

**TOWN OF LISBON
TOWN BOARD MEETING
February 12, 2020
LISBON TOWN HALL**

Present:

Supervisor William Nelson
Town Clerk Alberta Hyde
Highway Superintendent Michael Baldock
Bookkeeper Kari Blair

Deputy Supervisor Nathanael Putney
Councilmember Robert McNeil
Councilmember Alan Dailey
Attorney Charlie Nash

Absent: Councilmember Ronald Bush

Also, Present: MaryLou Robinson, Michelle McLagan, Legislator David Forsythe, Jerry Kroeger, Jonathan Teele, Clay Armstrong, Bill Dashnaw, Patrick Green, Philip Fonda, Patricia Fletcher, Russ Finley

A. The meeting was called to order

Supervisor Nelson called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance

C. Roll Call

D. Approval of Minutes:

Regular Board Meeting 12-11 -2019:

End of the year Meeting 12-27-2019:

2020 Organizational Meeting 1-9-2020 and regular Board Meeting 1-9-2020 are dispensed until the next Board Meeting to give board members time to review them.

Motion by Deputy Supervisor Putney to accept 12/11/2019 minutes, seconded by Council Member Dailey, Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil yes. Motion Carried.

E. Correspondence:

Supervisor Nelson made the Town Board aware that he had received a letter from William Wallace a concerned taxpayer regarding the assessments/exemptions on Solar Panels within the Town of Lisbon. See attached letter.

F. Public Comment:

Russ Finley- Mr. Finley presented Highway Superintendent Michael Baldock a Foil Request for information regarding maintenance done by the Town of Lisbon Highway Department on a section of the Fulton Road and Maple Island Road in the Town of Lisbon. Mr. Finley is requesting documentation for the fiscal years of 2016, 2017, 2018, and 2019. Supervisor Nelson thanked Mr. Finley.

Jerry Kroger - Mr. Kroger operates a Fishing Charter business and has witnessed firsthand a number of concerns with the way the Lisbon Beach boat launch is set up and used. Mr. Kroger suggested some minor changes such as installing signs for proper launching and loading, posting launch rules, and setting up a staging area away from the launch. Mr. Kroger advised this vastly would improve the flow of traffic. Supervisor Nelson stated that the concerns will noted and turned over to the Campground and beach Director and the Beach and Campground Committee. Council Member McNeil stated he would invite Mr. Kroger to the next Beach and Campground Committee Meeting. Supervisor Nelson thanked Mr. Kroger.

Patrick Green- Mr. Green asked the Town of Lisbon to pass a Resolution regarding the Town becoming a Second Amendment sanctuary. Supervisor Nelson responded that he would gather information and discuss it further at the Association of Town's meeting coming up shortly. Supervisor Nelson Thanked Mr. Green and stated he would get back to him.

G. Report from County Legislature Representative:

Legislator Forsythe reported that:

- Discussion's regarding the Sales Tax are on going
 - Citizens have called on the St. Lawrence County legislature to declare the county a Second Amendment sanctuary. Deputy Supervisor Putney asked about the course to help pistol permit holders qualify for concealed carry licenses. The legislature did vote to spend \$5,361 to create a gun safety educational program that will be offered through the St. Lawrence County Sheriff's Office, or you may choose to take a different pistol safety course offered through another entity.
 - Social Service Commissioner will be leaving office as of March 2020. The legislature will be looking for a replacement for that position.
- Supervisor Nelson thanked Legislator Forsythe for his report.

H. Approval of Voucher Abstract and Audited Claims:

The following Abstract of vouchers was submitted for approval:

General Fund -\$ 91,198.50; Highway fund -\$88,369.62

Water fund - \$1,394.25; Sewer fund - \$5,850.15

Discussion was held regarding five recreation voucher's that were set aside due to a lack of documentation on the vouchers. Council Member Putney said he will address this with the Town Recreation Committee. Supervisor Nelson reminded everyone that the Town of Lisbon has approved a new internal control cash control policy which he will share with the Recreation Committee.

Supervisor Nelson made a motion to approve payment of the abstract of vouchers and audited claims on invoices less the five recreation voucher's, seconded by Council Member Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, and Council Member McNeil yes. Motion Carried

I. Budget Review:

- Bank Reconciliation—Council Member McNeil asked if the accounts had been updated. Supervisor Nelson stated he has requested Kari to complete these as a priority item.
- AUD – Bill Dashnaw is working on the 2018 AUD and will complete the 2019 AUD as well.
- Salt Shed and Town Hall restoration project - Bill Dashnaw will be closing these projects out and requesting any grant funds allocated to these projects.
- Web Site- Working on updating

J. Acceptance of Department Reports:

Supervisors Report:

- Internet service at the beach/campground has been turned off by Chad Rice. Supervisor Nelson recommended the Town of Lisbon sign an agreement with Time Warner.
- Municipal software system - The current municipal software system needs to be upgraded. Supervisor Nelson submitted a proposal from Williamson Law Book Company. Supervisor Nelson asked to pass a resolution to purchase the Municipal Finance and operation software system for the Town of Lisbon. Discussion was held with concerns from Council Member Dailey on where the funds would be appropriated to cover the cost of the program. Supervisor Nelson

stated the software is needed in order to comply with the information required by the State of New York Office of the Comptroller. The Town Board agreed it would be in the Town's best interest to authorize this expenditure of funds. Motion made by Council Member Dailey seconded by Deputy Supervisor Putney. Roll call- Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Daily yes, Council Member McNeil yes. Motion carried. See attached resolution #2020-60

- REDI grant - at this time is the only fund available for Businesses in Municipality's that have damage caused by the river.
- IDA Grant - Council Member McNeil stated he is working with the library on an IDA grant.
- Supervisor Nelson reported that there is ongoing discussion regarding the shared services between the Town and School project. Supervisor Nelson will keep the Town Board updated as information becomes available.

