

REGULAR MEETING, TOWN OF PITCAIRN, DECEMBER 8, 2025

A regular meeting was held on December 8, 2025, at the Pitcairn Town Hall with the following people present:

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

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

VISITORS: ALLEN BANGO

- 1.) Supervisor Houghton called the meeting to order at 6:30pm
- 2.) Pledge of Allegiance was said
- 3.) Public Comments - none
- 4.) Code Enforcement Report:
 - Larry handed out quite a few compliance sheets this month.
 - A land owner will be coming to see Clerk Thomas soon about a subdivision in Pitcairn.

5.) Clerk's Report:

5 Building Permits	295.28
2 conservation licenses	1.49
9 dog licenses	114.00
<u>1 cert. Marriage copy</u>	<u>10.00</u>
Total local shares remitted:	420.77
Total non-local revenues:	42.51
Total state, county, local rev.	463.28

- 6.) Highway News:
- Jerry said he will need to start following the contract when he calls the men in.
 - He will be helping transition Allen to take over for January 1st.

7.) Supervisor's Report:

	Balance 10/31/2025	Increases	Decreases	Balance 11/30/2025
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	10,325.76	72,536.76	17,370.73	65,491.79
CASH - SAVINGS	297,585.23	857.08	0.00	298,442.31
PETTY CASH	100.00	0.00	0.00	100.00
<u>BUILDING RESERVE</u>	<u>105,998.81</u>	<u>411.12</u>	<u>0.00</u>	<u>106,409.93</u>
TOTAL	414,009.80	73,804.96	17,370.73	470,444.03
 DA HIGHWAY - TOWNWIDE				
CASH - CHECKING	19,102.06	10,000.00	16,316.00	12,785.46
CASH - SAVINGS	100,445.65	631.70	10,000.00	91,077.35
<u>EQUIPMENT RESERVE</u>	<u>791,639.88</u>	<u>1,891.89</u>	<u>0.00</u>	<u>793,531.77</u>
TOTAL	911,187.59	12,523.59	26,316.60	897,394.58
 SF PITCAIRN FIRE PROTECTION				
CASH - CHECKING	5,854.75	4.82	4.82	5,854.75
CASH - SAVINGS	2.41	4.82	4.82	2.41
TOTAL	5,857.16	9.64	9.64	5,857.16
 TA TRUST & AGENCY				
<u>CASH - CHECKING</u>	<u>658.02</u>	<u>21,470.89</u>	<u>21,697.31</u>	<u>431.60</u>
<u>TOTAL</u>	<u>658.02</u>	<u>21,470.89</u>	<u>21,697.31</u>	<u>431.60</u>
TOTAL ALL FUNDS	1,331,712.57	107,809.08	65,394.28	1,374,127.37

8.) **RESOLUTION #69/25 DOG CONTROL CONTRACT** Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town of Pitcairn council members authorizes supervisor Houghton to sign the 2026 contract with Dan Moyer as the dog control officer.

Roll call vote:	COUNCILMAN JACKSON	ABSENT
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN MCINTOSH	YES
	COUNCILWOMAN HALL	YES
	SUPERVISOR HOUGHTON	YES

9.) RESOLUTION # 70/25 ACCEPTANCE OF DAVID SHAW'S PROPOSAL FOR IT SERVICES Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town of Pitcairn has agreed with David Shaw's (IT) services proposal of \$25/hour.

Roll call vote:	COUNCILMAN JACKSON	ABSENT
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

10.) RESOLUTION #71/25 BUDGETARY TRANSFERS Councilman Sullivan made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Supervisor is authorized to make the following budget transfers

TO A3510.1	500.00
FROM: A3510.4	500.00

Roll call vote:	COUNCILMAN JACKSON	ABSENT
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

11.) Unfinished Business:

- The Town of Diana Park Committee has asked if there would be a council member or members who would be interested in attending a neutral meeting to design the playground in Town and approve design plans.
- Some of the people attending the meeting will be Kimmy Meuller, Jay Seymour, Chuck Fowler, Lonnie Phillips, Herb Frost, and a few others.

12.) RESOLUTION #72/25 ACCEPTANCE OF MINUTES Councilman Sullivan made the motion, seconded by Councilwoman McIntosh to accept the following

resolution: RESOLVED; that the minutes from the November meeting were found to be correct.

Roll call vote: COUNCILMAN JACKSON ABSENT
 COUNCILMAN SULLIVAN YES
 COUNCILWOMAN HALL YES
 COUNCILWOMAN MCINTOSH YES
 SUPERVISOR HOUGHTON YES

13.) RESOLUTION # 73/25 AUDIT BILLS Councilwoman Hall made the motion, seconded by Councilman Sullivan to accept the following resolution:
RESOLVED; that the bills on Abstract #12/25 were found to be correct and be paid in the following amounts

GENERAL FUND	NUMBERS 190 THROUGH 205	4,564.27
HIGHWAY FUND	NUMBERS 150 THROUGH 161	13,440.80
TRUST & AGENCY	NUMBERS 11 THROUGH 11	129.00
TOTAL ALL FUNDS		18,134.07

Roll call vote: COUNCILMAN JACKSON ABSENT
 COUNCILMAN SULLIVAN YES
 COUNCILWOMAN HALL YES
 COUNCILWOMAN MCINTOSH YES
 SUPERVISOR HOUGHTON YES

Councilwoman McIntosh made the motion, seconded by Councilman Sullivan to adjourn the meeting. All in favor. The meeting adjourned at 6:57pm.

Town Clerk

December 8, 2025 Meeting - Pitcairn Town Hall
EXECUTIVE SESSION

Councilwoman Hall made the motion to enter executive session.

Executive session entered at 6:58pm.

No motion or resolutions were made.

Councilwoman Hall made the motion to exit the executive session. Session exited at 7:13pm.