

**TOWN OF LISBON
BOARD MEETING
JANUARY 14, 2015
LISBON TOWN HALL**

Present:

Supervisor James Armstrong
Town Clerk Donna McBath
Attorney Charles Nash, Esq.
Highway Superintendent Timothy Dow
Financial Advisor William Dashnaw

Councilmember Gary Jarvis
Councilmember Robert McNeil
Councilmember Susan Duffy
Councilmember Nathanael Putney

Guest: Steven Teele - Assessor, Marc McDonell – Code Enforcement Officer, Patricia Fletcher – Town Judge and Hollis McBath

Discussion was held with Highway Superintendent Dow before he had to leave for a family matter. The discussion was with whom to purchase the pump from for the gas and diesel. Superintendent Dow stated the cost from 3 companies.

| | |
|---------------------|----------------------------------|
| Fuel Master | \$ 9,048.50 |
| Set up fees by Bach | \$ 3,175.00 from another company |
| Total | \$12,223.50 |

Bach from Clayton
Pump & Set Up Fee - Total \$12,850.00

Snyder Maintenance L.L.C. from Canastota
Pump \$11,361.15
Set up Fees Unsure set up fees.

Councilmember Duffy made a motion, seconded by Councilmember Putney to approve purchasing the pump and setup fees from Bach located Clayton, NY.

Ayes – 5 Nays – 0

1. Meeting Called to Order for the Town Board Meeting

Supervisor James Armstrong called the meeting to order at 6:30 PM.

2. Pledge Allegiance

3. Organizational approval and Policies Approval– See Attachment # 1

- A. Procurement Policy
- B. Investment Policy
- C. Code of Ethics
- D. Highway Adoption Policy
- E. Equal Opportunity Policy
- F. Americans with Disabilities Act (ADA) Employment Policy
- G. Workplace Violence Prevention Policy & Incident Report
- H. Sexual Harassment Policy
- I. Appointments with wages

Councilmember Jarvis made a motion, seconded by Councilmember McNeil to approve the Organizational List and Policies Approval Ayes – 5 Nays – 0

4. Minutes Approvals

A. December 10, 2014 and Special Meeting December 23, 2014

Councilmember McNeil made a motion, seconded by Councilmember Duffy to approve the meeting minutes of December 10, 2014 and special meeting of December 23, 2013.

Ayes – 5 Nays – 0

5. Town Clerk Report December 2014

Councilmember McNeil made a motion, seconded by Councilmember Duffy to approve the Town Clerk’s Report for December 2014.

Ayes – 5 Nays – 0

6. Approval of Town Justice Reports December 2014

Councilmember McNeil made a motion, seconded by Councilmember Jarvis to accept the Justice Reports for December 2014.

Ayes – 5 Nays – 0

7. Approval of Budget Transfers

TRANSFERS for December 2014

| TO | GENERAL FUND | AMOUNT | FROM | ITEM | AMOUNT |
|--------------|-----------------------------------|-------------------|--------|--------------------|-------------------|
| 1221.1 | Deputy Supervisor Payroll | \$.04 | 1220.4 | Supervisor CE | \$.04 |
| 1320.4 | Independent Auditing & Accounting | \$63.47 | 1220.4 | Supervisor CE | \$63.47 |
| 1620.4 | Building/Shared Services/CE | \$1,609.49 | 1621.4 | Medical Group CE | \$1,609.49 |
| 3620.4 | Safety Inspection CE | \$25.00 | 3510.4 | Dog Control | \$25.00 |
| 5132.4 | Garage CE | \$1.40 | 3310.4 | Traffic Control CE | \$1.40 |
| TOTAL | | \$1,699.40 | | | \$1,699.40 |

| TO | Water District | AMOUNT | FROM | ITEM | AMOUNT |
|--------------|----------------------|---------------|--------|-----------------|---------------|
| 8330.1 | Purification Payroll | \$9.00 | 8330.4 | Purification CE | \$9.00 |
| TOTAL | | \$9.00 | | | \$9.00 |

| TO | Water Fund | AMOUNT | FROM | ITEM | AMOUNT |
|--------------|---------------------------|-----------------|--------|---------------------------------|-----------------|
| 8110.1 | Administration PS (Sewer) | \$683.58 | 8120.4 | Sewer Collec. CE (Pump Station) | \$683.58 |
| Total | | \$683.58 | | | \$683.58 |

Councilmember Duffy made a motion, seconded by Councilmember McNeil to approve the budget transfers for December 2014.

