

**Cherrytree Township Board of Supervisors
Regular Monthly Meeting
November 5, 2018**

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, November 5, 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

There was no "Public Comment".

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, October 1, 2018, were read, accepted, and approved, on a motion made by Emery Fiely, seconded by Jim Waugh, and carried unanimously.

The minutes, from the special meeting held on Friday, October 19, 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 October 2018, was read, accepted, and approved, on a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously.

Correspondence

PMRS – Excess Interest Award

The township has received notice from PMRS (Pennsylvania Municipal Retirement System) that an "Excess Interest Award" for 2018, in the amount of \$5,835.00, will be deposited into the township's PMRS account on or around December 31, 2018. Chrissie Kurelowech said that, because the township's plan is considered only 88.4% funded, the money must be deposited into the township's account and not distributed to the plan members (current employees and retired employees). If the township's plan were considered 95% funded or more, then the money would be distributed to the plan members.

Venango County Regional Planning Comm. – Level 1 Transportation Project Form

The Venango County Regional Planning Commission is looking for municipality input on potential transportation projects to add to Northwest Planning Commission's 2020 – 2045 Long Range Transportation Plan. Projects may include roadways, bridges, bicycling, pedestrian amenities, traffic signals, public transit, railroads, and airports. No projects were brought to the table by the Supervisors or by those in attendance.

PennDOT – Winter Services Outreach Meeting

PennDOT will hold its annual Winter Services Outreach Meeting on Wednesday, November 7, 2018, at 5:00 p.m., at 1460 Pittsburgh Road, Franklin, PA 16323.

PSATS News Bulletin

Zoning

Permits

There were no permits issued.

Zoning Report

Ben Breniman, Zoning Officer, reported that he recently posted a notice on a travel trailer located on a property along Route 8, giving the owner(s) 30 days to remove the trailer from the property. It was removed the next day. He is also investigating construction activities on a property owned by Stanley Thompson on Stone Springhouse Road and needs to get information from the Supervisors on the exact location.

Chrissie Kurelowech explained that a Right-To-Know request was recently received from the Venango Conservation District asking for information related to building permits and stormwater permits issued during 2018. She said that she responded to the request by saying 5 building permits have been issued so far this year and no stormwater permits have been issued. Furthermore, no stormwater permits have been issued in the township since the Stormwater Management Ordinance was passed in 2014 because there have been no projects large enough to qualify. A few days later, the Venango County Regional Planning Commission (VCRPC) contacted the township and reported that it had received a request from the Venango Conservation District regarding stormwater permits for 2018. Chrissie Kurelowech told the contact at the VCRPC that there have been no projects large enough to require a stormwater permit since the ordinance was passed. Also, when the ordinance was passed, the Supervisors decided to have the stormwater permits processed by the township's Stormwater Management Officer, not the county, so the VCRPC would have no knowledge of the number of stormwater permits issued by the township. According to the contact at the VCRPC, every building permit must have a stormwater permit, no matter how small the project. Chrissie Kurelowech explained that, after talking to Ben Breniman, as she understood it, there is a 1-page permit that shows calculations of impervious surface. Basically, for the small projects, it is proof that a regular stormwater permit is not required. The township has never completed the 1-page permit for small projects. According to the contact at VCRPC, the Venango Conservation District deducts points off Dirt, Gravel, and Low-Volume Roads grant applications if a municipality does not have a stormwater permit for every building permit issued. The applications are ranked using a point system. So, by not completing the 1-page stormwater permit (calculation page) for every project, the township's chances of getting grant money through the Dirt, Gravel, and Low-Volume Roads program are reduced. Chrissie Kurelowech asked the Supervisors if they thought the township should change the process and begin issuing stormwater permits for every project, noting that the cost of permits will increase for residents. Ben Breniman advised that he thinks the township should make the effort. He estimated that the cost of a zoning permit would increase by \$25.00, but said that the cost could vary because some projects would require more work on his part (inspections, administration, review, etc.). The Supervisors were in agreement to begin requiring a stormwater permit for

every project in the township, no matter what the size. Chrissie Kurelowech will add the new fee to the 2019 Fee Schedule, which will be passed at the reorganization meeting scheduled for Monday, January 7, 2019.

Administrative Action

Fuel Bids – Approximately 7,000 Gallons of Diesel Fuel–Open, Review, and Vote

Only one bid was received for approximately 7,000 gallons of diesel fuel. On a motion made by Emery Fiely, seconded by Dave Zdarko, 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 7,000 gallons	21 cents	18 cents

Secretary-Treasurer – Hours and Health Insurance

Chrissie Kurelowech said that, at the special meeting held on Friday, October 19, 2018, the Supervisors voted to allow the Secretary-Treasurer to be added to the township’s health insurance policy. She said she talked to Frank Riley, of Loesel-Schaaf Insurance Agency, about getting added to the policy and was told that UPMC, and most other insurance companies, require an employee to work at least 25 hours per week before being added to a policy. Frank Riley also advised the township to change the existing personnel policy to show “job classifications” that would include a full-time class for employees who work 40 hours or more per week and a full-time class for employees who work at least 25 hours per week, but not more than 40 hours per week. Currently, Chrissie Kurelowech works 21 hours per week. She told the Supervisors that she was unsure as to whether or not they voted to allow her to include her dependents on the policy, as is the case with other employees, but wanted to be able to add her dependents to avoid having two deductibles to meet for her family, which would be the situation if they were split between two health insurance policies. She explained that she is willing to work 25 hours or more per week and would be willing to pay a higher percentage of the health insurance premium than the other employees to be able to include her dependents on the policy. On a motion made by Jim Waugh, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to, effective January 1, 2019, increase the Secretary-Treasurer’s hours to 25 hours per week, allow the Secretary-Treasurer and dependents to be added to the township health insurance policy, and to require the Secretary-Treasurer to pay 10% through payroll deductions towards her premium.

Personnel Policy – New Employee Health Insurance–90 Day Probationary Period

Recently, Chrissie Kurelowech was asked to check into reducing the waiting period for a new full-time employee to be added to the township’s health insurance policy from 90 days to 30 days. She contacted Frank Riley, of Loesel-Schaaf Insurance Agency, and was told that the township can make the change, if desired. There are no government regulations or insurance company rules that require an

employee to wait 90 days before being added to an employer's health insurance policy. She said the personnel policy would need changed to specify a 30 day waiting period for new full-time employees to be eligible for health insurance. On a motion made by Emery Fiely, seconded by Dave Zdarko, and carried unanimously, the Supervisors voted to reduce the waiting period, for a new full-time employee to be eligible to be added to the township's health insurance policy, from 90 days to 30 days. Chrissie Kurelowech will change the personnel policy and the new version will be voted upon at the regular monthly meeting scheduled for December 3, 2018. She will also add the "job classifications" as described in the previous paragraph.

Committee Reports

VFD

Don Deliman reported that there were 19 calls since the last meeting. Of the 19 calls, 1 was a building fire, 5 were EMS, 5 were motor vehicle accidents, 3 were public service, and 5 were dispatched and cancelled.

The turkey shoots are ongoing and are not doing very well. There are 3 shoots left this year. Hopefully, the shoots will improve and the VFD will see a better turnout.

The VFD was approved to receive \$13,500.00 in state grant money to purchase 2 new SCBAs (Self-Contained Breathing Apparatus). Don Deliman said, most likely, the VFD will spend about \$11,000.00 of the money.

EMA Office

On behalf of Tim McGrath, Don Deliman reported that Tim McGrath has been compiling and verifying township information for the Venango County Emergency Management Office (VCEMO). Cherrytree Township is in compliance.

The VCEMO 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.

Road

Lew Staub, Roadmaster, reported that the road crew stacked gravel and antiskid. They graded the bad spots on 14 roads, mowed the yard twice, cut trees and pushed them off roads, blew leaves for 8 days, and checked the roads once. They also met with representatives from the Venango Conservation District and put together a Dirt, Gravel, and Low-Volume Roads grant application.

As for equipment, the mower has been taken off the tractor and the ditcher and blower have been put on. The 2002 International is at Five Star International in Erie for repairs, totaling \$15,806.54. Due to the high cost of the repairs, Jim Waugh suggested taking the truck to Shambaugh Towing the next time it needs repaired and Emery Fiely said it will not be going to Five Star International again.

Old Business

There was no "Old Business".

New Business

Rehabilitation of Miller Farm Bridge

Ron Stewart mentioned that a presentation on the rehabilitation of Miller Farm Bridge will take place on November 13, 2018, at 6:00 pm., at the Oil Creek

State Park amphitheater. He plans to attend and will give an update at the next regular monthly meeting of the Board of Supervisors.

Additional Public Comment

Charlotte Huston asked the Supervisors to consider giving the road crew a larger raise than 3%, which is the amount the Supervisors decided upon during the special meeting held on October 19, 2018. According to her calculations, the 3% raise amounts to about 18.5 cents per hour. She said she understands that they get health insurance and other benefits, but she does not feel a 3% raise is fair considering the Supervisors voted to give the Secretary-Treasurer health insurance. Emery Fiely said that he would like to give them a larger raise, but it just does not work at this time. He said, with finances the way they are, he feels they should not get larger raises right now, however, raises can be voted upon at any time throughout the year. He thanked Charlotte Huston and said he feels the road crew should be making more money and will do his best to get them there.

Adjournments

The Supervisors adjourned the meeting at 7:05 p.m. and told those in attendance that they were going to hold an executive session after the meeting. The executive session ended at 7:55 p.m. Details about the executive session will be discussed at the next regular monthly meeting, which is scheduled for December 3, 2018.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer