

Cherrytree Township Board of Supervisors
Regular Monthly Meeting/Annual Reorganization Meeting
January 5, 2026, 6:00 p.m.

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Monday, January 5, 2026, at 6:00 p.m., at the township building. In attendance were Jim Waugh, Rob Kellogg, and Shari Nelson, Supervisors, and Christine Kurelowech, Secretary-Treasurer.

Call to Order

Jim Waugh called the meeting to order.

Pledge

Moment of Prayer

Jim Waugh led those in attendance in a moment of prayer.

Annual Reorganization

- Descriptions of the resolutions listed below are attached.

Temporary Secretary (Motion to Appoint)

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to appoint Christine Kurelowech as Temporary Secretary.

Temporary Chairman (Motion to Appoint)

On a motion made by Shari Nelson and seconded by Rob Kellogg, the Supervisors voted to appoint Jim Waugh as Temporary Chairman of the Board. Jim Waugh abstained.

Resolution #26-01

On a motion made by Rob Kellogg and seconded by Shari Nelson, the Supervisors voted to adopt Resolution #26-01 (Appoint Jim Waugh as Chairman of the Board for 2026). Jim Waugh abstained.

Resolution #26-02

On a motion made by Jim Waugh and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #26-02 (Appoint Shari Nelson as Co-Chairman of the Board for 2026). Shari Nelson abstained.

Resolution #26-03

On a motion made by Rob Kellogg, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt Resolution #26-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2026).

Resolution #26-04

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt Resolution #26-04 (Appoint Lewis Staub as Roadmaster for 2026).

Resolution #26-05

On a motion made by Shari Nelson and seconded by Jim Waugh, the Supervisors voted to adopt Resolution #26-05 (Adopt the Cherrytree Township 2026 Wage & Salary Schedule). Rob Kellogg abstained.

Resolution #26-06 through Resolution #26-38

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt Resolution #26-06 through Resolution #26-38.

Public Comment

Dave Zdarko asked Lew Staub, Roadmaster, if the wing plows have been on the trucks this winter and Lew Staub said that they have not been on the trucks, noting that the road crew rarely uses them. Dave Zdarko expressed concern that the road crew is plowing too far from mailboxes and Lew Staub said that, if the wing plows were on the trucks, there would be even more snow in front of the mailboxes. Doug Nelson agreed with Dave Zdarko that the road crew is not plowing the roads wide enough and asked Lew Staub if they could start dropping the plow on the second pass of each road while they are spreading antiskid. Lew Staub said that they spread antiskid as they plow and if they are only spreading antiskid (not plowing), they spread it in the middle of the road. Katherine Donaldson also expressed concern about winter road maintenance. She said that the roads were not clear on New Year's Eve and that her family went into a ditch on Cherrytree Road because they could not see the ditch. She also said that her neighbor slid on the curve by her (Katherine Donaldson's) house and almost ran into the garage. She noted that, when school is delayed, the roads are still not plowed when it is time for school to open and that the roads are not plowed as nicely this year as they have been in previous years. Jim Waugh thanked those in attendance for their input regarding winter road maintenance and said that he would discuss the comments with the road crew.

Cheryl Anderson expressed concern regarding her new neighbors on South Perry Street. She said that they are over the property line and that it looks like a junkyard is forming on their property. She asked about setback requirements for campers. She noted that the new neighbors erected a shed and nailed it to a tree and she questioned whether or not that is permitted in the township. Also, she asked about setback requirements for fences, noting that she has to be able to safely pull out of her driveway. Tim McGrath, Zoning Officer, said that he has approached the new property owners about moving their camper farther into the property and away from the property lines and that they have not complied yet. He said that the Planning Commission is working to upgrade the current zoning ordinance and that some of Cheryl Anderson's issues will be addressed in the new version. He noted that there are a number of situations that he does not have the ability to change with the current zoning ordinance, but once the new version of the zoning ordinance is passed, he will be able to address many issues. He told those in attendance that the Planning Commission will meet in January and, hopefully by next month, will be able to present the new zoning ordinance to the Board of Supervisors. However, there are several steps in the approval process, including a review by the Township Solicitor and a public hearing.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, December 1, 2025, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously.

