

**Town of Lisbon, Board Meeting**  
**Wednesday, April 10, 2024**  
**6963 Cr 10 Lisbon, NY 13658**

**A. Call to order/** Pledge of Allegiance at 5PM by Supervisor Bush

**B. Roll Call:** Supervisor Ron Bush                      Deputy Supervisor Patti Bartlett  
Councilmember Robert McNeil                      Councilmember Jeff Dumas-Absent  
Councilmember Hunter Forsythe

Also present: Highway Superintendent Mike Baldock, Town Clerk Alberta Hyde, Campground Director Todd Miller, Librarian Michelle McLagan, Assessor Steve Teele, several residents

**C. Reading of Correspondence / Communications-**

- 1-Letter from Ag & Markets regarding the Municipal Shelter Inspection Report which is available in the Town Clerks Office for anyone to review
- 2-Two Town residents have expressed interest in being a member of the Town of Lisbon Assessment Review Board
- 3-Request for a talent show during Homecoming

**D. Presentation-** Erik Backus, from Clarkson University and Karen Bage from St Lawrence Health Initiative did a presentation regarding Safe Streets Initiative. The program is all grant funded and the Clarkson Engineering students would be working with volunteers from the community. This would cost the Town nothing more than time and interest. The program is designed to help with inadequate streets, rural roads, trails, parking lots, crosswalks, sidewalks to mention a few items. Several local Towns are/have worked with this program with good results. Once approved a committee needs to be formed with a member of the Planning Board, Lisbon School, Hamlet residents, Highway Superintendent, and member of the Town Board. They would need to come up with a vision for the Town, then the Clarkson Student Engineers and workers from the SLHI would work with the committee doing surveys, designs, applying for funding and anything it takes to set up the project for success.

**E. Public Comment Period –**

1-Julie Madlin read the attached letter. Discussion followed with Supervisor Bush stating that there is a lot that cannot be discussed due to the Town being in legal legations. The following are responses that could be given.

- 1- In the fall of 2023, the Town's IT refused to work with the previous Supervisor but was willing to return in 2024 and work with the current Town Board, since that time issues are being addressed regarding the Town's IT.
- 2- It is the responsibility of the Town Justice to recommend to the Town Board who they choose for the position of Court Clerk. Other Town positions like campground, highway is advertised in the Town's official paper North Country Now
- 3- Town Clerk Hyde did not have the exact number of foil requests with her but commented approximately thirteen have been received.
- 4- The Town does not utilize a high-speed internet connection.
- 5- It has not been the past practice to put any recordings on the website.

- 6- The Town has not received any applications in writing for the position of Historian, but the Town is complying since the Town Clerk was appointed to the position.
- 7- The Town is still writing grants and as in previous years the Town will continue to maintain Town owned Cemetery's. There were extra funds put into the 2024 budget for extra work to be completed on Town owned Cemetery's.
- 8- As stated at the organization meeting in January of 2024, the Town's policies were approved as written with the understanding that they are all being reviewed and some rewritten.

2- Jerry Crossett raised concerns about the following:

- 1- The Town Line Cemetery- Supervisor Bush stated the Town does not own said cemetery.
- 2- Town owned property on the Baker Road- Highway Superintendent stated that the Town had a professional Engineer Tom Palmer and has met with the DEC several times, any complaints that have been filed are unfounded. The Town did have the timber cut off said property to offset the cost of the purchase.
- 3- Mr. Crossett voiced his concerns regarding Town Board procedures.

3-Randy Sabourin commented on the advantage of live streaming and would like to see the line-by-line budget items. Discussion was had regarding the Town Board needing tablets so that the Town business/budget is more accessible for answering questions and Town business is not conducted on personal devices. Mr. Sabourin addressed the issue of whether the Fire Department was to get the cell tower and if they would be paying taxes on said land. Supervisor Bush responded he had been informed that at this time there has not been a decision on where the cell tower is going.

4- Sue Sharidan questioned which cemeteries in Lisbon are owned by the Town. Town Clerk Hyde would be glad to get this information for her if she leaves her contact info.

5- Nancy LaFaver would like to clear up the fact that the Town Historian can also be the County Historian that it is not double hatting according to the County Attorney.

6- Rebecca McDermott: Ms. Dermott stated that she had personally delivered two grants to the RVRDA for the Town. The Restore NY Grant will have to wait till fall since the Town's Sam number was not updated in 2023. Deputy Supervisor Bartlett is currently working on updating this information.

**F. Approval of previous meeting minutes** Moved by Deputy Supervisor Bartlett seconded by Councilmember Forsythe to approve the March 13,2024 minutes. Randy Sabourin questioned a statement in the minutes regarding Attorney Nash making full disclosure at last month's Town Board meeting that his nephew is working with Nancy LaFaver's family. Attorney Nash confirmed making this statement. All in favor of approving the minutes as wrote motion carried.

**G. Report from County Legislature** – Legislator Dave Forsythe

1-Eclipse went well, travel was not even close to the projected amount

2-State Budget has not passed, this leaves chips and schools up in the air

3-Two Democrats have been appointed to Hermon Town Board by the Governor

4-County is looking into a drone to look at the County buildings for preventive maintenance such as roof leaks

5-Improvements of 911 building going well

6-County has extended the state of emergency

7-State Senator Stec is an asset to the County

## **H. Reports from Boards and Committees**

Planning Board-Supervisor Bush stated the board had met regarding an extension of the Solar Project permit.

Recreation Report- Councilmember Forsythe reported that the meeting was postponed.

Homecoming Committee-Ms. McLagan reported that letters asking for T-shirt sponsorships had been sent out. Field and community events, the parade and fireworks are being planned.

Library- Michelle McLagan-

1-1250 Eclipse glasses were given out, the Lisbon Library is participating in the recycling program for the glasses.

2-First graders from Lisbon School had a field trip to the Lisbon Library

3-In the progress of getting quotes to fix the Community room floor at the library. Nancy LaFaver reminded everyone to contact SHIPO.

**I. Approval Audited claims and Abstract of vouchers #4: Bill # 189-243 General Fund \$22,116.68 - Highway Fund: \$84,888.42 Sewer fund \$29,134.27 Water fund \$1,005.99-- T&A Fund \$3,683.94 WWTP-\$18,278.26 Total \$159,107.56**

Action Required by Town Board: Moved by Councilmember McNeil Seconded by Councilmember Forsythe all in favor Motion carried.

## **J. Reports of Departments**

- Supervisor Report-

1-Month end has been closed and balanced, Bookkeeper and Deputy Supervisor are doing a very good job.

-Deputy Supervisor-

1-Books are being audited

2-Policy are being rewritten/reviewed

3-Safe/door locks need to be changed

Councilmember McNeil suggested making time at the May meeting to review finances, road paving and campground projects.

- Highway Superintendent Report

1-Intermunicipal Cooperation Agreement for the year 2024 with the Town of Pierrepont has been signed.

2-New generator is here, but not hooked up yet

3-Agreement to spend is on hold till the State budget is passed

4-Discussion between Aaron Jarvis of Tisdell, Don Chambers of the St Lawrence County Highway Department and the Lisbon Highway Superintendent have been ongoing regarding the preliminary drawings of a proposed intersection between CR 10 and Church Street in the Hamlet of Lisbon.

5-Highway Superintendent and Deputy have met with the DEC regarding the Baker Rd pit. The Town is good to go due to the complaint regarding water runoff was unfounded.

6-Highway crew is working on ditching, culverts, and beavers.

Randy Sabourin questioned if any money could be saved when buying new trucks if the Town got different plows/radios also if the Beach Road is covered under chips? Discussion followed regarding what is ordered on the Town Trucks and that only a small portion of the Beach Road is eligible to be covered under Chips.

- Town Clerk Report

1-Water/Sewer bills went out along with a letter regarding how to identify the lead water service line. Inventory is being gathered as part of a NYSDOH regulation.

2-The Town of Lisbon has two Junk Yards at present and both have renewed their permits for 2024

3-Department of Corrections paid the Town their annual fee in the amount of \$1,000.00 for use of the Harwell Lot for the purpose of operating a firing range for handguns and long guns. This amount is allocated to recreation.

4-All the Foil request have been completed, some of which still have not been picked up

5- The Town got an estimate from Rivers Septic service to haul the sludge from the WWTP to Canton in the amount of \$13,200.00

- Justice Court Report-

1-The Justices have requested that the display case be moved out of the Court Room in case there was ever an altercation.

2-Justice have requested hiring a Bailiff for trials at \$25.00 an hour. Discussion followed with everyone in agreement to have the display case moved and to ask the Sheriff's office about sending someone when the Town has a trial.

- Assessor Report

1-Applications for an extension of the Enhanced Star if there is good cause is available for 2024

2-The Assessment Review Board will meet at the Lisbon Town Hall from 4-8pm on May 28,2024

3-Forms for the Amish to use to apply for Star are available at the Lisbon Town Hall

- Code Enforcement Officer report- CEO is giving Mike Chambers 30 days to clean up the trash on his property. Councilmember McNeil questioned the work that needs to be done on the Town Hall. SHIPO has been contacted regarding the Town Hall roof. Discussion was had regarding the drainage issues.

