

The public hearing and regular meetings of the Homer Town Board was held at the Town Hall located in the Village of Homer, on Wednesday February 11, in the town boardroom, with Supervisor Park presiding.

Members Present:

Supervisor, Michael R. Park,
Deputy Supervisor, Caleb J. Leach
Councilmember, Branden M. Brown
Councilmember, Sarah E. Head
Councilmember, Kevin M. Williams

Others Present: Town Clerk, Brooke L. Poli; Deputy Town Clerk, Lindsey VanHubert; Highway Superintendent, Kyle Bean; Attorney to the Town, Dan Ellis; County Legislator, Reed Cleland Attendees: Michael Broughton, Sydney Lee from Cortland Standard, Tim Malchak, Lily Byrne from WXHC., Village Mayor Patrick Clune, Jerney Stiles, Greg Leach, and Michael Opesteegh.

Supervisor Park called the public hearing meeting to order at 6:30 p.m. and opened with the pledge of allegiance. Supervisor Park read the below and asked the public if there were any comments.

The notice was read for joint public hearing with Village of Homer to annex the Wolf Road parcel (76.30-01-01.00; ~25.55 acres at Wolf and Cosmos Extension) into the Town of Homer; hearing scheduled for February 11, 2026 at 6:30 PM at Homer Town Hall, 31 North Main Street, Homer, NY. Annexation requires contiguity; prior summer annexations missed an intermediate parcel, which this action addresses. Petitioners currently receive no village services; annexation will not affect village services.

There were no comments and the public hearing closed at 6:34 pm.

The regular meeting opened at 6:34 pm.

MONTHLY MEETING MINUTES

Councilmember Brown made a motion, seconded by Councilmember Williams to approve the Draft Regular Town Board Meeting minutes of January 14, 2026. All voting aye, the motion carried. **RESOLVED: to approve the Draft Regular Town Board Meeting minutes of January 14, 2026.**

MONTHLY BILL PAY

General bills were approved as audited by Councilmember Williams, motioned by Councilmember Williams, to approve the general fund vouchers for payment, seconded by Deputy Supervisor Leach; All voting aye, the motion carried. **RESOLVED: That General Fund, abstract #2 of 2026, vouchers #13 through #49 totaling \$156,208.04 were approved for payment.**

Highway bills were approved as audited by Deputy Supervisor Leach, motioned by Deputy Supervisor Leach, to approve highway fund vouchers for payment, seconded by Councilmember Head; All voting aye, the motion carried: **RESOLVED: that Highway Fund, abstract #2 of 2026, vouchers #11 through #26 all totaling \$18,260.15 were approved for payment.**

WRITTEN DEPARTMENT REPORTS

Councilmember Head made a motion, seconded by Deputy Supervisor Leach, to receive and file the following monthly January reports as presented:

1. The Code Enforcement Officer-January 2026
2. Town Clerk- January 2026
3. Fire Chief- January 2026
4. Dog Control Officer- January 2026
5. Superintendent- January 2026
6. Supervisor- January 2026

All voting Aye, the motion carried.

Councilmember Brown made a motion, seconded by Councilmember Williams to approve and pay seaboard solar vouchers 3 and 4 in the amount of \$7,965.00. All voting aye, the motion carried. **RESOLVED: to approve and pay seaboard solar vouchers 3 and 4 in the amount of \$7,965.00.**

PRIVILEGE OF THE FLOOR

Mayor Clune updated the village authorized the center for the Arts to coordinate with Spectrum for public access television and details forthcoming. The village DRI small projects fund launched with \$450,000 total; grants up to \$100,000; as low as \$5,000-\$15,000; reimbursable with 25% match. Eligible uses include facades, new businesses, and mixed-use projects. The lead agency contact for IDA is Ashley Wheelman and a public meeting is scheduled for March 3rd at 6:00 pm.

Clune also discussed the meeting the village had with the DOT to discuss the draft proposals for intersections on NY 41 & 81 and 281 for the options for left-turn lanes or roundabouts at stated intersections. There is a public meeting planned to be held sometime in August. Engineering completion is projected for 2027 and construction targeted for 2028. Concerns were noted including heavy truck bypasses, sight lines, and utility main under proposed roundabout. The DOT leaned towards two roundabouts and community expressed concerns and further input is expected in the future.

Legislator Reed Cleland discussed his monthly newsletter and the press release issued for a mental health building located on 111 Port Watson Street, and their official move will be on February 18th or 19th of 2026.

A resident posed a question concerning the request for more finances for the renovations for the town hall basement.

AGENDA ITEMS

Attorney Ellis read and reviewed a Short Environmental Assessment form, and all impact questions were answered “No”. There was a negative declaration issued.

Councilmember Brown made a motion, seconded by Councilmember Williams, to approve and authorize the supervisor to sign the Short Environmental Assessment Form and to issue a negative declaration. **RESOLVED: to approve and authorize the supervisor to sign the Short Environmental Assessment Form and to issue a negative declaration.**

RESOLUTION #2 RESOLUTION AUTHORIZING ANNEXATION OF TERRITORY FROM THE VILLAGE OF HOMER TO THE TOWN OF HOMER

**Motion by Councilmember Brown
Seconded by Deputy Supervisor Leach
VOTES: AYE- Park, Brown, Williams, Leach, Head; NAY- 0**

TOWN OF HOMER, CORTLAND COUNTY, NEW YORK

Pursuant to Article 17 of the General Municipal Law

WHEREAS, a petition for annexation has been submitted pursuant to Article 17 of the General Municipal Law of the State of New York by the owners of certain real property located within the Village of Homer, requesting annexation of said property into the Town of Homer; and

WHEREAS, the petition was duly filed with the Town Board of the Town of Homer and the Board of Trustees of the Village of Homer; and

WHEREAS, the petitioners are the sole owners of the real property described as follows: **Wolf Road**, Tax ID No. 76.30-01-01.000 (approximately 25.55 acres)

(hereinafter, the “Annexation Territory”), and said territory is contiguous to the Town of Homer; and

WHEREAS, the stated reasons for annexation include the inability to connect to Village utility services due to topographic constraints, the rural-residential character of the properties, and the alignment of the property with the planning priorities of the Town of Homer; and

WHEREAS, a joint public hearing on the proposed annexation was held by the Town Board and the Village Board on **February 11, 2026 at 6:30 PM**, as required by General Municipal Law §703; and

WHEREAS, the Town Board has reviewed the annexation petition and the testimony and evidence presented at the public hearing and finds that the proposed annexation is in the overall public interest; and

WHEREAS, the Town Board has conducted a review of the proposed annexation pursuant to the State Environmental Quality Review Act (SEQRA), has determined that the proposed annexation constitutes an **Unlisted Action**, and has issued a **Negative Declaration**, finding that the action will not result in any significant adverse environmental impacts;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Homer hereby:

1. **Finds and determines** that the proposed annexation of the Annexation Territory is in the overall public interest;
2. **Approves and consents** to the annexation of the lands located at Wolf Road, as described above, from the Village of Homer to the Town of Homer;
3. **Ratifies and confirms** the SEQRA determination declaring the action to be Unlisted and adopting a Negative Declaration;
4. **Authorizes the Town Supervisor** to take all steps necessary and appropriate to effectuate the annexation, including executing and filing any documentation required by the General Municipal Law and the New York State Department of State;
5. **Directs that a certified copy** of this resolution be forwarded to the Village of Homer, the petitioners, and any other required agencies.

Highway Superintendent Bean reported the operations were ongoing and equipment is performing well. He also stated the highway trucks are all DOT certified, greased, and undercoated. There was overtime due to the weather conditions; weekend plowing was expected.

Bruce Crandall, who currently serves on the Planning Board, resides in Tennessee a majority of the year, agreed to be replaced as a planning board member, as he was unable to attend very many prior meetings. Chairman, Michael McMahon recommended Homer resident, Matthew Sweeney.

On motion by Councilmember Head, seconded by Deputy Supervisor Leach, to appoint Matthew Sweeney to complete Bruce Crandall's term as planning board member. All voting aye, the motion carried. **RESOLVED: to appointment Matthew Sweeney to complete Bruce Crandall's term as planning board member.**

The town board reviewed the changes to the Town of Homer Procurement Policy and a new highway department procurement addendum. Attorney Ellis stated they cleaned the language and threshold to align with New York State audit recommendations.

On motion by Councilmember Williams, seconded by Deputy Supervisor Leach, **to approve and accept the Town of Homer Procurement Policy changes.** All voting aye, the motion carried. **RESOLVED: to approve and accept the Town of Homer Procurement Policy changes.**

On motion by Councilmember Williams, seconded by Councilmember Head, **to approve and accept the Town of Homer Highway Procurement Addendum.** All voting aye, the motion carried. **RESOLVED: to approve and accept the Town of Homer Highway Procurement Addendum.**

RESOLUTION #3 ADOPTION OF UPDATED TOWN PROCUREMENT POLICY AND HIGHWAY PROCUREMENT ADDENDUM.

Adoption of Updated Town Procurement Policy and Highway Procurement Addendum

At a regular meeting of the Town Board of the Town of Homer, Cortland County, New York, held on the 11th day of February, 2026, the following resolution was offered:

WHEREAS, pursuant to New York State General Municipal Law §104-b, the Town of Homer is required to adopt written policies and procedures governing all procurement of goods and services not subject to competitive bidding requirements; and

WHEREAS, the Town Board has reviewed and determined that updates to the Town's Procurement Policy are necessary to ensure continued compliance with applicable laws and to reflect current operational practices; and

WHEREAS, the Town Board has further reviewed and determined that a Highway Department Procurement Addendum is appropriate to address the specific operational and emergency procurement needs of the Town Highway Department;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Homer hereby adopts the updated Town Procurement Policy, attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the Town Board hereby adopts the Highway Procurement Addendum as part of the Town's Procurement Policy; and

BE IT FURTHER RESOLVED, that this Policy and Addendum shall take effect immediately and shall supersede any prior procurement policies previously adopted by the Town; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to maintain a copy of the adopted Policy and Addendum in the official records of the Town and to make the same available as required by law.

An update for the basement renovations were given as follows: weekly contractor meetings; sheet rocking/taping underway; plumbing and heating changes in progress. Heat outage addressed; auxiliary heat used; one boiler running; second to be serviced; wiring inspection completed.

Concrete pads needed for generators and cooling towers; five split systems being installed; sheet metal work mostly done. Old ramp removal scheduled; new ramp and walls to follow; carpets/colors/flooring selected. Water intrusion along walls due to raised parking lot grade; interim drainage cleared; long-term fix requires blacktop regarding and pricing.

April 1 is the target completion date for the renovations and Supervisor Park would like to schedule an open house after completion.

There were four change orders reviewed: CO #5 \$2,736 (wall at ramp), CO #6 \$4,200 (ceiling/lights where engineer omitted ceiling), CO #7 Armory room \$6,198 (closet doors/dividing wall omitted), CO #1 Mechanical contractor \$690 (increase compressor pad height to 10 inches due to water issues).

On motion by Deputy Supervisor Leach, seconded by Councilmember Head, **to approve and accept the above change orders**. All voting aye, the motion carried. **RESOLVED: to approve and accept the above change orders**.

Supervisor Park reviewed a contingency increase and reviewed the following: Original bid: \$1,128,545.59; contingency approved: \$171,454.41; total authorization: \$1,300,000.00.

Current projected spend: \$1,286,048.55 (~\$14,000 remaining contingency); request made for additional \$100,000 due to omissions and forthcoming changes.

Mayor Clune informed the town board that the Center of the Arts is working on a proposal for a sound system for the new conference room in the town hall basement.

RESOLUTION #4 RESOLUTION AUTHORIZING ADDITIONAL PROJECT CONTINGENCY AT THE HOMER TOWN HALL-LOWER-LEVEL RENOVATION PROJECT.

**Motion by Councilmember Willimas
Seconded by Councilmember Brown
VOTES: AYE- Park, Brown, Williams, Leach, Head; NAY- 0**

WHEREAS the Town of Homer began construction in 2025 on the Homer Town Hall Lower-Level Renovation Project to modernize municipal facilities, improve accessibility, and support police and public functions; and

WHEREAS original construction bids for the project were received and accepted in the approximate amount of **\$1,128,545.59**, and the Town Board established a total project budget of **\$1,300,000**, inclusive of contingency; and

WHEREAS, during construction it has become evident that certain required construction elements, coordination details, and system transitions were **omitted or insufficiently detailed in the architectural plans and specifications**, requiring resolution in the field in order to complete the project in a code-compliant and functional manner; and

WHEREAS these items represent **necessary scope required to complete the project as intended**, and do not constitute scope expansion, discretionary upgrades, or aesthetic enhancements; and

WHEREAS the need to address these omissions has increased project risk beyond what was reasonably anticipated at the time of bid, and the architect's departure from active project involvement has further shifted design coordination responsibilities to the construction phase; and

WHEREAS, maintaining adequate contingency is a prudent fiscal practice that allows the Town to manage unavoidable construction risks without project interruption, unsafe shortcuts, or emergency appropriations.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Homer hereby authorizes an **additional \$100,000.00 in project contingency** for the Homer Town Hall Lower-Level Renovation Project, increasing the **total authorized project budget to \$1,400,000.00**; and

BE IT FURTHER RESOLVED that such additional contingency funds shall be used **solely to address necessary work required to complete the project**, including items unintentionally omitted from the original plans, unanticipated conditions discovered during construction, coordination between trades, and code-required construction elements; and

BE IT FURTHER RESOLVED that the Town Supervisor is authorized to approve contingency expenditures within the authorized amount of contingency, subject to regular reporting to the Town Board; and

BE IT FURTHER RESOLVED that all contingency expenditures shall be tracked and documented separately to ensure transparency and accountability.

Supervisor Park reviewed the following town board assignments and oversights: Councilmember Head will oversee the Town Clerk's office, Councilmember Brown will oversee the town hall, Deputy Supervisor Leach will oversee the highway garage, and Councilmember Williams will overs PERMA, court audit, and insurance.

Town Clerk Poli reported the office is still collecting taxes and preparing to complete escrow. They hired a temporary deputy town clerk to help file for a few weeks, as Donna Kotas retired. Clerk Poli stated her and Clerk VanHubert were officially notaries and received their books, stamps, and seals. They will be reviewing and assessing whether to hire a part-time deputy clerk for the future.

On motion by Deputy Supervisor Leach, seconded by Councilmember Williams, to approve the extension for a tax collector to hold the roll and collect taxes until May 31, 2026, and to authorize the supervisor to sign the extension and submit to county. All voting aye, the motion carried.

RESOLVED: to approve the extension for a tax collector to hold the roll and collect taxes until May 31, 2026, and to authorize the supervisor to sign the extension to submit to county.

Attorney Ellis has been working on a draft of local law to put parameters for seasonal roads and will work to have a draft available for next town board meeting.

Councilmember Williams stated the court audit would be completed on February 18, 2026, at 10 am with Deputy Supervisor Leach.

Attorney Ellis informed the town board that the AES solar developer sought to start possibly cutting down trees, but removed the request. Victor Siegel completed research that they are reviewing.

As there was no further business, the meeting adjourned at 7:51 pm.

Respectfully Submitted,
Brooke L. Poli

DRAFT

