Cherrytree Township Board of Supervisors
Special Meeting
Thursday, October 8, 2026
4:00 p.m.

A special meeting of the Cherrytree Township Board of Supervisors was held on Thursday, October 8, 2026, at 4:00 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 of Allegiance

Moment of Prayer

Jim Waugh led those in attendance in a moment of prayer.

Public Comment

There was no "Public Comment".

New Business

Prepare 2027 Budget

Chrissie Kurelowech presented spreadsheets outlining the income and expenses for 2025 and 2026. The Board of Supervisors spent a great deal of time going through the spreadsheets, account by account, and budgeting an amount for each account for 2027.

The numbers budgeted for General Fund income remained the same for 2027, as they were for 2026, with the exception of three accounts. Account 310.10 (Recorder) was increased from $15,000.00 in 2026 to $20,000.00 in 2027. Account 354.01 (County Aid) was increased from zero in 2026 to $30,000.00 in 2027. This is because $30,000.00 in 2025-2026 County Liquid Fuels Aid was awarded, in late-2025, to pave an approximate 1.29-mile stretch of Cherrytree Road (Buxton Road to Fairview Road), but the project was postponed due to finances and has not yet taken place. Venango County has agreed to allow the township to carry the unused $30,000.00 of 2025-2026 County Liquid Fuels Aid over into 2027. Account 355.05 (Pension (State Aid)) decreased from $4,000.00 in 2026 to $800.00 in 2027. This change was due to the fact that the township only received $765.20 in state aid during 2026 to put towards the 2026 MMO (Minimum Municipal Obligation), which is $6,708.00. The 2027 MMO is $2,814.00, which is significantly lower than the MMOs of recent years.

As for Liquid Fuels income, the Supervisors estimated that the township will receive $193,000.00 in Liquid Fuels tax revenue in 2027. An estimate from PennDOT was not available in time for the meeting, but based on the Liquid Fuels tax revenue in 2026 and conversations with the PennDOT Municipal Services Representative, $193,000.00 is a decent estimate. As always, the township will receive $24,240.00 in turnback funds from the state for maintenance of Dempseytown-Gresham Road (within Cherrytree Township) and $1,680.00 in turnback funds from Oil Creek Township, Crawford County, for maintenance of Dempseytown-Gresham Road (Oil Creek Township, Crawford County, near Route 27). The Supervisors decreased account 341.00 (Interest – State Savings) from $3,000.00 in 2026 to $2,000.00 in 2027.

The General Fund income for 2027 is estimated to total $517,800.00 and the Liquid Fuels income is estimated to total $220,920.00. The township's estimated total income for 2027 is $738,720.00.

Most budgeted amounts for General Fund expense accounts changed little or not at all between 2026 and 2027. Account 406.90 (General Government Miscellaneous) increased from $4,000.00 in 2026 to $6,000.00 in 2027.

The amount budgeted for account 408.00.01 (Zoning) remained the same ($1,500.00) for 2027 as the amount budgeted for 2026. A brief discussion took place regarding the township underpaying the Zoning Officer because many hours that are worked are not being billed to the township. Chrissie Kurelowech will talk to Tim McGrath, Zoning Officer, to resolve the issue.

Account 430.37 (Building Maintenance) increased from $10,000.00 in 2026 to $20,000.00 in 2027. A discussion took place regarding the possibility of repairing or replacing the leaking roof on the township garage. Jim Waugh said that he had obtained a quote of $20,000.00 to install a rubber roof (after checking the roof and possibly making minor repairs). Shari Nelson suggested getting a quote for a new metal roof. Rob Kellogg suggested that the road crew replace the roof with metal, as their schedule permits, over a period of time. He said that the road crew could rip the existing roof off, piece by piece, and replace it gradually with metal. It was noted that the roof would also need reinsulated. The Supervisors decided to obtain a quote on the materials needed to replace the roof on the township garage and to consider purchasing the materials and having the road crew replace the roof. Don Deliman noted that one of the heaters in the VFD's garage will soon need replaced.

Account 430.74.740 (Equipment Purchased) was decreased from $59,500.08 in 2026 to $21,500.08 in 2027. This will help cover payment five (of seven payments) on the 2024 John Deere 670G grader. Chrissie Kurelowech explained that the full payment cannot be made from Liquid Fuels in 2027, and part must be made from the General Fund, because the amount of Liquid Fuels money that can be spent on equipment is limited and the equipment balance that is carried over from year to year is low after already making several payments. Each year, 20% of the Liquid Fuels tax revenue can be used for equipment purchases. If the entire 20% is not used, the remaining balance is carried over to the next year.

Account 438.00.00 (Roads and Bridges Other) increased from $36,791.00 in 2026 to $65,000.00 in 2027. This account includes stone, seal coating, salt brine, etc. The Supervisors budgeted $30,000.00 for account 439.00 (Highway Construction and Rebuilding Projects), to be put towards paving an approximate 1.29-mile stretch of Cherrytree Road (from Buxton Road to Fairview Road). The township will carry over $30,000.00 of 2025-2026 County Liquid Fuels Aid into 2027 because the Cherrytree Road paving project was postponed during 2026 due to financial constraints. The township has applied for $50,000.00 in 2026-2027 County Liquid Fuels Aid to be put towards the same project, so there is a possibility that the township could receive additional funding from the county for paving in 2027. Based on a quote from Glenn O. Hawbaker, Inc., the project is estimated to cost $178,524.20. The township will most likely be notified, as to whether or not the project will receive additional funding, in November of 2026.

The township will be required to pay $2,814.00 in 2027 to the Pennsylvania Municipal Retirement System (PMRS) to meet the minimum municipal obligation (MMO) for the year, down from $6,708.00 in 2026 (account 483.00 (Pension (Employer Portion))).

Account 484.00 (Workers Compensation) increased from $15,000.00 in 2026 to $18,000.00 in 2027.

Regarding health insurance premiums, Chrissie Kurelowech told the Supervisors that she had not received a renewal notice with 2027 rates from UPMC yet. The Supervisors budgeted $55,000.00 for 2027 in account 487.00 (Other Group Insurance Benefits) in the General Fund to cover health insurance, life insurance, dental insurance, and disability insurance expenses. This is unchanged from the amount budgeted for 2026.

As for Liquid Fuels expenses, the Supervisors budgeted $38,000.00 for account 430.74.740 (Equipment Purchased) to help cover payment five (of seven payments) on the 2024 John Deere 670G grader. They budgeted $30,000.00 for account 432.00 (Snow Removal) for salt and winter stone (antiskid or AGGREGATE,#8,AASHTO,TYPE C). They budgeted $21,500.00 for account 438.00 (Roads and Bridges), which will most likely be used for stone and/or seal coating. The Supervisors budgeted $130,000.00 for account 439.00 (Highway Construction & Rebuilding Projects) to be used to pave an approximate 1.39-mile stretch of Cherrytree Road (Buxton Road to Fairview Road). In 2026, zero dollars were budgeted for account 439.00 (Highway Construction & Rebuilding Projects) because the township had not been notified, in time for budget discussions, whether or not it would receive 2025-2026 County Liquid Fuels Aid to be used for paving. As always, $720.00 was budgeted for account 489.00 (Turnback Troy Township) to cover maintenance on part of Shriner Road and $500.00 was budgeted for account 490.00 (Turnback Oakland Township) to cover maintenance on part of Tarr Road.

The General Fund expenses for 2027 are estimated to total $517,314.08 and the Liquid Fuels expenses are estimated to total $220,720.00. The township's estimated total of all expenses for 2027 is $738,034.08.

Administrative Action

Adopt Proposed 2027 Budget

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to adopt the proposed 2027 budget. Anticipated income for 2027 is $738,720.00 and anticipated expenditures total $738,034.08. There will be no tax increase. Unless unforeseen expenses are discovered and amendments are necessary, the 2027 budget will be adopted at the regular monthly meeting scheduled for Monday, December 7, 2026, at 6:00 p.m. A copy of the proposed 2027 budget is available for inspection in the township office.

The meeting adjourned at 4:48 p.m.

Respectfully Submitted,

Christine C. Kurelowech, Secretary-Treasurer