

REGULAR MEETING, TOWN OF PITCAIRN, APRIL 9, 2024

A regular meeting was held on April 9, 2024, at the Pitcairn Town Hall, with the following people present:

PRESENT: COUNCILMAN PAUL JACKSON  
COUNCILMAN DAVID SULLIVAN  
COUNCILWOMAN ANN HALL  
COUNCILWOMAN DORA MCINTOSH  
SUPERVISOR ALLISON HOUGHTON

OTHERS PRESENT: CHELSEA THOMAS, TOWN CLERK; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LARRY ATKINSON, CODE ENFORCEMENT OFFICER; ALICIA MERA, BUDGET OFFICER/DEPUTY SUPERVISOR; JAMES SNYDER, ASSESSOR

VISITORS: JANE ROSE, BILLY MANCHESTER, LELAND RYAN

- 1.) Supervisor Houghton called the meeting to order at 6:30pm.
- 2.) The Pledge of Allegiance was said.
- 3.) Supervisor Houghton opened the floor to public comments:

**Public Comments:**

- **Food Pantry-** Jane Rose took the floor to discuss the final report for 2023 from the food bank. They provided a breakdown of meals by county. They went ahead and set up the internet and insurance discussed at last meeting. They will be having an open house May 19<sup>th</sup> 12:00pm -4:00pm.

**\*\*Leland entered at 6:33pm\*\***

4.) **Code Enforcement:**

- Larry reported that he had 6 building permits this month.
- Larry spoke with a guy from Natural Bridge pertaining about the steps taken to condemn a property. He updated the Board on the steps needed to act. (Go to the land office for approval to declare it hazardous, give notice of at least 30 days, town would clean it up, the cost would come back on the owners' taxes).

5.) **Clerk's Report:**

6 building permits	126.00
1 conservation license	0.28
14 dog licenses	164.00

1 Certified Death Copy	10.00
1 Certified Marriage Copy	10.00
<hr/>	
Total Local Shares Remitted:	310.28
Total Non-Local:	26.72
Total, State, County, & Local Revenues:	337.00

- 6.) **RESOLUTION #20/24 LITTLE LEAGUE CONTRACT 2024** Councilwoman Hall made the motion, seconded by Councilman Sullivan to accept the following resolution: RESOLVED; that the Town of Pitcairn Board members agreed to the terms in the contract and authorized Supervisor Houghton to sign for the Town entering them in a contract with Harrisville Little League Program with a delivery of quarterly reports from the committee.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

- 7.) **RESOLUTION #21/24 NYSLR REPORTING FOR JAMES SNYDER** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the reporting for James Snyder, Assessor, was approved and agreed by the Board.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

8.) **Highway News:**

- Jerry took the Ford to the Ford dealer due to a light being on.
- They started grading on the stone road this week. They will start sweeping the roads this week as well.
- Jerry received two quotes for the Edwards Road (2 miles) from Paverite and Suit-Kote. Jerry recommended going with the cold pave through Suit-Kote. They would start on the other end of Edwards Road by County Route 23 and go 2 miles ending just past the Rose Road. He would like to replace the culverts and let them settle before finishing paving the rest of Edwards Road next year.

- 9.) **RESOLUTION #22/24 QUOTE FOR EDWARDS ROAD REPAIR** Councilman Jackson made the motion, seconded by Councilman Sullivan to accept the following resolution:

RESOLVED; that the Town Board agrees with the quote from Suit-Kote of cold pave for the 2 miles down the Edwards Road.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

**\*\* James Snyder entered at 7:16pm\*\***

**10.) Supervisor's Report:**

- Supervisor Houghton went over the report with the Board Members and answered any questions they had.

	BALANCE	INCREASES	DECREASES	BALANCE
	02/29/2024			03/31/2024
<b>A GENERAL FUND – TOWNWIDE</b>				
CASH – CHECKING	76,346.33	51,549.62	118,087.25	9,808.70
CASH – SAVINGS	106,965.37	475.09	0.00	107,440.46
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	120,597.94	535.63	0.00	121,133.57
TOTAL:	304,009.64	52,560.34	118,087.25	238,482.73
<b>DA HIGHWAY FUND – HIGHWAY</b>				
CASH – CHECKING	354,748.89	57,757.96	359,596.14	52,910.71
CASH – SAVINGS	358,114.78	291,839.15	0.00	649,953.93
EQUIPMENT RESERVE	665,926.46	2,957.72	0.00	668,884.18
TOTAL:	1,378,790.13	352,554.83	359,596.14	1,371,748.82
<b>SF PITCAIRN FIRE PROTECTION</b>				
CASH – CHECKING	0.00	50,324.00	34,737.00	1,324.77
TOTAL:	0.00	50,324.00	34,737.00	1,324.77

**TA TRUST & AGENCY**

CASH – CHECKING	1,800.97	20,939.75	21,415.95	1,324.77
TOTAL:	1,800.97	20,939.75	21,415.95	1,324.77

TOTAL ALL FUNDS:	1,684,600.74	476,378.92	533,836.34	1,627,143.32
------------------	--------------	------------	------------	--------------

**11.) New/Unfinished Business:**

- Clerk Thomas appointed her 2<sup>nd</sup> Deputy Clerk as Chantelle Lancor.
- Clerk Thomas began discussing the contract between the Town of Pitcairn and the Little League Program. With provided quarterly reports by the committee, the Board agreed to the contract.
- Assessor James Snyder answered the Councilman Jackson’s questions about the new tax exemption law that the Town will have to renew by 2025.
- Alicia presented the Board with a request for \$250 more a month for the services she provides as budget officer. After listening to the reasons behind it, the Board agreed.
- Clerk Thomas made the Board aware of the cyber security insurance renewal and the changes that need to be made to approve the renewal. Councilman Sullivan volunteered to look into getting a quote for a tech person.

**12.) RESOLUTION #23/24 CLERK’S APPOINTMENT OF 2<sup>ND</sup> DEPUTY** Supervisor Houghton made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; Clerk Thomas appointed Chantelle Lancor as her second deputy clerk to fulfill the duties asked of her.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

**13.) RESOLUTION #24/24 DEPUTY CLERK HOURLY RATE** Councilwoman Hall made the motion, seconded by Councilman Sullivan to accept the following resolution: RESOLVED; that the Town Board agreed to set the hourly rate at \$18/hour.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

14.) **RESOLUTION #25/24 BUDGET OFFICER PAY RAISE** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Board agreed on the pay increase of \$250/month.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

17.) **RESOLUTION #26/24 ACCEPTANCE OF MINUTES** Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes from the March meeting were found to be correct.

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

18.) **RESOLUTION #27/24 AUDIT BILLS** Councilman Sullivan made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the bills on Abstract #4/24 be paid in the following amounts:

GENERAL FUND	NUMBERS 23 THROUGH 36	24,038.93
HIGHWAY FUND	NUMBERS 13 THROUGH 23	14,572.89
TRUST & AGENCY	NUMBERS 2 THROUGH 2	183.00
<hr/>		
TOTAL ALL FUNDS:		38,794.82

Roll Call Vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

Supervisor Houghton made the motion, seconded by Councilman Jackson to adjourn regular meeting. Meeting adjourned at 8:00pm.

Supervisor Houghton made the motion, seconded by Councilwoman Hall to enter executive session for personnel reasons at 8:01pm.

Councilman Jackson made the motion, seconded by Councilman Sullivan to exit executive session at 8:32pm.

---

Chelsea L. Thomas