

**Cherrytree Township Board of Supervisors
Regular Monthly Meeting
December 3, 2018**

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, December 3, 2018, at 6:30 p.m., at the township building. In attendance were Emery Fiely, Jim Waugh, and Dave Zdarko, Supervisors, and Christine Kurelowech, Secretary-Treasurer.

Call to Order

Emery Fiely called the meeting to order.

Pledge

Moment of Prayer

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

Public Comment

Ron Loney expressed concern over ongoing trespassing by livestock at Jamison Corners Cemetery. He said a neighbor's cows, goats, and horses are frequently in the cemetery damaging graves, plants, etc. His parents, grandparents, and great-grandparents are all buried in the cemetery and he would like to see the trespassing come to an end and the owner of the animals held liable for damage. He has contacted the state police, the Venango County Sheriff, and District Magistrate Fish and cannot find anyone who can solve the problem. He recently attended a meeting of the Jamison Corners Cemetery Association and was told, by the treasurer, that nothing could be done to end the trespassing. The treasurer also said that the cemetery association is not responsible for damages and that the family would be responsible to pay for damages to the graves of their loved ones. Furthermore, she told those attending the cemetery association meeting that, if they chose to press charges against the owner of the animals, that she did not want her name associated with the matter. Ron Loney added that the cemetery association asked family members of those buried in the cemetery to mow grass and contribute money for a sign and gate, even though the cemetery association possesses thousands of dollars. The Supervisors suggested contacting the constable about the livestock causing damage and Ron Loney said his daughter had contacted the constable and was waiting for a return call. Jim Waugh said that, from what he has read, the constable handles issues where livestock are trespassing and has the authority to confiscate the animals. Ben Breniman, Zoning Officer, offered to send the owner of the livestock a letter, but the Supervisors and those in attendance did not feel it would accomplish anything in this situation. Another suggestion that was made was to change leadership in the Jamison Corners Cemetery Association. However, nobody in attendance was familiar with the process or knew anything about how cemetery associations operate. The Supervisors were in agreement that the problem needs resolved, but felt that there is little the township can do.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, November 5, 2018, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously.

The minutes, from the special meeting held on Monday, November 19, 2018, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Emery Fiely, and carried unanimously.

The treasurer's report, for November 2018, was read, accepted, and approved, on a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously.

Correspondence

PennDOT Newsletter

Zoning

Permits

There were no permits issued.

Zoning Report

Ben Breniman, Zoning Officer, reported that he recently had a discussion with the owner of the junkyard near the intersection of Route 8 and Route 417 regarding neighboring properties putting junk on his property. Some of the property owners in the area are in the process of getting surveys, so until the surveys are complete and everyone knows where the property lines are located, not much can be done from the township's perspective. There is a narrow lane between the junkyard and two neighboring properties that looks like it used to be a road, but, until the surveys are performed, nobody knows who owns the lane. Ben Breniman said the owner of the junkyard is still considering creating a high berm around the junkyard to shield the junk from neighbors.

Ben Breniman recently sent two enforcement letters. The first went to the owner of 904 Fairview Road regarding new construction that had been reported on the property. The owner contacted Ben Breniman and said there is no new construction, he is just finishing the construction of a structure for which he has already obtained a permit. The second letter went to the owners of a property on Stone Springhouse Road regarding a new home reportedly under construction. They have a cabin affidavit for the property because it is intended for recreational use, so a building permit will not be required. An application for a zoning permit has been received and will be processed.

Administrative Action

Resolution #18-42 – 2019 Budget – Vote to Adopt

On a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #18-42, the Cherrytree Township 2019 Budget. Anticipated income for 2019 is \$708,374.29 and anticipated expenditures total \$623,467.29.

Resolution #18-43 – Cherrytree Township Personnel Policy

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #18-43, the Cherrytree Township Personnel Policy. Chrissie Kurelowech explained the changes that were made in the new version of the personnel policy. Two classes of full-time employees were created. In the previous version, a full-time employee was one who worked at least 40 hours per week. In the new version, a "full-time (Class A)" employee is one who works at least 40 hours per week and a "full-time (Class B)" employee is one who works at least 25 hours per week, but less than 40 hours per week. This change was made for health insurance purposes. The second change

that was made to the personnel policy decreased the wait period for a new employee to be eligible for health insurance from 90 days to 30 days. With the new personnel policy, a newly hired employee (full-time (Class A or Class B)) will be eligible for health insurance on the first day of the month after he or she has been employed by the township for 30 days.

Employee Health Plan for 2019–UPMC Inside Adv. PPO \$1,250/\$2,500 \$20/\$40

Chrissie Kurelowech said that she and Emery Fiely recently met with Frank Riley, of Loesel-Schaaf Insurance Agency, to review health insurance options for 2019. Mark McDowell happened to be in the building while the meeting was taking place, so Emery Fiely asked him to look at the options as well and give his opinion. If the township stays with the current plan, the premium will increase by 14.01% for coverage beginning January 1, 2019. The best option seemed to be to move to the plan the township was on before the current plan. It is called UPMC Inside Advantage PPO \$1,250/\$2,500 \$20/\$40. The premium for this plan is 2.18% lower than the premium for the current plan, making it approximately 16% less than the cost if the township kept the current plan, when considering the 14.01% increase. It has 3 levels of providers and employees are steered towards Level 1 providers because the Level 1 providers will be the least expensive for them. Mark McDowell noted that both UPMC Northwest and Titusville Hospital are considered Level 1 providers for the plan, giving the employees the choice to use either facility. On a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to move to UPMC Inside Advantage PPO \$1,250/\$2,500 \$20/\$40 for employee health insurance coverage beginning January 1, 2019. Employees will be expected to pay 10% of their premiums through payroll deductions.

Committee Reports

VFD

Don Deliman, VFD 1st Assistant Chief/Treasurer, reported that there were 13 calls since the last meeting. Of the 13 calls, 1 was a building fire, 7 were EMS, 1 was public service, 3 were dispatched and cancelled, and 1 was an alarm system activation (no fire – not intentional).

The flag in front of the building was lowered to half-staff by Governor Tom Wolf in honor of Air Force Staff Sgt, Dylan Elchin of Hookstown, Beaver County, who died on Tuesday, November 27, 2018, in Afghanistan. The flag will remain at half-staff, due to the death of President George H. W. Bush, which occurred on November 30, 2018.

The turkey shoots are ongoing and are not doing very well. The VFD has decided to add two more this year, one on Tuesday, December 11, 2018, and one on Tuesday, December 18, 2018.

EMA Office

On behalf of Tim McGrath, Emergency Management Coordinator, Don Deliman reported that the Venango County Emergency Management Office will be hosting the fourth quarter Local Municipal EMC Meeting on December 10, 2018. The topic that will be covered is the development and writing of a municipal emergency operations plan. Local officials are encouraged to attend. Tim McGrath will be out of town and unable to attend the meeting, but plans to meet with county officials when he returns.

Road

Lew Staub, Roadmaster, reported that the road crew blew leaves on 13 roads, pushed 6 trees off the roads, put spreaders on the trucks, graded the bad spots on 5 roads, checked the roads 3 times, fixed a stop sign, ditched 1 road, antiskidded 5 times, plowed and antiskidded 3 times, and filled holes on 4 roads.

As for equipment, the oil and filters were changed in all of the trucks, a thermostat was replaced in the 2009 International, and a rim was put on the 2002 International.

Ron Stewart noted that a lot of antiskid was recently put down on the road near his house and Lew Staub responded by saying that they have been putting it down extra heavy due to ice.

Chrissie Kurelowech said she recently learned from the PSATS (Pennsylvania State Association of Township Supervisors) discussion group that the township should be charging sales tax on driveway pipes that are installed by the road crew. Currently, if a resident would like a new driveway pipe, the road crew purchases the pipe (the township is tax exempt) and then charges the resident the cost of the pipe plus \$50.00 for every 10 feet of pipe to cover gravel and installation. A discussion was held about whether the township should collect the sales tax and send it to the Pennsylvania Department of Revenue or if the resident should just purchase the pipe themselves. It was also questionable as to whether or not sales tax should be charged for gravel and labor to install the pipes. Chrissie Kurelowech will do more research on this and report back.

Old Business

Update on Executive Session – November 5, 2018

Chrissie Kurelowech reported that the Supervisors discussed applicants for the road worker position and chose people to interview during the executive session held at the end of the meeting on November 5, 2018.

New Road Worker

Emery Fiely announced that Steve Anderson was hired to fill the vacant road worker position. His first day of work was Tuesday, November 27, 2018. Steve replaces Dave Zdanko, who left in August.

Holding Tank Ordinance

Chrissie Kurelowech reported that Todd Fantaskey, Sewage Enforcement Officer, recently asked for a copy of the township's Holding Tank Ordinance. The Titusville Airport is in need of a holding tank(s) to temporarily resolve a sewage problem while waiting to be able to tap into the City of Titusville's sewage system. The township must have a Holding Tank Ordinance or the airport will be unable to install a holding tank(s). The only ordinance pertaining to holding tanks that Chrissie Kurelowech could find was one from 1974 that prohibited them. Chrissie Kurelowech read an email aloud, from Todd Fantaskey, asking the Supervisors to consider passing an ordinance that would allow the Titusville Airport to install a holding tank(s). He said most municipalities that he services in Northwestern Pennsylvania allow holding tanks and that he would be willing to work with Alan Shaddinger, Township Solicitor, to develop an ordinance. Chrissie Kurelowech noted that there would be some cost related to passing such an ordinance (legal fees, advertising fees, sewage enforcement fees). Emery Fiely said that he would be in favor of passing a Holding Tank Ordinance. Some people in attendance were

concerned that holding tanks would not be installed as a last resort, but would rather be used as an easier, less expensive alternative to a complicated system. However, the property owner would have the cost of repeatedly pumping the tank, so in the long run it most likely would not be cheaper. Chrissie Kurelowech said she would ask Todd Fantaskey for a sample Holding Tank Ordinance from one of his other townships and forward it to the Supervisors for consideration.

2019 Office Hours

Chrissie Kurelowech's hours will be increasing from 21 hours per week to 25 hours per week in 2019. She asked the Supervisors if she could add one hour per day (Monday – Thursday) to pick up the extra hours and they were in favor of it. The township office hours, beginning January 1, 2019, will be Monday and Tuesday from 8:00 a.m. until 4:00 p.m. and Wednesday and Thursday from 8:00 a.m. until 1:00 p.m.

New Business

Secretary-Treasurer Training

Emery Fiely said that he wanted to start utilizing Chrissie Kurelowech in the township more, possibly for grant writing, and asked her to find training that would make her more valuable to the township. She presented a list of available training, beginning in January of 2019. She said she contacted PSATS and learned that they will not have their 2019 training schedule out until the beginning of January, but that they offer a lot of training throughout the year. She noted that PSATS also offers webinars on various topics that cost \$20.00 each and usually last for 1 – 1.5 hours. Another training option is through PennDOT Local Technical Assistance Program (LTAP). The LTAP classes are free and some are offered as close as Oil City. The Pennsylvania Department of Community and Economic Development (DCED) also offers classes that usually cost less than \$100.00 each. As for classes specific to grant writing, the University of Pittsburgh at Bradford offers several online grant writing classes. Each class lasts for six weeks and includes two 2-hour lessons per week. These classes cost \$115.00 each. Chrissie Kurelowech told the Supervisors that she will continue to look for training opportunities and keep them updated.

Adjournments

The meeting adjourned at 7:29 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer

