

- 1 CALL TO ORDER** – Pledge of Allegiance Supervisor Leichtenberger called the regularly scheduled meeting to order at 6:30pm at the Sheffield Food Pantry with the following in attendance:

- 1.1** Attendance: Supervisors – Jim Leichtenberger, Jim McMillen  
Administrator/Treasurer – Cara Schrader  
Roadcrew – Chris Kyler  
Guests – Randy Petruney, Renee Samuelson, Jim Williams, Chris Korbar, Kim Holden, and Deborah Moore.

**2. REVIEW OF PREVIOUS MINUTES**

- 2.1** Minutes for the January 6, 2025, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.

**3. BILLS FOR APPROVAL**

- 3.1** Bills for Approval through February 3, 2025:

- General Fund January 7, 2025, \$11,692.97
- Fire Fund January 7, 2025, \$1,887.35
- Light Fund January 7, 2025, \$1,924.68
- Gate Receipts January 7, 2025, \$1,865.08
- General Fund January 13, 2025, \$48.21
- General Fund January 14, 2025, \$10,125.03
- Fire Fund January 14, 2025, \$178.15
- General Fund January 22, 2025, \$4,674.23
- Fire Fund January 22, 2025, \$995.88
- General Fund January 28, 2025, \$30,967.33
- Fire Fund January 28, 2025, \$83.55
- Light Fund January 28, 2025, \$2,214.02
- The total amount approved was \$66,656.48, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and duly carried.

- 3.2** Supervisor Leichtenberger read the January 2025 Treasurer's Report. The Treasurer's Report was approved with a motion made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and duly carried.

- General Fund: Previous Balance - \$233,513.53  
Deposits/Interest - \$28,088.22  
Disbursements - \$39,482.56  
Ending Balance - \$222,119.19
- Light Fund: Previous Balance - \$42,418.48

- Deposits/Interest - \$1,077.76
- Disbursements - \$1,978.48
- Ending Balance - \$41,517.76
- Fire Fund: Previous Balance - \$67,267.91
  - Deposits/Interest - \$1,673.72
  - Disbursements - \$3,183.80
  - Ending Balance - \$65,757.83
- State Fund CK: Previous Balance - \$51,061.33
  - Deposits/Interest - \$2.17
  - Disbursements - \$0.00
  - Ending Balance - \$51,063.50
- State Fund SV: Previous Balance - \$40,503.10
  - Deposits/Interest - \$0.34
  - Disbursements - \$0.00
  - Ending Balance - \$40,503.44
- Sports Complex: Previous Balance - \$8,540.08
  - Deposits/Interest - \$0.36
  - Disbursements - \$0.00
  - Ending Balance - \$8,540.44
- SC Gate Receipts: Previous Balance - \$8,561.58
  - Deposits/Interest - \$0.30
  - Disbursements - \$1,865.08
  - Ending Balance - \$6,696.80

#### 4. COMMUNICATIONS

- 4.1 Chris reviewed the roadmaster's report noting the white truck is back on the road but found an auger is deteriorating and will be fixed. Chris and Cara also discussed the issues with Compass Minerals and their slow delivery of salt orders.
- 4.2 Supervisor Leichtenberger noted that EmeryCare reported 7 calls for December 2024, giving a total of 87 calls in 2024.
- 4.3 Mr. Korbar spoke about Warren Worx and creating a Revitalization Committee for Sheffield as an umbrella under Warren Worx. He also spoke on WCCBI and their plans to rebuild the population noting there were lots of stats on rural.pa.gov and the next meeting for Warren Worx is February 16, 2025.
- 4.4 Supervisor Leichtenberger noted that the February COG meeting was cancelled with the next meeting being March 5<sup>th</sup> at Mead Township.
- 4.5 Supervisor Leichtenberger reviewed a correspondence from WCCBI inviting the township to attend a government affairs meeting in Warren on the 13<sup>th</sup>. After discussion, it was decided that Cara would attend for the township.

**5. OLD BUSINESS**

- 5.1** Supervisor Leichtenberger and Supervisor McMillen reviewed the new quotes from SEI, Allegheny, and the newly obtained Shults Ford South on purchasing a truck with the 2023 LSA Grant award. It was decided to table the discussion to allow Supervisor Bell review. An update will be provided at the next meeting.
- 5.2** Supervisor Leichtenberger reviewed the two sign options for the boat launch. It was determined to go with the tan print on the sign to finalize the project. Motioned by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.
- 5.3** Administrator Schrader noted the last given amount to cancel the Progressive Energy Consultants contract early was \$6,293.24. After reviewing the 2024 bills, the supplier cost total for 2024 was \$20,790.88. She also noted that the 2025 supplier cost to date was \$3,902.28. Supervisor Leichtenberger made a motion to pay and cancel the contract early, seconded by Supervisor McMillen, and duly carried.
- 5.4** Supervisor Leichtenberger noted that we never received a final report for the 2024 Punkin Fest as we were supposed to. Administrator Schrader noted that the electricity cost for that weekend was approximately \$2.xx. It was noted that not many vendors used electricity as a few brought their own generators.
- 5.5** Administrator Schrader reviewed the Floodplain Audit training she participated in, informing the board that the only requirement for being the Floodplain Administrator was to obtain a free NFIP101 training course online. She noted that this would be a larger job with someone needing to make sure flood maps are kept up to date among other things. It seemed to be quite a lot for one person to handle, at least on the initial update. After discussing, the board asked her to find out who our neighboring communities use and tabled the discussion.

