

**WATERFORD TOWNSHIP SUPRVISORS
REORGANIZATION MEETING
JANUARY 6, 2025**

The meeting was called to order with the salute to the flag.

Supervisors Darren Smith, Flory Kondzielski and Kimberly Risjan were present as was Roadmaster Jerry Hanas, Secretary/Treasurer Sharon 2024, Zoning Officer Lindsay Ethridge, Ron Eliason, Kirk Mientkiewicz, and Nate Stein from Burns & Burns Insurance.

Temporary Chairman Ron Eliason opened the meeting and asked for nominations for Chairman of the Board of Supervisors for 2025.

APPOINTMENT OF CHAIRMAN:

Motion by Risjan, seconded by Smith, to appoint Flory Kondzielski as Chairman of the Board of Supervisors for 2025. Motion carried.

Chairman Kondzielski appointed Lindsay Ethridge as temporary secretary.

APPOINTMENT OF VICE-CHAIRMAN:

Motion by Risjan, seconded by Kondzielski, to appoint Darren Smith as Vice-Chairman of the Board of Supervisors for 2025. Motion carried.

APPOINTMENT OF SECRETARY/TREASURER:

Motion by Smith, seconded by Kondzielski, to appoint Sharon Risjan as Secretary/Treasurer for 2025, with benefits. Motion carried.

TREASURER'S BOND:

Motion by Smith, seconded by Risjan, to set the treasurer's bond for 2025 at \$1,000,000. Motion carried.

APPOINTMENT OF ROADMASTER:

Motion by Smith, seconded by Risjan, to appoint Jerry Hanas as Roadmaster for 2025, at a pay rate of \$35.78 per hour, with benefits. Motion carried.

ECATO DELEGATE:

Motion by Smith, seconded by Risjan, to appoint Flory Kondzielski as Waterford Township's ECATO Delegate in 2025. Motion carried.

ALTERNATE ECATO DELEGATE:

Motion by Kondzielski, seconded by Smith, to appoint Kim Risjan as Waterford Township's ECATO Alternate Delegate in 2025. Motion carried.

ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:

Motion by Risjan, seconded by Kondzielski, to appoint Darren Smith as Waterford Township's representative to the Erie County Planning Commission in 2025. Motion carried.

ALTERNATE ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:

Motion by Smith, seconded by Risjan, to appoint Lindsay Ethridge as Alternate Erie County Planning Commission representative in 2025. Motion carried.

PSATS CONVENTION DELEGATE:

Motion by Kondzielski, seconded by Risjan, to appoint Darren Smith as Waterford Township's PSATS Convention Delegate in 2025. Motion carried.

PSATS CONVENTION EXPENSES:

Motion by Smith, seconded by Risjan, to approve payment of all expenses for attendance at the PSATS Convention in 2025. Motion carried.

SOLICITOR APPOINTMENT:

Motion by Smith, seconded by Risjan, to appoint Quinn Law Firm as the Township's solicitor for 2025. Solicitor to attend the second meeting of each month. Motion carried.

ENGINEER APPOINTMENT:

Motion by Smith, seconded by Risjan, to appoint Verdantas LLC as the Township's engineering firm for 2025. Motion carried.

ZONING OFFICER:

Duties include Flood Plain and Storm Water Management Administration, Planning and Zoning, Parks & Rec Coordinator, Grant writing, Oversee the Building occupancies and inspections, Sewage Permit overseer.

Motion by Smith, seconded by Risjan, to appoint Lindsay Ethridge as the Waterford Township Zoning Officer for 2025, with benefits. Motion carried.

2025 WAGE AND LOCAL SERVICES TAX RECEIVER:

Motion by Risjan, seconded by Smith, that Berkheimer will continue to collect 2025 wage and local services taxes, compensation set at 1.5% of amount collected for Earned Income Tax, and 1.8% of the amount collected for Local Services Tax (OPT). Motion carried.

ZONING HEARING BOARD APPOINTMENT:

Motion by Smith, seconded by Risjan, to reappoint Larry Thompson to a three-year term, to expire 12/31/2027, on the Waterford Township Zoning Hearing Board. Motion carried.

ZONING HEARING BOARD ALTERNATE APPOINTMENT:

Motion by Smith, seconded by Risjan, to appoint Harry Rearick as the Zoning Hearing Board alternate member, to serve a one (1) year term. Motion carried.

ZONING HEARING BOARD MEETING COMPENSATION FOR 2025:

Motion by Risjan, seconded by Smith, to pay the Zoning Hearing Board members \$35.00 per meeting attended in 2025. Motion carried.

PLANNING COMMISSION APPOINTMENT:

Motion by Smith, seconded by Risjan, to reappoint Matt Erickson to four-year term on the Waterford Township Planning Commission, to expire 12/31/2028. Motion carried.

PLANNING COMMISSION MEETING PAY FOR 2025:

Motion by Smith, seconded by Roskam, to pay the Planning Commission members \$25.00 per meeting attended in 2025. Motion carried.

PARKS & RECREATION COMMITTEE APPOINTMENTS:

Motion by Risjan, seconded by Smith, to appoint Darlene Ryan to a four-year term on the Parks and Recreation Committee, to expire 12/31/2028. Motion carried.

PARKS & RECREATION ALTERNATE APPOINTMENTS:

Motion by Smith, seconded by Risjan, to appoint Lisa Glover and Lindsay Ethridge, as alternates on the Parks and Recreation Committee. Motion carried.

PARKS & RECREATION ENGINEER APPOINTMENT:

Motion by Risjan, seconded by Smith, to appoint Verdantas LLC, as the Parks and Recreation engineering firm for 2025. Motion carried.

VACANCY BOARD CHAIRMAN:

Motion by Kondzielski, seconded by Smith, to appoint Kathy Proctor as the Vacancy Board Chairman for 2025. Motion carried.

WATER/SEWER AUTHORITY APPOINTMENT:

Motion by Kondzielski, seconded by Smith, to reappoint Ken Lewis to a five-year term on the Waterford Township Water/Sewer Authority, to serve until 12/31/2029. Motion carried

WATER/SEWER AUTHORITY LIAISON:

Motion by Risjan, seconded by Kondzielski, to appoint Darren Smith as the Water/Sewer Authority Liaison for 2025. Motion carried.

WATER/SEWER AUTHORITY MEETING COMPENSATION FOR 2025:

Motion by Smith, seconded by Risjan, to pay the Water/Sewer Board members \$25.00 per meeting attended in 2025. Motion carried.

EMERGENCY MANAGEMENT COORDINATOR:

Motion by Smith, seconded by Risjan, to appoint Harry Latta as Emergency Management Coordinator for 2025. Motion carried.

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR:

Motion by Smith, seconded by Risjan, to appoint John Orr as Assistant Emergency Management Coordinator for 2025. Motion carried.

AGRICULTURAL SECURITY AREA COMMITTEE CHAIRMAN:

Motion by Smith, seconded by Risjan, to appoint Al O'Connell as Agricultural Security Area Committee Chairman for 2025. Motion carried.

AGRICULTURAL SECURITY AREA COMMITTEE:

Motion by Smith, seconded by Risjan, to appoint Jim Kula to a one-year term (2025) on the Agricultural Security Area Committee. Motion carried.

ERIE COUNTY TAX COLLECTION COMMITTEE DELEGATE:

Motion by Risjan, seconded by Smith, to appoint Melissa Oberlander as Erie County Tax Collection Committee Delegate for 2025. Motion carried.

ERIE COUNTY TAX COLLECTION COMMITTEE ALTERNATE DELEGATE:

Motion by Smith, seconded by Kondzielski, to appoint Kim Risjan as Erie County Tax Collection Committee Alternate Delegate for 2025. Motion carried.

INVESTMENT OFFICER:

Motion by Smith, seconded by Kondzielski, to appoint Sharon Risjan as Investment Officer for 2025. Motion carried.

DEPOSITORY OF FUNDS:

Motion by Risjan, seconded by Smith, to name Northwest Bank as the Waterford Township Depository of Funds for 2025. Motion carried.

FUND INVESTMENT:

Motion by Smith, seconded by Risjan, to name PLGIT as the Township’s Investment Depository for 2025. Motion carried.

BANKING SIGNATORIES:

Motion by Risjan, seconded by Smith, that supervisors Flory Kondzielski, Darren Smith, and Kimberly Risjan, as well as Secretary/Treasurer Sharon Risjan, be named signatories at all financial institutions used by Waterford Township, namely Northwest Bank, and PLGIT. Motion carried.

WAGE INCREASE:

Motion by Smith, second by Risjan, to approve a 3.5% per hour wage increase for all full-time employees in 2025. Motion carried.

