

December 4, 2025

The monthly meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. The meeting was called to order with a salute to the flag and a moment of silence at 6:00 P.M. In attendance were Supervisors Morton, Potts, and Sharpe (via phone two minutes after meeting began), Rhonda Phillips, John Flaugh, Scott Wheelock, Kathleen Wheelock, Mike Lokuta, Nancy Lokuta, John Lawrence, and Jim Rankin.

**Minutes of the November 6, 2025:** Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections.

\*\*Motion made by Potts, seconded by Morton, to accept the minutes as they stand. Motion carried; two ayes.

**Correspondence:**

Crawford County Election & Voter Services – make sure all winning candidates received their Certificate of Election

Northwestern REC – price increase for Generation and Transmission portion of bill in 2026

Craig Kennedy from PennDOT – gave a list of the bidding thresholds for 2026

John Brown Heritage newsletter

**Bills and Receipts:** See Treasurer's report.

\*\* Motion made by Potts, seconded by Sharpe, to approve all bills and receipts. Motion carried; three ayes.

**Reports:**

**Planning Commission** – A meeting was held on November 25th. The online application for the Pennsylvania Grant titles The Local Share Account has been finalized, and letters requesting support have been sent to Senator Brooks and Representative Rapp.

**Rec Board** – The Veteran's list has been checked with the engraved names on the memorial. There are presently 47 names that need added.

**Road Master's Report** – The month of November, we went out and graded a few bad spots. We went out a few times to plow and put skid down. The tree company came and took down about thirty trees at the Rec Complex. When weather permits, Ace Excavating will remove the stumps and do some drain work. Watch out for us while we are plowing.

**Tax Collection** – No report.

**Web Site Report** – There were 322 visitors in November on the website.

**Old Business -**

**Equipment updates** – The F-550 is out for repairs. The Old Massey tractor had a real axle seal put in because it was leaking oil; it is at Strike's.

**White Chevy dump truck options** – The truck will be cleaned up first. John will work on writing up the specs for it to be sold. The supervisors will look at putting it on Municibid.

**Veteran's Memorial update** – WIP.

**Dollar General update** – The asphalt has been put down and the footer laid. They are waiting on steel and for the weather to clear.

**Grant for playground** – WIP; A pledge of \$5000 has been received from the Townville Lions Club which will be matched by the Lions of Pennsylvania Foundation.

**Parking during hunting season** – There has not been too much of an issue this year.

**Upcoming vacations** - none

**New Business:**

**Asphalt estimates** – McCormick's submitted an estimate of \$154,000 for 20 parking spots.

\*\*Motion made by Potts, seconded by Sharpe, to approve the application for the Solar application for the Ernst Property on Rt. 77. Motion carried; two ayes.

**2026 final budget** – The 2026 budget is now ready for approval. The general township budget is \$294,780 for income and \$289,775 for expenses. The liquid fuels budget is \$140,824 for income and \$165,100 for expenses.

\*\*Motion made by Potts, seconded by Sharpe, to adopt Resolution 2025-6 to approve the 2026 final budget. Motion carried; three ayes.

***2026 Real estate millage -***

\*\*Motion made by Sharpe, seconded by Potts, to adopt Resolution 2025-7 to retain the real estate millage at the rate of 4.0 with 1.0 mill designated for the Fire Fund in 2026. Motion carried; three ayes.

***2026 Per capita tax -***

\*\*Motion made by Sharpe, seconded by Potts, to adopt Resolution 2025-8 to retain the township per capita tax at \$5.00 for 2026. Motion carried; three ayes.

***Notice in the paper of no tax increase for 2026 –***

\*\*Motion made by Sharpe, seconded by Potts, that a notice be put in the paper stating that there will be no tax increase for Richmond Township in 2026. Motion carried; three ayes.

***Statewide Local Share Assessment Grant for the Rec Complex –***

\*\*Motion made by Potts, seconded by Sharpe, to adopt Resolution 2025-9 to request a Statewide LSA Grant of \$200,000 from the Commonwealth Financing Authority to be used for the Richmond Township Recreation Complex. Motion carried; three ayes.

***Discuss retaining Dies and Halmi as engineer for the Recreation Complex playground*** – the initial cost is \$7000. The total cost will be around 20% of the total project.

\*\*Motion made by Potts, seconded by Sharpe, to retain Dies and Halmi for the initial engineering of the Recreation Complex playground. Motion carried; three ayes.

***Change auditor compensation for new auditors –***

\*\*Motion made by Potts, seconded by Sharpe, to adopt Resolution 2025-10 to increase the hourly rate for newly elected auditors to \$17. Motion carried; three ayes.

***Virtual auditor training available*** – It will be held January 21, 2026 from 9-11 am. The cost is \$45.

\*\*Motion made by Potts, seconded by Morton, to allow any auditors to attend the virtual training. Motion carried; three ayes.

***Year-End Business Meeting*** – It will be held Monday, December 29<sup>th</sup>, at 6 pm.

**Citizens` Comments and Concerns**

- John Lawrence made a request for a blinking stop sign at Rt. 77 and St. Hwy 408.
- Nancy Lokuta stated how proud she is of Glenn Sharpe for his years of service for the township.

\*\* Motion made by Morton, seconded by Potts, to adjourn. Motion carried; three ayes.  
Meeting adjourned at 6:42 P.M.

Respectfully submitted,

Rhonda Phillips  
Township Secretary