

**Waterford Township Supervisors  
Regular Business Meeting  
August 20, 2025**

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

**CALL TO  
ORDER**

Supervisors Darren Smith and Kim Risjan were present as was Secretary/Treasurer Sharon Risjan, Road Foreman Ben Tallman, Zoning Officer Lindsay Ethridge, Solicitor Art Martinucci, Planning Commission member Ron Eliason, and ten other individuals.

**PUBLIC COMMENT**

**PUBLIC  
COMMENT**

Dan Samick, 3452 Welch Road, questioned about the trees growing into Dublin Road. He found out that the Township is not responsible for trees on private property, but the Township is responsible to contact the property owner to let them know that the trees on their property are impeding the visibility of motorists coming from other roads, and they must be taken down. The intersection of Dublin and Welch is bad anyways because of the hill just west of the intersection. It is a bad intersection but now that the trees are there, you cannot see the traffic coming down the dip on Dublin.

Bart Beeman asked about the cleanup on Saturday. Asked if it is just for Township residents.

**APPROVAL OF MINUTES**

**MINUTES**

**Motion by Risjan, seconded by Smith, to approve the August 6, 2025, Regular Business Meeting, as presented. Motion carried.**

**ROADMASTER** – See attached report

**ROADMASTER**

Lindsay noted that as she was getting ready to leave on the day the painters were finished, she noticed that they had not painted the office door. There were glue dots and remnants from tape on it and it needed basically cleaned. They told her they could paint it and they did, but they painted over the glue dots, the tape remnants, and didn't clean the door. After a brief discussion, the supervisors suggested contacting the Catania painting and ask them to look at the door.

Chairman Kondzielski asked Ben about when we can get the fog coat on the parking lot. Ben will follow up with Suit-Kote about this.

**ZONING** – See attached report

**ZONING**

**SOLICITOR**

**SOLICITOR**

Regarding the Ferraro property, the judgment was for \$12,000 plus \$74 filing fee. The Township would rather have the property come into compliance when violations are issued; but, if they are not brought into compliance, there could be additional liens and fees. Since the time the judgment was handed down, we received a Notice of Appeal for Warren Ferraro. Solicitor must now file a complaint in the Court of Common Pleas. As he said before, we don't want to put a lien on the property; we want him to come into compliance but he has not.

Regarding the Municipal Water Authority, we received the responses for our Request for Discovery. Solicitor shared them with Ed Smith. They are telling us they have documents as far back as 2017 but not beyond.

**WATER/SEWER**

**WATER/  
SEWER**

Flory advised that the advertisement was put out for bids for the meter pit. Steve Halmi received a call from the WMA indicating they want two shutoff valves inside the pit, and backflow preventer. Supervisor Smith stated he spoke with Steve Halmi and he is going to bid it out as a separate bid. Brief discussion ensued.

**OLD BUSINESS** - None

**OLD  
BUSINESS**

**NEW BUSINESS**

**NEW  
BUSINESS**

Motion was made by Smith, seconded by Risjan, to pay for supervisors and employees to attend ECATO picnic on August 28, 2025 at Picnicana Park. Motion carried.

After a brief discussion with Solicitor Martinucci, a motion was made by Risjan, seconded by Smith, to adopt Resolution 2025-03 Exoneration of delinquent property taxes. Motion carried.

Regarding the request for an application for Conditional Use by Jennifer and Ronald Good, and seeing no supervisor had additional conditions to add to it, a motion was made by Risjan, seconded by Smith, to approve the Application for Conditional Use for Jennifer and Ronald Good. Motion carried.

Chairman Kondzielski stated that the Fire Chief and the Stancliff Hose Company President stopped by his home and gave him a letter indicating the need for new air packs (SCBAs). He would like to have discussion and possible action at the next business meeting to help Stancliff with this need. Chairman also stated that the hose company does appreciate everything the Township has done for the fire department.

**TREASURER'S  
REPORT**

**TREASURER'S REPORT** – No comments

**RECEIPTS**

**RECEIPTS** – Attached; no comments

**PAYMENT OF  
BILLS**

**BILL PAYMENT LIST** – Attached; no comments.

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

**CORRESP.**

**CORRESPONDENCE** - None

**ADJOURN**

Motion was made by Smith, seconded by Risjan, to adjourn the meeting at 7:35 p.m. Motion carried.

Approved

Respectfully submitted,

  
Chairman, Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

**WATERFORD TOWNSHIP SUPERVISORS  
REGULAR BUSINESS MEETING  
August 20, 2025**

**AGENDA**

**SALUTE TO FLAG**

**Hearing Opened by Chairman Kondzielski at 6:30 p.m.**

**Conditional Use Application by Jennifer and Ronald Good**, 13112 Flatts Road, Waterford, PA, office space for Good's Counseling Services, LLC. This is an out-patient only business.

**Hearing Closed**

**REGULAR BUSINESS MEETING**

**CALL TO ORDER**

**PUBLIC COMMENT**

**APPROVAL OF AUGUST 6, 2025, MINUTES**

**ROADMASTER** – See attached Roadmaster Report

**ZONING** – See attached Zoning Report

**EXECUTIVE SESSION** – Legal matters.

**SOLICITOR**

- Notice of Appeal by Warren Ferraro.

**WATER/SEWER**

**OLD BUSINESS**

**NEW BUSINESS**

- Approval to pay expense to ECATO Annual Picnic, August 28, 2025, at Picnicana Park; 4 p.m. to 7 p.m.
- Discussion/possible Resolution #2025-03 Exoneration of delinquent property taxes.
- Action on Conditional Use Application by Jennifer and Ronald Good.

**TREASURER'S REPORT FOR JULY 31, 2025**

**RECEIPTS**

**MOTION TO APPROVE PAYMENT OF BILLS**

**CORRESPONDENCE**

**MOTION TO ADJOURN**

## **Road Master Report 08/20/2025**

- **We added a catch basin and 280 feet of culvert pipe on Middleton Road so we could fill in the one ditch to shift the road over to one side to avoid the least amount of water flow for one of our residents.**
- **We also did some ditching on Middleton Road to prep for our gravel.**
- **Assisted LeBoeuf Township with spreading their bank gravel last week. We will begin spreading our bank gravel starting tomorrow; be prepared for temporary road closures and rough road surfaces.**
- **Catania Painting was able to get the building all painted last week; we will get our new township sign up as soon as possible.**
- **Thomas Construction will be moving equipment and staging the job site today on Himrod Road and plan on closing the road end of this week or first of next week.**

# ZONING REPORT

August 20, 2025

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- Permit #4925 – 4169 Loop Road – Detached garage
- Permit #5025 – 7565 Middleton Road – Detached garage
- Permit #5125 – 102 Rube Road – Demolition
- Permit #5225 – 11267 Donation Road – Mobile food facility
- Permit #5325 – 2154 East Stancliff Road – Detached garage
- Permit #5425 – 2124 Nevada Drive – Temporary ramp
- Permit #5525 – 4263 Klemmer Road – Garage addition
- Drive of the township & follow ups on violations
- Return resident calls & met with residents
- Violation letters sent to:
  - 222 Seroka Road – New deck without permits
  - 11384 Sharp Road – Short-term Rental with no yearly license
  - 10399 N Route 19 – Short-term Rental with no yearly license
  - 7522 Middleton Road – Short-term Rental with no yearly license
  - 7565 Middleton Road - Short-term Rental with no yearly license
- Conditional use hearing August 20, 2025 – Letters prepared and sent to neighbors, property posted, and advertised in Erie Times News on Facebook, and Savvy Citizen
- Mr. Ferraro has appealed the district justice decision, so this will be moving to a higher court.
- Clean-up day is this Saturday, August 20, 2025. I will be checking addresses and collecting money at the entrance. Any supervisors who would like to volunteer to help would be greatly appreciated
- Parks & recreation committee
  - Rock the Park was held Saturday, August 9, 2025 – overall success, but attendance was down a little from last year. We are hoping to push it back to the fall for next year to compete with fewer events.
  - We had a great turnout from the community for the basket raffle donations and gift cards
  - We still have not heard back from the ACOE on a build day for the playground and kayak launch cleanout.
  - A park survey is available online and in hard copy. Please take the time to fill this out.
- The Planning Commission is still working to revise the property maintenance ordinance. A final copy should be ready to go for advertising and to the supervisors in September. Two new sewage modules to be reviewed and 1 subdivision.

