

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 – Kim Holden, Renee Samuelson, Ken Schrader, Jim Williams, Chris Korbar, Jamie Sitler, Dawn Fox, Debbie Koza, Jeremy Hayes, Andy O'Donnell.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of the August 19, 2024, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and dually carried. Supervisor Bell abstained from voting due to not being present for the August 19th meeting.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through August 30, 2024:
- General Fund August 22, 2024, \$5,658.26
 - Fire Fund August 22, 2024, \$385.68
 - Sports Complex August 22, 2024, \$126.38
 - General Fund August 27, 2024, \$1,130.60
 - Supervisor Bell asked about the \$3,000.00 E&M Engineering bill, the LandPro bill, and the Verizon bill. Administrator Schrader responded that the engineering bill was for the 2024 Multimodal grant request for over 2 million that was required, and the Verizon bill was the final bill after closing the account. Mr. Kyler answered the LandPro bill was for replacing a part on the zero-turn mower for the sports complex. The total amount approved was \$7,300.92, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and all were in favor.
- 3.2** Supervisor Bell read the August 2024 Treasurer's report. A motion to approve the report was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.

4. COMMUNICATIONS

- 4.1** Chris Kyler read the roadmaster's report, noting the decision varying to keep up with the line painting to save hours due to the track resurfacing project to start on the 9th. Mr. Kyler asked how the Supervisors wanted the road crew to handle the leaf disposal this year, stating that they were collected and

burned last year. Supervisor Bell asked about Pleasant Township possibly taking them. Supervisor McMillen stated the Forestry might be able to take them as well. Ms. Holden asked about Lee Lewis taking them like he had in previous years. Mr. Kyler was asked to check these options.

- 4.2** Administrator Schrader read the ticket sales report from the varsity football game that was held on August 24th. She noted 113 Adult tickets, 74 Student/Kid tickets, and 29 Senior tickets were sold giving a profit of \$771.00.
- 4.3** Supervisor Bell noted that the COG meeting was 7:00pm Wednesday September 4th at the Clarendon VFD. He verified that Supervisor McMillen was planning to attend the meeting.
- 4.4** Supervisor Bell noted the Secretary COG meeting was set for Thursday September 12th in Youngsville. Administrator Schrader confirmed she would be attending, noting the schedule included PennDOT Liquid Fuels, building permits, and budget planning. She added that based on the time the last meeting ended, she may not be able to return to the office afterwards.
- 4.5** Supervisor Leichtenberger spoke about the Warren County Transportation Authority letter received, requesting continued support, he suggested looking at it while budget planning. Supervisor Bell asked if funds were sent this year already, Administrator Schrader thought they were but would double check.

5. OLD BUSINESS

- 5.1** Administrator Schrader relayed the information from Kane Liquid Fuels and Melzer Fuel (Previously Tidioute Oil) on purchasing fuel tanks and renting tanks along with the current per gallon cost and what could have been saved in the past 8 months. Supervisor Bell expressed concerns about going with Melzer Fuel as his personal experience was not a good one with several price increases. Supervisor McMillen asked about giving Mike's Service Station and Lanes a chance to give us a better price. Supervisors Leichtenberger and Bell agreed to ask about getting \$0.75 per gallon better before getting a gas tank, though they agreed it would not make a difference on diesel as the pricing was for off-road which they can't provide. Supervisor McMillen also asked Administrator Schrader to make sure our insurance would cover these tanks. A motion to move forward with a diesel tank, and a gas tank if we could not get the needed discount, was made by Supervisor Bell, seconded by Supervisor McMillen, and all were in favor.

- 5.1.1** Kane Liquid Fuel gave a price of \$3,216.00 per tank to purchase a 500-gallon tank, plus approximately \$2,256.00 for pumps and other

material. At the time, for renting a tank, gas was quoted at \$3.02 per gallon, off-road diesel was quoted at \$3.009 per gallon.

5.1.2 Meltzer Fuel gave a price of \$3,843.01 per tank to purchase a 500-gallon tank, plus approximately \$2,945.24 for pumps and other material. At the time, for renting a tank, gas was quoted at \$2.70 per gallon, off-road diesel was quoted at \$3.00 per gallon. It was also noted a 2-year contract would be needed for renting a tank that would not allow us to price shop for fuel.

5.1.3 After researching, it was found that in the past 8 months, the township spent \$2,533.20 on diesel, and \$5,340.25 on gas. Based on the current price quote only, we could have only spent \$1,973.73 on diesel, and \$3,731.75 on gas.

5.2 Supervisor Bell opened the sealed bids for the sale of 8 Leather Street. The Supervisors discussed the bids being under the Fair Market Value of \$25,000.00, determining that even if it was put out to public auction there was no guarantee we would receive a higher amount to justify the cost of restarting. Ms. Holden commented that in the minutes, the purchase price was \$26,000.00. Administrator Schrader noted that according to the certified appraisal and the attached copy of the deed, it was purchased for \$22,500.00. It was determined to accept Bid 1 with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

5.2.1 Bid 1 submitted by Dawn E. Fox in the amount of \$23,400.00.

5.2.2 Bid 2 submitted by Judy Dunham in the amount of \$15,000.00.

5.2.3 Bid 3 submitted by Colton Nelson in the amount of \$8,000.00.

5.2.4 Bid 4 submitted by Noelle Baker in the amount of \$3,500.00.

6. NEW BUSINESS

6.1 Supervisor Bell spoke about outfitting the new brush truck with a bed and lights, noting that he had spoken to the previous board at a meeting, but Cara was not able to find it in the minutes where the township was in agreement to get the bed and lights and such. Ken Schrader noted that Russell's Auto Sales had good pricing and a lot of beds. Jeremy Hayes and Andrew O'Donnell were in attendance to discuss the pricing and other information. Mr. Hayes stated that the best price that they found was from Russell's. The msrp on the bed needed is \$11,590.00, right now it is on sale for \$8,595.00 for just the bed. This is a galvanized steel utility bed which is what is needed to haul the rakes and equipment used for brush fires. Supervisor Bell noted that it is a huge savings right there. Supervisor Leichtenberger asked if the department was planning on buying the bed and putting it on up here yourselves. Mr. Hayes responded yes, the plan was to buy it and find

someone to paint it, but they would install it themselves along with the lights. Supervisor Bell noted that with the truck being a cab and chassis, it will sit right on for easy mounting with the wiring harness to plug right in. He noted it was something they can do to save the labor cost with how expensive it is anymore. Debbie Koza asked if the money the township would be paying came from the fire fund, Supervisor Leichtenberger added that was his next question. Administrator Schrader responded yes it would come from the fire fund which can be used for buying and maintaining the fire department vehicles etc. Mr. Hayes noted that the light package was \$1,927.93 giving a total for lights and the bed of \$10,500.00 roughly being less than the msrp of the bed. Supervisor McMillen asked if this was for a new truck and why the bed was not on. Supervisor Bell responded yes it was a new truck that was bought as a cab and chassis. Supervisor McMillen commented that he wasn't against it, just wondered why we went with a new truck. Mr. Hayes answered, the reason for going with the new truck was because we have a growing department with about 25 active members in our department. He added that we are now one of the biggest departments in the county. Our trucks are 3-man cabs that's it, so we're going from a '96 F250 extended cab to a full 4 door pickup to fit more members. Supervisor McMillen asked if it was going to be done over the winter and was concerned about taking a truck out of service. Mr. Hayes stated that the current truck would stay in commission at least until the process is complete and did not want to wait until winter as it is needed now. Ms. Koza asked how long they had to make a decision before the price changes. Supervisor Bell and Mr. Hayes responded that with the low stock and price they are trying to get rid of them quickly, noting that only 2 or 3 beds were left and when they're gone that's it, we'd be stuck paying a much higher price. More discussion occurred about painting and lettering the truck. Supervisor Leichtenberger asked if there were any NFPA standard on decals rules or regulations that didn't allow it to be put together yourselves, Mr. Hayes answered that there was not. Supervisor Leichtenberger made a motion to approve purchasing the bed and lights and move forward with it, seconded by Supervisor McMillen and dually carried. Supervisor Bell abstained from voting as he is the Fire Chief.

- 6.2** Chris Kyler spoke about the garage door at the maintenance garage. He stated the opener has been fixed numerous times and is broken again. He asked for permission to get a quote to fix the door properly. Supervisor Bell asked how old the door was and if it was insulated. Mr. Kyler was not sure how old it was, noting it was put on before he started but said it was insulated. He added that he was planning to contact Warren Overhead

Door for a quote but was concerned about the timeframe they would take. Supervisor Bell and Mr. Hayes commented about calling Plyler's out of Jamestown and Erie, noting they have had nothing but great experiences with them for the fire hall doors. The Supervisors approved getting quotes for the next meeting and will have it on old business.

6.3 Administrator Schrader stated they received a Road Opening Permit for Four Mile Road from the Municipal Authority. The permit was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

6.4 Administrator Schrader stated they received a building permit from Norman Lyon to replace an enclosed porch with a covered deck. The permit was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

7. PUBLIC COMMENT

7.1 Chris Kyler stated that a US Municipal salesman stopped at the maintenance garage and looked at the bed on the white truck. The salesperson told him that there was a truck in Tionesta he thought, has a broken truck with a stainless bed that is in good working condition. He was hoping to look into it for a possible replacement for our truck bed. He was to check pricing for the next meeting.

7.2 Chris Korbar asked about the Community Block grant amount. Administrator Schrader noted she didn't have the exact amount on hand, but it was over \$200,000.00 that they were asking all the townships to piggyback on it. Mr. Korbar asked when the due date on it is with all the blight in town. Administrator Schrader noted that the deadline had passed in August. Mr. Korbar expressed his disapproval of the short notice period the township was given and added that the community as a whole needed to start a project now to work on improving the town. He gave an example of the Municipal Authority, stating we needed to find out who had money to invest and help those that need it with back water bills. He asked about making a committee and having a work bee to look at the old ordinances and see where improvements can be made without concern of the Sunshine Act. He also noted that the community needed a type of community watch program if not police, to help with situations such as the kid that got out of Taylor Diversions. He also added that another township had their new constable help to clean up the town. Supervisor Bell noted all this to be good ideas and would need to bring it to the solicitor to find out the correct process to go about it. Administrator Schrader noted that we might be able to use a Resolution to help. Mr. Korbar continued and stated that Warren

Worx was in town speaking with a few business owners, calling them “truth collectors” getting information on the community. He added that there were a lot of people in the city with a bad opinion of our town and told us that it is more than just Sheffield that has issues with blight. He noted it to be a county wide problem, adding that we have pride, and we need to see what we can do.

- 7.3 Jim Williams** stated on July 15th, we discussed the state needing to clean the drains on Horton Avenue and asked if there was an update on that. Supervisor Bell replied that no updates were available yet, PennDOT was still waiting on the city truck to be available.
- 7.4 Kim Holden** asked if Taylor Diversion responded to the letter requesting, they come to the next meeting. Administrator Schrader responded that they have not yet. Ms. Holden also asked if we could have the amount that QuickBooks was off since 2019 added to the minutes. Administrator Schrader stated she would get the amount and have it for the next meeting to be in the minutes. Ms. Holden also noted that when we apply for gravel grants, someone from another township told her that someone has to go to school for that and asked if anyone was. Supervisor Bell added that it was called being Dirt Certified or something along those lines, he asked Mr. Kyler if he and Matt Eck had that. Ms. Kyler replied that they take training for dirt and gravel roads but was unsure about the certifications and would check on that.
- 7.5 Debbie Koza** stated that a resident on the corner of 1st Mill Street and Bloss Hill, were bundling up spray cans and burning them to make the loud explosions. She added that this was creating mental health and critter problems with animals running crazy and people with PTSD having issues. Supervisor Bell noted that to be in violation of burning rubbish, Supervisor Leichtenberger added rubbish and if it was after hours to also be a noise violation. Supervisor Bell asked Ms. Koza if she knew the address, Mr. Korbar and Ms. Koza stated they thought it was 1 Mill Street. It was discussed about having a rubbish burning letter sent out. Ms. Koza asked if it was possible to put screens on the drainpipes when they are put in so animals couldn't crawl inside. Supervisor Bell stated that would cause leaves and sticks to build up and clog the pipe. Ms. Koza asked about maybe using chicken wire instead. Administrator Schrader stated that would still cause debris to clog the pipe then they would have to remove it to clean the pipe and put it back on every time.
- 7.6 Supervisor Leichtenberger** asked Ms. Koza if she had gotten the application for the Punkin Fest event yet. Ms. Koza answered that she had not. Supervisor Leichtenberger stated I know we waived the 60 days for you but don't take

advantage of that please. Ms. Koza stated the thing is as she said the last time, she had given everything and didn't know what else was wanted from her. She added that she didn't think it was right to have to pay the \$75.00 when this all came about after you knew what all was going on. Supervisor Leichtenberger replied that the application is what is needed, and added that originally, he felt himself and maybe others, that the Punkin Fest was misrepresented from what it was originally to what it is now. Originally it was a few vendors for a small craft show, now it's become way more than that. Supervisor Bell agreed with that statement. Ms. Koza denied that and said from the beginning she said she wanted at least 50 vendors. Supervisor Bell and Leichtenberger commented that they did not recall any specific numbers that it was just a few vendors and small. Now it's become much more involved than that as it's gone way bigger than originally stated. Ms. Koza stated that she never said it was going to be small, it's replacing a 3-day festival in order to keep the people coming back. Supervisor Leichtenberger stated that a few vendors compared to what you have now, is a pretty big difference so I'm just asking that you please not take advantage of that waiver of the 60 days and get the application filled out and back to us.

- 7.7 Supervisor Bell** noted that there was a streetlight out on Horton Avenue, Administrator Schrader stated she just needed the pole number and could call it in, Supervisor Bell said he would get that to her. Supervisor Bell asked if the Constable took the letter to the resident on route 6, Administrator Schrader said he went multiple times to hand deliver it and she was pretty sure the constable ended up having to post it on the door and would check on that for the date for the next step.
- 7.8 Administrator Schrader** stated that QuickBooks is having a price increase that would cause the total annual amount to go to \$1,649.00 plus the monthly payroll bill of \$7.00 per employee. There was discussion on the PSATS forum about possibly switching to QuickBooks Enterprise that she wanted to look into further. She also noted the homeowner of 9 Tan Street was in the process of tearing the house down but was having issues with people ignoring the posted no trespassing signs and asked for it to be condemned or blighted. The supervisors discussed this and agreed that would probably not help the situation as it is a lengthy process and people that don't follow the rules would most likely still not follow them. Administrator Schrader noted she had a call about getting a Hometown Hero flag and asked how that process worked as she thought it was handled by the VFW and they were apparently told it was handled by the township. Ms. Holden thought that the

applications were held at the township and suggested contacting Sam Bullock for more information.

- 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 Leichtenberger and all were in favor of adjournment. Next meeting is Monday, September 16, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS