

1 CALL TO ORDER –Supervisor Matt Bell called the special meeting to order at 6:00pm at the Sheffield Township Office with the following in attendance:

1.1 Attendance: Supervisors – Matt Bell, Jim McMillen, and Jim Leichtenberger.
Administrator/Treasurer – Cara Schrader.

2. REVIEW BUDGET INFORMATION

2.1 Supervisor Bell started with discussion of each line item for General Fund expenses starting with 432. Discussion occurred with each line item from 432 completing the expenses for the General Fund. Possible projects were discussed and taken into consideration while discussing each line item. It was also determined to add a Bridge and Road Replacement Reserve as well as a General Fund Reserve to start building up a savings. The board reviewed the Light Fund for each line item, Administrator Schrader noted that she confirmed “Prior Taxes” and “Delinquent Taxes” could be combined moving forward on all revenues. The board noted that there was a surplus in the Light Fund currently that will be shown with the final report of the proposed budget. The board reviewed the Fire Fund for each line item. Administrator Schrader noted that previously a lot of the expenses were all grouped together, moving forward they will be broken down to better see what is used for each area. The board reviewed Sinking Fund #1 noting that the 2024 actual activities were over the 2024 budget due to paying off the truck but that it saved money in the long run as this fund was closed out. The board reviewed the printout provided for the Sports Complex. Administrator Schrader noted that this is not considered a fund as it is not tax dollars, but as she added it to QuickBooks recently wanted to show breakdown. She also noted that should the complex stay open, any wages for maintenance would be covered by this account and shown here moving forward. The board reviewed the State Fund by each line item. Administrator Schrader noted that the proposed 2025 Liquid Fuel allocation was estimated at \$73,916.99 and currently we are looking to carry over an estimated \$91,500.00. Paving and drainage projects were discussed and noted the need for a reserve as well. The board discussed the final proposal to be reported at the November 18th meeting and asked to highlight the proposed project list as well. Administrator Schrader agreed and stated she would have a finalized proposal ready by then with printouts available for the public to review.

3. PUBLIC COMMENTS

3.1 No public comments to record.

4. **ADJOURNMENT** with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger and all were in favor of adjournment at 9:00pm.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS