

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 McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.
Guests – Renee Samuelson, Kim Holden, Randy Petruney, John Buck, Cindy Bowley, Melissa Buck, Debbi Koza, Curt Bowley, Jena Albaugh, Chris Kyler, and Candice Kyler.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of the June 3, 2024, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and dually carried. Supervisor Bell attested due to not being in attendance for the June 3rd meeting.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through June 14, 2024:
- General Fund June 3, 2024, \$354.98
 - General Fund June 6, 2024, \$2,871.01
 - Fire Fund June 6, 2024, \$807.21
 - Light Fund June 6, 2024, \$2,020.24
 - Gate Receipts June 6, 2024, \$22.09
 - General Fund June 10, 2024, \$3,270.86
 - General Fund June 14, 2024, \$5,993.68
 - State Fund June 14, 2024, \$1,068.25
 - Total amount for approved was \$16,408.32, Supervisor Leichtenberger motioned, seconded by Supervisor Bell, and all were in favor.

4. COMMUNICATIONS

- 4.1** Supervisor Bell read the roadmaster reports for June 3, and 17, 2024. Mr. Kyler added that 80% of the new road signs were put up, and the corner of Cottage and High streets was mowed for more visibility.
- 4.2** Supervisor Bell noted that EmeryCare reported Sheffield had 5 calls for April 2024 and 3 calls for May 2024.
- 4.3** Supervisor Bell noted the Sheffield Summer Playground Program began and will run through August 9th. Administrator Schrader was asked to send out thank you letters.

- 4.4** Administrator Schrader noted that QuickBooks' balance is higher than the bank balance. Terri Cunkle from DCED was in to help review and did not find anything suspicious. Ms. Schrader and Ms. Cunkle reviewed years and determined that the balance that was used to set up the accounts in July 2019 was inaccurate, and it does appear that Kristi had tried to correct it, but it is still off. Ms. Cunkle suggested having a CPA come in to review the accounts and to start a new balance sheet in QuickBooks in January 2025. Supervisor Bell asked what the last quote we had on a CPA was, Supervisor Leichtenberger replied that Terri informed us that a forensic audit would be between 30 and 40 thousand. I don't think we got a quote from a CPA though.

5. OLD BUSINESS

- 5.1** Supervisor Bell spoke more on the possibility of selling 8 Leather Street. He noted that the buildings were all cleaned up and everything can be stored without the use of 8 Leather Street. Supervisor McMillen asked what it was purchased for in the first place, Mr. Kyler replied they were told it was going to be used for storage with the plan to put in a cement floor and insulation. Administrator Schrader was to look into how to go about selling the property and to check with Municibid.
- 5.2** Supervisor Leichtenberger spoke more on the Festival Ordinance proposal to protect the township from any possible loss. It was decided to speak with the Solicitor and start drafting the ordinance to vote on.

6. NEW BUSINESS

- 6.1** Supervisor Bell noted the need to add Supervisor McMillen to all the bank accounts as an approved signer. Supervisor Bell made a motion to approve, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.2** Supervisor Bell spoke about the insurance policy renewal needing to be completed by the July 1st renewal deadline. It was determined that we would renew the policy to keep insurance but continue looking at other pricing options. If a better plan was found, we would make the switch at that time. Motioned by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.3** Administrator Schrader requested to make a resolution to transfer the \$0.19 interest sitting in the Sinking Fund #1 to the Fire Fund and close the account. She also requested to make a resolution to close the General Fund "Savings" account as it is not an actual savings account, and is currently costing the township \$10.00 each month as the balance is too low. Supervisor

Leichtenberger made a motion to approve, seconded by Supervisor Bell, and all were in favor.

