

**TOWN OF LISBON**  
**Special Town**  
**BOARD MEETING**  
**April 22, 2020**  
**Via-Zoom**

**Present:**

Supervisor William Nelson  
Town Clerk Alberta Hyde  
Highway Superintendent Michael Baldock  
Attorney Charles Nash Esq.

Deputy Supervisor Nathanael Putney  
Councilmember Robert McNeil  
Councilmember Alan Dailey  
Councilmember Ron Bush

**Also, Present:**

1. **Meeting called to order**

Supervisor William Nelson called the meeting to order at 6:07 PM

2. **Roll Call taken**

Deputy Supervisor Nathanael Putney joined at 7:21 PM

3. **Also Present**

Mike O'Neil

4. **Supervisor Report**

Supervisor Nelson had e-mailed the board information regarding seasonal resident/non-resident vs annual campground rates. Supervisor Nelson suggested the Town Board reduce the monthly rental rate to \$75.00 per month for the annual renters until such time the Campground can reopen. This fee is based on what a seasonal resident/non-resident would pay if they stayed at the campground from May 1 opening to October 15 closing, using this as the base season rent. We then deduct that amount from what the annual renters pay, resulting in \$75.00 per month base fee. For those that have paid for the year in advance, we will credit their account until the campground opens. Supervisor Nelson stated we cannot let the campers stay for free as this would be gifting of public property. Discussion followed regarding the difference between Seasonal and Annual campers, charging per week instead of month and sending letter to all annual campers.

Motion made by Council Member Dailey seconded by Council Member Bush to change the Fee for Annual Campers to \$75.00 a month until the opening of the Campground. Roll call: Supervisor Nelson yes, Council Member Bush yes, Council Member Dailey yes, Council Member McNeil yes, Deputy Supervisor Putney absent Motion carried

Mike O'Neil requested to hire additional help for the campground. Supervisor Nelson stated that office help for the campground would be considered non-essential in accordance with the Governors Pause NY orders, but that Todd Miller would be considered essential to work on campgrounds infrastructure and grounds with the help of the Highway Dept team. At this time, only the boat launch can be opened according to the executive Order. Council Member McNeil asked if a resolution was needed to re-open the boat launch. Supervisor Nelson advised as the Governor lifted the closure order, we were approved to open. Supervisor Nelson has been in contact with the regional Dept of Health and will advise as soon as we get approval to open the campground.

## 5. Highway Superintendent

Highway Superintendent Baldock informed the Board that he was on a Webinar Meeting with The Association of Town Highway Superintendents, and was advised the Towns should be receiving letters from the state granting approval for the CHIPS funding. The association does not expect a financial reduction to the local road and bridge programs; All three programs are expected to be funded fully. Discussion followed regarding the agreement to spend highway CHIPS funds in advance of the confirmation letter from the State and waiting until the Town receives the approval letter. Highway Superintendent Baldock advised that material is less expensive at this time, and the Town has to spend the money and then gets reimbursed.

Supervisor Nelson will work with Highway Superintendent Baldock to develop a cash flow and expense analysis to review availability of cash for ongoing expenses vs the timing for CHIPS reimbursement.

As work is getting behind and we need to be ready for paving, etc., Mike is bringing the Highway crew back on Monday at 100%. Discussion followed on the safety of the men and ensuring and enforcing the safety protocols in place such as all must wear masks, practice social distancing, ride alone in vehicles or wear a mask if with another crew member, and the two crews will be staggered one hour apart to ensure no overlap. One highway man will be assigned to help at the campground.

Scott McConnell of DANC requested that the Town consider purchasing sand for the sewer plant. The cost is \$40.00 a ton with 240 tons requested, at a cost of \$9600.00. Discussion followed and Superintendent Baldock suggested there was enough depth of sand in the beds that they could remove several inches and it would not affect the systems operations. The board agreed with this option.

Supervisor Nelson had been asked by the dog control officer if he would appoint a deputy dog control officer in case she was not able to answer a call. The deputy would only get paid mileage if she went on a call. Council Member Bush asked if there were any special qualifications need to do the job. Supervisor Nelson stated no, and was looking to appoint Jessica Doty who works at the Potsdam Animal Shelter and has been the Towns deputy dog control officer in the past. All agreed. Supervisor Nelson reported that the town had taken twelve dogs in 2019 and nineteen in 2018 to the Potsdam Animal Shelter.

Supervisor Nelson informed the board that our Town Bookkeeper Kari is expected back to work on the 23<sup>rd</sup>. Once the Courts open, he will work with Kari and the Judges to get a firm schedule of days she would dedicate to working in the Supervisor's office and the Justice Office. Discussion followed regarding the justice/town audit.

Motion to adjourn the meeting at 7:21 PM made by Council Member Dailey seconded by Council Member Bush, all voted in favor. Motion carries.

Respectfully Submitted

Alberta L. Hyde, Town Clerk