

REGULAR BOARD MEETING, TOWN OF PITCAIRN, SEPTEMBER 14, 2021

A Regular Meeting was held on September 14, 2021, at the Pitcairn Town Hall with the following people present:

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

OTHERS PRESENT: REBECCA MOORE, TOWN CLERK; JERRY MCINTOSH, HIGHWAY SUPERINTENDENT; LELAND RYAN, BUDGET OFFICER; CHELSEA THOMAS, DEPUTY TOWN CLERK; JESSICA JENACK, DEPUTY SUPERVISOR; LARRY ATKINSON, CODE ENFORCEMENT OFFICER

VISITORS: BARBARA FRANK, KEVIN FUEKA, CARRIE TUTTLE, CHARLES PRIOR, C. PAUL COUNTRYMAN

- 1) Supervisor Frank called the meeting to order at 6:28pm
- 2) Supervisor Frank opened the floor to Carrie Tuttle, Kevin Feuka, and Charles Prior from DANC, regarding the Water Project
  - Kevin Feuka (DANC) discussed the procedure we will have to go through to get the grant to extend the water line from Harrisville to Pitcairn. He explained that the Town will sign the contracts and the grant money will come to the town and the town will pay the bills.
  - Requested a Resolution for an Amendment to Owner-Engineer Agreement
  - Requested a Resolution in Support of a Rural Development Water Funding Application for Preliminary Engineering Report for Water Project
  - Charles Prior (EDR) discussed drilling between Diana & Pitcairn and Wetland & Stream Delineation (will be done in-house). The two projects will come to \$28,550 which will be the amount of the grant
  - Carrie Tuttle (DANC) discussed when the study is done (Engineering Report) then will begin public meetings with the people affected by water contamination. Once the District is formed it will define exactly who will get the service. She explained that there were two options for the grant Search Grant that would cover 100% of the costs and a Pre-Development Grant that would cover 75/25%. The Town of Pitcairn qualified for the Search that will cover 100%.
  - Councilwoman Hall asked if all the landowners will get a notice. Carrie Tuttle replied that she would help draft a letter to each landowner
- 3) RESOLUTION #39/21 SUPPORT OF A RURAL DEVELOPMENT WATER FUNDING APPLICATION FOR THE TOWN OF PITCAIRN PRELIMINARY ENGINEERING REPORT (PER) FOR A WATER PROJECT Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: WHEREAS, residential groundwater wells located in the Town of Pitcairn along portions of New York State

Routes 3 and 812 are impacted with salt contamination from the nearby New York State Department of Transportation Maintenance Facility and Salt Storage, and WHEREAS, the Tow desires to make an application to the United States Department of Agriculture Rural Developments (RD) to support the costs of developing a PER to create a water district to supply a portion of the Town with water from the Town of Diana, and WHEREAS, the RD Special Evaluation Assistance for Rural Communities and Households (SEARCH) Grant Fund program has been identified as an applicable funding source for this project, and WHEREAS, the Town is eligible to apply for SEARCH grand funding from RD to fun the Town’s PER for a Water Project, and WHEREAS, the SEARCH grant program does not require any matching funds from the Town. NOW, THEREFORE, be it resolved that the Town Board authorizes the submission of an RD SEARCH Grant Funding Application seeking maximum funds from the program of \$30,000. BE IT FURTHER RESOLVED that the Town Board shall authorized the Town Supervisor, or his assigned designee, to submit an RD application, on or before November 30, 2021, and if received, to enter into any necessary contracts to administer said grants.

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

- 4) RESOLUTION #40/21 AMENDMENT TO OWNER-ENGINEER AGREEMENT Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: Amendment to Owner-Engineer Agreement No. 1, Background Data: Effective Date of Owner-Engineer Agreement January 19, 2021, Owner: Town of Pitcairn, Engineer: Environmental Design & Research, Landscape Architecture, Engineering & Environmental Services, D.P.C., Project: Preliminary Engineering Report for Drinking Water Shared Service, Nature of Amendment: Additional Services to be performed by Engineer, Description of Modifications: 1. Perform a geotechnical investigation along the preliminary alignment of the proposed watermain from Town of Diana to Town of Pitcairn 2. Perform a wetland and stream delineation along the preliminary alignment of the proposed watermain from Town of Diana to Town of Pitcairn. Agreement Summary:

Original Amount	\$9,850.00
Net Change for Prior Amendments:	0.00
This Amendment Amount:	\$13,700.00
Adjusted Agreement Amount:	\$23,550.

Change in time for services (days or date, as applicable):  
None,

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this, or pervious Amendments remain in effect.

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

- 5) Carrie Tuttle, Kevin Feuka, Charles Prior left the meeting at 6:58pm
- 6) Justice Bearor approached the board about applying for a JCAP (Justice Court Assistance Program) Grant to purchase a new table that comes apart that he would be able to use in case of a trial. He also mentioned putting in for a new carpet.
- 7) RESOLUTION #41/21 AUTHORIZING JUSTICE BEAROR TO APPLY FOR JCAP GRANT  
Councilwoman Hall made the motion, seconded by Councilman Evans to accept the following resolution: RESOVED "The Board of the Town of Pitcairn authorizes the Town of Pitcairn Court to apply for a JCAP grant in the 2021-22 grant cycle up to \$30,000.

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

- 8) Justice Bearor left the meeting at 7:05pm
- 9) Supervisor Frank opened the floor for public comments
- Cemetery Sexton Leland Ryan informed the board that there are trees in the Garrison Cemetery that need to be cut down
  - A discussion was held, and Larry Atkinson said he could cut them down. Councilman Jackson said he could help if he was in town when the job was ready to be done. Deputy Clerk Thomas said it was a possibility that her husband Jason could also help if needed.
- 10) RESOLUTION #42/21 AUTHORIZING LARRY ATKINSON TO REMOVE TREES AT THE GARRISON CEMETERY Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Town Board has authorized Larry Atkinson to remove trees in the Garrison Cemetery for \$300.00.

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

- 11) Justice Bearor left the meeting at 7:05pm
- 12) Code Enforcement Report:
- Issued 10 building permits and 2 septic system (PERK)
  - 3 new houses are going up in the town
  - Been traveling around the town to take pictures of the projects in progress

13) Clerk Moore read the Clerk's report

CLERK'S REPORT:

10 Building Permits	601.88
8 Conservation Licenses	48.32
16 Dog Licenses	172.00
2 Septic Systems (PERK)	80.00
TOTAL LOCAL SHARES REMITTED	902.20
Amount paid to NYS Ag & Markets (APCP)	20.00
Amount paid to NYS DEC (DECALS)	847.68
TOTAL NON-LOCAL REVENUES	867.68
TOTAL STATE, COUNTY & LOCAL REVENUES	1,769.88

14) RESOLUTION #43/21 ACCEPTANCE OF MINUTES Councilwoman Hall made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED, that the minutes from the August 10, 2021, were found to be correct.

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

15) RESOLUTION #44/21 AUTHORIZING THE NATIONAL AUTO SPORT ASSOCIATION (NASA) A.K.A. BLACK RIVER STAGES TO USE THE FULLERVILLE, JAYVILLE AND GOOSE POND ROAD FOR A ROAD RALLY Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the Town Board authorizes the NASA (Black River Stages) to use the Fullerville, Jayville, and Goose Pond Roads for their road rally on September 17 & 18.

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

16) RESOLUTION #45/21 ACCEPTANCE OF RESIGNATION OF ASSESSOR PHYLLIS SHAW Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that the resignation from Assessor Phyllis Shaw be accepted.

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

17) The board discussed appointing Teresa LaParr as Assessor as recommended by former Assessor Erin Gratch. Teresa will be in the office on 2<sup>nd</sup> & 4<sup>th</sup> Thursdays and Erin will be available to train her.

18) RESOLUTION #46/21 APPOINTMENT OF TERESA LAPARR AS ASSESSOR Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that Teresa LaParr be appointed as Assessor to fill the vacancy from the resignation of Phyllis Shaw, with the term expiring 09/30/2025.

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

19) Councilman Jackson informed the board that Pat Fraser, who was the person in charge of the Summer Youth Program, is replaced by Jill Fraser.

20) Supervisor's Report was handed out and Reconciled bank statements will be placed in each mailbox as soon as completed.

SUPERVISOR'S REPORT:

	Balance 07/31/2021	Increases	Decreases	Balance 08/31/2021
<b>A GENERAL FUND-TOWNWIDE</b>				
Cash-Checking	94,891.06	70,324.23	13,133.62	152,081.67
Cash-Saving	244,989.38	4.92	0.00	244,994.30
Petty Cash	100.00	0.00	0.00	100.00
Building Reserve	<u>68,102.30</u>	<u>1.82</u>	<u>0.00</u>	<u>68,104.12</u>
TOTAL	408,082.74	70,330.97	13,133.62	465,280.09
<b>DA HIGHWAY-TOWNWIDE</b>				
Cash-Checking	50,516.45	0.00	12,913.12	37,603.33
Cash-Savings	251,397.22	5.31	0.00	251,402.53
Equipment Reserve	<u>445,081.78</u>	<u>9.57</u>	<u>0.00</u>	<u>445,091.35</u>
TOTAL	746,995.45	14.88	12,913.12	734,097.21
<b>SF PITCAIRN FIRE PROTECTION</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TA TRUST & AGENCY	<u>4,848.48</u>	<u>16,189.87</u>	<u>17,148.35</u>	<u>3,890.00</u>
TOTAL	4,848.48	16,189.87	17,148.35	3,890.00
TOTAL ALL FUNDS	1,159,926.67	86,535.72	43,195.09	1,203,267.30

21) Superintendent McIntosh gave Highway News:

- Discussed with Mr. Garrand putting a gate across the Dodds Rd. Because the road is qualified abandoned and there is a right of way for the DEC he cannot gate it
- A sensor on the 2015 Ford 350 ton pickup went up. Discussion followed about purchasing a new pick up
- Had to replace the EGR valve on the 2017 plow truck.
- Black topping is complete
- Poles are set on the Backus Rd for electricity on the Harris Lot

- Discussed Bob Weeks quote to run underground power lines from pole to pedestal on the Backus Road to provide electricity to the Harris Lot

22) RESOLUTION #47/21 AUTHORIZING BOB WEEKS TO INSTALL ELECTRICAL WIRE FROM THE POLE TO THE PEDESTAL ON THE BACKUS ROAD Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED, that Bob Weeks has been given authority to install underground wiring from the electrical poles to the pedestal on the Backus Rd to provide electricity to the Harris Lot.

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

23) Discussed the option of opting out of Retail Sales and On-Site Consumption of Cannabis. Councilman Jackson called around to area towns to see what they were going to do. Deputy Jenack informed the board that if you opt out by December 31<sup>st</sup> you can always opt back in, but if you don't opt out before then you won't have the option anymore.

24) RESOLUTION #48/21 AUDIT OF BILLS Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution; RESOLVED, that the bill on Abstract #9/21 be paid in the following amounts:

GENERAL FUND	NUMBERS 93 THROUGH 105	\$ 3,175.70
HIGHWAY FUND	NUMBERS 59 THROUGH 74	\$163,550.66
	TOTAL CLAIMS	\$166,726.36

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

25) Councilwoman Hall made the motion, seconded by Councilman Jackson to adjourn the meeting. All in favor. Meeting adjourned at 7:49pm.

---

Rebecca J. Moore, Clerk