

Cherrytree Township Board of Supervisors  
Regular Monthly Meeting  
Monday, March 3, 2025, 6:00 p.m.

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Monday, March 3, 2025, 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, February 3, 2025, were read, accepted, and approved, on a motion made by Shari Nelson, seconded by Jim Waugh, and carried unanimously.

The treasurer's report, for February of 2025, was read, accepted, and approved, on a motion made by Shari Nelson, seconded by Rob Kellogg, and carried unanimously.

**Correspondence**

PennDOT – Traffic Counting on Municipality Owned Roads

*The Pennsylvania Department of Transportation (PennDOT) has hired a contractor, The Traffic Group, Inc., to collect traffic data on various roads throughout the township sometime between March 3, 2025 and November 20, 2025. The data will be used to improve PennDOT's traffic data inventory, which is critical to safety management. The roads where traffic data will be collected are Cherrytree-Plum Line Road (between Fairview Road and Route 27) and Vorhees Road (between the township line and Hamilton Corners Road).*

PennDOT News Letter

**Zoning**

Permits

None

Zoning Report

There was no Zoning Report.

**Administrative Action**

2025 Summer Projects/Finances

Chrissie Kurelowech went through the current financial situation with the Supervisors before a discussion regarding summer projects and gravel was held.

She told the Supervisors that the township paid over \$17,000.00 in interest on the 2024 John Deere 670G grader in 2024 and that there is still \$250,213.22 owed in principal. She said that the Board of Auditors recently recommended that the township make a significant payment on principal during 2025 in an effort to reduce the debt. As it stands now, a regular payment (payment #3 of 7) will be due in September of 2025. The \$59,500.08 payment will consist of \$44,331.69 in principal and \$15,168.39 in interest.

The township carried over \$281,979.38 from 2024. Based on recent balances (late February) of all of the township's bank accounts, the total balance was \$267,764.98. The township just received (March 3, 2025) the 2025 Liquid Fuels Tax (\$195,950.03) and Turnback (\$24,240.00) money, bringing the total balance up to \$487,955.01. After subtracting estimated costs for the grader, brine, salt, and stone, the balance decreased to \$81,955.01. According to the 2025 budget, the township expects to receive \$300,000.00 in property tax revenue and \$140,000.00 in earned income tax revenue, bringing the estimated total for 2025 up to \$521,955.01. This total is an estimate of the money that the township will have available during 2025 to spend on, not only summer projects, such as paving and seal coating, but also on any other expenses necessary to run the township (wages, benefits, taxes, tools, equipment repair, building maintenance, utilities, etc.). Though there are other revenue sources, the Liquid Fuels Tax and Turnback, property tax revenue, and earned income tax revenue are the largest.

Regarding summer projects, Lew Staub, Roadmaster, noted that South Perry Street needs paved and the ends of Cherrytree Road, Lamey Road, and Pat Tarr Road need seal coated. He also said that he feels Breedtown Road (Cherrytree Road to Old Route 8) needs seal coated.

As for gravel, 1B gravel (Item 5 - AGGREGATE,#8,AASHTO, TYPE C – Stockpile) was added to the stone RFQ (Request for Quote) this year and is being considered as a possible substitute for antiskid (Item 1 - AS1 Antiskid – Stockpile), depending upon pricing. Also, 14,400 tons of 2RC gravel (Item 2 - 2RC Gravel – Tailgate Delivery) were added to the stone RFQ this year. The township has not had 2RC gravel tailgated since 2022 due to other expenses/projects (grader, paving, seal coating). Also added to the stone RFQ this year were 1,400 tons of 2A limestone (Item 6 – 2A Limestone – Tailgate Delivery). It is the township's intention to use the 2A limestone on Cherrytree-Plum Line Road from the Carey Farm to Route 27. This is estimated to cost \$35,000.00 – \$40,000.00. Since both Cherrytree Township and Plum Township are responsible for maintenance of Cherrytree-Plum Line Road, it was suggested that they share the cost of the 2A limestone. Chrissie Kurelowech said that she would contact the Plum Township Supervisors to see if they would be interested in splitting the cost of the 2A limestone or if they would consider attending the next regular monthly meeting of the Cherrytree Township Board of Supervisors (scheduled for Monday, April 7, 2025) to discuss. The Supervisors have the option to reject any line items on the stone RFQ if they feel the prices are too high and they would like to make more money available for summer projects such as paving and seal coating.

### **2025 Stone RFQ – Discuss Quantities – Vote to Seek Quotes**

On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to seek quotes for the types and quantities of stone listed below. Chrissie Kurelowech will send out an RFQ (Request for Quote) and have the quotes due before the next regular monthly meeting, which is scheduled for Monday, April 7, 2025, at 6:00 p.m. The Supervisors will review the quotes at that time.

<i>Item #</i>	<i>Item Description</i>	<i>Tons</i>
1	AS1 Antiskid - Stockpile	1,800
2	2RC Gravel – Tailgate Delivery	14,400
3	2RC Gravel – Stockpile	1,500
4	AASHTO#57 Type C - Stockpile	600
5	AGGREGATE,#8,AASHTO,TYPE C - Stockpile	1,800
6	2A Limestone – Tailgate Delivery	1,400
7	2A Limestone – Stockpile	150

## **Committee Reports**

### **VFD**

Tom Huffman, VFD Fire Chief, reported that there were 10 calls since the last meeting, 1 of which was in Crawford County and 9 of which were in Venango County. The call in Crawford County was a building fire. Of the calls in Venango County, 1 was a building fire, 3 were EMS, 1 was an MVA with injuries, 1 was an MVA with no injuries, and 3 were public service.

The spring shoots are ongoing and will be held every Tuesday evening through Tuesday, April 15, 2025. The doors will open at 5:30 p.m. and the shooting will begin at 6:00 p.m.

Tom Huffman reported that the VFD is considering having the township/VFD building painted and is in the process of obtaining quotes. So far, two quotes have been received and the lowest is \$12,000.00. The VFD is also looking into the cost of covering the building with new metal.

### **EMA Office**

There was no report.

### **Road**

Lew Staub, Roadmaster, reported that the township was recently out of antiskid for 1 day and out of salt for 1 week. He told the Supervisors that there were 6 ice events recently and 5 tri-axles were used per occurrence. During these ice events, approximately 700 tons of antiskid and 70 tons of salt were used.

He reported that the road crew plowed and put antiskid down 6 times, put antiskid down (no plowing) 13 times, checked the roads once, spent 5 days plowing drifts back, and stacked antiskid 4 times. They also put salt in the shed and hauled 2B gravel to 2 soft spots.

As for equipment, a spreader bearing (back) was replaced on the 2002 International. A hydraulic line was replaced, the fan hub was replaced, and a new battery and starter were installed on the 2007 JCB backhoe. New tires were put on the 2014 Dodge and 4 days were spent replacing the oil pan and the clutch on the 2014 Dodge.

## **Old Business**

There was no Old Business.

## **New Business**

### **2024 Municipal Audit**

The Board of Auditors (Stacey Armstrong, Roger Patterson, Nick Matkozich) has finished the 2024 Municipal Audit and filed the 2024 Municipal Annual Audit and Financial Report with the Pennsylvania Department of Community and Economic Development (PA DCED). The report has also been filed with Venango

County. Chrissie Kurelowech presented the Supervisors with a copy of the report. There were no findings.

**2025 Liquid Fuels Tax and Turnback**

Chrissie Kurelowech reported that the township received, on March 3, 2025, \$195,950.03 in Liquid Fuels Tax Revenue, which is \$202.27 more than last year. Additionally, \$24,240.00 was received in Liquid Fuels Turnback revenue for Dempseytown-Gresham Road.

**Venango County Dept. of Public Safety – Mass Casualty Incident (MCI) Plan**

Venango County is seeking public comment on a draft Mass Casualty Incident (MCI) Plan. Chrissie Kurelowech said that she would email the plan to anyone expressing interest.

The meeting adjourned at 6:15 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully Submitted,

Christine C. Kurelowech, Secretary-Treasurer