

**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 – Debbie Koza, Renee Samuelson, Kristen Joblon, Kim Holden, Rick Petruney, Pamela Pedersen, Cindy Bowley, Jim Williams, Molly Chapman, Jason Silves, Wanda Nelson, Bill Nelson, Curt Bowley, Randy Petruney, and Kevin Williams.

**2. REVIEW OF PREVIOUS MINUTES**

- 2.1** Minutes of the July 15, 2024, Supervisors Meeting were approved. Motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

**3. BILLS FOR APPROVAL**

- 3.1** Bills for Approval through August 1, 2024:
- General Fund July 18, 2024, \$8,133.96
  - Fire Fund July 18, 2024, \$204.74
  - Light Fund July 18, 2024, \$19.23
  - General Fund July 23, 2024, \$171.10
  - General Fund July 24, 2024, \$3,366.11
  - Fire Fund July 24, 2024, \$50.30
  - General Fund July 30, 2024, \$209.02
  - Total amount for approved was \$12,154.46, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and all were in favor.
- 3.2** Supervisor Bell read the July 2024 Treasurer's report and asked if we could put any of the State Funds into a CD, Administrator Schrader replied that we could not to her knowledge. A motion to approve the report was made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and all were in favor.

**4. COMMUNICATIONS**

- 4.1** Chris Kyler read the Roadmaster's report, also noting they checked the drainage on Four Mile Road stating that it is taking water but needs a little more grading. Mr. Kyler also noted that catch basins on Center Street were fixed.

- 4.2** Administrator Schrader noted that the school had an upcoming Varsity Football game that we would need at least two ticket sellers for. Supervisor Bell asked her to handle setting up the sales.
- 4.3** Rick Petruney gave the supervisors photos of drainage pipes on Cottage Avenue, noting that the pipes were plugged up and asked about replacing them. Mr. Petruney stated that he had tried to get them fixed in years past and was told the township didn't have the money to do it. Supervisor Bell asked if he knew where the water was supposed to be coming out, Mr. Petruney was not sure. Ms. Holden asked about using blue dye to find it, Supervisor Bell noted that would not work if the pipe was fully plugged, though thought maybe with a special adapter that the fire department might be able to flush it out. Supervisor McMillen stated that we should probably discuss it on site and asked if Mr. Petruney and Mr. Kyler could get together to look at it further.
- 4.4** Supervisor Bell notified the public that the Executive Session that was held July 15, 2024, was to discuss employee matters and discussion.

## **5. OLD BUSINESS**

- 5.1** Administrator Schrader reported that the Solar Bench has been delivered and the concrete pad needs to be installed. Originally, the pad was going to be handled by Mr. Tom Grubbs but realized the size needed was larger than anticipated and didn't feel that he could handle it on his own. She was not certain if he completely backed out or just from the physical labor portion of it. Administrator Schrader stated that she worked out some prices on the concrete, both with bagged mix and a concrete truck. The estimated cost including labor for the concrete truck was \$639.99 and the estimated cost including labor using bag mix was \$675.60. She stated that Roberta, the Library Director did send out a letter requesting donations to the concrete, however she was not able to speak with her to see if any has been received yet. The Supervisors discussed this, wanting a route to go to have the bench installed so it was usable before winter hits. This was tabled until later in the meeting while obtaining more information. Discussion reconvened at the end of the meeting, approving up to \$700.00 to get the concrete pad done. A motion was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 5.2** Curt Bowley spoke giving updates on the boat launch grant project, stating we received the permits from the Warren County Conservation District after additional information was provided. We have two permits; one is the Erosion and Settlement Control Plan, and the other is called the GP2 the Boat Ramp permit that the DEP needs. As project manager, Mr. Bowley

stated that he would review the permits and make sure we comply with the requirements. He also stated he went to Whitmire Outdoor Living to meet with Mike, and he has made all of our planks. The planks are 8 foot long, 4 foot wide, and 5 ½ inches thick, they needed to cure for 28 days and would be available to be picked up after August 16<sup>th</sup>. Mr. Bowley stated he had a very good meeting with the road crew today to go over all the things the Township had committed to for this project, and needed meet with Supervisor Bell to go over some things like storage of the planks while the project was in process. Mr. Bowley stated that realistically this work should be done in September, hopefully earlier in the month, though Mr. Kyler did remind him of the Township's obligations at the football field coming up as well during the meeting with the road crew. Mr. Bowley stated he wanted to concentrate on getting the planks, limestone and miscellaneous materials here by Labor Day and will then tackle the project working around the schedules to do the project in September. He also stated that for safety purposes, he felt we should close the boat access area during that week of construction. He also added that we would need to do a press release which is part of the obligation for the Pennsylvania Conservancy. He will be drafting the press release and sending it to the Township for approval and publication.

