

**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.

Road Crew – Chris Kyler.

Guests – Renee Samuelson, Pamela Pedersen, Kim Holden, Cindy Bowley, Jim Williams, Rick Petruney, Jena Albaugh, Chris Korbar, Kevin Williams, Curt Bowley, Debbie Koza, Randy Petruney, Kristen Joblin, Virginia Elms.

**2. REVIEW OF PREVIOUS MINUTES**

**2.1** Minutes of the September 3, 2024, Supervisors Meeting were approved. Motion by Supervisor McMillen, seconded by Supervisor Leichtenberger, and all were in favor.

**3. BILLS FOR APPROVAL**

**3.1** Bills for Approval through September 13, 2024:

- General Fund September 4, 2024, \$3,687.80
- Light Fund September 4, 2024, \$2,023.65
- Fire Fund September 4, 2024, \$1,279.02
- State Fund September 4, 2024, \$1,447.96
- General Fund September 10, 2024, \$19,422.46
- Fire Fund September 10, 2024, \$191.94
- S.C. Gate Receipts September 10, 2024, \$20.71
- General Fund September 11, 2024, \$2,343.10
- Fire Fund September 13, 2024, \$9,728.97
- Supervisor Bell noted there were two transfers from the General Fund to Fire and Light Funds for assessments on the 10<sup>th</sup>. The total amount approved was \$40,145.61, Supervisor Leichtenberger motioned, seconded by Supervisor Bell, and all were in favor.

**4. COMMUNICATIONS**

**4.1** Chris Kyler read the roadmaster's report, noting that Huber would hopefully be in town fixing the road cuts from the gas line repairs. He also noted that he was waiting on a quote from Gametime for a replacement slide as there was damage on the little kids' slide on the playground.

**4.2** Supervisor Bell noted EmeryCare reported 8 calls for the month of August.

**4.3** Supervisor Bell read the correspondence from Taylor Diversion Programs (TDP) on their response to a request to be present at this meeting to discuss recent events. The letter noted that TDP was unable to attend the meeting on September 16<sup>th</sup>, stating they would welcome the opportunity to speak

with the township leaders. TDP also noted they welcome any community member the same opportunity as well as a tour. They also noted they are developing an advisory group made of local community members, and if anyone was interested to reach out to their office. Supervisor Bell stated he feels we need to go meet with TDP to discuss things, both Supervisors McMillen and Leichtenberger agreed. Debbie Koza asked if we will have a couple meetings to get a list of complaints and questions. Supervisor Bell stated that we have enough of a list already to start with to go meet with them and get a feel for how it will go. Kristen Joblin noted they had another runner a couple days prior that took off in socks.

## **5. OLD BUSINESS**

- 5.1** Administrator Schrader gave an update on information to have a CPA review 2023 to correct the audit. She also noted that she spoke to another CPA earlier in the day, being very last minute he was able to provide a rough estimate on moving forward of \$7,000.00 annually. This phone quote was through Magill Power Bell & Associates, MPB out of the Meadville Office. Haines & Company quoted in writing \$4,500.00 - \$5,500.00 not including postage or travel fees. Administrator Schrader noted that MPB suggested price wise to recall the auditors and also noted their schedule was very full and could not guarantee being able to get in before the end of the year to re-audit 2023. Supervisor Bell asked how Haines was on schedule, Administrator Schrader noted they had actually reached out today to see what we were doing and would be informed of the decision in the morning. Schedule wise, they did not say that they were not available. Supervisor Bell stated he felt it was money well spent. Supervisor Leichtenberger agreed hiring instead of recalling was the direction we were going anyways. Debbie Koza asked if this would resolve the money off in the accounts in the end. Supervisor Bell stated if they find it, they will have to keep going back to fix it. Supervisor McMillen asked about the lady that was looking at stuff. Administrator Schrader stated that the lady doing the right-to-know review said today she was at least 2 or 3 weeks out to go over things. She also noted from what I saw, it appears like there were numbers missed all together from the report. Supervisor Bell asked about a price moving forward, Administrator Schrader stated she was told it would be the same when speaking with Haines. Supervisor Bell made a motion to hire Haines & Company, seconded by Supervisor McMillen, and all were in favor.
- 5.2** Supervisor Bell reviewed the quotes for replacing the overhead garage door at the small maintenance garage. He stated that Plyler quoted \$3,400.00 to replace the door with windows and the track system. He stated Warren

Overhead Door quoted \$3,510.00 to replace the door with windows and the track system. Chris Kyler noted that Plyer was absolutely amazing, was at the shop early and had a quote within 30-45 minutes of leaving. Warren Overhead Door gave us a quote after he called and gave all the dimensions and information that Plyer had provided over the phone without looking at it. Kim Holden asked if Plyer could give a quote without windows. Supervisor Bell said that might be nice to remove the possibility of having a broken window. This was tabled for the next meeting to get a quote without windows.

- 5.3** Administrator Schrader noted the insurance increase would be \$32.00 annually to have the fuel tanks. Supervisor Bell asked about the jersey barriers, Chris Kyler replied that we might need more of them. Supervisor Bell noted other costs for the switch and box stuff starting at \$20.00 each depending on what was needed. Administrator Schrader asked for a final decision on which company to go with. Supervisor Bell made a motion to go with Kane Liquid Fuel, seconded by Supervisor Leichtenberger, and all were in favor.

## **6. NEW BUSINESS**

- 6.1** Supervisor Bell reviewed the proposed second amendment to the vegetation ordinance. Administrator Schrader noted that updates were made to remove some of the legal verbiage and to add more extensive penalties for repeat violations to help deter the repeat offenders. Supervisor McMillen asked about the 250' limit, Administrator Schrader noted that was listed in the original ordinance and would not be changed in this proposal. Supervisor Bell noted that the proposal needed to be reviewed for grammar and spelling. A motion was made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and all were in favor to move forward with the next steps.
- 6.2** Administrator Schrader spoke about the research done on the push for going to QuickBooks Enterprise. She noted that she spoke to several other treasurers that have switched and they all have said it seems to work well, but they don't have as many report options and that it takes more steps to complete some things. She also noted that speaking with CPAs and Terri Kunkle at DCED, they all were completely against switching from an accounting standpoint until it was forced by QuickBooks. Administrator Schrader stated she looked into the pricing more as well and found that the discount they were talking about was only for this year and could not get a solid answer on the renewals. She also stated that looking at past pricing,

the cost increase of what we currently have is only about \$150.00 for the annual price and \$1.00 more per employee for the monthly payroll. Administrator Schrader stated that after looking into this in more detail, she felt it would be better to stay with what we have. Supervisor Bell made a motion to stay with the current program, seconded by Supervisor Leichtenberger, and all were in favor.

- 6.3** Supervisor Leichtenberger reviewed the special events application for Sheffield Punkin Fest. He asked Ms. Koza for insurance information noting the field was left blank. Ms. Koza stated she received more questions on insurance today and was still waiting on it to be finalized, she also noted that the original company gave a price she couldn't afford and then backed out altogether. Supervisor Leichtenberger asked about trash disposal noting that field was also left blank. Ms. Koza stated she had to get that finalized and just needed to add the information. Administrator Schrader asked who was providing the service. Ms. Koza responded that it was a company out of Kane. Supervisor Bell asked what the previous discussion was on the bounce house. Ms. Koza stated that was the questions the insurance asked her today. Administrator Schrader suggested she get rid of the bounce house and try the insurance without it as that is typically a high-risk situation that might be causing the struggle. Kim Holden asked if \$1,000,000.00 liability was needed. Administrator Schrader replied yes, that is the requirement. Supervisor Bell asked about the camping possibility having been left blank. Ms. Koza stated she had questions on that as she had security guys working overnight and wasn't sure how that would be considered. Administrator Schrader stated if they would be working, not sleeping so it would not be considered camping. Supervisor Leichtenberger and Bell stated that without insurance, they couldn't approve the application tonight. Ms. Koza stated she was working on it and was just having issues getting it finalized. Ms. Holden asked if there would be porta potty's available, Ms. Koza replied that there would be six of them. Ms. Koza also asked if they could allow people to set up on Thursday. Administrator Schrader and Supervisor Leichtenberger noted that would be fine, to just have the application start with that date and the insurance. Kevin Williams asked if it could be approved pending the insurance. The Supervisors stated that could cause a liability risk that can be avoided completely and stated it would be tabled until the next meeting.

## 7. PUBLIC COMMENT

- 7.1 Kevin Williams** stated that there were still people speeding on Cottage Avenue. Administrator Schrader and Supervisor Leichtenberger stated that

the speed limit on an unmarked residential road in Pennsylvania is 35MPH. Mr. Williams asked if there was any way to lower the speed limit. Administrator Schrader stated that nothing can be changed without a speed study. Mr. Williams also provided pictures to the supervisors of a property on Cottage Avenue with high weeds all over the property and around a fire hydrant as well as general clutter. Supervisor McMillen asked who lives there. Mr. Williams stated it was 241 Cottage, Connie and Lonny Fry. Mr. Kyler was looking into doing a speed study.

**7.2 Curt Bowley** spoke, giving an update on the boat launch noting the 8 concrete planks were delivered by Supervisor Bell. He stated he took the rebar to the Warren County Career Center, where the seniors welded the washers to the rebar. He noted that the limestone for the project would be delivered this week and asked if everything was still good to go on Saturday. Supervisors Bell and Leichtenberger replied that everything was still good, and they were looking at a 7AM start. They added that the roadcrew had agreed to perform the work on a Saturday so they could be present and help with the work, and they would take a day off during the week to offset the time. Mr. Bowley also noted he was planning to meet with the roadcrew this week to go over the details and invited anyone that wanted to help to come down. Mr. Bowley also stated on a different note, he witnessed 2 cars in the last two weeks where people left tops turning right to the main road on the township side. He asked if there were any signs that might be able to give more notice of that being a one-way road. Mr. Kyler stated he would look through the inventory.

**7.3 Rick Petruney** asked what was said on the vegetation ordinance that was discussed. Supervisor Bell read over the proposed updates again. Mr. Petruney asked who would enforce that. Supervisor Bell stated that the supervisors and constable would be enforcing it. Kim Holden noted that warning letters would go out first. Mr. Petruney stated that the roadcrew came and marked on Cottage Avenue and asked what the next steps were. Supervisor Bell stated he met with the guys and discussed the situation and will need to do some research on it. Mr. Kyler added that what we're doing there is essentially getting the water to go up hill which is causing a problem with planning. Mr. Petruney asked about all the cats running around town noting that he called local government and was told the township can make people do it. Supervisor Bell noted that there was an amendment to prohibit the feeding of feral cats, we can send violation letters once people are turned in for feeding them. Mr. Petruney also asked if the fire department had their own insurance, and which policy was larger. Administrator Schrader stated that the township has far more to insure so a

larger policy. Supervisor Bell noted that the fire department pays their own insurance now to save the township money.

- 7.4 Randy Petruney** said the roadcrew came up a few months ago but didn't get anything done yet. Supervisor Bell asked Mr. Kyler what was going on, Mr. Kyler stated he wasn't aware of what's going on. Supervisor Bell asked if they could set up a meeting, Mr. Kyler agreed and asked Mr. Petruney when a good time was to come up. Mr. Petruney stated anytime that he already had spoke to Ian. Mr. Kyler and Mr. Petruney came to an agreement to meet the next morning.
- 7.5 Kim Holden** asked if Chris looked into that gravel grant stuff. Mr. Kyler responded that he did, noting that he does have it but would need to renew it soon with a two-day class for next year. Ms. Holden asked if the TDP letter would be added to the minutes. Administrator Schrader stated she wasn't sure how that all works but it would at least be available for public review and summarized in the minutes.
- 7.6 Supervisor Leichtenberger** asked if we could add the dollar amount that QuickBooks is out to the minutes. Administrator Schrader noted that she did look through the notes her and Terri from DCED had made and realized that they did not determine an exact dollar amount. She stated that we determined it was approximately \$4,800.00 and that she was rounding up to \$5,000.00 to be safe.

- 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, October 7, 2024, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS