

1 CALL TO ORDER – with the Pledge of Allegiance, Supervisor Matt Bell called the meeting to order at 6:30pm at the Sheffield Food Pantry.

1.1 The 2025 Organization took place, a detailed recording has been attached as Exhibit A and is included with these minutes.

1.2 Attendance: Supervisors – Matt Bell, Jim Leichtenberger, and Jim McMillen
Administrator/Treasurer – Cara Schrader
Road Crew – Chris Kyler
Guests – Renee Samuelson, Kim Holden, Rick Petruney, Jim Williams, and Cora Slack.

2. REVIEW OF PREVIOUS MINUTES

2.1 Minutes for the December 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 January 3, 2025:

- General Fund December 16, 2024, \$4,802.47
- Fire Fund December 16, 2024, \$842.51
- Light Fund December 16, 2024, \$19.26
- General Fund December 23, 2024, \$2,093.33
- General Fund December 31, 2024, \$1,649.77
- The total amount approved was \$9,407.34, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and all were in favor.

3.2 Cara noted an update to the new procedure for having the bills approved prior to being paid with only 1 meeting a month, a list will be sent to the Supervisors electronically to be approved in between meetings as the bills come in. A list of unpaid bills was presented to the board noting \$11,692.97 for General Fund, \$1,887.35 for Fire Fund, \$1,924.68 for Light Fund, and \$1,865.08 for Gate Receipts was approved. Motioned by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

3.3 Supervisor Bell read the December 2024 Treasurer's Report. The Treasurer's Report was approved with a motion made by Supervisor Bell, seconded by Supervisor McMillen, and all were in favor.

- General Fund: Previous Balance - \$215,494.29
Deposits/Interest - \$50,124.32
Disbursements - \$32,105.11
Ending Balance - \$233,513.50
- Light Fund: Previous Balance - \$43,277.89

- Deposits/Interest - \$1,240.60
 - Disbursements - \$2,100.01
 - Ending Balance - \$42,418.48
 - Fire Fund: Previous Balance - \$66,560.96
 - Deposits/Interest - \$2,843.96
 - Disbursements - \$2,137.01
 - Ending Balance - \$67,267.91
 - State Fund CK: Previous Balance - \$51,059.17
 - Deposits/Interest - \$2.16
 - Disbursements - \$0.00
 - Ending Balance - \$51,061.33
 - State Fund SV: Previous Balance - \$40,502.76
 - Deposits/Interest - \$0.34
 - Disbursements - \$0.00
 - Ending Balance - \$40,503.10
 - Sports Complex: Previous Balance - \$23,456.39
 - Deposits/Interest - \$0.69
 - Disbursements - \$14,917.00
 - Ending Balance - \$8,540.08
 - SC Gate Receipts: Previous Balance - \$8,584.87
 - Deposits/Interest - \$0.36
 - Disbursements - \$23.65
 - Ending Balance - \$8,561.58
- 3.4** Discussion occurred on reviewing the December 2024 bank statements as a new procedure. The supervisors decided they would review these via email monthly.

4. COMMUNICATIONS

- 4.1** Chris read the road report noting he is working on the 2025 work orders based on the fall road inspection. He also mentioned the garage door for the salt bay is having issues.
- 4.2** Supervisor Bell noted 10 calls were reported in November 2024 by EmeryCare.
- 4.3** Cara gave an update on the outstanding fourth quarter bill received from Berkheimer. She noted that after researching, she found that the initial report was erroneously entered as the fourth quarter of 2023 instead of 2022. As there was nothing collected in the fourth quarter, a new \$0.00 report was submitted and Berkheimer waived the invoiced amount of \$724.39 and updated it to \$0.00.
- 4.4** Mr. Rick Petruney spoke about being upset about the board's response to the increased water/sewer bill. He also asked for an update on the ditch issue on

Cottage Avenue near his property that has not been handled yet. Supervisor Bell and Roadmaster Kyler noted that as previously discussed, this issue will be reviewed in the spring to check elevation levels and see what if anything can be done. Supervisor McMillen asked for a date on the provided pictures.

5. OLD BUSINESS

- 5.1 (No old business this month.)

6. NEW BUSINESS

- 6.1 Cara updated the board on the contract with Progressive Energy Consultants (shown as Engie), noting that she discovered that the contract was not year by year. It was set not to expire until 2026/2027 and will cost approximately \$5,000.00 to get out now. Supervisor Bell asked to have the 2024 invoices reviewed and have the total amount spent on the supplier cost for the next meeting. This item was tabled.
- 6.2 The supervisors reviewed the current quotes on hand for purchasing a new truck with the 2023 LSA Grant award. It was determined to get a quote from Allegheny for a diesel truck, and SEI for a 9' plow for the next meeting. This item was tabled.
- 6.3 Resolution 2025-3, Extended Parking Prohibited was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor. Mr. Petruney asked if the vehicle is moved to a different spot in the same parking lot, how does that work. The board noted it is just to be able to legally handle the rare instances where a vehicle or trailer etc. is parked for a long period of time. It is not intended to hurt anyone parking there regularly to carpool or anything like that.
- 6.4 Cara updated the board that after discussion with the Solicitor, it was found that we can have the Solicitor, or a different attorney file the current complaints with the District Magistrate. The Solicitor also noted that any party, such as a code enforcement officer, can by resolution be appointed to handle these matters as well. The board approved having the Solicitor handle the current complaint filings and have a resolution set up for all future filings so an additional attorney fee would not be needed. Motioned by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor. Complaints are being filed for 336 Horton and 4031 Route 6.

7. PUBLIC COMMENT

- 7.1 **Renee Samuelson** gave her thanks to the road crew for a good job on the roads.
- 7.2 **Kim Holden** agreed and thanked the road crew for Henrys Mill as well. She also asked if the township received the funds from the sale of 8 Leather Street. Care

responded yes, the funds were received. Kim asked if an account number was used on the checks when paying the Northwest credit card, Cara responded yes she does include the account number and codes the charges. Kim also asked if the township has heard from Haines & Co yet. Cara responded that it is in final review with Erika and should be done by the end of the month. Kim asked if the hiring of Haines & Co had to be placed in the paper, Cara responded that it was placed in the paper for them to audit 2024. Cara also noted that the law requiring that changed effective 01/17/2025, that would no longer need to be done. Kim asked about the need for it to be done in 2023. Cara noted that it was not needed because it was a re-audit of 2023 as the township auditors did the initial audit.

7.3 Rick Petruney asked about the extension on his RTK request. Cara responded that one of the accounts in the request was for Sam's Club and she found that we did not have all the statements on file. She noted that she had to call and request copies of the statements which required the extension of time on the request. She noted that the final report will note it and will probably be on the agenda for the next meeting.

7.4 Admin Schrader noted the township received a notice of renewal from Strate Welding for the contract renewal. She was asked to look at the price for refilling the tanks and see about purchasing outright instead of having a monthly bill for the contract.

8. OTHER MATTERS AND BOARD MEMBER COMMENTS – items not in the agenda but came up during the meeting:

8.1 Admin Schrader noted that the total payroll spent at the Sports Complex in 2024 was \$1,841.01, she asked for approval to reimburse the General Fund in this amount from the Gate Receipts account. This was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

9. ADJOURNMENT occurred at 8:10pm with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor. Next meeting is Monday, February 3, 2025, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS

EXHIBIT A

2025 Organization Recording

1. Temporary Appointments
 - a. Supervisor Leichtenberger nominated Supervisor Bell as Temporary Chairman, seconded by Supervisor McMillen and duly carried.
 - b. Supervisor Bell nominated Cara Schrader as Temporary Secretary, seconded by Supervisor Leichtenberger and all were in favor.
2. Board of Supervisors
 - a. Supervisor Leichtenberger nominated Supervisor Bell as Permanent Chairman for 2025, seconded by Supervisor McMillen and duly carried.
 - b. Supervisor Bell nominated Supervisor Leichtenberger as Vice-Chairman, seconded by Supervisor McMillen and duly carried.
 - c. Supervisor Leichtenberger suggested one meeting a month on the first Monday leaving the third Monday open as an optional day for an additional meeting as needed. Supervisor McMillen asked if that provided enough time for the treasurer's report to be prepared ahead. Cara replied that there would be a few months that the report wouldn't be available until the day of the meeting but can make it work. Supervisor Leichtenberger motioned the 2025 Regular Meeting Schedule to be the first Monday of the month at 6:30pm with the use of special meetings if needed, seconded by Supervisor Bell and all were in favor. 2025 Meetings will be February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 2, October 6, November 3, and December 1.
3. Administrator/Treasurer
 - a. Supervisor Bell nominated Cara Schrader as Administrator/Treasurer, seconded by Supervisor Leichtenberger and all were in favor.
 - b. Supervisor Bell motioned to set the Treasurer's Bond amount at \$300,000.00, seconded by Supervisor Leichtenberger and all were in favor.
 - c. 2025 Depository Resolution 2025-1 naming Northwest Bank, Hamlin Bank, and PLGIT as the depositories for 2025 passed with a motion by Supervisor Bell, Seconded by Supervisor Leichtenberger and all were in favor.
4. Road Department
 - a. Supervisor Leichtenberger nominated Chris Kyler as Roadmaster, seconded by Supervisor Bell and all were in favor.
 - b. Supervisor Bell nominated Matt Eck as Assistant Roadmaster, seconded by Supervisor McMillen and all were in favor.
5. Other Township Positions
 - a. Supervisor Leichtenberger nominated Knox Law as Township Solicitor, seconded by Supervisor McMillen and all were in favor.
 - b. Supervisor Leichtenberger nominated E&M Engineers as Township Engineer, seconded by Supervisor McMillen and all were in favor.
 - c. Supervisor Bell nominated Todd Fantaskey as Township Sewage Enforcement Officer, seconded by Supervisor Leichtenberger and all were in favor.
 - d. Supervisor Bell nominated Collin Fantaskey as Township Alternate Sewage Enforcement Officer, seconded by Supervisor Leichtenberger and all were in favor.
 - e. Supervisor Bell nominated Construction Code Inspectors as Township Building Code Inspector, seconded by Supervisor Leichtenberger and all were in favor.
 - f. Supervisor Leichtenberger nominated Roger Dunam as Township Vacancy Board, seconded by Supervisor Bell and all were in favor.

- g. Supervisor Bell nominated Cara Schrader as Township Open Records Officer, seconded by Supervisor McMillen and all were in favor.
 - h. Supervisor Bell nominated Berkheimer as Township Wage Tax Collector, seconded by Supervisor Leichtenberger and all were in favor.
 - i. Supervisor Leichtenberger nominated Alex Benjamin as Township Emergency Management Coordinator, seconded by Supervisor Bell and all were in favor.
 - j. Supervisor Leichtenberger nominated Dennis Sturdevant as Township Historian, seconded by Supervisor Bell and all were in favor.
 - k. The appointment of Township Flood Plain Administrator was tabled.
 - l. Appointment of Township CPA by Resolution 2025-2 naming Haines & Co. to complete the audit of 2024 financials was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger and all were in favor.
 - m. Supervisor Leichtenberger nominated Gary Rothrock and Gary Cochran as Township Auditors, seconded by Supervisor McMillen and duly carried. Supervisor Bell opposed.
 - n. The appointment of Township Constable was tabled.
 - o. Discussion occurred on leaving this vacant or making an appointment. Supervisor Bell and Supervisor Leichtenberger discussed the benefit of covering the legal aspect of enforcing the ordinances with having an appointment. Cara noted that some townships appoint the secretary and some appoint a supervisor. Supervisor McMillen felt it would make sense to appoint Cara as she is already sending the letters so it would be easier to follow up. It would also save the township by not needing to pay an additional person or lawyer fee. Supervisor Bell nominated Cara Schrader as Township Code Enforcement Officer, seconded by Supervisor McMillen and all were in favor.
6. Township Representatives – Supervisor Leichtenberger motioned to keep the representatives for a-f the same as the previous year, seconded by Supervisor Bell and all were in favor.
- a. The representative to the Municipal Authority is Supervisor Leichtenberger.
 - b. The representative to the library is Cara Schrader.
 - c. The representative to the Medical Center is Supervisor McMillen.
 - d. The representative to the Fire Department is Supervisor Leichtenberger.
 - e. The representative to the Road Department is Supervisor Bell.
 - f. The representative to the Parks & Recreation Committee is Supervisor Bell.
 - g. Supervisor Bell nominated Supervisor McMillen as Representative/Voting Delegate to the COG, seconded by Supervisor Leichtenberger and all were in favor.
 - h. Supervisor Bell nominated Cara Schrader as the Voting Delegate to PSATS, seconded by Supervisor McMillen and all were in favor.
7. Other Items
- a. 2025 IRS Mileage Reimbursement rate was set at \$0.70 and adopted with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger and all were in favor.
 - b. 2025 Observed Holidays were approved to be twelve in total with a motion by Supervisor Leichtenberger, seconded by Supervisor Bell and all were in favor. 2025 observed holidays will be New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Day, and the day after Christmas.