

**MINUTES**  
**RICHLAND TOWNSHIP BOARD OF SUPERVISORS**  
**December 15, 2025**

*The Richland Township Board of Supervisors met in regular session on Monday, December 15, 2025 at the Richland Township Municipal Building, 322 Schoolhouse Road, Johnstown, PA 15904 at 6:00 p.m.*

**PRESENT**

*Bob Heffelfinger, Chair*

*Gary A. Paul*

*Keith W. Saylor*

*Brian H. Lehman*

*Jeffrey D. Wingard*

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*George Gvozdich, Jr., Solicitor*

**PLEDGE OF ALLEGIANCE**

*Chair Heffelfinger called the meeting to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.*

**MINUTES – December 1, 2025**

*- Mr. Wingard moved to approve the minutes of December 1, 2025 as distributed, seconded by Mr. Saylor. All in favor. Motion carried.*

**APPROVE AGENDA - ANY CHANGES TO WRITTEN AGENDA - None**

**PUBLIC COMMENT PERIOD ON AGENDA ITEMS -** *The Public has the right and the opportunity to comment on any agenda item. No comments*

**CORRESPONDENCE**

*Letter from The EADS Group – Acts 14, 67, 68, and 127 Notifications for HS&WA 2026 Water Projects*

*A letter was read from The EADS Group, stating on behalf of Highland Sewer & Water Authority, they are filing an application with the PA DEP for 2026 Water Projects, for a Public Water Supply Permit Application. Work is being proposed in Richland Township, as well as 7 other municipalities. The proposed project consists of replacement of 71,300 ft of water distribution lines with all necessary appurtenances in the municipalities.*

**OLD BUSINESS**

*Adoption of 2026 Budgets: General Fund; Capital Equipment; Contingency; State Liquid Fuels*

*Chair Heffelfinger read the following budgets for 2026. The taxes will remain 9 mills, gf; and 1 mill Capital Equipment Fund. He noted that the proposed budget was presented at the board's public meeting on November 17, 2025.*

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**GENERAL FUND**

Revenue - \$	7,622,227.92
Expenditure -	<u>\$7,604,700.29</u>
Balance	\$ 17,527.63

**CAPITAL EQUIPMENT FUND**

Revenue	\$ 600,313.52
Expenditure	<u>\$ 130,498.76</u>
Balance	\$ 469,814.76

**CONTINGENCY FUND**

**Investments**

**1<sup>st</sup> Summit Public Funds Account #1**

Revenue	\$ 1,524,040.60
Interest	\$ 45,721.22
Expenditure	<u>\$ 0</u>
	\$ 1,569,761.82

**1<sup>st</sup> Summit Public Funds Account #2**

Revenue	\$ 206,655.75
Interest	\$ 6,199.67
Expenditure	<u>\$ 0</u>
Balance	\$ 212,855.42

**STATE LIQUID FUELS FUND**

Revenue	\$ 713,964.15
Expenditure	<u>\$ 430,000.00</u>
Balance	\$ 283,964.15

- Mr. Lehman moved to adopt the 2026 budgets as presented, seconded by Mr. Saylor. All in favor.

**NEW BUSINESS**

*Payment of the Bills*

- Mr. Saylor moved to approve the general fund bills in the amount of \$84,990.02, and payroll \$99,284.71, seconded by Mr. Lehman. All in favor.

*New Hire: F.T. Secretary 2 for Administration – Emily Pollino, effective 1/5/2026*

- Mr. Wingard moved to hire Emily Pollino as a full time Secretary II, effective January 5, 2026, seconded by Mr. Lehman. All in favor.

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*Property Tax Appeal Of William C. & Shari Polacek - Settlement Stipulation*

*Attorney Gvozdich, Jr. reviewed the tax assessment appeal filed by William C and Shari Polacek. He stated that a settlement has been reached between all parties involved, which he explained.*

*- Mr. Wingard moved to approve the Settlement Stipulation of William C & Shari Polacek regarding their Tax Assessment Appeal, and to authorize Mr. Gvozdich, Jr. sign on behalf of the township, seconded by Mr. Saylor. All in favor.*

*Donaldson Minor Subdivision/Adjoining Land Merger – Ritter Road*

The Richland Township Planning Commission reviewed the minor subdivision, adjoining land merger of Donaldson on Ritter Road. The proposed plan calls for boundary changes between three (3) existing lots and the creation of two (2) new lots, resulting in five (5) total lots with the following acreages: Lot 1 - 3.12 acres, Lot 2 - 2.59 acres, Area 2 - 5.24 acres, Area 3 - 4.68 acres, Residue - 44.37 acres. The lots are accessed from the right-of-way off Ritter Road and are zoned L-1. The large parcel does not front Engbert Road so an easement is shown from Ritter Rd. The current dwellings have on-lot sewage. The other lots are non-building lots. Mr. Gvozdich confirmed that all deeds will be rewritten and show the easement. It was noted that all plans must be recorded at the Cambria County Recorder of Deeds Office within 60 days of date of plan approval.

*- Mr. Wingard moved to approve the Donaldson minor subdivision, adjoining land merger of Donaldson on Ritter Road, seconded by Mr. Lehman. All in favor.*

*Windber Area Authority Adjoining Land Merger – Ingleside Road*

The Richland Township Planning Commission reviewed and recommended approval of the following. The proposed plan involves the merger of twenty-three (23) existing lots, all owned by Windber Area Authority, into two (2) new lots. Lot 1 will be made up of 25.51 acres, and the Residual Lot will have 286.37 acres. The properties are in the R-3 zoning district. The plan is for the Windber Area Authority Wastewater Treatment Plant. They have over 300 acres, which is comprised of almost 2 dozen parcels. The Authority is planning to install a solar field, and they want to merge all the parcels together to form one large parcel to clean this up. If not, there would be tax parcels through lagoons, buildings, and the panels. They also own 25 acres they want to subdivide off the main piece. The Planning Commission put a stipulation on their approval, indicating that the plan must be revised to note all parcel numbers on the plan. A new plan has been submitted to the township office.

*- Mr. Wingard moved to approve the WAA Adjoining Land Merger on Ingleside Road as submitted, seconded by Mr. Saylor. All in favor.*

*It was noted that the plan must be recorded at the Cambria County Recorder of Deeds Office within 60 days of approval.*

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*Public Comment*

*There were no comments.*

*There being no further business, the meeting adjourned at 6:15 p.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*

**VIII. ADJOURN**