**6. NEW BUSINESS**

- 6.1** Supervisor Leichtenberger and Administrator Schrader reviewed Resolution 2025-4 authorizing the Code Enforcement Officer to handle filing any needed complaints on behalf of the township. The resolution passed with a motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.
- 6.2** Supervisor Leichtenberger reviewed the report from Haines & Co. provided to DCED. Administrator Schrader noted that it was approved by DCED as well.
- 6.3** Supervisor Leichtenberger reviewed the auditor report of 2023. It was decided to approve the advertisement of the correction with a motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.
- 6.4** Administrator Schrader reviewed the information obtained from Strate Welding on the contract. She noted that it did not cost anything to exchange an empty bottle, and that the cost to refill our own was \$25-\$35 per bottle. A motion was

made for non-renewal of the contract by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.

- 6.5** Chris spoke on the upcoming Dirt & Gravel Roads ESM Training stating the closest one was in Cranberry Twp in July or Erie in August. After discussion, it was determined for Chris to attend the July training in Cranberry Twp. Cara then presented two upcoming training courses in March. March 6<sup>th</sup> was a Basic Training for Municipal Secretaries and Administrators with a cost of \$125.00. March 22<sup>nd</sup> was a Mini Boot Camp for Township Officials with a cost of \$99.00. She noted both training courses were being put on by PSATS and that she would really like to attend at least one of them as there really hasn't been a training available to discuss in detail the day to day requirements. After discussing, it was determined that the Basic Training would be the better option. A motion was made to approve both Chris and Cara to attend the determined trainings by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.
- 6.6** Administrator Schrader noted that the library is still looking to hire someone to fill the open Director position. She noted that Karen Rubright has been filling in and doing a wonderful job. Cara requested to increase her payrate to compensate properly for the work being done, as well as back date to pay her for the work she has already done. Supervisor Leichtenberger made a motion to approve with the note that once the position was filled, she would be dropped back down, Supervisor McMillen seconded the motion, and it was duly carried.
- 6.7** Administrator Schrader discussed the recent RTK request completed which requested a list of credit card usage, details on who used them, and what purchases were made. She noted she found that the township made a purchase of advertising for the Sheffield Rotary Club which was paid in full by the Rotary. Purchases were made for the township with the Sheffield Cemetery Association and Johnny Appleseed credit cards, again all purchases were paid by the township directly to the credit card company. A purchase was made for cough medicine on the township's Quill account that was paid for by the township. She also noted that the township had a Sam's Club credit account that she could not locate all the statements for, nor could she have them supply copies of. She noted that of the statements available in 2023, it indicated that a total of \$2,097.60 in purchases occurred. Of that total, only \$506.61 in purchases were made and paid for by the township. The difference of \$1,590.99 is believed to be personal purchases that were made and paid for by Kristi as Sam's Club noted she was the only authorized user on the account. Cara noted that she spoke to the Solicitor and our contact at DCED on this situation, both noted that it would come down to how far the township wants to go with this and if the District Attorney wanted to per sue it or not as there was no indication of blatant theft. Kim Holden asked about the misappropriation of funds and personal use

of a township account, also noting that this was only 2023 that was reviewed. She expressed concern about the other years that have not been looked at. Supervisors Leichtenberger and McMillen discussed it with the public and noted that a forensic audit would be approximately \$30,000-\$50,000 according to DCED and the Solicitor. It was noted that if the District Attorney felt it should be looked into further, the township would then not have to pay for that. It was decided that the DA would be contacted to let them determine if it should be further investigated. This would also satisfy the due diligence of the current board to report. This will be tabled until further information is available.

**7. PUBLIC COMMENT**

**7.1 Jim Williams** asked about 336 Horton Avenue. Administrator Schrader noted that violations were filed, and a court date was set in March.

**7.2 Kim Holden** commented on the 2023 audit noting that it would have been a negative ending balance had the Green Light Go project been paid in 2023. She also asked about Shawn Young's property on Cottage Ave. and what the status is. Administrator Schrader noted that she is working on moving forward with filing the violation with the magistrate.

**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 McMillen, and both were in favor of adjournment at 8:31pm. Next meeting is Monday, March 3, 2025, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS