

- 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, and Jim McMillen  
Administrator/Treasurer – Cara Schrader  
Roadcrew – Chris Kyler  
Guests – Renee Samuelson, Debi Moore, Gary Cochran, Jim Williams, Kim Holden, Gary Carl, Joan Carl, and Kevin Williams.

**2. REVIEW OF PREVIOUS MINUTES**

**2.1** Minutes from the February 3, 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 March 2, 2025:
- General Fund total, \$106,568.74
  - Fire Fund total, \$13,125.88
  - Light Fund total, \$32.68
  - Gate Receipts total, \$31.35
  - The total amount approved was \$119,758.65, Supervisor McMillen motioned, seconded by Supervisor Leichtenberger, and duly carried. Supervisor Leichtenberger noted that this includes the purchase of a new truck which will be reimbursed with the 2023 LSA Grant funds awarded to us.
- 3.2** Supervisor Leichtenberger read the February 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 - \$222,119.19  
Deposits/Interest - \$39,560.11  
Disbursements - \$137,859.34  
Ending Balance - \$123,819.96
  - Light Fund: Previous Balance - \$41,517.76  
Deposits/Interest - \$535.45  
Disbursements - \$2,192.90  
Ending Balance - \$39,860.31
  - Fire Fund: Previous Balance - \$65,757.83  
Deposits/Interest - \$860.62  
Disbursements - \$13,087.01  
Ending Balance - \$53,531.44

- State Fund: Previous Balance - \$51,0563.50  
Deposits/Interest - \$1.96  
Disbursements - \$0.00  
Ending Balance - \$51,065.46
- State Fund SV: Previous Balance - \$40,503.44  
Deposits/Interest - \$0.31  
Disbursements - \$0.00  
Ending Balance - \$40,503.75
- Sports Complex: Previous Balance - \$8,540.44  
Deposits/Interest - \$0.33  
Disbursements - \$0.00  
Ending Balance - \$8,540.77
- SC Gate Receipts: Previous Balance - \$6,696.80  
Deposits/Interest - \$0.26  
Disbursements - \$31.35  
Ending Balance - \$6,665.71

#### 4. COMMUNICATIONS

- 4.1 Chris read the roadmaster's report, noting that the white truck is now at Mullens having the transmission looked at. The salt bay door should be fixed in a month or so by Plyler's. It was also noted that PennDOT was meeting with the township on Friday to work on bid packets for paving needs.
- 4.2 Supervisor Leichtenberger noted that EmeryCare reported a total of six calls in January 2025.
- 4.3 Supervisor Leichtenberger noted that the township office would be closed on Thursday as Cara will be out of town at a training.
- 4.4 Supervisor Leichtenberger noted that PennDOT would be conducting traffic counts on local roads this year. Cara noted the counts would take place on School Street, Central Street, and Whipple Street.
- 4.5 Supervisor Leichtenberger noted that the county was holding public meetings to discuss the county wide reassessment. Cara noted the meeting dates of March 6, 11, 12, and 13, with the 11<sup>th</sup> being in Sheffield at the fire hall starting at 6pm.
- 4.6 Kevin Williams thanked the board for the speed limit on Cottage Ave. noting that it was working. He also stated he wanted to bring the water billing to the board's attention. He claimed that the way the late fees are handled is incorrect. Further discussion occurred on this matter and Supervisor Leichtenberger noted he was planning to attend the water authority meeting. Mr. Williams also asked what the township policy was on burning. Supervisor Leichtenberger noted that the township does not have an ordinance on burning currently.

## 5. OLD BUSINESS

- 5.1 Supervisor Leichtenberger noted that the township has moved forward with purchasing a 2024 F-550 as part of the 2023 LSA Grant award. Cara noted that the dealership delivered the truck to SEI the previous week for the bed to be installed. Once that was complete, it would go back to the dealership to be inspected and have the plate put on.
- 5.2 Cara reviewed all the new information gathered on the Floodplain Administrator as requested. She noted that the townships that were not included in the zoning were all handled in house from what she was finding. Some townships were planning to worry about it after they were audited, and others were just the Secretary and Chairman. She noted that the Chairman is actually supposed to know how to perform the activities as well. She also noted that those that were included in the zoning did not have to worry about the Floodplain Administrator or handling building permits as it was all taken care of by the county. The discussion was tabled to obtain current information on zoning to see if that was a viable option.

## 6. NEW BUSINESS

- 6.1 Supervisor Leichtenberger reviewed the letter requesting local funds received by TAWC, noting that the township budgeted \$750.00 to send. A motion to approve Resolution 2025-5 to send \$750.00 to TAWC was made by Supervisor McMillen, seconded by Supervisor Leichtenberger, and duly carried.
- 6.2 Cara noted a request made by the Sheffield Sports Boosters to rename the Sports Complex to be "The Thomas J. Dunn Sports Complex." A motion to approve was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.
- 6.3 Cara reviewed Resolution 2025-6 for the 2025 County Aid in the amount of \$3,772.00. A motion to approve was made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried.

## 7. PUBLIC COMMENT

- 7.1 **Jim Williams** commented on zoning thoughts. He also asked about the cleaning up of 200 Horton which was noted to be the property owner's responsibility. He also noted drainage cleaning needed on Horton from PennDOT. Supervisor Leichtenberger noted a need to discuss Honey Run with PennDOT as well.

- 7.2 Renee Samuelson** asked about the conversation with the DA on the credit card usage. Supervisor Leichtenberger noted he spoke with the DA and PSP to review, and a report would be provided after.
- 7.3 Debi Moore** commented that there was another breakout at Taylor Diversion noting the sensors must not have worked. Supervisor Leichtenberger noted that there were plans to speak with Tionesta on past events, it was also noted that Taylor Diversion was supposed to notify the township of these events and had not.
- 7.4 Kim Holden** reported to Chris that sluice pipe on Utah Road was in need of repairs. Chris noted that it was already on the list for the following day.
- 7.5 Gary Carl** asked if the road could be scraped or cindered in front of his driveway on Henrys Mill Road noting that delivery trucks were having issues with the winter weather. Chris noted that it is cindered regularly and will check it.
- 7.6 Joan Carl** asked about EMS and Fire service as they are new to the area.
- 7.7 Gary Cochran** asked about stone on Henrys Mill Road this year and plowing practices. Supervisor Leichtenberger noted thoughts on stone and plowing.

**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 McMillen, seconded by Supervisor Leichtenberger, adjournment was duly carried at 7:30pm. Next meeting is Monday, April 7, 2025, at 6:30PM.

---

Administrator/Treasurer

---

---

---

SHEFFIELD TOWNSHIP SUPERVISORS