

**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 Leichtenberger, and Jim McMillen.  
Administrator/Treasurer – Cara Schrader.  
Roadcrew – Chris Kyler.  
Guests – Renee Samuelson, Brandi Bell, Deborah Moore, Pamela Pedersen, Jim Williams, Cindy Bowley, Sam Bullock, Rick Petruney, Robert Grove, Jeff Gustafson, and Kevin Williams.

**2. REVIEW OF PREVIOUS MINUTES**

- 2.1** Minutes from November 4, 2024, Supervisors Meeting were approved.  
Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.

**3. BILLS FOR APPROVAL**

- 3.1** Bills for Approval through November 15, 2024:
- General Fund November 4, 2024, \$2,103.55
  - Fire Fund November 4, 2024, \$900.58
  - Light Fund November 4, 2024, \$2,023.65
  - Gate Receipts November 4, 2024, \$21.94
  - General Fund November 12, 2024, \$1,478.12
  - Fire Fund November 12, 2024, \$223.84
  - General Fund November 13, 2024, \$53,717.11
  - Fire Fund November 13, 2024, \$1,624.51
  - Light Fund November 13, 2024, \$811.18
  - The total amount for approved was \$62,904.48, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and all were in favor.

**4. COMMUNICATIONS**

- 4.1** Chris read the roadmaster's report, noting that he could not find any rules about putting up a mirror at the end of Pickering Street to see down School Street. Administrator Schrader noted that the 36" mirror was priced at \$235.00 plus the shipping cost of \$75.00. Supervisor Bell asked about ordering some road signs that were needed at the same time to save on shipping, Chris agreed.
- 4.2** Supervisor Bell reviewed the Fall Road Inspection report, noting a lot of daylighting that needs to be addressed and drainage projects. Supervisor

Leichtenberger noted that a long term plan was going to be reviewed to assist with better budgeting and completion of these projects.

- 4.3** Supervisor Bell noted that EmeryCare reported a total of 5 calls for the month of October.
- 4.4** Supervisor Bell noted that Warren City Fire Department responded to 1 call in the month of October. Administrator Schrader added that EmeryCare was at level 0 at the time and couldn't take the call.
- 4.5** Supervisor Bell spoke about an abandoned trailer that was sitting at the boat launch parking lot for about a month or more. There was discussion on looking into implementing an ordinance for no long term parking. Administrator Schrader was to check with the Solicitor on this.
- 4.6** Supervisor Bell read the letter from the PennDOT Bridge Inspector noting that as of November 12, 2024, the Saybrook Bridge was classified at a Priority 1 giving 6 months for repairs. Supervisor Bell noted that the past inspection in May of this year, the bridge was listed as a priority 2 and did not understand what changed in 6 months to justify this letter. Supervisors Leichtenberger and Bell discussed the different possibilities for repairs versus replacement. Supervisor Leichtenberger asked to have our engineers contacted to review and come up with the best option. Supervisor Bell also noted he intended to speak with Commissioner Glotz and PennDOT on this matter as well.

## **5. OLD BUSINESS**

- 5.1** Supervisor Bell presented Ordinance 176, Cottage Avenue Speed Limit for adoption. Administrator Schrader noted that no changes were made, and it was advertised as required. A motion to approve the ordinance was by Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried. Supervisor McMillen was opposed.
- 5.2** Supervisor Leichtenberger spoke on the meeting with Taylor Diversion Group. He noted that he was informed that cameras were installed as well as sensors on their doors and windows. He also noted that moving forward, should anything happen like the past events, they planned to reach out to the township directly as well. Supervisor Leichtenberger stated that the unloading of items on the road that was a concern, was due to the grate in front of their driveway, he also noted that we are working on fixing that. Supervisor Bell also noted that the grate and drainage there was something that was discussed during the Fall Road Inspection as it was only supposed to be a temporary fix. Supervisor Leichtenberger also noted that Taylor Diversion Group welcomed anyone to do a walk through, and that there were no kids at the house at this time.

- 5.3** Supervisor Bell noted an error was made on the anti-skid pricing that was discussed at the prior meeting. Chris spoke, apologizing for the error and noted that he added the material cost twice for Lewis Trucking on accident. The correct price per ton for Lewis Trucking is \$16.94. Administrator Schrader noted that Glen O Hawbaker was \$18.83/ton which was decided to use at the last meeting. The supervisors noted their thanks to Chris for double checking with Lewis Trucking allowing the township to save money as well as stay local. A motion was made to go with Lewis Trucking instead of Glen O Hawbaker for the anti-skid by Supervisor Bell, seconded by Supervisor McMillen, and all were in favor.

**6. NEW BUSINESS**

- 6.1** Supervisor Bell noted that we finally received the building permit from Taylor Diversion for the pavilion that was put up this past summer. He noted the \$25.00 fee was paid. A motion to approve was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.2** Supervisor Bell noted that tires were needed on the white truck to pass for inspection and get through the winter. Chris stated he obtained a quote from Johnson's Tire to replace all six tires for \$1,266.00, he added that he also spoke with Mike's Service Station and was quoted about \$1,800.00. A motion to have Johnson's Tire perform the work was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.3** Administrator Schrader noted that at the Library Board meeting, the director gave her notice of leave at the end of the year. She also noted that approval for the position to be posted and to allow the Library Board to handle the interview and hiring process as needed. A motion to approve this request was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.
- 6.4** Administrator Schrader noted that the tax collector was requesting us to cancel the credit card payment option as it is more of a hassle with little use by the residents. She stated that the tax collector explained that when there was an issue with a credit card payment, the system did not relay the information to the tax payment sight reversing the paid status, she also would have to manually notify the parcel owner of the issue and correct the reports. She is requesting this be removed to make the process easier with the upcoming changes to the billing. According to the contract, we need to send a letter with a 30-day notice. If this is approved, the tax collector will include a note with her year-end notices letting the residents know. A motion to approve the cancellation was made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and all were in favor.

- 6.5** Supervisor Bell reviewed the 2025 Budget Proposal noting the proposed revenue for the General Fund to be \$501,900.40, the Fire Fund to be \$42,675.00, the Light Fund to be \$20,834.46, and the State Fund to be \$73,948.99. He also noted a small decrease in taxes for 2025 that would take the General Fund down one mill to 11.25, the Fire Fund down one mill to 2.00, and the Light Fund assessment down \$2.00 to \$18.00. He also noted that the money in the Light Fund can only be used to pay for electricity on the streetlights and it's just growing without need. The proposed expenses for the General Fund come out to \$501,900.40, including updates to the township garage, drainage projects, daylighting, Saybrook Bridge as well as others. Supervisor Leichtenberger also noted the start of long term projects around town including sidewalk repairs and road daylighting. These are things that won't happen all at once but are things we are budgeting to start working on in phases over multiple years. Supervisor Bell noted that the proposed wages straight across the board of giving raises as the board felt they have been taking on quite a bit, this would put the Road Master at \$42,120.00/year, the Assistant Road Master at \$38,480.00/year, the Secretary-Treasurer at \$39,520.00/year, and also allow for a Summer Seasonal for maintenance. The seasonal position would be primarily for mowing as in the past and also be able to assist the roadcrew provided the mowing was kept up and not going over the allotted hours. The three of us supervisors opted out of collecting a wage in 2025 as well. Looking at what was budgeted for the roadcrew and maintenance in 2024 of \$120,120.00 for wages, and in 2025 of \$85,400.00, that is a savings of \$34,720.00. What was budgeted for the Administrator in 2024 of \$52,644.80, versus 2025 of \$39,520.00, there is a savings of \$13,124.80. The State Fund expenses are looking at \$165,416.99 with projects planned as discussed. The Fire Fund expenses are budgeted at \$42,675.00. The Light Fund expenses are budgeted at \$25,413.57, and there might show a little bit of a deficit from year to year but we have such an abundance sitting there that can't be used on anything else that we are trying to use up. Supervisor Leichtenberger noted that would fluctuate year to year depending on the cost of utilities as well. A motion to approve the proposal for advertisement was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.6** Administrator Schrader noted that the township was looking to apply for 2 LSA grants this year. The first would be to purchase a new piece of equipment for street sweeping that would also be more versatile for other needs as well and would be asking for around \$80,000.00 at no match. Supervisor Bell noted that the tentative piece of equipment would be for a skid steer as it has several options when it comes to attachments. The

second would be for needed repairs and updates to the office building at 20 Leather Street. She noted that to apply, we would need to have a resolution for each to select the signing officers as well as approving the \$100.00 application fee for each. Resolution 558 approving Matthew Bell and Cara Schrader as the designated officials as well as pay the \$100.00 application fee for an LSA Grant to purchase a new piece of equipment was approved. A motion was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried. Resolution 559 approving Matthew Bell and Cara Schrader as the designated officials as well as pay the \$100.00 application fee for an LSA Grant to perform needed repairs and building updates to 20 Leather Street was approved. A motion was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried. Supervisor Bell abstained from voting on both as he is a designated party.

## 7. PUBLIC COMMENT

- 7.1 Jim Williams** thanked the board for lowering the taxes. He stated that he spoke to Commissioner Glotz about the storm drains and was told he would speak to district 1 about it. He was also told about paving plans coming up in the future. Administrator Schrader noted that PennDOT informed us at the fall convention of their plans to pave Route 6, Route 666, and Horton Avenue in 2026. Supervisor Bell noted that the commissioner had told him the same thing. Mr. Williams also asked about the property located at 326 Horton Avenue for the build up of rubbish. Administrator Schrader noted that this was already in process and someone had reached out about getting it cleaned up.
- 7.2 Cindy Bowley** spoke about the 2024 Cherry Grove Haunted Trail that was put on recently. She noted that the group decided to donate \$500.00 to the Parks & Recreation Committee towards the planters next year. (Cindy gave this money to Administrator Schrader after the meeting.) The supervisors discussed the planters and asked about having them picked up for winter, so they did not get damaged. It was also determined that a thank you letter needed to be sent for this generous donation.
- 7.3 Deborah Moore** asked about streetlights that Taylor Diversion removed on Pickering Street in the spring. Supervisor Bell stated that we would look into this to see if they were our lights. Chris was asked to check the poles, and Cara is to check with Penelec.
- 7.4 Renee Samuelson** asked if the board knew about the spay and neuter program that Paws Along the River is doing. Supervisor Bell noted he did and

read the information off as well noting that it wouldn't be a bad idea to check for more details from them.

- 7.5 Jeff Gustafson** stated that he had an outstanding bill for a catch basin in front of his house. He added that there was a verbal agreement for him to pay for that but wanted to know who owned it and would be maintaining it. Supervisor Bell stated that as it is in the townships right-a-way, the township owned it and would be maintaining it. Mr. Gustafson asked that to be provided in writing and he would gladly pay the outstanding invoice. He also asked for clarification on why he needed a permit to put a roof on over his porch. Administrator Schrader noted that was a requirement of the state level and she would get clarification on it and let him know.
- 7.6 Rick Petruney** asked what's up with the ditch. Chris stated that they put a transit on it and found it was not as low as they thought but would not be able to do anything with it until spring. He also stated that it was not guaranteed to fix the issue completely as there are gas lines and such also in that area that may affect the outcome as well as clay pipe being used. Supervisor McMillen asked if the water goes over the road when it backs up and how much rain it takes to become an issue. Mr. Petruney stated that it backs up in their yards and takes a good bit of rain. Chris stated that it would be re-visited in the spring. Mr. Petruney then asked about the stop sign on Cottage Avenue being moved, stating that it was 15 yards from the intersection, and you can't see past the bushes. Chris stated that they received permission from a property owner to trim the one side where those bushes are but would have to look at moving the sign. Mr. Grove commented that the sign needed to be on High Street. Mr. Petruney then asked who signed the contract for building the sewage plant, he expressed his concerns about the rates being increased and stated that the township can dismantle them also noting that there were several people in the township on fixed incomes. Supervisor McMillen stated that he was not sure who signed the contract and he was not involved. Supervisor Bell noted that they are their own entity and that had to happen for the Municipal Authority to be able to get a loan. He also noted that these concerns should be taken to them and that people can reach out to Mr. Korbar at the county level to see about any assistance as well. Supervisor Leichtenberger added that they are working on getting grants to make updates that are needed as well. Mr. Petruney later asked about the audit. Administrator Schrader noted that Haines & Company was coming the following day for their in office review. Mr. Petruney asked about what Wanda found. Supervisor Leichtenberger noted that would be on the next meeting's agenda.

- 7.7 Sam Bullock** stated that some of the banners were down and they would be taking the rest down soon. He also noted that Sheffield is participating in Reach Across America for the cemetery in Sheffield and in Barnes. Cindy Bowley added that they would be here on December 14<sup>th</sup> but was not sure how they were being handled. Supervisor Bell noted that they were being stored by the township as far as he knew and there would be an escort also.
- 7.8 Robert Grove** stated he was there about the garbage at the property across from him and asked about changing the ordinance to limit the timeframe given noting that 30 days was a lot. Supervisor Bell asked if maybe giving 15 days instead of 30. Mr. Grove agreed to that stating that we've been doing this since May and now he's been caught as a pedophile again. He's going to be gone and nothings gonna get done. Supervisor Bell noted that he had until the 27<sup>th</sup> but had been in contact with us. Administrator Schrader noted that the residents had been in contact as well and had it started. Mr. Grove stated that they know all the loop holes, is there anyway we can change the ordinance. He added that he felt the board doesn't give a crap, let's communicate and get some stuff done. It takes too long to send the stuff, then the Solicitor has to look at it, then we find out the letter was given to the wrong person now we're starting all over again. Supervisor Bell agreed and understood that it's now months into it. Mr. Grove noted that hopefully this is taken as a learning curve instead of thinking you know what you're doing and finding out you don't. Supervisor Bell stated that we are working with ordinances and processes that were already in place and not to talk to us like we're a bunch of morons up here. Mr. Grove stated he was not saying that. Supervisor Bell stated that is how it's coming off and it isn't how we want to be represented here. We are following the paths that have been given before and finding out where we need to amend what's already in place to make it work best for everybody. I agree that 30 days is a long time, my only concern is the 30 days gives people to budget for it. Supervisor McMillen noted that as long as it gets cleaned up, that's the main thing. Further discussion occurred noting that a lot of the current ordinances are old and may need updated. Supervisor Leichtenberger stated that we would need to review the options and revisit it at a later date. Supervisor Bell also noted he would check with Mr. Korbar to see if there is anything through the county to assist with cleaning up like this.
- 7.9 Supervisor Bell** noted that he had an idea and would like to look into options on proposing a one-year tax cut of some sort for people that make major renovations to their properties. Something to incentivize people to fix up their homes and help alleviate some cost to it. Mr. Bullock noted that was a good idea and expressed his concerns to be careful that it didn't turn out to be a

bunch of handouts. Administrator Schrader noted that maybe it could be a stipulation to only be able to apply once every five years or so. Supervisor Bell stated that this was the very beginning stage and would need much more research from talking to the solicitor and maybe other townships to see if it's even possible.

- 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 at 7:58 PM. Next meeting is Monday, December 2, 2024, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS