

REGULAR MEETING, TOWN OF PITCAIRN, SEPTEMBER 8, 2020

A regular meeting for the Town of Pitcairn was held on September 8, 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; LARRY ATKINSON, CODE ENFORCEMENT OFFICER; LELAND RYAN, BUDGET OFFICER; RICK BEAROR, JUSTICE

VISITORS: BARBARA FRANK, C. PAUL COUNTRYMAN

- 1) Supervisor Frank called the meeting to order at 6:30pm
- 2) Supervisor Frank opened the floor for public comment
 - Leland Ryan, Cemetery Sexton, discussed the work done on the Garrison and Pitcairn Forks Cemeteries by Arborcare. There were a few things that he felt needed to be dealt with and he would contact Herb Frost to get them settled. The board decided to hold the check for Arborcare until services were settled.
 - Leland Ryan, Budget Officer, asked that the Estimate of Expenditures for the upcoming budget be turned back into him by September 20th, so he can work on the 2021 Budget
 - Rick Bearor inquired about the road condition on County Route 26. Superintendent McIntosh will contact St. Law. Co. Highway Superintendent, Don Chambers, to see if they plan on working on that road in the near future.
 - Rick Bearor also inquired about hiring a Court Clerk. He needs to know if the board is considering hiring one so he can fill out his Estimate of Expenditures for the budget.
 - Councilman Jackson reported that when he did some research on Court Clerks in St. Law County there were only 5 Court Clerks in the 32 towns. Justice Bearor will also do some research.
- 3) Code Enforcement Officer Atkinson reported:
 - 5 Building Permits last month
 - He has been taking pictures of projects
 - There are still some building permit applications still outstanding
 - Someone was inquiring about using a shipping container as a house
 - Discussed people living in camper trailers year round and if the town should look into drafting a Local Law concerning that issue
- 4) **RESOLUTION #29/20 STANDARD WORKDAY RESOLUTIONS** Councilwoman McIntosh made the motion, seconded by Councilwoman Hall to accept the following resolution: BE IT RESOLVED, that the Town of Pitcairn Location Code 30274 hereby established the

following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities: Elected Officials, Rebecca J. Moore, Town Clerk/Tax Collector 7hours Standard Work Day, Record of Activities Result 11.27 Pay Frequency Monthly; Rusty Tuttle, Justice 6 hours Standard Work Day, No Record of Activities Submitted, Pay Frequency Monthly; Appointed Official, Erin C. Gratch, Assessor 6 hours Standard Work Day, Record of Activities Result 5.25, Pay Frequency Monthly.

BE IT RESOLVED, that the Town of Pitcairn, Location code 30274, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

| TITLE | STANDARD WORK DAY (HRS/DAY) |
|----------------------------------|-----------------------------|
| HIGHWAY WORKERS | 8 |
| COUNCIL MEMBERS | 6 |
| CODE ENFORCEMENT OFFICER | 6 |
| DOG CONTROL OFFICER | 6 |
| DEPUTY TOWN CLERK/TAX COLLECTOR | 6 |
| JUSTICES | 6 |
| SUPERVISOR | 6 |
| BOOKEEPER | 6 |
| Roll call vote: COUNCILMAN EVANS | YES |
| COUNCILMAN JACKSON | YES |
| COUNCILWOMAN MCINTOSH | YES |
| COUNCILWOMAN HALL | YES |
| SUPERVISOR FRANK | YES |

- 5) **RESOLUTION #30/20 ACCEPTANCE OF MINUTES** Councilman Evans made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the minutes from the August 11, 2020 meeting be found accurate.

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

- 6) Clerk Moore read the Clerk's Report:

| | |
|---|----------|
| 5 Building Permits | 116.16 |
| 12 Conservation Licenses | 90.90 |
| 22 Dog Licenses | 232.00 |
| 2 Marriage Licenses | 35.00 |
| 5 Certified Death Copies | 50.00 |
| 1 Certified Marriage Copy | 10.00 |
| TOTAL LOCAL SHARES REMITTED TO SUPERVISOR | 534.06 |
| Amount paid to NYS Ag & Markets (APCP) | 26.00 |
| Amount paid to NYS DOH (Marriage) | 45.00 |
| Amount paid to NYS DEC (DECALS) | 1,520.10 |

\$5.00 refund from DEC 1,515.10
 TOTAL NON LOCAL REVENUES: 1586.10
 TOTAL STATE, COUNTY & LOCAL REVENUES: 2,120.16

7) Supervisor's report and reconciled bank statements were handed out
 SUPERVISOR'S REPORT:

| | Balance 07/31/2020 | Increases | Decreases | Balance 08/31/2020 |
|--------------------------------|-----------------------|------------------|------------------|-----------------------|
| A GENERAL FUND-TOWNWIDE | | | | |
| Cash-Checking | 51,614.78 | 55,991.80 | 10,982.77 | 96,623.81 |
| Cash-Saving | 224,878.42 | 17.11 | 0.00 | 224,895.53 |
| Petty Cash | 100.00 | 0.00 | 0.00 | 100.00 |
| Building Reserve | <u>68,061.20</u> | <u>5.16</u> | <u>0.00</u> | <u>68,066.36</u> |
| TOTAL | 344,654.40 | 56,014.07 | 10,982.77 | 389,685.70 |
| DA HIGHWAY-TOWNWIDE | | | | |
| Cash-Checking | 40,937.88 | 0.00 | 25,865.85 | 15,072.03 |
| Cash-Savings | 151,325.53 | 11.53 | 0.00 | 151,337.06 |
| Equipment Reserve | <u>444,826.25</u> | <u>33.86</u> | <u>0.00</u> | <u>444,860.11</u> |
| TOTAL | 637,089.66 | 45.39 | 25,865.85 | 611,269.20 |
| SF FIRE PROTECTION | | | | |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL | 0.00 | 0.00 | 0.00 | 0.00 |
| TRUST & AGENCY | | | | |
| Cash-Checking | <u>4,740.70</u> | <u>19,207.82</u> | <u>18,008.00</u> | <u>5,940.52</u> |
| TOTAL | 4,740.70 | 19,207.82 | 18,008.00 | 5,940.52 |
| TOTAL ALL FUNDS | 986,484.76 | 75,267.28 | 54,856.62 | 1,006,895.42 |

- Supervisor received a proposal from Ogdensburg regarding a new formula for dividing sales tax. They are asking for our support.
- Interest has gone way down in the NY CLASS accounts
- Received a letter from Supervisor Dave Parow, Town of Diana discussing the Town of Pitcairn's interest in creating a water district. Deputy Supervisor, Jessica Jenack, will look into grants that could help in this area. Will discuss her findings at next month's meeting.

8) **RESOLUTION #31/20 TOWN BOARD DOES NOT WANT TO HIRE A COURT CLERK**
 Supervisor Frank made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Town board does not want to hire a Court Clerk.

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| Roll call vote: COUNCILMAN EVANS | YES |
| COUNCILMAN JACKSON | YES |
| COUNCILWOMAN MCINTOSH | YES |
| COUNCILWOMAN HALL | NO |
| SUPERVISOR FRANK | YES |

9) Superintendent McIntosh had highway news

- The men will be putting sand up next week
- The County will be paving in two weeks

10) RESOLUTION #32/20 AUTHORIZING HIGHWAY SUPERINTENDENT TO ORDER SALT

Councilwoman McIntosh made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Highway Superintendent is hereby authorized to purchase 125 tons of salt from American Rock Salt for \$75.00/ton.

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

11) RESOLUTION #33/20 AUDIT OF BILLS Councilman Evans made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the bills be paid on Abstract #9/20 (with the exception of holding on to check for Voucher #114 to Arborcare until the services have been settled).

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|--------------|------------------------|-------------|
| GENERAL FUND | NUMBER 110 THROUGH 116 | \$11,815.60 |
| HIGHWAY FUND | NUMBER 62 THROUGH 73 | \$13,679.41 |
| | TOTAL CLAIMS | \$25,495.01 |

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

12) Justice Rick Bear left the meeting at 7:38pm

13) Supervisor Frank opened the floor for public comments

- Leland discussed continuing with the meetings concerning preparing a booklet for Building Codes
- Larry Atkinson had question about the letter amount of money the water district would cost us
- Councilman Jackson mentioned the good job that our Assessor, Erin Gratch has done in maintaining a system of real property tax administration that meets the highest standards set by the State. Our town will be receiving \$2,545.46 in aid.

14) Councilman Evans made the motion seconded by Councilwoman Hall to adjourn the meeting. All in favor. Meeting adjourned at 7:55pm.

Rebecca J. Moore, Clerk