

**Regular Monthly Town of Pierrepont Board Meeting, January 30, 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  
Renee Miller, Town Clerk Deputy

**Councilpersons: Roger Murray**

John Glasgow  
Chad VanBrocklin  
Shawn Spellacy

**Meeting attendees/Public:** Rick Perkins – Legislator.  
Mercy Spellacy; Fred Green; Jamie VanBrocklin; Eric Wright

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

**Pledge of Allegiance**

**Minutes Approved:**

- **Motion to approve amended November 28, 2024, minutes** by Roger Murray, second by John Glasgow. Discussion was held as to the reason for amending the minutes. All voted to approve. None opposed. Motion carried unanimously.
- **Minutes of Last Board Meeting December 28, 2023. Motion** to approve by John Glasgow, second by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.
- **Minutes of Organizational Meeting, January 4, 2024. Motion** to approve by Shawn Spellacy, second by Roger Murray. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**DEPARTMENT REPORTS:**

**Supervisor, Jane Powers:**

- No written report submitted. Laurie Hance, Assistant to the Supervisor explained: That as far as the cash accounts for 2023, you ended up almost exactly as 2022. The balances almost match 2022 which we all know was good. I did make the transfers for the capital reserve fund, so, the capital reserve funds have been built up.

**Town Clerk, Julian “Olla” Filiatrault:**

- Written report submitted. Available for review. A monthly report and annual report for 2023 are in your folders.
- The amount remitted to the Supervisor was \$136.00, to NYS Agriculture and Markets: \$11.00, and to NYS Comptroller's Office: \$15.00.  
Roger Muray, Councilperson questioned if the reports can be used for the audit and Laurie Hance answered yes and no. Using the monthly reports would be better.
- **Motion to approve report for the month of December 2023 and Annual Town Clerk Report for year of 2023** made by Chad VanBrocklin, second by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.

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**Code Enforcement:**

- Darren Richards submitted a written report of recent activities. No building permits issued, but quite a bit of activity generating for the spring. The report is available upon request.
- **Motion to approve Code Enforcement Officer's report** made by Roger Murray, seconded by John Glasgow. No discussion. All voted to approve. None opposed. Motion carried unanimously.

**Assessor, Amy Hunt:**

- No report

**County Legislator Report:**

Legislator, Rick Perkins submitted report of January 2, 2024, County Legislature Board Meeting. It is available upon request. He also mentioned the significance of the eclipse coming up April 8<sup>th</sup>. Some people seem to think it's not a big deal, but I hear otherwise. Our emergency management director has been working on a plan. We're going to get an influx of people. Issues such as where bathrooms will be available and where people will sleep, etc.

Some towns are planning events and so on to coincide with the event.

**Retired:** Shawn Spellacy was presented with a plaque in appreciation for 25 years of service as Town Highway Superintendent.

**CORRESPONDENCE:**

- **An e-mail** from SLC Planning Office: Grants/Funding Opportunities. It was an information session on the program's request for application scheduled for Thursday, February 1, 2024, from 1-2:30pm.
- **An e-mail** from SLC Real Property Tax Office: Statement of Town and County Taxes for 2024.
- Pierrepont Town Clerk provided the updated Town Handbooks to the Board and Supervisor
- **A Request** for Consent to Assignment of Contract from Brooke Washburn. The merger of Brooke Washburn Architecture with LaBella Associates.
- **Even Year Election Legislation Adapted:** Questions and answers regarding switching to even years for elections as adopted by the State.
- **A letter** from Pierrepont Town Court, Hon. Bradley Filiatrault making the Board aware the Court's records are available for audit.
- **An e-mail** from Real Property Tax Office: the explanation of what "Chargebacks" are as listed on the tax bills.

**NEW BUSINESS:**

- **Motion** to accept Lillie Barr's resignation letter from the Zoning Board of Appeals made by John Glasgow, seconded by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.
- **Motion to approve** to appoint Jerry Filiatrault as a Zoning Board of Appeals as a full-time member made by Chad VanBrocklin, seconded by Roger Murray. No discussion. All voted to approve. None opposed. Motion carried unanimously.

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- Discussion of mileage rate for employees. Jane Powers discussed the rates in Canton for example. Roger Murray also asked what the County rate is now.  
**Motion to approve the mileage rate (for outside of the town of Pierrepont) from 50 cent per mile to 65.5 cent per mile** by Roger Murray, second by Chad VanBrocklin. No discussion. All voted to approve. None opposed. Motion carried unanimously.  
Roger Murray **amended his motion from 65.5 cent per mile to 67 cent per mile for the mileage rate** from this date forward with previous motion rescinded; seconded by Shawn Spellacy. No discussion. All voted to approve. None opposed. Motion carried unanimously.
- Dog Control Officer report. Laurie Hance explained the dog control officer will potentially be out of the town for the winter months and would like to continue as dog control officer with someone else filling in while she is gone. Possibly, the Colton Dog control officer or someone else could fill in. It probably will not be until next year. Roger Murray stated that we can use the time to possibly find someone to fill in. Will wait for more feedback from the Dog Control officer as to her exact plans.
- There was a request to plow the road in a mobile home park in Hannawa. Supervisor Powers stated that she received an e-mail from Scott Kramer that said: My partner and I own the Bob Scott MHPark on State Highway 56 in Hannawa Falls, NY which is under the town of Pierrepont, NY. We are seeking the following. Offering an easement of the road to the town of Pierrepont. The roads in the park are paved and the addresses should be on the 911 map. Also, the roads are in good condition. This can benefit the town because:
  - extra highway maintenance funds from the CHIPS program and other county, state revenue can access
  - residents see government is working for them
  - our residents are mainly 55 and over.If approved the town would have to:
  - plow the roads when snowing
  - pave and or repair as needed.Jane Powers, Supervisor stated that easements don't cure any problem with liability.  
Robert Moulton, Highway Superintendent stated that he doesn't think it's a good idea. If you do that for one, where does it stop.  
Councilman John Glasgow commented that he drove bus down there for many years and come winter that hill is pretty treacherous. Bob Moulton stated he took a drive down there and there's not really a good turn around point at the end of the road and the blacktop is really close to the front of the trailers. Laurie Hance commented that you are not going to get CHIPS on that. It's impossible. It was the consensus of those that spoke that it was not something the town could do. It was determined that a letter would be sent in reply as stated by Jane Powers.
- Discussion of reimbursement of boot purchase dollars for Highway employees.  
Jane Powers's response was that the contract says that it's allowed, but it does not specify how we do it. That process is spelled out by the State Comptroller, and we would need to follow that process as approved by the Board.

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Laurie Hance explained that bills need to be approved by the Board before payment is made as is made clear by the State comptroller and auditors.

Councilman VanBrocklin stated he didn't understand why the employees could not be quickly reimbursed as it is a contractual item. More discussion was held as to how employees could possibly purchase safety equipment (boots only) for themselves and then be reimbursed. Councilman Spellacy stated that it seems that should be a discussion for the next contract negotiations. Laurie Hance again explained the need to follow proper accounting procedures for auditing purposes. Debit cards may be a solution. It will be discussed more at the next meeting.

- SPARKS construction: Town Hall renovation/construction start date notification. Roger Murray, Councilman, reported that he and Councilman Glasgow met with Sparks and Corey Mousaw on 1-17-24. Sparks wants to get going soon if they can because they want to keep their workers busy and not laid -off. February to March time frame is what they are hoping for to start. They will provide a schedule for the construction. Roger Murray explained it is hopeful also that the Town hall bathrooms project could also be done at the same time, as well as other necessary upgrades to the town hall.

**UNFINISHED/OLD BUSINESS:**

- Roger Murray, Councilperson brought up the need for coverage for Laurie Hance for completing payroll if she must be absent at that time.  
Laurie Hance explained that she is putting together a procedure for a designated person to follow to complete payroll if needed. She will train an individual to complete that process. She also mentioned that there is a qualified individual who lives not far from the town hall who could do that work if necessary. Roger Murray emphasized that they put money in the budget for that purpose for help needed in that area and that we, of course, must do the payroll on time. Roger Murray said they would like to meet with that individual as soon as possible.

**GENERAL FUND VOUCHERS:**

- General Fund; Abstract #1, Vouchers #1-41, **Total of \$119,326.75. Motion** to approve made by John Glasgow, second by Chad VanBrocklin. No discussion. All approved. None opposed. Motion carried unanimously. Laurie Hance emphasized the need for retirement related papers to be signed tomorrow by the Supervisor so that there is no late fee and that some of the monies indicated in this voucher group are retirement costs.

**HIGHWAY FUND VOUCHERS:**

- Highway Fund: Abstract #1, Vouchers #1-31, **Total of \$242,654.18 Motion** to approve made by Shawn Spellacy, second by Chad VanBrocklin. No discussion. All approved. None opposed. Motion carried unanimously.

**Courtesy of The Floor:**

No comments from the public. Rick Perkins, jokingly, asked if we had thought of cushions yet for the court benches. Laurie Hance replied that it happens that we did apply for those in the latest court grant. Hopefully, we get them!

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**Additional:** Robert Moulton stated that with a renovation coming to the highway garage, we are going to need to clean that building out. He has been looking at storage options for all the items that are in the garage that would need to be stored. Possibly steel storage container boxes or trailers. I'm looking for input from you on this. Hopefully, it's something we could use afterwards for tire storage, etc. I believe the best option is a trailer. Is the Board open to that idea? Possibly from Lavalley. The Board said to investigate it. It's a good idea.

**ADJOURNMENT:**

- **Motion** to adjourn meeting at 8:15 pm. Motion made by Roger Murray, second by Shawn Spellacy. 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