

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 Appointment of Cara Schrader as the new Secretary/Treasurer, motion made by Supervisor Vile, seconded by Supervisor Leichtenberger. Supervisor Bell abstained from voting. The motion passed with appointment approved.
  - 1.2 Attendance: Supervisors - Matt Bell, Jim Vile, and Jim Leichtenberger.  
Administrator/Treasurer - Cara Schrader  
Guests: - Jim McMillen, Katie Sutton, Patti Blum, Ken Schrader, Renee Samuelson, Kim Holden, Rick Petruney, Randy Petruney, Sam Bollock, Curt Bowely, Gary Cochran, Marcy Byers, Gary Rothrock, Kevin Williams, Pam Pedersen, Cindy Boley, Jenny Hanson, Tammy Baldwin, Alyssa McDowel, Cathy Gieger, Glenn Weaver, Debbie Koza, Kyle McNeal, and Hile Mains.
  - 1.3 Supervisor Bell reported that the Executive Session held on Wednesday March 13, 2024, was strictly about the personnel need for filling the Secretary/Treasurer position.
2. **REVIEW OF PREVIOUS MINUTES**
  - 2.1 Minutes of the March 4, 2024, Supervisors Meeting were approved with a correction noted in section 1.2 changing "Supervisor Cochran" to "Mr. Cochran" motion by Supervisor Leichtenberger, seconded by Supervisor Vile, and all were in favor.
  - 2.2 Supervisor Leichtenberger spoke about the Spring Road Inspection noting "The roads have been neglected...we want to start by lowering the traffic on the worst roads as we work to correct them." Supervisor Bell stated "The Roadmaster has the final report and will be here for the next meeting."
3. **BILLS FOR APPROVAL**
  - 3.1 Bills for Approval through March 23, 2024: Supervisor Bell asked Mr. Weaver if the audit of the General Fund found any of the amounts being off. The review of the bills for approval found a typo on the cover sheet on the General Fund amount for March 11, 2024, that also caused the total amount off. Mr. Weaver noted that no errors were found. A review by the Supervisors and the Secretary/Treasurer found it to only be a typo on the cover sheet.
    - General Fund March 11, 2024, corrected from \$15,111.88 to \$15,112.88 with the typo noted by Supervisor Leichtenberger.
    - Light Fund March 11, 2024, \$42.83
    - Fire Fund March 11, 2024, \$916.16
    - General Fund March 13, 2024, \$6,869.00
    - Fire Fund March 13, 2024, \$1,000.00
    - General Fund March 23, 2024, \$8,544.37
    - Fire Fund March 23, 2024, \$707.83

- A corrected total of \$33,193.07 was approved with a motion by Supervisor Vile, seconded by Supervisor Leichtenberger and all were in favor.

3.2 Treasurer's report was reviewed by the Supervisors with a motion to approve made by Supervisor Leichtenberger, seconded by Supervisor Vile and all were in favor.

4. **COMMUNICATIONS**

4.1 Supervisor Bell noted the Stormwater Management Plan Application for Todd and Kimberly Fitch for a storage shed on their property located on Route 948 was approved.

4.2 Supervisor Bell noted that Norma Bankoske, a library clerk, is resigning with an effective date of May 11, 2024. She has been with us for 12 years working every Saturday and is ready to retire. We will be looking for a replacement for her position.

5. **OLD BUSINESS**

5.1 Supervisor Bell stated that the Johnny Appleseed Festival committee was to have a letter to the supervisors, but he did not receive the letter. Supervisors Leichtenberger and Vile stated they also did not have the letter. Supervisor Bell said we will revisit this at the next meeting.

5.2 Supervisor Bell stated we needed a bonded person to be able to send the check for the Green Light Go payment to Bronder Technical Services.

5.3 Supervisor Vile stated he spoke with Sara Sorek, a representative from the insurance company, and she stated that all employees should be added to the policy as drivers. This would include all the supervisors and the secretary/treasurer which would cover things like trips to the bank. She informed Supervisor Vile that this would not be an additional cost to us.

6. **NEW BUSINESS**

6.1 Supervisor Bell and Supervisor Leichtenberger discussed they received a quote for 54 new signs for the roadcrew of \$1,742.62 from U.S. Municipal. The supervisors stated that due to the roadmaster not being able to attend tonight's meeting, they want to hold off until the next meeting to go over all the details. Mr. Cochran asked if the supervisors are approving the bill. Supervisor Bell stated that we are not. Mr. Cochran argued that they have been waiting for that for too long. Supervisor Bell stated they have had much bigger issues to deal with that took precedence.

6.2 Supervisor Bell shared the agreement with Howe Township for 2024 is \$5,000.00

6.3 The supervisors turned the floor over to Mr. Weaver to discuss the 2023 Annual Municipal Audit that has been filed with DCED. Mr. Weaver stated that they did a deeper dive for the citizens as there was such large concern about mishandling of funds. Mr. Weaver stated that between him and the other two auditors, they accumulated 100 hours for this but only billed 50 at \$10.00/hour per auditor costing a total of \$1,500.00. Mr. Weaver stated he was somewhat mad and sad as it was more money than he expected. He stated if they removed the outstanding notes, we would be starting this year with \$0.00. He stated he was not sure he

would agree with the rumors of the township being broke. Mr. Weaver asked the supervisors if they knew what the current budget was. Supervisor Leichtenberger said he did not know what the budget or revenue was this year. Supervisor Bell stated if he looked it up but did not know off the top of his head. Mr. Weaver asked how they knew what to spend on the bridge, stating the budget only allotted \$1,000.00. Supervisor Bell stated the state funds can be used. Mr. Weaver stated that he wasn't looking for an argument to which Supervisor Bell said he was just stating it. Mr. McMillen questioned Mr. Weaver on the report asking what 2023 started at. Mr. McMillen stated that what was printed in the paper did not clearly state all the amounts and stated that he preferred Pittsfield's report as it was easier to understand. Mr. Cochran stated that what was printed in the paper was not everything that they sent in to be printed and didn't know what happened. Ms. Holden stated that the increase from 2023 to 2024 was our millage increase, Mr. Cochran stated that it was not. Mr. Weaver stated that they reviewed the past few years back to 2016 and the best year for the township was 2017. Mr. Weaver stated that it was a serious job to have. Ms. Geiger stated how important it is for them (the supervisors) to know what to spend. Mr. Weaver continued stating that the auditor committee had 2 people in business, himself, and Mr. Rothrock, and 1 road person, Mr. Cochran. He felt that this helped them to have an understanding of what was needed not only on the finance side but also the road needs side which helped them complete the audit. Mr. Weaver stated that the current supervisors didn't know because the previous supervisors walked out. He stated that the auditors dug through boxes of receipts and that he can't tell you how important the budget is. Mr. McMillen asked where the Forestry revenue was located in the report. Mr. Weaver stated it was included in the total revenue. Mr. Weaver stated that all the wages, bills, and sales are given a code that goes on a spreadsheet for monthly and quarterly reporting and the accounts all have a running total. He stated the supervisors can get that report and compare it to the budget so when yearend gets here, we don't blow holes in the budget. Ms. Gieger asked, how do we correct missed marks. Mr. Cochran asked the supervisors if they knew that this is a month when the budget can be adjusted. He stated that we need to work together so the mark isn't missed. Mr. Weaver asked why is the budget screwed up? He also answered with bad record keeping. He used the townships gas card as an example stating that we don't have a record of what truck got how much gas or what the rate was. He stated this would help to determine the budget to allow an idea when a rate increases. The computer program keeps this all together but only if accurate information is put in the system. Mr. Weaver stated, "The last guys panicked and said we need to raise the LST \$50.00 across the board." Ms. Byers stated that the LST and the property taxes were both raised. Mr. Weaver stated that the last guys tried, that he feels sorry for Supervisor Bell, but he has a lot to do. Mr. Weaver asked the people if that was fair, and they responded that it wasn't. Ms. Holden stated that these guys are new and asked if the auditors can get with them. She stated that we've had years to get in this position and it can't be fixed overnight. Mr. Cochran stated that the supervisors have not come to them (the auditors). Supervisor Bell stated that they have tried and that they only have one thing on their plate.

Supervisor Leichtenberger asked the auditors when they want a meeting. Supervisor Bell told the auditors to pick a date. Ms. Holden stated, "Gary no offense but how you come at them, at Matt is rude." Ms. Blum stated to Mr. Cochran, "You don't see large companies calling or updating anything for the new people. I've worked for a few larger companies and not one of them did that." Mr. Weaver stated if he came across rough, that it was not pointed at the supervisors personally, but this is a serious job. The rumors are that we're broke; no, we just have to plan better. I don't have to be a professional to see that. These guys are going to be scrambling, how can we do it without scrambling when that's what the books show. Mr. Weaver stated that we have no inventory of tools, machines, etc. Ms. Byers stated the Municipal Authority has inventory so why doesn't the township. Supervisor Leichtenberger stated that this is the township, not personal issues to argue over so let's move on if the auditor's reporting is complete. Supervisor Bell made a motion to accept the auditor's report, seconded by Supervisor Leichtenberger with all in favor.

