

Cherrytree Township Board of Supervisors
Regular Monthly Meeting
July 1, 2024, 6:00 p.m.

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, July 1, 2024, at 6:00 p.m., at the township building. In attendance were Jim Waugh, Rob Kellogg, and Shari Nelson, Supervisors, and Christine Kurelowech, Secretary-Treasurer.

Call to Order

Jim Waugh 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, June 3, 2024, were read, accepted, and approved, on a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously.

The treasurer's report, for June of 2024, was read, accepted, and approved, on a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously.

Correspondence

Adam Diem – Roughneck Gravel Roubaix (May 25, 2024) – Thank You

A letter was received from Adam Diem thanking the township for allowing township roads to be used during the Roughneck Gravel Roubaix (organized bike ride) that was held on Saturday, May 25, 2024.

PSATS News Bulletin

Zoning

Permits

Zoning Report

There was no "Zoning Report".

Administrative Action

Planning Commission – Attendance/Alternates – Resolution #24-43

During the regular monthly meeting held on Monday, June 3, 2024, discussion was held regarding attendance of Planning Commission meetings by the Planning Commission members and whether or not alternate members could be appointed to the Planning Commission. Chrissie Kurelowech reported that alternates can be appointed to the Planning Commission and an alternate can only vote if designated as a "voting alternate member". An alternate is designated as a "voting alternate member" on a case-by-case basis and will serve as a "voting alternate member" until the proceedings for a specific case end. On a motion made by Jim Waugh and seconded by Rob Kellogg, the Supervisors voted to adopt

Resolution #24-43, appointing Shari Nelson as an alternate member of the Planning Commission. Shari Nelson abstained.

2024 Municipal Insurance Renewal – AmTrust/Astra

Chrissie Kurelowech reported that the renewal premium for the township's commercial package (property, general liability, cyber liability, auto (township and VFD), inland marine, crime, umbrella, and public officials liability) is \$12,521.00 (Astra), which is \$2,049.00 higher than last year. She noted that part of the increase is due to the new John Deere 670G grader that was added to the policy during the fall of 2023. The renewal premium for the workers compensation insurance (township and VFD) is \$14,853.00 (AmTrust), which is \$1,532.00 higher than last year. On a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to renew (July 1, 2024 through June 30, 2025) the township's commercial package (carrier is Astra and the annual premium is \$12,521.00) and workers compensation policy (carrier is AmTrust and the annual premium is \$14,853.00) through Franklin Insurance Agency, Inc. Chrissie Kurelowech noted that the township might want to consider seeking quotes on insurance next spring because, by 2025, it will have been 3 years since the township has obtained quotes from other agencies and carriers.

Committee Reports

VFD

Tom Huffman, VFD Fire Chief, reported that there were 13 calls since the last meeting including building fires, MVAs, carbon monoxide alarms, smoke detector activations, public service calls, and calls that were dispatched and canceled.

Tom Huffman told those in attendance that he might attend the next Planning Commission meeting to discuss the possibility of the township passing an ordinance that would impose a fine for false alarms after an annual limit has been reached (\$300.00 per false alarm after 3 false alarms have occurred during the year). Due to lack of maintenance/cleaning of alarms, the VFD has been called to Cross Creek Resort 12 times already this year for false alarms.

EMA Office

There was no report.

Road

Chrissie Kurelowech read a report submitted by Lew Staub, Roadmaster. During the past month, the road crew spent 14 days grading roads and applying dust suppressant (22 loads), spent 16 days mowing berms, pushed trees and limbs off of roads 4 times, and mowed the yard twice. All of the dust suppressant for the year has been put down.

As for equipment, the fuel tank rusted and was replaced on the 2002 International.

Old Business

PennDOT – Advantages of COG (Council of Governments)

Chrissie Kurelowech said that Troy Cyphert, PennDOT Municipal Services Representative, wanted the Supervisors to know that, if the township belonged to the Venango County COG, almost \$2,000.00 could have been saved on the seal coat job (Old Route 8) that was just put out for bid. Troy said that the Venango County COG was given a lower price per square yard than the township for seal

coating during the summer of 2024 and Cherrytree Township could have also saved money on advertising by being a member.

New Business

Astra Insurance – Recommendations/Smoke Detectors

Chrissie Kurelowech reported that she recently participated in a review by Astra (insurance carrier for the commercial package) and, as a result, several recommendations were made. Smoke detectors need installed in the township building and in the township garage. Chrissie Kurelowech will purchase the smoke detectors. A sign maintenance program is needed. Chrissie Kurelowech is in the process of developing a spreadsheet to be used to collect an inventory of all of the signs in the township. The township trucks must have first aid kits that are “in date”. Chrissie Kurelowech found that the first aid kits in the trucks were expired, so she replaced them with new first aid kits. Also, Astra recommended checking with Franklin Insurance, Inc. to make sure that both the township and the VFD have appropriate coverages, since the VFD is now considered a “tenant” in the township building. Proof of insurance should be provided to the township by the VFD annually. Chrissie Kurelowech spoke with a representative of Franklin Insurance, Inc. and was told that appropriate coverages are included and that there is no need to purchase more insurance. She contacted Mark McDowell, VFD Treasurer, to obtain proof of insurance, and forwarded all of the documents to Astra.

Venango County Local Hazard Mitigation Plan 2025 Update

Chrissie Kurelowech reported that she attended a Hazard Mitigation Plan 2025 Update Planning Team Kick-Off Meeting on June 18, 2024 in Franklin. The township must participate in the plan update, which is done every 5 years, or risk being denied federal and state funding in the event of a disaster. During August, September, and October of 2024, one-on-one risk assessments will take place with the municipalities. A mitigation strategy workshop will take place during November of 2024. During December of 2024, a draft plan review will take place and the municipalities will have 30 days to review the draft plan. After the draft plan review, the county will adopt the updated plan. During the spring of 2025, the municipalities will adopt the updated plan by resolution and send the adopted resolution to the county.

Floodplain Financial Assistance

Chrissie Kurelowech told those in attendance that Alex Shreffler, of the Venango County Regional Planning Commission, recently asked the township to send a letter to Governor Shapiro to show support for floodplain management funding in Pennsylvania. Governor Shapiro will soon consider making grant funding available to municipalities for floodplain management. Floodplain management/enforcement is a costly mandate to the municipalities and, recently, the Federal Emergency Management Agency (FEMA) has significantly increased efforts to perform floodplain management/enforcement audits at municipalities across the state. The Supervisors reviewed a sample letter that was drafted by Alex Shreffler, but were reluctant to sign the letter at the meeting. Chrissie Kurelowech told the Supervisors that, if any of them wished to sign the letter in the days after the meeting, she would forward it to Governor Shapiro.

The meeting adjourned at 6:26 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer