

ORGANIZATIONAL MEETING, TOWN OF PITCAIRN, JANUARY 14, 2020

An organizational meeting was held on January 14, 2020, 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; LELAND RYAN, BUDGET OFFICER; LARRY ATKINSON, CODE ENFORCEMENT; VISITORS: BARBARA FRANK, JESSICA JENACK, C. PAUL COUNTRYMAN

- 1) Supervisor Frank called the meeting to order at 6:26pm
- 2) Supervisor Frank opened the floor for public comments. No comments.
- 3) **RESOLUTION #1/2020 APPOINTMENTS** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the following appointments be made:

DEPUTY SUPERVISOR: JESSICA JENACK (2 YEAR TERM)
DEPUTY HIGHWAY SUPERINTENDENT: MATTHEW PIERCE (2 YEAR TERM)
DEPUTY TOWN CLERK: TERRY ADAMS (2 YEAR TERM)
TAX COLLECTOR: REBECCA MOORE (4YEAR TERM)
DEPUTY TAX COLLECTOR: TERRI ADAMS (4 YEAR TERM)
ATTORNEY: CONBOY, MCKAY, BACHMAN, KENDALL (1 YEAR TERM)
BUDGET OFFICER: LELAND RYAN (1 YEAR TERM)
CODE ENFORCEMENT OFFICER: LARRY ATKINSON (1 YEAR TERM)
DIRECTOR CEMETERY PLOTS: LELAND RYAN (1 YEAR TERM)
DOG CONTROL OFFICER: DAN MOYER (1 YEAR TERM)
GRAVE DIGGER: MICHAEL FRENCH (1 YEAR TERM)
HISTORIAN: LELAND RYAN (1 YEAR TERM)
PLANNING BOARD: MICHAEL MARCHIONE (5 YEAR TERM)
OFFICIAL BANK: COMMUNITY BANK, N.A.
OFFICIAL NEWSPAPER: WATERTOWN DAILY TIMES

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

- 4) **RESOLUTION #2/2020 SETTING OF SALARIES** Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED, that the salaries for the following offices be set as per the Final 2020 Budget:

TOWN BOARD: (4) \$6,640.00
JUSTICES: (2) \$18,870.00

SUPERVISOR: \$17,148.00
BUDGET OFFICER: \$1,430.00
ASSESSOR: \$8,900.00
TOWN CLERK/TAX COLLECTOR: \$13,968.00
HIGHWAY SUPERINTENDENT: \$30,000.00

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

- 5) **RESOLUTION #3/2020 AUTHORIZING ADR TELECOM TO INSTALL NEW TELEPHONE SYSTEM** Councilwoman Hall made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that ADR Telecom is authorized to install a NEW Vertical Summit Telephone System capable of 4 incoming phone lines and up to 8 telephones.

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

- 6) Code Enforcement Officer Atkinson reported no permits for December.
- Working on Compliance sheets
 - Went to Canton to Real Property for map information
 - Jeff Hance inquiring about putting in Auto Repair Shop
 - Printed out codes for rough sawed lumber

- 7) Councilman Jackson brought to the attention of the Town Clerk a typo error in the November 2019 minutes. Item #9 4th Quarter Sales Tax came in \$58,340.06 NOT \$458,340.06. Correction noted.

- 8) **RESOLUTION #4/2020 ACCEPTANCE OF MINUTES** Councilman Evans made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the above correction be made to the November 12,2019 minutes and that the minutes were correct for the December 10, 2019 meeting.

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

- 9) Clerk Moore read the Clerk's Report

CLERK'S REPORT:	
2 Dog Licenses	26.00
1 Marriage Certified Copy	10.00
TOTAL SHARES REMITTED TO SUPERVISOR	36.00
Amount paid to NYS Ag & Markets APCP	4.00

TOTAL NON LOCAL REVENUES 4.00
 TOTAL STATE, COUNTY & LOCAL REVENUES 40.00

- Clerk Moore requested the February 11th Board meeting be changed in order for her to get paperwork done on return from her vacation.
- Board agreed to change the February 11th meeting to Wednesday February 12th at 6:30pm. Clerk Moore will advertise the change.

- 10) The Town Board will audit the books for the Justices, Town Clerk and Tax Collector at the next board meeting, Wednesday February 12, at 6:30pm.
- 11) Clerk Moore read the information on the NYS Association of Towns Conference in NYC in February. No one wanted to attend.
- 12) Supervisor Frank handed out the Supervisor’s Report and Reconciled Bank Statements
 SUPERVISOR’S REPORT:

	Balance			Balance
	11/30/2019	Increases	Decreases	12/31/2019
A GENERAL FUND-TOWNWIDE				
Cash-Checking	96,413.94	17,221.43	23,182.75	90,452.62
Cash-Saving	178,376.03	471.63	0.00	178,847.66
Petty Cash	100.00	0.00	0.00	100.00
Building Reserve	62,590.26	165.51	0.00	62,755.77
TOTAL	337,480.23	17,858.57	23,182.75	332,156.05
DA HIGHWAY FUND-TOWNWIDE				
Cash-Checking	10,488.55	186,708.10	29,572.90	167,623.75
Cash-Savings	119,927.97	272.68	50,000.00	70,200.65
Equipment Reserve	223,131.88	589.92	0.00	223,721.80
TOTAL	353,548.40	187,570.70	79,572.90	461,546.20
SF PITCAIRN FIRE PROTECTIONS				
Cash-Savings	0.00	3.45	0.00	3.45
TOTAL	0.00	3.45	0.00	3.45
TA TRUST & AGENCY				
TOTAL	3,404.07	23,752.36	21,418.55	5,737.88
TOTAL ALL FUNDS	694,432.70	229,185.08	124,174.20	799,443.58

- Handed out 2020-2023 County Snow & Ice Removal Agreement

- 13) **RESOLUTION #5/2020 AUTHORIZING HIGHWAY SUPERINTENDENT, SUPERVISOR, AND TOWN CLERK TO SIGN THE 2020-2023 COUNTY SNOW & ICE REMOVAL AGREEMENT**
 Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED, that the board authorizes the Highway Superintendent, Supervisor and Town Clerk to sign the 2020-2023 County Snow & Ice Removal Agreement.

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

14) **RESOLUTION #6/2020 BUDGETARY TRANSFERS AND TRANSFERS FROM GENERAL AND HIGHWAY FUNDS** Councilman Jackson mad the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Supervisor is and hereby authorized to make the following budgetary transfers and transfer funds from General Fund to Highway Fund.

HIGHWAY FUND \$2,700.00

FROM: DA5142.11 Snow Removal -Per Seasonal \$2,000.00
DA5148.1 Snow Removal-Per County \$ 700.00
TO: DA5142.1 Snow Removal-Per Town \$2,700.00

GENERAL FUND \$130.05

FROM: A5010.45 HIGHWAY SUPER-OFFICE SUPP \$130.05
TO: A5010.47 HIGHWAY SUPER-MILEAGE \$130.05

\$1,003.00

FROM: A1420.4 ATTORNEY, CONTR'L \$1,003.00
TO: A5132.41 GARAGE HEATING OIL \$1,003.00

\$15,725.00

FROM: A1110.42 JUSTICE MILEAGE UPDATES \$1,830.00
A1220.41 SUPERVISOR CONTRACTUAL 980.00
A1355.2 ASSESSOR EQUIPMENT 800.00
A1355.41 ASSESSOR CONTRACTUAL 915.00
A1220.42 SUPERVISOR SOFTWARE MAIT 306.00
A1410.47 TOWN CLERK MILEAGE TRAINING 640.00
A1410.50 RECORDS RESTORATION 270.00
A1990.4 CONTINGENT ACCOUNT 4780.00
A3510.4 DOG CONTROL CONTRACTUAL 1170.00
A5132.47 GAR PAPER SUP WATER GARBAGE 381.00
A5132.44 GARAGE ELECTRICITY 460.00
A5132.2 GARAGE EQUIPMENT 2000.00
A5132.18 OXYGEN, ACET WELDING 410.00
A9010.8 STATE RETIREMENT 783.00

TO: A5132.45 GARAGE BUILDING REP/MAINT \$15,725.00

TRANSFER \$60,000 FROM GENERAL CHECKING A200 TO GENERAL SAVINGS A201

- **PUT 15,000 IN BUILDING RESERVE A231 FROM SAVINGS A201**

TRANSFER \$130,000 FROM HIGHWAY CHECKING DA200 TO HIGHWAY SAVINGS DA201

TRANSFER \$50,000 FROM GENERAL SAVINGS A201 TO HIGHWAY SAVINGS DA201

- **PUT \$220,000 INTO EQUIPMENT RESERVE DA231 FROM SAVINGS DA201**

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

15) Superintendent McIntosh gave highway news

- Discussed Kevin Martin logging off the red pines on the Harris Lot
- Discussed putting LED lights in the metal storage building
- Superintendent McIntosh reported on damage to the passenger doors on the pick up truck when he ran off the road and hit a junk truck in Favry's yard. Estimates came in as Wolffe's \$8,000 and Hoyt's \$5,000. Insurance adjuster will email Clerk.

16) **RESOLUTION #7/2020 AUDIT OF BILLS** Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED, the Supervisor is and hereby authorized to pay the bills on Abstract #13/19 and #1/2020 as follows:

ABSTRACT #13/19

GENERAL FUND	NUMBERS 178 THROUGH 191	\$4,526.38
HIGHWAY FUND	NUMBERS 116 THROUGH 118	\$3,883.69
	TOTAL CLAIMS	\$8,410.07

ABSTRACT #1/2020

GENERAL FUND	NUMBERS 1 THROUGH 9	\$1,723.98
HIGHWAY FUND	NUMBERS 1 THROUGH 2	\$1,993.96
	TOTAL CLAIMS	\$3,717.94

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

17) Supervisor Frank opened the floor for public comments.

- Leland Ryan discussed a meeting to be held on January 22 at 6:00pm with Code Enforcement Officer Atkinson and Councilman Paul Jackson to go over Local Laws for Code Enforcement.

18) Councilman Jackson made the motion, seconded by Councilman Evans to adjourn the meeting. All in favor. Meeting adjourned at 7:31pm.

Rebecca J. Moore, Clerk