The treasurer's report, for December 2025, was read, accepted, and approved, on a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously.

Correspondence

Shana Dillemath – Small Flow Treatment Facility at 4201 State Route 8

The township has been notified that Shana Dillemath is applying for permits to construct a small flow treatment facility at 4201 State Route 8. Chrissie Kurelowech noted that the township will receive a sewage module and will be required to adopt a resolution in the near future as part of the process that Shana Dillemath will be required to follow to obtain necessary permits through the Pennsylvania Department of Environmental Protection (PA DEP).

PA Dept. of Community and Economic Development – LSA Grant Award for VFD

The township has been notified, by the PA Department of Community and Economic Development (DCED), that a Local Share Account (LSA) grant for approximately \$179,543.00 has been awarded to the township to be used to purchase new radio equipment for the VFD. The upgrade is necessary to make the VFD's radio system P25 compliant since Venango County is upgrading its system. Included in the upgrade are 8 radios for the trucks, 2 radios for the station, 20 handheld radios, 20 pagers, 20 chargers, a 6-unit charger for the VFD's engine, antennas, cables, and an apparatus for the station. DCED will be in contact with Chrissie Kurelowech in the upcoming weeks regarding the steps that will be required to purchase the equipment and to obtain reimbursement from DCED.

PSATS News Bulletin

Zoning

Permits

Z-2025-16 Kimberly Carlson 5264 State Route 417 new home

Zoning Report

Tim McGrath, Zoning Officer, reported that one permit (tiny home) was issued during the month. He also reported, as discussed during "Public Comment", that the Planning Commission is getting very close to finishing its upgrade of the zoning ordinance and will be able to present the new version to the Board of Supervisors soon.

Administrative Action

Grand Valley Manufacturing – 135 Toon Town Lane – Vote on Conditional Use

Chrissie Kurelowech told those in attendance that the Board of Supervisors recently received a letter, drafted by Tucker Gregg, from the Planning Commission regarding recommendations for Grand Valley Manufacturing's conditional use for its project at 135 Toon Town Lane. She took the recommendations from the Planning Commission and included them in a draft letter to Grand Valley Manufacturing, from the Board of Supervisors, that will be used to grant a conditional use if the Supervisors vote to do so. She read the following conditions aloud.

1. **Exterior Lighting** – *The applicant shall be required to install **low-level, downward-directed exterior lighting** for parking and operational areas. Lighting shall be designed and located to minimize light spillover onto adjacent properties and to prevent glare into neighboring residences, consistent with good site design practices.*
2. **Emergency Access** – *The applicant shall provide a **Knox Box system or equivalent secure access method**, or approved keycard access, to allow Township emergency responders prompt access to the facility in the event of a fire or other emergency.*
3. **Fire Safety and Suppression** – *The applicant shall be required to maintain **appropriate fire suppression equipment and systems** suitable for the specific materials and manufacturing processes conducted on site. Such equipment shall be readily accessible and compliant with applicable fire and safety codes.*
4. **Screening Requirements** – *The applicant shall follow the **screening requirements outlined in Section 5.25** of the Cherrytree Township Zoning Ordinance. Compliance with these provisions will be reviewed and enforced as applicable to reduce visual impacts and maintain compatibility with surrounding land uses.*
5. **Environmental Features and Setbacks** – *The presence of a **stream traversing the subject property** is noted. As such, the provisions of **Appendix I** of the Cherrytree Township Zoning Ordinance Appendices shall be carefully reviewed to ensure appropriate setbacks and protections are observed in accordance with Township regulations.*

