

**WATERFORD TOWNSHIP SUPRVISORS
REORGANIZATION MEETING**

JANUARY 5, 2026

APPOINTMENT OF CHAIRMAN:

Lindsay Phillips, acting as temporary secretary, asked for a motion to appoint a Chairman of the Board of Supervisors for 2026.

Motion was made by Risjan, seconded by Brace, to appoint Darren Smith as Chairman of the Board of Supervisors for 2026. Motion carried.

APPOINTMENT OF VICE CHAIRMAN:

Motion by Brace, seconded by Smith, to appoint Kim Risjan as Vice-Chairman of the Board of Supervisors for 2026. Motion carried.

APPOINTMENT OF SECRETARY/TREASURER:

Motion by Smith, seconded by Risjan, to appoint Sharon Risjan as Secretary/Treasurer for 2026. Motion carried.

TREASURER'S BOND:

Motion by Risjan, seconded by Brace, to set the treasurer's bond for 2026 at \$1,000,000. Motion carried.

APPOINTMENT OF ROADMASTER:

Motion by Brace, seconded by Risjan, to appoint Jerry Hanas as Roadmaster for 2026. Motion carried.

ECATO DELEGATE:

Motion by Risjan, seconded by Brace, to appoint Darren Smith as Waterford Township's ECATO Delegate in 2026. Motion carried.

ALTERNATE ECATO DELEGATE:

Motion by Brace, seconded by Smith, to appoint Kim Risjan as Waterford Township's ECATO Alternate Delegate in 2026. Motion carried.

ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:

Motion by Risjan, seconded by Brace, to appoint Darren Smith as Waterford Township's representative to the Erie County Planning Commission in 2026. Motion carried.

ALTERNATE ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:

Motion by Risjan, seconded by Brace, to appoint Lindsay Phillips as Alternate Erie County Planning Commission representative in 2026. Motion carried.

PSATS CONVENTION DELEGATE:

Motion by Risjan, seconded by Brace, to appoint Darren Smith as Waterford Township's PSATS Convention Delegate in 2026. Motion carried.

PSATS CONVENTION EXPENSES:

Motion by Risjan, seconded by Brace, to approve payment of all expenses for attendance at the PSATS Convention in April of 2026. Motion carried.

SOLICITOR APPOINTMENT:

Motion by Risjan, seconded by Brace, to appoint the Quinn Elderkin as the Township's solicitor for 2026. Solicitor to attend the second meeting of each month. Motion carried.

ENGINEER APPOINTMENT:

Motion by Risjan, seconded by Brace, to appoint Verdantas as the Township's engineering firm for 2026. 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 Risjan, seconded by Brace, to appoint Lindsay Phillips as the Waterford Township Zoning Officer for 2026. Motion carried.

2026 WAGE AND LOCAL SERVICES TAX RECEIVER:

Motion by Risjan, seconded by Brace, that Berkheimer will continue to collect 2026 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 (LST). Motion carried.

ZONING HEARING BOARD APPOINTMENT:

Motion by Risjan, seconded by Brace, to reappoint Dave Malinowski to a three-year term, to expire 12/31/2028, on the Waterford Township Zoning Hearing Board. Motion carried.

ZONING HEARING BOARD ALTERNATE APPOINTMENT:

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

ZONING HEARING BOARD SOLICITOR APPOINTMENT:

Motion by Risjan, seconded by Brace, to re-appoint Lighthouse Law (Abbey Groner) as the Zoning Hearing Board solicitor for 2026. Motion carried.

ZONING HEARING BOARD MEETING COMPENSATION FOR 2026:

Motion by Risjan, seconded by Brace, to pay the Zoning Hearing Board members \$50.00 per meeting attended in 2026. Motion carried.

PLANNING COMMISSION APPOINTMENT:

Motion by Risjan, seconded by Brace, to re-appoint Brian Jarrett to four-year term on the Waterford Township Planning Commission, to expire 12/31/2029. Motion carried.

PLANNING COMMISSION MEETING PAY FOR 2026:

Motion by Risjan, seconded by Brace, to pay the Planning Commission members \$25.00 per meeting attended in 2026. Motion carried.

PARKS & RECREATION COMMITTEE APPOINTMENTS:

Motion by Brace, seconded by Risjan, to re-appoint Lisa Glover to a four-year term on the Parks and Recreation Committee, to expire 12/31/2029. Motion carried. Zoning Officer noted that PJ Albrecht has stepped down from his position on this committee so we will need a new person appointed at a later date.

PARKS & RECREATION ALTERNATE APPOINTMENTS:

Motion by Risjan, seconded by Brace, to appoint Jessi Leuthold and Gina Spencer as alternates on the Parks and Recreation Committee. Motion carried.

PARKS & RECREATION ENGINEER APPOINTMENT:

Motion by Risjan, seconded by Brace, to appoint Verdantas as the Parks & Recreation engineering firm for 2026. Motion carried.

VACANCY BOARD CHAIRMAN:

Motion by Risjan, seconded by Brace, to appoint Kathy Proctor as the Vacancy Board Chairman for 2026. Motion carried.

WATER/SEWER AUTHORITY APPOINTMENT:

Motion by Brace, seconded by Risjan, to appoint Flory Kondzielski to the unexpired term of Pat Long; a five-year term on the Waterford Township Water/Sewer Authority, to serve until 12/31/2027. Motion carried.

WATER/SEWER AUTHORITY LIAISON:

Motion by Risjan, seconded by Brace, to re-appoint Darren Smith as the Water/Sewer Authority Liaison for 2026. Motion carried.

WATER/SEWER AUTHORITY MEETING COMPENSATION FOR 2026:

Motion by Risjan, seconded by Brace, to pay the Water/Sewer Board members \$25.00 per meeting attended in 2026. Motion carried.

EMERGENCY MANAGEMENT COORDINATOR:

Motion by Risjan, seconded by Brace, to appoint Harry Latta as Emergency Management Coordinator for 2026. Motion carried.

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR:

Motion by Risjan, seconded by Brace, to appoint John Orr as Assistant Emergency Management Coordinator for 2026. Motion carried.

AGRICULTURAL SECURITY AREA COMMITTEE CHAIRMAN:

Motion by Risjan, seconded by Brace, to appoint Al O'Connell as Agricultural Security Area Committee Chairman for 2026. Motion carried.

AGRICULTURAL SECURITY AREA COMMITTEE:

Motion by Risjan, seconded by Brace, to appoint Jim Kula to a one-year term (2026) on the Agricultural Security Area Committee. Motion carried.

AGRICULTURAL SECURITY AREA COMMITTEE LIAISON

Motion by Risjan, seconded by Smith, to appoint Nick Brace to a one-year term (2026) as Agricultural Security Area Committee liaison. Motion carried.

ERIE COUNTY TAX COLLECTION COMMITTEE DELEGATE:

Motion by Risjan, seconded by Brace, to appoint Melissa Oberlander as Erie County Tax Collection Committee Delegate for 2026. Motion carried.

ERIE COUNTY TAX COLLECTION COMMITTEE ALTERNATE DELEGATE:

Motion by Brace, seconded by Smith, to appoint Kim Risjan as Erie County Tax Collection Committee Alternate Delegate for 2026. Motion carried.

INVESTMENT OFFICER:

Motion by Brace, seconded by Smith, to appoint Sharon Risjan as Investment Officer for 2026. Motion carried; Kim Risjan abstained.

DEPOSITORY OF FUNDS:

Motion by Risjan, seconded by Brace, to name Northwest Bank as the Waterford Township Depository of Funds for 2026. Motion carried.

FUND INVESTMENT:

Motion by Risjan, seconded by Brace, to name PLGIT as the Waterford Township Investment Depository for 2026. Motion carried.

BANKING SIGNATORIES:

Motion by Risjan, seconded by Brace, that, for 2026, supervisors Darren Smith, Kimberly Risjan and Nicholas Brace, 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 Risjan, second by Brace, to approve a 3% per hour wage increase for all Township employees in 2026. 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

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 Brace, to accept the above listed benefits for all full-time Township employees for 2026. Motion carried.

2026 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, base rate of \$20.60 per hour; skilled truck drivers, base rate of \$20.60 per hour; non-truck drivers, \$15.97 per hour.

Motion by Risjan, seconded by Brace, to hire part-time personnel to work on an as-needed basis in 2026 at the above-stated hourly rates. Motion carried.

OVERTIME COMPENSATION:

Motion by Risjan, seconded by Brace, that 2026 overtime will be paid after 40 work or compensatory time hours. Motion carried.

HOURLY PAY:

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

HOLIDAY PAY:

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

MINIMUM CALL-IN PAY:

Motion by Risjan, seconded by Brace, 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 Risjan, seconded by Brace, to pay the IRS rate of 72.5¢ per mile for 2026 use of personal vehicles while attending schools, conferences, conventions and workshops. Motion carried.

EMPLOYMENT OF SUPERVISORS:

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

AUTHORIZATION TO PAY INVOICES BETWEEN MEETINGS:

Motion by Risjan, seconded by Brace, 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 Risjan, seconded by Brace, that the 2026 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 Risjan, seconded by Brace, that public work sessions for 2026 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 2026

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		
	Residential	\$500.00
	Commercial	\$1,500.00
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
Short Term Rental - Yearly License Fee		\$100.00
Solar	Residential	\$ 50.00
	Commercial	\$??
Mobile Food Facilities		\$50.00 for one day or \$100.00 for an event up to 3 days
Permits expire one (1) year from issue date. Renewal is required if project is not completed.		

Motion by Risjan, seconded by Brace, approving the 2026 Waterford Township Fee Schedule with the exclusion of Solar Commercial. Motion carried.

Waterford Township Board of Supervisors:


Don M. Lind 1-21-2026
Nicholas J. Brace
Kimberly A. Risjan

Attest:

Sharon Risjan
Secretary
1-21-2026

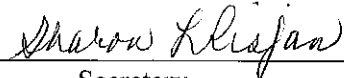
Motion by Risjan, seconded by Brace, to adjourn the 2026 Reorganization Meeting at 7:38 p.m. Motion carried

Approved:


Chairman, Board of Supervisors

1-21-26
Date

Respectfully submitted:


Secretary