**5.3** Administrator Schrader stated that we received the appraisal on 8 Leather Street giving a fair market value of \$25,000.00. The next step would be to determine if we wanted to do sealed bids or a public auction for the sale of the property. The supervisors would be able to deny a bid if it came in under the fair market value, as well as set a minimum amount if a public auction was held instead of bids. The advertising requirements are the same for either option. The supervisors discussed and determined sealed bids would be the next step. Administrator Schrader was directed to publish the request for sealed bids to be opened at the September 3rd meeting.

**5.4** Supervisor Leichtenberger discussed the Special Events Ordinance reviewed by the Solicitor including her notes and corrections. He stated that we would need to determine the application fee which would be set by Resolution, as well as the jail time maximum for violators. Supervisor McMillen asked if this would be required for parades, Supervisor Leichtenberger answered that an individual would need to apply however sporting event parades are exempt. The supervisors discussed this further and noted that this would be for public events and would not apply for private events such as a birthday party or family reunion held at the pavilion. Supervisor McMillen asked if other townships had an ordinance like this, Supervisor Leichtenberger stated that a lot of them do, and this proposal used examples from a lot of other

townships to compose. The supervisors determined the application fee to be set up at \$75.00 and the jail time to be set up for 30 days maximum. Administrator Schrader was directed to update the Ordinance to include the determined application fee and jail time, publish the intent to enact the Ordinance for the next meeting on August 19, 2024.

## **6. NEW BUSINESS**

- 6.1** Administrator Schrader requested permission to spend a total of \$260.00 on three different virtual budget training courses. They are being held by PSATS and PSABS and are all on different days. Supervisor Leichtenberger asked about closing the office for the training, Administrator Schrader stated that was her next question on having permission to close during those trainings. Supervisor Bell asked how long the trainings were, Administrator Schrader replied that the longest one was 2 ½ hours, but most were only an hour. Supervisor Bell made a motion to approve all training and closing the office during those times, seconded by Supervisor McMillen seconded, and all were in favor.
- 6.2** Administrator Schrader spoke on the Community Development Block Grant sent to us by Warren County to piggyback off of their approved funds. The projects must be specifically for benefiting low to moderate income persons, preventing or eliminating blight, or meeting other community development needs that have particular urgency because of existing conditions. This would only be up to what Warren is receiving, which is \$237,278.00, from what I looked through I did not see anything that we could try for on this one given the amount but next year we could probably find a lot we could try for like sidewalks. Supervisor Bell noted not having time to get something together, Administrator Schrader agreed and added that small of an amount to go with Warren would be difficult as well, but she wanted to bring it to attention. Supervisor Bell noted that we could try to prepare for it for next year.
- 6.3** Administrator Schrader spoke about the need to update the Northwest Bank credit card, shutting off the card for Ian Lester and increasing the limit for Chris Kyler in case of emergency needs. The limit on Chris's card would be increased from \$1,000.00 to \$2,000.00 to cover costs. What we ran into is the cost of the pipe to replace on Tionesta was over his limit and ended up having a portion of it paid on my card. Supervisor Leichtenberger asked about needing permission to make purchases like that, Mr. Kyler replied that it was always anything over \$500.00 needed approval. Supervisor Bell noted that the pipe purchase was approved the other day. Supervisor Bell

motioned to approve, seconded by Supervisor Leichtenberger, and all were in favor.