Chrissie Kurelowech said that the letter also states, “*The Board of Supervisors requires that the applicant be allowed to operate within the prescribed limits of the site development plan and not allowed to expand any commercial operations outside that plan without obtaining another conditional use*” and “*The Board of Supervisors requires the applicant to allow the Zoning Officer and any other permitting officer full access to the site during construction and periodically after construction*”. Tim McGrath, Zoning Officer, noted that the Supervisors would be voting to approve a conditional use for the entire project, which includes five buildings/modules, all infrastructure, and septic, even though Grand Valley Manufacturing plans to construct one building/module initially and then, if it needs to increase production, quickly construct more buildings/modules. Since the entire project is included in the current conditional use application, Grand Valley Manufacturing will not be required to obtain an additional conditional use for each building/module that it constructs, which will allow the company to quickly expand if necessary. However, zoning permits and building permits will still be required for additional structures (buildings/modules). On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to approve the conditional use application, submitted by Grand Valley Manufacturing, for 135 Toon Town Lane, as long as the conditions in the letter are met. The Supervisors signed the conditional use letter. Chrissie Kurelowech will obtain signatures on the letter from Grand Valley Manufacturing if the company accepts the conditions listed.

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Resolution #26-39 – Destroy Specified Municipal Records – Vote to Adopt

On a motion made by Shari Nelson, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #26-39. This resolution permits the Secretary-Treasurer and the Tax Collector to destroy records that the township is no longer required to keep, as specified by the Pennsylvania Municipal Records Manual. The resolution contains a list of the types of records and the years that will be destroyed.

Resolution #26-40 – VFD – DCNR Grant Applic. (Side-by-Side) – Vote to Adopt

A lengthy discussion took place regarding Resolution #26-40. The VFD needed the resolution to be passed by the Board of Supervisors in order to submit a 50/50 grant application to the Department of Conservation and Natural Resources (DCNR) for a new side-by-side. The resolution gives Stacey Armstrong, VFD Secretary, the authority to electronically sign the application and to electronically sign and edit a grant agreement, if a grant is awarded. Additionally, the resolution gives anyone else who holds the title of VFD Secretary the authority to electronically sign and edit a grant agreement, if a grant is awarded and, for some reason, Stacey Armstrong is no longer the VFD Secretary. Shari Nelson said that the resolution had already been signed on behalf of the Board of Supervisors by Jim Waugh without a vote at a public meeting, violating the Pennsylvania Sunshine Act. The grant application, along with the resolution, had been submitted to DCNR without the Board of Supervisors voting to adopt the resolution. Jim Waugh stated that the grant application was due on January 5, 2026 (earlier in the day) and that the Supervisors were in favor of the project and had voted, months prior, to allow the VFD to add a lean-to onto the building for storage of the new side-by-side, if the grant is awarded. Mark McDowell, a VFD member, said that the VFD never voted to apply for the grant and that there is no transparency. Austin Armstrong, VFD Fire Chief, said that the topic was discussed at a VFD meeting and that the members were considering applying for a grant for a side-by-side or applying for a grant for new radios. They decided to apply for a grant for a side-by-side because the township had already applied for a Local Share Account (LSA) grant for new radios and no decision had been made yet on the LSA grant. Furthermore, Austin Armstrong noted that the VFD never votes on Federal Emergency Management Agency (FEMA) grant applications. Jim Waugh said that there is no guarantee that the VFD will be awarded the grant and that the VFD does not have to accept the grant, if awarded. Sue McDowell asked Jim Waugh if he is the Vice President of the VFD and he said that he would be the Vice President in January of 2026, but, due to health issues, does not plan on being very active with the VFD in the future. Doug Nelson asked Jim Waugh if he was authorized to sign the resolution and Jim Waugh said that he was not authorized, but that the resolution had to be submitted before the township meeting. Shari Nelson said that, because the resolution had not been voted upon and signed by the Board of Supervisors, the Pennsylvania Sunshine Act was violated. Jim Waugh said that he never would have signed the resolution if the VFD had not discussed it and the Board of Supervisors had not voted to allow a lean-to to be constructed. He admitted that he made a mistake and apologized. Shari Nelson said that the Board of Supervisors could have voted on the resolution at the regular monthly meeting that was held on December 1, 2025, if they had been given the resolution earlier and she asked that the Board of Supervisors and the VFD work together in the future to ensure that the Pennsylvania Sunshine Act is not violated. Doug Nelson noted that the proper steps were not followed. Austin Armstrong said that, to his knowledge, the VFD has not

had to have a resolution passed by the township to apply for a grant in the past and he apologized for not getting the resolution to the Board of Supervisors earlier. On a motion made by Rob Kellogg, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt Resolution #26-40, authorizing Stacey Armstrong, VFD Secretary, to electronically sign the application and to electronically sign and edit a grant agreement, if the VFD is awarded a grant through DCNR for a side-by-side. Additionally, Resolution #26-40 gives any future VFD Secretary the authority to electronically sign and edit a grant agreement, if the VFD is awarded a grant through DCNR for a side-by-side. After the resolution was adopted, discussion took place about rectifying the situation and ensuring that a similar situation does not occur in the future. Sue McDowell was concerned that, when the VFD applies for grants in the future, it might be rejected due to the situation with the DCNR side-by-side grant and she was also concerned that current grants might have to be returned. Mark McDowell said that he feels the VFD could lose its 501(c)(3) status if the proper processes are not followed and there is no transparency. Curt Donaldson noted that digital procedures can be put in place to prevent a similar problem from occurring in the future. Tim McGrath, a VFD Trustee and incoming VFD President, suggested that the application be pulled and that the VFD apply for the grant next year, with a clean record, after following the proper procedures. Shari Nelson said that the problem can be resolved with the correct documentation. It was agreed that Chrissie Kurelowech will forward a copy of Resolution #26-40, with signatures of all of the Supervisors, to the VFD and that the VFD will edit the application and replace the original resolution with Resolution #26-40 that was passed at the regular monthly meeting/annual reorganization meeting held on Monday, January 5, 2026.

2026 Clean-Up Weekend

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to hire R.K. Virgile Trucking to provide the dumpsters for Clean-Up Weekend again in 2026. Chrissie Kurelowech said that she contacted Randy Wyant, of R.K. Virgile Trucking, and was told that the dumpsters (six 30-yard) will cost the township \$4,000.00, which is unchanged from the previous two years. The Supervisors noted that Clean-Up Weekend will be held during the first full weekend in June, which is Saturday, June 6, 2026 and Sunday, June 7, 2026.

Committee Reports

VFD

Austin Armstrong, VFD Fire Chief, apologized for the timing issue on the Department of Conservation and Natural Resources (DCNR) side-by-side grant application and noted that the VFD has not applied for a grant through DCNR in 5 years.

He reported that there were 22 calls since November 3, 2025. Of the 22 calls, 6 were EMS, 3 were fire, 5 were public service, 3 were searches, 2 were MVAs, and 3 were to assist PSP (state police). He also reported that the VFD answered 183 calls during 2025.

He thanked the township for helping the VFD obtain funding, through a Local Share Account (LSA) grant, for new radio equipment.

EMA Office

Tim McGrath, Emergency Management Coordinator, reported that the next meeting will be held on January 11, 2026.

Road

Lew Staub, Roadmaster, reported that, since the last meeting, the road crew plowed and put antiskid down 13 times, put antiskid down (no plowing) 12 times, pushed 11 trees off of roads, spent 3 days pushing back snow on road edges, and cleaned debris off of 2 roads.

As for equipment, a new starter was put on the 2007 JCB backhoe. A new hydraulic pump and a new radiator Y-pipe were put on the 2014 Dodge. New spreader chains were put on the 2002 International and on the 2009 International.

Old Business

There was no "Old Business".

New Business

There was no "New Business".

The meeting adjourned at 6:46 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer

The following resolutions were introduced and voted upon, on Monday, January 5, 2026, at the regular monthly meeting/annual reorganization meeting of the Cherrytree Township, Venango County, Board of Supervisors, as required by the Second Class Township Code.

- #26-01 Appoint Jim Waugh as Chairman of the Board for 2026.
- #26-02 Appoint Shari Nelson as Co-Chairman of the Board for 2026.
- #26-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2026.
- #26-04 Appoint Lewis Staub as Roadmaster for 2026.
- #26-05 Adopt the Cherrytree Township 2026 Wage & Salary Schedule.
- #26-06 Adopt the Cherrytree Township 2026 Fee Schedule.
- #26-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2026.
- #26-08 Appoint Collin Fantaskey as the Alternate Sewage Enforcement Officer for 2026.
- #26-09 Appoint Donald Deliman to the Vacancy Board for 2026.
- #26-10 Appoint Tracy Zdarko (3-year term) to the Cherrytree Township Zoning Hearing Board.
- #26-11 Appoint Attorney Alan Shaddinger as Cherrytree Township Solicitor for 2026.
- #26-12 Appoint Tim McGrath as Emergency Management Coordinator for 2026.
- #26-13 Designate the first Monday of each month, at 6:00 p.m., as the regular monthly meeting of the Board of Supervisors. If that day is a legal holiday, the meeting will be held on the following evening. All schedule changes will be advertised in the classified section of the Titusville News-Journal. All township meetings will be held in the manner described in Resolution 615, dated August 23, 1993.
- #26-14 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.
- #26-15 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.
- #26-16 Name Farmers National Bank and PNC Bank as depositories for all township funds.
- #26-17 Set the Treasurer's bond at \$500,000.00 per year.

- #26-18 Send Jim Waugh, Robert Kellogg, and Shari Nelson to the annual PSATS State Conference in Hershey, PA and name Shari Nelson as the voting delegate.
- #26-19 Continue to do driveway pipe installations and bill for the service as specified in the Cherrytree Township 2026 Fee Schedule.
- #26-20 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2026 Fee Schedule. Fees will be held by the township for any and all road repairs that are needed as a direct result of the applicant's operations. An exception to this procedure may be made at the discretion of the Roadmaster or the Board of Supervisors when it is determined that the applicant will conduct any operation that involves excessive long-term projects, heavy truck, drilling, or construction projects that may result in significant damage above and beyond the routine hauling damage amounts.
- #26-21 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.
- #26-22 Retain Mark J. Corey & Associates as Cherrytree Township Engineers for 2026.
- #26-23 Appoint Robert Kellogg as the township's representative to the Oil Creek Area COG.
- #26-24 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.
- #26-25 Appoint Robert Kellogg as the township's representative to the Venango County Planning Commission.
- #26-26 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.
- #26-27 Allow any Supervisor to act as a voting representative for any appointed position (outside the township) in the event that the designated appointee is unable to attend a meeting.
- #26-28 Declare English the official language for all township business.
- #26-29 Appoint Tim McGrath as Cherrytree Township Zoning Officer for 2026.
- #26-30 Appoint Tim McGrath as Cherrytree Township Floodplain Administrator for 2026.
- #26-31 Appoint Tim McGrath as Cherrytree Township Stormwater Enforcement Officer for 2026.

- #26-32 Retain Construction Code Inspectors, Inc. as Cherrytree Township Building Code Inspectors for 2026.
- #26-33 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.
- #26-34 Appoint Robert Kellogg as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.
- #26-35 Appoint Shari Nelson as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.
- #26-36 Adopt the Cherrytree Township 2026 Stormwater Management Ordinance Fee Schedule.
- #26-37 Allow the Board of Supervisors to occasionally work for Cherrytree Township, at a rate of \$12.00 per hour, which will be confirmed by the township auditors.
- #26-38 Appoint Attorney Richard Winkler to represent the Cherrytree Township Zoning Hearing Board, at a rate of \$135.00/hour, for 2026.