

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 – Matt Eck
Guests – Renee Samuelson, Deborah Moore, Gary Cochran, Jim Williams, Rick Petruney, Curt Bowley, and Kim Holden.

2. REVIEW OF PREVIOUS MINUTES

- 2.1** Minutes for the April 7, 2025, Supervisors Meeting were approved. Motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and all were in favor.
- 2.2** Minutes for the April 26, 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 May 2, 2025:
- General Fund total, 2025, \$30,389.65
 - Fire Fund total, \$2,053.24
 - Light Fund total, \$256.33
 - Gate Receipts total, \$33.81
 - The board discussed and the total amount approved was \$32,733.03, Supervisor Leichtenberger motioned, seconded by Supervisor McMillen, and all were in favor.
- 3.2** Supervisor Bell read the April 2025 Treasurer's Report. 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 - \$250,045.92
Deposits/Interest - \$73,471.12
Disbursements - \$50,745.99
Ending Balance - \$272,771.05
 - Light Fund: Previous Balance - \$38,203.99
Deposits/Interest - \$5,001.03
Disbursements - \$2,489.40
Ending Balance - \$40,715.62
 - Fire Fund: Previous Balance - \$51,235.81
Deposits/Interest - \$7,630.38
Disbursements - \$2,053.24
Ending Balance - \$56,812.95

- State Fund: Previous Balance - \$125,908.98
Deposits/Interest - \$5.17
Disbursements - \$0.00
Ending Balance - \$125,914.15
- State Fund SV: Previous Balance - \$40,504.09
Deposits/Interest - \$0.33
Disbursements - \$0.00
Ending Balance - \$40,504.42
- Sports Complex: Previous Balance - \$8,541.13
Deposits/Interest - \$0.35
Disbursements - \$0.00
Ending Balance - \$8,541.48
- SC Gate Receipts: Previous Balance - \$6,633.49
Deposits/Interest - \$0.27
Disbursements - \$33.81
Ending Balance - \$6,599.95

4. COMMUNICATIONS

- 4.1 Matt Eck reviewed the Roadmaster's report noting that the Saybrook Bridge would need to be looked at again now that the weather has warmed up. He noted that it might be a bit more than initially anticipated. Further discussion occurred on street sweeping, and the board noted that additional work would be needed after repairs were able to be completed on township equipment.
- 4.2 Cara noted that the EmeryCare reports had not been received and would be on the next agenda.
- 4.3 Cara reviewed the 2025 Sheffield Summer Playground Program which will be held June 16 through August 8. She noted that last year's counselors, Addisen Heeter and Andrew Kyler have agreed to come back this year for the program. It was also noted that she would be sending out letters for small donations toward the program as they still had some funds from the previous year.

5. OLD BUSINESS

- 5.1 Cara noted that she had requested pricing from Mr. Curtis as requested after the previous meeting but had not heard anything since. She also noted that John Nicklas had reached out about a few holes where people walked and about some of the benches needing to be fixed and that he filled out a volunteer waiver form to assist. Matt Eck noted that the holes had been filled in and that the road crew did not have any boards on hand to replace any on the benches. It was also noted that the driveway had a few small potholes going down to the parking lot from the rain washing it out and could use some

attention. Supervisor Bell asked the road crew to grade the driveway and work with Mr. Nicklas on the benches.

- 5.2** The board reviewed the quotes for the 2025 Daylighting projects. Several discussions occurred on whether it was necessary or not and why it was talked about while there were roads that needed to be fixed. Supervisor Bell noted that daylighting is done to help keep the roads in better condition longer and that is why it is being looked at along with various road repairs. Supervisor McMillen and a few residents in attendance were not in favor of the project. Kim Holden commented that if there's money for all the tree cutting, then there was money for fixing Henrys Mill Road. After further discussion, the board decided to table the daylighting project until 2026. Later in the meeting, Supervisor McMillen reopened daylighting and asked about Henrys Mill Road stating that it needed to be done. Supervisor Leichtenberger and Supervisor Bell noted that the Forestry had a timber sale for daylighting on the dirt portion of the road that would still be taking place.
- 5.3** Cara reviewed the 2025 Arbor Day celebration that was set to take place on Friday May 9, 2025, with the SAES 5th grade class. The tree was purchased from Kane Lawn & Garden for \$95.00 and would need to be picked up. She noted the road crew completed the one call for the area and gave her thanks and asked if they could pick up the tree. The board gave thanks and agreed to have the guys pick up the tree to be planted.

6. NEW BUSINESS

- 6.1** The board reviewed the two building permits submitted for approval. The building permit for Kevin Bell was approved with a motion by Supervisor Leichtenberger, seconded by Supervisor McMillen, and duly carried. Supervisor Bell abstained from voting due to being a family member. The building permit for Margaret Johnson and Alexander Henry was approved with a motion by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.
- 6.2** The board discussed the 2025 Howe Township Fire Service Agreement. Legal questions were asked as to why this was an agreement between the townships and not Howe Township and the fire department as well as the time frame of the agreement. The board decided to table this discussion until the Solicitor could weigh in on the agreement.
- 6.3** Cara reviewed the QuickBooks update noting the discussions on the current platform being utilized no longer being updated. Discussions with Diana Patton, who is the person that handles all the QuickBooks training through PSATS, determined this to be the normal first steps to the platform being phased out. Cara discussed the prices for QuickBooks Desktop Enterprise Gold with the current 20% discount being \$1768.00, which includes the accounting and payroll

as an annual premium. This would also remove the monthly payroll payment that ranges \$50-\$75 per month depending on the number of active employees. Diana also stated that the QB Time would work with Enterprise and would have a discount for 12 months with a monthly price of \$14.00 plus \$6.80 per employee. Cara also stated that Diana was holding a training on this platform through PSATS in June for \$55.00. The board discussed these options and determined to approve the update to Enterprise Gold with the QB Time tracking for 3 employees. Motioned by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor. A motion to approve the PSATS training was made by Supervisor Leichtenberger, seconded by Supervisor Bell, and all were in favor.

- 6.4** Cara noted that the budget included a \$2,500.00 payment to the Sheffield Food Pantry and a transfer of \$4,500.00 to the Sports Complex account to replace a portion of the funds used to purchase the mower. She requested to make these two payments and noted the TAWC payment was set to be paid out in July. Approval to do this was made with a motion by Supervisor Bell, seconded by Supervisor Leichtenberger, and all were in favor.

7. PUBLIC COMMENT

- 7.1 Jim Williams** asked when grass violations would start, he also asked about 200 Horton and 336 Horton on the corner of Radaker. Cara noted that we were waiting for the district court to assign a court date after receiving a response from the property owner of 336 Horton. Supervisor Bell asked about the township cleaning up 336, Cara noted that we would need to review the ordinance and see how that works as the property is set to be in the Judicial Tax sale at the end of the month and wasn't sure if that municipal claim would stay on the property or the current owner. Mr. Williams asked if the Municipal Authority is under the township or not, Supervisor Leichtenberger responded that they are their own entity and are somewhat on their own with their own laws to follow.
- 7.2 Deborah Moore** asked about the water tower with the pump house under it along Horton Ave. stating that it does not look very safe and is concerned about an accident. Supervisor Bell noted that the water tower was the property of Sheffield Container and private property.
- 7.3 Kim Holden** noted she was confused when they were allowed to talk and when we're not allowed. She noted she has been to several other township meetings and a lot of times they will have discussion while on a subject, so it doesn't get resurfaced. So, by no means am I trying to step on anyone's toes, but if I'm not able to get on the agenda, why would I bring it back up at the end of the conversation? Supervisor Bell noted that we were in public comment now and can discuss it, but if we're on the subject and someone has something to add

just raise your hand and we'll get to you. Gary Cochran noted that he did that and wasn't called on, Supervisor Bell apologized stating he didn't see. Kim noted that she is not complaining but Henrys Mill Road needs work and has been an issue for the last seven years. Cara noted she was hoping to apply for a dirt and gravel roads grant for it this year after Chris does his training. Supervisor Leichtenberger noted he wanted to reach out to the winning bid holder for the timber sale.

7.4 Gary Cochran asked when the repairs on the roof of the concession stand and the pavilion at the playground would be performed. He also asked for gutters on the concession stand building to direct the water away from the new concrete. Supervisor Bell noted the road crew could get quotes on this. Gary noted there was money in the playground fund of the Lions that might help with it. Gary asked if the boat launch was done, Mr. Bowley responded that it was though the driveway could use come 2B or something. Gary noted he had a contact from Sugar Grove that would come trap and remove all the pigeons from town. If we get rid of the pigeons, can we get the eaves fixed at the library building? The supervisors noted they would discuss that.

7.5 Curt Bowley noted the Tionesta Creek Access Area ribbon cutting ceremony is set for May 17th but might possibly need to be postponed until June 7th. He noted he would let Cara know by the end of the week and would post invitations around town if someone could put it on Facebook as well. He asked about getting gravel down on the driveway beforehand. Curt noted that John Papalia from WCCBI wanted to come down and that he might have grant money to have the handicap path updated.

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 Bell, and all were in favor of adjournment at 7:57pm. Next meeting is Monday, May 19, 2025, at 6:30PM.

Administrator/Treasurer

SHEFFIELD TOWNSHIP SUPERVISORS