

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

- 1.1** Attendance: Supervisors – Jim McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.
Road Crew – Chris Kyler.
Guests – Renee Samuelson, Kim Holden, Debbie Koza, Wanda Nelson, Bill Nelson, Sam Bullock, Randy Petruney, Kevin Williams, and Denise Pierson.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of the August 5, 2024, Supervisors Meeting were approved. Motion by Supervisor McMillen, seconded by Supervisor Leichtenberger, and dually carried.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through August 14, 2024:
- General Fund August 8, 2024, \$3,607.66
 - General Fund August 14, 2024, \$7,523.28
 - Fire Fund August 14, 2024, \$1,537.90
 - Light Fund August 14, 2024, \$2,042.88
 - S.C. Gate Receipts August 14, 2024, \$21.94
 - State Fund August 14, 2024, \$234.55
 - Total amount approved was \$14,968.21, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and dually carried.

4. COMMUNICATIONS

- 4.1** Chris Kyler read the roadmaster's report, also noting that the old road signs could be recycled at a scrap yard. Mr. Kyler noted a center in Bradford and Jamestown but would call the day of for the best price. Mr. Williams added that there was another center in Busti as well. Mr. Kyler also stated the concrete slabs for the boat launch were ready to be picked up. He explained they would only be able to haul two at a time and asked if they could store them at that boat launch and rope them off. Both Supervisors agreed that would be the best option. Supervisor Leichtenberger asked for an update on the repairs to the white truck, Mr. Kyler noted that there was a note in the cab to bring it back "next weekend" but was not dated so was not sure if that was already finished as the truck was there for two weeks.

Supervisor McMillen informed Mr. Kyler that the Cemetery Road sign is leaning and would like it straightened up, he also noted a hole between the sidewalk and road on School Street. Mr. Kyler responded he believed that to be a drain basin and would look at it as well as the road sign. Mr. Kyler also noted that their schedule was pretty full in the next few weeks or so between the regular work, lining of the football field, and the boat launch grant work, he asked for patience as they did their best with just the two of them.

- 4.2** Supervisor Leichtenberger noted that EmergCare reported a total of 10 calls for the month of July.
- 4.3** Supervisor Leichtenberger noted the property located at 8 Leather Street was listed for sale via sealed bids. The bids were to be opened at the September 3, 2024, regular meeting. He asked Administrator Schrader to put signs on it and spread the word more about the sale.
- 4.4** Administrator Schrader spoke about meeting with the elementary school principal on her Community PRIDE project. She stated that the project was to support our elementary aged youth with positive behavior and their good decisions. She added that the township employees are supporting this initiative to help support the youth in our community.
- 4.5** Administrator Schrader read the notice received from the DEP noting Chapman Park Dam as a high hazard should the dam fail to all those below stream. She added that it would be posted at the main entrance by the library for public notice. Supervisor Leichtenberger asked her to make sure the Fire Department and the EMC were informed of this as well.

5. OLD BUSINESS

- 5.1** Supervisor Leichtenberger spoke on finalizing the Special Events Ordinance 174 that was posted in the paper to be signed. Ordinance 174 was signed and enacted with a motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and dually carried. Supervisors Leichtenberger and McMillen also informed Ms. Koza that they would honor a one-time waiver of the required 60-day application notice for her 2024 Punkin Fest to be fair, though the application would still need to be submitted. Resolution 557 establishing the application fee of Ordinance 174 to be \$75.00, was signed and enacted with a motion by Supervisor McMillen, seconded by Supervisor Leichtenberger and dually carried.

6. NEW BUSINESS

- 6.1** Administrator Schrader noted that she had been gathering pricing on getting fuel tanks to replace the Wex card. She contacted Kane Liquid Fuel and Tidioute Oil Company which is now owned by Meltzer Fuel. Kane Liquid

Fuel priced getting our own tanks, a 1000 gallon being \$4,766.00, a 500 gallon being \$3,216.00, pumps and other items needed being \$2,256.00. She noted that the per gallon cost that day was \$2.889 for off road diesel, and \$2.848 for gas. The other option would be to use their tanks and just have a slightly higher per gallon cost. Administrator Schrader stated that Kane Liquid Fuel was already in Sheffield three times a week for any last-minute deliveries as well. She also noted she was still waiting on pricing to come in from Tidioute Oil. Sam Bullock noted having a containment bin to place the tanks in to help prevent a mess should a tank ever leak. Supervisor Leichtenberger noted the fuel tank rental typically was just a small amount added to the per gallon price and felt that would be the most cost friendly, he noted to table this to the next meeting for further pricing.

7. PUBLIC COMMENT

- 7.1 Kevin Williams** commented about vehicles speeding on Cottage Avenue to the sewage plant noting he stepped out in front of one, a black SUV with SWIX on the side. He also noted that the resident of 197 Cottage Avenue almost hit him and/or his granddaughters four different times. Supervisor Leichtenberger noted he would speak with Roger at the next Municipal meeting.
- 7.2 Debbie Koza** asked who owned the "Caution Festival Ahead" signs that were put up for the Fireman's Festival. Administrator Schrader noted she believed they were owned by the fire department. Ms. Koza asked if the electric supplier contract was removed from the township bills yet. Administrator Schrader noted that the expiration was coming up on at least some of them. Ms. Koza noted wanting to know because of her upcoming festival and needing to come to an agreement on what portion she would need to pay. Administrator Schrader noted she would need to determine which bill was for the park as they don't all give the exact address. Ms. Koza went on to state she did not feel she should have to go through the process of filling out the application and paying the fee as the process started back in March before the ordinance talk started and she should be considered grandfathered in. Supervisor Leichtenberger stated he believed it was decided on if the Solicitor approved of everything and I don't know if the Solicitor ever signed off on anything. If you look through the ordinance, there is nothing in there that we haven't already talked about. This is just an official way to communicate between the township and anything coming into town, it's not just you, we're not singling you out. It's for anything that comes to the town that would want to use township property to do anything. It's just an official document basically stating the township is not responsible for

it, to help the taxpayers because you as well as everyone else in this room would be very upset with us if we allowed something to come into the town and then the taxpayers are left paying the bill to clean up or for an accident liability. That's all it is, it's not singling out you, it's to protect the taxpayers from being liable for anything. Ms. Koza stated she had already given us everything that was needed, she didn't understand why she had to give more money and everything else. Supervisor Leichtenberger stated it's not the money, it's just the official way so we know we have everything that we need, and it is nothing that hasn't been discussed before.

- 7.3 Denise Peirson** stated the Sports Boosters were ready for Saturday's game in the concession stand and asked about having workers for the ticket booths. Supervisor Leichtenberger stated that we had the ticket booths covered now. Administrator Schrader thanked her.
- 7.4 Randy Petruney** stated he would like to have the road crew come look at a ditch, he was concerned it will cave in noting it needs some maintenance. Mr. Kyler stated they would come out to get it fixed but noted that it won't be this week as their schedule was full with the field lining.
- 7.5 Kim Holden** stated she wanted to comment on Debbie, noting that a lot of townships have that type of ordinance. She commented that she understood Ms. Koza's frustration, but that she felt the breakdown in communication is that originally it was only a craft show with a few vendors, and now there is so much more added to it. Ms. Koza denied that and stated that it was always at least fifty vendors from the beginning. Ms. Holden disagreed and said it was all on recording and felt that was the issue, but the ordinance was to protect everyone in the town, not to go after you. Supervisor Leichtenberger reiterated that it was not to prevent stuff from happening, it's just to protect us from things that could happen.
- 7.6 Wanda Nelson** asked if the previous board sent out a violation letter for feeding stray cats. Administrator Schrader noted that the amendment for that Ordinance was completed on December 30, 2023, and that she did not see any violation letters for it sent out. She added that a letter would be sent out now.
- 7.7 Chris Kyler** asked everyone to bear with us while we work on everything as a two-man crew now, especially with field lining now on the schedule. Ms. Holden asked if they are to call Cara or Chris if they have issues like icy roads, Mr. Kyler replied that they can call him. Ms. Peirson asked if the township was tracking the time for lining and other stuff done at the Sports Complex to be reimbursed. Administrator Schrader replied yes, the time was being tracked, noting she updated the time sheets were updated a few months ago to better track it for reimbursement.

7.8 **Supervisor Leichtenberger** asked about the summer program verifying it was now over. Administrator Schrader replied that yes it was and thank you letters would be going out. Supervisor Leichtenberger noted that was what he wanted to make sure of because without them, it would not have happened this year.

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 Leichtenberger, seconded by Supervisor McMillen, adjournment was dually carried out at 7:25pm. Next meeting is Tuesday, September 3, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS