

## **Homer Township Board Meeting Agenda**

**Monday, March 2, 2026**

**Meeting Time: 7:00 p.m.**

**Location: Homer Township Building 348 Southwoods Road Coudersport, PA 16915**

### **Minutes from the February 2, 2026 Meeting for Approval**

**Treasurer Report: Leisa Fair**

#### **Correspondence to be Discussed:**

1. The Erb Inspections Reports for January 2026 was zero. The Erb Inspections Report for February 2026 at the time of the writing of the agenda had not been received.
2. Currently we have one open road bond with Bradford Forest, LLC for a small portion of Southwoods Road and Heth Road.
3. Rylind Construction Company, Inc. of Muncy, PA was awarded the Big Moores Run Bridge Project bid by Penn DOT.
4. Reminder: PSATs' 2026 Annual Educational Conference and Exhibit Show is April 19-22, 2026 in Hershey, PA.
5. NRAT Network COG, New Member Orientation is Tuesday, March 10<sup>th</sup>, from 6-7:30 p.m. at the Black Forest Inn in Lock Haven. R.S.V.P. by Friday, March 6, 2026, to Will Hunt's e-mail.
6. P.C. Conservation District Dirt, Gravel, and Low Volume Roads Maintenance Program Annual Municipal Breakfast Workshop is Wednesday, April 8, 2026 7:30 a.m.-10:45 a.m. Please R.S.V.P. by Thursday April 2<sup>nd</sup>, by contacting Morgan Jones by calling 814-320-4011 or by e-mail [m.jones@pottercd.com](mailto:m.jones@pottercd.com). Copies of invite available for everyone.
7. The Center for Dirt and Gravel Road Studies will be holding an Environmentally Sensitive Maintenance (ESM) Training at the PA Lumber Museum on June 10 and June 11, 2026. Those completing the training will be certified for five years, through the end of 2031. Training is from 8 a.m.-4 p.m. with breakfast and lunch provided each day. Morgan's e-mail sent 2.26.26 has two links, one for registering and another for checking certifications.
8. Correspondence from PSATS of Show Me The Money was received. (Copy has been placed in Supervisor Carol Putt-Ayers' folder.)
9. Secretary Mary Freeman has a 7:45 p.m. Microsoft Teams appointment Wed. evening 3.4.26 with PSATS Andrew Mummert for training on Word Press for the township website. Andrew is anticipating this to take two hours. Mitch could you please look at the computer, as this is going to be in Microsoft Teams, which has not been used on this desktop computer before?

10. Reminder State Representative Martin Causer will be hosting a Grant Seminar for local government officials and nonprofit leaders in McKean, Potter and Cameron counties on Thursday, March 12, 2026 from 5-7:00 p.m. at the Smethport Fire Hall.

**Persons to be Heard:**

1. Sharon Fitzgerald Snowman Road resident, with a request for a speed bump, near her home, because of people speeding.

**Township Reports:**

1. Specialized Equipment Operator Sam Haines has prepared the following list of suggestions for equipment repairs to be made:

Truck Inspections will need done in May 2026.

Truck transmission fluid needs drained, replaced and new filters are needed.

White dump truck needs serviced.

Truck snow plows need to be checked over and fixed. Sam and Reese have welded a couple of times.

The Cat Backhoe needs serviced and checked over (Sam Treat). Check on Block Heater. CAT Technician needed. Is Sam Treat a CAT Technician?

The heater in the shop needs serviced and checked as to why it runs a lot.

The large garage door on the cinder bay needs put up and down and cleaned.

Big Moores needs basic material applied with the paver.

**Old Business:**

1. Legal records from Attorney Dan Glassmire's office have been picked up by Secretary Mary Freeman and are in the township building.

2. Potter County Conservation District will accept project applications for the Dirt and Gravel and Low Volume Road (DGLVR) Maintenance Program from Monday, January 5, 2026 through Friday, March 6, 2026. Discussion of, as it looks like we are not applying for this for Southwoods Road, due to the cost of tar and chipping.

3. Supervisor Working Wage Discussion.

4. Supervisor Mitch Freeman met with Tim Gaberseck, of Gaberseck Well Drilling, who took a water sample and after getting the results of the water sample back, Tim will put together a quote of what it will take to fix the water.

5. The 2025 Audit was completed by the Homer Township Auditors with no comments.

**New Business:**

1. An automatically renewable agreement has been received from P.C. Voter Registration/Elections Office concerning the May 19, 2026 General Primary Election and future Primary and General Election Days. This agreement will need to be signed and returned.

2. 2026 County Aid Project \$2,111.27 to be determined.

3. Letters of Resignation, effective 3.31.26 have been received, from Auditors Heidi Jackson and Cynthia Woodard-Steffen.

4. FEMA/PEMA Update: A Deposit of \$154,056.77 on 2.27.26 was received in the township's General Fund account for the FEMA portion of Tropical Storm Debby eight road surface washouts. The bidding process needs to be started to get this in motion. Bidding for FEMA culverts and aggregate should be done as soon as possible. There will need to be guidance on writing the bid advertisement, as to what, how many, etc. Who will be spearheading the bidding process and completing the job?

5. The four culvert crossings to be replaced are waiting on FEMA to be obligated and deposited.

6. Liquid Fuels of \$60,225.26 and Turnback of \$15,200.00 will be deposited 3.2.2026 in the township's account (State Fund or Liquid Fuels).

7. The budget for building/plant maintenance is \$3,000. Building Repairs is also \$3,000. Nothing has been spent to date.

8. Incoming Treasurer Nikki Dean needs to be bonded with HA Thompson for \$500,000.

9. The meeting minutes from the 3.2.2026 minutes will need to go to C & N Bank to have incoming Treasurer Nikki Dean put on the accounts. All will need to sign. Docusign is an option. When all have signed outgoing Treasurer Leisa Fair will be removed and Nikki will be on this account.

10. Incoming Treasurer Nikki Dean will also need to be put on the PLGIT accounts and outgoing Treasurer Leisa Fair taken off. All Supervisors will need to sign. Leisa is unsure if Docusign is an option. Everyone could sign and then it could be sent to Supervisor Andrew Chapell for him to sign and send back. Then it could be uploaded to PLGIT.

11. Incoming Treasurer Nikki Dean will then have to get authority for all the government entities for payroll taxes and government reporting.

12. Nikki Dean will be the appointed Treasurer for the April 2026 meeting as stated in prior minutes.

13. Dirt and Gravel Road Grant: Out of the \$96,787.25 received on 8.22.2025, the township has spent \$57,187.44. Treasurer Leisa Fair will be sending invoices, this month, to Morgan Jones, Dirt and Gravel Low Volume Road Specialist at the Potter County Conservation District. The township is scheduled to get another \$96,787.25 for 2026 for this Big Moores Run Dirt and Gravel Road Grant, once the job is completed.

**Next Meeting: Monday, April 6, 2026 at the Homer Township Building at 7:00 p.m.**