

**Waterford Township Supervisors  
Regular Business Meeting  
November 19, 2025**

**6:00 p.m. – Hearing on Proposed Property Maintenance Ordinance**

**Court Stenographer present to take minutes**

Chairman Kondzielski opened the hearing with a Salute to the Flag.

Solicitor Haener explained the purpose of the hearing and how the hearing will proceed, then asked for comments.

Comments were made by Bart Beeman, Larry Thompson, Dave Church, Jason Markley, Bea Thureau, Chuck Thompson, Bill Loop, Pat Schmitt, Matt Renner, and Bethany Fritz.

Motion was made by Smith, seconded by Risjan, to adjourn the hearing at 6:24 p.m.

**7:00 P.M. – Regular Business Meeting**

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

Supervisors Kim Risjan and Darren Smith were present as was Secretary/Treasurer Sharon Risjan, Roadmaster Jerry Hanas, Zoning Officer Lindsay Ethridge, Solicitor Caitlyn Haener, and other individuals.

**PUBLIC COMMENT**

Tax Collector Melissa Oberlander explained her concerns about collection of the per capita tax, indicating that it is hard to find out who is moving in and moving out of the Township. She would like the supervisors to consider, or rethink, why we are collecting this tax. She believes that the purpose of this tax originally was to get the renters. But, because these people come in and go out, it is impossible to know who is where. Discussion ensued.

Dave Church, Middleton Road, wanted to know exactly what is happening at the end of Middleton Road by the gravel pit. Response was that Middleton Road is closed at that point and that barricades will be installed once the materials arrive.

Larry Thompson asked if the Township has any “virus” monies left. Response was that the monies were used to offset lost revenues during Covid, and the balance was used according to the requirements.

**APPROVAL OF MINUTES**

**Motion by Risjan, seconded by Darren, to approve the November 5, 2025, Regular Business Meeting, as presented. Motion carried.**

**ROADMASTER** – See attached report

**CALL TO  
ORDER**

**PUBLIC  
COMMENT**

**MINUTES**

**ROADMASTER**

**ZONING**

**ZONING** – See attached report

**SOLICITOR**

- Warren Ferraro – They are working on it.

**SOLICITOR**

**WATER/SEWER** – Nothing to report

**WATER/SEWER**

**OLD BUSINESS** - None

**OLD BUSINESS**

**NEW BUSINESS**

**NEW BUSINESS**

Motion was made by Risjan, seconded by Smith, to adjust the typos and grammatical errors that are on the recording with the stenographer, and add the historical wording requested. Motion carried.

Chairman recessed the meeting at 7:36 p.m. for discussion of legal issues.

Chairman reconvened the meeting at 8:07 p.m.

**Amendments to the Property Maintenance Ordinance prior to action:**

**Section 8 §A Motion was made by Risjan, seconded by Smith, to change “twenty (30) days” to “thirty (30) days”. Motion carried**

**Section 1 §E Line 4 Change the word “form” to “from”. Motion was made by Risjan, seconded by Smith to make this change. Motion carried.**

**Section 3 §F Line 1 Motion was made by Risjan, seconded by Smith, to change the word “requirement” to “required”. Motion carried.**

**Section 9 §F 3i Motion was made by Risjan, seconded by Smith, to remove the words “Township Supervisor or”. Motion carried.**

**Section 9 §F 2 Motion was made by Risjan, seconded by Smith, to remove the words “and never leave unattended”. Motion carried.**

**Section 1 §I Motion by Risjan, seconded by Smith, to add the recommended language for “Historic Buildings”, as presented by Solicitor Haener. Motion carried**

**Motion was made by Risjan, seconded by Smith, to adopt the Property Maintenance Ordinance with the above-listed amendment motions. Motion carried.**

**Motion was made by Smith, seconded by Risjan, to sign the 5 (five) year Standard Rental Service agreement with Cintas, for employee uniforms. Motion carried**

**Motion was made by Smith, seconded by Risjan, to stay with Quinn Law Firm. Motion carried.**

**Action on the 2026 budget was tabled.**

**Motion was made by Smith, seconded by Risjan, to advertise for 10,000T+/- 2A State approved gravel, and 2,000T+/- State approved antiskid. Motion carried.**

Action to advertise the LST ordinance was tabled.

RECEIPTS – Attached; no comments

RECEIPTS

BILL PAYMENT LIST – Attached; no comments.

BILL  
PAYMENT

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

CORRESPONDENCE – None

CORRESPONDENCE

EXECUTIVE SESSION at 8:16 p.m.; resumed at 8:50 p.m.

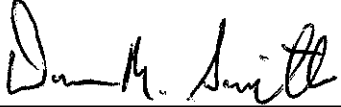
EXECUTIVE  
SESSION

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

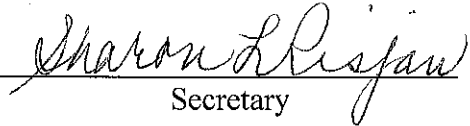
ADJOURN

Approved

Respectfully submitted,



12-3-2025



Vice Chairman, Board of Supervisors

Date

Secretary

*Sharon*

**WATERFORD TOWNSHIP SUPERVISORS  
REGULAR BUSINESS MEETING  
November 19, 2025**

**AGENDA**

**6:00 p.m. – Hearing on Proposed Property Maintenance Ordinance**

**7:00 P.M. – Regular Business Meeting**

**CALL TO ORDER / SALUTE TO THE FLAG**

**PUBLIC COMMENT**

Melissa Oberlander, Tax Collector, regarding Per Capita Tax.

**APPROVAL OF NOVEMBER 5, 2025, MINUTES**

**ROADMASTER** – See attached Roadmaster Report

**ZONING** – See attached Zoning Report

**SOLICITOR**

**WATER/SEWER**

**OLD BUSINESS**

**NEW BUSINESS**

1. Discussion/possible action to adopt Property Maintenance Ordinance, as presented.
2. Discussion/possible action on Cintas Uniform Service Agreement for five (5) years.
3. Discussion/possible action to replace solicitor, as Solicitor Martinucci has left Quinn Law Firm.
4. Authorization to advertise the 2026 proposed budget for final adoption on December 17, 2025.
5. Authorization to advertise for 10,000T+/- 2A state approved gravel, and 2,000T+/- state approved antiskid.
6. Authorization to advertise to update the Local Services Tax.

**RECEIPTS**

**MOTION TO APPROVE PAYMENT OF BILLS**

**CORRESPONDENCE**

Erie County Solid Waste Management Plan Update

**EXECUTIVE SESSION** – Legal and personnel matters

**MOTION TO ADJOURN**

## ROADMASTER'S REPORT 11/19/25

- Bridge meeting on 11/20/25 to discuss the completion of the Himrod Road bridge. <sup>noon</sup> *Halmie, Thomas Conster, Jeff Zimmerman, Inap.*
- We have been working on servicing equipment and readying them for winter, mounting plows and spreaders. Also placing plow route markers on all plow routes.
- We have been plowing and treating roads when needed.
- Himrod Road bridge is at a standstill because of high water.
- Clearing beaver dams and trying to deter them from rebuilding.

# ZONING REPORT

November 19, 2025

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- Permit #7725 – 222 Seroka Road – Decks x 2
- Permit #7825 – 11193 Donation Road – Detached garage
- Permit #7925 – 10998 Greenlee Road – Demo/ rebuild
- Permit #8025 – 546 Colt Station Road – Garage addition
- Drive of the township & follow ups on violations
- Return resident calls & met with residents
- Violation letters sent to:
  - 10399 N Route 19 – Short-term Rental with no yearly license
    - 2<sup>nd</sup> notice going out this week – No response
- Parks & recreation committee
  - Real estate application for ACOE has been sent to the engineer for review & completion
  - The board is still making revisions and changes to the proposed upgrades at the Union City Dam
  - Spoke with Justin Tech, and he is willing to help write grants for the Union City Dam Park upgrades
- Working on 3 LSA grant applications for new equipment
- November 12, 2025, the planning commission watched “managing the subdivision review process” – 6 in attendance. The recording is available for the supervisor to watch/ review.
- Asked Caitlyn about the Ferraro hearing and where we are at on their appeal. Waiting to hear so we can keep it moving forward.
- Spoke with Dwyer about applying for a special exception or variance for industrial uses at the Middleton Road gravel pit. He was working with the DEP and will get back to me. I have not heard from the DEP about the change in use as of now. Will discuss with the solicitor once a decision is made about who the new one will be.
- Received a phone call from Stancliff Hose about a tire fire on Route 19. DEP was notified.