

REGULAR MEETING, TOWN OF PITCAIRN, AUGUST 8, 2023

A regular meeting was held on August 8, 2023, at the Pitcairn Town Hall, with the following people present:

PRESENT:        COUNCILMAN PAUL JACKSON  
                         COUNCILMAN LAWRENCE EVANS  
                         COUNCILWOMAN ANN HALL  
                         COUNCILWOMAN DORA MCINTOSH  
                         SUPERVISOR JESSICA JENACK

OTHERS PRESENT:        CHELSEA THOMAS, TOWN CLERK; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LELAND RYAN, BUDGET OFFICER; LARRY ATKINSON, CODE ENFORCEMENT OFFICER

- 1.) Supervisor Jenack called the meeting to order at 6:30pm.
- 2.) The Pledge of Allegiance was said
- 3.) Supervisor Jenack opened the floor to public comments
  - Supervisor informed the Board that Marcel with Adirondack Rally Racing couldn't make the meeting tonight but will instead meet with Supervisor Smith and Jerry on Saturday to discuss the maps and advertising of the event.
- 4.) **Code Enforcement Report:**
  - 7 permits were issued this month.
  - Larry did the usual running around and inspecting projects that were completed. He delivered a few more permits as well.
  - He talked to a resident about their living situation and will update the Board as he gets more information.

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

7 building permits	220.60
20 dog licenses	218.00
1 certified death copy	10.00

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TOTAL LOCAL SHARES REMITTED:	449.98
TOTAL NON-LOCAL REVENUES:	49.62
TOTAL STATE, COUNTY, AND LOCAL REVENUES:	499.60

- 6.) **RESOLUTION #44/23 APPOINTMENT OF DEPUTY SUPERVISOR** Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED; that Supervisor Jenack has appointed Ann Hall as her Deputy Supervisor to fulfill the duties and responsibilities asked of her.

Roll call vote: COUNCILMAN JACKSON YES  
COUNCILMAN EVANS YES  
COUNCILWOMAN HALL YES  
COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

- 7.) **RESOLUTION #45/23 ACCEPTANCE OF SMOKING POLICY** Councilman Evans made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the smoking policy be revised and accepted.

Roll call vote: COUNCILMAN JACKSON YES  
COUNCILMAN EVANS YES  
COUNCILWOMAN HALL YES  
COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

8.) **Highway News:**

- Superintendent McIntosh informed the Board of all the damage that occurred during the storm. The pipes are finished on the Sands Road and will be finishing on the Kansas Road tomorrow. There will be a lot of grading needed to be done after that storm.
- He talked to the Board about undercoating the trucks to protect them against the weather conditions.
- It was discussed that we should be thinking about a new truck soon to replace the oldest tandem (2017).

9.) **RESOLUTION #46/23 SPENDING OF HIGHWAY MONEY TO UNDERCOAT TOWN TRUCKS**

Councilwoman Hall made the motion, seconded by councilman Jackson to accept the following resolution: RESOLVED; that the Highway Superintendent go ahead and purchase the undercoating of all the Town Trucks for a total of \$850.00. The single truck was priced for \$250.00, and the two tandems priced at \$300.00 each.

Roll call vote: COUNCILMAN JACKSON YES  
COUNCILMAN EVANS YES  
COUNCILWOMAN HALL YES  
COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

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

- Supervisor Jenack was able to get some new furniture from the school that they were getting rid of. There were a few filing cabinets, a bookshelf, and a new window display case.
- She is working on finding a online workplace violence training for everyone to take. In the meantime, there will be an in-person training on August 16<sup>th</sup> for anyone to attend. Clerk Thomas sent everyone an email for the online sexual harassment training.

- The Auditor is coming in Friday the 11<sup>th</sup> to meet and go over information that will be needed.
- The Town received a letter from Agriculture & Market pertaining to Dan Moyer's dog shelter. He was written up for a water leak issue. The issue is being fixed and we will be updated once it's done.
- The Supervisor's reports have not been done since March. Leland and Jessica are working hard on getting those brought current and printed out for the Board members.
- Supervisor Jenack had a colleague come in on Saturday to help her learn the budgeting and payroll software. They spent the day catching up on all that had fallen behind.
- Supervisor Jenack would like to talk about the possibility of switching payroll to bi-weekly instead of weekly. Details will follow and notice will be given.
- With budget season starting, Supervisor Jenack will get sheets passed around for each department. She handed out the quote for the CPA that was discussed at the July special meeting.
- A new Town credit card was issued and put in Jessica's name with Clerk Thomas as an admin.

11.) **RESOLUTION #47/23 PAYMENT FOR SUPERVISOR'S ACCOUNTANT** Councilwoman Hall made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED; that the Board agrees to pay the accountant \$25/hour without exceeding \$2,000 for any work he is doing to help Supervisor Jenack transition into her new role as Supervisor.

Roll call vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN EVANS	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR JENACK	YES

12.) **RESOLUTION #48/23 ACCEPTANCE OF MINUTES FOR JULY'S REGULAR MEETING**

Councilwoman McIntosh made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the minutes from July's regular meeting were found to be correct.

Roll call vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN EVANS	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR JENACK	YES

13.) **RESOLUTION #49/23 ACCEPTANCE OF MINUTES FOR JULY'S SPECIAL MEETING** Councilman

Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes from July's Special Meeting were found to be correct.

Roll call vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN EVANS	YES
	COUNCILWOMAN HALL	YES

COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

14.) **RESOLUTION #50/23 AUDIT BILLS** Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED; that the bills on Abstract #8/23 be paid in the following amounts:

<b>GENERAL FUND</b>	<b>NUMBERS 133 THROUGH 148</b>	<b>\$4,550.89</b>
<b>HIGHWAY FUND</b>	<b>NUMBERS 196 THROUGH 204</b>	<b>\$127,106.87</b>

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<b>TOTAL ALL CLAIMS</b>		<b>\$131,657.76</b>
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Roll call vote: COUNCILMAN JACKSON YES  
COUNCILMAN EVANS YES  
COUNCILWOMAN HALL YES  
COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

Councilman Jackson made the motion, seconded by Councilwoman Hall to adjourn the meeting. All in favor. Meeting adjourned at 7:35pm.

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Chelsea L. Thomas