

Minutes
Springfield Township Organization Meeting
January 6, 2025

The meeting was called to order at 6:30p.m. In attendance were Supervisors Luke Weldon, Jeff Eaton and Eric Taylor; Gery Nietupski, solicitor; Meredith Borstorff, secretary.

Gery Nietupski administered an Oath of Office to: Meredith Borstorff (Zoning Ofcr, Secretary: Twp/PC/ZHB) and Paul Eagley (Planning).

Jeff Eaton moved to appoint Luke Weldon as Temporary Chairman, seconded by Luke Weldon and passed by unanimous roll-call vote.

Jeff Eaton moved to appoint Meredith Borstorff as Temporary Secretary, seconded by Luke Weldon and passed by unanimous roll-call vote.

Each receiving a motion, a second, and an all "yes" roll-call vote (except where noted) from the Supervisors, the following appointments were made:

Chairman: Luke Weldon

Vice Chairman: Jeff Eaton

Secretary: Meredith Borstorff

Treasurer: Eric Taylor

Zoning Officer: Meredith Borstorff

Open Records Officer: Township Secretary

Roadmaster: Jeff Eaton (Luke/Eric: yes; Jeff abstained)

Solicitor: Gery Nietupski(\$124/hr)

Engineer: Rabell Surveying & Engineering, Div. of LSSE

Ambulance Provider: West County Paramedics Association

Planning Board: Paul Eagley (term expires 12/31/28), VACANCY (term exp. 12/31/28)

Zoning Hearing Board: VACANCY (exp 12/31/29) VACANCY Alternate (3-yr term). (ZHB Secretary to be appointed by ZHB @ organization meeting.)

Lakefront Parks: Sean Rockey (exp. 12/31/28); Vacancies: term exp. 12/31/25 & 12/31/27

Bicentennial Park: Bill Marino (exp. 12/31/28)

Vacancy Board: Blake Holliday

Auditors: Appoint CPA: Buseck, Barger, & Bleil to perform the 2024 audit.

Jeff Eaton moved to affirm Supervisors as Township Employees, seconded by Luke Weldon and passed by unanimous roll-call vote.

Jeff Eaton moved to set Treasurer's Bond at \$600,000.00, seconded by Luke Weldon and passed by unanimous roll-call vote.

Luke Weldon moved to designate The Andover Bank and PLGIT as the bank depositories, seconded by Jeff Eaton and passed by unanimous roll-call vote.

Luke Weldon moved, seconded by Jeff Eaton and passed by unanimous roll-call vote to set the following *Supervisors' meeting schedule:* The second Monday of each month at 7:00p.m., except when a holiday falls on that day, at which time the meeting will be held the following day. *Planning Commission meeting schedule:* The first Monday of each month at 7:00p.m. *Zoning Hearing Board meeting schedule:* Thursdays at 7:00p.m. as necessary/advertised. (The January 2025 meeting will be flipped for BOS/PC).

Each receiving a motion, a second, and an all “yes” roll-call vote from the Supervisors, the following taxes/fees were set:

Township Millage: 1 mill

Realty Transfer Tax: 2% (1% Township share). This has been incorrectly listed (as .5%) since prior to 2010. However, we have been getting the appropriate amount.

Wage Tax: 1% (.5% Township share)

Local Services Tax: \$52/year for employees within Springfield Township

Fire/EMS Tax: .4/.25 mill, respectively. (separate line item on tax bill)

Fees: See attached schedule. No change from 2024.

Right to Know: \$.25/page for B&W copies & \$.35/page for color copies to fulfill Open Records Requests, plus postage. (Plus any add'l fees set forth in Section 1307 of the Right-to-Know Law.)

Each receiving a motion, a second, and an all “yes” roll-call vote (except where indicated) from the Supervisors, the following wages were set/recommended:

Supervisors: To be paid the rate for the position they are filling

Roadmaster: The BOS is recommending a 2% increase to the elected auditors (Jeff abstained)

Summer Maintenance Help: Tom Gilbert, 2% increase (\$16.81)

Winter Help: \$24.00/hr (Jeff abstained)

Secretary: \$19.74 (2% increase)

Paid Holidays (11):

New Year’s Day	Memorial Day	Good Friday
4 th of July	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day
2 Days of Employees’ Choice		<i>Election Day for Sec’y</i>

Payday/Work Week: Employees are to be paid on Tuesday of each week, with the work week running from Monday through Sunday.

