

REGULAR MEETING, TOWN OF PITCAIRN, MARCH 10, 2020

The Regular meeting of the Town of Pitcairn was held immediately following the Public Hearing at the Pitcairn Town Hall with the following people present:

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

ABSENT: COUNCILMAN LAWRENCE EVANS

OTHERS PRESENT: REBECCA MOORE, TOWN CLERK; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LELAND RYAN, BUDGET OFFICER; LARRY ATKINSON, CODE ENFORCEMENT VISITORS: BARBARA FRANK, ALICIA MERA, C. PAUL COUNTRYMAN

- 1) Alicia Mera, representative for Harrisville Community Fest, requested a donation of \$250 (half of the cost for the performance of the Original Yanks Fife and Drum). The board will discuss and decide.
- 2) Alicia Mera left the meeting at 6:38pm
- 3) **RESOLUTION #13/2020 ACCEPTING THE THREE YEAR CONTRACTS FOR FIRE PROTECTION SERVICE AND GENERAL AMBULANCE SERVICE.** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED, that the contracts for Fire Protection Service and General Ambulance Service for the years 2020, 2021, 2022 be accepted. A complete viewing of the contracts can be seen in the Town Clerk's office during business hours.

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

- 4) Councilman Jackson reported that he has called a few townships to see who has a Court Clerk. The towns he called all have court clerks but they only have one judge. A discussion followed.  
Clerk Moore reported she had received a phone call from the Justice Court Administration requesting a copy of the Appendix 10 report from the Justice Audit. She handed out the report and the board tabled it until next meeting.
- 5) Code Enforcement Officer Atkinson report
  - One building permit for February
  - Met with 3 people concerning permits
  - Councilman Jackson reported that he, CEO Atkinson and BO Ryan met to go over codes to compile a booklet to hand out with building permit applications. Councilman Jackson obtained a NYS Building Code booklet from Lewis County to help guide them. They will schedule another meeting in the near future.
- 6) Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the minutes from the February 19, 2020 meeting as correct. All in favor.

7) Clerk Moore read the Clerk's Report

1 Building Permit	10.00
1 Conservation License	8.36
12 Dog Licenses	132.00
1 Marriage License	17.50
TOTAL LOCAL SHARES REMITTED TO SUPERVISOR	167.86
Amount paid to NYS Ag & Markets (APCP)	16.00
Amount paid to NYS DOH (Marriage)	22.50
Amount paid to NYS Environmental Cons (DECALS)	751.64
TOTAL NON LOCAL REVENUES	790.14
TOTAL STATE, COUNTY & LOCAL REVENUES	958.00

8) Supervisor Frank handed out Supervisor's report and reconciled bank statements.

SUPERVISOR'S REPORT:

	Balance 01/31/2020	Increases	Decreases	Balance 02/29/2020
<b>A GENERAL FUND-TOWNWIDE</b>				
Cash-Checking	74,686.50	161,469.02	122,620.64	113,534.88
Cash-Saving	179,077.44	100,210.93	100,000.00	179,288.37
Petty Cash	100.00	0.00	0.00	100.00
Building Reserve	62,836.41	74.01	0.00	62,910.42
TOTAL	316,700.35	261,753.96	222,620.64	355,833.67
<b>DA HIGHWAY-TOWNWIDE</b>				
Cash-Checking	151,929.38	621,483.29	366,412.41	407,000.26
Cash-Savings	70,290.85	350,082.79	350,000.00	70,373.64
Equipment Reserve	224,009.25	263.84	0.00	224,273.09
TOTAL	446,229.48	971,829.92	716,412.41	701,646.99
<b>SF PITCAIRN FIRE PROTECTION</b>				
Cash-Checking	0.00	43,236.00	0.00	43,236.00
TOTAL	0.00	43,236.00	0.00	43,236.00
<b>TA TRUST &amp; AGENCY</b>				
TOTAL	4,403.22	15,940.04	16,771.79	3,571.47
TOTAL ALL FUNDS	767,333.05	1,292,759.92	955,804.84	1,104,288.13

- Supervisor Frank reported having trouble with software program while loading in transfers. He called Williamson Law Book and got it straightened out.
- Budget Officer Ryan noted that in the Supervisor's Report there was a mix up in the Detail of Expenditures and Detail of Revenues. It looked like it was reversed.

9) Highway news

- Discussed a resolution for holding harmless the County for providing service for 2020
- Discussed a resolution for NYS Department of Transportation

- Superintendent McIntosh went to Albany on a bus with other Highway Superintendents for meeting about CHIPS and Pave NY. Senators went into Executive session.
- Working with the County to see if they can put in culverts instead of a bridge on the Powell Rd up in Jayville
- Discussed blacktopping from County Route 23 to the Edwards Rd
- Had some truck repairs after the last storm, broken shoe, bent plow, broken rim

10) **RESOLUTION #14/2020 HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR PROVIDING SERVICE FOR 2020** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: WHEREAS, the Town of Pitcairn 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 Town of Pitcairn 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 Town of Pitcairn and the County of St. Lawrence desires to be reimbursed for their expenditures, and WHEREAS, the Town 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 Town of Pitcairn will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgements, 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 Town of Pitcairn 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
COUNCILWOMAN MCINTOSH	YES
COUNCILWOMAN HALL	YES
SUPERVISOR FRANK	YES
COUNCILMAN EVANS	ABSENT

11) **RESOLUTION #15/2020 UNDERTAKING IN CONNECTION WITH HIGHWAY PERMITS ISSUED BY NYSDOT** Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: WHEREAS THE Town of Pitcairn from time to time receives permits from the Department of Transportation (DOT) to temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds

of a State highway right-of-way, and WHEREAS, the Town is required by NYS DOT to indemnify or hold harmless agencies and/or officials of the State of New York for such temporary obstructions, installations, construction or maintenance, THEREFORE, BE IT RESOLVED, that Clyde Frank, Jr, in his capacity as Supervisor of the Town of Pitcairn, is authorized to execute the Undertaking in Connection With Highway Permits Issued by NYS DOT agreement.

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

- 12) **RESOLUTION #16/2020 AUDIT OF BILLS** Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, that the bills on Abstract #3/2020 be paid in the following amounts:

<b>GENERAL FUND</b>	<b>NUMBERS 31 THROUGH 41</b>	<b>\$ 3,549.39</b>
<b>FIRE PROTECTION</b>	<b>NUMBERS 42 THROUGH 45</b>	<b>\$43,407.00</b>
<b>HIGHWAY FUND</b>	<b>NUMBERS 11 THROUGH 17</b>	<b>\$ 5,334.96</b>
	<b>TOTAL CLAIMS</b>	<b>\$52,291.35</b>

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

- 13) Councilman Jackson discussed the upcoming Black Stages Road Rally, discussed chassis for new pumper, and also discussed talking with contractors about putting in drop box.
- 14) Councilman Jackson made the motion, seconded by Councilwoman McIntosh to have Supervisor Frank write a letter to St. Lawrence County Legislators requesting they keep the distribution of sales tax as it is now. All in favor.
- 15) Supervisor Frank opened the floor for public comments. Budget Officer Ryan asked if anyone had any questions on the Revenue and Expenditure Statements and Cash Flow Statements he handed out concerning the Ambulance and Fire Departments.
- 16) Councilman Jackson made the motion, seconded by Councilwoman McIntosh to adjourn the meeting. All in favor. Meeting adjourned at 7:42pm.

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Rebecca J. Moore, Clerk