

- 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 and Jim Leichtenberger. Administrator/Treasurer – Cara Schrader. Roadcrew – Ian Lester and Matt Eck. Guests – Katie Sutton, Lorene Benjamin, David Winger, Jim McMillen, Kim Holden, Renee Samuelson, Rick Petruney, John Hanson, Curt Bowley, Glenn Weaver, Debbie Koza, Cora Slack, Gary Rothrock, Denise Pierson, Jena Albaugh, Cindy Bowley, Virginia Hanson, Alex Grubbs, Gary Cochran, and Kevin Williams.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1 Minutes of the April 1, 2024, Supervisors Meeting were approved. Motion by Supervisor Bell, seconded by Supervisor Leichtenberger and dually carried.
 - 2.2 Ian Lester performed the Roadmaster's Report. Supervisor Bell asked if anything came up with the flooding the other day, specifically asking about Cottage Ave, Mr. Lester stated that it was improved as stone was washed into the roadway.
3. **BILLS FOR APPROVAL**
 - 3.1 Bills for Approval through April 15, 2024: Supervisor Bell stated that we finally got everything in place to pay out Bronder taking care of the Green Light Go project. Everything else is just the regular monthly bills.
 - General Fund April 2, 2024, \$835.20
 - General Fund April 4, 2024, \$1,368.93
 - General Fund April 11, 2024, \$148,794.02
 - General Fund April 15, 2024, \$2,840.15
 - Fire Fund April 15, 2024, \$775.70
 - Light Fund April 15, 2024, \$2,010.35
 - Total amount for approved was \$156,624.35, Supervisor Bell motioned, seconded by Supervisor Leichtenberger, and dually carried.
4. **COMMUNICATIONS**
 - 4.1 Supervisor Bell discussed the receival of documentation from the Warren County Courthouse showing the completion of Constable Fergus.
 - 4.2 Supervisor Bell and Supervisor Leichtenberger reviewed and discussed the email correspondence received from Michael Fuhrman regarding Memorial Field updating to a softball field. Supervisor Bell and Supervisor Leichtenberger agreed it would be best to set up a meeting with Mr. Fuhrman to discuss.

- 4.3 Supervisor Bell and Administrator Schrader informed the public of the verbal resignation received from Linda Elmquist who held janitorial employment with the township. Supervisor Bell and Supervisor Leichtenberger agreed to post for a replacement for the position. Linda is set to finish out the month before resignation.
- 4.4 Administrator Schrader provided information about the need to update the Berkheimer Resolution. This document is specifically to remove Kristi Kulka-Leichtenberger as the point of contact and update it to show "Secretary/Treasurer" on Berkheimer's suggestion. This way moving forward, should the position be held by a different person, another update would not be needed. Supervisor Bell and Supervisor Leichtenberger agreed on the update. The Berkheimer Resolution was signed and adopted.
- 4.5 Supervisor Bell spoke about the need to sign the Millage Rate Form and return it to the Assessment Office with the rates that were previously agreed upon earlier in the year. Supervisor Bell and Supervisor Leichtenberger reviewed and signed the form. The Millage Rate Form was signed to be returned to the Assessment Office.

5. OLD BUSINESS

- 5.1 Supervisor Bell read the letter provided by the Johnny Appleseed Festival Committee which was the same one provided to the public.
- 5.2 Supervisor Bell asked Roadmaster Lester to discuss the quote from U.S. Municipal on road signs for the township. Roadmaster Lester stated that a lot of the signs are faded and do not meet reflective needs. Supervisor Leichtenberger asks if this is per a state requirement, Roadmaster Lester stated that it was not. Supervisor Bell asked about doing it in sections picking the worst ones first and keeping it at no more than \$1,000.00, Roadmaster Lester agreed. Supervisor Bell and Supervisor Leichtenberger agreed to accept the spending of up to \$1,000.00 on signage.

6. NEW BUSINESS

- 6.1 Supervisor Bell stated that no one has come forward yet to fill the open Supervisor position if anyone has any suggestions to let them know. There is still a little bit of time to fill it, or it will go to the vacancy board.
- 6.2 Supervisor Bell and Supervisor Leichtenberger discussed the proposal received from Knox Law to fill the Solicitor position. Supervisor Leichtenberger stated that there was more than one person available to us with the group however the downside is, they are not available on Monday's to be present at our meetings. Ms. Koza asked if it is comparable to the prior premium, Supervisor Bell answered that it is slightly more, but we are getting what we pay for with a full firm at our disposal. Given our research and the research Mr. Vile did before leaving, I feel it is something we

