

Cherrytree Township Board of Supervisors  
Regular Monthly Meeting/Annual Reorganization Meeting  
January 4, 2021, 6:30 p.m.

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Monday, January 4, 2021 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.

**Annual Reorganization**

- Descriptions of the resolutions listed below are attached.

**Temporary Secretary (motion to appoint)**

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

**Resolution #21-01**

On a motion made by Dave Zdarko and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #21-01 (Appoint Jim Waugh as Chairman of the Board for 2021). Jim Waugh abstained.

**Resolution #21-02**

On a motion made by Jim Waugh and seconded by Rob Kellogg, the Supervisors voted to adopt Resolution #21-02 (Appoint Dave Zdarko as Co-Chairman of the Board for 2021). Dave Zdarko abstained.

**Resolution #21-03**

On a motion made by Dave Zdarko, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #21-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2021).

**Resolution #21-04 through Resolution #21-38**

On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #21-04 through Resolution #21-38.

**Public Comment**

There was no public comment.

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

The minutes, from the regular monthly meeting held on Monday, December 7, 2020, were read, accepted, and approved, on a motion made by Dave Zdarko, seconded by Rob Kellogg, and carried unanimously.

The treasurer's report, for December 2020, was read, accepted, and approved, on a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously.

## **Correspondence**

STV Incorporated – Bridge Inspection Report – Stone Springhouse Bridge  
*The Stone Springhouse Bridge was inspected on April 6, 2020 by STV Incorporated. Chrissie Kurelowech brought several low-priority maintenance recommendations (Level 2 – PRIORITY – review work plan and re-prioritize schedule/ Level 3 – SCHEDULE – add to scheduled work / Level 4 – PROGRAM – add to programmed work) to the attention of the Supervisors and said that she had shared the report with Lew Staub, Roadmaster, when the report was initially received.*

STV Incorporated – Bridge Inspection Report – Barker Bridge  
*The Barker Bridge was inspected on October 8, 2020 by STV Incorporated. Chrissie Kurelowech brought several low-priority maintenance recommendations (Level 4 – PROGRAM – add to programmed work) to the attention of the Supervisors and said that she had shared the report with Lew Staub, Roadmaster, when the report was initially received.*

PSATS – Yearly Invoice

*Chrissie Kurelowech asked the Supervisors if they wished to continue the township's membership in PSATS (Pennsylvania State Association of Township Supervisors) for 2021 and, if so, if they wished to continue to receive the same services in 2021. The annual invoice always includes several add-on services that the township usually declines, reducing the cost. The Supervisors were in agreement to continue membership in PSATS and to continue to receive the same services as were received in 2020.*

PSATS News Bulletin

## **Zoning**

### **Permits**

None

### **Zoning Report**

There was no report.

## **Administrative Action**

### **Resolution #21-39 – Appoint May & Company to Perform 2020 Municipal Audit**

On a motion made by Rob Kellogg, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #21-39, appointing May & Company to perform the township's 2020 municipal audit. Chrissie Kurelowech explained that the elected auditors will be unable to perform the 2020 audit due to travel and health issues and that May & Company has been used by the township in the past.

### **Resolution #21-40 – Destroy Specified Municipal Records – Vote to Adopt**

On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to adopt Resolution #21-40. 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.

### **Tarr Road – Oakland Township - Turnback**

At the regular monthly meeting of the Cherrytree Township Board of Supervisors, held on December 7, 2020, the Oakland Township Supervisors asked the Cherrytree Township Supervisors to consider paying turnback to Oakland Township for a stretch of Tarr Road that is in Cherrytree Township, but has been maintained by Oakland Township for many years. Their estimate was that the stretch was about 792 feet long and that the yearly turnback would be about \$1,108.00. No decision was made at the meeting held on December 7, 2020. Since then, Chrissie Kurelowech contacted Troy Cyphert, PennDOT Municipal Services Representative, regarding the matter. Additionally, Lew Staub, Roadmaster, measured the length of road in question. Chrissie Kurelowech reported that both Troy Cyphert and Lew Staub agreed that the length of road is .12-mile. According to Troy Cyphert, based on the 2019 Liquid Fuels allocation, Cherrytree Township, if a turnback agreement existed, would have owed Oakland Township \$466.08 and, based on the 2020 Liquid Fuels allocation (estimate), Cherrytree Township would owe Oakland Township \$420.04. The Supervisors were in agreement that Cherrytree Township will consider paying turnback to Oakland Township if Oakland Township works with its solicitor to develop a turnback agreement and presents the agreement to Cherrytree Township for review. On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to pursue entering into a turnback agreement with Oakland Township for maintenance of a .12-mile stretch of Tarr Road. Chrissie Kurelowech will contact Oakland Township Supervisors to inform them of the decision. Once Oakland Township presents Cherrytree Township with a turnback agreement, the Cherrytree Township Supervisors will ask Alan Shaddinger, Solicitor, to review it before they vote on it. At the meeting held on December 7, 2020, the Oakland Township Supervisors asked the Cherrytree Township Supervisors to consider paying for at least part of the recent installation of a new pipe along the .12-mile stretch of road in question. The Cherrytree Township Supervisors were in agreement that they will not consider reimbursing Oakland Township for previous maintenance expenses.

## **Committee Reports**

### **VFD**

Jim Waugh, VFD Treasurer, reported that there were 19 calls since the last meeting. Of the 19 calls, 5 were EMS, 4 were MVAs, 5 were public service, 4 were dispatched and cancelled, and 1 was a fire alarm.

### **EMA Office**

There was no report.

### **Road**

Lew Staub, Roadmaster, reported that, during the past month, the road crew checked the roads 3 times, cleaned the garage, mixed antiskid, plowed and put antiskid down 7 times, put antiskid down 8 times, and cut a tree on Fairview Road.

As for equipment, wings were put on the 2009 International and on the 2002 International. A wing arm on the 2002 International was repaired.

Washouts on Cherrytree Road and Trout Run Road were brought to Lew Staub's attention. Jim Waugh asked Lew Staub to calculate the cost of equipment and labor used recently to clear limbs from Verizon's lines on Fairview Road and suggested sending Verizon an invoice for the township's expenses. Lew Staub said he would get the information together needed for an invoice to be sent.

### **Old Business**

There was no "Old Business".

### **New Business**

#### **Davey Tree Service – First Energy - 2021**

Chrissie Kurelowech reported that Davey Tree Service will be trimming trees throughout the township for First Energy during 2021.

#### **Shingledecker's Welding – Fairview Road Culvert**

Chrissie Kurelowech reported that she was recently contacted by Shingledecker's Welding regarding a culvert that has not yet been repaired. The culvert, located on Fairview Road, 0.2 mile west of Dempseytown-Gresham Road, was supposed to be repaired (concrete to be placed on the bottom) during 2020, but because the Pennsylvania Department of Environmental Protection (PADEP) did not issue a permit for the project early enough in the year, the project still has not been completed. According to Dick Shingledecker, the project is first on the list of jobs for the spring of 2021 and Shingledecker's Welding will honor the quote of \$9,621.12 that was given to the township in the spring of 2020.

The meeting adjourned at 6:39 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 4, 2021, at the annual reorganization meeting of the Cherrytree Township, Venango County, Board of Supervisors, as required by the Second Class Township Code.

- #21-01 Appoint Jim Waugh as Chairman of the Board for 2021.
- #21-02 Appoint David Zdarko as Co-Chairman of the Board for 2021.
- #21-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2021.
- #21-04 Appoint Lewis Staub as Roadmaster for 2021.
- #21-05 Adopt the Cherrytree Township 2021 Wage & Salary Schedule.
- #21-06 Adopt the Cherrytree Township 2021 Fee Schedule.
- #21-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2021.
- #21-08 Appoint Nicholas Melnick as the Alternate Sewage Enforcement Officer for 2021.
- #21-09 Appoint Donald Deliman to the Vacancy Board for 2021.
- #21-10 Appoint Ron Stewart and Jamey Miller to the Cherrytree Township Planning Commission for 2021.
- #21-11 Appoint Jeff Nelson, Donald Deliman, and Thomas Wilks to the Cherrytree Township Zoning Hearing Board for 2021.
- #21-12 Appoint Alan Shaddinger as Cherrytree Township Solicitor for 2021.
- #21-13 Appoint Tim McGrath as Emergency Management Coordinator for 2021.
- #21-14 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.
- #21-15 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.
- #21-16 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.
- #21-17 Name Farmers National Bank and PNC Bank as depositories for all township funds.
- #21-18 Set the Treasurer's bond at \$500,000.00 per year.

- #21-19 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.
- #21-20 Continue to do driveway installations and bill for the service as specified in the Cherrytree Township 2021 Fee Schedule.
- #21-21 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2021 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.
- #21-22 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.
- #21-23 Retain Mark J. Corey & Associates as Cherrytree Township Engineers for 2021.
- #21-24 Appoint Robert Kellogg as the township's representative to the Oil Creek Area COG.
- #21-25 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.
- #21-26 Appoint Robert Kellogg as the township's representative to the Venango County Planning Commission.
- #21-27 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.
- #21-28 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.
- #21-29 Declare English the official language for all township business.
- #21-30 Appoint Benjamin Breniman as Cherrytree Township Zoning Officer for 2021.
- #21-31 Appoint Benjamin Breniman as Cherrytree Township Floodplain Administrator for 2021.
- #21-32 Appoint Benjamin Breniman as Cherrytree Township Stormwater Enforcement Officer for 2021.

- #21-33 Retain Construction Code Inspectors, Inc. as Cherrytree Township Building Code Inspectors for 2021.
- #21-34 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.
- #21-35 Appoint David Zdarko as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.
- #21-36 Appoint Robert Kellogg as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.
- #21-37 Adopt the Cherrytree Township 2021 Stormwater Management Ordinance Fee Schedule.
- #21-38 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.