

- 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 – Jim McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.
Guests – Deb Koza, Jim Williams, Kim Holden, Renee Samuelson, Pamela Pederson, Cindy Bowley, Jena Albaugh, Gary Cochran, Randy Petruney, Glenn Weaver, RESIDENT (not legible on sign in sheet)
- 2. REVIEW OF PREVIOUS MINUTES**
 - 2.1** Minutes of the June 17, 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 June 28, 2024:
 - General Fund June 20, 2024, \$1,720.78
 - Fire Fund June 20, 2024, \$669.30
 - Light Fund June 20, 2024, \$19.82
 - General Fund June 25, 2024, \$2,785.41
 - State Fund June 25, 2024, \$1,000.00
 - General Fund June 28, 2024, \$247.55
 - Total amount approved was \$6,442.86, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and dually carried
 - 3.2** The June 2024 Treasurer's Report was reviewed and approved with a motion by Supervisor McMillen, seconded by Supervisor Leichtenberger, and dually carried.
- 4. COMMUNICATIONS**
 - 4.1** Supervisor Leichtenberger read the road report. Ms. Albaugh asked what was meant by "Blow off" for Cemetery Road, Bloss Hill Road, and the Mill Streets. Supervisor Leichtenberger was not sure but guessed with a leaf blower. Ms. Holden asked why the roadmaster was not at the meeting for these questions. Supervisor Leichtenberger replied he did not know as he was supposed to be present for the meeting per the prior employee meeting that was recently held. Supervisor McMillen made a motion to accept the road report, seconded by Supervisor Leichtenberger, and dually carried.
- 5. OLD BUSINESS**

- 5.1** Supervisor Leichtenberger spoke on the progress of selling 8 Leather Street. Mr. Cochran asked about the reason to sell the property. Supervisors Leichtenberger and McMillen responded with the property not being needed and costing money. Mr. Cochran asked what about it was costing money. Supervisor Leichtenberger responded that the property had electric as well as tax costs. Mr. Cochran asked about putting in a cement floor and using the building. Supervisor McMillen responded that would cost money and was never needed before. Discussion on the next steps to sell the property being to have it appraised. Supervisor McMillen made a motion to move forward with having the property appraised, seconded by Supervisor Leichtenberger, and dually carried.
- 5.2** Supervisor Leichtenberger spoke further on the Festival Ordinance and also had a rough draft available. He stated that it still needed to be finalized and sent to the Solicitor for review. Discussion on application fees as well as fines for not following procedure were had. Supervisor McMillen made a motion to have the Solicitor review the updated draft, seconded by Supervisor Leichtenberger, and dually carried.
- 5.3** Supervisor Leichtenberger asked if anything was received on prices for a CPA. Administrator Schrader responded that she had contacted 29 different firms and of that, only 1 was willing to perform the audit review and gave a rough estimate of \$4,500.00 to \$5,500.00 for the 2023 audit review. Administrator Schrader also relayed a new email from DCED about the signatures on the audit not being listed on the report of elected/appointed officials that was submitted by Kristi. Mr. Weaver stated he called the DCED about the error and asked why he wasn't told anything by the Supervisors. Supervisor Leichtenberger stated that it was brought to the last public meeting and decided to look at going with a CPA instead.

6. NEW BUSINESS

- 6.1** Supervisor Leichtenberger read the Road Cut permit needed by National Fuel. Administrator Schrader added that the work had been completed due to an emergency need to fix a repair at the intersection of Mead Street and Crary Avenue. National Fuel still contacted the township and submitted the permit request as the ordinance states. Supervisor Leichtenberger motioned to approve the permit request, seconded by Supervisor McMillen, and dually carried. The permit request was approved and signed.

7. PUBLIC COMMENT

- 7.1** **Jim Williams** asked if anything could be done about the car on blocks at the corner of Radaker Street and Horton Avenue. He added that it is not only an

eye sore, but a safety concern as you can't see around it. Supervisor Leichtenberger said it might possibly fall under the nuisance ordinance and will have it reviewed.

- 7.2 Cindy Bowley** stated that the front of the township garage looked very nice all cleaned up and gave her thanks. Mr. Weaver agreed that it looked nice.
- 7.3 Jena Albaugh** also noted that it looked nice now. She added that the home game with Elk County had been cancelled and could be removed from the list for lining and the ticket booth.
- 7.4 Debbie Koza** said she had two questions, the first was if there was a legal notice provided when a pedophile moved to the area. Supervisor Leichtenberger replied there was not on the township level, as it is a state level issue. Residents also noted to watch the Megan's Law site for updates. Ms. Koza asked if there was anything to deal with transients when stopping along the creek. Supervisor Leichtenberger asked if they were on private property or township property, Ms. Koza replied they were on private property. Supervisor Leichtenberger noted that to be a civil matter and the responsibility of the property owner and even if it became a nuisance, any letter would be sent to the property owner. Ms. Koza then asked if she understood correctly that the fire department would be exempt from the Festival Ordinance. Supervisor Leichtenberger responded that was correct as they have their own insurance and are volunteers. Ms. Koza stated that was not what she was told prior and wanted to discuss it privately.

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 and dually carried for adjournment. Next meeting is Monday, July 15, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS