

Cherrytree Township Board of Supervisors  
Regular Monthly Meeting/Annual Reorganization Meeting  
January 6, 2020

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Monday, January 6, 2020, at 6:30 p.m., at the township building. In attendance were Jim Waugh, Dave Zdarko, and Rob Kellogg, 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 Rob Kellogg, and carried unanimously, the Supervisors voted to appoint Christine Kurelowech as Temporary Secretary.

**Temporary Chairman (motion to appoint)**

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

**Resolution #20-01**

On a motion made by Dave Zdarko and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #20-01 (Appoint Jim Waugh as Chairman of the Board for 2020). Jim Waugh abstained.

**Resolution #20-02**

On a motion made by Jim Waugh and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #20-02 (Appoint Dave Zdarko as Co-Chairman of the Board for 2020). Dave Zdarko abstained.

**Resolution #20-03**

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #20-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2020).

**Resolution #20-04 through Resolution #20-38**

On a motion made by Dave Zdarko, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #20-04 through Resolution #20-38.

## **Public Comment**

Carl Hazen told those in attendance that he is a recruiter for the 2020 Census and that there are census worker jobs available in the area that pay \$16.00/hour. He left information cards in the meeting room and Chrissie Kurelowech will post the information on the township's website. He encouraged everyone to send their census information in because Pennsylvania had the 2<sup>nd</sup> highest loss in federal funds in 2010 due to its low participation rate.

Jamey Miller asked if the approval for the solar farm along Route 8 would need to go through zoning. He said it is a commercial operation that will be partially located within a rural agricultural zone. Ben Breniman responded by saying that there are no plans to go through the Zoning Hearing Board for approval because he considers it an "essential service", which is a permitted use, according to the zoning ordinance. He said the township might want to seek the opinion of the solicitor on whether or not it is considered an "essential service". Jamey Miller said that he will have many questions at the February 3, 2020 meeting regarding the project. For example, who removes the panels when Cypress Creek Renewables goes out of business? He noted that the township should require Cypress Creek Renewables to put money into escrow to return the land back to its original state in case the company goes out of business. Ben Breniman said that the county has some control over the project with their SALDO (Sub-Division and Land Development Ordinance). He will contact Ashley Smith at the county to see if she will attend the meeting on February 3, 2020 to answer questions. Jim Waugh said he is afraid the township will have no choice but to allow the project to proceed, but that some communities are passing ordinances to keep solar farms out. Ed Zdarko said that the cancer rate near solar farms is 20% higher than in other areas. A representative from Cypress Creek Renewables will be in attendance at the February 3, 2020 meeting to share information on the project and to answer any questions people have.

## **Minutes/Treasurer's Report**

The minutes, from the regular monthly meeting held on Monday, December 2, 2019, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously.

The treasurer's report, for December 2019, was read, accepted, and approved, on a motion made by Dave Zdarko, seconded by Jim Waugh, and carried unanimously.

## **Correspondence**

STV Incorporated – Bridge Inspection Report – Fairview Road

*The Fairview Bridge was inspected on October 18, 2019 by STV Incorporated. Chrissie Kurelowech brought several low-priority maintenance recommendations to the attention of the Supervisors and said that she had shared the report with Lew Staub, Roadmaster, when the report was initially received.*

Venango County Assessment Office – Open Building Permits

Venango County Association of Township Officials – 2020 Dues

*On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to continue membership in the Venango County Association of Township Officials for 2020.*

PSATS – 2020 Services and Invoice

*Chrissie Kurelowech asked the Supervisors if they wished to continue the township's membership in PSATS (Pennsylvania State Association of Township Supervisors) for 2020 and, if so, if they wished to continue to*

*receive the same services in 2020. The annual invoice always includes several add-on services that the township usually declines, reducing the cost. On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to keep the PSATS membership, CDL, and Webinar PowerPass, but to discontinue the magazine subscription, reducing the bill by \$36.00.*

PSATS News Bulletin  
PennDOT News Bulletin

## **Zoning**

### **Permits**

None

### **Zoning Report**

Ben Breniman, Zoning Officer, reported that there were no permits issued during the month of December

At least one representative from Cypress Creek Renewables will attend the regular monthly meeting, scheduled for Monday, February 3, 2020, to explain the solar farm project along Route 8 and to answer questions. The Supervisors were in agreement to place an ad in the newspaper inviting people in the area who are interested in the project or who might have questions to attend the meeting.

## **Administrative Action**

### **Change Signature Cards on Bank Accounts**

Since Rob Kellogg replaced Emery Fiely on the Board of Supervisors, the signature cards for the township's accounts at Farmer's National Bank (General Fund) and PNC Bank (Liquid Fuels) must be updated to include all current Supervisors and the Secretary-Treasurer.

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to change the signature cards on the township's two accounts at Farmer's National Bank to remove Emery J. Fiely and to include James S. Waugh, David J. Zdarko, Robert J. Kellogg, and Christine C. Kurelowech. These General Fund accounts are XX0113 (checking) and XXXXX0237 (savings). The changes should take place immediately.

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to change the signature cards on the township's two accounts at PNC Bank to remove Emery J. Fiely and to include James S. Waugh, David J. Zdarko, Robert J. Kellogg, and Christine C. Kurelowech. These Liquid Fuels accounts are XXXXXX5512 (checking) and XXXXXX3398 (savings). The changes should take place immediately.

### **Resolution #20-39 – 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 #20-39. This resolution permits the Secretary-Treasurer 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.

### **Ordinance #01-2020 – PMRS (PA Muni. Retire. System) Changes–Vote to Pass**

On a motion made by Dave Zdarko, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to pass Ordinance #01-2020 (PMRS Changes).

Due to IRS regulations, the township has been working with PMRS for several months to make changes to the pension plan. With the changes in place, “unused sick pay” will be considered compensation in calculations, an employee who works at least 25 hours per week will be considered full-time, an employee will not be eligible to participate in the plan until he or she has been employed with the township for 90 days, and an employee will be able to retire and receive benefits, but continue to be employed by the township or be rehired by the township.

## **Committee Reports**

### **VFD**

Tim McGrath, VFD Chief, reported that there were 11 calls since the last meeting. Of the 11 calls, 4 were EMS, 1 was an MVA with injuries, 1 was a carbon monoxide alarm, 4 were public service, and 1 was dispatched and cancelled. There were 220 calls during 2019.

The VFD’s “Keep the Wreath Green” campaign was a success this year, with no structure fires occurring in the township during the holiday season. The wreath begins the season with all green bulbs on Thanksgiving and serves as a reminder to the community to “Keep the Wreath Green” throughout the holiday season by practicing fire safety. If a structure fire occurs between Thanksgiving and New Year’s Day, a green bulb is replaced with a red bulb.

The VFD shoots will begin on Tuesday, February 18, 2020. Sign-ups start at 5:30 p.m. and the cost is \$2.50 per shot.

Don Deliman is stepping down from most of his duties at the VFD, which leaves a large hole in daytime coverage. Elections were held at the last meeting and Heather Van Valkenberg was elected President, Guy Milliron was elected Vice-President, Charlene Armstrong was elected Secretary, and Jim Waugh was elected Treasurer.

Tim McGrath thanked Chrissie Kurelowech for her efforts in assisting the VFD with grants. He said the VFD is looking for a “point person” who will be able to gather and provide information to the township for grant applications.

### **EMA Office**

There is no schedule yet for upcoming quarterly training. Tim McGrath will be off work for a period of time due to surgery. He said he plans to meet with Chrissie Kurelowech to get updates from the township for the EMA office.

### **Road**

Lew Staub, Roadmaster, reported that, during the past month, the road crew put down antiskid 10 times, plowed and put down antiskid 7 times, checked roads 4 times, spent 2 days patching holes, cleaned the trucks twice, spent a day fixing signs, and cleaned the garage.

As for equipment, wings were put on the 2009 International and on the 2002 International. A day was spent checking out plows and trucks. The new backhoe was delivered by Stephenson Equipment.

## **Old Business**

There was no “Old Business”.

**New Business**

**Clean-Up Weekend**

Chrissie Kurelowech reported that Tri-County Industries recently contacted the township to schedule Clean-Up Weekend for 2020. Normally, Clean-Up Weekend occurs on the first Saturday and Sunday of June, so for 2020 that would be on Saturday, June 6 and Sunday, June 7. The dumpsters would be delivered on Friday, June 5 and removed on Monday, June 8. The Supervisors were in agreement to schedule Clean-Up Weekend for Saturday, June 6, 2020 and Sunday, June 7, 2020. The event will be identical to previous years with the same number of dumpsters, metal collection, and the VFD monitoring access to the dumpsters. Chrissie Kurelowech will contact Tri-County Industries to schedule the event.

The meeting adjourned at 6:58 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, 2020, 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.

- #20-01 Appoint Jim Waugh as Chairman of the Board for 2020.
- #20-02 Appoint David Zdarko as Co-Chairman of the Board for 2020.
- #20-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2020.
- #20-04 Appoint Lewis Staub as Roadmaster for 2020.
- #20-05 Adopt the Cherrytree Township 2020 Wage & Salary Schedule.
- #20-06 Adopt the Cherrytree Township 2020 Fee Schedule.
- #20-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2020.
- #20-08 Appoint Nicholas Melnick as the Alternate Sewage Enforcement Officer for 2020.
- #20-09 Appoint Donald Deliman to the Vacancy Board for 2020.
- #20-10 Appoint Ron Stewart and Jamey Miller to the Cherrytree Township Planning Commission for 2020.
- #20-11 Appoint Jeff Nelson, Donald Deliman, and Thomas Wilks to the Cherrytree Township Zoning Hearing Board for 2020.
- #20-12 Appoint Alan R. Shaddinger as Cherrytree Township Solicitor for 2020.
- #20-13 Appoint Tim McGrath as Emergency Management Coordinator for 2020.
- #20-14 Designate the first Monday of each month, at 6:30 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 Herald. All township meetings will be held in the manner described in Resolution 615, dated August 23, 1993.
- #20-15 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.
- #20-16 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.
- #20-17 Name Farmers National Bank and PNC Bank as depositories for all township funds.
- #20-18 Set the Treasurer's bond at \$500,000.00 per year.

- #20-19 Send Jim Waugh, David Zdarko, and Robert Kellogg to the annual PSATS State Conference in Hershey, PA and name Jim Waugh as the voting delegate.
- #20-20 Continue to do driveway installations and bill for the service as specified in the Cherrytree Township 2020 Fee Schedule.
- #20-21 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2020 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.
- #20-22 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.
- #20-23 Retain Mark J. Corey & Associates as township engineers for 2020.
- #20-24 Appoint Robert Kellogg as the township's representative to the Oil Creek Area COG.
- #20-25 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.
- #20-26 Appoint Robert Kellogg as the township's representative to the Venango County Planning Commission.
- #20-27 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.
- #20-28 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.
- #20-29 Declare English the official language for all township business.
- #20-30 Appoint Benjamin Breniman as Cherrytree Township Zoning Officer for 2020.
- #20-31 Appoint Benjamin Breniman as Cherrytree Township Floodplain Administrator for 2020.
- #20-32 Appoint Benjamin Breniman as Cherrytree Township Stormwater Enforcement Officer for 2020.

- #20-33 Retain Construction Code Inspectors, Inc. as township building code inspectors for 2020.
- #20-34 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.
- #20-35 Appoint David Zdarko as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.
- #20-36 Appoint Robert Kellogg as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.
- #20-37 Adopt the Cherrytree Township 2020 Stormwater Management Ordinance Fee Schedule.
- #20-38 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.