

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  
Guests: - Deborah Koza, Kim Holden, Renee Samuelson, Jim Williams, Chase Burk, Randy Petruney, Jim McMillen, Kevin Williams, Sharon Petruney, Gary Cochran, Curt Bowley, Norm Hornburg, Sam Bullock, and Barbara Bullock.
2. **REVIEW OF PREVIOUS MINUTES**
  - 2.1 Minutes of the April 15, 2024, Supervisors Meeting were approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger and dually carried.
  - 2.2 Roadmaster Lester was not present to give the Roadmaster's report as he was out sick.
3. **BILLS FOR APPROVAL**
  - 3.1 Bills for Approval through May 3, 2024: Supervisor Bell and Supervisor Leichtenberger reviewed the report.
    - General Fund April 17, 2024, \$119.74
    - General Fund April 19, 2024, \$10,375.28
    - Fire Fund April 19, 2024, \$6,770.05
    - Sinking Fund #1 April 19, 2024, \$10,881.69
    - Light Fund April 19, 2024, \$56.10
    - General Fund April 23, 2024, \$80.40
    - General Fund May 1, 2024, \$222.21
    - General Fund May 3, 2024, \$4,104.35
    - Fire Fund May 3, 2024, \$139.14
    - A resident asked about the Sinking Fund amount what it was for. Treasurer Schrader stated that at the last meeting, the fire hall had stated they were paying off a truck loan and asked for the township pay a portion of it at \$10,881.69. Mr. Cochran asked if that was saving money, and Treasurer Schrader stated she did not know the exact amount, but it would save a lot in interest.
    - A total of \$32,748.96 was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and dually carried.
  - 3.2 The April 2024 Treasurer's report was reviewed by the Supervisors. Treasurer Schrader noted that an updated report for March 2024 would be needed as the prior report was not a full month. Supervisor Bell read the report aloud to the public. Ms. Holden asked if the fire truck payoff was taken from the Fire Fund. Supervisor Bell stated yes, funds were taken from the Fire Fund however they needed to be placed into the Sinking Fund first. Supervisor Bell added that was paying off the loan 3 years early and was joined with state grant money from the department. Mr. Bowley asked about having a copy showing the amount spent versus the

budget for the public to review. Supervisor Bell stated that we do have that, and it is included in all this paperwork. Treasurer Schrader agreed a single copy could be made available to be passed around with the Supervisors in agreement. A motion to approve the report was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and dually carried.

4. **COMMUNICATIONS**

4.1 Supervisor Bell noted that Train Day is May 11, 2024, and the depot will be open.

4.2 Supervisor Bell noted that Sheffield Yard Sale Days would be June 14-15, 2024, stating that April Hayes is heading that up and normally has a map of the sales.

4.3 Supervisor Bell and Administrator Schrader discussed the issues with the website.

Informing the public about the duplicate charge that was found and the error on Blue Host's end of reversing both charges and cancelling the hosting. Administrator Schrader that Blue Host was able to pull it back up to their most recent backup file however it is old and does not match the Revize site where we build it on our end, meaning it is not merging somewhere along the line. She stated she is still learning how to get that corrected and learning along the process.

4.4 Administrator Schrader gave an update on the Parks & Recreation meeting. She informed the public of the 6 planters and 4 tables donated by Taylor Diversion. The planters will be spread out along the main strip through town. One table is slated for the boat launch with the others to the park at this time. She also noted that the Rotary Club donated \$1,000.00 to Parks & Recreation to be used to buy the material needed for the planters including plants, dirt, and sealant etc. The group is also planning to make sure the memorial flag area is especially cleaned up right before Memorial Day weekend. Supervisor Bell stated that the flag poles look good. Mr. Bollock stated they will take the flags down and possibly take the poles down as well after Veterans Day.

5. **OLD BUSINESS**

5.1 Supervisor Bell informed the public of the special meeting with the vacancy board that will take place on Wednesday May 15, 2024, at 7p.m. to select a Supervisor. There was an ad placed in the paper for two days for this as well as posted at the office and meeting place.

5.2 Administrator Schrader relayed the discussion with Mr. Curtis who had requested 3-4 tons of pea gravel, stain for the benches, parts to fix up the fences estimated at \$20.00, and possibly have the parking lot fixed up as well. Mr. Curtis and Mr. Holden would be handling all the labor to make the updates. Supervisor Bell stated that if the pea gravel could be mixed with sand, that he would donate the anti-skid he had left. He also stated that the roadcrew might be able to back blade the lot with the tractor to fix it up. Supervisor Leichtenberger also said to check on the budget for proper spending possibilities for the requests.

5.3 Mr. Bowley gave an update on the submission of the grant to fix up the boat launch area also noting that the property did belong to the township. He presented a copy of the deed to be placed in the file and informed us of the error that was found at the courthouse that had caused

the confusion on who owned the property. A grammatical error on the deed lead to the misconception of it possibly being owned by the Municipal Authority which was found to be inaccurate. He was also planning to update the grant to solidify the ownership. Mr. Bowley also noted 3 dead trees at the boat launch area that needed to be taken care of as well. Mr. Bowley noted that there was an old agreement in the documentation showing the township taking care of the property behind the post office as well. The supervisors thanked Mr. Bowley for the update and the work on the grant.

## 6. NEW BUSINESS

**6.1** The Supervisors discussed the 2024 County Aid form with the funds being given to the township. Administrator Schrader stated that the county has allotted Sheffield Township \$3,411.00. Mr. Cochran asked for mor details on where the funds are from. Administrator Schrader said it was money from the County Liquid Fuel Tax Funds that the county had delegated to be spread out to townships across the county. Mr. Cochran asked if that was to be delegated to anything specific, Administrator Schrader stated she believed it was ours to use buy can verify that. Supervisor Bell read the letter attached with the form to give more detail on this. The form was signed by Supervisor Bell, Supervisor Leichtenberger, and Administrator Schrader.

**6.2** Administrator Schrader discussed the history and proposal to set a date for Arbor Day 2024, asking for permission to plant a tree in Memorial Park as well as set a committee. Administrator Schrader stated that she and Supervisor Leichtenberger had agreed to donate the tree to the township for this ceremony as it was priced at \$290.00. Administrator Schrader stated that she spoke with the principal of the Sheffield Area Elementary School and determined that the 5<sup>th</sup> grade class would be available to join May 21<sup>st</sup>, 22<sup>nd</sup>, or 23<sup>rd</sup> in the afternoon. The date was set as May 23, 2024, at 1pm with the 5<sup>th</sup> grade class. Supervisor Bell asked about the committee, and Administrator Schrader said she would volunteer to be on it and also had Ms. Heidi Arp from the Municipal Authority interested in being on the committee. Supervisor Bell agreed and said to find one more committee member. Supervisor Bell stated he would pick up the tree for us, and agreed the roadcrew could dig the hole for the ceremony.

**6.3** Supervisor Bell and Supervisor Leichtenberger spoke on the township having previously decided the past year that Sheffield Clean Up Day was to be every other year. They determined that with that and the financial situation with the township currently, we would not be having Sheffield Clean Up Day this year.

**6.4** Supervisor Bell stated that again with the financial situation, it is not feasible to have the extra cost of the Playground Program this summer. Administrator Schrader stated that it has been done for the past few summers, however nothing has been done for this year to date. She stated she was not sure if the township wanted to spend the additional funds this year to have the program or look at it again next year. Supervisor Leichtenberger agreed to look next year and stated that maybe if it was all volunteer work that would be better but did not look for that to happen as it is a big undertaking. Supervisor Bell agreed that with the way things are, we unfortunately can't look at that happening this year.

7. PUBLIC COMMENT

**7.1 Debbie Koza** – stated she was disgusted with the turnout of the first Music At The Playground as the restrooms were not working and the water was disconnected. She stated that there was broken glass on the pavilion floor and no broom to be found to clean it up. She also stated that the garbage cans needed to be emptied as well. She stated that she emptied the trash and placed it inside the building to keep the bears from getting it and let Supervisor Bell know as there was not a dumpster down there. Supervisor Bell stated that we would not need a dumpster this year without the Summer Program. Ms. Koza felt that the roadcrew had not mowed around the pavilion or playground area where the function was held and would appreciate it if that were different for the June function and moving forward. Ms. Koza asked for an update on the tractor pulls from the insurance agency to which Administrator Schrader said she was waiting to hear back and would follow up as soon as possible. Ms. Koza stated that it would cost about \$2,000.00 for the 501C3 non-profit license from what she was finding. Ms. Holden asked who would be paying for that, and Ms. Koza replied that it would come out of the profits made and brought in this year. Ms. Holden also asked who would be handling the cleanup after the function. Ms. Koza replied that it is still to be determined, possibly the boy scouts. Supervisor Bell stated that Taylor Diversion may also be able to assist with that. Supervisor Leichtenberger asked Administrator Schrader about what the Solicitor said about having the festival on field as far as the legalities go. Administrator Schrader stated that she had it in an email but did not recall exactly what it said offhand. Mr. Bollock added that some of the mowing issues may have been due to his crew putting up the new flag poles at the memorial. Administrator Schrader added that the glass was not there the Tuesday right before the festival to which Supervisor Bell added that it hadn't been there Friday either.

**Jim Williams?** – asked if we can get more tar and chip or cold patch up by Dan Parsons and by Mary Doverspike's? Supervisor Bell said yes, we will look into that.

**Kim Holden** – stated she would like the meeting with the DCED in public view. Supervisor Leichtenberger stated that he would be going over that shortly.

**Jim McMillen** – stated that the township has mowed up by Rotary Park for the past 3 years and asked if they can get that this year. Supervisor Bell said yes, we can get that up there.

**Supervisor Bell** - spoke on the firehall's behalf about how the department has had significant growth in the past few years. Stating that it is now necessary to have a higher capacity apparatus to bring a larger crew to and from scenes, which will also allow more apparatus to be available should a second incident occur at the same time. The department would like to trade in the 2002 Freightliner for a new truck and have that on the agenda for the next meeting.

Ms. Holden asked if the department would be using grant money for that. Supervisor Bell stated that they tend to stay away from grant money for those purchases as without it, the department has equity in the equipment. Mr. Cochran asked what we would be looking at money wise for that. Supervisor Bell stated that the truck was listed at \$249,000.00 and they got the price down with changes to a few of the things such as lettering and stuff like that, with shipping, which is a big expense, 1 year warranty on the truck with pump and ladder certified, to \$230,000.00. Funding wise, we are very fortunate with our fundraisers the department would be putting \$100,000.00 down on it. Then the details of the rest of that will be at the next meeting as far as what they offer for the trade in. We will be financing just a little bit, but it will be all through the fire department, it would all be strictly fire department with no tax dollars or township funding included other than the trade in. He stated that it was a little backwards in his opinion with the township owning some of the trucks and the fire department owning some. It is a lot of back and forth for repairs and what not and the department is working towards owning all of it to stop the hassle on both ends. Supervisor Leichtenberger asked if that would help to fund the mutual aid needs too, Supervisor Bell said yes it would. Mr. Cochran asked why we aren't driving it home instead of shipping it. Supervisor Bell stated because it was a big liability, that he was pretty much set on driving it, but it would only take one tire to blow out. He stated he was not risking that happening and possibly killing someone on a 12-hour drive, that shipping would take that liability out and be less wear and tear. Mr. Cochran asked what year this possible new truck was. Supervisor Bell answered that it is a 2003, and that unfortunately the cost for newer trucks is outrageous now that this truck brand new would be over 3 million dollars. He stated that the company has been great to work with and said with the changes and everything wanted, that they will pay for a second flight down and every cost while down there to check the changes before finalizing. Supervisor Leichtenberger asked if they had a tentative date for delivery, and Supervisor Bell stated it was 6 months. Ms. Koza asked if the trade in was owned by the township, Supervisor Bell stated it was, and Ms. Koza asked what the township would be putting towards it then. Supervisor Bell stated that would be a discussion at the next meeting with just using it as trade in. Administrator Schrader added that no additional funds would be spent. Supervisor Leichtenberger added that the funds originally came from the Fire Fund at the time of purchase. Supervisor Bell added that it wasn't something you commonly hear that a department is struggling to find enough seats for the crew, that we have been very fortunate.

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

8.1 Supervisor Leichtenberger discussed finances found in years past, stating that he didn't know if everyone grasped the reality of where we are sitting with money. He stated that right now we are about week to week for bills with what we have left. We applaud when there is a couple thousand dollars to work with, it's that serious. Unfortunately, after doing some digging, the reason why we are

in this situation is the previous people that sat up here. Just some examples, last year they actually managed to save a little money the year before that they spent in year 2022, \$900,000.00. Gone, they didn't stay in budget for nothing. Almost \$100,000.00 over in General Funds, \$40,000.00 over in special revenues like state funding and liquid fuels. The year before that they were over, 2020 they were way over, 2019 they overspent, and I mean it's all black and white it's up there to view. This is not stuff found out of thin air, this is all audit reports and public knowledge. The debt statements, I have no idea, they are all over the place for the equipment that is missing. It was never put in there until this year that you guys found. The backhoe was purchased in '21, the mini was purchased in '20, they're not in the debt or outstanding reports. They're missing, why that was I have no idea. Mr. Cochran asked what was meant by they're missing. Supervisor Leichtenberger stated, they're missing, they are not in there. If you look at the end where outstanding balances are listed, they are not in there. The audits are there, but they did not include those in previous years. In 2019, DCED's Terri Cunckle who is actually helping us right now, told the people that were sitting in this seat to basically not spend money. What did they do, they spent money, a lot of money. They bought Gary Lane's property next door, they bought two pieces of equipment, they just blew the money. A resident had asked about the COVID money, Supervisor Leichtenberger stated we will get to that, they blew that too. In 2021 they received \$103,000.00, in 2022 they received \$104,000.00. \$9,000.00 went to the Municipal, \$10,000.00 or \$20,000.00 went to the Fire Department. Supervisor Bell stated only \$10,000.00 went to the department, we were supposed to get \$20,000.00 but when I asked about it the second year for the second \$10,000.00, I got "We already spent it, sorry", and when you look at the list of what was recommended to spend that money for, we (the fire department) were one of the top ones. The Municipal Authority and the Fire Department were one of the first thoughts of where it should have gone. Supervisor Leichtenberger went on stating, our taxes were raised three times, they have actually more than doubled since the previous people were in office. Administrator Schrader added that the taxes are almost maxed too, Supervisor Leichtenberger agreed saying we are near maxed, we can't go any higher. Ms. Holden asked how many years we have run in a deficit, Supervisor Leichtenberger answered 2022, 2021, 2020, 2019, and 2017. In 2018 they actually managed to save about 50 grand, last year they managed to save about 120 grand. Supervisor Bell added that was due to everyone cracking down on them and Ms. Holden added it was also due to the millage increase and that they also didn't pay for that Green Light Go project. Which Kristi told us \$29,000.00 and it ended up being \$39,000.00. Supervisor Leichtenberger added, and the reason for that was because the grant was awarded in 2019. In that grant, PennDOT awarded Sheffield Township \$108,000.00, that's all they would pay. Because of inflation and lack of timing, it ended up costing about \$9,400.00 more so that's where we ended up spending more. Ms. Holden asked what that brought the total up to, Supervisor Leichtenberger stated the total was \$147,000.00. Ms. Holden clarified the total of the townships portion, Supervisor Leichtenberger stated that to be about \$39,000.00. It was asked why that happened, Supervisor Bell stated because of inflation, Administrator Schrader added that it was also during COVID. Supervisor Leichtenberger stated it also being the way they drug their feet as well. Supervisor Leichtenberger went on with our employees, after we lost our police department with the

