

REGULAR MEETING, TOWN OF PITCAIRN, DECEMBER 12, 2023

A regular meeting was held on December 12, 2023, at the Pitcairn Town Hall, with the following people present:

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

OTHERS PRESENT: CHELSEA THOMAS, TOWN CLERK; LELAND RYAN, BUDGET OFFICER; JAMES SNYDER, ASSESSOR; LARRY ATKINSON, CODE ENFORCEMENT OFFICER

VISITORS: DAVID SULLIVAN

ABSENT: LARRY EVANS, JERRY MCINTOSH

- 1.) Supervisor Houghton called the meeting to order at 6:30pm.
- 2.) The Pledge of Allegiance was followed.
- 3.) Public Comments:
 - Larry Atkinson donated to the food pantry and Jane Rose couldn't make the meeting but wanted Councilwoman Hall to make sure he knew it was appreciated. Larry Atkinson mentioned that the food pantry was going to talk to Town of Diana as well, but they are looking to get a rain cover over the entrance to protect against the weather.
 - Councilman Jackson brought the remaining gift cards to donate to the food pantry. The Town just asks that Jane tries to use them with local businesses as much as possible.
 - Councilwoman Hall spoke about her concerns with Allison not getting paid for her first month appointed due to previous Supervisor already being paid. There wasn't enough money in her account to pay her. The Attorney advised Leland that it could be taken out of any account but make sure to specify the reasoning behind the transfer in the minutes.
 - It was discussed about purchasing a new vacuum cleaner for the Town Hall. The Board agreed to buy a new one in January.
- 4.) **RESOLUTION # 76/23 PAY SUPERVISOR FOR OCTOBER SERVICES** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that Supervisor Houghton be paid for her October 2023 services starting October 12, 2023, through October 31, 2023. The budget officer is hereby authorized to make the necessary transfer into the Supervisor's personal services account due to the previous Supervisor already being paid for the full amount for the month of October.

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

5.) **RESOLUTION #77/23 PURCHASE OF NEW VACUUM CLEANER** Councilwoman McIntosh made the motion, seconded by Councilman Jackson to purchase a new vacuum cleaner for the town hall.

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

6.) Code Enforcement Report:

- Issued 3 permits.
- There were some solar updates for a resident on the Fullerville Road
- The County has hired a company to check on fuel tanks at a property going up for sale tax. They will give a copy of the final report to Larry once completed.

7.) Clerk's Report:

3 building permits	144.72
2 conservation licenses	2.59
3 dog licenses	30.00
5 certified death cert.	50.00

TOTAL LOCAL SHARES REMITTED:	227.31
TOTAL NON-LOCAL REVENUES:	47.41
TOTAL STATE, COUNTY, & LOCAL REVENUES:	274.72

8.) Highway Department:

- The check for CHIPS will be here Thursday. The second portion of the CHIPS money will be handed out in March.

9.) Supervisor's Report:

	Balance 10/31/2023	Increases	Decreases	Balance 11/30/2023
A GENERAL FUND – TOWNWIDE				
CASH – CHECKING	83,751.79	93,626.08	150,005.21	27,372.66
CASH – SAVINGS	210,155.20	110,789.26	235,000.00	85,944.46
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	106,613.00	15,451.79	15,000.00	104,064.79
TOTAL:	397,619.99	219,867.13	400,005.21	217,481.91
DA HIGHWAY – TOWNWIDE				
CASH – CHECKING	18,500.00	110,028.80	125,036.82	3,491.98
CASH – SAVINGS	145,471.83	235,653.89	295,000.00	86,125.72
EQUIPMENT RESERVE	470,099.63	187,157.25	0.00	657,256.88
TOTAL:	634,071.46	532,839.94	420,036.82	746,874.58
SF PITCAIRN FIRE PROTECTION				
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
TA TRUST & AGENCY				
	1,330.01	28,620.98	28,837.53	1,113.46
	1,330.01	28,620.98	28,837.53	1,113.46
TOTAL ALL FUNDS:	1,033,021.46	781,328.05	848,879.56	965,469.95

10.) **RESOLUTION # 78/23 BUDGETARY TRANSFERS** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED: that the Supervisor has been authorized to dop the following budget transfers:

