

REGULAR MEETING, TOWN OF PITCAIRN, JUNE 11, 2024

A regular meeting was held on June 11, 2024, 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; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT

ABSENT: LARRY ATKINSON, CODE ENFORCEMENT OFFICER; ALICIA MERA, BUDGET OFFICER/DEPUTY SUPERVISOR

VISITORS: JANE ROSE, BILLY MANCHESTER

- 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:

Public Comments:

- Food Pantry- Jane Rose took the floor to speak about the successful opening day event they had last month. A little over \$200.00 was donated to help provide food for families. There were 31 families that showed up last month and were provided with meals. Jane announced that all their grant applications have been handed in and now it's just a waiting game to see if they get approved. There will be another event held at the Food Pantry on June 25, 2024 for anyone that can make it.

4.) Clerk's Report:

3 building permits	139.06
2 conservation licenses	2.76
22 dog licenses	268.00
1 court fee (dog)	25.00

Total local shares remitted:	434.82
Total non-local revenues:	85.24
Total State, County, & Local Revenues:	520.06

5.) **RESOLUTION #31/24 SHERIFF ESCORT FOR OFFICIALS** Councilman Sullivan made the motion, seconded by Councilman Jackson to accept the following resolution:

WHEREAS, the safety and well-being of our community members are the utmost importance: and

WHEREAS, Town Officials play a critical role in ensuring compliance with local regulations and maintaining community standards: and

WHEREAS, certain locations within our Town have been identified as potentially hostile or unsafe for Town Officials to visit alone: and

WHEREAS, collaboration between law enforcement and Town Officials can enhance safety and effectiveness during property inspections:

THEREFORE, BE IT RESOLVED, the Town shall establish protocol for providing Sheriff escorts to Town Officials when they are required to visit locations deemed hostile or potentially dangerous.

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

6.) Highway News:

- Superintendent McIntosh sent his men out mowing today. The Edwards Road work will begin on July 24th with repairing the culvert pipes following paving starting July 8th & 9th. He will have the road closed with a sign at Fullerville Road and Rose Road from June 24th -June 27th. He will also let Natural Bridge Rescue know as well in case of any emergency calls.
- Jeff VanBrocklin will not be returning from his 90-day leave; therefore Jerry will be hiring a new employee full time starting in August. He will get an official

resignation from Jeff in writing. Clerk Thomas will post an advertisement in the bargain hunter and website for highway department employee position.

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

	BALANCE 04/30/2024	INCREASES	DECREASES	BALANCE 05/31/2024
A GENERAL FUND – TOWNWIDE				
CASH – CHECKING	-2,135.53	81,914.05	18,875.93	60,902.59
CASH – SAVING	84,835.40	314.12	20,000.00	65,149.52
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	121,652.88	538.44	0.00	122,191.32
TOTAL:	204,452.75	82,766.61	38,875.93	248,343.43
DA HIGHWAY – TOWNWIDE				
CASH – CHECKING	27,918.30	56,000.00	65,291.06	18,627.24
CASH – SAVINGS	668,734.52	2,815.95	56,000.00	615,550.47
EQUIPMENT RESERVE	671,751.66	2,973.20	0.00	674,724.86
TOTAL:	1,368,404.48	61,789.15	121,291.06	1,308,902.57
SF PITCAIRN FIRE PROTECTION				
CASH – CHECKING	6,653.00	3,347.00	0.00	10,000.00
CASH – SAVINGS	8,959.52	31.06	3,347.00	5,643.58
TOTAL:	15,612.52	3,378.06	3,347.00	15,643.58
TA TRUST & AGENCY				
CASH – CHECKING	4,997.16	16,905.01	20,482.27	1,419.90
TOTAL:	4,997.16	16,905.01	20,482.27	1,419.90
TOTAL ALL FUNDS:	1,593,466.91	164,838.83	183,996.26	1,574,309.48

8.) New/Unfinished Business:

- Supervisor Houghton printed out a letter she received from a resident regarding cemetery conditions around a grave site. The Board was made aware and so was the Cemetery Sexton. Supervisor Houghton replied with a letter informing the resident that it was addressed.
- Councilman Jackson announced that he will be buying a plot in the East Pitcairn Cemetery and has spoke with Jason Thomas regarding this already. He has mentioned his land is adjacent to the cemetery and he has been dealing with trash on his property from the cemetery. He would like another trash barrel to put on one end by his property to help keep this cleaned up. It was also mentioned about possibly putting a loop road in the cemetery so vehicles know where they can drive during a funeral.
- Councilman Jackson questioned about the ambulance money left over after the Harrisville Rescue Squad temporarily dissolved. He thinks both Town's should be involved in the decision and suggested Supervisor Houghton contact the President of Rescue Squad to find out.
- Supervisor Houghton updated the Board of the status of the AUD's for the Town. The CPA is finished with 2024 AUD and will be working on 2021-2023 after the tax season is finished.
- Clerk Thomas spoke with Judy Wood from McFadden Dier and informed the Board about the insurance needed on the concession stand and dugouts at Chapman Park. Jerry will go down and take pictures and measure them. Clerk Thomas just needs to know how much to put on them.

9.) RESOLUTION #32/24 NATURAL BRIDGE RESCUE SQUAD CONTRACT 2024

Councilwoman Hall made the motion, seconded by Councilman Sullivan to accept the following resolution: RESOLVED; that the Town of Pitcairn hereby accept the Contract presented to them by Natural Bridge Rescue Squad for the year 2024.

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

10.) **RESOLUTION #33/24 CAPITAL IMPROVEMENT EXEMPTION** Councilman Jackson made the motion, seconded by Councilman Sullivan to accept the following resolution: RESOLVED; that the Town of Pitcairn would like to move forward with the process to start a Local Law for the Capital Improvement Exemption.

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

11.) **RESOLUTION #34/24 ACCEPTANCE OF MINUTES** Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the minutes from the May Regular and Special meeting were found to be correct.

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

12.) **RESOLUTION #35/24 AUDIT BILLS** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the bills on Abstract #6/24 be paid in the following amount:

GENERAL FUND	NUMBERS 60 THROUGH 72	\$4,617.28
HIGHWAY FUND	NUMBERS 36 THROUGH 49	\$7,450.93
TRUST & AGENCY	NUMBERS 4 THROUGH 4	\$ 122.00
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TOTAL ALL FUNDS:		\$12,190.21

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

Supervisor Houghton made the motion, seconded by Councilman Sullivan to adjourn the meeting. All in favor. Meeting adjourned at 7:35pm.

Chelsea L. Thomas