

Cherrytree Township Board of Supervisors
Regular Monthly Meeting
November 4, 2019

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, November 4, 2019, at 5:00 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

Since the Supervisors have been considering, over the past several months, putting in paved handicap parking spaces in front of the building, Jamey Miller suggested putting in two gravel spaces before winter to allow the gravel to get packed down over the winter. Then, in the spring, pavement could be put on top of the gravel. Emery Fiely said it was something he wanted to do before winter and Dave Zdarko agreed that it was a good idea.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, October 7, 2019, 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 Friday, October 18, 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 October 2019, was read, accepted, and approved, on a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously.

Correspondence

Venango County Tax Claim Bureau – Distribution of Upset Tax Sale Monies

Three properties in the township were recently sold due to unpaid taxes and the Venango County Tax Claim Bureau has notified the township of the amount of delinquent tax revenue that the township will soon receive for each property.

PSATS News Bulletin

Zoning

Permits

Z-2019-16

Cody and Amy Fry

415 Breedtown Road new shed

Zoning Report

Ben Breniman, Zoning Officer, reported that he recently sent a certified letter to the owners of 1220 South Perry Street, regarding junk accumulation on the property, and that one of the owners visited the township office and said he intends to clean the property up as soon as he can get to it. The township took the owners to District Magistrate Fish a few years ago on the same issue and they were fined. Ben Breniman said he feels the township needs to keep putting pressure on the owners and suggested issuing a citation. Emery Fiely advised Ben Breniman to stay on it and keep pushing the owners to clean up the property.

Ben Breniman said he received a call from Ashley Smith, of the Venango County Regional Planning Commission, regarding a meeting with Cypress Creek Renewables that is scheduled for November 18, 2019. Cypress Creek Renewables approached the township many months ago about its intention to build a solar farm on several parcels along Route 8. He said he will be working at Cranberry Township on the day of the meeting, but still may attend.

Administrative Action

Fuel Bids – Approximately 8,000 Gallons – Open and Review

Only one bid was received for approximately 8,000 gallons of diesel fuel. On a motion made by Jim Waugh, seconded by Emery Fiely, and carried unanimously, the Supervisors voted to accept the bid submitted by Bayless Fuel, LLC. The bid results are below.

	Description	Quantity	Amount over rack price per gallon – Penngrade Dyed Low Sulphur or Ultra Low Sulphur - American Refining Co., Bradford, PA	Amount over rack price per gallon – Ultra Low Sulphur – From Another Source
Bayless Fuel, LLC	diesel fuel	Approximately 8,000 gallons	\$0.219	\$0.189

PMRS Changes – Discuss and Approve Adoption Agreements

Pennsylvania Municipal Retirement System (PMRS) is making changes to all of its plans, including the plan for Cherrytree Township, in order to meet IRS regulations. Chrissie Kurelowech explained that there are two adoption agreements (cash balance plan and defined benefit plan) that the township must approve. Once those are approved, the township must pass an ordinance that includes the adoption agreements. The cash balance plan pertains to voluntary contributions (0 to 17%) made by employees and the defined benefit plan pertains to mandatory contributions (3%) made by employees. Each adoption agreement contains 22 pages of specifications/options, many of which are determined by the township. Chrissie Kurelowech discussed and presented the Supervisors with 5 issues requiring decisions. These appear in both the cash balance plan and the defined benefit plan.

The current agreements exclude “unused sick pay” as compensation. This means that, if an employee leaves the township and the Supervisors decide to pay his or her unused sick pay upon termination of employment, that the unused sick pay would not be

considered compensation when calculating the employee's PMRS contribution. The Supervisors agreed to change the agreements to include unused sick pay as compensation for the purpose of calculating an employee's PMRS contribution.

Currently, the adoption agreements define a full-time employee as one who works 40 hours or more per week. Recently, due to health insurance requirements, the township created 2 classes of full-time employees (Class A and Class B). A full-time Class A employee is one who works 40 hours or more per week and a full-time Class B employee is one who works 25 hours or more per week. The PMRS adoption agreements require all full-time employees to participate in the plan and, for part-time employees, the plan is optional. The Supervisors were in agreement to change the PMRS adoption agreements to define a full-time employee as one who works 25 hours or more per week and to define a part-time employee as one who works 21 hours or more per week.

The current adoption agreements say that an employee must participate in PMRS beginning on the first day of employment. This can now be changed to make an employee eligible to participate in PMRS after 90 days of employment. Chrissie Kurelowech explained that this makes more sense because, if someone begins employment and quits after a few weeks, there is a lot of paperwork that must be done to get the employee out of PMRS and to have their contributions refunded. Additionally, a new employee is not eligible for any of the other benefits (health insurance, holiday pay, etc.) until after 90 days of employment. The Supervisors were in favor of changing the adoption agreements to allow employees to participate in PMRS only after completing 90 days of employment. Chrissie Kurelowech will change the personnel policy accordingly and have it ready to be adopted at the meeting scheduled for Monday, December 2, 2019.

As it stands now, once an employee retires and starts receiving PMRS benefits, he or she cannot be employed by the township again. However, the adoption agreements can be changed to allow an employee to retire, receive PMRS benefits, but continue to work for the township. The employee would not be permitted to contribute to PMRS through wages earned at the township after retirement and would not be able to earn additional service years. This could cost the township more money in the end, because employees might choose to retire earlier. However, it would allow a retired employee to train a new employee or help out after/during a storm or any other time the township might be in need of extra help. The Supervisors were in favor of changing the adoption agreements to allow employees to retire, begin receiving pension benefits, but continue to work for the township. Chrissie Kurelowech will contact a PMRS representative to change the adoption agreements accordingly.

Currently, a new employee can transfer assets and service years from another PMRS plan into Cherrytree Township's plan. For example, if a new employee is hired who participated in PMRS at another township, his or her assets and service years can be transferred into Cherrytree Township's plan. This could cause Cherrytree Township's plan to face unfunded liability. However, it could entice an employee who has experience gained while working at another township to accept a position at Cherrytree Township. The Supervisors were in favor of continuing to allow new employees to transfer assets and service years into Cherrytree Township's plan.

Because the adoption agreements need some changes, based on the Supervisors' choices, the adoption agreements could not be approved at the meeting. Chrissie Kurelowech will work with PMRS to make the changes and will present the adoption

agreements for approval at the meeting scheduled for Monday, December 2, 2019. If the adoption agreements are approved, the Supervisors can then vote to advertise the ordinance. Once the ordinance is passed, the changes to the pension plan will be in effect.

Frank B. Taylor Engineering – Miller Farm Bridge – Municipal Land Use Letter

Frank B. Taylor Engineering has asked the township to complete and sign a municipal land use letter for the Miller Farm Bridge project. Chrissie Kurelowech said that the letter asks questions regarding the township's comprehensive plan and zoning regulations. It is not mandatory that the township complete and return the letter, but by not doing so, it is assumed that the Miller Farm Bridge project is in accordance with the comprehensive plan and zoning regulations in the township. The Supervisors were in favor of completing and returning the municipal land use letter to Frank B. Taylor Engineering.

Roof Quotes

The Supervisors asked for recommendations and quotes on repairing or replacing the roof on the township building and the roof on the township garage. Two quotes were submitted, one from Armstrong Enterprises and one from T. Cornell Gutters, LLC. Armstrong Enterprises recommended replacing both roofs with 24 gauge RGP commercial metal at a cost of \$32,500.00 (includes both buildings). T. Cornell Gutters, LLC recommended installing a metal roof over the existing roof on the township building at a cost of \$7,000.00 and putting aluminum tar on the township garage at a cost of \$1,800.00. T. Cornell Gutters, LLC also had other options for each building. Aluminum tar could be put on the township building roof for \$2,000.00 or a patch job could be done for \$500.00. On the township garage, a metal roof could be installed over the existing roof for \$6,200.00 or a patch job could be done for \$400.00. Dave Zdarko felt that it was too late in the year to replace an entire roof. After some discussion, on a motion made by Emery Fiely, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to have both roofs patched by T. Cornell Gutters, LLC (\$500.00 for the township building and \$400.00 for the township garage). They plan to discuss replacing the roofs in the spring.

Backhoe Quotes

The township received quotes for a new backhoe from Stephenson Equipment, Inc., a Costars dealer. By going through Costars, the township does not have to go through the formal bidding process. Kevin McCune, a Stephenson Equipment, Inc. representative, presented the Supervisors with quotes for two 2019 JCB 3CX 15HFCE backhoes. Each quote included \$11,000.00 for the township's 1997 Case 580 Super L, which will be traded in. The first quote, including the trade, was for \$80,035.07 and included equipment necessary for bi-directional use. The second quote, including the trade, was for \$76,854.18 and did not include equipment necessary for bi-directional use. Lew Staub, Roadmaster, did not think the bi-directional capability would be necessary. Emery Fiely asked Kevin McCune how soon the township would be able to get the new backhoe and he said the backhoe is in stock, but the 1.5 yard bucket might need to be ordered. However, the backhoe could be delivered with a different bucket for the township to use temporarily until the new bucket becomes available. Ron Stewart asked if the backhoe that includes bi-directional capabilities would be worth significantly more money than the backhoe without bi-directional capabilities when the township decides to trade in the future and Kevin

McCune said it would not. After some discussion, the Supervisors decided not to finance the new backhoe, but to purchase it outright. On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to purchase a 2019 JCB 3CX 15HFCE (serial # 2825885), with no bi-directional capabilities, from Stephenson Equipment, Inc., at a cost of \$76,854.18. Kevin McCune said he would send Chrissie Kurelowech the sales agreement to sign within a day or two.

Health Insurance Renewal

Chrissie Kurelowech reported that the township's current health insurance plan will see a 9.6% increase when it renews on January 1, 2020. She presented the Supervisors with a spreadsheet from Frank Riley, of Loesel-Schaaf Insurance Agency, showing other UPMC plans available. According to Frank Riley, plans from companies other than UPMC are far more expensive than UPMC plans because Cherrytree Township has "grandmothered plan options" with UPMC. Essentially, if the township were to switch to another insurance company, it would be forced to purchase an ACA (Affordable Care Act) compliant plan, which means that the premiums would significantly increase. Of the options provided by Frank Riley, two were EPO (Exclusive Provider Organization) plans. An EPO provides no out-of-network coverage, unless in the case of an emergency. One of the EPO plans would cost 7.1% more than the current plan and the other would cost 3.3% more. There was also a PPO (Preferred Provider Organization) option (PPO \$2,500 \$20/\$40) available that would cost the township 5.1% more than the current plan, but has higher deductibles, copays, etc. Emery Fiely noted that the cost of the current health insurance plan decreased significantly last year, which is the reason the township switched back to it from another UPMC plan. On a motion made by Emery Fiely, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to renew the current health insurance plan (UPMC Inside Advantage PPO \$1,250/\$2,500 \$20/\$40) for 2020. Employees will be expected to pay 10% of their premiums through payroll deductions.

Committee Reports

VFD

Tom Huffman, VFD 1st Assistant Chief, reported that there were 16 calls since the last meeting. Of the 16 calls, 1 was a building fire, 5 were EMS, 1 was an MVA with injuries, 2 were service calls, 4 were public service, 2 were dispatched and cancelled, and 1 was an unintentional smoke detector activation.

The VFD held an open house on Saturday, October 12, 2019. Kids had a lot of fun, but the VFD would like to put more planning into it next year and to have the Red Cross take part.

The fall shoots are continuing to be held every Tuesday night through November 26, 2019, with the exception of Tuesday, November 5, 2019 (Election Day). Since there will be no shoot on Tuesday, November 5, 2019 due to the election, a shoot will be held on Thursday, November 7, 2019 instead. Sign-ups start at 5:30 and the cost is \$2.50 per shot.

Jim Waugh noted that the VFD is selling address placards for \$20.00 each. The placards are green and include reflective numbers.

EMA Office

There was no report.

Road

Lew Staub, Roadmaster, reported that the road crew spent 6 days stacking antiskid, ditched 5 roads, graded spots on 14 roads, spent 10 days blowing leaves, mowed the yard, spent 1 day cleaning pipes, and spent 1 day checking roads and cutting limbs.

As for equipment, the locker valve was replaced on the 2002 International. On the 2014 Dodge, the plow frame was fixed, a plow light frame was built and put on, and the spreader bearings were replaced. The spreaders were put on all the trucks. A tie rod end was changed on the JCB backhoe and 2 hydraulic lines were changed on the Case backhoe. All trucks were greased. Additionally, the oil and filters were changed on all of the trucks, the grader, and the JCB backhoe.

Old Business

There was no "Old Business".

New Business

There was no "New Business".

Adjournments

The meeting adjourned at 5:50 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer