

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.
Roadcrew – Chris Kyler.
Guests – Randy Petruney, Renee Samuelson, Jim Williams, Katie Sutton, Debbie Koza, Kim Holden, Chris Korbar, Kevin Williams, and Curt Bowley.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes for the September 16, 2024, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through October 4, 2024:
- General Fund September 20, 2024, \$14,036.15
 - Fire Fund September 20, 2024, \$179.54
 - Light Fund September 20, 2024, \$19.23
 - General Fund September 25, 2024, \$3,288.86
 - State Fund September 25, 2024, \$23,109.55
 - General Fund October 4, 2024, \$520.70
 - Sports Complex October 4, 2024, \$796.54
 - Supervisor Bell asked for a breakdown of the Northwest credit card bill to be added every month. He also discussed the loan payments for the backhoe and excavator. The total amount approved was \$41,950.57, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and all were in favor.
- 3.2** Supervisor Bell read the September 2024 Treasurer's Report and asked about CD and Savings rates for interest. Administrator Schrader noted she was looking into rates from PLGIT and Northwest. Supervisor McMillen asked where we were at on the sale of 8 Leather Street. Administrator Schrader noted that the buyer's lawyer was working on the transfer. The Treasurer's Report was approved with a motion made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and all were in favor.

- General Fund: Previous Balance - \$66,057.90
Deposits/Interest - \$82,033.49
Disbursements - \$56,034.82
Ending Balance - \$92,056.57
- Light Fund: Previous Balance - \$25,873.62
Deposits/Interest - \$6,201.44
Disbursements - \$2,023.65
Ending Balance - \$30,051.41
- Fire Fund: Previous Balance - \$39,360.02
Deposits/Interest - \$9,449.33
Disbursements - \$11,339.07
Ending Balance - \$37,470.28
- State Fund: Previous Balance - \$75,787.21
Deposits/Interest - \$3.03
Disbursements - \$24,557.51
Savings Acct. - \$40,502.09
Ending Balance - \$91,734.82
- Sports Complex: Previous Balance - \$24,249.98
Deposits/Interest - \$0.99
Disbursements - \$0.00
Ending Balance - \$24,250.97
- SC Gate Receipts: Previous Balance - \$6,059.70
Deposits/Interest - \$1,562.30
Disbursements - \$420.71
Ending Balance - \$7,201.29

4. COMMUNICATIONS

- 4.1** Chris Kyler read the roadmaster's report, noting an exploratory dig by Mr. Korbar. Chris asked about bidding on the anti-skid this year. Supervisors Bell and Leichtenberger agreed price quotes were needed for due diligence and asked Chris to get amounts from IA, GOH, and Lee Lewis. Supervisor Bell asked about the cold patch if any more holes needed to be filled in, Chris noted he would check that and get them filled.
- 4.2** Supervisor Leichtenberger discussed Ordinance 161 and 163 that was brought up at the last water authority meeting. Ordinance 161 has to do with the connection to the sewer system, it was put into place to set guidelines for everyone that was required to hook up to the new system. Currently there are some residents that are not hooked up, and it was questioned who had authority it was to go after them. Supervisor Bell asked if that would fall under the Sewage Enforcement Officer. Supervisor Leichtenberger noted that was what

they all said however they do not have their own SEO, Administrator Schrader noted she wasn't sure if they have ever had their own SEO. Supervisor Leichtenberger noted he thought it would fall to our SEO being our ordinance, but at the end it states the Municipal Authority was given power to enforce the ordinance. He also noted the wording bounced back and forth between the township and the authority not giving anything clear cut, he suggested sending the ordinances to the solicitor to clarify. Supervisor Bell asked if that was for both of the ordinances. Supervisor Leichtenberger stated apparently Ordinance 163 is worthless, according to their solicitor and there's a lot of rates in it that are outdated. Administrator Schrader stated for context, 163 is to assist the municipal with outstanding debt which is why there are lawyer fees and stuff listed. Supervisor Bell noted the fees would be obsolete, Administrator Schrader agreed and added that they're saying it's worthless because we are separate entities, and we can't even help them even if this would. Supervisor Bell questioned, if we can't help them, how can we force people to connect to the sewer system? Supervisor Leichtenberger stated that was one of his questions as well and why he wanted to send them to our solicitor to review and advise. He added that he didn't feel comfortable giving the Municipal Authority an answer until they were reviewed. Supervisor Bell agreed with sending the ordinances to the solicitor. Supervisor Leichtenberger also noted that the Municipal Authority were also looking into getting LSA grants, the main one was Church Street dealing with water and sewage lines. I let them know that we also have a grant in process for paving next year, something I'd like to do next year would like to get together with them, so we aren't paving and then they're digging them up. Supervisor Bell asked if we did more than just Church Street in that grant, Administrator Schrader stated that four roads were submitted as different projects in hopes to get at least some of it awarded. The roads submitted were Church Street, Van Ettan Avenue, Dunham Street, and Cherry Street. Supervisor Bell noted hopefully they both get awarded and might be able to push the timeline out so Church Street could be switched paving wise, so it wasn't getting dug back up.

- 4.3** Supervisor Bell noted that leaf collection bags are available at the township office. Administrator Schrader commented that they were in a box on top of the gray payment box. Supervisor Bell asked what was determined with the leaves, Chris commented that they were being put at the Center Street lot. Administrator Schrader noted that nobody wanted to take them. Supervisor Bell commented that the only other thing he thought of was Kane has a leaf vac truck, maybe next year we can get a deal together where they can come down and take care of it. Chris commented that Mead Township has a tow

behind collector we might be able to work something out, we would just need to rig a box on our truck somehow to blow them into.

- 4.4** Administrator Schrader noted that we had some employee switches at the library. Robin is no longer there but she switched out with Kathy Eck doing a straight swap. This was just to update everyone on that.
- 4.5** Administrator Schrader explained that the Lions Club gives a report every year of what they make at the concession stand. Supervisor Bell read over the report noting the Lions Club reported a profit of \$6,296.81 and their playground account balance as of September 19, 2024, is \$18,337.82.
- 4.6** Curt Bowley spoke on the Boat Launch Grant project noting they met on September 21, 2024, with the roadcrew and Supervisors Bell and Leichtenberger and got the ramp installed. He commented that there was a little bit of touch up work to complete and will be seeding the grass and then that's it. He recommended having a sign made with something like what is currently down there, and asked for recommendations on the wording and adding the Western Pennsylvania Conservancy's logo as we wouldn't have been able to do the project without their grant funds. The last thing I would like to do is have a little ribbon cutting ceremony as it is commented about letting them know so they can participate and assist with publicity. He suggested a tentative date of Saturday October 19, 2024, depending on the availability of the signage. Supervisor McMillen commented that he liked the write up in the paper that described the project and noted it was grant money. Supervisors Bell and Leichtenberger agreed. Mr. Bowley also noted that this project would be able to be finished up and closed out before year end.
- 4.7** Supervisor Bell noted that there was a football game on Saturday October 12, 2024. Administrator Schrader noted she would need help with ticket sellers, she would be available until about 12:45 because her girls were cheering with the mini cheer camp at the game. She also reported the ticket sales report from the September 28th game, noting 176 Adults, 84 Students, and 39 Senior Citizen tickets were sold. She stated we also had donations in the amount of \$36.05, and the final profit was \$1,162.05. She gave her thanks to Katie Sutton for helping sell tickets as well. Supervisor Bell asked if there was help for the other box for this coming game, Administrator Schrader replied that she just needed an extra person at about 12:45. Supervisor Bell stated they could cover and would be up.
- 4.8** Administrator Schrader noted that the Warren County Association of Township Officials is having their annual fall convention on Thursday October 24, 2024. Registration is due back by October 11, 2024, and is \$35.00 per person, she noted that she needs to know if anyone was able to attend. Supervisors Bell and Leichtenberger noted they would have to work though felt there would be good information shared. Supervisor McMillen stated he would check his

schedule and see about going. Curt Bowley suggested sending Administrator Schrader, if possible, as well, Administrator Schrader stated she could if they wanted her to go.

5. OLD BUSINESS

- 5.1** Supervisor Leichtenberger reviewed the Special Events Application for the Sheffield Punkin Fest. Supervisor Bell asked if the insurance was received, Administrator Schrader replied yes, we have the insurance, but they did have to scratch the bounce house. A motion to approve the application was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.
- 5.2** Supervisor Bell spoke on the replacement of the garage door on the maintenance building, reviewing the quote from Plyler's without windows was \$174.00 cheaper than with windows. He commented that he felt the windows on the top panel to let daylight in would be ideal. Supervisor Leichtenberger agreed. A motion to replace the door with windows from Plyler's was made by Supervisor Bell, seconded by Supervisor McMillen, and all were in favor.
- 5.3** Administrator Schrader apologized, stating that she missed the advertisement deadline with all the budget training, she noted that the Vegetation Ordinance Second Amendment would be advertised and ready to go through for approval at the next meeting.

6. NEW BUSINESS

- 6.1** Administrator Schrader noted that the Supervisors needed to set the hours for trick or treat every year. Supervisor Bell asked what the hours normally are, Administrator Schrader responded that it is usually 6PM to 8PM. A motion was made to keep the hours of 6PM – 8PM for 2024 trick or treat on Halloween by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.2** Supervisor Bell noted a speed study was completed on Cottage Ave. Chris spoke on the information from LTAP giving us the ability to perform the speed study. He stated the average speed of 15MPH was determined to be the safest, we would just need to an Ordinance or Resolution to set that speed limit and then we can put the signage in. Supervisor Bell noted his concern about a snow-ball effect happening with every street and asked about making all the streets limited at 15MPH. Administrator Schrader noted that a speed study would have to be completed on every road first. Supervisor McMillen asked how it would be enforced and noted maybe a speed bump

would be a better action for people to slow down. This was tabled for the next meeting for more research.

7. PUBLIC COMMENT

- 7.1 **Katie Sutton** stated she could help sell tickets again.
- 7.2 **Jim Williams** stated he noticed some one-calls at the deep pit on the corner there and asked if the state was doing that, and if there was any way we could hit them up to clean all the other drains with plants growing out of them. Chris stated he would check into that and see.
- 7.3 **Chris Kyler** stated Huber was in town and believed they finished all the road cuts that Allegheny did and sealed it. Supervisor Bell asked if they've done any paving for the water company yet, Administrator Schrader thought they were waiting on Four Mile, and Chris said that some of them did get done.
- 7.4 **Chris Korbar** noted he had a few things. PCCD has a regional police grant out, can maybe partner with Kane. EOC is having a Poverty Simulation on November 1st at the Salvation Army. He noted it's a pretty cool experience if anyone would like to attend and he gave further details on the experience. Warren Worx and five other meetings throughout the week noted there was \$25,000.00 in unclaimed funds for the fire department. Supervisor Bell noted that it has been in process of being claimed for some time now and thanked him for making sure.
- 7.5 **Renee Samuelson** asked if there was anything new on Taylor Diversion. Supervisor Bell noted they were determining a date to see about meeting with them after the meeting.
- 7.6 **Kim Holden** asked if we could have the bank totals on the treasurer's report included in the minutes. Supervisor Bell and Administrator Schrader agreed that can absolutely be added to the minutes.
- 7.7 **Debbie Koza** gave her thanks for approving the Sheffield Punkin Fest. She questioned when the treasurer report was read, the General Fund started at 60 thousand and ended at 90 thousand but had 41 thousand going out. Did something come into that? Administrator Schrader replied yes, in the report it states there were deposits made and a large one were tax payments. Ms. Koza asked if the people on the side streets wanted to put their leaves in a collection bag, if there was a special place they need to be taken to. Chris responded that they just need to be in the clear bags by the road they will get picked up when they make their rounds for pickup, notice is not needed.
- 7.8 **Randy Petrunej** stated he hasn't seen any sign of the township up there for his problem. Chris stated they have been up there and are working on a game plan.

- 7.9 Supervisor Leichtenberger** asked about possibly making the next meeting a budget meeting. Administrator Schrader noted she was planning on getting a schedule for that after the meeting to do whatever advertisement was needed. Supervisor Bell stated he didn't know if we would have a special meeting or a regular meeting.
- 7.10 Administrator Schrader** read a card received from the Class of '84 that noted they had their 40th reunion in July and decided to gift the township with a monetary donation of \$250.00 to use at the township's discretion and asked if it could be used at the Memorial Park or for the Summer Playground Program. Administrator Schrader also noted that she found the QuickBooks outage down to the penny when completing the September reconciliation. When it was set up in 2019 using the amount of \$42,083.31, then what appears to be a correction an amount of \$45,423.35 giving a difference of \$3,340.04 is part of the outage. There are three transactions in 2021 totaling \$612.50 that did not clear, she felt that two of those transactions should not have ever been put into the General Fund based off the check numbers used. There was also a transaction of \$209.95 in 2023 that never cleared that I believe may have been a duplicate entry, these amounts total \$4,162.49 which is the difference. Further discussion occurred; it was noted that the old bank statements could be reviewed however it most likely was a difference between the old accounting program to this new one. It was determined to be the difference between the two start up numbers used that is causing the issue as the bank account was lower than QuickBooks. Kim Holden asked if the past auditors should have caught that. Supervisor Bell and Administrator Schrader came to the conclusion that they should have. Kim gave her thanks to Cara for finding that and asked if the amounts would be in the minutes. She responded that they would be included.
- 7.11 Supervisor Bell** stated he would like to thank Curt Bowley for all the work that he put into the paperwork aspect and to Cara for helping on the boat grant. Thank you to Chris and Matt Eck and Jim Leichtenberger for coming in on Saturday and getting the work done. It was a pretty good-sized project for just two people to handle so having five of us there really helped. It's nice to see stuff like that getting done and the bench next door also looks good. Chris commented that it turned out better than he expected, Cara agreed it looked great. Supervisor Leichtenberger asked if anyone tested it out yet to see if it charges. Chris commented that the wireless charger does work he tried it when they were over there finishing it up.

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 Leichtenberger, seconded by Supervisor Bell, and all were in favor of adjournment. Next meeting is Monday, October 21, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS