

**Waterford Township Supervisors  
Regular Business Meeting  
December 21, 2022**

Chairman Senger called the meeting to order at 7:00 p.m., followed by the salute to the flag. Supervisors Kondzielski and Smith were in attendance as was Roadmaster Jerry Hanas, Secretary/Treasurer Sharon Risjan, Ron Eliason, Derek Brown and Larry Thompson.

Chairman thanked everyone for showing up, for their participation and for their concerns during the year.

**PUBLIC COMMENT**

**Robin Harrison** - regarding a 5-member board of supervisors, she asked what we are going to do about it. Chairman responded that we are going to leave it up to her, stating that she would have to get a petition and follow it through. Brief discussion ensued.

**MINUTES –**

**Motion by Smith, seconded by Kondzielski, to approve the minutes of the December 7, 2022, Regular Business Meeting, as presented. Vote: 3/0**

**BUDGET ADOPTION –**

**Motion was made by Smith, seconded by Kondzielski, to adopt the final budget for 2023, as presented, without a tax increase. Vote: 3/0**

**PLANNING AND ZONING –** See attached report

There was brief discussion about the Sparrow Pond subdivision.

**OLD BUSINESS –**

**DOT questions interest in maintenance agreement for the round-about.** Senger feels it is up to DOT to maintain. It is a State road and their round-about.

**NEW BUSINESS –**

**A hearing opened on adoption of Ordinance #2022-02** – amendment to Ordinance 2018-01, Holding Tanks, to include references to the handling and retention of pumping receipts. There were no comments on the proposed Ordinance, so the hearing was then closed.

**Motion was made by Smith, seconded by Kondzielski, to adopt Ordinance #2022-02 regarding Holding Tanks, which includes references to the handling and retention of pumping receipts. Vote: 3/0**

**PSATS Convention –**

**Motion was made by Senger, seconded by Kondzielski, to table this matter until the next meeting. Vote: 3/0**

**Erie County Repository Property Sale, LeBoeuf Gardens, Lot 129 –**

**Motion was made by Kondzielski, seconded by Smith, to sell Lot #129 in LeBoeuf Gardens to Jeffery Skelton and Paul J. Albrecht for \$250. Vote: 3/0**

**Erie Area COG** – Resolution to participate/not participate in the joint cable franchise fee negotiation. Discussion was held on this issue.

**Motion was made by Smith, seconded by Kondzielski, to participate in the joint cable franchise fee negotiations. Vote: 3/0**

**Authorization to advertise Organization meetings for 2023** –  
**Motion by Smith, seconded by Kondzielski, to advertise the various organization meetings for 2023. Vote: 3/0**

**CORRESPONDENCE** – none

**TREASURER’S REPORT**

**RECEIPTS** – See attached list

**BILL PAYMENT LIST:** Attached. Payroll Check Date 12/14/2022 Cash Required \$14,007.66

**APPROVAL OF BILLS**

**Motion by Smith, seconded by Kondzielski, to approve payment of the bills, as presented. Vote: 3/0**

**ROADMASTER** – See attached report

- Discussion ensued on the rehabilitation of Circuit St.
- Discussion on stormwater retention area for back lot.
- Discussion on purchase of a transit. Jerry will look into this.

**Chairman recessed the meeting at 7:41 p.m. to executive session for personnel matters.**

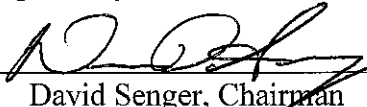
**Meeting reconvened at 8:24 p.m.**

Discussion opened on a job applicant. Chairman indicated where he had worked. Jerry thinks he would be an asset to the Township.

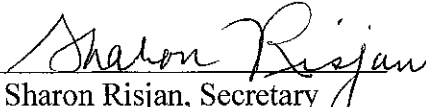
**Motion was made by Smith, seconded by Kondzielski, to possibly accept the application at the January 3, 2023, business meeting, with a pay rate to be considered at that time. Vote: 3/0**

**Chairman adjourned the meeting at 8:30 p.m.**

Respectfully submitted,

  
David Senger, Chairman

Jan 3, 2023  
Date

  
Sharon Risjan, Secretary

# AGENDA

## WATERFORD TOWNSHIP SUPERVISORS REGULAR BUSINESS MEETING December 21, 2022

### SALUTE TO FLAG

**PUBLIC COMMENT:** Robin Harrison – regarding 5-member Board of Supervisors.

**APPROVAL OF MINUTES** - December 7, 2022, Regular Business Meeting

**BUDGET** – Adoption of Final Budget for 2023

### ZONING REPORT

**OLD BUSINESS** – DOT questions interest in maintenance agreement for round-a-bout.

### NEW BUSINESS

- **HEARING** - Adoption of ORDINANCE #2022-02 – Amendment to Ordinance 2018-01, Holding Tanks, to include references to the handling and retention of pumping receipts.
- **PSATS Convention** – Hershey, PA, April 23-26, 2023. Approval to attend.
- **Action on proposed sale of property from County's Repository** for unsold properties list. LeBoeuf Gardens, Lot 129. Jeffery Skelton and Paul J. Albrecht. \$250.
- **Erie Area COG** - Resolution - Participate/not participate in joint cable franchise fee negotiation.
- **Authorization** to advertise Organization meetings for 2023.

### CORRESPONDENCE

### RECEIPTS

|                              |                                         |         |
|------------------------------|-----------------------------------------|---------|
| Berkheimer                   | EIT December                            | 4745.30 |
| Berkheimer                   | EIT December                            | 3627.34 |
| Wtfd Twp Tax Collector       | Realty & Per Capita tax                 | 1079.90 |
| E.C. Recorder of Deeds       | Realty Transfers                        | 4481.05 |
| DOT Office of the Budget     | Reimburse HRG invoice/Niemeyer bridge   | 692.73  |
| Berkheimer                   | EIT December                            | 8417.73 |
| Erie County Planning Fund    | Himrod Bridge engineering reimbursement | 1967.50 |
| ADP                          | Employee insurance contribution         | 430.22  |
| Berkheimer                   | EIT December 2022                       | 2980.76 |
| Berk                         | LST December 2022                       | 164.57  |
| Erie County Tax Claim Bureau | Delinquent taxes                        | 838.09  |
|                              |                                         |         |

### TREASURER'S REPORT

**BILL PAYMENT LIST:** See attached. Payroll Ck Date: 12/14/2022 Total Cash Req. \$14,007.66

### MOTION TO APPROVE PAYMENT OF BILLS

### ROADMASTER

**EXECUTIVE SESSION** for personnel matters.

### MOTION TO ADJOURN MEETING

December 7, 2022 – December 21, 2022

## ZONING REPORT

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- Work on correction for Sparrow Pond subdivision – non building waiver being signed.
- Worked with property owner to find solutions for Roosevelt drive, holding tank was officially denied.
- Drive of the township looking for violations
- New notice sent to 684 Benson Rd – junkyard/ junk vehicles violation
- New notice sent to 12664 Route 19 S – Junkyard/ junk vehicles violation
- Work on comprehensive plan sections & prepare for meetings
- ECZCEOA quarterly zoning meeting at Summit Township
- Dollar General Land development plans have been given recommendations for approval by planning commission, waiting on Erie County planning approval
- Review of holding tank ordinance update
- Reinspection of Rainbow Valley, now in compliance, issued 2023 permit
- Working with owner of the Trask Rd trailer park to bring them into compliance.
- New address for Dollar General – 11224 Route 19 N
- New address for Duran's - 102 Rube Road

## ROADMASTER'S REPORT 12-21-22

- Received our Line Locator and the salesman gave us some training and said if we need additional help, he would assist us. We had him locate the gas line in the back lot where we were doing some work
- Began clearing the remainder of the back lot and moving excess material to level the area
- Received 3 additional loads of salt almost 1/3 of our contracted amount
- Had an accident on Bagdad rd. on Saturday that took out a Speed limit sign
- Had another accident on Saturday evening on Bagdad rd. on the s-curves and had to Carl in for salt / Icy conditions
- Testing amber/green strobe light on Scott Hiliker's truck. The amber/green is supposed to be more visible in snowy conditions.
- Also trying a mounted light shining on the spreader box on Carl's truck to make it safer climbing up to check the material without carrying a flashlight.
- Summit Township has a Thumb that they purchased for their JD 410 backhoe and then they found out that their Backhoe wasn't equipped with the necessary valve. It would cost \$10,000 to install the correct valve, so they decided not to use it. They offered it for sale last spring for \$2950 to anyone. I would like to purchase it and install it on our JD 85 excavator so we can safely load culvert pipes when we change them. I contacted Mark Welka and he offered it to us for \$2500, he also said that they would install it on

our JD 85 excavator for an additional \$500. We can install it ourselves; we will need to have Dave's welding make us the mounting brackets to weld on the boom.

- Attached is the proposed plan to rehabilitate Circuit Road. The funding for this project can come from the ARP funding for infrastructure.
- Additional Equipment needed to purchase – Transit for installing catch basins, crosspipes and stormwater chambers.

10:31 AM

12/21/22

**Waterford Township**  
**Unpaid Bills Detail**  
 As of December 21, 2022

| Type                                             | Date       | Num                  | Open Balance | Credit   |
|--------------------------------------------------|------------|----------------------|--------------|----------|
| <b>Cintas Fire Protection</b>                    |            |                      |              |          |
| Bill                                             | 12/14/2022 | )F87561004           | 1,299.00     | 1,299.00 |
| Total Cintas Fire Protection                     |            |                      | 1,299.00     | 1,299.00 |
| <b>Compass Minerals America, Inc.</b>            |            |                      |              |          |
| Bill                                             | 12/05/2022 | 1088571              | 3,379.10     | 3,379.10 |
| Total Compass Minerals America, Inc.             |            |                      | 3,379.10     | 3,379.10 |
| <b>County of Erie1</b>                           |            |                      |              |          |
| Bill                                             | 12/14/2022 | 12451 Circuit        | 50.00        | 50.00    |
| Total County of Erie1                            |            |                      | 50.00        | 50.00    |
| <b>Five Star Equipment Inc</b>                   |            |                      |              |          |
| Bill                                             | 12/08/2022 | P35563               | 6.26         | 6.26     |
| Total Five Star Equipment Inc                    |            |                      | 6.26         | 6.26     |
| <b>Gatehouse Media Pennsylvania Holdings, In</b> |            |                      |              |          |
| Bill                                             | 11/25/2022 | Advertising--C       | 8.00         | 8.00     |
| Bill                                             | 11/25/2022 | Preliminary budget   | 91.26        | 91.26    |
| Bill                                             | 11/30/2022 | Inv. 000509046       | 221.48       | 221.48   |
| Bill                                             | 11/30/2022 | bids--roads material | 8.00         | 8.00     |
| Total Gatehouse Media Pennsylvania Holdings, In  |            |                      | 328.74       | 328.74   |
| <b>ITUAbsorbTech</b>                             |            |                      |              |          |
| Bill                                             | 12/07/2022 | 8034289              | 108.11       | 108.11   |
| Bill                                             | 12/14/2022 | 8038366              | 51.35        | 51.35    |
| Total ITUAbsorbTech                              |            |                      | 159.46       | 159.46   |
| <b>J. H. Auto Parts, Inc.</b>                    |            |                      |              |          |
| Bill                                             | 12/01/2022 | 523850               | 245.67       | 245.67   |
| Bill                                             | 12/05/2022 | 524055               | 3.33         | 3.33     |
| Bill                                             | 12/05/2022 | 524006               | 4.74         | 4.74     |
| Bill                                             | 12/06/2022 | 524101               | 77.18        | 77.18    |
| Bill                                             | 12/08/2022 | 524294               | 722.15       | 722.15   |
| Bill                                             | 12/09/2022 | 524422               | 67.40        | 67.40    |
| Bill                                             | 12/14/2022 | 524777               | 52.47        | 52.47    |
| Bill                                             | 12/14/2022 | 524753               | 410.22       | 410.22   |
| Bill                                             | 12/16/2022 | 524893               | 78.50        | 78.50    |
| Bill                                             | 12/20/2022 | 525090               | 7.72         | 7.72     |
| Total J. H. Auto Parts, Inc.                     |            |                      | 1,669.38     | 1,669.38 |
| <b>Kim Risjan</b>                                |            |                      |              |          |
| Bill                                             | 12/10/2022 | 12/10/22 Planning    | 25.00        | 25.00    |
| Total Kim Risjan                                 |            |                      | 25.00        | 25.00    |
| <b>Matt Erickson</b>                             |            |                      |              |          |
| Bill                                             | 12/10/2022 | 12/10/22 Planning    | 25.00        | 25.00    |
| Total Matt Erickson                              |            |                      | 25.00        | 25.00    |
| <b>McMaster-Carr</b>                             |            |                      |              |          |
| Bill                                             | 12/16/2022 | 89842560             | 99.73        | 99.73    |
| Total McMaster-Carr                              |            |                      | 99.73        | 99.73    |
| <b>National Fuel Gas</b>                         |            |                      |              |          |
| Bill                                             | 12/08/2022 | 11/03/22-12/05/22... | 453.52       | 453.52   |
| Total National Fuel Gas                          |            |                      | 453.52       | 453.52   |
| <b>Ron Eliason</b>                               |            |                      |              |          |
| Bill                                             | 12/10/2022 | 12/10/22 Planning    | 25.00        | 25.00    |
| Total Ron Eliason                                |            |                      | 25.00        | 25.00    |

**Waterford Township**  
**Unpaid Bills Detail**  
As of December 21, 2022

| Type                                   | Date       | Num                  | Open Balance     | Credit           |
|----------------------------------------|------------|----------------------|------------------|------------------|
| <b>Sharon Risjan - Petty Cash</b>      |            |                      |                  |                  |
| Bill                                   | 12/15/2022 | P.C. - Zoning        | 55.79            | 55.79            |
| Total Sharon Risjan - Petty Cash       |            |                      | 55.79            | 55.79            |
| <b>Southside Trailer Service, Inc.</b> |            |                      |                  |                  |
| Bill                                   | 12/15/2022 | 364525               | 122.64           | 122.64           |
| Total Southside Trailer Service, Inc.  |            |                      | 122.64           | 122.64           |
| <b>Steiner Diesel Service</b>          |            |                      |                  |                  |
| Bill                                   | 12/17/2022 | 13108                | 557.40           | 557.40           |
| Total Steiner Diesel Service           |            |                      | 557.40           | 557.40           |
| <b>Visa / Northwest</b>                |            |                      |                  |                  |
| Bill                                   | 11/14/2022 | Tarpstop             | 41.44            | 41.44            |
| Bill                                   | 11/22/2022 | Sam's - Chairs & Tab | 1,978.82         | 1,978.82         |
| Bill                                   | 11/22/2022 | TOPS - Water         | 51.87            | 51.87            |
| Bill                                   | 11/22/2022 | TOPS bottled water   | 27.93            | 27.93            |
| Bill                                   | 11/24/2022 | Spectrum, Zoning ... | 326.43           | 326.43           |
| Bill                                   | 11/30/2022 | Tiger Supplies       | 243.75           | 243.75           |
| Bill                                   | 11/30/2022 | PSATS Zoning Class   | 249.00           | 249.00           |
| Bill                                   | 12/05/2022 | Tactacam - signs     | 21.87            | 21.87            |
| Bill                                   | 12/08/2022 | Drivetrain America   | 116.75           | 116.75           |
| Total Visa / Northwest                 |            |                      | 3,057.86         | 3,057.86         |
| <b>William Phillips</b>                |            |                      |                  |                  |
| Bill                                   | 12/10/2022 | 12/10/22 Planning    | 25.00            | 25.00            |
| Total William Phillips                 |            |                      | 25.00            | 25.00            |
| <b>TOTAL</b>                           |            |                      | <b>11,338.88</b> | <b>11,338.88</b> |



WATERFORD TOWNSHIP, ERIE COUNTY, PA

TREASURER'S REPORT

November 30, 2022

|                                | BAL. FWD   | RECEIPTS          | EXPEND.           | END BAL.             |
|--------------------------------|------------|-------------------|-------------------|----------------------|
| <b>GENERAL ACCOUNT</b>         |            |                   |                   |                      |
| Previous Balance               | 401,147.97 |                   |                   |                      |
| Receipts                       |            | 139,612.20        |                   |                      |
| Com of PA Covid Relief Funds   |            | -                 |                   |                      |
| Interest Earned                |            | 3.38              |                   |                      |
| Expenditures                   |            |                   | 132,937.79        |                      |
| PNC Bank Fees (to be refunded) |            | -                 | 2.00              |                      |
| Transfer to Bridge Fund        |            |                   | -                 |                      |
| Transfer to Equipment Fund     |            |                   | -                 |                      |
| Transfer to Covid Relief Acct  |            |                   | -                 |                      |
| <b>TOTALS</b>                  | <b>-</b>   | <b>139,615.58</b> | <b>132,939.79</b> | <b>\$ 407,823.76</b> |

|                                |            |             |             |                      |
|--------------------------------|------------|-------------|-------------|----------------------|
| <b>*BRIDGE FUND</b>            |            |             |             |                      |
| Previous Balance               | 415,310.00 |             |             |                      |
| Receipts                       |            | -           |             |                      |
| Transfer from General Fund     |            | -           |             |                      |
| Interest Earned                |            | 3.42        |             |                      |
| Transfer to General Fund       |            |             | -           |                      |
| PNC Bank Fees (to be refunded) |            | -           | 2.00        |                      |
| <b>TOTALS</b>                  |            | <b>3.42</b> | <b>2.00</b> | <b>\$ 415,311.42</b> |

|                                |            |             |             |                      |
|--------------------------------|------------|-------------|-------------|----------------------|
| <b>*BUILDING FUND</b>          |            |             |             |                      |
| Previous Balance               | 226,639.22 |             |             |                      |
| Receipts                       |            | -           |             |                      |
| Transfer from General Fund     |            | -           |             |                      |
| Interest Earned                |            | 1.86        |             |                      |
| PNC Bank Fees (to be refunded) |            | -           | 2.00        |                      |
| <b>TOTALS</b>                  |            | <b>1.86</b> | <b>2.00</b> | <b>\$ 226,639.08</b> |

|                                |            |             |             |                      |
|--------------------------------|------------|-------------|-------------|----------------------|
| <b>*EQUIPMENT FUND</b>         |            |             |             |                      |
| Previous Balance               | 113,226.98 |             |             |                      |
| Receipts                       | -          | -           |             |                      |
| Transfer from General Fund     |            | -           |             |                      |
| Interest Earned                |            | 0.93        |             |                      |
| PNC Bank Fees (to be refunded) |            | -           | 2.00        |                      |
| <b>TOTALS</b>                  |            | <b>0.93</b> | <b>2.00</b> | <b>\$ 113,225.91</b> |

|                                |        |             |              |                  |
|--------------------------------|--------|-------------|--------------|------------------|
| <b>STATE LIQUID FUELS</b>      |        |             |              |                  |
| Previous Balance               | 799.92 |             |              |                  |
| Receipts                       |        | -           |              |                  |
| Interest Earned                |        | 0.01        |              |                  |
| PNC Bank Fees (to be refunded) |        | -           | 27.00        |                  |
| Expenditures                   |        |             | -            |                  |
| <b>TOTALS</b>                  |        | <b>0.01</b> | <b>27.00</b> | <b>\$ 772.93</b> |

|                                |           |             |               |                     |
|--------------------------------|-----------|-------------|---------------|---------------------|
| <b>*SEWER FUND</b>             |           |             |               |                     |
| Previous Balance               | 95,001.33 |             |               |                     |
| Receipts                       |           | -           |               |                     |
| Interest Earned                |           | 0.78        |               |                     |
| PNC Bank Fees (to be refunded) |           | -           | 2.00          |                     |
| Expenditures                   |           | -           | 150.00        |                     |
| <b>TOTALS</b>                  |           | <b>0.78</b> | <b>152.00</b> | <b>\$ 94,850.11</b> |

|                                          |          |             |              |                 |
|------------------------------------------|----------|-------------|--------------|-----------------|
| <b>**SMALL FLOW TREATMENT FACILITIES</b> |          |             |              |                 |
| Previous Balance                         | 4,750.50 |             |              |                 |
| Receipts                                 |          | -           |              |                 |
| Interest Earned                          |          | 0.04        |              |                 |
| PNC Bank Fees (to be refunded)           |          | -           | 27.00        |                 |
| Expenditures                             |          |             | -            |                 |
| <b>TOTALS</b>                            |          | <b>0.04</b> | <b>27.00</b> | <b>4,723.54</b> |

|                                |            |             |             |                      |
|--------------------------------|------------|-------------|-------------|----------------------|
| <b>ARP RELIEF FUND</b>         |            |             |             |                      |
| Previous Balance               | 309,499.50 |             |             |                      |
| Receipts                       |            | -           |             |                      |
| Interest Earned                |            | 2.54        |             |                      |
| PNC Bank Fees (to be refunded) |            | -           | 2.00        |                      |
| <b>TOTALS</b>                  |            | <b>2.54</b> | <b>2.00</b> | <b>\$ 309,500.04</b> |

|  |                       |                      |
|--|-----------------------|----------------------|
|  | <b>Total Expenses</b> | <b>\$ 133,153.79</b> |
|--|-----------------------|----------------------|

|  |                                        |                          |                        |
|--|----------------------------------------|--------------------------|------------------------|
|  | <b>TOTAL OF ACCOUNT BALANCES AS OF</b> | <b>November 30, 2022</b> | <b>\$ 1,572,846.79</b> |
|--|----------------------------------------|--------------------------|------------------------|

**\*\*Restricted Funds**  
**\*Capital Improvement Funds**

# Waterford Township Supervisors

## Regular Business Meeting

Wednesday, December 21, 2022

### SIGN IN SHEET

1 Dave

2 Ronald Ellington

3 Army Thompson

4 Robin Harrison

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_