**6.4** Supervisor Bell stated we needed to discuss the letter of intent to the DCED. Supervisor Vile explained that this was for a representative from the DCED to come down and train Cara on the Secretary/Treasurer position. The new hours of operation for the office was noted to be Monday through Friday 8a.m. to 3p.m. with the plans to add Ms. Schrader to the accounts in order to complete her job duties. Mr. Bowley asked if the office would be open fully through lunch. Ms. Schrader answered noting the office would be open through lunch with the exception of running to the post office and Supervisor Vile adding that Friday's were planning to be banking days as well. Supervisor Bell asked for a motion to approve, Supervisor Vile made a motion with Supervisor Leichtenberger seconding and all were in favor.

**6.5** Supervisor Bell spoke about the employees' payroll moving to Thursday of each week after a conversation with DCED. Mr. Bowley recommended also doing a bi-weekly pay. Supervisor Bell stated that was also mentioned but wanted to do it step by step to ease it in.

**6.6** Supervisor Bell notified the people that Supervisor Vile had given a letter of resignation to take effect April 2, 2024. Supervisor Vile spoke about his resignation and gave his well wishes to supervisors Bell and Leichtenberger. Those in attendance along with the board gave their thanks to Supervisor Vile for the time and value he has provided.

## **7. PUBLIC COMMENT**

Pam Pedersen questioned if the audit found that everything with the budget was all good and legal. Ms. Holden added to the question asking about missed spending. Mr. Weaver answered that it was good, that there was no funny business.

Kyle McNeal thanked Supervisor Vile for bringing a level head to the table.

Debbie Koza stated she apologized for throwing this out, asked that Johnny Appleseed Festival out, that she could put together a craft/pumpkin festival together for the same weekend. Supervisor Bell stated that if it brings people to the town to go ahead. Supervisor Vile added, especially if it gets the likes that the Easter Egg Hunt received. Debbie added that last year the

Music At The Playground funds were kept for an account with Kristi. She asked if this was able to be done again for this year. Supervisor Bell stated that he did not know anything about that. Ms. Schrader said that she would look for any information on it and get back with Ms. Koza. Ms. Koza stated that it was an account titled "Music At The Playground" and that she was planning to do it again this year with the first event on May 4<sup>th</sup> which will include a chicken barbeque handled by the fire hall, as well as a DJ. There is also an event for it on June 1<sup>st</sup> that will have country music. Ms. Koza gave her thanks to Ms. Schrader and apologized for throwing it all at her for her first meeting.

Kathy Geiger stated that she is noticing the trailers are getting stripped of metal and just leaving a mess of everything. Supervisor Bell stated that the person is working on it and it is ongoing.

Glenn Weaver stated that he will stay after the meeting for anyone that wants to look at the audit.

Curt Bowley stated he had questions on the audit but will hold them for another time. He gave his thanks to the auditors and to Supervisor Vile for all their work. He stated that trucks are running over the berm at the Post Office and creating a mess to clean up. He also asked about applying for a grant for the boat ramp, stating the mesh needs pulled and proposing stone in its place. He stated with the approval and permission of the supervisors, he will write and apply for the grant at no cost. He stated the deadline for the grant application is April 26, 2024 and it is for up to \$5,000.00. He also stated that it should include about \$100.00 annually for maintenance as well. Supervisor Bell stated we cannot vote on it tonight as it is not on the agenda, but we will add it to the next meeting.

Gary Cochran said to let him know when you want to get together.

Sam Bollock gave his thanks to Supervisor Vile. He also asked if the supervisors were aware of the 5 military flags down at the field. He stated he already received approval and that he has it covered. He asked if he could borrow a Stop/Slow sign when they go to put the banners up in town. Supervisor Leichtenberger said yes, safety first. Supervisor Bell asked if he had a day and time when the banners would be going up, stating that the Fire Hall could also possibly help with traffic. Mr. Bollock stated he didn't have a set day yet but was hoping before Memorial Day.

Renee Samuelson gave her thanks to Supervisor Vile and welcomed Ms. Schrader.

Patti Blum said, "I think you're doing a great job."

Jim McMillen said, "Don't forget the gavel."

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

Supervisor Vile spoke about Mr. Curtis throwing in fixing up the ball field. He will do all the work to keep it in mind for the next meeting. Supervisor Leichtenberger asked if we can get a material list for it. Supervisor Vile said he would let Mr. Curtis know to have that for the next meeting.

9. **ADJOURNMENT** with a motion by Supervisor Bell, seconded Supervisor Leichtenberger and all were in favor of adjournment. Next meeting is Monday, April 15, 2024, at 6:30PM.

\_\_\_\_\_  
Administrator/Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SHEFFIELD TOWNSHIP SUPERVISORS