- 6.4** Administrator Schrader noted that she needed permission to either shut off the Verizon account or to give the phone to Chris to use, whichever one was decided. Supervisor Bell asked Mr. Kyler if he wanted to use his personal phone or the townships, Mr. Kyler opted to use his personal phone. Supervisor Leichtenberger motioned to shut off the Verizon account, seconded by Supervisor Bell, and all were in favor. Ms. Koza asked how much the township would save shutting off the phone, Administrator Schrader replied to it would be \$52.00 to \$53.00 dollars per month.

## 7. PUBLIC COMMENT

- 7.1 Kristin Joblin** spoke about her car getting stolen at 2:23am, that she noticed at 7:30am when she went to leave for work and called the police, and not until 9:00am did Taylor Diversion realize that this child was not accounted for. Ms. Joblin spoke about all the difficulties they had to go through because of this incident and said, imagine if this continues which if you have looked anything up about Tionesta, it was a nightmare for them and that's why they moved here. They didn't expand, they closed in Tionesta. There are so many people in this town that an incident like this would destroy them. We're going on four weeks, and I still don't have my car. Taylor Diversions kind of reached out to me 3-4 days ago, two of their workers sent me a message through Facebook Messenger to get together to discuss, which I'm not going there without a lawyer with me. We don't have a police presence here; in February they're describing in the newspaper this magnificent facility that they're bringing to our town. They stated that it is all rural youth that they would be servicing, I just want to throw it out there that the boy that took my car is from Lebanon City Pennsylvania, which is far from rural, it's very much an urban place. I have that they are getting more and more urban children here and bringing them to a town that has no police force. Supervisor McMillen asked if they hotwired the car to start it, Ms. Joblin responded no, it's Sheffield, my keys were in it, it's a safe place and I want it to stay that way. She noted that until recently they never had to worry about locking doors as it was a safe small town. Supervisor Bell gave his thoughts on sending them a letter inviting them to one of our next meetings and hope they come, and everyone can voice their concerns, and maybe we can get some ideas going to improve this. If they don't come to the meeting, we will look into what else we can do legally.
- 7.2 Molly Chapman** spoke piggybacking off Kristen, she was wondering about Taylor Diversion having moved into an Elementary School and if it was zoned

to live in, because they are living in it and asked why nothing was put out stating it was rezoned for residential. Administrator Schrader and Mr. Kyler informed the public that Sheffield Township does not have zoning, Supervisor Bell added they would only have needed a permit for occupancy through the county. Ms. Chapman added that she has lived in this town for 20 years and has never worried about safety in this town. She noted that she never had to worry about strange danger because everybody knows everybody and that's the community we lived in. She noted that this town is not exactly what it used to be, but it has always been safe, until Taylor Diversion came in. We have no line of defense for these courts ordered youth being kept here. She asked about the safety plan, noting the township needs a police officer if this program is staying in town. Supervisor Bell noted that something we can do now is reach out to surrounding areas with a police force and see about sub-contracting with them to have more of a presence. Unfortunately, the cost of setting up our own police force is astronomical and in no way sustainable for our town. Ms. Joblin added that maybe Taylor Diversion can pay the salary of a police force. Ms. Holden asked why they didn't just hire their own security. Ms. Korbar noted that it's a stat secure facility, grant wise he noted he looked into starting a police force, tax base wise we can't afford a police force noting he spoke with other departments on it as well. Ms. Chapman noted she emailed Taylor Diversion, cc'ing the township, asking questions on their plans as well. She noted that if we can't afford a police officer, then maybe we need to figure out how they need to leave our town. Supervisors Leichtenberger and Bell noted that we need to have a meeting with them and will be reaching out. All in attendance had further discussion.

**7.3 Pam Pedersen** noted that she had nothing but good interactions with Taylor Diversion and that they made the planters in town. Supervisor Bell noted that just like anything, there's good and bad. Ms. Pedersen later asked if we could come up with a tentative date to talk to Taylor Diversion. Supervisor Bell asked when would work best for everyone, an evening would be best. Administrator Schrader suggested the second meeting in September on the 16<sup>th</sup> be made solely for this, she noted the township legally only needed one regular meeting per month. The supervisors agreed and directed the administrator to send a letter to Taylor Diversion.

**7.4 Jim Williams** asked if anything can be done to create an Ordinance to help with the situation. Supervisor Bell noted that might not be able to occur as they may be grandfathered in having already been here before any Ordinance. Mr. Williams also spoke about his property on Whipple Street, noting the adjoining property facing Church Street has been dumping

sewage on his property for what seems like years. Mr. Williams was directed by the Municipal Authority to reach out to Todd Fantasky, the SEO, who stated that he works under the Townships orders and he also stated that it is somewhat of a gray area because it is not on site septic, but the line that is hooking up to the Municipal sewage. Supervisor Bell asked for an address for the Church Street residence, Mr. Williams stated it was 111 Church Street. Supervisor Bell stated he would reach out to Roger Dunham and go from there. Mr. Williams also asked about the house on the corner of Radaker Street and Horton Avenue, stating they have not cut their grass, he asked about having the Solicitor review the Ordinance to get some teeth in it. Administrator Schrader noted that the Solicitor was reviewing the Ordinance already to see about putting in bigger teeth. Further discussion was had.

**7.5 Bill Nelson** asked about the cats in town on Van Ettan stating that someone was feeding them, and they are becoming a nuisance. He asked if a letter was sent out when that started last year. Administrator Schrader asked to get the address of who was feeding them after the meeting. Supervisor Bell stated as long as a letter actually was sent out, we will have to review that and see where to go.

**7.6 Debbie Koza** asked about getting rid of the third-party electric supplier and if that was removed. Administrator Schrader replied that we couldn't at the beginning of the year because the contract had already been signed and it was going to cost about \$9,000.00 to stop it at that point. She did note that the renewal is coming up and she had a call on that today. Ms. Koza had been told that the state police would sit in town, but then as soon as someone would go past them, everyone would avoid them and nothing could be done. She noted that they have been called to several domestic disputes and pretty much turned around and walked away without doing anything, or they would say they can't do anything. She asked what good they are if they aren't going to protect us. Supervisor Bell noted that it was civil and that they only have so much leeway in what they can do, Mr. Korbar noted that they are restricted to a lot of stuff until it becomes a criminal act and most of that is civil. Ms. Koza spoke on Music on the Mountain that used the field, she noted there seemed to be a lack of communication there as she had to ask them to leave around 5pm as they were setting up for Music at the Playground. She also noted that they left behind a few bags of garbage that she took care of. She asked if they would do that again next year that more protocols be put in place for it. Supervisor Bell noted that they already had discussed this and had similar concerns. Administrator Schrader gave her thanks for helping with the cleanup.

- 7.7 **Rick Petruney** noted that he felt bad for the town, this is bad.
- 7.8 **Randy Petruney** noted that the township guys did a pretty good job up there on his street. They fixed a sluice pipe, but he wanted them to fix something else. He noted that he had spoken to Ian about what was needed but now that he isn't here, he would have to start over. Supervisor Bell asked Mr. Kyler to get together with Mr. Petruney on the request to see what might be needed. Mr. Silvis asked what happened to Ian, Supervisor Bell stated that he no longer works for the township.
- 7.9 **Chris Korbar** spoke on Warren Worx noting he was the only Sheffield person on the committee. It is a project to promote the county with business and quality of life, preservation of what we do have, it's the newest project that will gain teeth with proper involvement. He noted that it's a group to create anything like Revitalizers of Youngsville, and asked what Sheffield had. Ms. Koza stated there's Revitalizers of Sheffield, Mr. Korbar asked when that started and Ms. Koza stated it started with Sheffield Punkin Fest, that it isn't incorporated or anything. Mr. Korbar invited her to meet and talk with representatives to set up community meetings to look at and start revitalizing projects to fix up the area. He added that the next Warren Worx meeting is at the Clarendon VFD on Tuesday the 13<sup>th</sup> at 5:30. Further discussion was had. He also added the Commissioners are coming to the Sheffield fire hall on October 29<sup>th</sup> from 6-8 promoting various agencies that are helping low-income families and things that will be in the area.

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

- 8.1 Administrator Scrader informed everyone that she received a call from Beaty on the food program for the summer program informing us that the state picked Sheffield for an audit. She would need to go to Beaty in the morning and would be late for the office.

**9. ADJOURNMENT** with a motion by Supervisor Bell, seconded by Supervisor McMillen and all were in favor of adjournment. Next meeting is Monday, August 19, 2024, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS