

Cherrytree Township Board of Supervisors  
Regular Monthly Meeting/Annual Reorganization Meeting  
January 2, 2018

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Tuesday, January 2, 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.

**Annual Reorganization**

- Descriptions of the resolutions listed below are attached.

**Temporary Secretary (motion to appoint)**

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

**Temporary Chairman (motion to appoint)**

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

**Resolution #18-01**

On a motion made by Jim Waugh and seconded by Dave Zdarko, the Supervisors voted to adopt Resolution #18-01 (Appoint Emery Fiely as Chairman of the Board for 2018). Emery Fiely abstained.

**Resolution #18-02**

On a motion made by Emery Fiely and seconded by Dave Zdarko, the Supervisors voted to adopt Resolution #18-02 (Appoint Jim Waugh as Co-Chairman of the Board for 2018). Jim Waugh abstained.

**Resolution #18-03**

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #18-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2018).

**Resolution #18-04**

On a motion made by Emery Fiely, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #18-04 (Appoint Lewis Staub as Roadmaster for 2018).

### **Resolution #18-05**

On a motion made by Emery Fiely and seconded by Jim Waugh, the Supervisors voted to adopt Resolution #18-05 (2018 Wage and Salary Schedule). Dave Zdarko abstained.

### **Resolution #18-06 through Resolution #18-38**

On a motion made by Jim Waugh, seconded by Emery Fiely, and carried unanimously, the Supervisors voted to adopt Resolution #18-06 through Resolution #18-38.

### **Public Comment**

There was no "Public Comment".

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

Jim Waugh noted that there was an error in the minutes from the regular monthly meeting held on Monday, December 4, 2017. In the "VFD Report", there should have been "1 call that was a DOA and 3 calls that were dispatched and cancelled", not "3 calls that were DOAs and 1 call that was dispatched and cancelled" as written. The amended minutes, from the regular monthly meeting held on Monday, December 4, 2017, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Emery Fiely, and carried unanimously.

The treasurer's report, for December 2017, was read, accepted, and approved, on a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously.

### **Correspondence**

Venango County Association of Township Officials – 2018 Membership

*Chrissie Kurelowech asked the Supervisors if they wished to continue to belong to the Venango County Association of Township Officials, at a cost of \$30.00 for 2018. They were in favor of retaining the township's membership.*

PSATS 2018 Dues

*Chrissie Kurelowech asked the Supervisors if they wished to continue the township's membership in PSATS (Pennsylvania State Association of Township Supervisors) for 2018 and, if so, if they wished to continue to receive the same services in 2018. The annual invoice always includes several add-on services that the township usually declines, reducing the cost. The Supervisors said they wished to keep the membership as it has been in recent years and to include the township dues, the CDL membership, and one magazine subscription.*

PennDOT Newsletter

PSATS News Bulletin/Resolution #18-39

*A resolution was attached to the PSATS News Bulletin opposing House Bill 1620 (PN 2146), the "Wireless Infrastructure Deployment Bill". According to PSATS, House Bill 1620 would, "strip municipalities of their legal authority to regulate wireless facilities both within and outside the public rights-of-way undermining public safety and the protection of the rights-of-way, limit a municipality's ability to negotiate and collect reasonable fees for co-location on municipal infrastructure, and mandate municipal cooperation in excess of that required by the Federal government". PSATS*

*urges municipalities to adopt the resolution opposing House Bill 1620. On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #18-39. Chrissie Kurelowech will forward a copy of Resolution #18-39 to PSATS.*

## **Zoning**

### **Permits**

There were no permits issued.

### **Zoning Report**

There was no “Zoning Report”.

## **Administrative Action**

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

Since Dave Zdarko replaced Lew Staub 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 Emery Fiely, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to change the signature cards on the township’s two accounts at Farmer’s National Bank to remove Lewis E. Staub and to include Emery J. Fiely, James S. Waugh, David J. Zdarko, 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 Emery Fiely, and carried unanimously, the Supervisors voted to change the signature cards on the township’s two accounts at PNC Bank to remove Lewis E. Staub and to include Emery J. Fiely, James S. Waugh, David J. Zdarko, and Christine C. Kurelowech. These Liquid Fuels accounts are XXXXXX5512 (checking) and XXXXXX3398 (savings). The changes should take place immediately.

## **Committee Reports**

### **VFD**

Don Deliman reported that there were 17 calls since the last meeting. Of the 17 calls, 1 was a building fire, 9 were EMS, 1 was an MVA, 2 were searches for missing people, 1 was public service (lift assist), 2 were dispatched and cancelled, and 1 was an alarm malfunction.

The “Keep the Wreath Green” campaign was a success, with the township seeing no structure fires from Thanksgiving through New Year’s Day. The VFD did respond to a structure fire on Christmas Day, but it was located in Oakland Township.

The turkey shoots have ended and there is no final report yet regarding the amount of money the VFD made from them. The ham shoots will begin on Tuesday, February 6, 2018.

The VFD will soon be voting in new officers for 2018 and there will be few changes. Charlene Armstrong will be the new secretary and Don Deliman will be the new treasurer. Other than those changes, the rest of the positions will be filled with the same people who filled them in 2017.

### **EMA Office**

Tim McGrath, Emergency Management Coordinator, had nothing to report, but said he will need to update the township's information since Dave Zdanko has replaced Lew Staub on the Board of Supervisors.

### **Road**

Lew Staub reported that the road crew blew leaves on 7 roads, spent 1 day opening pipes, cut and pushed 3 trees off roads, checked the roads 2 times, anti-skidded roads 8 times, and plowed and anti-skidded roads 14 times.

As for equipment, the wings were put on the 2002 International and the 2009 International. Chains were put on the grader and a coolant leak was fixed on the 2009 International. The tail lights were repaired on the 2002 International. The 2014 Dodge was taken to Shults in Warren for a DEF pump problem. The grader was torn apart and a line was fixed. The road crew also shut off water going from the main building to the garage due to a leak. The VFD will need to move their shed in the spring so the problem can be repaired.

Emery Fiely thanked the road crew for keeping the roads well maintained over the holidays.

### **Old Business**

There was no "Old Business".

### **New Business**

#### **Shredder**

Chrissie Kurelowech asked the Supervisors for permission to purchase a new shredder from Staples, for approximately \$200.00, for the township office. The old shredder is broken and is no longer under warranty. Don Deliman suggested hiring a company to shred large amounts of records when necessary and Ann Warner recommended using Shred-X of Erie. Chrissie Kurelowech will look into the cost of hiring a company to shred significant amounts of records. The Supervisors were in agreement to have Chrissie Kurelowech purchase a new shredder for the township office.

The meeting adjourned at 6:55 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer

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*Christine C. Kurelowech, Secretary- Treasurer*

**Venango County**  
**Supervisors:**  
**Emery J. Fiely**  
**James S. Waugh**  
**David J. Zdarko**

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The following resolutions were introduced and voted upon, on Tuesday, January 2, 2018, 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.

- #18-01 Appoint Emery Fiely as Chairman of the Board for 2018.
- #18-02 Appoint Jim Waugh as Co-Chairman of the Board for 2018.
- #18-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2018.
- #18-04 Appoint Lewis Staub as Roadmaster for 2018.
- #18-05 Adopt the Cherrytree Township 2018 Wage & Salary Schedule.
- #18-06 Adopt the Cherrytree Township 2018 Fee Schedule.
- #18-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2018.
- #18-08 Appoint Nicholas Melnick as the Alternate Sewage Enforcement Officer for 2018.
- #18-09 Appoint Donald Deliman to the Vacancy Board for 2018.
- #18-10 Appoint Roger Patterson and Cindy Dougherty to the Cherrytree Township Planning Commission for 2018.
- #18-11 Appoint Jeff Nelson, Donald Deliman, and Thomas Wilks to the Cherrytree Township Zoning Hearing Board for 2018.
- #18-12 Appoint Alan R. Shaddinger as Cherrytree Township Solicitor for 2018.
- #18-13 Appoint Tim McGrath as Emergency Management Coordinator for 2018.
- #18-14 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.
- #18-15 Reenact all Ordinances currently in effect.

- #18-16 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.
- #18-17 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.
- #18-18 Name Farmers National Bank and PNC Bank as depositories for all township funds.
- #18-19 Set the Treasurer's bond at \$500,000.00 per year.
- #18-20 Send Emery Fiely, Jim Waugh, and David Zdarko to the annual PSATS State Conference in Hershey, PA and name Emery Fiely as the voting delegate.
- #18-21 Continue to do driveway installations and bill for the service as specified in the Cherrytree Township 2018 Fee Schedule
- #18-22 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2018 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.
- #18-23 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.
- #18-24 Retain Mark J. Corey & Associates as township engineers for 2018.
- #18-25 Appoint Emery Fiely as the township's representative to the Oil Creek Area COG.
- #18-26 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.
- #18-27 Appoint Emery Fiely as the township's representative to the Venango County Planning Commission.
- #18-28 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.
- #18-29 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.
- #18-30 Declare English the official language for all township business.

- #18-31 Appoint Benjamin Breniman as Cherrytree Township Zoning Officer for 2018.
- #18-32 Appoint Benjamin Breniman as Cherrytree Township Floodplain Administrator for 2018.
- #18-33 Appoint Benjamin Breniman as Cherrytree Township Stormwater Enforcement Officer for 2018.
- #18-34 Retain Construction Code Inspectors, Inc. as township building code inspectors for 2018.
- #18-35 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.
- #18-36 Appoint David Zdarko as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.
- #18-37 Appoint Emery Fiely as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.
- #18-38 Adopt the Cherrytree Township 2018 Stormwater Management Ordinance Fee Schedule.