Town Clerks Report:

Town Clerk Alberta Hyde reported that her office has been very busy with Vital statistics and notarizing. 74% of the Town/County Taxes and 87 % of Water/Sewer have been collected to date.

Highway Superintendent:

- School Snow Removal update: Town of Lisbon has received a formal request from Lisbon School for a three-year contract. The Town will supply the School Board with a proposed contract.
 - Gas pumps repairs: gas pumps quit last week, they were put in 2004 and have exceeded their life span. Repairs were made and should be able to make it through next year.
 - Chapel Road Bridge update - tabled to next month board meeting.
 - Insurance - Highway Superintendent would like the Town to look at getting replacement value on all the equipment. Supervisor Nelson will invite Mike Gillette from NYMIR Insurance to attend the next month's meeting.
 - Equipment discussion - The Town highway men were able to fix the 2008 4-wheel drive truck, no new motor will be needed.
 - Motion was made by Supervisor Nelson, seconded by Councilman Dailey to table the Highway agreement for expenditure of Highway Funds until Deputy Supervisor Putney and Council Member Bush can review with Highway Superintendent Mike Baldock the planned roads.
- Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Councilman McNeil yes. Motion carried

Justice Court-

The Judges have requested a meeting with Supervisor Nelson to clarify the job description of the Court Clerk/ Bookkeeper. Supervisor Nelson stated he would meet with them and that they would be going into executive session to discuss a personnel matter.

K. Reports of Boards and Committees:

- Library- Michelle McLagan presented the monthly report. See attached
- Homecoming Committee- no update
- Beach Committee- Discussion was held regarding hiring of summer help at the Beach/ Campground. In the past, relatives to Town employees have been hired which Councilman Daley has concerns as it doesn't appear to be a good process. Councilman McNeil is concerned about the summer help that have worked in past years and not being rehired based on the proposed Anti-Nepotism policy. Attorney Nash stated they could be grandfathered in. Councilman McNeil stated it is a small town and sometimes hard not to hire a person who is not a relative of an elected official. Supervisor Nelson stated that he would like the Board to give him information and feedback on the policy and hiring practices and he would review the policy and bring it back to the board. He would like this in place before any seasonal hiring is done.

L. Town Board Action Items

See full detail in attached Resolution's # 202034.1-#202060

Action Items:

Items for Town Board Action

1. Resolution to adopt changes to the law related to the EOE Policy was resolution #202034.1 - passed
2. Resolution to adopt the 284 Highway agreement, tabled resolution #202026 - tabled
3. Resolution affirming the employees of the Town of Lisbon, name, Dept, base wage, ot rate for 2020 fiscal year Bill #202048 passed
4. Resolution to adopt an Anti-Nepotism Policy – Bill #202049 - tabled
5. Resolution to adopt a Computer Use and Internet Policy – Bill #202050 - passed
6. Resolution to adopt an Electronic banking Policy - Bill #202051 - passed
7. Resolution to adopt a Travel and Conference Policy - Bill #202052 - passed
8. Resolution to adopt a Credit card use policy - Bill #202053 - passed
9. Resolution to adopt a Computer Data Breach Notification policy- Bill #202054 - passed
10. Resolution to adopt a Fund balance policy - Bill #202055 - passed
11. Resolution to adopt a Cash Control Policy - Bill #202056 – passed
12. Resolution to adopt a Capital Asset policy - Bill #202057 - passed
13. Resolution to Hold Harmless St Lawrence County – Bill #202058 - passed
14. Resolution to Hold Harmless the NYS Dept of Transportation BILL #202059 – passed
15. Resolution to purchase a Municipal software program from Williamson Law book Company – BILL #202060 - passed

M. New Business-none

N. Old/ Unfinished Business

Supervisor Nelson reported that he has not completed the Audit RFP and hasn't gotten any quotes yet.

O. Items for Discussion

Deputy Supervisor Putney stated he has concerns about the water tower security. To ensure no one climbs the tower, the bottom section of the ladder **was** removed, but there is still a safety and security concern. Deputy Supervisor Putney asked if Highway Superintendent Mike Baldock could get an updated quote on the security fence around the tower.

Q. Public Comment Period- none

P. Executive Session-

Upon a majority vote upon a motion that identifies the subject to be considered, the Council may conduct an executive session to discuss any of the issues identified as proper by Public Officers Law 105 (1)

- 8:00 p.m. Deputy Supervisor Putney made a motion to go into executive session for the purpose of a personnel matter and to discuss possible litigation with the Town Attorney; seconded by Council Member Dailey. Roll Call- Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil yes. Motion Carried.
- 9:15 p.m. Deputy Supervisor Putney made a motion to come out of executive session, second by Council Member Dailey Roll Call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil yes. Motion Carried

Supervisor Nelson presented two resolutions. The first resolution, #202061 is to terminate the contract between the Town of Lisbon Town and North Route Development Corp for the Town Hall restoration project.

Moved by Supervisor Nelson, Seconded by Deputy Supervisor Putney, Roll call- Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil. Motion carried.

The second resolution, #202062 is to place William Reddick and North Route Development Corp on a do not hire list for any future construction or renovation projects by the Town of Lisbon. Moved by Supervisor Nelson, Seconded by Deputy Supervisor Putney, Roll call- Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil. Motion carried.

See Attached Resolution # 202061 and # 202062 regarding the Town of Lisbon Town Hall restoration project.

9:25 PM - Supervisor Nelson made a motion to adjourn the meeting, Seconded by Deputy Supervisor Putney. Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes, Council Member McNeil yes. Motion carried.

Respectfully submitted,

Alberta Hyde

Alberta Hyde, Lisbon Town Clerk