

ORGANIZATONAL MEETING, TOWN OF PITCAIRN, JANUARY 11, 2022

An Organizational Meeting was held on January 11, 2022, at the Pitcairn Town Hall, with the following people present:

PRESENT: SUPERVISOR CLYDE FRANK JR.
COUNCILMAN LAWRENCE EVANS
COUNCILMAN PAUL JACKSON
COUNCILWOMAN ANN HALL
COUNCILWOMAN DORA MCINTOSH

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

VISITOR: BARBARA FRANK

- 1.) Supervisor Frank called the meeting to order at 6:27pm
- 2.) The Pledge of Allegiance was said
- 3.) **RESOLUTION #1/22 APPOINTMENTS** Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the appointments made for the following positions:

- ATTORNEY: KENDALL, WALTON, & BURROWS (PETER WALTON)
- BUDGET OFFICER: LELAND RYAN
- CEMETERY SEXTON: LELAND RYAN
- CODE ENFOREMENT OFFICER: LARRY ATKINSON
- DIRECTOR OF CEMETERY PLOTS: LELAND RYAN
- DOG CONTROL OFFICER: DAN MOYER
- GRAVE DIGGER: MIKE FRENCH
- HISTORIAN: LELAND RYAN
- TAX COLLECTOR: CHELSEA THOMAS
- DEPUTY TAX COLLECTOR: AMANDA JOHNSON
- DEPUTY REGISTRAR: AMANDA JOHNSON
- DEPUTY TOWN CLERK: AMANDA JOHNSON
- PLANNING BOARD: GARY SMITH
- BANK: COMMUNITY BANK NA
- NEWSPAPER: WATERTOWN DAILY TIMES

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

4.) **RESOLUTION #2/22 SETTING OF SALARIES** Councilwoman Hall made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the salaries that were set in the 2022 Final Budget were found to be accepted.

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

5.) CODE ENFORCEMENT OFFICER REPORT:

- Nothing new recently
- Followed up on a few finished houses
- Wrote a ticket for junk in the yard
- Followed up with people he issued tickets for junk in their yard

6.) CLERK'S REPORT:

• 4 Building Permits	42.00
• 2 Conservation licenses	5.01
• 2 Dog licenses	26.00
• 7 Death Certified Copies	70.00
• 1 Marriage Certified Copies	10.00

TOTAL LOCAL SHARES REMITTED TO SUPERVISOR: 153.01

Amount paid to NYS Ag & Markets (APCP) 4.00

Amount paid to NYS DEC (DECALS) 389.99

TOTAL NON-LOCAL REVENUES: 393.99

TOTAL STATE, COUNTY, & LOCAL REVENUES: 547.00

7.) **RESOLUTION #3/22 ACCEPTANCE OF MINUTES** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED, that the Minutes from the December 14, 2021 meeting were found to be correct.

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

8.) Supervisor Frank handed out the Supervisor's report and reconciled bank statements

SUPERVISOR'S REPORT:

	Balance			Balance
11/31/2021		Increases	Decreases	12/31/2021
A GENERAL FUND-TOWNWIDE				
Cash-Checking	175,433.06	20,314.01	20,972.43	174,774.64
Cash-Saving	230,012.30	6.83	0.00	230,019.13
Petty Cash	100.00	0.00	0.00	100.00
Building Reserve	<u>83,110.69</u>	<u>2.48</u>	<u>0.00</u>	<u>83,113.17</u>
TOTAL	488,656.05	20,323.32	20,972.43	488,006.94
DA HIGHWAY FUND-TOWNWIDE				
Cash-Checking	13,999.82	198,902.37	17,029.03	195,873.16
Cash-Savings	36,408.57	1.14	0.00	36,409.71
Equipment Reserve	<u>445,126.38</u>	<u>13.29</u>	<u>0.00</u>	<u>445,139.67</u>
TOTAL	495,534.77	198,916.80	17,029.03	677,422.54
SF PITCAIRN FIRE PROTECTION				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL	0.00	0.00	0.00	0.00
TA TRUST & AGENCY				
Cash- Checking	<u>9,956.92</u>	<u>20,905.29</u>	<u>29,717.94</u>	<u>1,144.27</u>
TOTAL	9,956.92	20,905.29	29,717.94	1,144.27
TOTAL ALL FUNDS	994,147.74	240,145.41	67,719.40	1,166,573.75

9.) Supervisor Frank opened the floor to public comments

- Councilman Jackson asked when the Fire Department will be getting their 10,000 check from the COVID fund.

Jessica Jenack entered at 6:45pm

- Councilwoman Hall mentioned spending some of the COVID money to buy and distribute COVID test kits and masks

10.) HIGHWAY NEWS

- Wondered when the new truck was being paid for in 2022
- Needed the board to make a resolution for sharing services with the county
- Jerry mentioned they were going to buy a smart tv for the garage to take their trainings virtually.

- The canister on the 2015 truck was replaced.

11.) **RESOLUTION #4/22 HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR PROVIDING SERVICE FOR 2022** Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, that we continue to share services with the county.

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

12.) PUBLIC COMMENTS:

- Councilwoman Hall asked Supervisor McIntosh if they were going to hire for a Winter driver to help.

13.) SET DATE TO AUDIT BOOKS (JUSTICE, TOWN CLERK, & TAX COLLECTOR)

- The board will decide when to get together and who will be doing it later.

14.) **RESOLUTION #5/22 -RENEW RESOLUTION #6/21 TOWN OF PITCAIRN EXTENSION OF SENIOR AND INDIVIDUAL WITH DISABILITIES AND LIMITED INCOME EXEMPTION OPT-IN** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: WHEREAS, the state disaster emergency has resulted in limited hours in municipal offices and rendered seniors and individuals with disabilities homebound, and WHEREAS, many seniors and individuals with disabilities do not have the ability to file their real property tax exemption application in person due to safety precautions and lack the ability to file such applications online, and WHEREAS, Governor Cuomo has issued Executive Order 202.83, which grants local governments the ability to adopt a resolution extending the exemption status for those seniors and individuals with disabilities entitled to certain real property tax exemptions: NOW THEREFORE BE IT RESOLVED that the Assessor shall extend the 2020 exemption status for those individuals receiving the senior exemption and the person with disabilities and limited income exemption through 2021 without a renewal application except in the circumstances elucidated below; and BE IT RESOLVED that the assessor may require a renewal application if he or she believes that an owner that qualified for the 2020 exemption has since changed their primary residence, added another owner to the deed, transferred the property to a new owner, or died.

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

15.) **RESOLUTION #6/22 AUDIT OF BILLS** Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the bills on Abstract #13/21 and #1/22 be paid in the following amounts:

GENERAL FUND	NUMBERS 1 THROUGH 7	\$2,029.52
HIGHWAY FUND	NUMBERS 1 THROUGH 10	\$10,763.29
	TOTAL ALL CLAIMS	\$12,792.81

GENERAL FUND	NUMBERS 1 THROUGH 10	\$1,926.46
HIGHWAY FUND	NUMBERS 1 THROUGH 1	\$ 29.25
	TOTAL ALL CLAIMS	\$1,955.71

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

16.) **RESOLUTION #7/22 BUDGETARY TRANSFERS** councilwomen McIntosh made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Supervisor is and hereby authorized to make the following budgetary transfers:

GENERAL FUND	\$81.24
TO: A1410.43 TOWN CLERK -LEGAL ADV.	\$80.88
TO: A5010.1 SUPT. OF HIGHWAY-PERSONAL SER.	\$ 0.36
FROM: A1410.46 TOWN CLERK- POSTAGE, OFFICE SUPP.	\$80.88
FROM: A5010.45 SUPT HIGHWAY- OFFICE SUPPLIES	\$ 0.36
HIGHWAY FUND	\$8,899.68
TO: DA5130.4 CONTRL- REPAIRS, TRUCKS	\$8,700.00
TO: DA9060.8 HOSPITAL INSURANCE	\$ 199.68
FROM: DA5110.415 GENERAL REPAIRS-GRAVEL COST	\$2,700.00
FROM: DA5110.417 GENERAL REPAIRS-CULVERT PIPE	\$2,599.68
FROM: DA5110.48 GENERAL REPAIRS-SUPPLIES, MISC.	\$3,600.00

GENERAL FUND-JOURNAL ENTRY	
TO: A308.9 OTHER GEN'L GOV. STATE AID	\$166.61
FROM: A410 STATE AID-OTHER ,GRANT REC.	\$166.61

*CORRECT POSTING TO INCORRECT ACCOUNT

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

Councilman Jackson made the motion, seconded by Councilman Evans to adjourn the meeting.
All in favor. Meeting adjourned 7:39pm.