

## REGULAR MEETING, SEPTEMBER 12, 2023

A regular meeting was held on September 12, 2023, at the Pitcairn Town Hall, with the following people present:

PRESENT: COUNCILMAN PAUL JACKSON  
COUNCILMAN LAWRENCE EVANS  
COUNCILWOMAN ANN HALL  
COUNCILWOMAN DORA MCINTOSH  
SUPERVISOR JESSICA JENACK

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

VISITORS: JANE ROSE, RICK ENGLE

- 1.) Supervisor Jenack called the meeting to order at 6:30pm.
- 2.) Pledge of Allegiance was said
- 3.) Public Comments:
  - Rick Engle, candidate running for County Sheriff, took the floor to introduce himself and tell us a little about his career. He has been trying to get to each Town meeting to reach out to the communities about their concerns. With 32 Towns within the County it's difficult to reach everyone at their monthly meeting. He truly believes strong bonds within the community are important.
  - Jane Rose took the floor to update the board with last month's numbers. They had about 90 people and multiplied that by 9 and that is how many meals were given out. They are hoping the farm bill gets passed because that's where most of their money comes from. Ms. Rose thanked everyone from the Town and community for their help with donations, new building, etc.

**\*\*Rick Engle left at 6:52pm\*\***

- 4.) Code Enforcement:
  - Verizon wireless will be doing updates on the rock shanty hill tower.
  - Met some new owners in the community. Every lot on the Garrison road has been sold. There will be seven more lots on the streeter road going to be split.
  - Larry checked on the living situation of the residents after the fire.

5.) Clerk's Report:	
24 dog licenses	276.00
2 marriage licenses	35.00
5 certified death cert. Copies	50.00
4 conservation licenses	16.06
Late fees for dog licenses	75.00
<hr/>	
TOTAL LOCAL SHARES:	1,182.62
TOTAL NON-LOCAL REVENUES:	355.94
TOTAL STATE, COUNTY, & LOCAL REVENUES	1,538.56

- We received a letter from Dan Moyer, dog control officer, about his request for a one-time fee from each Town to help offset the fees to keep his shelter running up to standards. Council members requested to see an estimate of the work that needs to be done. Councilman Jackson will follow up with Mr. Moyer and report back to the board next meeting.

6.) Highway News:

- The new Snow and Ice removal agreement was received and reviewed by the board. The County would like to add the additional 3.24 miles onto the County route 23A route. (From the Cole Springs Road to route 58).
- The undercoating of the trucks was done. They need to wait a few weeks to wash the trucks. Have not received the bill on it yet.
- The County is too busy and will not pave the road they have agreed upon. Jerry has been looking around and took a bid from paverite.
- The Power Authority gave Jerry an offer to fix the Edwards Road plus add 3" gravel on the Goosepond and Backus Road.. Once accepted they will get the agreement signed and cut the check in the amount of \$159,842.86.
- Superintendent McIntosh recommended The Town send a "thank you" card to Mike Gaylord at John Deere. During the big storm that caused the washouts, he didn't charge us for the use of the Excavator. Clerk Thomas said she would send that right out.
- Jerry will be getting estimates on a new truck. We want to start thinking about putting our order in for a new truck. Jerry measured the stall to see if there was room for a tandem with a reversed plow to fit in there. Council members decided to table the conversation for now and revisit at next meeting.

**7.) RESOLUTION #52/23 ACCEPTANCE OF THE NEW COUNTY SNOW & ICE**

**REMOVAL AGREEMENT** Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the Town of Pitcairn agree to add 3.24 miles onto the County Route 23A snowplow route with Tier 2 pay.

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

**8.) RESOLUTION #53/23 APPROVAL OF SALT BID** Councilman Evans made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that Highway Superintendent McIntosh accept the salt bid at 74.66/ton and to order what he sees fit for the season.

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

**9.) RESOLUTION #54/23 ACCEPTANCE OF THE POWER AUTHORITY OFFER**

Councilwoman Hall made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the Town of Pitcairn hereby accepts the offer of \$159,842.86 to fix the Edwards Road, and add 3" of gravel on the Goosepond Road and Backus Road.

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

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

- Supervisor Jenack handed out the Supervisor's report to update the Board on where we stood financially. This has been what Leland has been working on to update the Board. He had to play catch up from March through present.
- Supervisor Jenack was asking when the Playground and Youth Program usually get paid. She will get those checks cut this week.
- Leland has been helping Supervisor Jenack get accounts straightened out. There is too much money in the Trust & Agency account. There will be some transfers happening.
- Leland announced to the Council members that he will be resigning at the end of the year. As far as the 209 hours he has spent at the Town Hall so far playing catchup and helping the Supervisor. He suggested the Town pay him \$25/hour and not exceed 240 hours bringing his pay to \$6,000. This will be his pay continuing until the end of the year. The Supervisor appoints their budget officer.

He suggests finding someone who can manage the budget and financing software and use it the right way.

- Leland asked everyone to please get their budget sheets filled out ASAP so he can input them and prepare for the budget workshop.
- The Teamster's bill is paid. New employees start at \$21.60/hour, and they start taking dues out immediately instead of waiting until the 90 day period.
- EFPTS- We were behind on social security and Medicaid. Supervisor Jenack made a wire transfer on 9/4/23 to take care of that in the amount of \$3,572.00.
- Supervisor Jenack handed out a quote for the computer store out of Watertown based on the computers for the Supervisor, Clerk, and Assessor. It would be \$100/month per computer. They would take care of any backups, fix issues that occur, and monitor for viruses. The Board will look at the information provided and discuss it next month.
- Little League update- Rick Chartrand signed paperwork and sent it to his attorney in Canton. There was roughly \$2,000 left in the checking account to be turned over to the new committee. The process should be finalized in the next couple of months.
- The auditor contacted Supervisor Jenack and said he was coming back next week and will be here for roughly seven months going through files. There will be a written report on what we're doing wrong or what needs to be fixed.

**11.) RESOLUTION #55/23** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the Town agrees to pay Leland Ryan, Budget Officer, for his time spent at the office for the total hours of 240 at \$25/hour equaling a total pay \$6,000.00.

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

**12.) RESOLUTION #56/23 GENERAL BUDGETARY TRANSFERS** Councilman Jackson made the motion, seconded by Councilwoman McIntosh to accept the following resolution: RESOLVED; that the budget officer hereby makes the following budgetary transfers for the General Fund to increase cemetery sexton account.

<b>TO:</b> A8810.42 CEMETERY SEXTON	(\$700.00)
<b>FROM:</b> A8810.44 CEMETERY MAINTENANCE	(\$700.00)

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

**13.) RESOLUTION #57/23 HIGHWAY FUND BUDGETARY TRANSFERS**

Councilman Evans made the motion, seconded by Councilman Jackson to accept the following resolution: RESOLVED; that the budget officer hereby makes the following budgetary transfers for the Highway Fund to increase CHIPS revenue.

TO: DA5112.26 CHIIPS – PAVING MATERIALS	42,578.18
TO: DA3501 CHIPS – STATE AID	42,578.18

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

**14.) RESOLUTION #58/23 ACCEPT QUOTE FROM NORTH COUNTRY CPA**

Councilman Jackson made the motion, seconded by Councilwoman Hall to accept the following resolution: RESOLVED; that the Town of Pitcairn hereby accepts the North Country CPA contract in the amount of \$4,300.00/year.

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

**15.) RESOLUTION #59/23 ACCEPTANCE OF MINUTES**

Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED; that the minutes from the August 2023 minutes were found to be correct.

Roll call vote:	COUNCILMAN JACKSON	YES
	COUNCILMAN EVANS	YES
	COUNCILWOMAN HALL	YES

COUNCILWOMAN MCINTOSH YES  
SUPERVISOR JENACK YES

16.) **RESOLUTION #60/23 AUDIT BILLS** Councilman Jackson made the motion, seconded by Councilman Evans to accept the following resolution: RESOLVED; that the bills on Abstract 09/23 be paid in the following amounts:

GENERAL FUND	NUMBERS 149 THROUGH 168	12,856.83
HIGHWAY FUND	NUMBERS 205 THROUGH 220	29,385.02
<hr/>		
TOTAL ALL FUNDS		42,241.85

Roll call vote:

COUNCILMAN JACKSON	YES
COUNCILMAN EVANS	YES
COUNCILWOMAN HALL	YES
COUNCILWOMAN MCINTOSH	YES
SUPERVISOR JENACK	YES

Councilman Evans made the motion to enter executive session for personal reasons. Executive session entered at 8:53pm. Councilwoman Hall made the motion, seconded by Councilman Jackson to return to regular meeting at 9:01pm. All in favor.

Councilman Jackson made the motion, seconded by Councilwoman McIntosh to adjourn the meeting. All in favor. The meeting adjourned at 9:01pm.

---

Chelsea L. Thomas