FULL-TIME EMPLOYEES

TRUCK DRIVERS MUST HAVE CURRENT CDL LICENSE

PAID HOLIDAYS

- New Years Day
- Good Friday
- Primary Election Day
- Friday before Memorial Day
- Memorial Day
- 4th of July
- Labor Day
- General Election Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Day
- Two (2) Floating Holidays (to be agreed upon by all with approval of Board of Supervisors)

VACATION/PERSONAL DAYS –

One year of service	2 personal days	1 week of vacation
Two years of service	4 personal days	2 weeks of vacation
Five years of service	5 personal days	3 weeks of vacation
10 years of service	5 personal days	4 weeks of vacation
15 years of service	5 personal days	5 weeks of vacation

Vacation/personal must be used within the year it is earned. Vacation may only be carried over to the next year under one of the following circumstances: the employee schedules vacations, then is told that he cannot have the time off, or work load is such that the employee is told he cannot have the vacation time off and there is no reasonable time left in the year to use it. Vacation carryover must be approved by the Roadmaster. **ALL VACATION AND PERSONAL DAYS MUST BE PRE-APPROVED BY THE ROAD MASTER.**

SICK DAYS – Three paid sick days per year. A maximum of fifteen unused sick days can be carried forward. At year-end unused sick days may be redeemed at 80% of employee’s regular pay.

BEREAVEMENT DAYS – Three days with pay for death in immediate family to include; spouse, parent, child, brother, sister, stepparent, stepchild, stepbrother or sister, mother-in-law, and father-in-law. One day with pay for grandparents, aunts, or uncles.

JURY DUTY – Township will make up the difference in pay based on eight hours of employee’s regular pay.

FULL-TIME EMPLOYEE BENEFITS INCLUDE THE FOLLOWING:

Family Hospitalization, Employee will be responsible for 15% of premiums.
Eye Care
Family Dental Insurance
Short Term Disability
Basic Life Insurance
Pension
Paid Holidays
Paid Vacation
Paid Personal Days
Bereavement Pay
Jury Duty Pay
Cell phone usage by Roadmaster – Total cost of his cell phone.
\$20 per month for personal cell phone usage

Motion by Risjan, seconded by Smith, to accept the above listed benefits, as amended (Monday after Thanksgiving to the Friday after Thanksgiving) for all full-time Township employees for 2025. Motion carried.

2025 SEASONAL PART-TIME LABOR/EQUIPMENT OPERATORS:

Part-time personnel to work on an as-needed basis. Truck drivers must have a current CDL license. No benefits. Skilled equipment operators, \$20.00 per hour; skilled truck drivers, \$20.00 per hour; non-truck drivers, \$15.50 per hour.

Motion by Smith, seconded by Risjan, to hire part-time personnel to work on an as-needed basis in 2025 at the above-stated hourly rates. Motion carried.

OVERTIME COMPENSATION:

Motion by Smith, seconded by Risjan, that 2025 overtime will be paid after 40 work or compensatory time hours. Motion carried.

HOURLY PAY:

Motion by Smith, seconded by Risjan, that time will be paid to the nearest quarter hour from the time clock. Motion carried.

HOLIDAY PAY:

Motion by Smith, seconded by Risjan, that employees who work on a paid holiday will be paid 8 hours holiday pay, plus time and one-half for those hours worked. Motion carried.

MINIMUM CALL-IN PAY:

Motion by Ssmith, seconded by Risjan, to pay a minimum of four (4) hours for “call-in-pay”. If employee is called in, he may not be used four hours, but he must be available for work during those four hours. Motion carried.

MILEAGE COMPENSATION:

Motion by Smith, seconded by Risjan, to pay the IRS rate of 70¢ per mile for 2025 use of personal vehicles while attending schools, conferences, conventions and workshops. Motion carried.

EMPLOYMENT OF SUPERVISORS:

Motion by Smith, seconded by Risjan, to employ supervisors in any capacity, when needed. Motion carried.

AUTHORIZATION TO PAY INVOICES BETWEEN MEETINGS:

Motion by Smith, seconded by Risjan, authorizing payment of bills when they fall due between Township meetings with a minimum of two (2) supervisor signatures and the treasurer. Motion carried.

REGULAR BUSINESS MEETING DATES:

Motion by Smith, seconded by Risjan, that the 2025 regular business meetings be scheduled on the first and third Wednesday of each month, at 7:00 p.m. Motion carried.

WORK SESSIONS:


Motion by Smith, seconded by Risjan, that public work sessions for 2025 will be scheduled on the second, fourth, and fifth Wednesday of each month, at 7:00 p.m., as needed. Motion carried.

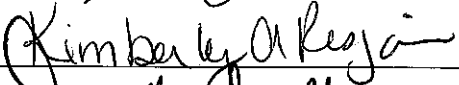
WATERFORD TOWNSHIP FEES FOR CALENDAR YEAR 2024


ZONING ORDINANCE BOOK	\$ 15.00
SUBDIVISION ORDINANCE BOOK	\$ 15.00
STORMWATER MANAGEMENT BOOK	\$ 15.00
COMPREHENSIVE PLAN	\$ 15.00
COPIES	\$.25
SMALL FLOW TREATMENT FACILITY PERMIT	\$500.00
STORM WATER PLAN APPLICATION, FOR OVER 5,000 SQ FT	\$500.00
If costs are less, remaining fees will be refunded	
Engineer determined fees for 10 yearly inspections	
FLOODPLAIN DEVELOPMENT	\$250.00
If costs are less, remaining funds will be refunded	
APPEALS, VARIANCES, CONDITIONAL USE	\$650.00
TO AMEND ORDINANCE, REZONING	\$750.00
SUBDIVISIONS:	
ALL SUBDIVISIONS REQUIRE A \$100 DEPOSIT. The deposit will be refunded if a recorded plat map is returned to Waterford Township within six (6) months of the supervisors' approval of subdivision	
Line revision	\$ 50.00
Minor Subdivision (5 or less lots)	\$100 + \$10 per lot
Major Preliminary Plan (6 lots or more)	\$600 + \$25 per lot
ZONING PERMITS:	
Minimum Permit Fee	\$ 50.00
Failure to Obtain Permit	\$50.00 penalty
Dwelling/Mobile Home	\$.25/sq. ft
Attached Garage/Addition	\$.15/sq. ft
Unattached Garage/Pole Barn/Accessory Building	\$.10/sq. ft
Pool Above/Below Ground	\$ 50.00
Driveway Permit	\$ 50.00
Commercial/Industrial	\$.25/sq. ft
Occupancy Permit/Certificate	No Charge
Cellular Tower upgrades	\$500.00
Permits expire one (1) year from issue date. Renewal is required if project is not completed.	

Motion by Risjan, seconded by Smith, approving the 2025 Waterford Township Fee Schedule, as stated. Motion carried.

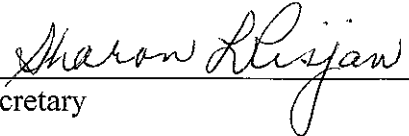
Waterford Township Board of Supervisors:







Attest:



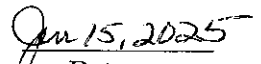
 Secretary

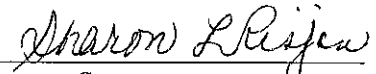
Motion by Kondzielski, seconded by Smith, to adjourn the 2025 Reorganization Meeting at 7:34 p.m. Motion carried.

Approved:

Respectfully submitted:


Chairman, Board of Supervisors


Date


Secretary

Waterford Township

From: Legals-Timesnews <legals@timesnews.com>
Sent: Friday, December 27, 2024 9:07 AM
To: Waterford Township
Subject: RE: Advertisement

Hello,

The notice will be published in the Erie Times-News on 12/30 at a cost of \$198.50. Please review the proof carefully, and if you have any changes or corrections, please email legals@timesnews.com or call 814-870-1774. The deadline for each day's paper is 11:30 am the day before the ad runs, and 11:30 am on Friday for the Sunday and Monday editions. Please send any changes or corrections by that time.

LEGAL NOTICE

NOTICE is hereby given that the 2025 ORGANIZATION meetings for Waterford Township, Erie County, PA, will be held as follows:

Board of Supervisors - January 6, 2025, 7 PM, followed by the regular business meeting.

Thereafter, regular business meetings will be held the first and third Wednesday of each month, 7 PM. Work sessions will be held the second, fourth, and fifth Wednesday of each month, 7 PM, as needed.

Board of Auditors - January 7, 2025, 7 PM

Planning Commission - January 23, 2025, 6 PM, followed by the regular business meeting.

Thereafter, regular meetings for 2025 will be held the fourth Thursday of each month, 6 PM.

Water/Sewer Authority - January 09, 2025, 7 PM, followed by the regular business meeting.

Thereafter, regular business meetings will be held the second Thursday of each month, 7 PM, as needed.

Parks & Recreation - January 2, 2025, at 6 PM, followed by the regular business meeting.

Thereafter, regular business meetings will be held on the first Thursday of each month, 6 PM.

All meetings are held at the Waterford Township Municipal Building, 12451 Circuit Street, Waterford, PA 16441.

(12-10890805-NT-30)

*Please note, public notices cannot be published on Saturdays.

Thank you,

Ginean Smith

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