

TOWN OF LISBON
TOWN BOARD MEETING
January 9, 2020
LISBON TOWN HALL

Present:

Supervisor William Nelson

Town Clerk Alberta Hyde

Highway Superintendent Michael Baldock

Bookkeeper Kari Blair

Attorney Charlie Nash

Deputy Supervisor Nathanael Putney

Councilmember Robert McNeil

Councilmember Alan Dailey

Councilmember Ronald Bush

Also, Present: Jordan Putney, Adam Duvall, Tom Manley, Scott Walker, MaryLou Robinson, Michelle McLagan, Legislator David Forsythe, Patrick Farrand, Mike O'Neil, Ken Putney, Brian Nutting (DANC)

A. The meeting was called to order

Supervisor Nelson called the meeting to order at 7:43 p.m.

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

Superintendent of Schools Patrick Farrand thanked the members of the Town Board for attending the School Board capital improvement project meetings. He invited the Board Members to attend the upcoming project meeting on January 16, 2020. Supervisor Nelson stated that the Town Board would be having discussion later in the meeting regarding the school's transportation program and capital project and the potential to work together with the school and the County. Mr. Farrand thanked the Board for moving the meetings to the evening and plans to attend as many Town Board meetings as possible. Dave Forsythe asked if a site plan is available for the School's planned bus garage.

Ken Putney informed the Board that they are the law of the Town of Lisbon, not the County or the State. He feels that the Town should investigate appointing a Town Constable. Supervisor Nelson thanked Mr. Putney for his comments.

E. Report from County Legislature Representative

Legislator Forsythe reported that:

- Sales tax negotiations are ongoing.
- The State is addressing cutting Medicare back.
- Changes in pistol permits are possible with a new County Judge, such as Co-Registration, a waiting period of 10 days to purchase handguns, a possible requirement of a four-hour NRA course with a fee of \$60.00.
- The jail population has decreased dramatically, but the Legislature has to maintain the present staffing per NYS Dept of Corrections.
- St. Lawrence County is conducting staff evaluations.
- There is 139 acres of land behind the St. Lawrence Co. Transfer Station on the Arnold/Wagner Rd. Mr. Forsythe inquired as to whether the Town Board ever considered a solar project?

Supervisor Nelson thanked Legislator Forsythe for his report and stated that the Board will discuss this later.

F. Guest—Tom Manley

Mr. Manley presented the results of his technology assessment of the towns information systems, phone systems, and internet access. He negotiated with Spectrum on behalf of the Town and presented the agreed upon monthly fee and the cost to upgrade the internet access at the Beach and Campground. Mr. Manley will present packets to the Board regarding Spectrum. Mr. Manley advised the board that municipalities are not held to a term contract in this instance. The Board discussed options and agreed to proceed with the next step. Moved by Councilman Bush seconded by Deputy Supervisor Putney roll call as follows- Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Dailey yes, Councilman Bush yes Councilman McNeil yes.

Mr. Manley stated that the Town's municipal finance software system is outdated and needs upgrading to comply with the new GASB regulations. There is a meeting scheduled on January 22, 2020 from noon until 4:00p.m. with the Williamson Municipal Software program. Discussion followed and Supervisor Nelson indicated he has not received a quote yet, but once received, he will be do an analysis of the annual expenditures now incurred as well as the required Enhanced Business system upgrade, and will present a comparison of the new software system purchase. There are funds in the 2020 budget for software and computer system support. Supervisor Nelson will update the Board as information is received.

G. Guest—Brian Nutting, DANC

The Town received a notice of violation from the DEC on November 18, 2019 addressed to Supervisor Armstrong, with a response due to the DEC by January 13, 2020. The Town had not responded to the notice, when Supervisor Nelson took office January 1, 2020. Supervisor Nelson immediately took action to review options at the Water and Sewer Plants and to address the letter sent in November. The violations were- having only one certified operator on staff for the sewer treatment plant: exceeding our SPDES discharge on three occasions and not reporting it to the DEC. The Board had discussion and members were not aware of the violations or that the second operator, Gary White was no longer employed as the second certified operator. Mr. Nutting stated that DANC could provide the services of two operators and address and correct all violations by the deadline if the Town decided to contract with DANC.

Supervisor Nelson made a motion to go into executive session, second by Deputy Supervisor Putney. Roll call as follows-Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Dailey yes, Councilman Bush yes, Councilman McNeil yes. The Board entered executive session at 9:20 p.m. Councilmember Dailey made a motion to return to regular session; second by Councilmember Bush. Roll call as follows- Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Dailey yes, Councilman Bush yes, Councilman McNeil yes. The Board returned from executive session at 9:47 p.m. and Supervisor Nelson indicated all members are still present.

A resolution was brought forth to approve Supervisor Nelson to sign a 6-month contract with DANC to operate the water and sewer treatment plants at a fee not to exceed \$17,500. Doug Smith will remain a Town employee and will be the second chief operator.
See attached resolution.

H. Approval of Voucher Abstract and Audited Claims

The Abstract of vouchers was submitted for approval, and a question was raised regarding a Morristown Lumber and Fuel invoice related to the Town Hall renovation project. The board discussed this and removed the invoice from the abstract for approval.

Councilmember Bush made a motion to approve payment of the abstract of vouchers and audited claims on invoices less the Morristown invoice; second by Deputy Supervisor Putney. Roll Call- Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Bush yes, Councilman Dailey yes, Councilman McNeil yes, motion carried.

A. General	\$151,250.83
B. Highway	56,857.07
C. Sewer	649.02
D. Water	0.00

I. Budget Review:

- Transfers--Councilmember McNeil made a motion to approve the budget transfers, seconded by Deputy Supervisor Putney, vote on roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Dailey yes, Councilman Bush yes Councilman McNeil yes, motion carried.

TO	GENERAL FUND	AMOUNT	FROM	ITEM	AMOUNT
13404.01	Budget Officer CE	\$0.08			
14301.01	Bookkeeper PS	\$43.60	71801.01	Beach PS	\$43.60
16202.01	Buildings EQ	\$12,229.18	90608.01	Employee Medical Ins	\$11,773.99
16212.01	Salt Building	\$4,022.21	90508.01	Unemployment Ins	\$4,022.21
71104.01	Parks/Campground CE	\$1,858.11	16204.01	Buildings CE	\$6,705.92
73101.01	Youth Prog PS	\$146.00			
73104.01	Youth Prog CE	\$1,118.97			
74504.01	Museum CE	\$158.06			
75101.01	Historian PS	\$50.00			
90108.01	State Retirement	\$2,000.00			
90308.01	Social Security	\$919.51			
TOTAL		\$22,545.72			\$22,545.72

TO	HIGHWAY FUND	AMOUNT	FROM	ITEM	AMOUNT
51101.03	Maint of Roads PS	\$7,587.15	5142.01	Snow Removal PS	\$6,270.65
51304.03	Machinery CE	\$586.91	51104.03	General Repairs CE	\$10,545.01
51424.03	Snow Removal CE	\$8,903.68	51302.03	Machinery EQ	\$962.88
90108.03	State Retirement	\$3,342.00	51404.03	Brush & Weeds CE	\$343.90
90308.03	Social Security	\$4,087.97	51124.03	Perm Improvements CE	\$35,394.94
90608.03	Employee Medical Ins	\$29,009.67			
TOTAL		53,517.38			53,517.38

TO	WATER FUND	AMOUNT	FROM	ITEM	AMOUNT
83204.08	Power/Pump CE	\$6,054.75	83104.08	Administration CE	\$668.59
83304.08	Purification CE	\$35.92	83301.08	Purification PS	\$500.00

					Fund Balance	\$4,922.08
TOTAL		6,090.67				6,090.67

TO	SEWER FUND	AMOUNT	FROM	ITEM	AMOUNT
81101.09	Administration PS	\$36.00	81104.09	Administration CE	\$476.75
81304.09	Treatment/Disposal CE	\$5,983.77	81204.09	Sewage Collection CE	\$3,487.25
			90308.09	Social Security	\$361.27
				Fund Balance	\$1,694.50
TOTAL		\$6,019.77			\$6,019.77

- Bank Reconciliation— There was discussion on the process of bank reconciliations. Kari Blair has been authorized to complete the monthly bank reconciliation and report to the Supervisor and Board.
- AUD—The 2018 Aud has not been filed yet, and the 2019 AUD is due to be filed by March 1, 2020. Supervisor Nelson will seek an extension on the 2019 AUD and the Board requested the Town Attorney contact Supervisor Armstrong to complete the 2018 AUD. Supervisor Nelson will contact Bill Dashnaw to assist in completing the 2019 AUD with himself and Kari. Supervisor Nelson has been in contact with the State Comptroller's office.

J. Report from Highway Superintendent:

School Snow Removal— We are currently billing Lisbon Central School month to month due to waiting on the school's contract, which is currently with the schools Attorney Andrew Silver.

Town Barn Separator Tank System—Steve Blevins has been contacted regarding an oil/water separator to solve the drainage issues at the Town Highway garage. Discussion followed, Resolution to purchase a tank separator. See attached

Metal storage unit at the town garage- Due to the amount of needed surplus parts and equipment Stored at the town garage for the water/sewer plant and highway dept. more storage is needed. Discussion followed. Resolution to purchase a 40-foot storage unit. See attached.

Compactor Roller and Skid Steer Loader- Discussion regarding what would be most cost effective, to continue to rent or purchase the compactor roller and skid steer loader. Resolution to purchase a Compactor Roller and Skid Steer Loader. See attached

Four Wheel Drive Truck- Authorized the Town Highway Superintendent to purchase the previously Budgeted Four-wheel drive truck. Resolution to purchase 4-wheel drive Truck. See attached.

2008 F 250 4-wheel drive pickup- Discussion followed regarding exploring options to repair the tuck in the most cost-effective manner or possible no longer use this truck. The truck is used primary for hauling the trash trailer at the beach/campground. No decisions were made at this time.

L. Reports of Boards and Committees

Library- Michelle McLagan presented the annual report. See attached. Michelle requested that two Town Board Members be appointed as Liaisons for the Town Library.

Homecoming Committee- The committee asked how much money was budgeted for 2020. The board stated that \$8,000.00 was appropriated for Homecoming. A 2020 budget was given to the town board from the homecoming committee. See attached

M. **Town Board Action**

St. Lawrence County Sales Tax- Discussion followed - Resolution to oppose the change in the sales tax distribution for St Lawrence County – agenda bill 202047 see attached.

Original resolution is filed in the Town Clerks Office, with a copy sent to St Lawrence County Board of Legislators.

N. **Items for Discussion**

1. Proposed capitol project at Lisbon Central School- The project includes a three-bay bus maintenance facility. This project is in discussions as to whether it could be built on town land near the existing town barn in partnership with the school, town and county, who are also looking to build a facility in Lisbon.

2. Office Moves-

The Assessor will be moving to the currant Supervisors Office, and the Supervisor Office will be relocated to the assessor's office.

Meeting Adjourned at 11:15 pm moved by Councilman Dailey Seconded by Councilman McNeil all in favor.

Respectfully submitted,



Alberta Hyde, Town Clerk