- 6.4** Administrator Schrader discussed the request from Melissa Buck to update the Memorial Park ball field to better accommodate the softball games. Mr. Dana Hennessy offered to donate the time, materials, and equipment to do all of the work at no cost to the township. Ms. Buck spoke further about the project, explaining the needed changes. Supervisor Bell asked if the ball field at the Sports Complex is still in use, Ms. Buck replied that they don't have authorization to use it but also hasn't been used in years. Mr. Buck asked about also adding steps near the softball field as well. Mr. Bowley added that Taylor Diversion might be able to do the steps. Supervisor Bell stated we would need a copy of the insurance but did not see an issue approving the project. A motion to approve was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.5** Administrator Schrader relayed the email received from DCED that the 2023 Audit was not in balance with 2022. The email stated the 2023 balance sheet could not be reconciled to the 2022 balance sheet ending balance. Administrator Schrader added that this might be in part caused by the outage in QuickBooks according to Terri. Supervisor Bell asked if we should look at dismissing the auditors and go to a CPA now, Supervisor Leichtenberger agreed with this thought being best. Discussion was tabled for the next meeting while getting information on CPA quotes.

7. PUBLIC COMMENT

- 7.1 Cindy Bowley** asked about getting the material and items in front of the maintenance garage cleaned up. Administrator Schrader noted her concern for the safety of the roadcrew with trucks being able to fly right in without the barriers. Mr. Bowley asked about a compromise with cleaning up the materials that are piled up but leaving the barriers and making it look nice.
- 7.2 Jena Albaugh** noted that the playground and triangle landscaping looks good.
- 7.3 Kim Holden** commented on the cost of a CPA when it was reviewed previously, they found the first year would typically be a little more expensive being between 8 and 10 thousand. Ms. Holden noted that the resident that has audit experience is not a CPA and can't replace the auditors but is willing to go through documents for free to help. Ms. Holden asked about the audit balance being off in previous years, Administrator Schrader said that it is possible the township has gotten the same email in previous years

and just updated it but was unsure if that happened or can be proved either way.

- 7.4 Renee Samuelson** asked about a small group of wild animals to get rid of, she was directed to check with the Game Commission.
- 7.5 Debbi Koza** asked how the township would handle any recommendations made if this resident comes in an audits. Supervisor Leichtenberger stated that it wouldn't be an audit with recommendations, it would be more like a checks and balances to see where things were spent. Supervisor Bell added that would be the benefit of going with a CPA where they can give recommendations. Ms. Koza then provided the supervisors with a letter of intent for "Sheffield Punkin Fest" to occur and added she would like to see the officials and employees show more support as well as some of the towns more elite people. Ms. Koza mentioned that the people in charge don't seem to care, Ms. Holden stated she had a hard time with that comment as they are here to try and get our town back together, they're not here to worry about festivals and all that stuff. They are here to make sure things are done legally and are correct, and to cover not just them, but the townspeople in general. They do care or they wouldn't be sitting up there. Ms. Koza stated that she wasn't saying that they don't care, just that showing some support for some of the things that are going on could possibly help. Supervisor Leichtenberger asked if they had liability insurance and if it includes the chainsaw the glass blower, Ms. Koza replied that it was in process, but they have their own. Ms. Holden asked about all the different things such as the bounce house being added to this when it was only asked initially to have a couple crafters and vendors. Ms. Buck also added that the school district would not allow bounce houses at PTO functions even with their committee having additional liability insurance of their own.
- 7.6 Curt Bowley** spoke on the grant for the boat launch. He stated the Game Commission approved the project. The old permit was located and determined based on wording that we could not amend it, a new permit is needed but there is no cost to the township as the applicant. The Western Pennsylvania Conservancy (WPC) is coming up Friday June 21, 2024, at 9:30am to review everything for the permit. Mr. Bowley was planning a work-bee to have the boat launch area cleaned up and looking good beforehand, he asked if the road crew could clean up all the leftover anti-skid in the lot. Mr. Bowley was planning to repaint the lines as well. Ms. Holden asked if the bathrooms were open, Mr. Kyler replied that they were not. Supervisor Bell asked that they get them opened back up and maybe we can look at a camera for surveillance. Supervisor Bell asked the board if a waiver for volunteer work is needed as well.

7.7 **John Buck** asked about getting black top at the end of 4 Mile Road. Supervisor Bell and Supervisor Leichtenberger stated they looked at that with the spring road inspection report and agreed it needed the grade fixed and the holes patched. Mr. Buck also stated that the state road side of the intersection had a lot of growth with low visibility. Mr. Kyler added that it was the same at the intersection of Dunham Street along the main road. Mr. Buck asked about going back three years to review building permits, Administrator Schrader replied yes with the Right-To-Know Request.

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. Next meeting is Monday, July 1, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS