

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 – Renee Samuelson, Kim Holden, Randy Petruney, Jim Williams,
Denise Pierson, Jena Albaugh, and Brandi Bell.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes of December 2, 2024, Supervisors Meeting was approved. Motion by Supervisor McMillen, seconded by Supervisor Leichtenberger, and duly carried. Supervisor Bell abstained due to absence at that meeting.

3. BILLS FOR APPROVAL

- 3.1** Bills for Approval through December 12, 2024:
- General Fund December 2, 2024, \$2,608.81
 - General Fund December 9, 2024, \$5,171.33
 - Fire Fund December 9, 2024, \$1,062.77
 - Light Fund December 9, 2024, \$2,023.65
 - Sports Complex December 9, 2024, \$14,917.00
 - Gate Receipts December 9, 2024, \$23.65
 - General Fund December 12, 2024, \$4,079.89
 - Fire Fund December 12, 2024, \$131.49
 - Light Fund December 12, 2024, \$57.10
 - Total amount for approved was \$30,075.66, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and all were in favor.

4. COMMUNICATIONS

- 4.1** Chris Kyler reviewed the Roadmaster's report, noting a different mount was needed for the mirror at the end of Pickering Street.
- 4.2** Administrator Schrader noted that we have the signed contract and payment request form for the 2023 LSA Grant awarded to the township. She, Supervisor Bell, and Roadmaster Kyler also discussed vehicles they had found. Supervisor Bell requested the quotes on hand be re-sent to the supervisors for review.

5. OLD BUSINESS

- 5.1** Administrator Schrader reread the list of suggestions made so far by Haines & Company (listed below). Discussion occurred on the suggestions, noting that all the suggestions should be followed moving forward, though 5.1.6 and 5.1.7 would need to be voted on. A motion to approve 5.1.6 was made by

Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor. A motion to approve 5.1.7 was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.

- 5.1.1 Update the filing system to be monthly by account and in check number order.
- 5.1.2 Look at having a list of unpaid bills to be approved at each meeting as well as a list of bills that have been paid.
- 5.1.3 Add the Bank Statements to each meeting for review and approval along with the Treasurer's Report as an additional layer of protection.
- 5.1.4 It was suggested that we have standard operating procedures written and in place for daily and monthly tasks as well. Such as how the reports are completed, purchases needed for supplies, meetings etc.
- 5.1.5 Keep all deposits and debits in different categories in QuickBooks even if they are for the same category.
- 5.1.6 Suggested placing a journal entry to clear the outstanding transactions from 2021 and 2023, it was determined that the transactions would not be processed through the bank at this point as they are too old. The amount for 2021 is \$612.50, and the amount for 2023 is \$209.95.
- 5.1.7 Suggested placing a journal entry to clear the difference between the two starting amounts from 2019 as they are almost 6 years old. Nothing was found to be suspicious according to them, just a difference between outstanding items from the previous program to the new program. If there was anything that did not get processed through the bank at this point, it would not go through either way as it is too old. The difference between the \$45,423.35 credit and the \$42,083.31 debit to be written off is \$3,340.04.
- 5.1.8 The only thing so far that might be a little concerning is that they feel the Sports Complex funds should have been included in the DCED Audit Report since day 1 as the funds are held by the township.

6. NEW BUSINESS

- 6.1** Supervisor Bell noted the 2025 Budget was ready for adoption after verifying that it was advertised as required with no changes made. A motion to adopt the 2025 Budget was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.
- 6.2** Resolution 560 listing the 2025 Tax Rates was adopted and approved with a motion by Supervisor Bell, seconded by Supervisor McMillen, and all were in

favor. General Fund set at 11.25 mills, Fire Fund set at 2 mills, and Streetlights set at \$18.00/parcel.

- 6.3 Supervisor Leichtenberger discussed the meeting with E & M Engineers on Saybrook Bridge. He noted that in the spring we would be looking at pouring concrete to the abutments as a temporary fix. Chris stated we would need to do an exploratory dig in the spring to see how best to complete the pour. Supervisor Leichtenberger noted that we would be looking at grants for a bridge replacement as the current bridge is not worth repairing long term. Mr. Williams asked about making a right-of-way agreement with a property owner at the one end and doing away with the bridge all together if a grant isn't an option. Further discussion occurred with all the avenues being reviewed.
- 6.4 Administrator Schrader noted that FEMA/PEMA are planning a Floodplain Audit in the near future. She noted that there is a virtual training to teach what to expect on January 8th with a cost of \$80.00. A motion to approve Administrator Schrader to take the training was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.
- 6.5 Supervisor Leichtenberger discussed the need to review all the past events and spending that occurred with the Sports Complex Fund in previous years. He also noted that during budgeting, \$4,500.00 was determined to be reimbursed from the General Fund to the Sports Complex Fund towards the purchase of the boom mower. Supervisor Leichtenberger noted the township would be talking to the Solicitor to see what grounds we have to reimburse or get reimbursed for any improper spending that occurred.

7. PUBLIC COMMENT

- 7.1 **Kim Holden** said that back in 2021 Jay and Nate decided at a meeting to hire someone at \$9/hour to mow and line the sports complex, why did that not happen? Discussion occurred, noting previous minutes would be reviewed. She also asked why other credit cards were used to make purchases for the township, and if Supervisor McMillen was aware the Cemetery Association card was used. Supervisor McMillen stated he was not aware of that and noted he would look at the statements after the meeting.
- 7.2 **Denise Pierson** asked if the Sports Complex accounts would be added to QuickBooks. Administrator Schrader noted that she had already done that earlier in the year. Denise also asked about the current balance of the Sports Complex accounts, which were provided.
- 7.3 **Jim Williams** asked for an update on 336 Horton Ave being in violation. Administrator Schrader noted that there was a conversation with the Solicitor on next steps. Further discussion occurred and it was noted that more information and training was being requested on the blight process.

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 McMillen and all were in favor of adjournment. Next meeting is Monday, June 3, 2024, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS