

REGULAR MEETING, NOVEMBER 14, 2023, PITCAIRN TOWN HALL

A Regular meeting was held on November 14, 2023, at the Pitcairn Town Hall, with the following people present:

PRESENT: COUNCILMAN PAUL JACKSON  
COUNCILWOMAN DORA MCINTOSH  
SUPERVISOR ALLISON HOUGHTON

OTHERS PRESENT: CHELSEA THOMAS, TOWN CLERK; LELAND RYAN, BUDGET OFFICER; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LARRY ATKINSON, CODE ENFORCER

VISITORS: JANE ROSE, DAVID SULLIVAN

ABSENT: COUNCILMAN LAWRENCE EVANS, COUNCILWOMAN ANN HALL

- 1.) Supervisor Houghton called the meeting to order at 6: 35pm.
- 2.) Public Comments:
  - Jane Rose announced to the Board members that they put out 693 meals last month. The gift cards helped tremendously with buying turkey dinners and were very appreciated.
  - Leland asked where we stood with getting the COVID money report. Clerk Thomas has renewed the account to be able to log in and pull the report. She will present it at the next meeting.
  - Leland also updated the Board on the necessary budget transfers. He closed October out for the month, and it took him a long time due to a couple issues. Normally it doesn't take that long when things go smoothly.
- 3.) **RESOLUTION # 71/23 BUDGETARY TRANSFERS** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Supervisor Houghton has the Board permission to do the following budget transfers.

**GENERAL FUND – GENERAL JOURNAL**

TO: A201 CASH – SAVINGS (CLASS) - \$220,000.00

FROM: A9901.9 TRANSFER TO OTHER FUNDS -\$220,000.00

**HIGHWAY FUND – GENERAL JOURNAL**

TO: DA5031 TRANSFERS FROM OTHER FUNDS \$220,000.00

FROM: DA201 CLASS SAVINGS \$220,000.00

TO: DA231 EQUIPMENT RESERVE - \$185,000.00

FROM: DA201 SAVINGS ACCOUNT - 185,000.00

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

4.) **Code Enforcement:**

- Larry spoke to the Board to update them in his department. There are many people building. There is another resident building on Greenwood Road. Another house going in on Streeter Road. At the end of Osborne Road next to the river, there will be a new place going in the as well.
- He has done two walk throughs on houses to give out their certificate of compliance sheet.

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

3 building permits	90.32
6 conservation licenses	20.09
7 dog licenses	70.00

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Total local shares remitted:	180.41
Total Non-Local Revenues:	350.91
Total State, County, & Local Revenues:	531.32

6.) **Highway News:**

- Chief Thomas from the Harrisville Fire Department had a conversation with Superintendent McIntosh about a possible landing zone on the piece of land by the airport. He asked if this was possible for the Town to keep a driveway plowed for access. Councilman Jackson said he would look further into it and discuss it.
- Supervisor Houghton should be receiving a check from the Power Authority in roughly three weeks for the amount \$159,000.00.
- The Town should also be getting the CHIPS check on December 14<sup>th</sup> in the amount of \$184,820.22. Supervisor Houghton will let Jerry know when she receives it.

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

BALANCE	INCREASES	DECREASES	BALANCE
9/30/2023			10/31/2023

**A GENERAL FUND – TOWNWIDE**

CASH – CHECKING	99,230.37	7,013.53	22,492.11	83,751.79
CASH – SAVINGS	209,217.37	2,637.83	1,700.00	210,155.20
PETTY CASH	100.00	0.00	0.00	100.00
BUILDING RESERVE	103,150.15	462.85	0.00	103,613.00

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TOTAL:	411,697.89	10,114.21	24,192.11	397,619.99
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**DA HIGHWAY FUND – TOWNWIDE**

CASH – CHECKING	235.34	82,639.04	64,374.38	18,500.00
CASH – SAVINGS	214,627.87	2,543.96	71,700.00	145,471.83
EQUIPMENT RESERVE	467,999.61	2,100.02	0.00	470,099.63

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TOTAL:	682,862.82	87,283.02	136,074.38	634,071.46
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<b>SF PITCAIRN FIRE PROTECTION</b>	0.00	0.00	0.00	0.00
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TOTAL:	0.00	0.00	0.00	0.00
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**TA TRUST & AGENCY**

CASH – CHECKING	11,460.72	25,292.51	35,423.22	1,330.01
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TOTAL:	11,460.72	25,292.51	35,423.22	1,330.01
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<b>TOTAL ALL FUNDS:</b>	1,106,021.43	122,689.74	195,689.71	1,033,021.46
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8.) **RESOLUTION #72/23 ACCEPT DEPUTY SUPERVISOR'S RESIGNATION** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town Council hereby accepts the resignation of Ann Hall for all her responsibilities as Deputy Supervisor.

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

9.) **RESOLUTION #73/23 APPOINTMENT OF ALICIA MERA AS DEPUTY SUPERVISOR** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town of Pitcairn appoints Alicia Mera as Deputy Supervisor to fulfill the duties/responsibilities asked of her.

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

10.) **RESOLUTION #74/23 ADDING DEPUTY SUPERVISOR TO BANK ACCOUNTS** Councilwoman McIntosh made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the Town Council is authorizing the Supervisor to add her deputy to all Supervisor's bank accounts.

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

11.) **RESOLUTION #75/23 AUDIT BILLS** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the bills on Abstract 11/23 be paid in the following amounts:

<b>GENERAL FUND</b>	<b>NUMBERS 189 THROUGH 207</b>	<b>9,922.27</b>
<b>HIGHWAY FUND</b>	<b>NUMBERS 237 THROUGH 252</b>	<b>96,286.61</b>
<b>TRUST &amp; AGENCY</b>	<b>NUMBERS 156 THROUGH 158</b>	<b>580.51</b>
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<b>TOTAL ALL FUNDS:</b>		<b>106,789.39</b>

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

Councilwoman McIntosh made the motion, seconded by Councilman Jackson to adjourn the meeting. All in favor. The meeting adjourned at 7:28pm.

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Chelsea L. Thomas

