

**Waterford Township Supervisors
Regular Business Meeting
Wednesday, July 17, 2024**

The regular business meeting of the Board of Supervisors was called to order by Chairman Kondzielski at 7:00 p.m.

**CALL TO
ORDER**

Supervisors Darren Smith and Kim Risjan were present as was Roadmaster Jerry Hanas, Secretary/Treasurer Sharon Risjan, Solicitor Martinucci, Dale Blum, Ron Eliason, Marti & Bob Heisler, Brian Garlick and Ron Jagta.

PUBLIC COMMENT

**PUBLIC
COMMENT**

Martha & Bob Heisler, Moore Road, were here to discuss the fireworks by the Archery Club. They have horses outside, and the fireworks that were going off put the horses in "flight mode". They want to know if the Township can put restrictions on major fireworks. Extensive discussion ensued in which Supervisor Smith stated that this is a PSP issue. Supervisor Risjan indicated that when they got horses, they went to the neighbors and asked them, if they were going to do fireworks, to let them know so they could get their horses in. Solicitor asked if these were display fireworks or consumer grade ones. They are display fireworks. Solicitor indicated that there are only State restrictions, not Township restrictions. He suggested that they have data and pictures and then call the PSP since it is a Pennsylvania law.

APPROVAL OF MINUTES

MINUTES

Motion by Smith, seconded by Risjan, to approve the July 3, 2024, Regular Business Meeting minutes, as presented. Motion carried.

RECEIPTS – see attached report

RECEIPTS

BILL PAYMENT LIST – attached. Pay Period 6/22/24 – 7/5/24. Cash Required \$18,809.09

Motion was made by Risjan, seconded by Smith, to approve payment of the bills, as presented. Motion carried.

**PAYMENT OF
BILLS**

TREASURER'S REPORT

ROADMASTER

ROADMASTER – See attached report.

PLANNING & ZONING – See attached report.

**PLANNING/
ZONING**

SOLICITOR

SOLICITOR

- Property Maintenance – Lindsay will get information to Solicitor on this.
- Himrod Rd bridge – Caitlyn is working on the paperwork.
- WMA – continuing to see what our actions should be.

NIEMEYER ROAD BRIDGE

Jerry put on the table a chart showing the color of the hardware fasteners that will be used on the bridge.

NIEMEYER BR.

WATER/SEWER – Nothing new to report.

WATER/ SEWER

OLD BUSINESS - None

OLD BUSINESS

NEW BUSINESS

NEW
BUSINESS

1. Resolution #2024-06 - Motion was made by Risjan, seconded by Smith, to adopt Resolution #2024-06 Municipal Assistance Program Grant for a Comprehensive Plan consultant. Motion carried
2. Motion was made by Risjan, seconded by Smith, to donate \$1,000 to the Waterford Cemetery Association to help replace the stolen maintenance equipment. Motion carried
3. Motion was made by Risjan, seconded by Smith, to have Pavement Maintenance Co. LLC, do layout and striping of double yellow lines (approximately 1850 LF with PADOT approve waterborne paint with reflective beads on the hill at Fox Run Golf Course, for safety purposes. Motion carried
4. Motion was made by Risjan, seconded by Smith, authorizing supervisor signatures for Parks & Recreation checking account at PLGIT. Motion carried
5. Motion by Risjan, seconded by Smith, authorizing supervisor signatures on the Himrod Road ROW Plan. Motion carried
6. Motion by Risjan, seconded by Smith, to adopt the revision to the Employer Handbook, Resolution #2024-08. Motion carried.
7. Motion by Risjan, seconded by Smith, to approve the Troyer Grower's land development plan and stormwater plan as presented. Motion carried.

Res. 2024-06

Donation to
Cemetery Assn

Pavement
Maintenance Co.

Parks & Rec
PLGIT Acct

Himrod Rd ROW

Res. 2024-08
Handbook Rev.

Troyer Growers
LD Plan

CORRES-
PONDENCE

CORRESPONDENCE

- Deiss & Halmi – preliminary plan for proposed water meter on the main that runs from the Borough to the Township. Supervisors agreed that we may want to have a checkvalve in that line. Lindsay will reach out to Steve and direct him to add the checkvalve.

At 8:10 p.m. Chairman recessed the meeting to executive session for pending legal and/or personnel matters. Meeting reconvened at 8:34 p.m.

EXECUTIVE
SESSION

Motion was made by Smith, seconded by Risjan, to adjourn the meeting at 8:35 p.m. Motion carried.

ADJOURN

Approved

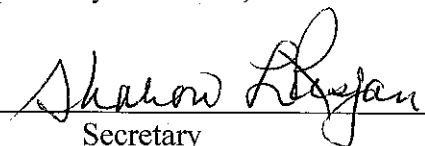
Respectfully submitted,



Chairman, Board of Supervisors

8-7-24

Date



Secretary

AGENDA

**WATERFORD TOWNSHIP SUPERVISORS
July 17, 2024**

SALUTE TO FLAG

PUBLIC COMMENT

1. Dawn Brown
2. Martha Heisler – fireworks

APPROVAL OF MINUTES – July 3, 2024

RECEIPTS – Attached

BILL PAYMENT LIST – See attached. Pay Period 06-22/24-07/05/24 Cash Required \$18,809.09

MOTION TO APPROVE PAYMENT OF BILLS

TREASURER'S REPORT FOR JUNE 2024

ROADMASTER – See attached report

PLANNING & ZONING – See attached report

SOLICITOR

OLD BUSINESS

NIEMEYER ROAD BRIDGE PROJECT

NEW BUSINESS

- Adopt Resolution #2024-06 Municipal Assistance Program Grant for Comprehensive Plan Consultant
- Authorize donation to the Waterford Cemetery Association toward a new lawnmower purchase to replace stolen lawnmower.
- Authorize layout and striping of double yellow lines at Fox Run Golf Course, for safety purposes.
- Authorize supervisor signatures for Parks & Recreation checking account at PLGIT
- Himrod Road ROW Plan – Authorize supervisor signatures
- Discussion/ possible action regarding employee handbook revision 2024-08
- Discussion/ possible action on Troyer Grower's land development and stormwater plan

CORRESPONDENCE

Deiss & Halmi – preliminary plan for proposed water meter on the main that runs from the Borough to the Township.

EXECUTIVE SESSION FOR PENDING LEGAL and/or PERSONNEL MATTERS

ADJOURNMENT

Waterford Township Deposit Detail

July 4 - 17, 2024

Type	Num	Date	Name	Account	Amount
Deposit		07/08/2024		100.200 · General Ch...	110,726.75
			Office of the Budget	357.070 · Niemeyer R...	-110,726.75
TOTAL					-110,726.75
Deposit		07/08/2024		100.200 · General Ch...	575.00
			Berkheimer Tax Admi...	310.210 · Earned Inco...	-406.27
			Berkheimer Tax Admi...	310.220 · Earned Inco...	-177.13
			Berkheimer Tax Admi...	403.100 · 1% Tax Rec...	8.40
TOTAL					-575.00
Deposit		07/08/2024		100.200 · General Ch...	834.04
			Berkheimer Tax Admi...	310.210 · Earned Inco...	-846.23
			Berkheimer Tax Admi...	403.100 · 1% Tax Rec...	12.19
TOTAL					-834.04
Deposit		07/08/2024		100.200 · General Ch...	190.41
			Berkheimer Tax Admi...	305.100 · LST - OCC...	-190.41
TOTAL					-190.41
Deposit		07/10/2024		100.200 · General Ch...	1,128.56
			Berkheimer Tax Admi...	310.210 · Earned Inco...	-1,145.05
			Berkheimer Tax Admi...	403.100 · 1% Tax Rec...	16.49
TOTAL					-1,128.56
Deposit		07/11/2024		100.200 · General Ch...	3,177.90
			Office of the Budget	357.070 · Niemeyer R...	-3,177.90
TOTAL					-3,177.90
Deposit		07/12/2024		100.200 · General Ch...	32,765.13
			Magisterial District 6-...	331.110 · Fines Includ...	-72.74
			Melissa Oberlander, T...	301.100 · Real Estate ...	-28,138.98
			Melissa Oberlander, T...	310.010 · Per Capita ...	-1,190.00
			GeoSource, Inc.	380.100 · Sale of Scra...	-313.40
			Erie County Tax Claim...	301.400 · R.E. Tax, de...	-2,986.75
			Anthony Gomo	380.124 · Sewer Fund...	-63.26
TOTAL					-32,765.13
Deposit		07/12/2024		100.200 · General Ch...	1,685.78
			Berkheimer Tax Admi...	310.210 · Earned Inco...	-1,710.41
			Berkheimer Tax Admi...	403.100 · 1% Tax Rec...	24.63
TOTAL					-1,685.78
Deposit		07/15/2024		100.200 · General Ch...	20,420.99
			Office of the Budget	357.070 · Niemeyer R...	-20,420.99
TOTAL					-20,420.99
Deposit		07/15/2024		100.200 · General Ch...	12,468.66
			Office of the Budget	357.070 · Niemeyer R...	-12,468.66
TOTAL					-12,468.66
Deposit		07/15/2024		100.200 · General Ch...	2,466.45
			Berkheimer Tax Admi...	310.210 · Earned Inco...	-2,502.48
			Berkheimer Tax Admi...	403.100 · 1% Tax Rec...	36.03
TOTAL					-2,466.45

Waterford Township

Check Detail

July 17, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	1888	07/17/2024	A.C.A. Sand and Grav...		100.200 - General Checking - Northwest	-47,706.33
Bill	104439	06/30/2024		2726.06T 2A gravel @ \$17.50/ton delivered	438.211 - Gravel - 2A	47,706.33
TOTAL						47,706.33
Bill Pmt -Check	1589	07/17/2024	American Funds		100.200 - General Checking - Northwest	-7,605.16
Bill	2Q2024 Pension	06/17/2024		2Q2024 Pension Plan deposit	483.000 - Pension Expense	7,605.16
TOTAL						7,605.16
Bill Pmt -Check	1590	07/17/2024	Chivers Construction ...		100.200 - General Checking - Northwest	-110,726.75
Bill	ECMS Estimate ...	06/17/2024		Niemeyer Rd Bridge Construction payment - #8	430.312 - Niemeyer Rd Bridge Constr Cost	110,726.75
TOTAL						110,726.75
Bill Pmt -Check	1591	07/17/2024	Cintas Corp.		100.200 - General Checking - Northwest	-176.02
Bill	4197733610	07/03/2024		shop towels	437.100 - Equip. - Misc.Supplics	6.20
Bill	4198362976	07/10/2024		Uniforms	487.164 - Uniform Expense	59.86
Bill				rugs	409.250 - Repairs and Maintenance	28.84
Bill				shop towels	437.100 - Equip. - Misc.Supplics	6.20
Bill	4198090987	07/17/2024		Uniforms	487.164 - Uniform Expense	34.36
Bill				shop towels	437.100 - Equip. - Misc.Supplics	6.20
Bill				Uniforms	487.164 - Uniform Expense	34.36
TOTAL						176.02
Bill Pmt -Check	1592	07/17/2024	Highmark Blue Shield		100.200 - General Checking - Northwest	-9,138.32
Bill	240705149923	07/05/2024		August 2024 Health Insurance	487.166 - Health Insurance	9,138.32
TOTAL						9,138.32
Bill Pmt -Check	1593	07/17/2024	HRG Engineering, Inc.		100.200 - General Checking - Northwest	-38,067.55
Bill	180247	07/13/2024		HRG Invoice #180247	430.313 - Engineering, Niemeyer Rd Bridge	20,420.99
Bill	Inv. 180526	07/13/2024		HRG Invoice #180526	430.313 - Engineering, Niemeyer Rd Bridge	12,488.66
Bill	Inv. 181737	07/13/2024		HRG Invoice #181737	430.313 - Engineering, Niemeyer Rd Bridge	3,177.60
TOTAL						36,067.55
Bill Pmt -Check	1594	07/17/2024	Jim Turner Sales		100.200 - General Checking - Northwest	-1,569.25
Bill	302521	06/20/2024		Flail mower - knives	437.224 - Flail Mower - Lovana LS220M	1,569.25
TOTAL						1,569.25
Bill Pmt -Check	1595	07/17/2024	Koldroek Waters, Inc.		100.200 - General Checking - Northwest	-34.90
Bill	975910	06/17/2024		Bottled Water dispenser rental	487.239 - Bottled Water	34.90
TOTAL						34.90
Bill Pmt -Check	1596	07/17/2024	Kula Farms		100.200 - General Checking - Northwest	-100.00
Bill	Deposit Refund	07/13/2024		Subdivision deposit refund	350.361 - Subdivision Deposits	100.00
TOTAL						100.00
Bill Pmt -Check	1597	07/17/2024	Manuf. & Business As...		100.200 - General Checking - Northwest	-438.44
Bill	294543	07/02/2024		life and short term disab lily coverage for August 2024	487.152 - Dental, Life, Disability Ins.	438.44
TOTAL						438.44
Bill Pmt -Check	1598	07/17/2024	National Fuel Gas		100.200 - General Checking - Northwest	-49.11
Bill	6/6/24-7/5/24	07/09/2024		6/6/24-7/5/24 Estimated	409.960 - Utilities	49.11
TOTAL						49.11
Bill Pmt -Check	1599	07/17/2024	National Lime and Sto...		100.200 - General Checking - Northwest	-4,335.43
Bill	931582	07/15/2024		R4 material. 109.37T to Stock	438.248 - Stone	4,335.43
TOTAL						4,335.43
Bill Pmt -Check	1600	07/17/2024	Pro Waste Services, L...		100.200 - General Checking - Northwest	-72.10
Bill	17310996	07/01/2024		Waste Removal	408.250 - Repairs and Maintenance	72.10
TOTAL						72.10
Bill Pmt -Check	1601	07/17/2024	PSATS UC Group Trust		100.200 - General Checking - Northwest	-2,186.57
Bill	2Q2024 UC	06/17/2024		2Q2024 Unemployment Compensation Payment	487.162 - Unemployment Compensation	2,186.57
TOTAL						2,186.57
Bill Pmt -Check	1602	07/17/2024	Ranyak Tree Service		100.200 - General Checking - Northwest	-1,900.00
Bill	7/13/24	07/13/2024		Tree Trimming Circuit St; tree trimming on Bagdad	438.226 - Tree Trimming	1,900.00
TOTAL						1,900.00
Bill Pmt -Check	1603	07/17/2024	Waterford Borough		100.200 - General Checking - Northwest	-11,564.61
Bill	2024 W/C SHC	07/13/2024		2024 Standliff Hase Company workers comp due from T...	411.502 - Workers Comp Pmt to Boro	11,564.61
TOTAL						11,564.61
Bill Pmt -Check	1604	07/17/2024	Waterford Municipal A...		100.200 - General Checking - Northwest	-75.00
Bill	June 2024	07/11/2024		PA one calls for June 2024	405.310 - Contracted services	75.00
TOTAL						75.00

