

**Waterford Township Supervisors
Regular Business Meeting
September 3, 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 Roadmaster Jerry Hanas, Road Foreman Ben Tallman, Secretary/Treasurer Sharon Risjan, and several interested individuals.

PUBLIC COMMENT - None

PUBLIC COMMENT

APPROVAL OF MINUTES

Motion by Risjan, seconded by Smith, to approve the August 20, 2025, minutes, as presented. Motion carried

APPROVAL OF MINUTES

ROADMASTER – See attached report. Jerry reported that they have started raising the guiderails on Middleton Road. He is going to have Ben move material away from the guiderails to allow more height to the them.

ROADMASTER

Jerry advised that the Army Corp of Engineers had the Township put a driveway pipe in the ditch on the west side of the dam (Hare Road side)

Jerry stated that Lindsay had told him there are grants available for engineering services. The minimum amount is \$250,000, and she asked him to come up with some projects for this. He spoke to Conservation about some bridges that need repair, and they gave him an option he will bring to Lindsay. Another option is Clute Road at Rob Ahlgrens property. Also, the last six miles of our roads that are not tar and chipped.

ZONING – See attached report

ZONING

Chairman thanked Lindsay and everyone else that helped make the clean up day a success.

WATER/SEWER – None

WATER/SEWER

OLD BUSINESS - None

OLD BUSINESS

NEW BUSINESS

NEW BUSINESS

Supervisors opened the proposals received for two culvert replacement projects: one on Middleton Road and another on Martin Road. Results are as follows:

Bidder	Middleton Road Culvert	Martin Road Culvert	
Chivers Constr.	\$17,545.00	\$16,914.00	Bid bond included
Showman Exc.	\$15,727.18	\$12,731.55	Bid bond included
Konzel Constr.	\$19,328.00	\$19,800.00	Bid bond included
Dirt Worx Excav.	\$ 4,585.00	\$ 4,285.00	No bid bond included

After brief discussion, a motion was made by Smith, seconded by Risjan, to accept the proposal from Ray Showman Jr. on their quoted price of \$15,727.18 for Middleton Road and \$12,731.55 for Martin Road. Motion carried.

RAY SHOWMAN JR.
AWARDED CONTRACT
FOR MIDDLETON ROAD
PIPE REPLACEMENT

Water Meter Pit Project – Engineer Steve Halmi had opened and reviewed all bid proposals received for installation of a water meter in an existing in Waterford Township, as follows:

WATER METER PIT

	Chivers Constr Co.	Heckman Diversified	Konzel Constr
Base Bid Only	\$78,780.00	\$135,507.00	\$99,900.00
Base Bid and Alt. 1	\$68,874.00	\$128,907.00	\$88,500.00

After brief discussion, motion was made by Risjan, seconded by Smith, to award the Water Meter Pit contract to Chivers Construction Company, on their base bid only price of \$78,780.00, which includes the double check valve and two gate valves within the valve vault. Motion carried.

WATER METER
CONTRACT AWARD

Motion was made by Risjan, seconded by Smith, to appoint Lisa Glover as a board member on the Parks and Recreation Commission. Motion carried.

LISA GLOVER
APPOINTED TO P&R

Motion was made by Risjan, seconded by Smith, to approve Thomas Construction’s request for payment of Application #2 for the Himrod Road bridge project. Motion carried.

APPROVAL TO PAY
THOMAS CONSTR
APPLICATION 2

Motion was made by Smith, seconded by Risjan, to award Stancliff Hose Company additional funding of \$20,000 for two new air packs. Motion carried.

FUNDING FOR AIR
PACKS FOR SHC

RECEIPTS – No questions

RECEIPTS

BILL PAYMENT LIST - No questions

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

PAYMENT OF BILLS

CORRESPONDENCE – None

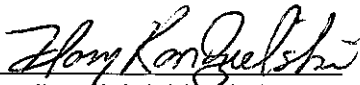
CORRESPONDENCE

NO EXECUTIVE SESSION

Motion by Smith, seconded by Risjan, to adjourn the meeting at 7:37 p.m. Motion carried.

