

**Cherrytree Township Board of Supervisors**  
**Regular Monthly Meeting**  
**Tuesday, September 2, 2025, 6:00 p.m.**

A regular monthly meeting of the Cherrytree Township Board of Supervisors was held on Tuesday, September 2, 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**

Lily Bell asked the Supervisors to consider legalizing ATV use on township roads. An effort has been underway by the Oil Region ATV Association to persuade all of the municipalities in Venango County to pass ordinances legalizing ATV, side-by-side, and snowmobile use on all or some township roads. Lily Bell said that she supports the effort. A lengthy discussion took place regarding the township's position on the matter. Sarah Goodman, Oil Region ATV Association Board member, told those in attendance that she has been riding ATVs for over 20 years and that being able to pass an ordinance to legalize ATV, side-by-side, and snowmobile use on township roads is a great opportunity for the township. She said that riders could be spending money in the township if they could legally ride on the township roads, noting that Titusville is considering passing an ordinance to legalize off-road vehicles within the city. Jim Waugh said that there are many off-road vehicles on the township roads already that do not even have plates and that, if the township passes an ordinance legalizing off-road vehicles on the roads, nothing will change. Sarah Goodman admitted that some riders do not follow the laws and ruin the experience for everyone. Ron Stewart said that people are going to ride off-road vehicles on the roads anyway. Jim Waugh told those in attendance that the issue for him is liability and that the Supervisors were told by the Township Solicitor that the township could be held liable if accidents occur. Isaac Coon, of the Oil Region ATV Association, told the Supervisors that the liability is no greater for off-road vehicles that ride on the roads than it is for road-worthy vehicles that are currently legal. He also told the Supervisors that all of the municipalities surrounding Cherrytree Township have passed ordinances to legalize ATV, side-by-side, and snowmobile use on their roads. Jim Waugh noted that he does not care that other municipalities have passed ordinances and is only concerned about Cherrytree Township. Rob Kellogg said, like Jim Waugh, he is reluctant to pass an ordinance legalizing off-road vehicles on township roads due to the risk of liability for the township. Shari Nelson said that she could not think of any business in Cherrytree Township that would see an increase in revenue if the township legalized ATV, side-by-side, and snowmobile use on township roads and Sarah Goodman noted that she felt Drake Well Museum would see an increase in revenue. Shari Nelson asked Isaac Coon if the state has given permission for off-road vehicles to ride on state roads, or even cross state roads, and he said that the state has given permission to use ½-mile or 1-mile stretches on different state roads to connect routes. Jim Waugh thanked people for their input on the matter.

## Minutes/Treasurer's Report

The minutes, from the regular monthly meeting held on Monday, August 4, 2025, were read, accepted, and approved, on a motion made by Shari Nelson, seconded by Rob Kellogg, and carried unanimously.

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

## Correspondence

PennDOT – Project to Rehab Bridge on Buxton Road - 2027

*The township has received notification that PennDOT plans to rehabilitate a bridge that carries Buxton Road over Prather Creek (near 1023 Buxton Road). Preliminary engineering expenses are estimated to cost \$249,000.00. The construction is estimated to cost \$2,490,000.00 and will take place during 2027. The work is estimated to take about a month to complete.*

Venango County Assoc. of Township Officials–Annual Convention–Sept. 24, 2025

*The 112<sup>th</sup> Annual Convention of the Venango County Association of Township Officials will be held on Wednesday, September 24, 2025, at the Oakland Township Volunteer Fire Department. Reservations must be made by September 17, 2024. Chrissie Kurelowech asked the Supervisors to let her know if any of them were interested in attending so that she could register them.*

PSATS News Bulletin

PennDOT Newsletter

## Zoning

### Permits

Z-2025-10	Joe and Tammi Clark	565 Stone Springhouse Road	12' by 14' addition to existing home
Z-2025-11	Jerry and Kristen Adkins	1563 Dempseytown-Gresham Road	26' by 40' detached garage

### Zoning Report

Tim McGrath, Zoning Officer, reported that there were two permits issued during the month. He said that he is holding off on addressing recent complaints until the Planning Commission finalizes its proposed changes to the zoning ordinance. He thanked the members of the Planning Commission who have been working on making the zoning ordinance more user-friendly for the citizens. He said that they are keeping the ordinance “community-minded”, but also making it more “individual-minded” by allowing property owners to be able to do more on their properties without seeking approval from the township. Tim McGrath said that he feels the Planning Commission will be finished making changes to the zoning ordinance in a month or two.

## Administrative Action

### PMRS 2026 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 2026 Pennsylvania Municipal Retirement System (PMRS) Minimum Municipal Obligation (MMO). Rob Kellogg abstained. The 2026 MMO, which is \$6,708.00, represents the amount of money that the township will be required to contribute to PMRS (employee pension fund) by the end of 2026. This is an increase of \$441.00 from the 2025 MMO, which is \$6,267.00.

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.

