

- 1 CALL TO ORDER** – Pledge of Allegiance, Supervisor Leichtenberger called the regularly scheduled meeting to order at 6:30pm at the Sheffield Food Pantry with the following in attendance:

- 1.1** Attendance: Supervisors – Jim McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.
Guests – Deb Koza, Kim Holden, Renee Samuelson, Jena Albaugh, Chris Kyler, Candice Kyler, Curt Bowley, Katie Sutton, Jim Williams, Randy Petruney, and Kyle McNeal.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of the May 20, 2024, Supervisors Meeting were approved. Motion by Supervisor McMillen, seconded by Supervisor Leichtenberger, and dually carried.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through May 30, 2024:
- General Fund May 28, 2024, \$13,686.51
 - Light Fund May 28, 2024, \$20.11
 - General Fund May 30, 2024, \$482.71
 - There was discussion on the Compass Minerals bill from January as the bill was just received, but no late fees were noted. Mr. Kyler stated that we have had issues with billing in the past and likely this was the first invoice sent. The total amount approved was \$14,189.33, motioned by Supervisor Leichtenberger, seconded by Supervisor McMillen, and dually carried.
- 3.2** Supervisor Leichtenberger read the report aloud to the public. Supervisor Leichtenberger asked about the Sinking Fund #1 with only having \$0.19 for a balance. Administrator Schrader replied that nothing can be moved or closed without a Resolution to do so. Ms. Koza asked about the Sinking Fund #1 and how that worked. Administrator Schrader replied that it was funded from the Fire Fund as it was set up to make payments on the fire truck that was just paid off. We won't be able to do anything about it until we have a resolution at a meeting to close out the account and move that \$0.19 to the Fire Fund. The treasurer's report for May 2024 was approved with a motion made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and dually carried.
- 3.3** Supervisor Leichtenberger asked if anything changed from the prior report. Administrator Schrader replied that General Fund was the only account

impacted as there was a deposit for the Green Light Go project after Kristi left and before she started, other than interest at month end. Updated treasurer's report for March 2024 was approved with a motion made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and dually carried.

4. COMMUNICATIONS

- 4.1** Curt Bowley spoke on the Western Pennsylvania Conservancy Grant for the boat launch renovations. Sheffield Township was awarded \$4,889.97 for this project. Mr. Bowley is continuing the project, following up with the Game Commission on their concerns and the Warren County Conservation District to try to get the DEP GE2 permit to go into the stream. I am hoping we can just amend the previous one.
- 4.2** Administrator Schrader shared that the only documentation found so far on the property behind the post office, was the original letter getting permission to clear the land for the boat launch. There has been nothing found specifically about mowing or upkeep of the property. Mr. Kyler stated that he recalls Kristi sent a letter to the property owner years ago about the upkeep and did not get a response to his understanding. Mr. McNeal asked if there was a concern about it. Administrator Schrader replied that it was just that we are paying our guys to mow and if there's no legal agreement then we want to watch cost. Mr. McNeal asked about it being done as part of a park, Administrator Schrader stated it is listed as part of a park for the boat launch, but we just want to make sure it's being done legally when we are trying to watch all our costs. Ms. Holden added that it was more than just grass because Curt had brought up those dead trees, so I think that was the other issue. Mr. Kyler added that they have done a lot of brush cutting down there as it was overgrown. Mr. McNeal stated when you've been mowing it for what 30 years, you own it now. I mean they own it, but they can't stop you from using it and it benefits the town. Maybe the boosters mowing the field up there, maybe it offsets some of that. I think it's an asset to the town and we wouldn't want to lose it. Supervisor Leichtenberger agreed and stated that we just want to make sure that everything is in a row, so it doesn't come back on us later.
- 4.3** Supervisor Leichtenberger spoke about the ordinance violation letters for grass, and such are in process. This was just to keep the public informed that we are working on it from the list of complaints we have received. Supervisor McMillen asked how many were on the list, Administrator Schrader said there were maybe ten on it, almost all of them were for high grass. Ms. Samuelson

asked where the list came from, Administrator Schrader responded that they have all been complaints to the township.

- 4.4** Supervisor Leichtenberger went over the informational meeting with DCED on May 23rd. He stated that the meeting was just reviewing financial information and showing where we can increase funds. A lot of what our expenses are, is the parks and recreation, I think we need to start pursuing ways to cut that cost for the township. It was suggested about a few special taxes, however I am against that, our taxes are high enough. I feel that we don't have an income problem, but we did have a spending problem. Supervisor McMillen added that Terri was very informative, and it was very good information to have and helpful. Ms. Holden added that she was there for the township in 2019 as well.

5. OLD BUSINESS

- 5.1** Supervisor Leichtenberger and Supervisor McMillen had further discussion on the possibility of selling the property located at 8 Leather Street. Supervisor Leichtenberger asked Mr. Kyler what all was in the building, Mr. Kyler said there was stuff left by Gary Lane when we purchased it, and Christmas lights, a couple bales of hay, and other small items. Supervisor Leichtenberger asked about the old police building; Mr. Kyler said our speed bumps, there was a pallet of tar for crack sealer. There may be some shingles in there from when the roof was redone too. Supervisor Leichtenberger asked if we can definitely store everything without that building then, Mr. Kyler said yes. Supervisor Leichtenberger stated he felt we should move forward with selling 8 Leather Street and does not see it as a necessity for us. Supervisor McMillen added that he felt we should make a minimum bid and put it out for auction to sell. Mr. Bowley stated he thought we were going to make sure all the equipment will fit in the old building before selling this one. Ms. Holden added that she didn't think the equipment would fit in the building at 8 Leather Street, Supervisor Leichtenberger confirmed that it wasn't, that the building at 8 Leather Street did not have high enough doors to fit everything in. Mr. Bowley asked about the mowers fitting in there, Supervisor Leichtenberger stated that the problem was that it wasn't tall enough to get any major equipment in there. It's a dirt floor, it's not heated, not that it needs to be heated but I think it's more of an expense to us than anything else. Supervisor McMillen asked if there was electric in the building, Supervisor Leichtenberger confirmed that there was. Mr. Bowley asked what expenses are there for the township now that you already own it. Supervisor Leichtenberger replied, electric, the upkeep and keeping the grass mowed, the liability and insurance if anything

were to happen, that falls back on us. Mr. Bowley added that he just disagrees with selling it until the place across the street is cleaned up and you have a place to store stuff if you sell it, that's gone. Ms. Holden added that we've owned it since 2019, Supervisor Leichtenberger agreed and stated that before that we never needed it. Mr. Kyler added that the original plan was to put a concrete floor in and store the mowers and smaller equipment that could fit, but that never happened. Supervisor Leichtenberger added that it was an expense that we don't need. The supervisors agreed to table it until the next meeting and asked Mr. Kyler to check on all the storage options excluding that property.

- 5.2** Supervisor Leichtenberger spoke more on a Festival Ordinance and had some examples from researching. The ordinance would be to protect the township and taxpayers from liabilities that may occur during these events as well as outlining what they can and can't do as well as clean up afterwards. Supervisor McMillen added that the fireman's festival has been going on for 60 years and we maybe shouldn't have any hinderance to that. Ms. Holden asked how that would work, would they file it with a tax ID or a Non-Profit ID to be held responsible. Supervisor Leichtenberger stated that it will all need to be reviewed by the Solicitor before anything is finalized. The supervisors agreed to table it for further discussion.

6. NEW BUSINESS

- 6.1** Administrator Schrader spoke on the two applicants for Summer Playground Directors. We had Andrew Kyler and Addisen Heeter apply for the position and both have had good feedback when asked about. I interviewed them via phone on June 1st and both seemed very polite, and I feel they would make a good fit. They will have to have their clearances done and come to a food service training course on June 11th. Supervisor McMillen added that both applicants were good kids. Ms. Holden asked if we got the funds from the Lion's yet, Administrator Schrader answered that we have not yet, but she has the final list of donations now and just needs to give them the final number. Mr. McNeal asked if the playground program was in the budget this year, Administrator Schrader replied that it was not which is why it is all being done by donations. Mr. McNeal asked about it probably never being in the budget and was probably always donations, Administrator Schrader stated that she didn't review last year's budget, but it was not in this year's budget. Ms. Albaugh added that she didn't think everything was done by the donations previously based on prior donation amounts. Administrator Schrader stated that was very possible but nothing was broke down from the park specifically for the program. Ms. Albaugh asked moving forward is it

going to be all donations, Administrator Schrader said it would probably be both, but it would be silly to say no to donations. Supervisor Leichtenberger stated that it is something to review come budget time, so we don't find ourselves in this predicament again. Mr. McNeal asked if we found the list of people to send letters to ask for donations, Administrator Schrader answered that she did find an old list that will give her at least a good starting point after I was told about the letters. Supervisor Leichtenberger made a motion to hire them, seconded by Supervisor McMillen, and dually carried. Administrator Schrader was asked to contact them and let them know.

- 6.2** The Supervisors reviewed a holding tank agreement for Thoms Jones. Supervisor McMillen asked who does the inspections, Administrator Schrader answered that Todd Fantasky is the Sewage Enforcement Officer and would handle all inspections. The agreement just has to be approved first before it's able to go to the courthouse and then be completed. Supervisor Leichtenberger made a motion to approve, seconded by Supervisor McMillen, and dually carried. The agreement was signed by both the present supervisors and the administrator.

