

REGULAR MEETING, TOWN OF PITCAIRN, JULY 11, 2023

A Regular meeting was held on July 11, 2023 at the Pitcairn Town Hall, with the following people present:

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

ABSENT: COUNCILMAN LAWRENCE EVANS  
DEPUTY SUPERVISOR JESSICA JENACK

OTHERS PRESENT: CHELSEA THOMAS, TOWN CLERK; JERRY MCITNOSH, SUPERINTENDENT; LELAND RYAN, BUDGET OFFICER; LARRY ATKINSON, CODE ENFORCMENT OFFICER

VISITORS: BARBARA FRANK

- 1.) Supervisor Frank called the meeting to order at 6:30pm
- 2.) The Pledge of Allegiance was said
- 3.) Supervisor Frank opened the floor to public comments. There were no public comments.
- 4.) **Code Enforcement:**
  - We had five building permits for the month of June. He sent out compliance sheets to those who have updated that their projects were finished.
  - Larry spoke to DEC about a situation pertaining to a residents building permit project. He made a trip to canton for the maps of Pitcairn.
  - Larry will be seeing a couple residents about the junk in their yard.

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

2 conservation licenses	1.66
5 dog licenses	62.00
<u>9 Death certified copies</u>	<u>90.00</u>
TOTAL LOCAL SHARES REMITTED:	153.66
TOTAL NON-LOCAL REVENUES:	37.34
TOTAL STATE, COUNTY, AND LOCAL REVENUES:	191.00

6.) **RESOLUTION #35/23 CLERK'S BAS SOFTWARE UPDATE** Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town Clerk has permission to schedule and complete the update of the BAS software with the one-time fee of \$500.00.

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

7.) **RESOLUTION #36/23 AUDIT OF TOWN CLERK'S BOOKS** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Town Clerk's books and statements for the year 2022 were found to be correct.

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

8.) **Highway News:**

- Superintendent McIntosh informed the Board about the invasive weed called Japanese Knotweed found located near Toothaker Pond and along a portion of the Garrison Road. He has found information from the County about how to treat it without causing harm or more growth.
- They have scheduled to do the cold pave on July 26<sup>th</sup>.
- The third employee has been hired and started as of yesterday Monday 10, 2023.

9.) **RESOLUTION #37/23 SNOW AND ICE REMOVAL AGREEMENT** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Snow and Ice Removal Agreement between the Town of Pitcairn and St. Lawrence County be renewed for the three-year term.

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

**10.) Supervisor's Report:**

- Effective Friday July 14, 2023, Supervisor Clyde Frank Jr. has resigned as the Town of Pitcairn Supervisor. He wants to thank everyone for the Town's support over the years.
- Supervisor Frank received a letter in the mail stating the Town of Pitcairn has been selected for an audit. They will be in contact soon to get it on the schedule.
- Supervisor Frank is happy to help train the newly appointed Supervisor until he/she is comfortable with the software and how it works.

**11.) New/Unfinished Business:**

- Councilman Jackson was contacted by Supervisor Smith from Town of Diana about the bill for the Food Pantry. Supervisor Frank assured the Board it was paid. Councilwoman Hall will contact the Chairperson Jane Rose to get this straightened out.
- Leland Ryan brought up concern about the Little League Field (Chapman Park). He feels no money should be given until the land is finalized. Supervisor Frank received a letter from the attorney to sign and return. He thinks it may be close to finalizing things.

**12.) RESOLUTION #38/23 ACCEPTANCE OF MINUTES** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes from the June meeting were found to be correct.

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

**13.) RESOLUTION #39/23 AUDIT BILLS** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the bills on Abstract #7/23 be paid in the following amounts:

<b>GENERAL FUND</b>	<b>NUMBERS 116 THROUGH 132</b>	<b>\$3,350.07</b>
<b>HIGHWAY FUND</b>	<b>NUMBERS 188 THROUGH 195</b>	<b>\$18,213.75</b>
<b>TOTAL ALL CLAIMS:</b>		<b>\$21,563.82</b>

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

Councilman Jackson made the motion, seconded by Councilwoman McIntosh to adjourn the meeting. All in favor. The meeting adjourned at 7:20pm.

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Chelsea L. Thomas