**WATERFORD TOWNSHIP, ERIE COUNTY, PA**

**TREASURER'S REPORT**

**July 31, 2025**

	BAL. FWD	RECEIPTS	EXPENDITURES	END BAL.	
<b>GENERAL ACCOUNT</b>					
Previous Balance - PLGIT	49,356.98				
Previous Balance - Northwest	396,358.17				
Receipts NWS		165,537.11			
Transfer from PLGIT to Northwest		-			
Interest Earned NWS		17.10			
Interest Earned (PLGIT)		183.43			
Transfer from NWS (to PLGIT Investment Accounts)		-			
Transfer from PLGIT to NWS		-			
Expenditures Northwest			190,465.69		
<b>TOTALS</b>	<b>445,715.15</b>	<b>165,737.64</b>	<b>190,465.69</b>	<b>\$ 420,987.10</b>	<b>#</b>
<b>*BRIDGE FUND</b>					
Previous Balance (PLGIT)	457,007.26				
Receipts		-			
Interest Earned (PLGIT)		1,698.39			
Transfer to General Fund		-			
<b>TOTALS</b>		<b>1,698.39</b>	<b>-</b>	<b>\$ 458,705.65</b>	<b>#</b>
<b>*BUILDING FUND</b>					
Previous Balance (PLGIT)	249,386.37				
Receipts		-			
Transfer to General Fund		-			
Interest Earned (PLGIT)		926.80			
<b>TOTALS</b>		<b>926.80</b>	<b>-</b>	<b>\$ 250,313.17</b>	<b>#</b>
<b>*EQUIPMENT FUND</b>					
Previous Balance (PLGIT)	12,797.37				
Receipts		-			
Transfer to General Fund		-			
Interest Earned (PLGIT)		47.56			
<b>TOTALS</b>		<b>47.56</b>	<b>-</b>	<b>\$ 12,844.93</b>	<b>#</b>
<b>STATE LIQUID FUELS</b>					
Previous Balance (PLGIT)	302,697.57				
Receipts		-			
Interest Earned (PLGIT)		1,124.91			
Expenditures			-		
<b>TOTALS</b>	<b>302,697.57</b>	<b>1,124.91</b>	<b>-</b>	<b>\$ 303,822.48</b>	<b>#</b>
<b>*SEWER FUND</b>					
Previous Balance (PLGIT)	191,222.87				
Receipts		-			
Interest Earned (PLGIT)		710.40			
Expenditures		-			
<b>TOTALS</b>		<b>710.40</b>	<b>-</b>	<b>\$ 191,933.27</b>	<b>#</b>
<b>**SMALL FLOW TREATMENT FACILITIES</b>					
Previous Balance PLGIT)	5,073.60				
Receipts		-			
Interest Earned (PLGIT)		18.86			
Transfer to General Fund		-			
<b>TOTALS</b>		<b>18.86</b>	<b>-</b>	<b>5,092.46</b>	<b>#</b>

**PARKS & RECREATION**

Previous Balance (PLGIT)	441,177.71		
Previous Balance General Ckg - NW	6,881.89		
Receipts PLGIT		-	
Receipts NW Ckg		100.00	
Interest Earned (PLGIT)		1,639.56	
Interest Earned NW Bank Ckg		0.29	
Expenditures - PLGIT		-	
Expenditures - NW Bank		-	
Transfers		-	
<b>TOTALS</b>		1,739.85	449,799.45 #
<b>Total Expenses &amp; Transfers</b>		<b>\$ 190,465.69</b>	

		<b>Balance</b>	<b>\$ 2,093,498.51</b>
<b>Interest 2025</b>			
January	\$	4,982.26	
February	\$	4,301.64	
March	\$	4,680.44	
April	\$	5,918.78	
May	\$	6,324.19	
June	\$	5,044.86	
July	\$	4,727.74	
August	\$	6,367.30	\$ 42,347.21

**Waterford Township**  
**Deposit Detail**  
**August 7 - 20, 2025**

Date	Memo	Account	Amount
08/08/2025	Transfer from State Liquid Fuels PLGIT...	100.200 · General ...	236,227.03
	Transfer to NW General Fund to reimburs...	100.950 · PLGIT St...	-236,227.03
TOTAL			-236,227.03
08/08/2025	Deposit	100.200 · General ...	5,130.97
	Real Estate Tax	301.100 · Real Esta...	-4,910.97
	Per Capita Taxes	310.010 · Per Capit...	-220.00
TOTAL			-5,130.97
08/08/2025	Deposit	100.200 · General ...	880.91
	Interim real estate taxes	301.600 · Real Esta...	-880.91
TOTAL			-880.91
08/11/2025	Deposit	100.200 · General ...	5,549.50
	EIT current resident collections	310.210 · Earned In...	-5,643.06
	EIT non-resident collections	310.210 · Earned In...	12.48
	Berkheimer commission	403.100 · 1% Tax R...	81.08
TOTAL			-5,549.50
08/13/2025	Deposit	100.200 · General ...	14,347.37
	EIT current resident collections	310.210 · Earned In...	-14,081.48
	EIT non-resident collections	310.210 · Earned In...	-310.38
	EIT delinquent resident collections	310.220 · Earned In...	-165.13
	Berkheimer commission	403.100 · 1% Tax R...	209.62
TOTAL			-14,347.37
08/18/2025	Deposit	100.200 · General ...	15,378.30
	EIT current resident collections	310.210 · Earned In...	-14,998.96
	EIT non-resident collections	310.210 · Earned In...	-604.03
	Berkheimer commission	403.100 · 1% Tax R...	224.69
TOTAL			-15,378.30
08/18/2025	Deposit	100.200 · General ...	187.25
	LST August 2025	305.100 · LST - OC...	-187.25
TOTAL			-187.25

