

**Cherrytree Township Board of Supervisors
Regular Monthly Meeting
September 3, 2024, 6:00 p.m.**

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Tuesday, September 3, 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

Nick Matkozich, of 342 Old Route 8, asked the Supervisors to consider putting more berming material in front of his house. Since the paving recently took place along Old Route 8, there has been a drop from the road that is making it difficult for him to get his mail and for people to get in and out of their cars. He noted that one person fell in front of his house. Jim Waugh asked Lew Staub, Roadmaster, to put more gravel in front of 342 Old Route 8 and Lew agreed to do so. Doug Nelson suggested putting more berming material in other areas along Old Route 8.

Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, August 5, 2024, were read, accepted, and approved, on a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously.

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

Correspondence

Venango County Assoc. of Twp. Officials – 111th Annual Convention

The 111th Annual Convention of the Venango County Association of Township Officials will be held on Wednesday, September 25, 2024, at the Oakland Township Volunteer Fire Department. Reservations must be made by September 16, 2024. Shari Nelson plans to attend.

PSATS News Bulletin

Venango County Assessment Office – Parcels Scheduled for Appeal

The owners of one parcel in the township have scheduled an appeal (September 11, 2024) with the Venango County Assessment Office.

PSATS Unemployment Compensation Group Trust – 2024 Ballot

A 2024 ballot for the election of trustees has been received from PSATS Unemployment Group Trust. Chrissie Kurelowech told the Supervisors that they were welcome to complete the ballot, if interested.

Zoning

Permits

Z-2024-14 Curtis and Katherine Donaldson 300 Breedtown Road 10' by 40' porch added to existing home

Zoning Report

There was no "Zoning Report".

Administrative Action

PMRS 2025 Minimum Municipal Obligation (MMO) – Vote to Accept

On a motion made by Jim Waugh and seconded by Shari Nelson, the Supervisors voted to accept the 2025 Pennsylvania Municipal Retirement System (PMRS) Minimum Municipal Obligation (MMO). Rob Kellogg abstained. The 2025 MMO, which is \$6,267.00, represents the amount of money the township will be required to contribute to PMRS (employee pension fund) by the end of 2025. This is a decrease of \$808.00 from the 2024 MMO, which is \$7,075.00. Chrissie Kurelowech explained that, each year, the township usually receives state aid to put towards the MMO, but the township is required to make up the difference and must meet the MMO.

Roughneck Gravel Roubaix – 2024 Rock Oil Foliage Frenzy – October 19, 2024

Chrissie Kurelowech told the Supervisors that she was recently contacted by Adam Diem, who represents the Roughneck Gravel Roubaix. The group is planning an organized bike ride, scheduled for October 19, 2024, that will take bikers over several roads in the area, but the only road in the township that is part of the event is Drake Well Road. She said that the event includes 2 routes, the first being a 54-mile route that goes from Titusville to Tidioute, and the second being a 25-mile route that goes from Titusville to Pleasantville. Both Routes will begin at the Titusville Iron Works in Titusville. There will be no road closures and the Roughneck Gravel Roubaix always provides proof of insurance. On a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously, the Supervisors voted to approve the request, made by the Roughneck Gravel Roubaix, to use Drake Well Road for the Rock Oil Foliage Frenzy on October 19, 2024. Chrissie Kurelowech will send a letter of approval to Adam Diem.

Local Share Account (LSA) – VFD Grant

Chrissie Kurelowech reported to the Supervisors that she has been approached by the Cherrytree VFD to apply for a Local Share Account (LSA) grant for radios for the VFD. The LSA's Statement of Purpose is, "*The PA Race Horse Development and Gaming Act (Act 2004-71), as amended, provides for the distribution of gaming revenues through the Commonwealth Financing Authority (CFA) to support projects in the public interest within the Commonwealth of Pennsylvania.*". The township can apply for money to be used to purchase equipment for the VFD, but the VFD cannot apply for the grant on its own. The applicant must be a county, municipality, municipal authority, economic development agency, redevelopment authority, land bank, or council of government. Venango County will spend approximately six million dollars to upgrade its radio system to a P25 digital system that is guaranteed to have 95% coverage. The departments must upgrade their radios as well and pay for the upgrades themselves. Tom Huffman, VFD Fire Chief, estimates the total cost of the upgrade for Cherrytree VFD to be \$110,000.00 - \$120,000.00. This is a

significant expense to the VFD and, consequently, the VFD would like the township to apply for grant money through LSA to fund the upgrade. Applications can be submitted from September 1, 2024 – November 30, 2024 and a \$100.00 application fee is required. Tom Huffman said that the VFD would cover the application fee. Additionally, the township would need to pass a resolution to formally request the grant and to designate two township officials to execute all documents. Chrissie Kurelowech noted that, if the grant is awarded, the township will need to go through the formal bidding process before purchasing the equipment. On a motion made by Shari Nelson and seconded by Rob Kellogg, the Supervisors agreed to apply for an LSA grant for a radio upgrade for the VFD. Jim Waugh abstained. Chrissie Kurelowech will prepare a resolution for the next meeting and begin working on the application. Since Shari Nelson and Chrissie Kurelowech both have Keystone IDs, they will be designated, by resolution, to execute documents throughout the process. Tom Huffman noted that the VFD submitted a grant application to the Federal Emergency Management Agency (FEMA) for a radio upgrade, has not heard anything yet, but will know (awarded/denied) by the end of September. If FEMA were to award a grant for radios to the VFD, the LSA grant application would not be needed.

Committee Reports

VFD

Tom Huffman, VFD Fire Chief, reported that there were 17 calls since the last meeting, all of which were in Venango County. Of the 17 calls, 1 was a vehicle fire, 1 was a medical assist, 1 was an MVA with injuries, 3 were searches for people, 1 was an accident/potential accident (iPhone activation on Route 27), 4 were public service, 3 were dispatched and canceled, 1 was an unintentional smoke detector activation, and 2 were unintentional alarm system activations.

The VFD recently received new turnout gear from a regional FEMA grant and is still waiting on helmets and Nomex hoods. It plans to apply for a state fire & EMS grant for debt reduction towards the new truck (2006 Seagrave). The grant should open this week.

There will be fireworks at Cross Creek Resort during the evening of Saturday, September 7, 2024.

EMA Office

There was no report.

Road

Lew Staub, Roadmaster, reported that the road crew spent 12 days mowing berms, pushed 3 trees off of roads, stacked limestone and gravel, checked the roads twice, and spent 7 days grading 1-lane roads. They mowed the yard twice, spent 2 days berming Old Route 8, and spent 1 day berming spots on Dutch Hill Road and South Perry Street. Suit-Kote put a seal coat on Old Route 8 and Black Road.

As for equipment, new front tires were put on the 2017 Massey Ferguson tractor. The road crew has been working on the 2019 JCB backhoe for 2 days due to a DEF (diesel exhaust fluid) problem. Five-Star Equipment, Inc. did 500-hour service on the 2024 John Deere grader. The 2014 Dodge was inspected.

Old Business

Township Website

Chrissie Kurelowech reported that the township website (www.cherrytreetwp.com) is back up and running. She upgraded the web design software and rebuilt the website.

New Business

Schedule 2025 Budget Meeting

The Supervisors decided to schedule a special meeting for Thursday, October 10, 2024 at 4:00 p.m. The purpose of the meeting is to prepare the 2025 budget and to address any other business that comes before the Board of Supervisors. The meeting will take place at the township building and the public is encouraged to attend.

Venango County Comprehensive Plan Final Draft Review

Chrissie Kurelowech presented the Supervisors with the Venango County Comprehensive Plan Update. Written comments should be submitted to the Venango County Regional Planning Commission prior to October 4, 2024. A public hearing will be held at 4:00 p.m. on October 8, 2024, prior to the regularly scheduled Venango County Commissioners' meeting where the plan will be adopted. Chrissie Kurelowech told those in attendance that she could easily email an electronic copy to anyone interested.

The meeting adjourned at 6:22 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully submitted,

Christine C. Kurelowech, Secretary-Treasurer