

Minutes
Springfield Township Supervisors Meeting
November 10, 2025

CALL TO ORDER Meeting was called to order at 7:00 p.m. In attendance were supervisors Jeff Eaton, Luke Weldon and Eric Taylor; Solicitor Gery Nietupski and Meredith Borstorff, secretary.

MINUTES Jeff Eaton moved to approve minutes of the October 13 regular meeting. Seconded by Luke Weldon; passed by unanimous roll-call vote. Jeff Eaton moved to approve minutes of the October 13 budget meeting. Seconded by Luke Weldon; passed by unanimous roll-call vote.

TREASURER'S REPORT As of 11/10/25 Total Assets: General Fund -- \$479,410.52; Liquid Fuels -- 16,195.57; Jeff Eaton moved to approve the Treasurer's Report (subject to audit); seconded by Luke Weldon; passed by unanimous roll-call vote.

BILLS Payment of the bills on the bill list were unanimously approved by a roll-call vote upon a motion by Luke Weldon and seconded by Eric Taylor. Bills as follows: GF \$22,131.08; LF \$3,403.11; P-card \$325.00 and \$6,409.02 paid during the month.

CORRESPONDENCE None.

PUBLIC COMMENT

Dan & Stacey Dell – First, he wanted to say that he was quite happy to see that the township now had a website. “Thank you!” It was the first result in his browser search when he needed a phone number. Second, he is trying to have National Fuel (NF) extend the line from the Happy Valley Trailer Park to Route 5. He indicated that NF is trying to obtain ROW from other residents’ private property versus staying in the public ROW and this is causing issues. He was told that NF would prefer to have their lines on private property, so they do not have to move lines if public water/sewer is ever planned for in the township ROW. He said they have had to move their lines in the past for this. There is some hold up with property owners on the west side of Happy Valley and there are wetland concerns behind the east parcels (north of Middle Rd.). The BOS directed him to the Conservation District.

ADMINISTRATIVE ACTION:

Resolution R2025-008A – Disposition of Records. Jeff Eaton moved to adopt the resolution to address records through 2025, as set forth in the Municipal Records Manual. Luke Weldon seconded; passed by unanimous, roll-call vote.

RESOLUTION NO. R2025-008A

Resolved by the Board of Supervisors of Springfield Township, Erie County, Pennsylvania, That


WHEREAS, by virtue of Resolution No. 2011-10, adopted November 7, 2011, the Township of Springfield declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

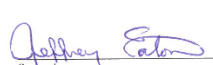
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;


NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Springfield Township, Erie County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

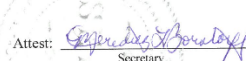
- A. Administrative and Legal Records
 1. Bonds, Performance and Security—all years through 2018
 2. Contract Files
 - a) Successful Bids, Proposals, Price Quotations and Qualified Contractor Memoranda—all years through 2019
 - b) Unsuccessful Bids, Proposals, Price Quotations and Qualified Contractor Memoranda—all years through 2022
 3. Election Records
 - a) Certificates of Election—all years through 2023
 - b) Ethics Commission Statements of Financial Interest—all years through 2020
 4. Insurance Claims and Policies—all years through 2019
 5. Liquid Fuels Tax Records—all years through 2018
 6. Oaths of Municipal Officials—all years through 2019
 7. Petitions—all years through 2020
 8. Public Meeting/Hearing Notices and Proof of Publication—all years through 2013
 9. Recycling Program Records—all years through 2013
 10. Sales and Use Tax Exemption Certificates—all years through 2022
 11. Survey of Financial Condition Forms—all years through 2022
 12. Treasurers' Bond Certifications—all years through 2018
- B. Financial and Purchasing Records
 1. Treasurer's Reports—all years through 2018
 2. Accounts Payable Files and Ledgers—all years through 2018
 3. Accounts Receivable Files and Ledgers—all years through 2018
 4. Annual Audit and Financial Reports—all years through 2020 (incl. Elected & Appointed Officials, Surv. Of Fin'l. Cond. & Tax Info to DCED)
 5. Annual Budgets and Related Records—all years through 2018
 6. Balance Sheet—all years through 2018
 7. Bank Statements and Reconciliations—all years through 2018
 8. Cancelled Checks—all years through 2018
 9. Check Registers—all years through 2018
 10. Deposit Slips—all years through 2018
 11. Expense Reports (Employee)—all years through 2018
 12. Utility and Paid Service Receipts—all years through 2018
- C. Payroll Records
 1. Cancelled Payroll Checks—all years through 2018
 2. Employee Payroll Adjustment Records—all years through 2021
 3. Individual Employee's Earning Record-Terminated Employees—all years through 2020
 4. Payroll Deduction Authorizations—all years through 2021
 5. Payroll Voucher Registers—all years through 2018
 6. Quarterly Returns of Withholding of Federal Income Tax—all years through 2021
 7. Quarterly Statements of State and Local Taxes Withheld—all years through 2021
 8. Social Security Reports—all years through 2021
 9. Time Cards and Attendance Records—all years through 2022
 10. Unemployment Compensation Records—all years through 2021
 11. W-2 Forms—all years through 2021
 12. Withholding Allowance Certificates (W-4 Forms)—all years through 2021
 13. 1099 Forms—all years through 2021
- D. Personnel Records
 1. Applications for Employment (Not Hired)—all years through 2023
- E. Planning and Building/Zoning Code Enforcement Records
 1. Flood Plain Management Records (Annual Reports of Flood Plain Management Activities (Submitted to the DCED)—all years through 2020
 2. Reports of Buildings or Zoning Permits Issued and Local Public Construction (submitted to U.S. Department of Commerce, Bureau of Census)—all years through 2020
- F. Tax Collection and Assessment Records
 1. Certifications for Taxes Paid on Real Estate—all years through 2023
 2. Change of Address Records—all years through 2023
 3. Exoneration Certificates Issued to Tax Collector—all years through 2020
 4. General and Special Tax Ledgers and Related Records—all years through 2018
 5. Mobile Home Removal Permits (issued by Tax Collector)—all years through 2023
 6. Public Utility Realty Reports (submitted to the PA Department of Revenue)—all years through 2018.
 7. Tax Bills, Paid Receipts—all years through 2023
 8. Tax Collector's Monthly Report to Taxing District—all years through 2018
 9. Tax "Duplicates"—all years through 2018

Enacted this 10th day of November, 2025


Supervisor


Supervisor


Supervisor

Attest: 
Secretary

Resolution R2025-009 -- Authorized Official(s) to execute documents and agreements for the Local Share Account (LSA) grant program. This is a non-match grant. We are looking to complete Raccoon Park Improvements – Phase II. This would enable us to extend the walkway, replace/make repairs to the old pavilion roof, fishing platform, additional tables & benches, and a Pirate ship. Estimated project cost: \$263,256 (2024 application +10% for inflation). Jeff Eaton moved to adopt the resolution – **contingent upon 2024 grant not being awarded. Luke Weldon seconded; passed by unanimous, roll-call vote.**

SPRINGFIELD TOWNSHIP
Erie County, PA

RESOLUTION R2025-009

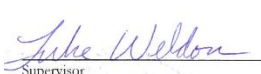
Authorized Official Resolution

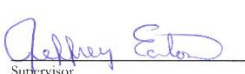
Be it RESOLVED, that the Board of Supervisors of Springfield Township, Erie County, hereby request a Statewide Local Share Assessment grant of \$263,256.00 (includes +10% for inflation from prev. application) from the Commonwealth Financing Authority to be used for Raccoon Park Improvements – Phase II.


Be it FURTHER RESOLVED, that the Applicant does hereby designate Jeffrey F. Eaton, Supervisor and Meredith L. Borstorff, Secretary, as the official(s) to execute all documents and agreements between the Springfield Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.


I, Meredith L. Borstorff, duly qualified Secretary of the Board of Supervisors of Springfield Township, Erie County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a unanimous vote of the Board of Supervisors at a regular meeting held November 10, 2025, and said Resolution has been recorded in the Minutes of Springfield Township and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Springfield Township, Erie County, this 10th day of November, 2025.


Supervisor


Supervisor


Supervisor


Attested: Township Secretary

Resolution R2025-010 -- Authorized Official(s) to execute documents and agreements for the Local Share Account (LSA) grant program. This is a non-match grant. We are looking to purchase an excavator and trailer at an estimated cost: \$198,000 (2024 application +10% for inflation). Jeff Eaton moved to adopt the resolution – **contingent upon 2024 grant not being awarded. Luke Weldon seconded; passed by unanimous, roll-call vote.**

SPRINGFIELD TOWNSHIP
Erie County, PA

RESOLUTION R2025-010

Authorized Official Resolution

Be it RESOLVED, that the Board of Supervisors of Springfield Township, Erie County, hereby request a Statewide Local Share Assessment grant of \$198,000.00 from the Commonwealth Financing Authority to be used for purchase of an excavator and trailer.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Jeffrey F. Eaton, Supervisor and Meredith L. Borstorff, Secretary, as the official(s) to execute all documents and agreements between the Springfield Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Meredith L. Borstorff, duly qualified Secretary of the Board of Supervisors of Springfield Township, Erie County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a unanimous vote of the Board of Supervisors at a regular meeting held November 10, 2025, and said Resolution has been recorded in the Minutes of Springfield Township and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Springfield Township, Erie County, this 10th day of November, 2025.


Supervisor


Supervisor


Supervisor


Attested: Township Secretary

Resolution R2025-011 – Acknowledge 2026 EACOG Budget. Luke Weldon moved to adopt the resolution. Jeff Eaton seconded; passed by unanimous, roll-call vote.

ERIE AREA COUNCIL
OF GOVERNMENTS

R2025-011



**Resolution to Acknowledge the Annual Budget of the Erie
Area Council of Governments for the Calendar Year Ending
December 31, 2026**

WHEREAS Springfield Township is a member of the Erie Area Council of Governments (EACOG); and


WHEREAS the EACOG has proposed its Annual Budget for its financial activities for the 2026 calendar year which will be voted upon for approval the EACOG's continuation of the General Assembly Meeting of November 5, 2025, and on December 10, 2025; and


WHEREAS Springfield Township, has reviewed the Proposed Annual Budget for 2026, a copy of which is attached hereto, and finds it to be in good order; and


WHEREAS Springfield Township acknowledges its proportionate share of the Member Dues as listed therein.


NOW THEREFORE, BE IT RESOLVED, that the proposed Annual Budget for the Calendar Year Ending December 31, 2026, is acknowledged by Springfield Township.

Enacted this 10th day of November, 2025


Supervisor


Supervisor


Supervisor

Attest: 
Secretary

Resolution R2025-012 – Acknowledge 2024 EACOG Independent Audit. Jeff Eaton moved to adopt the resolution. Eric Taylor seconded; passed by unanimous, roll-call vote.

ERIE AREA COUNCIL
OF GOVERNMENTS

SPRINGFIELD TOWNSHIP
ERIE COUNTY, PENNSYLVANIA
Resolution R2025-012



**A Resolution to acknowledge the Independent Auditor's Report of the Erie Area
Council of Governments for the Calendar Year Ending December 31, 2024**

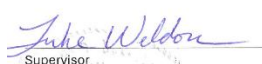
WHEREAS Springfield Township is a member of the Erie Area Council of Governments (EACOG); and


WHEREAS, the EACOG has obtained an Independent Auditor's Report of its financial activities during the 2024 calendar year which was considered at the EACOG's November 5, 2025, meeting, and


WHEREAS, Springfield Township has reviewed the proposed Independent Auditor's Report and finds it to be in good order.


IT IS HEREBY RESOLVED, by the Springfield Township, Erie County, Pennsylvania that the Independent Auditor's Report for calendar year ending December 31, 2024, is acknowledged by Springfield Township.

ADOPTED this 10th day of November, 2025.


Supervisor


Supervisor


Supervisor

Attest: 
Secretary

STAFF/COMMITTEE REPORTS

Roadmaster – Has been fixing potholes and grading gravel roads – then it rains, and they have to start over. Continuing to clean ditches. They now clean ditches in the Fall to make sure they are draining (previously Summer). Work continues on equipment.

Zoning Officer – Issued four permits for various structures. Permit fees received for the month: \$250. A special exception was granted for the new owners of the truck stop (6N & 90) to have a gas station and convenience store. They are working with DEP and ECDH. The previous tenants have been evicted and all the vehicles on the property have been removed.

OLD BUSINESS

Shannon Miller (12220 Main): Shannon presented the BOS with information she pulled from our zoning ordinance and highlighted information she felt would benefit approval of her recently submitted permit application. She felt that the Zoning Officer was imposing conditions (against the ordinance) and she wanted her application to be approved and she felt that the BOS could do so (according to her understanding of the ordinance). Luke deferred to the solicitor. Gery asked if she was still being represented by Attorney Rhodes. She indicated yes, but that he couldn't come out in the snowstorm. He informed her that the changes that had been made to her application had to do with not using the accessory structure as a second dwelling on the parcel and removal of the remaining portion of the previous structure. This had been discussed multiple times and denied through a hearing for the structure (ZV2024-001). He recommended that she reach out to her attorney as he had been in contact with Gery and should be able to advise her. He is obligated to communicate through her attorney.

NEW BUSINESS

Local Share Account (LSA) Grant Contingent upon non-award of 2024 grant funds, Luke Weldon moved to apply for an excavator and trailer & Raccoon Park Phase II. Eric Taylor seconded; passed by unanimous, roll-call vote.

2026 Budget – Will be available for public review beginning Nov. 12.

Jack Clark/Dave McLellan – Springfield Heights/Warren Sub-Division (near Rte 6N & 20). Nothing was discussed as Jack & Dave did not attend.

PUBLIC COMMENT None.

EXECUTIVE SESSION -- The BOS entered executive session at 7:25 p.m. to discuss ongoing legal matters.

ADJOURN After re-convening at 7:37 p.m. and with no further business, the meeting was unanimously adjourned.

Respectfully submitted,
Meredith L. Borstorff, Township Secretary