- should do. Supervisor Bell motioned to accept the proposal, seconded by Supervisor Leichtenberger, and dually carried. Knox Law accepted as the Solicitor.
- 6.3 Administrator Schrader provided information about the township's Northwest credit card requesting permission to remove Kristi Kulka-Leichtenberger from the account and add her name to the account to use for township needs such as postage etc. Supervisor Bell made a motion to approve, seconded by Supervisor Leichtenberger, and dually carried. Approved to remove Kristi and add Cara.
- 6.4 Jena Albaugh was given the floor to provide information on the state funding for the township library. There is a long list of funds that would no longer be available to the library if the director was not able to work 35 hours per week as required by the state. In previous years, the library was granted an exemption on this, however they are no longer giving that as an option. Supervisor Leichtenberger asked if the state has given a deadline for this, Ms. Albaugh stated that they have not at this time as for past years we were given waivers, however they are no longer offering them.
- 6.5 Jena Albaugh informed the public about a Solar Charging Bench the library is purchasing for township use. The library is requesting a placement position be found and approved by the Supervisors for the bench. We are hoping for a place near the library or at the playground, however we have concerns of vandalism at the playground. The bench would require a cement slab, Ms. Schrader added that the Library Director mentioned Parks & Recreation has agreed to handle. Supervisor Leichtenberger stated we need to watch the direction based on the specs provided for best placement. We just need to look at the money for the cement slab as well. Supervisor Bell stated that if Parks & Recreation can cover the cement, he feels it would be great. He stated maybe we should also look into cameras. Supervisor Bell motioned to approve, seconded by Supervisor Leichtenberger, and dually carried.
- 6.6 Mike Curtis was to speak about the updates to the ball field, however he was not present and did not provide any information. Supervisor Bell asked if Roadmaster Lester could contact him to be present for the next meeting.
- 6.7 Curt Bowley spoke on the grant for updating the boat launch called The Canoe Access Development Fund through the Forest Service. It would be for up to \$5,000.00 to cover the cement, rebar, lumber etc. for the project. He requested that we also provide a letter stating that the site will remain open and maintained for the next ten years. He asked for official approval to go for the grant with him doing all the leg work to apply. Supervisor Bell asked if this is a match grant, Mr. Bowley answered it is not, just in time and labor for the match portion as it is an existing site. Supervisor Bell asked where the forms would go, Mr. Bowley stated we can either pour and move them from the maintenance garage or block off parking and pour the forms right there. Supervisor Bell asked about permits for the project, Mr. Bowley

stated that none were needed that he knew about and stated he would cover them if there were. Supervisor Leichtenberger suggested double checking on the material cost of the gravel etc. Mr. Bowley stated that any additional cost over the \$5,000.00 he would cover for the township. Supervisor Bell stated he felt it would be foolish not to apply for the grant as it would be making the area better, and the current mesh is a hazard. Supervisor Bell motioned to approve, seconded by Supervisor Leichtenberger, and dually carried. Mr. Bowley is approved to apply for the grant and gave his thanks. Mr. Bowley adds that he went to the owner of Uni-Mart on the back entrance and got permission to trim the branches that were sticking out. The post office told him a new mail truck will be coming in. Mr. Bowley stated his hope of the branches getting trimmed to assist with trucks not needing to go over onto the bank of the yard but that the bank still needs fixed. Supervisor Bell thanked Mr. Bowley for taking care of the limbs and doing all the research for the grant.

- 6.8 Debbie Koza spoke about setting up "Sheffield Punkin Fest" to be the weekend of October 11-13, 2024. She stated, ultimately I need the township's approval. She already has 3 or 4 food trucks and about 25 vendors interested in the event. She is looking into the fair board for information and is hoping to keep the tractor pulls. A possibility if there are enough funds from Music At The Playground, to also bring in music. She is looking at holding carving contests for the pumpkins and possibly overnight security. Supervisor Bell suggested making a committee would be smart, Ms. Koza agreed that would be helpful. Supervisor Bell stated it would be beneficial to bring stuff to town and asked those in attendance if anyone wanted to help Ms. Koza set it up. Supervisor Leichtenberger suggested to dot the I's and cross the t's that we should double check with the Solicitor to cover the township. Ms. Koza stated that in the vendor agreement, there is a disclaimer to hold the township harmless. Ms. Holden asks about it being a non-profit for taxes, Ms. Koza stated that the non-profit is a lengthy process, and the funds will go into the town. Mr. Cochran asked where that would go back into, the Food Pantry etc. Supervisors Bell and Leichtenberger approve "Sheffield Punkin Fest" with the contingency of the Solicitor's approval, suggesting using the money this year to apply for the non-profit. Ms. Koza adds that Music At The Playground is underway, and donations go to pay the bands.
- 6.9 Jena Albaugh and Debbie Pierson spoke on Sheffield Sports Boosters wanting to get the track resurfaced at the Sports Complex for the past 5 or 6 years. They stated that it is a safety concern at this point as well as the quotes received in the past being significantly lower than the current estimate of \$97,000.00 to resurface it. The Sheffield Sports Boosters are working on a grant to assist but are committed to paying the cost. Vasco would need to hold the contract with the township in order to get on the schedule list. Ms. Pierson stated we need to get a new quote because of

the length of time it has been. Supervisor Bell stated we need a small agreement between the Sheffield Sports Boosters and the township to cover liability. Supervisor Bell asked if it will be this year, Ms. Albaugh stated they have the potential to schedule it this year, yes. May need to move some home games around. Supervisor Bell made a motion to approve with the agreement between the Sheffield Sports Boosters and the township, seconded be Supervisor Leichtenberger, and dually carried.

- 6.10 Richard Petruney spoke stating he is looking for a job description for the Code Enforcement Officer and has asked numerous times in the past and hasn't gotten it. He stated that "You 3 or 4 people work for us, the people. If you are going to have a code officer, I'd like to have a job description. No one should lose their property or feel threatened." He asked if the township is hiring someone to come and enforce. Supervisor Bell stated that he agreed, people shouldn't feel threatened or lose their property. Ms. Holden stated the township hired Shawn Young in the past and the previous supervisors asked him to dress in uniform. "That's intimidation and we don't need it." Supervisor Leichtenberger stated we currently have a Constable, not a Code Enforcement Officer. If we hire one, there will be a job description. There are other job descriptions the township needs as well. We will be speaking with the Solicitor on what is needed and how to handle it. Mr. Petruney also asked about the township website not working. Administrator Schrader stated that it was recently brought to our attention that it was not working, and we are looking into it to find out why and get it fixed.

7. PUBLIC COMMENT

- 7.1 **Kevin Williams** sarcastically asked if Cottage Ave. had a brothel permit. He stated he is working on getting it cleaned up and is dealing with a crook legally. He stated he was given an eviction notice. He stated he asked Shawn to come help without the uniform and he was a no call, no show several times. He stated this is a complete disaster and is in the process of taking him completely out legally. He stated that he currently has some vulgar signs up at his house for his neighbor as she continually harasses him and takes pictures etc. He asked if there is any way we can put the speed bump back on Cottage Ave. saying that people are flying up and down the road. Matt Eck stated it's everywhere these days. Supervisor Bell stated we will look into speed enforcement options, also asking out of courtesy to take the inappropriate banners down. Mr. Williams stated he will but if she starts harassing and taking pictures again, he will put them back up.
- 7.2 **Gary Rothrock** stated he is getting ready to paint his house and has an 80 foot articulating boom coming in and asked to pull into the fire hall to unload it. Supervisor Bell stated yes that was okay to do and asked if they would be able to

look at the township office building for the pigeon problem. Mr. Rothrock stated that they are renting the boom and wouldn't have the ability to move it across town. Mr. Lester stated that he will have a smaller machine at his house this year and could probably use it to look at the building.

- 7.3 **Cora Slack** stated that the last three nights on Mill, the bears have been there full of mange and asked about getting PGC to trap and treat. Ms. Benjamin stated that PGC put two traps down there to treat and release. Ms. Koza stated those bears have been here quite a while with people complaining to PGC.
- 7.4 **Alex Grubbs** stated he was there on behalf of the Lion's Club for the playground fund. He stated we manage it, and all funds go back into the park. Last year there was \$7,500.00 to work with and used it for picnic tables and concrete. There was money left over and we would like to see it used to finish the topsoil and grass planting etc. as he wasn't sure who the rep was for Parks & Recreation. He stated the building needed repairs and eave spouts. Supervisor Bell stated he agrees, prior mention of using fill from the state was brought up. Supervisor Leichtenberger asked if he can bring the township prices on the repairs. Mr. Grubbs asked if we need several numbers. He asked if we could let him know what was left and Supervisor Bell stated we will have to find that and let him know.
- 7.5 **Renee Samuelson** stated she was troubled after the last meeting. "In my opinion, the past two meetings have been disrespectful, stay home if you can't be nice." She added she felt we should get a professional for audits moving forward to remove ill feelings.
- 7.6 **Kim Holden** stated in 2023 we did have a mileage increase; I think the auditors thought I meant the LST and wanted to clarify from the last meeting.
- 7.7 **David Winger** stated that dirt bikes on Mill Street are getting very bad. Supervisor Leichtenberger asked if it was a certain time of day, Mr. Winger replied that it was after school hours. Mr. Cochran suggested contacting PGC to help us as they typically fine \$300.00 and may need to be called and requested.
- 7.8 **Lorene Benjamin** stated that the Fire Department applied for a grant to pay off the current fire truck loan and was awarded \$13,256.07. She requested a check for the difference of \$10,881.69 from the Fire Fund to add to the grant money to pay the loan off.
- 7.9 **Katie Sutton** asked if we knew when the gas company repairs would be completed, and the road cleaned up. Ms. Schrader stated she spoke with them earlier that day as they were working at her house and was told the replacements were almost complete. Once the replacements were finished, they would be going back through and doing all the reclamation repairs on the roads etc.

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

8.1 (Nothing was discussed for this meeting.)

9. **ADJOURNMENT** with a motion by Supervisor Bell, seconded Supervisor Leichtenberger and dually carried of adjournment. Next meeting is Monday, May 6, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS