

ORGANIZATIONAL MEETING, TOWN OF PITCAIRN, JANUARY 14, 2025

An organizational meeting was held on January 14, 2025, at the Pitcairn Town Hall, with the following people present:

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

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

VISITORS: BILLIE MANCHESTER, JANE ROSE

- 1.) Supervisor Houghton called the meeting to order at 6:30pm.
- 2.) The Pledge of Allegiance was said
- 3.) Supervisor Houghton opened the floor to public comments:
  - Jane Rose updated the board on the food pantry, with 39 families last month, 96 individuals. They have many new clients and many donations.
- 4.) **RESOLUTION #3/25 BUDGET TRANSFERS FOR 2024** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that Supervisor Houghton is advised to make the following budget transfers.

TO: DA5142.1- <b>SN. REM.</b> – PERSONAL SERVICE, TOWN ROADS	4,844.00
TO: A5132.47- <b>GARAGE</b> - TRASH, WATER, CLEANING SUPP.	169.00
FROM: DA5112.1- <b>PERM. IMPR.</b> - PERSONAL SERVICES	4,844.00
FROM: A5132.41- <b>GARAGE</b> - HEATING OIL	169.00

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

5.) **RESOLUTION #4/25 APPOINTMENTS** Councilman Sullivan made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the board approved the following appointments:

Attorney: Peter Walton - Walton Law  
Budget Officer: Alicia Mera  
Cemetery Sexton: Jason Thomas  
Cemetery Mower: Nick Houghton  
Cleaner: Allison Houghton  
Code Enforcement: Larry Atkinson  
1<sup>st</sup> Deputy Clerk: Chantelle Lancor  
1<sup>st</sup> Deputy Tax Collector: Chantelle Lancor  
1<sup>st</sup> Deputy Registrar: Chantelle Lancor  
2<sup>nd</sup> Deputy Tax Collector: Amanda Johnson  
2<sup>nd</sup> Deputy Registrar: Amanda Johnson  
2<sup>nd</sup> Deputy Town Clerk: Amanda Johnson  
Dog Control Officer: Dan Moyer  
Grave Digger: Mike French  
Historian: Chelsea Thomas  
Registrar: Chelsea Thomas  
Planning Board: Cheyanne Brooks  
Planning Board: Pamela Kirch  
Planning Board: Michael Marchione  
Bank: Community Bank NA  
Newspaper: Watertown Daily Times  
Other Publication: Facebook and Bargain Hunter  
Health Officer: St. Lawrence County

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

6.) **RESOLUTION #5/25 SET SALARIES** Councilwoman McIntosh made the motion, seconded by Councilman Sullivan 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
	COUNCILMAN SULLIVAN	YES
	COUNCILWOMAN HALL	YES
	COUNCILWOMAN MCINTOSH	YES
	SUPERVISOR HOUGHTON	YES

7.) **RESOLUTION #6/25 SET POLICIES** Councilman Sullivan made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Policies have been reviewed and accepted by the Board.

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

8.) **Code Enforcer Report:**

- Larry has checked on a few applicants to see where they are with their projects.
- There are two new houses currently being built in Pitcairn.

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

5 dog licenses	50.00
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Total local shares remitted:	50.00
Total non-local revenues:	5.00
Total state, county, and local revenues:	55.00

10.) **Highway News:**

- Jerry and Clerk Thomas have been working with FEMA regarding the July and August storms. We have another meeting with them on 1/15
- We lost the culvert pipe up on Jayville again, Jerry needs to get a permit from DEC
- The Generac went down, they will come out to service it
- #9 truck is currently being worked on as well.

11.) Supervisor's Report:

	BALANCE 11/30/2024	INCREASES	DECREASES	BALANCE 12/31/2024
A GENERAL FUND - TOWNWIDE				
CASH – CHECKING	35,347.21	20,406.58	13,229.80	42,523.99
CASH – SAVING	193,985.19	691.39	11,300.00	183,376.58
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	125,269.08	469.10	0.00	125,738.18
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TOTAL:	354,701.48	21,567.07	24,529.80	351,738.75
DA HIGHWAY – TOWNWIDE				
CASH – CHECKING	18,794.39	306,546.56	68,744.30	256,596.65
CASH – SAVINGS	122,383.92	702.80	63,300.00	59,786.72

EQUIPMENT RESERVE	769,205.77	2,158.70	0.00	771,364.47
<b>TOTAL:</b>	<b>910,384.08</b>	<b>309,408.06</b>	<b>132,044.30</b>	<b>1,087,747.84</b>
SF PITCAIRN FIRE PROTECTION				
CASH – CHECKING	-22,617.00	0.00	0.00	-22,617.00
CASH – SAVINGS	5,788.13	21.66	0.00	5,809.79
<b>TOTAL:</b>	<b>-16,828.87</b>	<b>21.66</b>	<b>0.00</b>	<b>-16,807.21</b>
TA TRUST & AGENCY				
CASH – CHECKING	1,224.95	23,311.83	23,064.75	1,472.03
<b>TOTAL:</b>	<b>1,224.95</b>	<b>23,311.83</b>	<b>23,064.75</b>	<b>1,472.03</b>
<b>TOTAL ALL FUNDS:</b>	<b>1,249,481.64</b>	<b>354,308.62</b>	<b>179,638.85</b>	<b>1,424,151.41</b>

12.) **RESOLUTION #7/25 ACCEPTANCE OF MINUTES** Councilwoman McIntosh made the motion, seconded by Councilman Sullivan to accept the following resolution: RESOLVED; that the minutes from December meeting were found to be correct.

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

13.) **RESOLUTION #8/25 AUDIT BOOKS – TOWN CLERK**

Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the Board found the Clerk’s books for 2024 to be correct.

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

14.) **RESOLUTION #9/25 MILEAGE RATE** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; the Town of Pitcairn’s reimbursed mileage rate is now set to 0.70/mile per NYS law.

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

15.) **RESOLUTION #10/25 HOLDING HARMLESS ST. LAWRENCE COUNTY SERVICES** Councilman Sullivan made the motion, seconded by Councilman Jackson to accept the following resolution:  
**RESOLVED;**

**WHEREAS**, the of is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting, and other routine maintenance activities to the Town, and

**WHEREAS**, both the of and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

**WHEREAS**, in this joint cooperative endeavor the of and the County of St. Lawrence desires to be reimbursed for their expenditures, and

**WHEREAS**, the is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

**NOW, THEREFORE, BE IT RESOLVED** that to the fullest extent permitted by law, the of will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the of or any of its directors, officers, employees, contractors, representatives, or agents.

**BE IT FURTHER RESOLVED** that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$3,000,000 General Aggregate

\$1,000,000 Products Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

**BE IT FURTHER RESOLVED**, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

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

16.) **RESOLUTION #11/25 AUDIT** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the bills on Abstract #13/24 and 01/25 were found to be correct and be paid in the following amount:

**ABSTRACT #13/24**

GENERAL FUND	NUMBERS 174 THROUGH 194	11,674.53
HIGHWAY FUND	NUMBERS 131 THROUGH 140	11,469.53
TOTAL ALL FUNDS:		23,144.06

**ABSTRACT 01/25**

GENERAL FUND	NUMBERS 1 THROUGH 5	1,210.19
TRUST & AGENCY	NUMBERS 1 THROUGH 1	180.00
TOTAL ALL FUNDS:		1,390.19

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

Councilwoman Hall made the motion, seconded by Councilman Jackson to adjourn the meeting. All in favor. Meeting adjourned at 6:59pm.

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Chelsea L. Thomas