**Resolution #25-45 – 2025-2026 County Liquid Fuels Aid Application**

On a motion made by Shari Nelson, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #25-45 (2025-2026 County Liquid Fuels Aid Application). The township will apply for \$50,000.00 to be put towards paving an approximate 1.29-mile stretch of Cherrytree Road (Buxton Road to Fairview Road). Based on a quote from Glenn O. Hawbaker, Inc., the project is estimated to cost \$162,345.00, which would leave the township with a balance of \$112,345.00 if the county awards \$50,000.00 in 2025-2026 County Liquid Fuels Aid. The county has \$250,000.00 to give to the municipalities in 2025-2026 County Liquid Fuels Aid, but receives many applications.

**Resolution #25-46 - Appoint Alternate to Planning Commission**

On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #25-46, appointing Donald Deliman as an alternate to the Cherrytree Township Planning Commission to serve the remainder of a 3-year term left vacant by Shari Nelson, who was appointed to the position on January 6, 2025. On July 7, 2025, Shari Nelson resigned from her position as an alternate and was appointed to fill a vacancy left by Austin Armstrong and serve the remainder of his 3-year term as a regular member of the Cherrytree Township Planning Commission. Austin Armstrong had been appointed to serve a 3-year term on January 6, 2025.

**Oil Creek Twp. (Crawford)–Vote to Sell Shared Equip. and Dissolve Relationship**

On a motion made by Shari Nelson, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to terminate, effective immediately, the shared equipment relationship between Cherrytree Township and Oil Creek Township, Crawford County, with Cherrytree Township keeping the Hydraulic Conveyor 1200 Berner, valued at \$1,500.00 (limit on insurance \$1,500.00), with Oil Creek Township (Crawford County) keeping the Sweepster Rotary Broom, valued at \$1,500.00 (limit on insurance \$3,000.00), and with the Beuthling Roller 5110 MDL B200 being sold on Municibid.com with the proceeds being divided equally between the townships (limit on insurance \$7,000.00). Chrissie Kurelowech will make adjustments to insurance coverage accordingly.

**Resolution #25-47–Cnty. Library Tax Referendum–Benson Library–Finan. Supp.**

The Supervisors spent time discussing and considering Resolution #25-47 and the possibility of entering into a contract with Benson Memorial Library to provide library access to Cherrytree Township residents in exchange for an estimated \$1,500.00 per year. Resolution #25-47 provides financial support to Benson Memorial Library and opts the township out of electing to join the direct service area of the county library. Chrissie Kurelowech said that she recently learned that there will be a referendum question, regarding a countywide library tax, on the 2025 General Election ballot on November 4, 2025. The question reads, “Should the County of Venango support the Oil Region Library Association to operate as a county library by establishing a special library tax at the rate of .25 mills on all taxable real estate within the county (\$12.50 per assessed value of \$50,000.00)?” Chrissie Kurelowech said that she had been in touch with the Township Solicitor, the County Solicitor, and Benson Memorial Library to gain

information on the situation. She learned that the referendum question came from the Oil Region Library Association (ORLA), not the Venango County Commissioners. ORLA obtained signatures to put the question on the ballot. ORLA only controls 3 libraries: Oil City Library, Franklin Library, and Cooperstown Library. If the referendum passes, all property owners in the county will be required to pay the tax, beginning in March of 2026. Residents in Cherrytree Township, who use a library, usually go to Benson Memorial Library in Titusville, not the libraries controlled by ORLA. Essentially, all of the taxpayers in the county would fund Oil City Library, Franklin Library, and Cooperstown Library, whether they live in close proximity to the libraries or not. Chrissie Kurelowech said that Jessica Hilburn, of Benson Memorial Library, told her that Cherrytree Township could enter into a 10-year contract with Benson Memorial Library where the township would pay an estimated \$1,500.00 per year (based on the number of households with library cards) in exchange for free access to Benson Memorial Library by the residents. Jessica Hilburn said that funding a local library would make the township exempt from paying the county library tax, noting that Bloomfield Township, Sparta Township, and Spartansburg all entered into contracts with libraries in Erie County and, consequently, are exempt from paying a library tax to Crawford County (pursuant to Title 24 of the Pennsylvania Consolidated Statutes, under the Public Library Code, Section 9317).

*Title 24 of the Pennsylvania Consolidated Statutes, under the Public Library Code, Section 9317*

*(d) no county library tax may be levied on any property in a locality that:*

*(1) maintains a local library by public tax funds*

*(2) prior to the levy of the county library tax, has not elected to join the direct service area of the county library*

Jessica Hilburn also said that Pleasantville has had an agreement with Benson Memorial Library for many years and that the borough is sending a letter to the Venango County Board of Elections to make it known that the contract between the borough and Benson Memorial Library makes taxpayers in Pleasantville exempt from the county library tax. Chrissie Kurelowech also noted that she was recently told that ORLA is prepared to repudiate any municipality that claims to be exempt. Additionally, she was told that voters are typically reluctant to vote for a tax increase, so there is a good chance that the referendum will not pass. She told the Supervisors that the township has two options to avoid paying the library tax. The first option is to do nothing but spread the word to the voters that, if they vote “Yes” on the referendum question, only Oil City Library, Franklin Library, and Cooperstown Library will be funded with the library tax revenue. The second option is to adopt Resolution #25-27 and to enter into a 10-year contract with Benson Memorial Library (approximately \$1,500.00 per year). She told the Supervisors that, if the resolution is adopted, the contract is signed, and the documentation is submitted to the Venango County Board of Elections before the close of business on Friday, September 5, 2025, the township should be exempt from the library tax and that the referendum question should be removed from the ballot that Cherrytree Township voters will see on November 4, 2025. On a motion made by Jim Waugh, seconded by Rob Kellogg, and carried unanimously, the Supervisors voted to adopt Resolution #25-27 (providing financial support to

Benson Memorial Library and opting the township out of electing to join the direct service area of the county library) and to enter into a 10-year contract with Benson Memorial Library to provide financial support (based on the number of households with library cards – approximately \$1,500.00 per year). The township will be invoiced annually by Benson Memorial Library. Rob Kellogg suggested that the township make an initial payment to Benson Memorial Library before the 2025 General Election (November 4, 2025) to show that the township began financial support before the referendum passed, if it passes. Chrissie Kurelowech will submit the agreement to Jessica Hilburn, will request an invoice from Benson Memorial Library, and will also submit a copy of the resolution, along with a letter, to the Venango County Board of Elections providing justification for the township being exempt from the library tax and requesting that the referendum question be removed from Cherrytree Township's ballot.

**K. Hoffman Door – Review Quote**

The Supervisors reviewed a quote from K. Hoffman Door, LLC to replace the garage door (and main supports) on the equipment shed. The new garage door (and main supports), including installation, will cost \$6,561.00. On a motion made by Jim Waugh, seconded by Shari Nelson, and carried unanimously, the Supervisors voted to accept the quote submitted by K. Hoffman Door, LLC, in the amount of \$6,561.00, for a new garage door (and main supports), including installation, for the equipment shed. Chrissie Kurelowech will notify K. Hoffman Door, LLC.

**Blair's Key Locksmith – Review Quote**

The Supervisors reviewed a quote from Blair's Key Locksmith to replace the DVR (Digital Video Recorder) unit that is part of the security system in the township building. It was recently discovered that the system is malfunctioning. A service technician from Blair's Key Locksmith has recommended replacing the DVR, rather than repairing it, to resolve multiple issues. He said that the lifespan of a DVR is usually 5 years and the township's DVR is 9 years old. Chrissie Kurelowech noted that the VFD and the township jointly own the security system. The new DVR, including installation, will cost \$780.00. The Supervisors decided to wait to accept the quote to allow the VFD to discuss covering half of the cost. The VFD meets on the second Monday of each month. The quote will be considered again at the next regular monthly meeting of the Board of Supervisors, which is scheduled for Monday, October 6, 2025.

**Committee Reports**

**VFD**

There was no VFD report.

**EMA Office**

Tim McGrath, Emergency Management Coordinator, told those in attendance that there is training scheduled for October and November.

**Road**

Lew Staub, Roadmaster, reported that the road crew pushed 1 tree off of a road, spent 7 days grading 1-lane roads, stacked 2B gravel and limestone, and installed 2 driveway pipes. They also spent 10 days mowing berms, mowed the yard once, and checked the roads once.

As for equipment, 2 days were spent working on the 2014 Dodge ball joints and 2 days were spent working on the emergency brake on the 2014 Dodge. The 2014 Dodge was inspected. A new mower disc was put on the boom mower and new tires were put on the 2017 Massey Ferguson tractor. The 2024 John Deere grader received 1,000-hour service. The spreader light was fixed on the 2002 International.

### **Old Business**

There was no "Old Business".

### **New Business**

#### **2025-2026 COSTARS Salt Price**

Chrissie Kurelowech told those in attendance that the township will be paying \$74.15/ton for salt through COSTARS this year, which is a \$3.46/ton (4.90%) increase from last year (\$70.69/ton). The township has requested 225 tons as part of its COSTARS contract and is required to purchase 60% of that amount, but is permitted to purchase up to 140%. The salt will be purchased from Compass Minerals again this year.

#### **Schedule Budget Meeting**

The Supervisors decided to schedule a special meeting for Thursday, October 9, 2025 at 4:00 p.m. The purpose of the meeting is to prepare the 2026 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.

#### **Zoning Hearing Board Vacancy**

Chrissie Kurelowech noted that there is still a vacancy on the Zoning Hearing Board. Jeff Nelson was appointed to a 3-year term on January 6, 2025 and resigned on May 12, 2025. His position is still open. Ron Stewart, who is currently serving as an alternate, told the Supervisors that he would be willing to serve the remainder of Jeff Nelson's term. Ron Stewart will be appointed at the regular monthly meeting that is scheduled for Monday, October 6, 2025. Once Ron Stewart is appointed, his alternate position will be vacant. Anyone wishing to serve the remainder of Ron Stewart's term as an alternate on the Zoning Hearing Board is encouraged to contact Chrissie Kurelowech. Ron Stewart was appointed to a 3-year term as an alternate on January 2, 2024.

The meeting adjourned at 6:40 p.m.

The bills were reviewed by the Board of Supervisors.

Respectfully Submitted,

Christine C. Kurelowech, Secretary-Treasurer