reason given was to not raise taxes, they then raised taxes. They gave the employees multiple raises; they hired a third full-time employee. Everyone wonders why our roads are in the shape they're in, our recreation, they spent money like crazy on recreation. Last year they spent \$40,000.00 on recreation, in 2022 they spent \$50,000.00 in recreation, in 2021 they spent \$33,000.00 in recreation. They blew through Sports Complex money, which I'm pretty sure was not theirs. They bought a \$9,000.00 mower which is not theirs. So, with all the bad stuff out of the way, I'm sure there's more that we haven't uncovered it, it's such a mess up there, that it's incredible. Ms. Holden asked what recreation we are talking about, recreation wise, Mr. Cochran added that they spent \$50,000.00 in parks and recreation but that didn't include the man hours spent mowing. Supervisor Leichtenberger answered that parks and recreation can be anything from wages, supplies, equipment, utilities, pretty much anything that is dealt with recreation. This paperwork is right here, it's public knowledge and we can get it to you if you want it, and it reads like a bad novel. Ms. Holden asked what the DCED lady recommended. Supervisor Leichtenberger answered that the good news is, Cara met with DCED's Terri Cunkle who is very helpful. Administrator Schrader added that no matter what was said previously, she knows her stuff. She showed me a bunch of different things to do, we actually revamped the time sheets for better record keeping, so it will actually show on recreation this year starting now, where the mowing is versus what road work is getting done. I remade that, had Terri review it to make sure I didn't miss any codes and she approved it, and they approved it, so this week on we are using a new time sheet for that. She showed me a bunch of different things, like if they are actually working on the roads, we can use State Funds instead of just General Funds for that work, so we won't be going week to week for our regular bills as stated earlier. I also recently found that I believe the General Fund has been paying some of the streetlight bills, which needs to be confirmed before any changes to that. There is just so much, I can't even put everything into words. Ms. Holden asked what was said about the Quick Books issue, Administrator Schrader stated that the Quick Books is still from set up from what we are finding so far but Terri did help set that up initially so somewhere between 2019 to now, I'm not sure what happened as far as any monetary discrepancies as I am still combing through it. But Terri did verify that everything right now is still set up correctly as far as how the codes are, it's more along the lines of whether they used the correct codes or not to align with the budget. Ms. Holden asked with only \$5,000.00 in the General Fund, how do you pay bills until we get more. Administrator Schrader answered, I pick and choose based on what we have. Right now, we're sitting good, a lot of why there was so much is getting caught up from the time Kristi left to the time I started and was added to the accounts. As of today, we are roughly caught up, we still have about half of May's bills that will be at the next meeting. And we still have funds coming in like the Earned Income Tax and LST tax those come in weekly and give a little bit of an offset, so I'm still picking and choosing to be as cautious as possible. Ms. Holden asked if we would pay the employees out of the State Liquid Fuels Funds. Administrator Schrader said that was correct adding that at the end of the month, Mary from PennDOT is coming to meet with me to help set that up and will be reviewing with me what all we actually can use to make sure it is all legally correct before we move anything. Ms. Holden asked about the insurance being paid out, Administrator Schrader stated that was not something specifically asked

about but to her knowledge it has to be paid from General Funds. Ms. Holden said \$5,000.00 is not much to work with, Administrator Schrader agreed especially with the health insurance bill that was recently paid, being \$4,400.00. This is why Terri wants to set up another meeting to go over things with all of us once the vacancy is filled. Supervisor Leichtenberger added that Terri also recommended getting a new computer because she does not want any information on that one lost, Administrator Schrader added that Terri stated the Liquid Fuels will allow \$1,000.00 a year towards the computer equipment when she highly suggested more than once to get a new computer before we lose everything. A resident asked about selling some property as Sheffield Township owns a lot of property around town. The Supervisors stated that is one thing that will be looked at to bring money in. Ms. Holden asked if the auditor's report was correct with the Green Light Go getting carried over and the amount being higher and not being on the debt statement. Supervisor Leichtenberger agreed that it was not on the debt statement last year and that it would have more than doubled what we owe last year. Mr. Cochran stated that the Green Light Go was paid this year. Ms. Holden stated that it was supposed to be paid last year. Supervisor Leichtenberger stated it was left over from last year. Ms. Holden stated that the work was done last year and wasn't paid until this year so it should have been on the debt statement, Supervisor Leichtenberger added that it should have been listed as an outstanding balance. Supervisor Leichtenberger continued stating with all that being said, we wish some understanding with us as far as to why things aren't being done like Clean Up Day, the Playground Program as these are both things, we would like to approve but we just can't. Maybe next year but it may not happen, but there's no money and we need money. Ms. Samuelson asked about layoffs, Supervisor Leichtenberger stated it was something we need to discuss very much so. He stated major things are coming, but it takes a while. Ms. Holden gave her thanks to the board. Ms. Koza asked about the electric with having Music At The Playground, how can she pay it. Mr. Cochran stated that the Lion's Den handles that and was not worried about it but can find out.

9. **ADJOURNMENT** with a motion by Supervisor Bell, seconded Supervisor Leichtenberger adjournment was dually carried. Next meeting is Monday, May 20, 2024, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS