

**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 Leichtenberger, and Jim McMillen  
Administrator/Treasurer – Cara Schrader  
Roadcrew – Chris Kyler  
Guests – Debi Moore, Katie Sutton, Jim Williams, John Papalia, Sam Bullock, Curt Bowley, Rennee Samuelson, Kim Holden, and Kevin Williams.
- 1.2** Prior to any meeting, Supervisor Bell noted that there has been too much discussion and arguing in the crowd in the past few meetings and requests all in attendance to respect each other and the board. If arguments continue, a time limit procedure will be looked at to be implemented and that isn't something we really want to do.

**2. REVIEW OF PREVIOUS MINUTES**

- 2.1** Minutes for the March 3, 2025, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all duly carried. Supervisor Bell was not present for that meeting to approve.
- 2.2** Minutes for the March 27, 2025, Special Meeting was approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.

**3. BILLS FOR APPROVAL**

- 3.1** Bills for Approval through April 4, 2025:
- General Fund total, \$26,787.46
  - Fire Fund total, \$3,290.36
  - Light Fund total, \$4,485.37
  - Gate Receipts total, \$32.50
  - The total amount approved was \$34,595.69, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and all were in favor.
- 3.2** Supervisor Bell read the March 2025 Treasurer's Report. Cara noted the annual Liquid Fuel money came in for the State Fund and the 2023 LSA Grant funds came in for the General Fund. The Treasurer's Report was approved with a motion made by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.
- General Fund: Previous Balance - \$123,819.96  
Deposits/Interest - \$157,553.23  
Disbursements - \$31,327.27  
Ending Balance - \$250,045.92

- Light Fund: Previous Balance - \$39,860.31  
Deposits/Interest - \$595.98  
Disbursements - \$2,252.30  
Ending Balance - \$38,203.99
- Fire Fund: Previous Balance - \$53,531.44  
Deposits/Interest - \$1,033.60  
Disbursements - \$3,329.23  
Ending Balance - \$51,235.81
- State Fund: Previous Balance - \$51,065.46  
Deposits/Interest - \$74,843.52  
Disbursements - \$0.00  
Ending Balance - \$125,908.98
- State Fund SV: Previous Balance - \$40,503.75  
Deposits/Interest - \$0.34  
Disbursements - \$0.00  
Ending Balance - \$40,504.09
- Sports Complex: Previous Balance - \$8,540.77  
Deposits/Interest - \$0.36  
Disbursements - \$0.00  
Ending Balance - \$8,541.13
- SC Gate Receipts: Previous Balance - \$6,665.71  
Deposits/Interest - \$0.28  
Disbursements - \$32.50  
Ending Balance - \$6,633.49

#### **4. COMMUNICATIONS**

- 4.1** Chris reviewed the roadmaster's report noting various projects being prepared around town for drainage. He also noted the Taylor Diversion program was looking for some minor work for two kids qualified to do small projects. The Spring Road Inspection was set for April 19<sup>th</sup>. Street sweeping was agreed on with a cap at 16 hours.
- 4.2** Supervisor Bell noted the EmergyCare report of 12 calls for February 2025.
- 4.3** Cara gave an update on the re-hiring of Alexis McAvoy as Library Director. She noted that Alexis has already done quite a bit of cleaning up and is doing well.
- 4.4** Supervisor Leichtenberger reviewed information gathered at past Municipal Authority meetings noting that there are a couple residents in violation of Pennsylvania Act 537 which requires residents to be connected to sewer systems within so many feet of the road. The township will be working with the Municipal Authority and Sewage Enforcement Officer to get these violations corrected. Supervisor Leichtenberger also noted that the township has received complaints

about the Municipal Authority that were found to not have been discussed with them first. He asks that all issues be taken directly to the Municipal Authority and if nothing is taken care of, at that point to come to the township. He also noted that the Municipal Authority is planning to apply for LSA grants and that the township would be looking at applying together to having all work completed in one large project instead of multiple projects.

- 4.5** Curt Bowley presented the closing of the 2024 Boat Launch Grant as well as discussed a ribbon cutting ceremony that is to be held on May 17<sup>th</sup> at 11am.

## **5. OLD BUSINESS**

- 5.1** Supervisor Bell read the final report of the 2024 Sheffield Punkin Fest that was provided by Deborah Koza. The report noted funds received in the amount of \$7,430.00, funds disbursed in the amount of \$8,662.75. The report also noted that there will not be another festival this year. This finalized the 2024 Sheffield Punkin Fest.

## **6. NEW BUSINESS**

- 6.1** John Papalia spoke on behalf of Warren Worx and WCCBI about adding a hot spot for the community at Sheffield Memorial Park. It is a mobile network provided by Starlink that will be paid for by these county committees. He also noted that they had \$1,000.00 in grant money they were looking to provide for a community event donation.
- 6.2** Cara spoke on setting up Arbor Day with the 5<sup>th</sup> grade class this year, setting a date for May 9<sup>th</sup> and requested to use the funds budgeted to purchase a tree to plant. This was approved with a motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.
- 6.3** The supervisors reviewed the building permits for Bob Odonish, Kyle McNeal, Ruth Smith Center, and Jim Williams. All were approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.4** Cara noted she requested Northwest to increase the interest rate on our accounts and was denied. She requested to move the State Funds and the budgeted amount for the General Fund Reserve to PLGIT as their interest rate is significantly higher. Resolution 2025-7 and Resolution 2025-8 were approved. Both were motioned by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.5** Cara relayed the request from SSB for the township to sell admission tickets for the upcoming track meets which also include the All County meets. The supervisors discussed the request noting that admission has never had a charge for track and did not feel it was right to charge for possibly the last year. The

request was denied with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in agreement of denial.

- 6.6 The Supervisors and Roadmaster reviewed the quotes received for daylighting around town. Supervisor McMillen asked what the purpose of daylighting was and was told that daylighting allows the sun to get to the roads which helps the pavement last longer. After discussion, Chris was to check with Timberroots on how high they can cut. Other than the dead tree on Hall Street, this discussion was tabled. The Timberroots quote of \$800.00 to remove the dead tree on Hall Street was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.7 Cara reported that both camp counselors have agreed to return this summer for the Sheffield Playground Program. She requested permission to advertise for the summer seasonal maintenance position which was approved with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.
- 6.8 The board discussed dates for the townwide cleanup day to be held this year and agreed on June 28<sup>th</sup>. Discussion on dumpster prices and location occurred and a decision was tabled for the next meeting to see if the school parking lot was available for use and to get a couple more prices.
- 6.9 Cara reported that Mr. Curtis called again requesting some things to help fix up the Tionesta Ball Field. She provided the list of items and was asked to contact Mr. Curtis for prices in order to decide. This was tabled until pricing is provided.
- 6.10 The supervisors reviewed the estimates put together by the township's PennDOT rep for bid packets to be established from. After discussion, the supervisors decided to have a couple changes made noting that an executive meeting would be needed to approve the estimates for advertising and the item was tabled.

## 7. PUBLIC COMMENT

- 7.1 **Chris Kyler** asked that ordinances be reviewed for driveway installations, noting that a new driveway was created at 105 Dunham Street that does not have a drainpipe and is backing up water into the roadway. Cara noted that no driveway permit was submitted and will be reviewed.
- 7.2 **Jim Williams** asked who was responsible for cleaning up 200 Horton Avenue. It was noted that the homeowner was responsible for cleanup and was waiting for good weather by a different resident in attendance.
- 7.3 **Renee Samuelson** asked if the cleanup day will be posted on Facebook and was told it would be once it's finalized.
- 7.4 **Kim Holden** asked about a water hookup for the streetsweeper. She asked if repairs would be made before Henry's Mill Road would be logged in order for the log trucks to be able to travel.

- 7.5 **Sam Bullock** noted that banners and flags would be going up sometime around the end of April beginning of May.
- 7.6 **Jim McMillen** asked about Saybrook Bridge, which was noted to be waiting for the weather to break for repairs to be made. He asked where were at on 336 Horton, which was noted that it is still in the Magistrates office and the only options for quicker cleanup at this time would be for the township to do it and charge or possibly send a letter to whoever bought it at tax sale. He asked about the Attorney General's response, Cara noted that the conversation seemed to agree that nothing else is to be done at this time but a follow-up call would be scheduled to confirm.
- 7.7 **Curt Bowley** asked if it was ok to have a work bee to clean up the boat launch closer to the ribbon cutting, which was agreed to. He asked if it was possible to have an option for a 10'x20' section paved to repair the ramp that was damaged going into the boat launch area, it was noted that it would be better for a small company to do that than one that would be bidding on the road paving items. He also noted that the roof on the bathroom at the boat launch needs replaced and that the scouts might be able to handle it as an Eagle Scout project this year. The only cost to the township would be shingle disposal and he would check with landfills. Further discussion occurred on the tentative project.

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 all were in favor of adjournment at 8:30pm. Next meeting is Monday, May 5, 2025, at 6:30PM.

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Administrator/Treasurer

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SHEFFIELD TOWNSHIP SUPERVISORS