

**Regular Monthly Town of Pierrepont Board Meeting, February 27, 2024  
County of St. Lawrence, State of New York, 864 State Highway 68, Canton, NY 13617**

**Present:**

**Jane Powers, Supervisor  
Julian “Olla” Filiatrault, Town Clerk  
Robert Moulton, Highway Superintendent  
Laurie Hance, Assist. to Supervisor**

**Councilpersons: Roger Murray  
John Glasgow  
Chad VanBrocklin  
Shawn Spellacy**

**Meeting attendees/Public:** Darren Richards – Code Enforcement; Rick Perkins – Legislator. Mercy Spellacy; Fred Green; Justin Planty; Jamie VanBrocklin; Simona Liquori; J. Graham.

**Regular Meeting: 7:00PM Called to order.**

**Pledge of Allegiance**

**Minutes Approved:**

- Minutes of Last Board Meeting January 30, 2024. **Motion** to approve by John Glasgow, second by Roger Murray. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**DEPARTMENT REPORTS:**

**Supervisor, Jane Powers:**

- Laurie Hance, Assistant to Supervisor stated: The general account ended for 2023 even better than in 2022. Laurie Hance reported on the status of the town’s accounts, and they are in good order. Sales tax revenue was much higher for 2023 than the previous year. Overall, starting this year in good shape.
- **Motion** to approve Supervisor’s report for December 2023 and January 2024, made by Chad VanBrocklin, second by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**Town Clerk, Olla Filiatrault:**

- Written report submitted. Available for review. Tax collection is ongoing until the end of May and is going well.
- The amount remitted to the Supervisor was \$154.00 for fees/licenses and to NYS Agriculture and Markets: \$20.00.
- **Motion** to approve report for the month of January 2024 made by Shawn Spellacy, second by John Glasgow. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**Regular Monthly Town of Pierrepont Board Meeting, February 27, 2024**  
**County of St. Lawrence, State of New York, 864 State Highway 68, Canton, NY 13617**

**Assessor, Amy Hunt:**

- Amy Hunt submitted a written report of recent Assessor's activities. The report is available on request.
- An additional from Supervisor Jane Powers: The equalization level for year 2023 was 75% and now the level for the assessment for year 2024 is dropping to 68%.
- **Motion** to approve Assessor's report made by John Glasgow, second by Chad VanBrocklin. No discussion. All voted to approve. None Opposed. Motion carried unanimously.

**Code Enforcement, Darren Richards reported:**

- 1 Building permit issued with the **total** \$25.00 collected.
- Darren Richards stated that Dollar General is thinking about Hannawa Falls. There will be a meeting in the future with the Planning Board and others to discuss it in detail. It's public knowledge at this time, so it can be discussed.
- **Motion** to approve Code Enforcement Officer's report made by Chad VanBrocklin, seconded by Roger Murray. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**Planning Board Report:**

No report.

Jane Powers, Supervisor stated that she spoke with Pierre Pomainville, Planning Board Chairperson. He said he will be back in early March. He stated that he would like to have a meeting with the Board to go over the Code Book. Have all Town Board members read it? We will have that meeting when he gets back.

**County Legislator, Rick Perkins:**

Legislator, Rick Perkins was present and submitted report of February 2024, County Legislature Board Meeting. It is available upon request.

**CORRESPONDENCE:**

- An invitation from Ogdensburg airport. Presentation of State Budget-just an invitation.
- A mail from NYMIR – Fire alarm requirement at highway building. Laurie Hance did answer that we did not get a response back yet at this time.
- An annual report and information for the year 2023 from BOCES regarding employee drug and alcohol testing and we had no problems with our employees.
- An update data of wastewater surveillance in St. Lawrence County was received.
- A transaction report for January – February 2024 of Town of Pierrepont Highway Department.
- NBT Bank Insurance Agency. A new mandatory submission of reports to be done electronically is required by NYMIR.
- Highway mileage report showing use of gas and diesel at highway dept. for January.
- Request from motorhome park in Hannawa asking if the town would be willing to issue a letter regarding the lack of affordable housing and affordable workforce housing in the town. Darren Richards stated it's more an opinion of the Board regarding the need for transient workforce housing. Jane Powers stated that she is not aware of it being an issue. Roger Murray questioned Darren Richards if he had seen it as an issue.

**Regular Monthly Town of Pierrepont Board Meeting, February 27, 2024**  
**County of St. Lawrence, State of New York, 864 State Highway 68, Canton, NY 13617**

He replied that there have been some issues due to many renting related issues out of our direct control. Renting is not an economically feasible prospect currently for many landlords. The Board agreed not to issue any letter at this time.

**NEW BUSINESS:**

Archive shared services Grant presented by Darren Richards, Code Enforcement Officer. This would be for both Colton and Pierrepont to digitize many of the town records. Darren Richards further described the need for digitizing records and the process that would occur. Colton would be the lead agency for the grant.

- **Motion to approve Resolution #II-2024 “Adoption of Retention and Disposition Schedule for NY Local Government Records”** made by Jane Powers, seconded by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously. All board members signed.
- **Motion to approve Resolution #III-2024 “Approve Grant Application for NYS Local Government Records Management Improvement Fund (LGRMIF)”** made by Jane Powers, seconded by Roger Murray. No discussion. All voted to approve. None opposed. Motion carried unanimously. Signed by all members.
- **Motion to make the Town of Colton the lead agent in the application for the Archive Shared Services Grant** made by Jane Powers, seconded by John Glasgow. No discussion. All voted to approve. None opposed. Motion carried unanimously.
- **Motion to approve Resolution #IV-2024 “Regarding Planned Closure of Prisons in St. Lawrence County”** made by Roger Murray, seconded by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously. Signed by all members.
- Bank Cybersecurity, Insurance Coverage Cybersecurity. Laurie Hance stated that: There is a new procedure from NBT bank that will enhance our security for checks we write. It’s a backup procedure to help prevent fraud. There is a monthly fee, approximately \$35. We will put it in place next week. Also, when we went to renew our insurance policy, there was a new requirement related to cybersecurity to protect our IT. There was a questionnaire I answered, and we need to deal with our laptops that are out there. We will need to call them in from time to time to check security, etc. Insurance accepted that.
- Mollo Liquori’s property at 23 Underhill Drive, Hannawa Falls. Simona Liquori addressed the Board regarding water drainage issues at her property. There is some flooding at times and trash appearing at the back of her property. She was wondering what the town might be able to do about it. Bob Moulton addressed that the problem area is way outside of the town’s right away area. Roger Murray stated that the area was put in place by a developer about 50 years ago and the town can only maintain the roads up to the right of way. We do have an engineer studying that problem in that area to come up with a plan. Currently, we are not sure what we are legally going to be able to do. We hope to have more information from the engineering firm possibly next month.

**UNFINISHED/OLD BUSINESS:**

- Boot allowance for Highway Employees: Jane Powers stated that we have a potential resolution for reimbursement for highway employee’s safety equipment. Jane Powers read the contract stipulating the reimbursement to employees for up to \$300 for OSHA approved safety equipment. Roger Murray,

**Regular Monthly Town of Pierrepont Board Meeting, February 27, 2024**  
**County of St. Lawrence, State of New York, 864 State Highway 68, Canton, NY 13617**

Councilperson questioned: Originally, when we discussed this, receipts were required from the employee showing the purchase of OSHA approved boots and that they would get a \$300 dollar check at the beginning it not the way we negotiated that. Laurie Hance replied that they were guaranteed \$300. Once I put that check in the folder, there is proof that they received the money for the boots and then it is on them, the employee. Roger Murray said he disagreed that was not the agreement. Highway employee, John Graham said that they can still turn in a receipt for OSHA approved boots and safety equipment each year. That's not a problem.

- **Motion** to approve “**Pierrepont Policy for Reimbursement Safety Equipment**” made by Chad VanBrocklin, seconded by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**Additional:**

- Olla Filiatrault, Town Clerk informed that she would like to attend the New York State Town Clerk Association (NYSTCA) Annual Conference for 2024 on April 21-24 in Albany. She found that all the classes were very useful to increase her skills as a Town Clerk.  
**Motion** to approve the Town Clerk to attend NYSTCA Annual Conference for 2024 made by Roger Murray, seconded by John Glasgow. No discussion. All voted to approve. None opposed. Motion carried unanimously.
- Laurie Hance -USDA: report. I need a date for anyone interested in attending a zoom meeting with them (next week). They will be coming to take photos. Our architect has some work to do. It is mostly done (USDA part). Roger Murray said that he talked with Corey Mousaw about the Town hall bathroom project and getting that moving ahead soon.

**GENERAL FUND VOUCHERS:**

- **Motion** by Chad VanBrocklin, seconded by John Glasgow. No discussion. None opposed. All voted in favor of authorizing payment of the **General Fund Abstract, #2, Vouchers #42-69, Total of \$20,401.23.**

**HIGHWAY FUND VOUCHERS:**

- **Motion** by Shawn Spellacy, seconded by Roger Murray. No discussion. None opposed. All voted in favor of authorizing payment of the **Highway Fund, Abstract # 2 Vouchers #32-55, Total of \$65,257.24.**

**Courtesy of The Floor:**

Legislator, Rick Perkins informed that he was told that the CHIPS fund for next year to the county is likely to be cut by a half million dollars which is likely to affect Town budgets for highway. A big cut.

Shawn Spellacy complimented Bob Moulton and Highway employees on the clean-up that has been going on at the Town Highway garage. Looks good.

**Regular Monthly Town of Pierrepont Board Meeting, February 27, 2024  
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**EXECUTIVE SESSION:**

**Motion** made by Chad VanBrocklin, seconded by John Glasgow, with all voting in favor to go into **Executive Session.**

The Board adjourned the regular meeting to move to executive session at 8:40p.m.

Invited to executive session: Laurie Hance

Olla Filiatrault, Town Clerk left the regular meeting at 8:40 pm.

Supervisor, Jane Powers, provided a written record as follows for the conclusion of the meeting.

The Board returned from executive session at 9:00 p.m. The regular meeting was reconvened at 9:00 p.m.

**NO Action taken in executive session.**

**Motion** made by Chad VanBrocklin, seconded by John Glasgow, all in voted in favor to go back into the regular meeting. No Action taken in executive session.

**ADJOURNMENT:**

- **Motion** to adjourn meeting at 9:10 pm. Motion made by Shawn Spellacy, second by John Glasgow. No discussion. All voted to approve. None opposed. Motion carried unanimously.

Meeting minutes prepared by Town Clerk, Julian “Olla” Filiatrault.

Respectfully Submitted, Julian “Olla” Filiatrault, Town Clerk