Cherrytree Township Board of Supervisors
Regular Monthly Meeting/Annual Reorganization Meeting
January 7. 2019

A regular monthly meeting/annual reorganization meeting of the Cherrytree Township Board of Supervisors was held on Monday, January 7, 2019, 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 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 Jim Waugh and seconded by Dave Zdarko, the Supervisors voted to appoint Emery Fiely as Temporary Chairman of the Board. Emery Fiely abstained.

Resolution #19-01

On a motion made by Jim Waugh and seconded by Dave Zdarko, the Supervisors voted to adopt Resolution #19-01 (Appoint Emery Fiely as Chairman of the Board for 2019). Emery Fiely abstained.

Resolution #19-02

On a motion made by Emery Fiely and seconded by Dave Zdarko, the Supervisors voted to adopt Resolution #19-02 (Appoint Jim Waugh as Co-Chairman of the Board for 2019). Jim Waugh abstained.

Resolution #19-03

On a motion made by Dave Zdarko, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to adopt Resolution #19-03 (Appoint Christine Kurelowech as Secretary-Treasurer for 2019).

Resolution #19-04 through Resolution #19-38

On a motion made by Jim Waugh, seconded by Emery Fiely, and carried unanimously, the Supervisors voted to adopt Resolution #19-04 through Resolution #19-38.

Public Comment

There was no "Public Comment".

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, December 3, 2018, 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 2018, was read, accepted, and approved, on a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously.

Correspondence

Venango Cnty. Conservation District – Dirt, Gravel, and Low-Volume Roads Grant

The township's application for a 2019 Dirt, Gravel, and Low-Volume Roads grant was recently denied. In October of 2018, the township applied for $35,000.00 to be used to fund a project in 2019 that would improve drainage on Pastoris Road. Since the project was denied, it will have 20 preference points if the township applies again, so the chance of getting funding next year will be greater. The Supervisors were in agreement to apply for money to fund the project when the Venango County Conservation District accepts applications again next fall.

Venango County Regional Planning Commission – Liquid Fuels Grant

The Venango County Commissioners have denied the township's application for a 2019 Liquid Fuels grant. The township applied for $12,500.00 to put towards seal coating approximately 1.34 miles of Cherrytree Road (from South Perry Street to Fairview Road) and approximately .5 mile of Dutch Hill Road (just off Route 8). The total cost of the project was estimated to be $25,123.50.

Drake Well Museum – NPDES Permit Reissuance

Drake Well Museum has applied to the Pennsylvania Department of Environmental Protection (PA DEP) for a reissuance of its National Pollutant Discharge Elimination System (NPDES) permit for its wastewater treatment plant.

Venango County Assessment Office – Open Permits

PA Department of the Auditor General – Liquid Fuels Audit Report – 2016 & 2017

A report detailing an audit of Liquid Fuels funds, for the years 2016 and 2017, was recently received by the township. The audit yielded no findings.

PennDOT Newsletter

PSATS News Bulletin

Venango County Association of Township Officials – 2019 Dues

The Supervisors briefly discussed whether or not to remain members of the Venango County Association of Township Officials and decided to pay the dues ($30.00) and renew the membership for 2019.

Zoning

Permits

Z-2018-15	Stanley R. and Jacquelyn D. Thompson	Stone Springhouse Road (address still unknown)	new residential camp

Zoning Report

Ben Breniman, Zoning Officer, reported that he recently visited a property on Black Road, near Route 8, to see if vacant trailers are being dismantled and removed as requested by the township. He thought the area looked slightly better, but Ron Stewart, who lives in close proximity to the property, did not agree. Ron Stewart noted that a camper had been removed, but did not think that the overall condition of the property has improved.

Ben Breniman said that he feels the township will need to begin requiring stormwater permits on all projects, not just those involving 5,000 square feet or more of impervious surface. The Venango County Conservation District deducted points from the township's 2019 Dirt, Gravel, and Low-Volume Roads grant application because stormwater permits were not being issued for small projects, such as sheds (See November 5, 2018 minutes), so he feels the township is being held hostage and has no other option. The applicant will be required to obtain a zoning permit and then pay an extra $25.00 (in most cases) to obtain a stormwater permit. Ben Breniman said that he does not feel that issuing stormwater permits for small projects will require a lot of extra time, so, most likely, the cost to the applicant will not exceed $25.00. Jamey Miller noted that, if a project involves 5,000 square feet or more of impervious surface, a study must be done, as part of the stormwater permit process, which can cost $10,000.00. He noted that 5,000 square feet of impervious surface can be just a 3,000 square foot house and a 2,000 square foot driveway. Jeff Nelson asked if the stormwater permit for small projects would include inspections and Ben Breniman said it would not. Emery Fiely said that, because it will be beneficial for the township, he is in favor of requiring stormwater permits on small projects and Jim Waugh said that the township could qualify for money through the Venango County Dirt, Gravel, and Low-Volume Roads program if it complies. Ron Stewart asked how large a project must be before downspouts, etc. are required and Ben Breniman said 5,000 square feet. Chrissie Kurelowech said that, as she understands it, the stormwater permit for a small project would consist of a calculation sheet proving that the project does not involve enough impervious surface (5,000 square feet) to qualify for a more complicated stormwater permit that might include a study, an engineer, etc. Ben Breniman agreed. Jamey Miller said that, throughout the years, the township has complied with many mandates because it was told it would not be able to receive money if it did not comply. He noted that the township told people it had to develop a comprehensive plan or it would not be able to get money and it told people a zoning ordinance would have to be passed or it would not be able to get money. Emery Fiely asked Lew Staub, Roadmaster, if he thought the Dirt, Gravel, and Low-Volume Roads program had been beneficial to the township in previous years and Lew Staub said it was beneficial, years ago, before PennDOT became involved in it. He said that, since PennDOT has become involved in the program, there are too many hoops to jump through to get the money, such as traffic studies. Mark McDowell said he feels, at a certain point, the state will withhold Liquid Fuels money if the township does not comply with the mandates, such as stormwater management. He said sooner or later there will be no choice. Emery Fiely noted that he feels the best government is the least amount of government. Stormwater permits will be required for all projects, as agreed upon by the Supervisors at the regular monthly meeting held on Monday, November 5, 2018.

Administrative Action

Titusville Airport Holding Tank Agreement – Vote to Execute

On a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to execute a holding tank agreement with the City of Titusville for the Titusville Airport. This will allow the Titusville Airport to obtain a permit from PA DEP to install a new holding tank(s) to replace the existing holding tank(s) that are leaking. At the regular monthly meeting held on Monday, December 3, 2018, it was thought that Cherrytree Township did not have a holding tank ordinance and that one would have to be passed in order to allow the airport to install a new holding tank(s), which would have involved time, legal fees, advertising fees, and sewage enforcement fees. However, a former Supervisor, Jeff Langworthy, contacted Chrissie Kurelowech to let her know that he was certain the township had passed a holding tank ordinance many years ago. Chrissie Kurelowech took a second look at the existing ordinances and found that a holding tank ordinance was passed in 1995. She forwarded a copy to Todd Fantaskey, Sewage Enforcement Officer, who reviewed it and said it would indeed allow the Titusville Airport to install a new holding tank(s).

People in attendance were wondering if a holding tank would be an option for any property owner or if it would only be permissible if, due to poor soils, it were the only option. It could be less expensive in the long run for someone with a camp or seasonal dwelling to install a holding tank because it would be less expensive than a traditional system to install and would not have to be pumped very often. Chrissie Kurelowech said she would check with Todd Fantaskey, Sewage Enforcement Officer, and report back at the next meeting.

Committee Reports

VFD

Don Deliman, VFD 1st Assistant Chief/Treasurer, reported that there were 19 calls since the last meeting. Of the 19 calls, 2 were building fires, 1 was a vehicle fire, 11 were EMS, 2 were MVAs (no injuries), and 3 were dispatched and cancelled.

The VFD's "Keep the Wreath Green" campaign was not a complete success this year, with one structure fire between Thanksgiving and New Year's Day resulting in a red bulb on the wreath that hangs outside the VFD throughout the holiday season. The wreath starts 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.

EMA Office

There was no report.

Road

Lew Staub, Roadmaster, reported that, during the past month, the road crew put down antiskid 8 times, plowed and put down antiskid 3 times, cut 5 trees up, spent 2 days filling potholes, checked the roads 4 times, spent 2 days throwing limbs off the roads, spent 1 day blowing leaves, hauled gravel to soft spots, fixed 4 washouts, and cleaned the equipment 3 times.

As for equipment, a plow light was put on the 2014 Dodge. The 2014 Dodge also had the oil and filters replaced, the parking brake fixed, and the plow fixed. Chains were put on the grader and batteries were put in it. The wipers were fixed

on the 2009 International. On the 2002 International, a tire was fixed, a back-up alarm was fixed, and the fittings were changed. The road crew also put wings on the trucks.

Old Business

There was no "Old Business".

New Business

PSATS Invoice

Chrissie Kurelowech told the Supervisors that on the yearly membership invoice from PSATS there is an option to purchase a "Webinar PowerPASS" for $79.00. This would allow the township employees and officials to watch an unlimited number of webinars through PSATS during the course of the year. Normally, it costs about $20.00 to $25.00 per webinar. She asked the Supervisors if they were in favor of purchasing the "Webinar PowerPASS" for 2019 and they were in agreement to do so.

Clean-Up Weekend

Chrissie Kurelowech said Tri-County Industries had recently contacted the township to schedule Clean-Up Weekend for 2019. Normally, Clean-Up Weekend occurs on the first Saturday and Sunday of June, so for 2019 that would be on Saturday, June 1 and Sunday, June 2. The dumpsters would be delivered on Friday, May 31. The Supervisors were in agreement to schedule Clean-Up Weekend for Saturday, June 1, 2019 and Sunday, June 2, 2019. 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 7:12 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 7, 2019, 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.

#19-01 Appoint Emery Fiely as Chairman of the Board for 2019.

#19-02 Appoint Jim Waugh as Co-Chairman of the Board for 2019.

#19-03 Appoint Christine Kurelowech as Secretary-Treasurer for 2019.

#19-04 Appoint Lewis Staub as Roadmaster for 2019.

#19-05 Adopt the Cherrytree Township 2019 Wage & Salary Schedule.

#19-06 Adopt the Cherrytree Township 2019 Fee Schedule.

#19-07 Appoint Todd Fantaskey as the Sewage Enforcement Officer for 2019.

#19-08 Appoint Nicholas Melnick as the Alternate Sewage Enforcement Officer for 2019.

#19-09 Appoint Donald Deliman to the Vacancy Board for 2019.

#19-10 Appoint Roger Patterson to the Cherrytree Township Planning Commission for 2019.

#19-11 Appoint Jeff Nelson, Donald Deliman, and Thomas Wilks to the Cherrytree Township Zoning Hearing Board for 2019.

#19-12 Appoint Alan R. Shaddinger as Cherrytree Township Solicitor for 2019.

#19-13 Appoint Tim McGrath as Emergency Management Coordinator for 2019.

#19-14 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.

#19-15 Reenact all Ordinances currently in effect.

#19-16 Maintain the 1% wage tax currently in effect and retain the 4 mill property tax rate currently in effect.

#19-17 Allow the Secretary-Treasurer to pay any bills prior to approval by the Board of Supervisors.

#19-18 Name Farmers National Bank and PNC Bank as depositories for all township funds.

#19-19 Set the Treasurer's bond at $500,000.00 per year.

#19-20 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.

#19-21 Continue to do driveway installations and bill for the service as specified in the Cherrytree Township 2019 Fee Schedule.

#19-22 Require all applicants for road permits to pay the township fees as specified in the Cherrytree Township 2019 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.

#19-23 Continue participation in the Pennsylvania Municipal Retirement System for eligible employees. The Secretary-Treasurer will act as Chief Administrative Officer for the plan.

#19-24 Retain Mark J. Corey & Associates as township engineers for 2019.

#19-25 Appoint Emery Fiely as the township's representative to the Oil Creek Area COG.

#19-26 Name the Titusville Appeals Board as appeal agents for enforcement of the Universal Construction Codes.

#19-27 Appoint Emery Fiely as the township's representative to the Venango County Planning Commission.

#19-28 Use the federal maximum mileage reimbursement rate to compensate employees for their use of personal vehicles while conducting township business.

#19-29 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.

#19-30 Declare English the official language for all township business.

#19-31 Appoint Benjamin Breniman as Cherrytree Township Zoning Officer for 2019.

#19-32 Appoint Benjamin Breniman as Cherrytree Township Floodplain Administrator for 2019.

#19-33 Appoint Benjamin Breniman as Cherrytree Township Stormwater Enforcement Officer for 2019.

#19-34 Retain Construction Code Inspectors, Inc. as township building code inspectors for 2019.

#19-35 Appoint Jim Waugh as Cherrytree Township's delegate to the Crawford County Tax Collection Committee.

#19-36 Appoint David Zdarko as Cherrytree Township's alternate delegate to the Crawford County Tax Collection Committee.

#19-37 Appoint Emery Fiely as Cherrytree Township's second alternate delegate to the Crawford County Tax Collection Committee.

#19-38 Adopt the Cherrytree Township 2019 Stormwater Management Ordinance Fee Schedule.