7. PUBLIC COMMENT

- 7.1 Kim Holden** asked about one thing Matt had brought up a while ago about the sluice pipes that were laying over there, seeing if they were all needed and if the sizes were all correct, just possibly getting rid of them before they went bad. Mr. Kyler stated that the pipes don't go bad, Ms. Holden disagreed and stated that the company told her that they only warranty them so long when in the sun. Supervisor Leichtenberger said as far as he knows we haven't discussed anything on that and asked Mr. Kyler what all pipes would be needed still. Mr. Kyler replied that the 15" and the 18" pipes would definitely be needed. The 24" pipe was ordered for Honey Run, but then PennDOT changed their requirements on what to use after we had the pipe. Supervisor Leichtenberger asked for an updated list of what we have on hand. Ms. Holden asked why there was no road report, Administrator Schrader replied that it was her fault as she forgot to add it to the agenda but had the report in hand. Ms. Holden added that she heard other townships have been doing some type of tracker in their vehicles to save money on insurance, Supervisor Leichtenberger said that insurance was coming up for renewal and we will check on that. Ms. Holden asked why the township owns a property on Henrys Mill Road bordering Penny Morgan's and Doug Repine's properties. Supervisor Leichtenberger replied that we can look into it and see what the deed says.0

- 7.2 Deb Koza** gave her thanks to the township roadcrew for taking care of the park. She said she took the garbage to the dumpster and swept it up. They had several people show up this time and it was a good time. She stated she spoke with Mr. Hoden about the electric cords for Pumpkin Fest, he told her they would need the cords that are “missing” and that she would need to check with the fire hall. Ms. Holden asked who would be paying Mr. Hoden, Ms. Koza replied that he offered to hook everything up at no cost because the money made will stay in our town. Ms. Holden also asked about the township handling the money and if it was a conflict of interest being considered a second job. Administrator Schrader said that everything that’s been coming in for that is made out to the township, so I don’t know where that falls. Supervisor Leichtenberger stated that is something that we would like to change and said to Ms. Koza that we can’t accept money for private programs. Ms. Koza replied that the pumpkin fest is going to be all on its own, Supervisor Leichtenberger responded that even with music in the park. Ms. Koza answered that hopefully next year she can take Music At The Playground and put it under the pumpkin fest and end the problem is what she would like to do. Supervisor Leichtenberger said that would be great but it’s something we should address sooner rather than later, I mean I’m not comfortable and I don’t think Cara is writing checks out and holding money for that, I don’t know what the right way is but I think Cara has an accurate count on what there is. Administrator Schrader stated that she did have an accurate list of it but it is going into General as it is made out to the township, but it is extra work, there’s no hard feelings or anything but I would prefer not to have the extra when I’m already learning everything else. Supervisor Leichtenberger stated that it was just something that needs to be kept separate and we can’t pay Cara to do it, I mean we ran into this before, and we can’t do that. It’s nothing personal or anything like that, we just can’t be doing that, I think we should just cut you a check. Administrator Schrader stated that they were all made to the township and deposited separately and marked for the program, which is how the reimbursement checks to Debbie are also marked. Supervisor Leichtenberger said we could keep track if we get more and cut you a check for what we have, and definitely in the future keep it out of the township. Ms. Koza said that would be fine as she was hoping to change it for next year and could have changed it before, but the other supervisors said it was ok to do with it being a township function.
- 7.3 Curt Bowley** added just a follow up on that the solicitor would probably strongly advise not to handle the money or anything like that. It would just open the township up to a potential lawsuit if someone were to get hurt at

the pumpkin festival. Supervisor Leichtenberger stated that was why we want to do the Festival Ordinance as well to protect the township from those possibilities. Ms. Holden added, that's why you need to get on the solicitor as well because if they're still planning on this and they have all this stuff coming in and nothing is in order, I know you guys just got the solicitor a month or so ago but there's a bouncy house coming and kids can get hurt, and tractor pulls. Administrator Schrader stated that she didn't hear about the bouncy house but did speak to the solicitor on the tractor pulls and we will need a hold harmless agreement for the township from the pumpkin fest for that.

- 7.4 Kyle McNeal** stated that he wanted to make sure the township knew about the ticket booth for the sports complex. As Gate Receipts is set up to stay with the township and you keep it, the township is responsible for manning the booth to sell tickets. Ms. Albaugh added that there are only 4 home games this year to have covered, Administrator Schrader asked her to send the game lists to get them covered. Mr. McNeal added that lining of the field is also the township's responsibility for games and practices. He stated that someone reached out to the school district to see if they wanted to do it and they were not receptive of it. Ms. Albaugh added if they want to do it, they want a revised agreement with the Sports Boosters or the township to do it, but Sports Boosters does not want to take on more. Cory is still willing to mow, but the township needs to do the lining as they did before. Supervisor Leichtenberger asked if that was on the township to line before, even to buy the supplies and stuff to do it. Mr. McNeal answered that it was. Ms. Holden asked about possibly getting help with that from the Taylor Diversion Group as they have community service to work off, they said they would do mowing and weed eating and stuff. Supervisor Leichtenberger said that we will have them contacted to see what all they can help with. Supervisor Leichtenberger asked Mr. Kyler if we had any supplies left to do the lining, Mr. Kyler stated that we have probably enough paint to cover it for the year with only having 4 home games. Ms. Albaugh asked if we heard anything else from Vasco on scheduling the resurfacing, Administrator Schrader answered that we have not heard anything new.

- 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 McMillen, seconded by Supervisor Leichtenberger, adjournment was dually carried. Next meeting is Monday, June 17, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS