

Cherrytree Township Board of Supervisors
Regular Monthly Meeting
Monday, July 6, 2026, 6:00 p.m.

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, July 6, 2026, 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

Robert VanValkenberg, Cherrytree Township VFD Trustee, said that he had been unable to get more bids on replacing the window and repairing the surrounding wall in the meeting room. At the previous meeting, he said that he had a bid of \$4,500.00 to do the work, but the Supervisors felt that it was too high, so he had been trying to get more bids for the window work since the last meeting. He told the Supervisors that he had bids to repair the roof, replace some lights, etc., and asked them if they would agree to pay for half of the building repairs/improvements. Jim Waugh asked for clarification regarding the projects and the price for each project. Shari Nelson said that verbal bids are not acceptable and that any reputable business will submit a typed bid on paper. Jim Waugh said that the Supervisors would need to see written bids for specified projects before agreeing to pay for half. He noted that the township's finances are tight this year and, consequently, paving was canceled.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, June 1, 2026, were read, accepted, and approved, on a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously.

The treasurer's report, for June of 2026, was read, accepted, and approved, on a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously.

Correspondence

The Arc of Crawford County – Volunteer Work

The Arc of Crawford County is seeking temporary volunteer work for an individual. The volunteer position would need to be for two sessions that last two hours each and would also need to take place on Friday afternoons. If any volunteer work becomes available, the township or the VFD is encouraged to contact The Arc of Crawford County.

Crawford Area Transportation Authority (CATA) - Sign

Robert Rice, CATA District Manager, Venango County, contacted the township to request permission to erect a small sign outside the township building that would denote a CATA bus stop. He said that it would be beneficial to residents, especially because the township building is a polling place. The Supervisors were in agreement to grant permission to erect a

CATA sign. Chrissie Kurelowech noted that the CATA bus would not be able to park near the VFD doors in case of an emergency.

PSATS Newsletter

PennDOT Newsletter

Keystone Acquisition Services Corporation – Parcel # 03,008.-013D.-000

Keystone Acquisition Services Corporation has been hired by PennDOT to dispose of property owned by the commonwealth that is no longer needed for transportation purposes. An approximate 2.06-acre property in Cherrytree Township (parcel #03,008.-013D.-000) will soon be sold. The property is located on Route 8, near Lamey Road. Keystone Acquisition Services Corporation contacted the township to see if the township would have any interest in purchasing the property. The Supervisors said that they had no interest.

Zoning

Permits

Z-2026-07 161 Sopher Road new 20' by 8' front porch – no roof

Zoning Report

Tim McGrath, Zoning Officer, reported that one permit was issued during the month and another is pending (waiting for the applicant to resubmit a diagram).

Tim McGrath also reported that he has received a couple of calls regarding various issues at 1184 South Perry Street. He noted that the property owner has put a fence in the front and has put more gravel down. He said that the township can only handle permitting and land use issues and that the property owner is currently in compliance with township ordinances, noting that some issues are civil and are outside the realm of township enforcement.

Chrissie Kurelowech provided information on the possibility of using a constable to deliver enforcement letters/documents to property owners, if necessary, in the future. She said that she checked with the Venango County Sheriff, Eric Foy, and was told that the Venango County Sheriff's Office does not deliver enforcement letters/documents, but Sheriff Foy put her in contact with a Pennsylvania State Constable, Joseph Carulli, who does provide the service. He has been delivering enforcement letters/documents for 12 years and charges \$75.00 for a delivery that is within a 30-mile radius of Franklin. The township could use him on an "as-needed" basis or enter into a contract with him. He said that he usually puts enforcement letters/documents on doors and takes pictures, but he can hand deliver as well, noting that the Township Solicitor would need to make a determination as to whether or not an enforcement letter/document is required to be hand delivered. If he has to deliver by hand and the recipient is not at home, he would need to make multiple trips. Chrissie Kurelowech will keep Joseph Carulli's contact information in case the township needs his services in the future.

Administrative Action

Resolution #26-45 – Dilemuth Small Flow Treatment Facility – 4201 State Rte. 8

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt Resolution #26-45, approving a small flow treatment facility, at 4201 State Route 8, for Shana Dilemuth. The Supervisors had adopted Resolution #26-41, at a regular monthly meeting held on February 2, 2026, approving a small flow treatment facility, at 4201 State Route 8, for Shana Dilemuth. However, an error was made by Advanced Treatment Inc. when sending notification letters to affected property owners, so the Pennsylvania Department of Environmental Protection (PA DEP) rejected the application, has

asked Advanced Treatment Inc. to send new letters to affected property owners, and has asked the township to adopt another resolution approving the small flow treatment facility. Chrissie Kurelowech will send Resolution #26-45 and an edited transmittal letter to PA DEP and to Advanced Treatment Inc.

2026 Municipal Insurance - Workers Comp. – AmTrust – Premium Correction

Chrissie Kurelowech reported that she received the invoice for the renewal of the workers compensation insurance (township and VFD), which should have been \$17,262.00, an amount that was approved by the Supervisors at the regular monthly meeting held on Monday, June 1, 2026. However, the invoice amount was \$17,265.00. According to the insurance agent, the change in premium occurred because Pennsylvania updated fees and the updates took place in the carrier's (AmTrust) system between quoting and issuing the policy. On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to renew (July 1, 2026 through June 30, 2027) the township/VFD workers compensation policy (carrier is AmTrust and the annual premium is \$17,265.00) through Franklin Insurance Agency, Inc.

Oil Region Council of Governments (COG) Membership - Vote

The Supervisors continued to discuss and consider joining the Oil Region Council of Governments (OR COG), as they did during the regular monthly meeting held on Monday June 1, 2026. The OR COG meets at different locations throughout the county at 7:00 p.m. on the third Thursday of each month (with the exception of December). Membership is \$100.00/year for each municipality, but if a representative from the municipality (does not have to be the same person) attends 9 out of the 11 meetings a year, the membership fee for the following year is waived. According to the PennDOT Municipal Services Representative, Buddy Miller, the OR COG puts many projects out for bid at the same time, which usually results in lower prices and also saves the municipalities money on advertising costs. Jim Waugh said that he is not in favor of joining because he feels that the township will not receive a significant benefit, noting that the OR COG can be used for paving projects, but not for new equipment. Rob Kellogg said that he is not in favor of joining and Shari Nelson said that she is in favor of joining. The Supervisors decided to table the matter. No vote took place.

Miller Farm Bridge Rehabilitation – Detour – Black Road

Chrissie Kurelowech reported that she was recently contacted by Matthew Hone, of Frank B. Taylor Engineering, Inc., regarding the use of Black Road as part of the detour during the upcoming Miller Farm Road Bridge Rehabilitation project, which is scheduled to begin in 2028. Matthew Hone asked, on PennDOT's behalf, for permission to use Black Road, from State Route 8 to Miller Farm Road, as part of the detour for the duration of the project. On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to give permission for Black Road, from State Route 8 to Miller Farm Road, to be used as part of the detour during the Miller Farm Bridge Rehabilitation project, scheduled to begin in 2028.

Committee Reports

VFD

Austin Armstrong, VFD Fire Chief, reported that there were 26 calls since the last meeting. Of the 26 calls, 6 were EMS, 1 was a structure fire, 1 was dispatched and canceled, 2 were MVAs, 14 were public service (11 related to a storm), and 2 were fire alarms.

EMA Office

Tim McGrath, Emergency Management Coordinator, reported that there were some structures within the township that were damaged during the storm that occurred on June 14, 2026, noting that there was roof damage to the Fry property on Breedtown Road and to the Staub property on Cherrytree Road. However, he said that the storm primarily damaged trees. He said that he plans to write a report for Amy Fry for insurance purposes and will also talk to Lew Staub regarding the amount of damage to his property.

Road

Lew Staub, Roadmaster, reported that the road crew spent 1 day ditching roads, 13 days grading and putting dust control down, 2 days sweeping intersections, 11 days pushing trees off of roads, and 2 days mowing berms. They mowed the yard twice, installed 1 driveway pipe, and removed a beaver dam from a box culvert on Cherrytree Road.

As for equipment, work was performed on the 2009 International right rear leaf springs. The snow plow cylinder on the 2009 International was rebuilt and the truck was inspected. An air line was replaced on the 2002 International.

Lew Staub thanked the VFD for helping the road crew during the EF-0 tornado that occurred on June 14, 2026. He said that the VFD saved the road crew a lot of time and that the help was appreciated.

Old Business

There was no "Old Business".

New Business

Sewage Enforcement Letter – Todd Fantaskey

Chrissie Kurelowech asked the Supervisors if they would be in favor of the township sending a letter to Todd Fantaskey, Sewage Enforcement Officer, stating that the township is not planning to connect to the City of Titusville's sewage system and that Todd Fantaskey is expected to handle all sewage enforcement activity in the township including permitting, pursuing complaint investigations, and pursuing enforcement regarding failing systems. The letter would specifically mention the 8 failing systems on Trout Run Road and state that the Supervisors expect each property owner throughout the township to be financially responsible for his or her own septic system. Todd Fantaskey suggested that the letter be written and sent to him so it is documented that the township expects the Sewage Enforcement Officer to perform enforcement activity throughout the township and is aware of malfunctioning systems on Trout Run Road. The Supervisors were in agreement to send the requested letter to Todd Fantaskey. Chrissie Kurelowech will send each Supervisor a draft to review before sending the final version to Todd Fantaskey.

The meeting adjourned at 6:29 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully Submitted,

Christine C. Kurelowech, Secretary-Treasurer