Town of Pitcairn

Special Board Meeting Minutes

October 1st, 2026

Meeting was called to order by Supervisor Houghton at 5:30pm, the Pledge of Allegiance was said.

Present during meeting were:

Supervisor Allison Houghton

Councilwoman Ann Hall

Councilman David Sullivan

Councilman Matthew Pierce

Councilman Paul Jackson

Budget Officer/ Deputy Supervisor Alicia Mera

Henry Leader, Attorney

Emily Woodard

Desiree Cowles

Supervisor Houghton addresses the board and those in attendance regarding the reasoning for holding the special meeting appointment of Emily Woodard for Town Clerk, Registrar and Tax Collector for the Town of Pitcairn.

Supervisor Houghton asked the board if they had any questions or statements for Ms. Woodard at this time.

The board reassured Ms. Woodard that hours would need to be set for the public and those hours would need to be upheld.

Mr. Woodard agreed and stated that she has already discussed with her Deputies in which she would like to appoint at this meeting to which they would uphold the hours recommended by the town.

The board stated that sufficient times for the Town Office to be open would-be Monday, Wednesday, and Fridays from 9am to 2pm. Mrs. Woodard agreed.

At that time Supervisor Houghton made a motion to appoint Emily Woodard as Town Clerk, Registrar, and Tax collector till December 31, 2026.

Councilman Pail Jackson made the motion

Second by Councilman David Sullivan

Vote:

Supervisor Allison Houghton- yes

Councilwoman Ann Hall- yes

Councilman David Sullivan- yes

Councilman Matthew Pierce- yes

Councilman Paul Jackson- yes

Motion carried:

At said time Emily asked to appoint her two Town Clerk Deputies Desiree Cowles and Barbara Finnie.

Supervisor Houghton asked for a motion to appoint stated Deputies

Councilman Matthew Pirece made the motion

Second by Councilwomen Ann Hall

Vote:

Supervisor Allison Houghton- yes

Councilwoman Ann Hall- yes

Councilman David Sullivan- yes

Councilman Matthew Pierce- yes

Councilman Paul Jackson- yes

Motion carried:

Superior Houghton made the motion at approximately 5:42pm to adjourn the special meeting.

Motion as seconded and carried.

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Allison Houghton