GENERAL FUND

TO: A1110.42	JUSTICE – MILEAGE	\$700.00
TO: A1220.41	SUPERVISOR – CONT’L	\$1,500.00
TO: A1410.47	TOWN CLERK – POST, OFC SUPPLIES	\$300.00
TO: A1910.4	UNALLOCATED INSURANCE	\$5.00
TO: A5132.44	GARAGE – ELECTRICITY	\$200.00
TO: A5132.47	GARAGE – SUP., WATER, CLEANING	\$200.00
FROM: A9010.8	STATE RETIREMENT	\$700.00
FROM: A9010.8	STATE RETIREMENT	\$1,500.00
FROM: A1410.50	RECORD RESTORATION	\$300.00
FROM: A1410.50	RECORD RESTORATION	\$5.00
FROM: A1410.50	RECORD RESTORATION	\$200.00
FROM: 1410.50	RECORD RESTORATION	\$200.00

HIGHWAY FUND – JOURNAL ENTRY

TO: DA5112.26	PAVING MATERIALS	\$36,612.74
FROM: DA51112.21	CULVERT PIPE	\$10,000.00
FROM: DA5112.22	GRAVEL	\$854.40
FROM: DA5112.25	CO. PAVING/EQUIP – RENTAL	\$8,900.00
FROM: DA5142.41	DIESEL	\$10,000.00
FROM: DA9010.8	STATE RETIREMENT	\$6,858.34

GENERAL JOURNAL ENTRY

TO: BUILDING RESERVE	\$15,000.00
FROM: GENERAL SAVINGS	\$15,000.00

Roll call vote:

COUNCILMAN JACKSON	YES
COUNCILMAN EVANS	ABSENT
COUNCILWOMAN HALL	YES
COUNCILWOMAN MCINTOSH	YES
SUPERVISOR HOUGHTON	YES

11.) **RESOLUTION #79/23 HOLIDAY FLAGS 2023** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Town Council cut a check in the amount of \$225.00 for the VFW for Holiday flags for the 2023 year.

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

12.)New/Unfinished Business:

- James Snyder, Pitcairn Assessor, spoke about the situation with the piece of land behind the Town Hall that never got switched to tax exempt when it was put into the Town's name. He explained the process and assured the Town it would be fixed.
- James also mentioned the new local law that was passed in Lewis County for the EMS & Fire tax exempt update that will take effect in 2026.
- Supervisor Houghton brought up the road rally and the Board agreed they were not going to approve the request to have the Road Rally this year.
- Leland explained the main duties of a budget officer and what the responsibilities would entail. Clerk Thomas will put an advertisement out again for a Budget Officer.
- The Town Credit Card needs to be switched out of Clyde Frank's name and put into the Town's name with Supervisor Houghton as an Admin. The Board passed a resolution making the credit card account a corporate liability and appointing Allison the Admin on the card.
- Clerk Thomas requested to be taken off the Supervisor's bank accounts now that there has been a Supervisor and Deputy appointed. The auditor agrees it's not appropriate for the Clerk to be on needed on those accounts anymore.

13.)RESOLUTION #80/23 CREDIT CARD ACCOUNT SWITCHED TO CORPORATE LIABILITY

Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town requests the account to be switched from individual to corporate liability, this way the card is not in one individual's name but the Town of Pitcairn's name.

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

14.)RESOLUTION #81/23 ACCEPTANCE OF MINUTES FOR SEPTEMBER, OCTOBER, AND

NOVEMBER 2023 MINUTES Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes for the meetings of the months of September, October, and November were found to be correct.

Roll call vote:

COUNCILMAN JACKSON	YES
COUNCILMAN EVANS	ABSENT
COUNCILWOMAN HALL	YES
COUNCILWOMAN MCINTOSH	YES
SUPERVISOR HOUGHTON	YES

15.) **RESOLUTION #82/23 AUDIT BILLS** Councilman Jackson made the resolution, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the bills on Abstract #12/23 be paid in the following amounts:

GENERAL FUND	NUMBERS 211 THROUGH 221	\$1,469.58
HIGHWAY FUND	NUMBERS 254 THROUGH 264	\$3,895.28
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TOTAL ALL FUNDS:		\$5,364.86

Roll call vote:

COUNCILMAN JACKSON	YES
COUNCILMAN EVANS	ABSENT
COUNCILWOMAN HALL	YES
COUNCILWOMAN MCINTOSH	YES
SUPERVISOR HOUGHTON	YES

Supervisor Houghton made the motion, seconded by Councilman Jackson to adjourn the meeting, All in favor. The meeting adjourned at 7:30pm.



Chelsea L. Thomas