

ORGANIZATIONAL MEETING, TOWN OF PITCAIRN, JANUARY 16TH, 2024

An organizational meeting was held on January 16th, 2024, at the Pitcairn Town Hall, with the following people present:

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

OTHERS PRESENT: CHELSEA THOMAS, TOWN CLERK; ALICIA MERA, BUDGET OFFICER – DEPUTY SUPERVISOR; LARRY ATKINSON, CODE ENFORCEMENT OFFICER

VISITORS: CHARLES PRIOR (EDR), THOMAS HAYES (DEVELOPMENT AUTHORITY)

- 1.) Supervisor Houghton called the meeting to order at 6:29pm
- 2.) The Pledge of Allegiance was said.
- 3.) **RESOLUTION #1/24 APPOINTMENTS** Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the appointments were made as follows:

Attorney: Peter Walton

Budget Officer: Alicia Mera

Cemetery Sexton: Jason Thomas

Cleaner: Alicia Mera

Code Enforcement: Larry Atkinson

Deputy Tax Collector: Amanda Johnson

Deputy Registrar: Amanda Johnson

Deputy Town Clerk: Amanda Johnson

Dog Control Officer: Dan Moyer

Grave Digger: Mike French

Historian: Chelsea Thomas

Registrar: Chelsea Thomas

Supervisor: Allison Houghton

Bank: Community Bank NA

Newspaper: Watertown Daily Times; Bargain Hunter

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

4.)RESOLUTION #2/24 RESIGNATION OF ASHLEY HART AS TOWN CLEANER Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that effective 12/31/23 the Town of Pitcairn accepts the resignation of Ashley Hart as the Town Hall cleaner.

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

5.)RESOLUTION #3/24 PURCHASE OF SUBSCRIPTIONS FOR ANCESTRY AND FAMILY TREE FOR HISTORIAN USE Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Historian has permission to purchase the yearly subscriptions for Ancestry and Family Tree for Town Historian purposes.

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

6.)RESOLUTION #4/24 SET SALARIES Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the salaries set between the Town Board and appointees have been agreed upon and accepted.

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

7.) **RESOLUTION #5/24 REVIEW OF POLICIES** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; the Policies have been reviewed and accepted by the Board.

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

8.) Code Enforcement Report:

Larry took the floor to give his monthly report:

- He is waiting on two permits from a contractor still.
- Compliance sheets were handed out to all that have completed projects.
- It was discussed about the pricing of storage pods on a parcel. Yearly cost of \$10.00

9.) Clerk's Report:

Clerk Thomas took the floor to give her monthly report:

7 dog licenses	82.00
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TOTAL LOCAL SHARES REMITTED:	82.00
TOTAL NON-LOCAL REVENUES:	11.00
TOTAL STATE, COUNTY, & LOCAL REVENUES:	93.00

10.) Highway News:

Superintendent McIntosh took the floor to give his monthly update:

- The Jayville Road pipe culvert is replaced.
- Jerry will be making Chris Graham his Deputy to take on acting responsibilities and duties when Jerry is unable to.
- Jerry also presented the Board with the Holding Harmless Agreement between the Town of Pitcairn and St. Lawrence County.

11.) RESOLUTION #6/24 HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR PROVIDING SERVICE FOR 2024 Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Town of Pitcairn hereby accepts the agreement between the Town of Pitcairn and St. Lawrence County.

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

12.) Supervisor's Report:

A GENERAL FUND – TOWNWIDE

	BALANCE 11/30/2023	INCREASES	DECREASES	BALANCE 12/31/2024
CASH – CHECKING	27,372.66	4,463.46	12,615.12	19,221.00
CASH – SAVING	85,944.46	386.52	0.00	86,330.98
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	104,064.79	15,498.39	0.00	119,563.18
TOTAL:	217,481.91	20,348.37	12,615.12	225,215.16

DA HIGHWAY – TOWNWIDE

CASH – CHECKING	3,491.98	369,640.44	199,690.63	173,441.79
CASH – SAVINGS	86,125.72	15,356.91	30,000.00	71,482.63
EQUIPMENT RESERVE	657,256.88	2,955.85	0.00	660,212.73
TOTAL:	746,874.58	387,953.20	229,690.63	905,137.15

SF PITCAIRN FIRE PROTECTION

	0.00	0.00	0.00	0.00
TOTAL:	0.00	0.00	0.00	0.00

TA TRUST & AGENCY

CASH – CHECKING	1,113.46	20,587.11	20,525.07	1,175.50
TOTAL:	1,113.46	20,587.11	20,525.07	1,175.50

TOTAL ALL FUNDS	965,469.95	428,888.68	262,830.82	1,131,527.81
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13.)RESOLUTION #7/24 BUDGETARY TRANSFERS Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Supervisor make the following budget transfers:

GENERAL FUND

TO: A1220.12 PERSONAL SERVICES – SUPERVISOR	655.71
TO: A5132.41 GARAGE – HEATING	760.00
TO: A1220.43 SUPERVISOR CONTRACTUAL- CPA	1,600.00
TO: A5132.41 GARAGE- HEATING	180.00
TO: A5132.41 GARAGE- HEATING	160.00
FROM: A5132.41 GARAGE- HEATING	655.71
FROM: A1220.41 SUPERVISOR CONTRACTUAL	760.00
FROM: A5132.41 GARAGE- HEATING	1,600.00
FROM: A5132.44 ELECTRICITY	180.00
FROM: A1410.46 TOWN CLERK POSTAGE, OFF. SUP.	160.00

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

14.) RESOLUTION #8/24 ACCEPTANCE OF MINUTES Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes from the December meeting were found to be correct.

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

15.)New/Unfinished Business:

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****Charles Prior entered at 7:00pm****

- The Board gave Supervisor Houghton authorization to cut a check in the amount of 4,989.67 to Iroquois Gas company for the penalty on their late taxes in April 2023 due to no fault of their own.
- Thomas Hayes from Development Authority took the floor to speak about the process of the grant money and where it stood. The Town will receive the money once Charles Prior files it on his end at EDR.
- Charles Prior spoke about his progress and what happens next if the Board wishes to proceed any further. The Board agreed to wait and see if any additional funding came about in the future rather than move forward with the water project right now. If grants do become available EDR has all our reports ready that would be needed to apply for a grant.
- Thomas Hayes will be in touch with either the Town Clerk or Supervisor once the grant is processed to find out where to send the funds.

****Thomas Hayes & Charles Prior left at 7:26pm****

16.) RESOLUTION #9/24 AUDIT BILLS Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the bills on Abstract #13/23 and #1/24 be paid in the following amounts:

Abstract 13/23:

GENERAL FUND	NUMBERS 225 THROUGH 237	\$9,295.29
HIGHWAY FUND	NUMBERS 265 THROUGH 272	\$6,013.39
TRUST & AGENCY	NUMBERS 160 THROUGH 160	\$177.00

Abstract #1/24:

GENERAL FUND	NUMBERS 237 THROUGH 242	\$2,264.42
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TOTAL ALL FUNDS: \$15,485.68

Councilman Jackson made the motion, seconded by Councilwoman McIntosh to adjourn the meeting. All in favor. Meeting adjourned at 7:45pm.

Chelsea L. Thomas