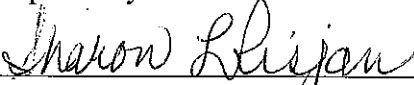
ADJOURN

APPROVED:


Flory Kondzielski, Chairman

9-17-25
Date

Respectfully submitted


Sharon Risjan, Secretary

**WATERFORD TOWNSHIP SUPERVISORS
REGULAR BUSINESS MEETING
September 3, 2025**

AGENDA

SALUTE TO FLAG

PUBLIC COMMENT

APPROVAL OF AUGUST 20, 2025, MINUTES

ROADMASTER

ZONING

WATER/SEWER

OLD BUSINESS

NEW BUSINESS

- Opening of proposals received, with possible contract award, for two culvert replacement projects: one on Middleton Road and another on Martin Road.
- Discussion with possible contract award for water meter pit installation of an 8" water meter in an existing underground vault, including piping, fittings, and valves to connect to a water main, having been reviewed by Steve Halmi of Deiss & Halmi Engineers, Inc.
- Discussion/action to appoint Lisa Glover as a board member of the Parks & Recreation Commission.
- Action to approve Payment Application #2, in the amount of \$50,252.69, for work completed on the Himrod Road culvert replacement project, having been reviewed and recommended by Steve Halmi of Deiss & Halmi Engineers, Inc.
- Discussion/possible action on Stancliff Hose Company's request for additional funding.

RECEIPTS

BILL PAYMENT

MOTION TO APPROVE PAYMENT OF BILLS

CORRESPONDENCE

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

MOTION TO ADJOURN MEETING

Waterford Township Supervisors
Regular Business Meeting

September 3, 2025

SIGN IN SHEET

Print your name

- 1 BART REEMAN
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____

Road Master Report 09/03/2025

- **Thursday 21st and Friday 22nd Dwyer was able to supply us with 4,000Tns of 10,000 of our bank gravel for Middleton Road. This Friday they will be hauling more bank gravel.**
- **Last week we were able to do all the mowing on Rt. 19 and Seroka Road so it'd be ready for Waterford Fair week. Sunday we will supply two dump trucks like we always do to clean out the animal barns.**
- **Also last week we assisted LeBoeuf Township with spreading stone on their tiling job while Ben and Kenny were at Dirt and Gravel Road training.**
- **Suit Kote was finally able to get our front parking lot Fog Sealed. Now we are waiting for Pavement Maintenance to get freed up with PennDOT work so he can come paint the lines.**
- **Ben met with Evan from Thomas Construction and found close by location for them to dump their spoils when digging out for the new bridge on Himrod Road. They are getting staged with their silt fencing so they can start excavation in the near future.**

ZONING REPORT

September 3, 2025

- Permit #5625 – 11650 West Greene Road – New SFD
- Permit #5725 – 11452 Trask Road – Detached garage
- Permit #5825 – 12129 Circuit Street – Detached garage addition
- Permit #5925 – 2137 North Drive Ext – Deck
- 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
 - Violation letter sent 9/2/2025
 - 11384 Sharp Road – Short-term Rental with no yearly license
 - Spoke to him and is taking care of the license.
 - 10399 N Route 19 – Short-term Rental with no yearly license
- Quarterly Zoning meeting at Shade’s Beach on September 18, 2025 at noon
- Clean-up day is this Saturday, August 20, 2025. Clean-up day went really good for our first year. 55 residents brought various items.
- Parks & recreation committee
 - Meeting with the Army Corps of Engineers September 29, 2025 to begin contacts for a land lease
 - The board is still making revisions and changes to the proposed upgrades at the Union City Dam; all input in appreciated.
 - 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 October.
- The Planning Commission will be doing a webinar called “Managing the subdivision process” on November 12, 2025. Any supervisor who wants to attend this is welcome.

Waterford Township Deposit Detail August 21 through September 3, 2025

Type	Date	Name	Account	Amount
Deposit	08/22/2025		100.200 · General Checking - Northwest	15,148.68
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-15,015.43
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-196.83
		Berkheimer Tax Ad...	310.220 · Earned Income Taxes Prior year	-157.75
		Berkheimer Tax Ad...	403.100 · 1% Tax Receiver - Berkheimer	221.33
TOTAL				-15,148.68
Deposit	08/22/2025		100.200 · General Checking - Northwest	26,116.73
		Cass Information S...	380.124 · Sewer Fund receipts	-31.63
		Waterford Municipal...	380.124 · Sewer Fund receipts	-2,842.43
		Waterford Municipal...	380.124 · Sewer Fund receipts	-1,412.56
		Waterford Municipal...	380.124 · Sewer Fund receipts	-17,028.75
		Anthony Gomo	380.124 · Sewer Fund receipts	-63.26
		Erie County Record...	310.100 · Real Estate Transfer Taxes	-2,557.80
		Erie County Tax Cla...	301.400 · R.E. Tax, delinquent Tx Clm Bur	-52.29
		Sunrise Closing Ser...	301.700 · Real Estate Tax - Other Income	-34.86
		Erie County Tax Cla...	301.400 · R.E. Tax, delinquent Tx Clm Bur	-2,093.15
TOTAL				-26,116.73
Deposit	08/25/2025		100.200 · General Checking - Northwest	546.12
		Berkheimer Tax Ad...	305.100 · LST - OCCUP. PRIVILEGE TAX	-546.12
TOTAL				-546.12
Deposit	08/25/2025		100.200 · General Checking - Northwest	12,624.68
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-12,753.13
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-56.00
		Berkheimer Tax Ad...	403.100 · 1% Tax Receiver - Berkheimer	184.45
TOTAL				-12,624.68
Deposit	08/27/2025		100.200 · General Checking - Northwest	10,790.73
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-10,923.50
		Berkheimer Tax Ad...	310.220 · Earned Income Taxes Prior year	-24.88
		Berkheimer Tax Ad...	403.100 · 1% Tax Receiver - Berkheimer	157.65
TOTAL				-10,790.73
General Journal	08/28/2025	Office of the Budget	100.200 · General Checking - Northwest	5,774.22
		Office of the Budget	356.100 · State Payments in Lieu of Taxes	-5,774.22
TOTAL				-5,774.22
Deposit	08/29/2025		100.200 · General Checking - Northwest	12,322.35
		Zoning Office	380.135 · Cleanup Day Receivables	-860.00
		Zoning Office	321.350 · Driveway Permits	-150.00
		Zoning Office	362.410 · Zoning Permits	-9,397.65
		Zoning Office	362.411 · Inspection Agency Income	-1,264.70
		Zoning Office	361.330 · Variances, Conditional Use	-650.00
TOTAL				-12,322.35

2:31 PM
09/03/25

Waterford Township
Deposit Detail
August 21 through September 3, 2025

Type	Date	Name	Account	Amount
Deposit	08/29/2025		100.200 · General Checking - Northwest	4.91
		Berkheimer Tax Ad...	305.100 · LST - OCCUP. PRIVILEGE TAX	-4.91
TOTAL				-4.91
Deposit	08/29/2025		100.200 · General Checking - Northwest	5,587.93
		Berkheimer Tax Ad...	310.210 · Earned Income Taxes, Current ...	-5,669.58
		Berkheimer Tax Ad...	403.100 · 1% Tax Receiver - Berkheimer	81.65
TOTAL				-5,587.93

Waterford Township Check Detail August 21 through September 3, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2185	08/25/2025	ECATO		100.200 · General Checking - Northwest	-52.50
Bill	2025 picnic	08/25/2025		2025 ECATO picnic	400.430 · Classes, Mtgs, Conventions	52.50
TOTAL						52.50
Bill Pmt -Check	2186	09/03/2025	AFLAC		100.200 · General Checking - Northwest	-284.42
Bill	August 2025	08/28/2025		August 2025 AFLAC	487.151 · AFLAC - Employee Contributi...	284.42
TOTAL						284.42
Bill Pmt -Check	2187	09/03/2025	AmTrust Financial ...		100.200 · General Checking - Northwest	-1,177.00
Bill	WWC378641...	08/21/2025		September 2025 workers compensation premium	484.000 · Workers Compensation Insura...	1,177.00
TOTAL						1,177.00
Bill Pmt -Check	2188	09/03/2025	Cintas Corp.		100.200 · General Checking - Northwest	-35.71
Bill	4241415939	08/27/2025		urinal mat shop towels Uniforms	409.250 · Repairs and Maintenance 437.100 · Equip. - Misc.Supplies 487.164 · Uniform Expense	2.31 6.35 27.05
TOTAL						35.71
Bill Pmt -Check	2189	09/03/2025	Erie Aggregates		100.200 · General Checking - Northwest	-51,871.80
Bill	7076	08/20/2025		1B stone; 18.15T for Middleton Road project Bank Gravel; 59.31T for Middleton Road project	438.229 · Middleton Road Improvements 438.229 · Middleton Road Improvements	245.03 637.59
Bill	7079	08/21/2025		Glover trucking bank gravel; 2152.34T for Middl... Bank Gravel; 2152.34T for Middleton Road proj...	438.229 · Middleton Road improvements 438.229 · Middleton Road Improvements	4,304.68 23,137.85
Bill	7082	08/22/2025		Glover trucking bank gravel; 1846.70T for Middl... Bank Gravel; 1846.70T for Middleton Road proj...	438.229 · Middleton Road Improvements 438.229 · Middleton Road Improvements	3,893.58 19,853.07
TOTAL						51,871.80
Bill Pmt -Check	2190	09/03/2025	FWF Insurance, Inc.		100.200 · General Checking - Northwest	-2,518.40
Bill	46092	08/01/2025		Commercial package payment	486.350 · INSURANCE - PROPERTY & ...	2,518.40
TOTAL						2,518.40
Bill Pmt -Check	2191	09/03/2025	Lindsay Ethridge		100.200 · General Checking - Northwest	-159.04
Bill	August 2025	09/03/2025		August 2025 mileage	414.200 · Zoning - Mileage	159.04
TOTAL						159.04
Bill Pmt -Check	2192	09/03/2025	Penelec		100.200 · General Checking - Northwest	-990.72
Bill	7/18/25-8/18/25	08/21/2025		outbuilding #1	409.360 · Utilities	63.36
Bill	7/18/25-8/18/...	08/22/2025		Municipal complex	409.360 · Utilities	546.67
Bill	7/21-8/19/25	08/25/2025		roundabout	434.200 · Round-about Street Lighting	158.27
Bill	7/23-8/21/25	08/26/2025		street lighting	434.200 · Round-about Street Lighting	222.42
TOTAL						990.72
Bill Pmt -Check	2193	09/03/2025	Quinn, Buseck, Le...		100.200 · General Checking - Northwest	-1,410.00
Bill	487251	08/27/2025		Zoning office legal services Twp legal service - prep and attend supervisor ...	414.229 · Planning & Zoning Legal Fees 404.314 · Quinn Law Firm	960.00 450.00
TOTAL						1,410.00
Bill Pmt -Check	2194	09/03/2025	Spectrum Business		100.200 · General Checking - Northwest	-180.00
Bill	13819760108...	08/21/2025		Phones and Internet Service	409.370 · Telephone & Internet Services	180.00
TOTAL						180.00