233,743.54

WATERFORD TOWNSHIP, ERIE COUNTY, PA

TREASURER'S REPORT

June 30, 2024

	BAL. FWD	RECEIPTS	EXPENDITURES	END BAL.
GENERAL ACCOUNT				
Previous Balance - PLGIT	167,619.85			
Previous Balance - Northwest	53,998.80			
Receipts NWS		458,298.32		
Interest Earned NWS		12.00		
Interest Earned (PLGIT)		742.29		
Transfer from NWS (to PLGIT Investment Accounts)				
Expenditures Northwest			108,773.06	
TOTALS	221,618.65	459,052.61	108,773.06	\$ 571,898.20
*BRIDGE FUND				
Previous Balance (PLGIT)	433,880.04			
Receipts		-		
Interest Earned (PLGIT)		1,921.40		
Transfer to General Fund		-	-	
TOTALS		1,921.40	-	\$ 435,801.44
*BUILDING FUND				
Previous Balance (PLGIT)	236,765.99			
Receipts		-		
Transfer to General Fund		-	-	
Interest Earned (PLGIT)		1,048.50		
TOTALS		1,048.50	-	\$ 237,814.49
*EQUIPMENT FUND				
Previous Balance (PLGIT)	12,149.77			
Receipts		-		
Transfer to General Fund		-	-	
Interest Earned (PLGIT)		53.80		
TOTALS		53.80	-	\$ 12,203.57
STATE LIQUID FUELS				
Previous Balance (PLGIT)	309,277.44			
Receipts		-		
Interest Earned (PLGIT)		1,347.93		
Expenditures			-	
TOTALS	309,277.44	1,347.93	-	\$ 310,625.37
*SEWER FUND				
Previous Balance (PLGIT)	87,323.73			
Receipts		-		
Interest Earned (PLGIT)		386.46		
Expenditures			-	
TOTALS		386.46	-	\$ 87,710.19
**SMALL FLOW TREATMENT FACILITIES				
Previous Balance PLGIT)	4,816.83			
Receipts		-		
Interest Earned (PLGIT)		21.33		
Transfer to General Fund			-	
TOTALS		21.33	-	4,838.16
ARP RELIEF FUND				
Previous Balance (PLGIT)	1,251.57			
Receipts		-		
Interest Earned (PLGIT)		2.03		
Transfer to Parks & Rec			1,253.60	
TOTALS		2.03	1,253.60	\$ -
PARKS & RECREATION				
Previous Balance (PLGIT)	322,082.80			
Receipts (transfer from ARP Fund)		-		
Interest Earned (PLGIT)		2,683.44		
Expenditures			-	
Transfers			-	
TOTALS		2,683.44	-	324,766.24
		Total Expenses & Transfers	\$ 110,026.66	

TOTAL OF ACCOUNT BALANCES AS OF

June 30, 2024

\$ 1,660,891.42

**Restricted Funds

*Capital Improvement Funds

Interest earned Jan. - June 2024

\$39,216.25

ROADMASTER'S REPORT 7/17/24

- Applied gravel to Trask Road we will be adding one more pass down the center of the road. We added material in the farm field driveway.
- Applied gravel to Lane Road, Glover's will be delivering on Thursday and Friday, likely finishing that road.
- I met with Tom McClure from Eire County Conservation District about possible Dirt and Gravel Road grant opportunities for Haugh and Middleton Roads. Ben and I have been putting a couple of plans together and we will meet with Tom to review them when we're done.
- I reviewed the grant proposal for the Intermodal grant opportunity for Middleton Road. Some of it seems high, but I think we can give the go ahead to move forward. Our portion is 30 percent but we can do some of the work and use FEMA rates for labor and equipment as our share to offset the cost.
- Suit-Kote arrived Tuesday afternoon to tar and chip Sedgwick and Barton Roads. They were completed this afternoon.
- I was approached by Pat Traut from Lindy Paving about an opportunity to purchase Approx. 4000 gal. of MC70 oil for about \$1500. It is leftover oil from the Wheelertown Asphalt plant and they want to clean up the tanks and equipment left from the old site. MC70 oil is the base coat of our tar and chip roads to bind the gravel road to the chip. It can also be used as a dust control. One idea would be to apply it to Welsh Road and spread 1b stone or sand on it to stabilize the road until we are ready to improve it.
- We have been ditching roads in various areas.
- We started hauling anti-skid to the stockpile.
- Summit Township is sending their Sweeper truck tomorrow to sweep excess #8 stone off from the new tar & chip roads that were done this year. It will take a few days to complete.

*Discussion
w/ supervisors*

ZONING REPORT

July 17, 2024

-
- #3534 – 11877 Sharp Road – Deck
 - #3634 – 10777 Greenlee Road – Pool w/ Deck
 - #3724 – 1321 Bagdad Road – New driveway
 - #3824 – 2581 East Stancliff Road
 - Drive of the township & follow ups on violations
 - Return resident calls & met with residents
 - Violation letters sent to:
 - 12904 S Route 19 – Junkyard – trash and debris all over the yard
 - Some progress has been made. No communication since I sent the last notice
 - Slow progress is being made
 - Working on food truck ordinance with the planning commission
 - Ordinance is completed and has been sent to the solicitor for review
 - Still waiting on the property maintenance code to come back for review
 - Still waiting on the rezone of Rube Rd and the M1-A district paperwork to send for advertisement & notify property owners in the affected area
 - Troyer Growers have applied for Rezone of the M1-A district. I will begin working on this with Art.
 - We will also be reviewing and signing the Land development and Stormwater management plans this evening
 - Working with Army Core volunteers to help with the initiative at the Union City Dam with the Parks & Recreation committee, we will be applying for grants to help them get vault toilets on the west side of the damn parking lots.
 - Attended the quarterly zoning meeting at Shades Beach
 - Applying for the Municipal Assistance Program grant through DCED for the comprehensive plan, the resolution will be signed tonight.
 - Parks & recreation committee will be set up in the park all weekend for Heritage Days taking donations and getting the word out. We chose to sell T-shirts and reusable coffee mugs. \$20 donation if anyone would like one.

COPY

**RESOLUTION AUTHORIZING AN APPLICATION TO THE PENNSYLVANIA MUNICIPAL ASSISTANCE
PROGRAM**

**RESOLUTION NO. 2024-06
WATERFORD TOWNSHIP, ERIE COUNTY, PA**

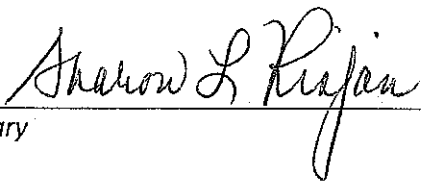
WHEREAS, Waterford Township will be undertaking a project to create a community park; and


WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;

NOW THEREFORE BE IT RESOLVED that the *Waterford Township Parks & Recreation Committee* of, *Waterford Township*, hereby authorizes the submission of an application to the Municipal Assistance Program; and

BE IT FURTHER RESOLVED that the *Waterford Township Parks & Recreation Committee* of Waterford Township hereby commits municipal resources in the amount of \$25,000.00 as a match for said project. Adopted by the *Waterford Township Parks & Recreation Committee* of Waterford Township on this 17th day of July, 2024.

ATTEST: *Waterford Township Parks & Recreation Committee of Waterford Township*


Secretary


Chairman

WATERFORD TOWNSHIP
ERIE COUNTY, PA
RESOLUTION #2024-08
JULY 17, 2024

COPY

BE IT RESOLVED that SECTION 4: TIME AWAY FROM WORK AND OTHER BENEFITS of the Waterford Township Employee Handbook shall be, and hereby is, amended as follows:

A. FAMILY AND MEDICAL LEAVE (FMLA)

3. Benefits During FMLA Leave

The Employer will pay its share of premiums for group health and life insurance coverage for employees on FMLA leave as though the employee were actively at work. To the extent that an employee is normally required to make contributions towards premiums for insurance coverages, such obligations will continue during the period of leave, **unless the employee is unable to work his assigned duties due to a *bona fide* workplace injury for which the employee has sought and has received or is receiving wage loss benefits under Pennsylvania's Workers' Compensation or Occupational Disease Acts for a period of two or more weeks. In that case, the Employer will also pay the employee's share of the premium as well for each month in which the employee receives two or more weeks of such wage loss benefits.** If required payments are not made by the employee as required, the coverage will be terminated.

An employee's use of FMLA leave will not result in the loss of any employment benefit that was granted prior to the start of the leave.

Unless related to an injury covered by the Pennsylvania Workers' Compensation or Occupational Disease Acts, an employee must first use any available vacation, personal and sick days during a FMLA leave. In any event, the total amount of FMLA leave shall not exceed twelve (12) weeks in a twelve (12) month period.

WORKERS' COMPENSATION

The Township provides insurance under the Workers' Compensation laws of the Commonwealth of Pennsylvania for employees who are injured or become ill as a result of an incident arising out of and in the course of employment. The law sets forth limitations on filing of claims. For this reason, it is important that an employee notify his/her supervisor immediately of any accident and complete an Incident Report. Additionally, forms required by the Workers' Compensation insurance carrier must also be completed.

If necessary, the injured employee will be referred to a physician or health care facility selected by the Township. After 30 days an employee may seek treatment from a non-designated health care provider with appropriate notice to the Township.

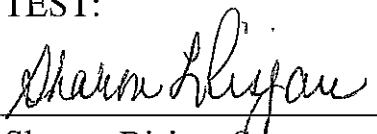
Workers compensation insurance covers medical expenses involved for injuries sustained on the job. A weekly income may also be paid for time lost after the first week of disability due to accident. The employee may also utilize salary continuation benefits, if available, to replace compensation lost during disability. **Time lost due work-related injuries shall be counted as FMLA leave.**

Since fringe benefits eligibility is based on hours worked, employees receiving Workers' Compensation benefits while absent from work do not accrue vacation time, sick leave, or holiday pay. Employees are considered to be on leave of absence and, therefore, retain their length of service. Health insurance is subject to regulations stated for employees on Leave of Absence.


These Amendments shall become effective immediately.

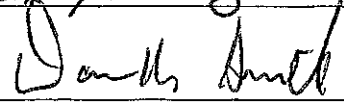
July 17, 2024

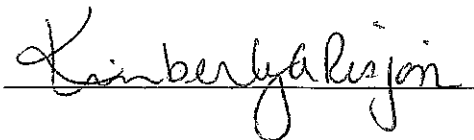
ATTEST:



Sharon Risjan, Secretary







Waterford Township Supervisors

Regular Business Meeting

Wednesday, July 17, 2024

SIGN IN SHEET

1 Pace Sum

2 Marti Heister

3 Bob Kusler

4 Ronald Ellison

5 Brian Garlick

6 Russ Fugler

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____