

**Waterford Township Supervisors  
Regular Business Meeting  
August 6, 2025**

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 Road Foreman Ben Tallman, Secretary/Treasurer Sharon Risjan, Paul Saurwein and Bart Beeman.

**PUBLIC COMMENT**

**PUBLIC COMMENT**

Mr. Saurwein commented that he was glad we got the roads mowed.

Mr. Beeman explained that he received a violation letter from the zoning office. He has talked to the County and that issue has been taken care of. As far as the tires burning along side the road, he has seen nothing out there.

**APPROVAL OF MINUTES**

**APPROVAL OF MINUTES**

**Motion by Smith, seconded by Risjan, to approve the July 16, 2025, minutes, as presented. Motion carried**

**ROADMASTER** – See attached report by Road Foreman Ben Tallman. Ben stated that LeBoeuf Township and Waterford Township are working together on Middleton Rd.

**ROADMASTER**

**ZONING** – See attached report

**ZONING**

**WATER/SEWER** – Direction was given to contact Steve Halmi about the meter pit installation, and the \$50,000 grant received for it.

**WATER/SEWER**

**OLD BUSINESS** –

**OLD BUSINESS**

Extensive discussion ensued on the bidding and advertising for the Middleton Road pipe replacement, and possible pre-construction meeting.

**NEW BUSINESS**

**NEW BUSINESS**

**RECEIPTS** – No questions

**RECEIPTS**

**BILL PAYMENT LIST** - No questions

**BILL PAYMENT**

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

**CORRESPONDENCE** – None

**CORRESPONDENCE**

**NO EXECUTIVE SESSION**

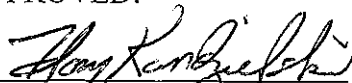
**EXEC. MEETING**

**Motion by Smith, seconded by Risjan, to adjourn the meeting at 7:16 p.m. Motion carried.**

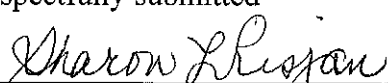
**ADJOURNMENT**

APPROVED:

Respectfully submitted

  
Flory Kondzielski, Chairman

8-20-25  
Date

  
Sharon Risjan, Secretary

**WATERFORD TOWNSHIP SUPERVISORS  
REGULAR BUSINESS MEETING**

**August 6, 2025**

**AGENDA**

**SALUTE TO FLAG**

**PUBLIC COMMENT**

**APPROVAL OF JULY 16, 2025, MINUTES**

**ROADMASTER**

**ZONING**

**WATER/SEWER**

**OLD BUSINESS**

- Advertisement for bid proposals for Middleton Rd and Martin Rd will be in the newspaper on August 15 and August 22. Bid opening will be at the September 3, 2025, Regular Business Meeting.

**NEW BUSINESS**

**RECEIPTS**

**BILL PAYMENT**

**MOTION TO APPROVE PAYMENT OF BILLS**

**CORRESPONDENCE**

**EXECUTIVE SESSION** – Discussion on legal/personnel issues, if needed.

**MOTION TO ADJOURN MEETING**

**REMINDER THAT SATURDAY, AUGUST 9, 2025, IS WATERFORD TOWNSHIP'S  
ROCK-THE-PARK EVENT AT THE MARTENS BARN ON FLATTS ROAD!!!**

## **Road Master Report 08/06/2025**

- We were able to get our last culvert pipe changed on Middleton Road, except for the deep pipe in which we are still waiting to go out to bid. Thursday Dwyer will start hauling the bank gravel.
- Been working with LeBoeuf TWP on tree trimming the low branches on Middleton & Cross Road so we don't cause any damage to trucks hauling the gravel.
- We did some ditching on Woods Road, while we were in-between projects.
- We've been slowly trying to fill the worst of the potholes with cold patch until we get time to patch the Roads completely.
- Catania Painting was here, and pressure washed the building and will be painting here in the near future.
- We have got our new cameras installed.

### INVITATION TO BID

The Waterford Township Board of Supervisors will receive Sealed Bids for two culvert replacement projects; one located along Middleton Rd and another along Martin Rd. The Project scope is outlined below. Sealed Bids shall be submitted to Waterford Township, 12451 Circuit St, Waterford, PA 16441, until 1:00 PM on Wednesday, September 3, 2025. Bids will be publicly opened at the regularly scheduled meeting of the Board of Supervisors later that evening at 7:00 PM at the Township building, with possible bid award at that time.

