

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, and Jim Leichtenberger.

Administrator/Treasurer – Cara Schrader.

Roadcrew – Chris Kyler.

Guests – Renee Samuelson, Deborah Moore, Kevin Williams, Kim Holden, Curt Bowley, and Sam Bullock.

2. REVIEW OF PREVIOUS MINUTES

2.1 Minutes for the October 21, 2024, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried.

2.2 Minutes for the October 24, 2024, Special Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried.

2.3 Minutes for the October 30, 2024, Special Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried.

3. BILLS FOR APPROVAL

3.1 Bills for Approval through November 1, 2024:

- General Fund October 21, 2024, \$711.79
- General Fund October 28, 2024, \$769.59
- General Fund October 30, 2024, \$1,673.84
- Supervisor Bell asked if the reimbursement for Administrator Schrader was for mileage. Administrator Schrader confirmed it was mileage from April 1st through September. Supervisor Leichtenberger asked what the National Printing bill was for. Administrator Schrader responded that it was for the checks that had to be ordered. The total amount approved was \$3,155.22, Supervisor Leichtenberger motioned, seconded by Supervisor Bell, and duly carried.

3.2 Supervisor Bell read the October 2024 Treasurer's Report and asked about the "General Fund Savings" account. Administrator Schrader noted it was technically a checking account used as savings which was closed earlier in the year because it had a monthly fee for a low balance. Supervisor Bell asked where we were at on the grant for the boat launch. Administrator Schrader noted that we still had a couple bills for hay, seed, and a sign. Mr. Bowley noted the hay was already on hand and the seed was paid by him and that he would get a tentative bill for the sign. Supervisor Bell noted that the closed accounts could be removed from the report moving forward. The Treasurer's Report was

approved with a motion made by Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried.

- General Fund: Previous Balance - \$92,056.57
Deposits/Interest - \$185,501.78
Disbursements - \$39,585.59
Ending Balance - \$237,972.76
- Light Fund: Previous Balance - \$30,051.41
Deposits/Interest - \$1.23
Disbursements - \$2,062.11
Ending Balance - \$27,990.53
- Fire Fund: Previous Balance - \$37,470.28
Deposits/Interest - \$7,466.71
Disbursements - \$10,665.48
Ending Balance - \$34,271.51
- State Fund: Previous Balance - \$51,232.73
Deposits/Interest - \$2.17
Disbursements - \$177.82
Savings Acct. - \$40,502.43
Ending Balance - \$91,559.51
- Sports Complex: Previous Balance - \$24,250.97
Deposits/Interest - \$1.00
Disbursements - \$796.54
Ending Balance - \$23,455.43
- SC Gate Receipts: Previous Balance - \$7,201.29
Deposits/Interest - \$1,946.33
Disbursements - \$541.16
Ending Balance - \$8,606.46

4. COMMUNICATIONS

- 4.1** Chris Kyler read the roadmaster's report, noting the garage door replacement was to be scheduled once parts came in. Chris mentioned there were road cuts on Four Mile and Utah Roads, asking if they were to be paved before plowing started. Supervisor Bell noted he would contact Roger Dunham to check on the situation. Discussion occurred on replacing tires on the white truck for inspection, it was determined to be added to the next agenda. Discussion on cutting edges for the plows also occurred, Chris stated that U.S. Municipal quoted two with hardware at \$448.80 and Admar quoted two carbide center cutting edges with hardware at \$625.00. After discussion, it was determined that only one was needed for now and would be ordered from U.S. Municipal. Supervisor Bell asked about crack sealant, Chris stated that there was enough for next year.

- 4.2** Administrator Schrader noted that applications for the Hometown Heros were available at the pharmacy, hospitality center, and Fitch Disposal this year.
- 4.3** Administrator Schrader noted that Sheffield Township was awarded \$144,345.00 for the 2023 LSA grant that the previous board applied for. This grant is to be used to purchase a new truck and plow fully set up for the township needs. The state is currently updating their end to replace the previous signers with the new ones and then that project will be starting.
- 4.4** Supervisor Bell noted that we would be having year-end employee meetings and needed to set a date and time. After discussion, the supervisors determined that Friday November 15th at 5:30pm would be the tentative date.

5. OLD BUSINESS

- 5.1** Administrator Schrader provided the supervisors with the proposed ordinance for setting the speed limit on Cottage Avenue. She noted that if it was acceptable, she would advertise it and place it on the next agenda for approval, also noting that the Solicitor created it in a manner that would allow us to change the road name and use it moving forward for any speed changes. After discussion, the supervisor approved it for advertisement with a motion from Supervisor Leichtenberger, seconded by Supervisor Bell, and duly carried.
- 5.2** Supervisor Bell noted that a meeting was set for Thursday the 7th at 6:30pm with Taylor Diversion Group. Deborah Moore asked if there was an Ordinance for noise at 7:00am. Administrator Schrader noted that Ordinance was on her schedule to be reviewed the following morning for a timeframe already. Mr. Kyler noted he thought it was 10:00pm to 6:00am. Discussion occurred about the concerns about deliveries coming in super early in the mornings as well as holding a community meal there for Thanksgiving among other things. Supervisor Bell noted having a follow up on the agenda for the next meeting.

6. NEW BUSINESS

- 6.1** Administrator Schrader gave an update on the 2025 Treasurer's Bond noting that we received the renewal. The price for renewal is \$508.00 for a bond covering \$300,000.00. A motion to approve the renewal was made by Supervisor Bell, seconded by Supervisor Leichtenberger, and duly carried.
- 6.2** Administrator Schrader read the provided prices for anti-skid delivered, noting GOH quoted \$18.83/ton, Allegheny Aggregates quoted \$24.09/ton, Lee Lewis quoted \$28.10/ton, and IA quoted \$20.00/ton. After discussion occurred, it was determined to go with the lowest quote from GOH with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and duly carried.
- 6.3** Supervisor Bell stated that a date needed to be set to hold the fall road inspection. Discussion between the supervisor and Mr. Kyler occurred and a

date of Sunday November 17th at 7:00am was set. Supervisors Bell and Leichtenberger will meet with Mr. Kyler.

- 6.4** Administrator Schrader noted there was a building permit for Jim Williams on Horton Avenue, she added that he apologized for missing the need for the township permit as the building was under 1,000 sf. Supervisor Bell noted he always likes to see people improving and made a motion to approve the permit, seconded by Supervisor Leichtenberger, and duly carried.
- 6.5** Curt Bowley spoke about wanting to apply for a fall Western Pennsylvania Conservancy grant with permission from the board. He noted he would perform all the work and set it up that the labor from the township would be used for any match required. He stated he would like to use the fall grant if approved to fix the handicap ramp and the ramp to the launch itself and possibly fix up the bathroom. Supervisor Bell asked if there could be an amendment made to use the remaining funds towards any of that as well. Mr. Bowley noted he would need to get with Administrator Schrader as he did not think there was much of anything left once the sign was paid for. The supervisors agreed to allow Mr. Bowley to apply for the fall grant with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and duly carried.

7. PUBLIC COMMENT

- 7.1 Deborah Moore** asked if it was possible to put up a convex mirror at the end of Pickering Street to see better. Supervisor Bell asked Mr. Kyler to look into regulations and stuff for that possibility.
- 7.2 Kim Holden** asked if the treasurer's report would be added to the minutes every month moving forward. Administrator Schrader noted that it would be. Kim also asked how the budget planning was going and Supervisor Bell noted that it would be ready for the next meeting.
- 7.3 Kevin Williams** asked about the mirror idea on Pickering Street noting that it would be possible to have damage with the kids across the street. Ms. Moore noted that there would be kids in general, not just the ones across the street. Supervisors Bell and Leichtenberger noted that damage is always a possibility.
- 7.4 Sam Bullock** noted he was heading out of town and would be back after Veteran's Day to pull the flags and banners down. He asked about storing the flags in the treasurer's office with the intent of putting them back up before Memorial Day. The board agreed to store them in the office to keep them safe.
- 7.5 Matt Bell** noted that 3 members of the fire department would be traveling to Alabama this Thursday and Friday with hopes of getting the new truck approved and up here soon. Supervisor Leichtenberger asked what the delivery date was looking like, Matt replied as soon as possible.

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 duly carried at 7:26pm. Next meeting is Monday, November 18, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS