

**PITTSFIELD TOWN BOARD MEETING**  
**September 10, 2024**

**Shelby Wing** – Supervisor – Present

**Jeff Galley** - Absent

**Liam Keyes** – Deputy Supervisor – Present

**Carl Tice** - Present

**Lisa Jackson** – Councilwoman – Present

**Others Present:** Sandra Clapperton (Town Clerk), Karen Liddle, Connie Chambers, Bessie Worden Mertins, Charles T. Koop, Jerry Madsen.

**Called to Order:** 6:30 PM

**Pledge led by:**Supervisor Shelby Wing

**Community members concerns and statements**

Connie Chambers voiced her concerns regarding Dunham Road, her mailbox, and her driveway. She feels that a sluice pipe needs to be installed. The Highway Department has been working on Dunham Road. Connie has not spoken to Jim Wing about this. Shelby will have Jim contact her.

**Justice**– Hon. Karen Liddle  
Judge Carson has resigned.

**Resolution # 35 of 2024** To accept the resignation of Judge Gary Carson effective August 14, 2024.

**Motion:** Liam Keyes

**Seconded:** Lisa Jackson

**Carried:**4/0/1

Judge Karen Liddle has been filling in for Judge Carson since February 21, 2024. She will carry on as our official judge. The next opportunity, if someone wants to be the Pittsfield Town Judge, would be if they ran for election in mid-March 2025. If we don't have an election they would have to wait until the November elections in 2025. The State covers Judge Liddle's wages. Judge Liddle requested that the plexiglass be removed from her office and the plexiglass in the court clerk's office.

Judge Liddle is requesting a security assessment for the court. She has written a letter to Chief Joseph, at the Office of the Court Administration. They do security assessments inside and outside of the building. If this can be done in time, Judge Liddle can submit it to JCAP this year. If it's not done in time, it can be submitted for next year. This does not cost the Town of Pittsfield anything. The grant deadline is October 11, 2024.

The budget was discussed for the court. The budget line is \$5,000.

Judge Liddle presented Supervisor Wing with a job description for the Court Clerk. She is requesting that the clerk receive a pay increase effective January 1, 2025.

Judge Carson's bank accounts still need to be closed. Judge Liddle is working with the State Comptroller's office on this.

**Highway Department** – James Wing.  
No report.

**Planning Board** – Chairman, Paul Stein

There is an alternate position open for a planning board member. Paul brought in the building permit regarding the issue on Longview Drive. There was a question regarding approval of the

Planning Board minutes. They do not have to be approved by the Town Board. The planning board can approve their own minutes.

**Comprehensive Plan** – Liam Keyes/Paul Stein

The board received a copy of the draft of the comprehensive plan. Liam suggested that the board go through the draft and if they have any questions or concerns, e-mail him. The basic information for the comprehensive plan was gathered back in 2012. The comprehensive plan is very similar to the 2012 plan but has been re-worded. It is essential to have a comprehensive plan so that we are able to receive grants. Charles Koop brought up some concerns. This is a work in progress. There will be town meetings, and this will not be pushed through. The board hears people's concerns, and they are put in the plan.

**Transfer Station** – Jeff Galley

The new Transfer Station cards are in the process of being completed. White Goods Day is scheduled for September 28, 2024. The highway department is helping out with this. Tires will be accepted at that time – 4 tires per parcel. This will cost the town \$300 per ton.

**Town Clerk/Tax Collector** – Sandra Clapperton

The town received a FOIL request for any applications regarding construction of new cell towers. For the month of August, 13 hunting licenses were sold.

**Assessor** – Sheri Falcone

The Revaluation continues as planned.

**Ambulance**

Billing is caught up. Did not receive the monthly report.

**Financials**

The funds were reallocated as discussed at the August Board meeting. The audit from the Comptroller's office is completed and a draft was given to the board to review and have a plan in place within 90 days. The audit will be reviewed at a workshop on October 2, 2024 at 1:00 p.m. along with the budget review.

The Town Supervisor is requesting to hire an accountant to file the annual report for this year and last year. Also review quickbooks to prepare reconciliation documents. She charges \$50 per hour and Shelby is requesting 100 hours for 2024 which will address the majority of the audit concerns.

**Resolution # 36 of 2024**

Reallocate (reduce) \$5000.00 from line A16204 line (operation of plant) and allocate (increase) \$5000.00 to line A14604 (bookkeeping).

**Motion:** Liam Keyes

**Seconded:** Lisa Jackson

**Carried:**4/0/1

The budget workshop is scheduled for October 2, 2024 at 1:00 PM. The tentative budget will be provided to the board by September 30<sup>th</sup>. The board will then hold a workshop to review the budget as needed. The tentative budget will then be turned into the preliminary budget after the boards input. At that time the board will determine if we can operate within a tax cap or if a local law needs to be filed to override the tax cap. The preliminary budget will then be available for public review and a public hearing held in November.

Regarding the tentative budget, Supervisor Wing requested a number for Jim Wing's wages. The three present board members decided to go into executive session.

### **Executive Session**

Lisa Jackson made a motion to enter into executive session for the Highway Supervisor wage discussion. This was seconded by Liam Keyes. Supervisor Wing withdrew herself from the executive session.

Start time: 7:20 PM End time: 7:38 PM

End Discussion: The three board members made the determination to increase the Highway Supervisor's wage and presented it to the Town Supervisor.

### **Approval of vouchers for September 10, 2024**

General Fund \$3013.17

Highway Fund \$ 21,751.25

Capital Fund \$ 7551.67

**Motion:** Lisa Jackson

**Seconded:**Liam Keyes

**Carried:** 4/0/1

### **Approval of board meeting minutes from August 13, 2024.**

**Motion:**Lisa Jackson

**Seconded:**Liam Keyes

**Carried:** 4/0/1

**Next meeting scheduled for October 10,2024 at 6:30 PM.**

**Meeting adjourned at 7:46PM**

**Motion:**Lisa Jackson

**Seconded:**Carl Tice

**Carried:**4/0/1

**The September 10, 2024 meeting minutes were taken and typed by Sandra Clapperton, Town Clerk.**