The Middleton Rd culvert, a prevailing wage project, is located approximately 0.64 miles north of the intersection with Route 97, past the Union City Dam entrance, past Cross Rd, almost to the turnaround. The plan calls for the existing galvanized metal pipe to be removed and replaced with a 36" HDPE, smooth bore culvert pipe. It is estimated to be around 15' deep. The inlet and outlet inverts will be field adjusted to best fit the flow line of the existing stream and will have appropriately sized riprap at the outlet to prevent erosion and scour. The Township may also require "mafia block" style, or poured in place concrete, headwalls at both the inlet and outlet, to stabilize the embankment and prevent washout and erosion around the pipe. The Township will haul away all excavated spoils and provide the backfill materials (spoil and gravel) for the new pipe.

The Martin Rd culvert is not a prevailing wage project, and is located approximately 0.03 miles south of the intersection with McLaughlin Rd, at state plane coordinates: LAT: N41.949440, LONG: W80.065008. The plan calls for the existing pipe to be removed and replaced with a 36" HDPE, smooth bore culvert pipe. It is estimated to be around 11' deep. The inlet and outlet inverts will be field adjusted to best fit the flow line of the existing stream, Trib 53507 to Trout Run, and will have appropriately sized riprap at the outlet to prevent erosion and scour. The Township may also require "mafia block" style, or poured in place concrete, headwalls at both the inlet and outlet, to stabilize the embankment and prevent washout and erosion around the pipe. The Township will haul away all the excavated spoils and provide the backfill materials (spoil and gravel) for the new pipe. Both projects should have proper erosion sediment control measures installed and maintained throughout construction and the Contractor should coordinate with Waterford Township to ensure the proper maintenance of traffic control is in place for any road closures or detours.

All bidding documents are available at no cost, and can be picked up at Waterford Township Municipal Building, 12451 Circuit Road, Waterford PA, 16441. Two copies of the application shall be submitted in a sealed envelope.

All construction Work is included in one (1) Prime Contract. Bids shall be on a lump sum and unit price basis as indicated in the Bid Form. Each Bid, when submitted, must be accompanied by a "Bid Security" in an amount equal to 10% of Bidder's maximum Bid price to be furnished via Certified Check or Bid Bond.

Any questions regarding the project can be directed to the Waterford Township office at 814/796-2109. A Pre-Bid Conference has not been scheduled at this time. If this changes, it will be coordinated through an Addendum that will be posted via the Township website at <https://waterfordtownship.net>.

Bidders' attention is called to the fact that no less than the minimum wages and salaries in accordance with provisions of Pennsylvania Prevailing Wage Act 442 and contained in the Bidding/Contract Documents, must be paid throughout the duration of the Middleton Rd Contract. Bidders must comply with all State anti-bid-rigging regulations pertaining to work, associated with this Project, and will be required to submit an executed non-collusion affidavit with the bid.

Waterford Township does not discriminate on the basis of gender, race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services. Waterford Township is an Equal Employment Opportunity Employer.

The successful Bidder will be required to furnish and pay for a satisfactory Performance Bond, or a Labor and Material Payment Bond, in an amount equal to the awarded Contract Price.

The Waterford Township Board of Supervisor's reserves the right to reject any or all Bids and to waive any defects, errors, omissions, mistakes, or informalities in the Bidding.

Bids may be held by Waterford Township for a period not to exceed sixty days (60) from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders, prior to awarding of a Contract.

Sharon Risjan, Secretary  
Waterford Township

Please publish twice, once on Friday, August 15, 2025, and a second time on Friday, August 22, 2025.

INVITATION FOR BIDS

# ZONING REPORT

August 6, 2025

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- Permit # 4125 – 12782 Plank Road - Decks
- Permit # 4225 – 13095 Washington Circle – Shed
- Permit # 4325 – 3953 Lowe Road – Mobile Home
- Permit # 4425 – 817 Route 97 – Commercial facility additions
- Permit # 4525 – 12960 Clute Road – New SFD
- Permit # 4625 – 2377 Hare Road – Detached Garage
- Permit # 4725 – 10497 Route 19 – Commercial Facility
- Permit # 4825 – 1957 Bagdad Road - Deck
- Drive of the township & follow ups on violations
- Return resident calls & met with residents
- Violation letters sent to:
  - 15 Cottage Drive – New deck without permits
  - 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
- Parks & recreation committee
  - Rock the Park this Saturday, August 9, 2025
- 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

WATERFORD TOWNSHIP, ERIE COUNTY, PA

TREASURER'S REPORT

June 30, 2025

	BAL. FWD	RECEIPTS	EXPENDITURES	END BAL.
<b>GENERAL ACCOUNT</b>				
Previous Balance - PLGIT	49,180.45			
Previous Balance - Northwest	406,479.50			
Receipts NWS		151,774.64		
Transfer from PLGIT to Northwest		-		
Interest Earned NWS		15.98		
Interest Earned (PLGIT)		176.53		
Transfer from NWS (to PLGIT Investment Accounts)		-	-	
Transfer from PLGIT to NWS		-	-	
Expenditures Northwest			161,911.95	
<b>TOTALS</b>	<b>455,659.95</b>	<b>151,967.15</b>	<b>161,911.95</b>	<b>\$ 445,715.15</b> *
<b>*BRIDGE FUND</b>				
Previous Balance (PLGIT)	455,372.71			
Receipts		-		
Interest Earned (PLGIT)		1,634.55		
Transfer to General Fund		-	-	
<b>TOTALS</b>		<b>1,634.55</b>	<b>-</b>	<b>\$ 457,007.26</b> *
<b>*BUILDING FUND</b>				
Previous Balance (PLGIT)	248,494.41			
Receipts		-		
Transfer to General Fund		-	-	
Interest Earned (PLGIT)		891.96		
<b>TOTALS</b>		<b>891.96</b>	<b>-</b>	<b>\$ 249,386.37</b> *
<b>*EQUIPMENT FUND</b>				
Previous Balance (PLGIT)	12,751.60			
Receipts		-		
Transfer to General Fund		-	-	
Interest Earned (PLGIT)		45.77		
<b>TOTALS</b>		<b>45.77</b>	<b>-</b>	<b>\$ 12,797.37</b> *
<b>STATE LIQUID FUELS</b>				
Previous Balance (PLGIT)	301,614.95			
Receipts		-		
Interest Earned (PLGIT)		1,082.62		
Expenditures			-	
<b>TOTALS</b>	<b>301,614.95</b>	<b>1,082.62</b>	<b>-</b>	<b>\$ 302,697.57</b> *
<b>*SEWER FUND</b>				
Previous Balance (PLGIT)	190,539.16			
Receipts		-		
Interest Earned (PLGIT)		683.71		
Expenditures		-	-	
<b>TOTALS</b>		<b>683.71</b>	<b>-</b>	<b>\$ 191,222.87</b> *
<b>**SMALL FLOW TREATMENT FACILITIES</b>				
Previous Balance PLGIT)	5,055.45			
Receipts		-		
Interest Earned (PLGIT)		18.15		
Transfer to General Fund			-	
<b>TOTALS</b>		<b>18.15</b>	<b>-</b>	<b>5,073.60</b> *

2:31 PM  
07/21/25

Waterford Township  
Check Detail  
July 21, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2135	07/21/2025	Sam Catania Paint..		100.200 - General Checking - Northw...	-4,380.00
Bill	50% Pmt	07/21/2025		Municipal building outside powerwash and paint	409.380 - Building Fund Expense	4,380.00
TOTAL						4,380.00

General Fund

2:37 PM

08/06/25

Waterford Township  
Check Detail  
August 6, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2136	08/06/2025	AFLAC		100.200 · General Ch...		-284.42
Bill	940304	07/28/2025			487.151 · AFLAC - E...	-284.42	284.42
TOTAL						-284.42	284.42
Bill Pmt -Check	2137	08/06/2025	Albrecht Farms		100.200 · General Ch...		-450.00
Bill	8/6/25 ...	08/06/2025			438.450 · Contracted ...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	2138	08/06/2025	AmTrust Financial S...		100.200 · General Ch...		-1,177.00
Bill	August...	07/21/2025			484.000 · Workers Co...	-1,177.00	1,177.00
TOTAL						-1,177.00	1,177.00
Bill Pmt -Check	2139	08/06/2025	Ashley Frank		100.200 · General Ch...		-25.00
Bill	7/24/25...	07/24/2025			414.400 · Planning Co...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	2140	08/06/2025	Brian Jarrett		100.200 · General Ch...		-25.00
Bill	7/24/25...	07/24/2025			414.400 · Planning Co...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	2141	08/06/2025	Carmeuse Americas		100.200 · General Ch...		-3,078.99
Bill	953795...	07/07/2025			438.210 · Stone 411's ...	-1,005.10	1,005.10
Bill	953826...	07/11/2025			438.210 · Stone 411's ...	-2,073.89	2,073.89
TOTAL						-3,078.99	3,078.99
Bill Pmt -Check	2142	08/06/2025	Cintas Corp.		100.200 · General Ch...		-282.94
Bill	423773...	07/23/2025			409.250 · Repairs and...	-2.31	2.31
					437.100 · Equip. - Mis...	-6.35	6.35
					409.250 · Repairs and...	-29.65	29.65
Bill	423846...	07/30/2025			487.164 · Uniform Exp...	-75.33	75.33
					409.250 · Repairs and...	-2.31	2.31
					437.100 · Equip. - Mis...	-6.35	6.35
Bill	423920...	08/06/2025			487.164 · Uniform Exp...	-27.05	27.05
					409.250 · Repairs and...	-2.31	2.31
					437.100 · Equip. - Mis...	-6.35	6.35
					409.250 · Repairs and...	-29.65	29.65
					487.164 · Uniform Exp...	-95.28	95.28
TOTAL						-282.94	282.94
Bill Pmt -Check	2143	08/06/2025	Dave's Welding Sho...		100.200 · General Ch...		-45.00
Bill	13297	07/31/2025			437.203 · #10 - 2010 ...	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Check	2144	08/06/2025	E.L. Heard & Son, Inc.		100.200 · General Ch...		-3,680.42
Bill	220486	07/02/2025			438.300 · Diesel Fuel	-1,860.94	1,860.94
Bill	218346	07/25/2025			438.300 · Diesel Fuel	-1,717.41	1,717.41
Bill	284514	07/28/2025			409.200 · General Su...	-16.98	16.98
Bill	124827...	07/31/2025			438.301 · Unleaded G...	-85.09	85.09
TOTAL						-3,680.42	3,680.42
Bill Pmt -Check	2145	08/06/2025	Family Ink Innovatio...		100.200 · General Ch...		-372.75

