

REGULAR MEETING, TOWN OF PITCAIRN, JULY 13, 2021

A Regular meeting was held on July 13, 2021 at the Pitcairn Town Hall with the following people present:

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

OTHERS PRESENT: REBECCA MOORE, TOWN CLERK; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LARRY ATKINSON, CODE ENFORCEMENT; LELAND RYAN, BUDGET OFFICER; JESSICA JENACK, DEPUTY SUPERVISOR

VISITORS: BARBARA FRANK, RICK CHARTRAND, C. PAUL COUNTRYMAN, CINDY SHAW, KAREN SHAW

- 1) Supervisor Frank called the meeting to order 6:29pm
- 2) Supervisor Frank opened the floor for public comments:
  - Rick Chartrand took the floor and discussed the Harrisville Little League program that is a 5013C Non profit program located on the Osborne Road in the Town of Pitcairn. Rick and Julie Chartrand started the organization over 20 years ago and are wanting to get out of it. Rick was asking the Town Board to consider taking over the maintenance and concession stand. They would turn everything over to the town (all equipment, etc) Coaches for the 3 Divisions have not been a problem to get but volunteers for maintaining the fields, mowing and running the concession stand have been hard to get.
  - Councilman Jackson asked who does the bookwork for the program (Emily Woodard)
  - Superintendent McIntosh asked if they carried insurance. The Little League is registered through Little League International
  - Leland Ryan suggested talking with the Town of Diana to expand the Youth Program to include the Little League
- 3) Rick Chartrand left the meeting at 6:41pm
- 4) Code Enforcement news
  - 3 Permits were issued in June
  - Sent out letters to people in the town concerning junk in their yards
  - Sent letter to Gary Russell to comply with septic system on Stone Rd
  - Had some complaints regarding junk issues
  - Was contacted by Dave Vandewater concerning sub division on Greenwood Falls Rd. Planning Board meeting will be held on July 21 at 6:00

5) Clerk Moore read the Clerk's Report:

CLERK'S REPORT:

3 Building Permits	290.32
3 Conservation Licenses	9.94
26 Dog Licenses	308.00
TOTAL SHARES REMITTED TO SUPERVISOR	608.26
Amount paid to NYS Agriculture & Markets (APCP)	42.00
Amount paid to NYS Environmental Conservation (DECALS)	170.26
TOTAL NON-LOCAL REVENUES:	212.06
TOTAL STATE, COUNTY & LOCAL REVENUES:	820.32

6) RESOLUTION #25/21 APPOINTMENT OF 1<sup>ST</sup> DEPUTY FOR TOWN CLERK

Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the Town Clerk appoint Chelsea Thomas as her 1<sup>st</sup> Deputy Town Clerk. Possessing all duties as Town Clerk. Emily Woodard will be Deputy Town Clerk, to do duties as Town Clerk asks of her.

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

7) RESOLUTION #26/21 ACCEPTANCE OF MINUTES Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, that the minutes from the June 15, 2021 meeting were accepted as correct.

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

8) Supervisor Frank read resignation letter from Assessor Erin Gratch.

9) RESOLUTION #27/21 ACCEPTANCE OF RESIGNATION FROM ASSESSOR ERIN GRATCH

Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, the town board accepts the resignation of Assessor Erin Gratch effective July 30, 2021.

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

10) Cindy Shaw and Karen Shaw addressed the board as interested candidates for Assessor.

Cindy is a Certified Assessor and would like to be appointed Assessor to fill vacancy of Erin Gratch. Karen is interested in being appointed a Candidate for Assessor and will train under Cindy Shaw. A discussion followed with questions asked if Karen would need to be on a civil service list, does Cindy do her own valuation. Once the board finds more answers to their questions they will appoint a new assessor.

11) RESOLUTION #28/21 ACCEPTANCE OF WORKPLACE VIOLENCE POLICY Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, that the Town of Pitcairn has hereby accepted a Workplace Violence Prevention Policy. A complete copy of the policy can be obtained by contacting the Town Clerk during her business hours.

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

12) RESOLUTION #29/21 ACCEPTANCE OF SEXUAL HARASSMENT POLICY Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the Town of Pitcairn has hereby accepted a Sexual Harassment Policy. A complete copy of the policy can be obtained by contacting the Town Clerk during her business hours.

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

13) Supervisor Frank handed out Supervisor's Report and Reconciled Bank Statements.  
SUPERVISOR'S REPORT:

	Balance 05/31/2021	Increases	Decreases	Balance 06/30/2021
<b>A GENERAL FUND-TOWNWIDE</b>				
Cash-Checking	70,441.74	8,066.10	15,295.63	63,212.21
Cash-Saving	244,977.00	7.46	0.00	244,984.46
Petty Cash	100.00	0.00	0.00	100.00
Building Reserve	68,097.79	2.70	0.00	68,100.49
TOTAL	383,616.53	8,076.26	15,295.63	376,397.16
<b>DA HIGHWAY FUND-TOWNWIDE</b>				
Cash-Checking	10,337.53	55,172.90	26,563.55	38,946.88
Cash-Savings	351,380.25	10.69	50,000.00	301,390.94
Equipment Reserve	445,057.67	14.56	0.00	445,072.23
TOTAL	806,775.45	55,198.15	76,563.55	785,410.05
<b>SF PITCAIRN FIRE PROTECTION</b>				
TOTAL	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
<b>TA TRUST &amp; AGENCY</b>				
Cash-Checking	3,479.96	20,514.90	16,973.29	7,021.57
TOTAL	3,479.96	20,514.90	16,973.29	7,021.57
TOTAL ALL FUNDS	1,193,871.94	83,789.31	108,832.47	1,168,828.78

- Supervisor Frank reported that, with the help of Deputy Supervisor Jenack, they submitted a request for funds for \$81,615 from the NYS Division of the Budget

under the American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund.

14) Superintendent McIntosh reported on Highway News:

- Next month they will blacktop the Garrison Road (full length)
- Audit Report from Jody Wenzel, Risk Manager/Compliance Officer from St. Lawrence County Self Insurance Plan came back. There were some minor risks (within 60 days) and a few Observation risks (within 90 days) to comply. He has everything up to compliance except policies and safety data sheets.

15) RESOLUTION #30/21 AUDIT OF BILLS Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, that the bills on Abstract #7/21 be paid in the following amounts:

GENERAL FUND	NUMBERS 67 THROUGH 78	3,415.11
HIGHWAY FUND	NUMBERS 42 THROUGH 51	29,232.31
	TOTAL CLAIMS	32,647.42
Roll call vote:	COUNCILMAN EVANS	YES
	COUNCILMAN JACKSON	YES
	COUNCILWOMAN MCINTOSH	YES
	COUNCILWOMAN HALL	YES
	SUPERVISOR FRANK	YES

16) Supervisor Frank opened the floor for public comments. No comments

17) Councilwoman Hall made the motion, seconded by Councilman Jackson to adjourn the meeting. All in favor. Meeting adjourned 7:57pm.

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Rebecca J. Moore, Clerk