitzel | Municipal Statistics
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