2:37 PM

08/06/25

## Waterford Township

## Check Detail

August 6, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	6232235	07/30/2025			433.200 · Street Signs...	-162.83	162.83
TOTAL						-162.83	162.83
Bill Pmt -Check	2157	08/06/2025	Penelec		100.200 · General Ch...		-952.78
Bill	6/18-7/...	07/22/2025			409.360 · Utilities	-77.83	77.83
Bill	6/18/25...	07/23/2025			409.360 · Utilities	-510.51	510.51
Bill	3/19-7/...	07/24/2025			434.200 · Round-abou...	-149.36	149.36
Bill	3/24-7/...	07/25/2025			434.100 · Roads, Stre...	-215.08	215.08
TOTAL						-952.78	952.78
Bill Pmt -Check	2158	08/06/2025	Printing Concepts, Inc.		100.200 · General Ch...		-1,927.82
Bill	1809	07/22/2025			405.360 · Newsletter ...	-503.82	503.82
Bill	1808	07/22/2025			405.360 · Newsletter ...	-1,424.00	1,424.00
TOTAL						-1,927.82	1,927.82
Bill Pmt -Check	2159	08/06/2025	Pro Waste Services, ...		100.200 · General Ch...		-72.10
Bill	22630	08/01/2025			409.250 · Repairs and...	-72.10	72.10
TOTAL						-72.10	72.10
Bill Pmt -Check	2160	08/06/2025	Quinn, Buseck, Lee...		100.200 · General Ch...		-6,165.00
Bill	486406...	07/08/2025			404.314 · Quinn Law ...	-1,275.00	1,275.00
Bill	486405	07/08/2025			404.316 · Quinn Law ...	-450.00	450.00
Bill	486407	07/08/2025			404.314 · Quinn Law ...	-4,440.00	4,440.00
TOTAL						-6,165.00	6,165.00
Bill Pmt -Check	2161	08/06/2025	Ron Eliason		100.200 · General Ch...		-25.00
Bill	July Pl...	07/24/2025			414.400 · Planning Co...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	2162	08/06/2025	Spectrum Business		100.200 · General Ch...		-180.00
Bill	138197...	07/21/2025			409.370 · Telephone ...	-180.00	180.00
TOTAL						-180.00	180.00
Bill Pmt -Check	2163	08/06/2025	Suit-Kote Corpotation		100.200 · General Ch...		-1,633.56
Bill	IN0748...	07/10/2025			409.250 · Repairs and...	-1,388.29	1,388.29
Bill	IN0757...	07/18/2025			438.205 · Cold patch	-245.27	245.27
TOTAL						-1,633.56	1,633.56
Bill Pmt -Check	2164	08/06/2025	Verizon Wireless		100.200 · General Ch...		-39.53
Bill	611879...	07/17/2025			414.206 · Cell Phone ...	-39.53	39.53
TOTAL						-39.53	39.53
Bill Pmt -Check	2165	08/06/2025	Visa / Northwest		100.200 · General Ch...		-1,181.48
Bill	9/30-7/...	07/31/2025			405.320 · Secretary, P...	-107.40	107.40
					409.300 · Other Charg...	-675.92	675.92
					438.242 · Safety & Se...	-175.97	175.97
					487.239 · Bottled Water	-175.50	175.50
					438.242 · Safety & Se...	-20.14	20.14
					487.239 · Bottled Water	-8.55	8.55
					438.242 · Safety & Se...	-18.00	18.00
TOTAL						-1,181.48	1,181.48

*Parks & Rec.*

2:48 PM

08/06/25

**Waterford Township Parks & Recreation**  
**Check Detail**  
August 6, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1005	08/06/2025	Family Ink Innovatio...		100.300 NW P&R Ckg		-100.00
Bill	1452	08/04/2025			455.200 Advertising	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	1006	08/06/2025	Verdantas		100.300 NW P&R Ckg		-2,100.00
Bill	254320	07/23/2025			408.100 Engineering/...	-2,100.00	2,100.00
TOTAL						-2,100.00	2,100.00

*P & Rec*

12:52 PM  
07/21/25

**Waterford Township Parks & Recreation**  
**Check Detail**  
July 1 - 21, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1004	07/21/2025	Family Ink Innovatio...		100.300 NW P&R Ckg		-483.00
Bill	1416	07/16/2025			455.300 Concession/e...	-483.00	483.00
TOTAL						-483.00	483.00

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**PARKS & RECREATION**

Previous Balance (PLGIT)	439,599.78		
Previous Balance General Ckg - NW	6,751.61		
Receipts PLGIT		-	
Receipts NW Ckg		130.00	
Interest Earned (PLGIT)		1,577.93	
Interest Earned NW Bank Ckg		0.28	
Expenditures - PLGIT			-
Expenditures - NW Bank			-
Transfers			-
<b>TOTALS</b>		<u>1,708.21</u>	<u>-</u> <b>448,059.60</b> *

**Total Expenses & Transfers \$ 161,911.95**

		<b>Balance</b>	<b>\$</b>	<b>2,111,959.79</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	\$	31,252.17
July				
August				
September				
October				
November				
December				
<b>TOTAL INTEREST EARNED</b>	<b>\$</b>			<b>31,252.17</b>

# Waterford Township Supervisors

## Regular Business Meeting

August 6, 2025

### SIGN IN SHEET

1	<u>Paul Saurwein</u>	15	_____
2	<u>BART BEEMAN</u>	16	_____
3	_____	17	_____
4	_____	18	_____
5	_____	19	_____
6	_____	20	_____
7	_____	21	_____
8	_____	22	_____
9	_____	23	_____
10	_____	24	_____
11	_____	25	_____
12	_____	26	_____
13	_____	27	_____
14	_____	28	_____