

**WATERFORD TOWNSHIP SUPRVISORS  
REORGANIZATION MEETING  
JANUARY 3, 2022**

Supervisors Darren Smith, Flory Kondzielski and Dave Senger were present as was Roadmaster Brian Tinko, Secretary/Treasurer Sharon Risjan, Larry Thompson, Ron Eliason, Ken Lewis, Bart Beeman, Carl Deist, Scott Hilliker and John Abel.

**Temporary Chairman Senger opened the meeting with the salute to the flag.**

**APPOINTMENT OF CHAIRMAN:**

Motion by Smith, seconded by Kondzielski, to appoint David Senger as Chairman of the Board of Supervisors for 2022.  
Vote: 3/0

**APPOINTMENT OF VICE-CHAIRMAN:**

Motion by Smith, seconded by Senger, to appoint Kondzielski as Vice-Chairman of the Board of Supervisors for 2022.  
Vote: 3/0

**APPOINTMENT OF SECRETARY/TREASURER:**

Motion by Kondzielski, seconded by Smith, to appoint Sharon Risjan as Secretary/Treasurer for 2022. Vote: 3/0

**TREASURER'S BOND:**

Motion by Kondzielski, seconded by Smith, to set the treasurer's bond for 2022 at \$1,000,000. Vote: 3/0

**ECATO DELEGATE:**

Motion by Smith, seconded by Senger, to appoint Kondzielski as Waterford Township's ECATO Delegate in 2022.  
Vote: 3/0

**ALTERNATE ECATO DELEGATE:**

Motion by Kondzielski, seconded by Senger, to appoint Smith as Waterford Township's ECATO Alternate Delegate in 2022. Vote: 3/0

**ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:**

Motion by Kondzielski, seconded by Senger, to appoint Smith as Waterford Township's representative to the Erie County Planning Commission in 2022. Vote: 3/0

**ALTERNATE ERIE COUNTY PLANNING COMMISSION REPRESENTATIVE:**

Motion by Senger, seconded by Smith, to table this appointment to the next regular meeting on January 19, 2022, to be able to ask the new zoning officer.

**PSATS CONVENTION DELEGATE:**

Motion by Senger, seconded by Kondzielski, to appoint Smith as Waterford Township's PSATS Convention Delegate in 2022. Vote: 3/0

**PSATS CONVENTION EXPENSES:**

Motion by Kondzielski, seconded by Smith, to approve payment of all expenses for attendance at the PSATS Convention in 2022. Vote: 3/0

**SOLICITOR APPOINTMENT:**

Motion was made by Kondzielski to reappoint Art Martinucci of Quinn Law Firm as the Township's solicitor for 2022. Due to lack of a second on the motion, this appointment was tabled to the next meeting.

**ENGINEER APPOINTMENT:**

Motion by Kondzielski, seconded by Smith, to appoint Deiss & Halmi as the Township's engineering firm for 2022. Vote: 3/0

**ZONING OFFICER:**

**Duties include Flood Plain and Storm Water Management Administration.**

Motion by Kondzielski, seconded by Smith, to appoint Lindsay Ethridge as the Waterford Township Zoning Officer for 2022, at a pay rate of \$20.00 per hour. 5 regular hours per week. Vote: 3/0

**2022 WAGE AND LOCAL SERVICES TAX RECEIVER:**

Motion by Kondzielski, seconded by Smith, that Berkheimer will continue to collect 2022 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 (OPT). Vote: 3/0

**ZONING HEARING BOARD APPOINTMENT:**

Motion by Kondzielski, seconded by Smith, to reappoint Larry Thompson to a three-year term, to expire 12/31/2024, on the Waterford Township Zoning Hearing Board. Vote: 3/0

**ZONING HEARING ALTERNATE APPOINTMENT:**

Motion by Kondzielski, seconded by Smith, to appoint Harry Rearick as the Zoning Hearing Board's alternate member, to serve a one (1) year term. Vote: 3/0

**PLANNING COMMISSION APPOINTMENT:**

Motion by Kondzielski, seconded by Smith, to reappoint Kim Risjan to four-year terms on the Waterford Township Planning Commission, to expire 12/31/2025. Vote: 3/0

**PLANNING COMMISSION MEETING PAY FOR 2022:**

Motion by Kondzielski, seconded by Smith, to pay the Planning Commission members \$25.00 per meeting attended in 2022. Vote: 3/0

**WATER/SEWER AUTHORITY LIAISON:**

Motion by Smith, seconded by Kondzielski, to appoint Senger as the Water/Sewer Authority Liaison for 2022. Vote: 3/0

**EMERGENCY MANAGEMENT COORDINATOR:**

Motion by Kondzielski, seconded by Smith, to appoint Harry Latta as Emergency Management Coordinator for 2022. Vote: 3/0

**ASSISTANT EMERGENCY MANAGEMENT COORDINATOR:**

Motion by Kondzielski, seconded by Smith, to appoint John Orr as Assistant Emergency Management Coordinator for 2022. Vote: 3/0

**AGRICULTURAL SECURITY AREA COMMITTEE CHAIRMAN:**

Motion by Kondzielski, seconded by Smith, to appoint Al O'Connell as Agricultural Security Area Committee Chairman for 2022. Vote: 3/0

**AGRICULTURAL SECURITY AREA COMMITTEE:**

Motion by Smith, seconded by Kondzielski, to appoint Jim Kula to a one-year term (2022) on the Agricultural Security Area Committee. Vote: 3/0

**INVESTMENT OFFICER:**

Motion by Kondzielski, seconded by Smith, to appoint Sharon Risjan as Investment Officer for 2022. Vote: 3/0

**ERIE COUNTY TAX COLLECTION COMMITTEE DELEGATE:**

Motion by Kondzielski, seconded by Smith, to appoint Melissa Oberlander as Erie County Tax Collection Committee Delegate for 2022. Vote: 3/0

**ERIE COUNTY TAX COLLECTION COMMITTEE ALTERNATE DELEGATE:**

Motion by Smith, seconded by Kondzielski, to appoint Senger as Erie County Tax Collection Committee Alternate Delegate for 2022. Vote: 3/0

**DEPOSITORY OF FUNDS:**

Motion by Kondzielski, seconded by Smith, to name PNC as the Waterford Township Depository of Funds for 2022. Resolution #2022-Vote: Kondzielski and Smith yes; Senger no.

**VACANCY BOARD CHAIRMAN:**

Motion by Kondzielski, seconded by Smith, to appoint Kathy Proctor as the Vacancy Board Chairman for 2022. Vote: 3/0

**WAGE INCREASE:**

Motion by Smith, second by Senger, to approve a three (3) percent per hour wage increase for all regular Waterford Township employees in 2022, to include the Secretary/Treasurer. Vote: 3/0

**FULL-TIME EMPLOYEES**

**TRUCK DRIVERS MUST HAVE CURRENT CDL LICENSE**

**PAID HOLIDAYS**

- New Year’s Day
- Good Friday
- Primary Election Day
- Friday before Memorial Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- General Election Day
- Thanksgiving
- Monday following Thanksgiving
- Christmas Day
- Two (2) Floating Holidays (to be agreed upon by all with approval of Board of Supervisors)

**VACATION –**

One year of service, 5 days	Seven years of service, 12 days	Thirteen years of service, 18 days
Two years of service, 6 days	Eight years of service, 13 days	Fourteen years of service, 19 days
Three years of service, 7 days	Nine years of service, 14 days	Fifteen years of service, 20 days
Four years of service, 8 days	Ten years of service, 15 days	Twenty years of service, 21 days
Five years of service, 10 days	Eleven years of service, 16 days	
Six years of service, 11 days	Twelve years of service, 17 days	

Vacation 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. All vacation time must be scheduled by June 15 of that year.

**PERSONAL DAYS** – Two personal days after one year of employment, one additional day after five years employment and must be approved by the road master.

**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
- \$20 per month for personal cell phone usage

Motion by Kondzielski, seconded by Smith, to accept the above listed benefits for all regular Township employees for 2022. Vote: 3/0

**2022 SEASONAL PART-TIME LABOR/EQUIPMENT OPERATORS:**

This item was tabled to the next meeting on January 19, 2022.

**OVERTIME COMPENSATION:**

Motion by Kondzielski, seconded by Smith, that 2022 overtime will be paid after 40 work or compensatory time hours. Vote: 3/0

**HOURLY PAY:**

Motion by Kondzielski, seconded by Smith, that time will be paid to the nearest quarter of an hour on the time clock. Vote: 3/0

**HOLIDAY PAY:**

Motion by Smith, seconded by Kondzielski, that employees who work on a paid holiday will be paid 8 hours holiday pay, plus time and one-half for those hours worked. Vote: 3/0

**MINIMUM CALL-IN PAY:**

Motion by Kondzielski, seconded by Smith, 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. Vote: 3/0

**MILEAGE COMPENSATION:**

Motion by Kondzielski, seconded by Smith, to pay the IRS rate of \$.585 per mile for 2022 use of personal vehicles while attending schools, conferences, conventions and workshops. Vote: 3/0

**EMPLOYMENT OF SUPERVISORS:**

Motion by Kondzielski, seconded by Smith, to employ supervisors in any capacity, when needed. Vote: 3/0

**AUTHORIZATION TO PAY INVOICES BETWEEN MEETINGS:**

Motion by Kondzielski, seconded by Smith, authorizing payment of bills when they fall due between Township meetings with a minimum of two (2) supervisor signatures and the treasurer. Vote: 3/0

**RETROACTIVE WAGES:**

Motion by Senger, seconded by Kondzielski, to make all pay raises retroactive to this pay period. Vote: 3/0

**REGULAR BUSINESS MEETING DATES:**

Motion by Kondzielski, seconded by Smith, that the 2022 regular business meetings be scheduled on the first and third Wednesday of each month, at 7:00 p.m. Vote: 3/0

**WORK SESSIONS:**

Motion by Kondzielski, seconded by Smith, that public work sessions for 2022 will be scheduled on the second, fourth, and fifth Wednesday of each month, at 7:00 p.m., as needed. Vote: 3/0

## WATERFORD TOWNSHIP FEES FOR CALENDAR YEAR 2022

<b>ZONING ORDINANCE BOOK</b>	\$ 15.00
<b>SUBDIVISION ORDINANCE BOOK</b>	\$ 15.00
<b>STORMWATER MANAGEMENT BOOK</b>	\$ 15.00
<b>COMPREHENSIVE PLAN</b>	\$ 15.00
<b>COPIES</b>	\$ .25
<b>SMALL FLOW TREATMENT FACILITY PERMIT</b>	\$500.00
<b>STORM WATER PLAN APPLICATION</b>	\$500.00
If costs are less, remaining fees will be refunded.	
Engineer determined fees for 10 yearly inspections	
<b>FLOODPLAIN DEVELOPMENT</b>	\$250.00
If costs are less, remaining funds will be refunded	
<b>APPEALS, VARIANCES, CONDITIONAL USE</b>	\$550.00
<b>TO AMEND ORDINANCE, REZONING</b>	\$750.00
<b>SUBDIVISIONS:</b>	
<b>ALL SUBDIVISIONS REQUIRE A \$100 DEPOSIT.</b> 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	\$ 40.00
Minor Subdivision (10 or less lots)	\$50 + \$10 per lot
Major Preliminary Plan	\$550 + \$10 per lot
Major Final Plan	\$100 + \$10 per lot
<b>ZONING PERMITS:</b>	
Minimum Permit Fee	\$ 33.00
Failure to Obtain Permit	\$ 50.00
Dwelling/Mobile Home	\$.20/sq. ft
Attached Garage/Addition	\$.12/sq. ft
Unattached Garage/Pole Barn/Accessory Building	\$.08/sq. ft
Pool Above/Below Ground	\$ 33.00
Driveway Permit	\$ 33.00
Commercial/Industrial	\$.25/sq. ft
Occupancy Permit/Certificate	No Charge
Permits expire one (1) year from date issued. Renewal is required if project is not completed.	

Motion by Kondzielski, seconded by Smith, approving the Waterford Township Fees for 2022. Vote: 3/0

Chairman Kondzielski, seconded by Smith, to adjourn the Reorganization Meeting at 7:38 p.m.

Approved:

Respectfully submitted:

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Chairman, Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary