

Cherrytree Township Board of Supervisors
Regular Monthly Meeting/Annual Reorganization Meeting
January 6, 2025, 6:00 p.m.

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Monday, January 6, 2025, 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 Rob Kellogg, 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 Rob Kellogg and seconded by Shari Nelson, the Supervisors voted to appoint Jim Waugh as Temporary Chairman of the Board. Jim Waugh abstained.

Resolution #25-01

On a motion made by Shari Nelson and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #25-01 (Appoint Jim Waugh as Chairman of the Board for 2025). Jim Waugh abstained.

Resolution #25-02

On a motion made by Jim Waugh and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #25-02 (Appoint Shari Nelson as Co-Chairman of the Board for 2025). Shari Nelson abstained.

Resolution #25-03

On a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #25-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2025).

Resolution #25-04

On a motion made by Rob Kellogg, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #25-04 (Appoint Lewis Staub as Roadmaster for 2025).

Resolution #25-05

On a motion made by Jim Waugh and seconded by Shari Nelson, the Supervisors voted to adopt Resolution #25-05 (Adopt the Cherrytree Township 2025 Wage & Salary Schedule). Rob Kellogg abstained.

Resolution #25-06 through Resolution #25-39

On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #25-06 through Resolution #25-39.

Public Comment

Ron Stewart noted that, many months ago, the Planning Commission and Tim McGrath, Zoning Officer, were holding public meetings on a regular basis to go through the zoning ordinance in an effort to discuss areas that are in need of change and/or clarification. The goal of the meetings was to develop an amended zoning ordinance that would be given to the Board of Supervisors for consideration. These meetings were prompted by a property owner who suggested that the ordinance be made less restrictive. Ron Stewart told the Supervisors that the meetings abruptly ended and asked if the township could start holding the meetings again. The Supervisors were in favor of moving forward with the project and continuing public meetings to do so. Chrissie Kurelowech said that she had contacted members of the Planning Commission recently in an effort to schedule meetings and continue the project, but Shari Nelson was the only member who responded. The Planning Commission members who were present (Shari Nelson and Austin Armstrong) and the Supervisors decided to schedule a Planning Commission meeting for Monday, January 27, 2025, at 6:00 p.m., to begin to move the project forward. Chrissie Kurelowech will advertise the meeting and notify all of the Planning Commission members.

Curt Donaldson told the Supervisors that the salt brine (LS-25) used for dust suppressant on township roads is causing vehicles to rust. He said that using salt brine has more negatives than positives and suggested using a more environmentally friendly product. He noted that he does not care if the roads are dusty. Jim Waugh said that there is less salt in the brine that is used for dust suppressant than the products that are put on the roads during the winter and that, due to the low cost (as compared to E-1 Prime oil), the township can afford to suppress dust on the entire length of each dirt road, not just in front of houses. He said that the roads are holding up better since the township started using salt brine and specifically noted that Fairview Road looks great. Jim Waugh also said that, due to using salt brine, the roads in the township are far less dusty than the roads in other townships during the summer. Doug Nelson noted that the township is not required to put down any dust suppressant. Curt Donaldson said that he did not agree with Jim Waugh and would bring information to support his argument to the next meeting.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, December 2, 2024, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously.

The treasurer's report, for December 2024, was read, accepted, and approved, on a motion made by Rob Kellogg, seconded by Shari Nelson, and carried unanimously.

Correspondence

Deiss & Halmi Engineering, Inc.–Mayersky–Single Residence Sewage Treatment
The township has been notified that Mark Mayersky and Sandra Mayersky are proposing to construct a Single Residence Sewage Treatment Plant to serve their existing single-family residence at 1062 Old Petroleum Center Road. 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 the property owners are required to follow to obtain necessary permits through the Pennsylvania Department of Environmental Protection (PA DEP).

Hill Wallack LLP – Notice of Sheriff’s Sale – 1082 Old Petroleum Center Road
The property located at 1082 Old Petroleum Center Road will be sold at a sheriff’s sale on Wednesday, January 15, 2025, at 9:00 a.m. The property consists of a house on 1.21 acres.

PSATS News Bulletin

Venango County Board of Elections – 2025 Primary Election/General Election
The 2025 primary election will be held on May 20, 2025 and the general election will be held on November 4, 2025. The Venango County Board of Elections has requested permission from the township to use the township building for both elections. The Supervisors were in favor of allowing both the primary and the general elections to be held at the township building. Chrissie Kurelowech will notify the Venango County Board of Elections.

Zoning

Permits

None

Zoning Report

There was no report.

Administrative Action

Resolution #25-40 – Destroy Specified Municipal Records – Vote to Adopt

On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #25-40. 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.

Oil Valley Gravel, LLC – 2025 Events – Discuss/Approve

Chrissie Kurelowech told the Supervisors that she was recently contacted by Adam Diem, who represents Oil Valley Gravel, LLC. He is requesting permission from the township to use township roads for two events (organized bike races/bike rides) during 2025. The Roughneck Gravel Roubaix will be held on May 23, 2025 and May 24, 2025, while the Rock Oil Foliage Frenzy will be held on October 18, 2025. Chrissie Kurelowech told the Supervisors that there are six routes included in the events and that the following township roads are included in some or all of the routes: Drake Well Road, Miller Farm Road, Carter Road, Old Petroleum Center Road, Pioneer Road, Stone Springhouse Road, Fairview Road, and Cherrytree-Plum Line Road. She noted that one of the routes (McKinney – 250 miles) takes place overnight. Oil Valley Gravel, LLC has always provided proof of insurance to the

township before its events. A discussion took place about the township's liability if an accident were to occur during any of the events. Jim Waugh noted that he was concerned about liability because he recently learned, from the Township Solicitor, that the township could be held liable for an ATV, side-by-side, or snowmobile accident, if the township had an ordinance permitting ATVs, side-by-sides, and snowmobiles on township roads. The Supervisors decided to ask the Township Solicitor for his opinion on the matter before granting permission to Oil Valley Gravel, LLC for the upcoming events. Chrissie Kurelowech will contact Alan Shaddinger and will share his opinion at the next regular monthly meeting, which is scheduled for Monday, February 3, 2025.

Committee Reports

VFD

Tom Huffman, VFD Fire Chief, reported that there were 15 calls since the last meeting. Of the 15 calls, 1 was in Crawford County and 14 were in Venango County. The call in Crawford County was a building fire. Of the calls in Venango County, 1 was a building fire, 4 were EMS, 2 were to assist police, 2 were public service, 1 was dispatched and canceled, 1 was a false alarm (iPhone crash), 2 were smoke detector activations (unintentional), and 1 was a wind storm. Tom Huffman noted that the VFD responded to 202 calls during 2024, which is 29 more calls than in 2023.

The VFD is selling tickets for a gun raffle that will be held with Rouseville Volunteer Fire Department on Saturday, March 1, 2025. The event will be held at the Rouseville Community Center.

EMA Office

There was no report.

Road

Chrissie Kurelowech read a report submitted by Lew Staub, Roadmaster. Since the last meeting, the road crew plowed and put antiskid down 8 times, put antiskid down (no plowing) 10 times, checked the roads 3 times, and spent 1 day cutting pine tree limbs on 2 roads. They spent 3 days opening pipes, 1 day blowing leaves, 1 day grading bad spots, 1 day fixing washouts, and 2 days pushing trees off and throwing limbs off of roads. They also put up a STOP sign.

As for equipment, the rear wheel studs and nuts were replaced and a tire was fixed on the 2014 Dodge.

Old Business

There was no "Old Business".

New Business

2025 Clean-Up Weekend

Chrissie Kurelowech asked the Supervisors if they wanted to hire R.K. Virgile Trucking to provide the dumpsters for Clean-Up Weekend again in 2025. The Supervisors were in favor of hiring R.K. Virgile Trucking again and noted that Clean-Up Weekend will be held during the first full weekend in June, which is Saturday, June 7, 2025 and Sunday, June 8, 2025. Chrissie Kurelowech said that she would contact R.K. Virgile Trucking to get a price for the event and would report on it at the next meeting (Monday, February 3, 2025). Clean-Up Weekend cost the township \$4,000.00 in 2024.

The meeting adjourned at 6:31 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 6, 2025, at the regular monthly meeting/annual reorganization of the Cherrytree Township, Venango County, Board of Supervisors, as required by the Second Class Township Code.

- #25-01 Appoint Jim Waugh as Chairman of the Board for 2025.
- #25-02 Appoint Shari Nelson as Co-Chairman of the Board for 2025.
- #25-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2025.
- #25-04 Appoint Lewis Staub as Roadmaster for 2025.
- #25-05 Adopt the Cherrytree Township 2025 Wage & Salary Schedule.
- #25-06 Adopt the Cherrytree Township 2025 Fee Schedule.
- #25-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2025.
- #25-08 Appoint Collin Fantaskey as the Alternate Sewage Enforcement Officer for 2025.
- #25-09 Appoint Donald Deliman to the Vacancy Board for 2025.
- #25-10 Appoint Karen McGrath (4-year term), Melody Staub (4-year term), Austin Armstrong (3-year-term), and Shari Nelson (3-year term – alternate) to the Cherrytree Township Planning Commission.
- #25-11 Appoint Jeff Nelson (3-year term) and Charles Sampson (3-year term – alternate) to the Cherrytree Township Zoning Hearing Board.
- #25-12 Appoint Attorney Alan Shaddinger as Cherrytree Township Solicitor for 2025.
- #25-13 Appoint Tim McGrath as Emergency Management Coordinator for 2025.
- #25-14 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.
- #25-15 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.
- #25-16 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.
- #25-17 Name Farmers National Bank and PNC Bank as depositories for all township funds.

- #25-18 Set the Treasurer's bond at \$500,000.00 per year.
- #25-19 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.
- #25-20 Continue to do driveway installations and bill for the service as specified in the Cherrytree Township 2025 Fee Schedule.
- #25-21 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2025 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.
- #25-22 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.
- #25-23 Retain Mark J. Corey & Associates as Cherrytree Township Engineers for 2025.
- #25-24 Appoint Robert Kellogg as the township's representative to the Oil Creek Area COG.
- #25-25 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.
- #25-26 Appoint Robert Kellogg as the township's representative to the Venango County Planning Commission.
- #25-27 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.
- #25-28 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.
- #25-29 Declare English the official language for all township business.
- #25-30 Appoint Tim McGrath as Cherrytree Township Zoning Officer for 2025.
- #25-31 Appoint Tim McGrath as Cherrytree Township Floodplain Administrator for 2025.

- #25-32 Appoint Tim McGrath as Cherrytree Township Stormwater Enforcement Officer for 2025.
- #25-33 Retain Construction Code Inspectors, Inc. as Cherrytree Township Building Code Inspectors for 2025.
- #25-34 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.
- #25-35 Appoint Robert Kellogg as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.
- #25-36 Appoint Shari Nelson as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.
- #25-37 Adopt the Cherrytree Township 2025 Stormwater Management Ordinance Fee Schedule.
- #25-38 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.
- #25-39 Appoint Attorney Richard Winkler to represent the Cherrytree Township Zoning Hearing Board, at a rate of \$135.00/hour, for 2025.