Mileage Rate for reimbursement: Per IRS Guidelines (currently 70 cents/mi)

Full-time Road Crew: 2%

Each receiving a motion, a second, and an all “yes” roll-call vote (except where noted) from the Supervisors, the following delegates/representatives were appointed:

Coastal Zone Management: Eric Taylor; Luke Weldon-Alternate

West County Communications: Luke Weldon; Eric Taylor-Alternate

Erie County Township Association (ECATO): Jeff Eaton; Eric Taylor/Luke Weldon -Alternates

WECEMA: Luke Weldon, Jeff Eaton Alternate

EACOG: Eric Taylor, Luke Weldon and Jeff Eaton are voting delegates for the EAGOC.

WCPA: Jeff Eaton; Eric Taylor-Alternate

Jeff Eaton moved, seconded by Luke Weldon and passed by unanimous roll-call vote to pay bills as follows: Insurance (ACH if mandatory or to avoid fees), utilities, rotating credit account bills as they come due, return of pavilion deposits (between meetings as necessary), with remaining bills to be approved at regular monthly meetings.

With there being no further business, Jeff Eaton moved to adjourn the meeting at 6:45p.m., seconded by Luke Weldon, unanimously approved by roll-call vote.

SPRINGFIELD TOWNSHIP
ERIE COUNTY

FEE SCHEDULE

Zoning Ordinance: \$25
Subdivision Ordinance: \$25
Zoning Map: \$10
Township Comprehensive Plan: \$100
Zoning Hearing Fee (special exception/variance, etc): \$250
Conditional Use Hearing (BOS): \$200
Returned Checks: Bank Fees + \$25.00

ZONING PERMIT FEES:

Single-Family Dwelling:	\$ 100.00
(includes garage/decks/porches at time of original construction)	
Two/Multiple-Family Dwelling:	100.00 PER DWELLING UNIT
(includes garage/decks/porches at time of original construction)	
Additions to Structures:	50.00
(includes decks/porches)	
Accessory Structures (100SF or greater):	50.00 (includes storage containers)
In-Ground Swimming Pools:	50.00
Commercial/Industrial Structures:	100.00 (Incidental costs may be added as needed)

Permit for Construction in a Flood Plain: \$100 (plus any fees incurred by Township Engineer)
Permit for Annual Firewood Removal: \$25
Permit for Fireworks: \$25
Stormwater Review (Escrow): for residential projects over 5,000SF \$1,500 and
Commercial projects \$2,000 (plus engineering fees beyond escrow)

Raccoon Pavilion Rental: \$100 (plus \$50 deposit returned upon acceptable inspection of facility)

Road Occupancy Permit: \$50 application fee + \$25 Inspection Fee, plus per unit fees (\$10/pole or \$10/100ft of roadway)

Excess Maintenance Agreement/ Permit: \$100 application fee + required security.

RIGHT-TO-KNOW:

Photocopies: \$.25/page (B&W) plus postage; \$.35/page (Color)
Any additional fees per the Section 1307 of the Right-to-Know Law Fee Schedule (attached)

Minutes
Springfield Township Supervisors Meeting
January 6, 2025

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

MINUTES Jeff Eaton moved to approve minutes of the December 9, 2024 meeting; seconded by, Eric Taylor, passed with unanimous roll-call vote.

TREASURER'S REPORT As of Jan 3, 2025, Total Assets: General Fund -- \$646,351.35; Liquid Fuels -- \$11,093.83. Jeff Eaton moved to approve the Treasurer's Report (subject to audit), seconded by Luke Weldon and 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.

CORRESPONDENCE

PennDOT – Applying for a DEP Permit (culvert project)

County Controller (Auditor) – Final audits for District Judge (MacKendrick & vacancy) 5/1/20 – 9/30/22 AND 10/1/22 – 6/30/23 No findings listed.

PUBLIC COMMENT None.

ADMINISTRATIVE ACTION:

Mylar (39) 026-078.0-002.00 – Underridge Rd. (Sand Ridge Farms) Being proposed is creation of Parcel 1 consisting of 14.000 acres and Parcel 2 consisting of 10.130 acres, leaving residual lands consisting of 132.817 acres after the sub-division. Jeff Eaton moved to approve/deny mylar as presented. Luke Weldon seconded; passed by unanimous, roll-call vote.

Resolution R2025-001 (replaced R2018-009): To increase the fee (charged by the tax collector) for "in lieu of" bills or additional duplicate tax bills from \$5 to \$10/ea. Luke Weldon moved to adopt resolution. Jeff Eaton seconded; passed by unanimous, roll-call vote.

**Springfield Township Board of Supervisors
Resolution 2025-001**

At a meeting of the Supervisors of Springfield Township, Erie County, Pennsylvania, at which a quorum was present, upon motion duly made and seconded, it was resolved as follows:

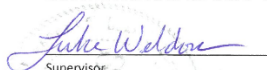
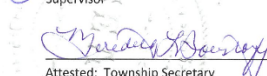
It is hereby resolved that the locally elected tax collector is authorized to collect the actual out-of-pocket expenses or costs of providing the following:

- a. A \$10.00 service charge for providing written tax certifications upon request by members of the public.
- b. Exact fees charged to the account of the tax collector when a check is returned by the bank because of insufficient funds; and
- c. A \$10.00 service charge for the preparation of "in lieu of" bills or additional duplicate tax bills.

The tax collector shall retain these receipts and they shall not be paid to the Township.

In no event shall the collection of the foregoing amounts by the tax collector be considered compensation or salary for the office of elected tax collector. If the collection of these expenditures by the tax collector is determined to be compensation or salary for the office of elected tax collector by a court of competent jurisdiction, this Resolution shall become null and void.

RESOLVED AND ADOPTED THIS 6th day of January, 2025.


Supervisor

Attested: Township Secretary


Supervisor


Supervisor





Resolution R2025-002 (replaced R2015-008): To indicate permit and inspection fees pursuant to our current fee schedule (instead of listing a specific fee). Luke Weldon moved to adopt resolution. Eric Taylor seconded; passed by unanimous, roll-call vote.

**Springfield Township, Erie County, Pennsylvania
Resolution R2025-002**

Pursuant to the provisions of Springfield Township Code of Ordinances Chapter 21, Part One, Section 104 providing for payment of a permit fee before any permit shall be issued to open or excavate in any street in the Township of Springfield and the provision therein that the fees to be paid for said Permit pursuant to the aforesaid ordinance will be established by a Resolution of the Board of Supervisors, and after motion duly made and seconded, it is hereby

RESOLVED that a permit and inspection fees (per current fee schedule) will be due upon application for a permit to open or excavate within any street which involves the cutting, breaking, or disturbing the surface thereof pursuant to Ordinance # 74 - A, enacted June 3, 1974, as revised by ordinance #1 - 1990, enacted May 7, 1990.

RESOLVED AND ADOPTED THIS 6th DAY OF JANUARY, 2025.

 Supervisor	 Supervisor	 Supervisor
 Attested: Township Secretary		

Resolution R2025-003: Appointment of Buseck, Barger, & Bleil (CPA) to perform DCED audit of 2024. Jeff Eaton moved to adopt resolution. Eric Taylor seconded; passed by unanimous, roll-call vote.

**TOWNSHIP OF SPRINGFIELD
ERIE COUNTY, PENNSYLVANIA
RESOLUTION NO R2025-003**

A RESOLUTION APPROVING THE APPOINTMENT OF A CERTIFIED OR COMPETENT PUBLIC ACCOUNTANT OR FIRM OF CERTIFIED OR COMPETENT PUBLIC ACCOUNTANTS TO MAKE AN EXAMINATION AND AUDIT OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR THE 2024 FISCAL YEAR

WHEREAS, Springfield Township, Erie County, Pennsylvania a local government unit existing by and pursuant to the laws of the Commonwealth of Pennsylvania, proposes the appointment of a certified public accountant or a firm of certified public accountants to replace the Township's elected auditors for purposes of making an examination and audit of all the accounts of the Township for the 2024 fiscal year.

WHEREAS, the Second Class Township Code (53 P.S. §65917) provides that the Board of Supervisors by Resolution may appoint such certified public accountant or firm of certified public accountants, in which case the certified public accountant or firm of certified public accountants shall have the power given to the Board of Auditors under the Second Class Township Code to make an examination and audit of the Township's accounts and that any such examination and audit of the Township's accounts will be done in accordance with generally accepted accounting standards; and


WHEREAS, the Springfield Township Board of Supervisors believe said appointment is in the best interest of the Township.

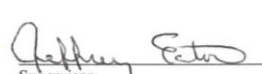
NOW THEREFORE, be it resolved by the Board of Supervisors of Springfield Township, Erie County, Pennsylvania, as follows:


1. Springfield Township hereby appoints Buseck, Barger, Bleil & Co., Inc. (BB&B) to make an examination and audit of all the accounts of the Township for the 2024 fiscal year.
2. BB&B shall have the powers given to the Board of Auditors pursuant to the Second Class Township Code (53 P.S. §65901 *et seq.*), and any such examination and audit of the accounts of the Township shall be conducted in accordance with generally accepted auditing standards and principles.

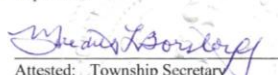
3. In addition to and consistent with the Second Class Township Code, BB&B shall have the power to audit, settle and adjust the accounts of all elected or appointed officials of the Township and its board or agencies that received or disbursed funds of or owed to the Township during the 2024 fiscal year.
4. BB&B shall not have the power to determine compensation and shall be subject to the same penalties as the elected auditors of the Township under the Second Class Code.
5. The compensation of the appointed certified public accountants shall be THREE THOUSAND (\$3,000.00) DOLLARS.

RESOLVED AND ADOPTED THIS 6th DAY OF JANUARY, 2025.


Supervisor


Supervisor


Supervisor


Attested: Township Secretary

Buseck, Barker, Bleil & Co. – Engagement Letter (for 2024 audit). Luke Weldon moved to sign. Jeff Eaton seconded; passed by unanimous, roll-call vote.

STAFF/COMMITTEE REPORTS

Roadmaster – Plowing! Hopefully will start working on equipment (to prepare for spring work) as the snow slows down.

Zoning Officer – Issued no permits for December. Continue working on outside storage issues.

OLD BUSINESS

ZV2024-003, 5400 Carol Ann Dr. (Wisneski) – Mr. Wisneski's attorney has attempted to reach out to Gery, but they have not made contact. He does not know what he wants. The appeal period for the variance request has passed.

LSA Grant Applications – Meredith & Jeff submitted two applications. One was a resubmitted grant for Raccoon Park Phase II (with updated costs) and the other was for equipment.

NEW BUSINESS

Danelle Sult – Requested "Children at Play" (or similar) sign for Underridge Rd. to, hopefully, slow down motorists on the road. Jeff informed her that it is not a *required* sign. However, we have split the cost with the requesting resident (with the township providing the labor). He would recommend two signs and cautioned that motorists *likely* will not abide by the signs. She understood. He will look into the cost and have Meredith relay info. Jeff Eaton moved to order and place two signs on Underridge Rd, splitting the cost 50/50. Eric Taylor seconded; passed by unanimous, roll-call vote.

PSATS: Annual Conference. Jeff Eaton moved for Luke Weldon/Jeff Eaton/Eric Taylor/Meredith Borstorff to attend, if interested. Luke Weldon seconded; passed by unanimous, roll-call vote. The voting delegate can be designated at the March meeting, IF anyone plans to go.

Diesel Fuel: Entered a 3-yr contract with Melzer (June 2023) through EACOG. No action needed.

PUBLIC COMMENT None.

ADJOURN With no further business, the meeting was unanimously adjourned at 7:15pm.
Reminder...Gery will not be at the February 10 meeting (2nd Monday).

Respectfully submitted,
Meredith L. Borstorff, Township Secretary