- Beach/Campground Director Report

1-Application has been sent to St. Lawrence Health Department to open the Campground as of May 1,2024

2-2024 List of Summer help was presented to the Town Board

3-Reservations are being taken, Campground is being cleaned up, Docks have been installed

4-Visitor guide of St Lawrence County contacted the Town to see if the Town wanted to put ads in North Country Now for the Campground

Discussion was held regarding summer help and drug and alcohol testing.

Randy Sabourin asked about getting quotes for Pickleball, Tennis and Basketball courts at the Campground/Beach, also about update on the internet. Discussion followed regarding the improvements that Craig System had presented last month. Motion by Supervisor Bush seconded by Councilmember McNeil to have Supervisor Bush contact Craig System to go ahead with the new system at the Campground, tablets for Councilmembers and bringing the old computer system from the Campground to the Town Office's. Nancy Hess added that the Town Board members should have Town e-mail addresses. All in favor Motion carried.

- Historian and Depot-

1- Currently there are no outstanding request, one request was received in April and has been taken care of

2-Conversations have been had regarding the opening of the Depot for the 2024 season

- Approval of Reports – Action required by the Board: Moved by Councilmember McNeil Seconded by Councilmember Forsythe all in favor Motion carried.

**K. New Business:** Moved by Councilmember McNeil seconded by Supervisor Bush to pass a resolution to work with the Safe Streets Grants all in favor of Motion carried.

**L. Old/Unfinished Business:**

1- Discussion had regarding Town of Lisbon Medical Building. It doesn't look like Canton/Potsdam Hospital is interested in opening a Medical Center. The said building needs a lot of repairs and is costing taxpayers each month for utilities. Suggestion was made to contact a local real estate agent or possibly try to lease the building. Randy Sabourin asked about contacting Ernie Couglar previous pa or possible using the building as a court office. Motion by Councilmember McNeil seconded by Deputy Supervisor Bartlett to put the building out to lease or advertise it for sale by contacting local retailer Rhonda Roethel. All in favor Motion carried.

2-Discussion was had regarding a Gazebo/Pavilion at the Lisbon Depot. The Town Board is in the process of getting quotes. Ideals of what and where to put the Gazebo/Pavilion are being considered. Along with the possibility of making another parking lot. The Town is looking for grants to go along with the donations that have already been made. Nancy LaFaver Thanked the Town Board for not forgetting about the project.

3-Water Tower, no new update

**M. Action Items:**

- 1-Resolution for procurement of laptops for Town Board Members Bill# 2024-24 Moved by Deputy Supervisor Bartlett seconded by Councilmember McNeil All in favor Motion carried.
- 2-Resolution for Town Hall Repairs utilizing ARPA Funds Bill#2024-25 Moved by Councilmember Forsythe seconded by Deputy Supervisor Bartlett All in favor Motion carried
- 3-Resolution to approve the Sludge disposal cost to Canton WWTP Bill#2024-26 Moved by Councilmember McNeil seconded by Councilmember Forsythe all in favor Motion carried.
- 4-Resolution for Safe Streets Grants Bill # 2024-27 Moved by Councilmember McNeil seconded by Supervisor Bush all in favor Motion carried

**N. Public Comment Period –**

Randy Sabourin asked about the new Generator, if the Town is still doing a new Highway Building and about the old CEO's truck. Highway Superintendent stated that the Generator would be to run the shop/ fuel Island, not as a shelter Lisbon Central School is a shelter in case of emergency and the Town is still investigating the possibility of a new Highway Building. The old CEO truck has been advertised but has not been sold yet.

**O. – Executive Session –** Supervisor Bush stated that there was a need for an executive session Moved by Councilmember McNeil seconded by Deputy Supervisor Bartlett to go into executive session at 8:20 pm to discuss matters relating to appointment, promotion, demotion discipline or removal of a person Moved by Councilmember McNeil seconded by Councilmember Forsythe to come out of executive at 9:06 pm.

5-Resolution for Appointment of a member to Grievance Assessment Board Bill # 2024-28 Moved by Deputy Supervisor Bartlett seconded by Councilmember Forsythe to appoint Tim Ashely All in favor Motion carried.

**P. Adjournment:** Moved by Councilmember McNeil seconded by Deputy Supervisor Bartlett to adjourn at 9:17 pm

**draft**