## Waterford Township

## Check Detail

August 7 - 20, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2171	08/18/2025	Sam Catania Painting		100.200 · General Ch...		-4,380.00
Bill	3187 Fl...	08/18/2025			409.380 · Building Fu...	-4,380.00	4,380.00
TOTAL						-4,380.00	4,380.00
Bill Pmt -Check	2172	08/20/2025	American Funds		100.200 · General Ch...		-187.50
Bill	939586...	08/11/2025			483.000 · Pension Ex...	-187.50	187.50
TOTAL						-187.50	187.50
Bill Pmt -Check	2173	08/20/2025	Cintas Corp.		100.200 · General Ch...		-101.07
Bill	423993...	08/13/2025			409.250 · Repairs and... 437.100 · Equip. - Mis... 487.164 · Uniform Exp...	-2.31 -6.35 -27.05	2.31 6.35 27.05
Bill	424066...	08/20/2025			409.250 · Repairs and... 437.100 · Equip. - Mis... 409.250 · Repairs and... 487.164 · Uniform Exp...	-2.31 -6.35 -29.65 -27.05	2.31 6.35 29.65 27.05
TOTAL						-101.07	101.07
Bill Pmt -Check	2174	08/20/2025	Green Distributors C...		100.200 · General Ch...		-2,750.00
Bill	115673	08/11/2025			438.229 · Middleton R...	-2,750.00	2,750.00
TOTAL						-2,750.00	2,750.00
Bill Pmt -Check	2175	08/20/2025	H J FINCK TIRES INC		100.200 · General Ch...		-2,505.00
Bill	284895	07/31/2025			437.220 · #20 - 2019 ... 437.221 · #21 2021 ...	-1,252.50 -1,252.50	1,252.50 1,252.50
TOTAL						-2,505.00	2,505.00
Bill Pmt -Check	2176	08/20/2025	Highmark Blue Shield		100.200 · General Ch...		-6,453.63
Bill	Septe...	08/05/2025			487.156 · Health Insur...	-6,453.63	6,453.63
TOTAL						-6,453.63	6,453.63
Bill Pmt -Check	2177	08/20/2025	Lindsay Ethridge		100.200 · General Ch...		-118.30
Bill	July 20...	08/18/2025			414.200 · Zoning - Mil...	-118.30	118.30
TOTAL						-118.30	118.30
Bill Pmt -Check	2178	08/20/2025	National Fuel Gas		100.200 · General Ch...		-71.68
Bill	7/8/25-...	08/08/2025			409.380 · Utilities	-71.68	71.68
TOTAL						-71.68	71.68
Bill Pmt -Check	2179	08/20/2025	PA One Call		100.200 · General Ch...		-159.00
Bill	000111...	07/31/2025			438.350 · PA One Call	-159.00	159.00
TOTAL						-159.00	159.00
Bill Pmt -Check	2180	08/20/2025	Sharon Risjan		100.200 · General Ch...		-1,014.70
Bill	Confer...	08/20/2025			400.332 · Mileage / R... 400.430 · Classes, Mt...	-469.00 -545.70	469.00 545.70
TOTAL						-1,014.70	1,014.70
Bill Pmt -Check	2181	08/20/2025	UPMC Health Plan / ...		100.200 · General Ch...		-365.10

**Waterford Township**  
**Check Detail**  
 August 7 - 20, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	DO000...	08/08/2025			487.152 · Dental, Life,...	-365.10	365.10
TOTAL						-365.10	365.10
Bill Pmt -Check	2182	08/20/2025	Visa / Northwest		100.200 · General Ch...		-955.85
Bill	8/12/25...	08/12/2025			409.300 · Other Charg...	-364.04	364.04
					409.200 · General Su...	-101.68	101.68
					409.250 · Repairs and...	-22.18	22.18
					437.198 · Roller - I.R. ...	-105.95	105.95
					409.300 · Other Charg...	-106.00	106.00
					409.260 · Small Tools ...	-238.00	238.00
					439.312 · Niemeyer R...	-18.00	18.00
TOTAL						-955.85	955.85
Bill Pmt -Check	2183	08/20/2025	Waterford Precast & ...		100.200 · General Ch...		-1,359.00
Bill	16625	08/08/2025			439.500 · Middleton R...	-1,359.00	1,359.00
TOTAL						-1,359.00	1,359.00
Bill Pmt -Check	2184	08/20/2025	Family Ink Innovatio...		100.200 · General Ch...		-120.00
Bill	1495	08/20/2025			438.242 · Safety & Se...	-120.00	120.00
TOTAL						-120.00	120.00

**Waterford Township Supervisors**  
**Regular Business Meeting**

**August 20, 2025**

**SIGN IN SHEET**

Write your name

Print your name

1 Bart Beem

BART BEEMAN

2 Thomas Coffin

THOMAS COFFIN

3 Victoria Coffin

VICTORIA COFFIN

4 Jennifer & Ronald Good

Jennifer & Ronald Good

5 N. Brace

Nick Brace

6 Dan Samick

DAN SAMICK

7 Ronald E. Eliason

RONALD E. ELIASON

8 Bethany Fritz

Bethany Fritz

9 Harry Rearick

Harry Rearick

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