Ayes – 5 Nays – 0

8. Approval of Abstracts

| | |
|--------------|--------------------|
| a. General | \$26,893.29 |
| b. Highway | \$48,254.66 |
| c. Water | \$291.00 |
| d. Sewer | \$756.61 |
| Total | \$76,195.56 |

Councilmember Jarvis made a motion, seconded by Supervisor Armstrong to approve the abstracts to be paid. Ayes – 5 Nays - 0

9. Highway Superintendent’s Report

A. Resolution # 2 Holding Harmless the County of St. Lawrence for Providing Services for the Town of Lisbon. See Attachment # 2

Councilmember Duffy made a motion, seconded by Councilmember Jarvis to approve Resolution # 2 Holding Harmless the County of St. Lawrence for Providing/Services for the Town of Lisbon. Ayes – 5 Nays – 0

B. Resolution # 3 – NYS DOT Permits – See Attachment # 3

Councilmember Jarvis made a motion, seconded by Supervisor Armstrong to approve Resolution # 3 NYS DOT Permits Ayes – 5 Nays – 0

C. McBath Road

Discussion was held concerning the extension on the McBath Road. The board members tabled this discussion until a special meeting on Monday, January 19, 2014 at 7:00 PM so the Highway Superintendent and Board Members could all attend at that time.

10. Report from all Liaisons for committees

A. Planning Board – No report given as there was not a quorum at the last schedule meeting.

Councilmember Jarvis made a motion, seconded by Councilmember Duffy to appoint John Gardner for the planning board. His term will end on December 31, 2021. Ayes – 5 Nays – 0

Councilmember Jarvis made a motion, seconded by Councilmember McNeil to accept Glen Harris resignation effective immediately. Ayes – 5 Nays - 0

B. Campground – Closed for the Season

C. Homecoming –No report

D. Museum – Closed for the Season

E. Recreation – No report

F. Animal Control – Sue Siedlecki – December’s report – attachment # 4.

11. Report from Code Enforcement Officer Marc McDonell

Code Enforcement Officer Mark McDonell gave his yearly report. For building permits he collected \$5,195.46 and valuation of the building is \$3,244,050.00 during the year of 2014.

12. New Business –

- A. Audit Town Books – Mr. Dashnaw informed the board that he would assist two board members with the year audit of the town books. Councilmember Duffy and Putney informed the board members that they would work with Mr. Dashnaw.
- B. Retaining Attorney Roger Linden for the appeal with Mahlon Clements law suit. Attorney Nash stated the cost would be for Attorney Linden \$200.00 per hour and for his office help would be \$60.00 per hour.

Councilmember Jarvis made a motion, seconded by Councilmember Putney to hire Attorney Roger Linden for the appeal on the law suit against Mahlon Clements. It was also approved to pay Attorney Linden \$200.00 per hour and his office help \$60.00 per hour.

Ayes – 5 Nays – 0

C. Heuvelton Road

Councilmember Putney asked how the Heuvelton Road got its name when it is not connected to Heuvelton-Flackville Road. Councilmember Putney was informed that it was always known as the Smithers Road. He asked what it would take to change the name back to the Smithers Road from the Heuvelton Road. Many suggestions were made and Councilmember Putney informed the board members that he was going to check into it more. Also Patricia Fletcher stated that she would check with Jim Race in the Planning Office to see what could be done.

13 Executive Session –

Councilmember Jarvis made a motion, seconded by Councilmember Duffy to go into executive session at 7:35 PM for the lawsuit concerning personnel from the Supervisor’s Office.

Ayes – 5 Nays - 0

Councilmember Jarvis made a motion, seconded by Councilmember Duffy to return to the regular meeting at 8:35 PM.

Ayes – 5 Nays - 0

14. Adjournment

Councilmember Jarvis made a motion, seconded by Councilmember McNeil to adjourn the meeting at 8:35 PM.

Ayes – 5 Nays – 0

Respectfully Submitted,
Donna McBath,
Town Clerk

**TOWN OF LISBON
PROCUREMENT POLICY**

Whereas, Section 104-b of the General Municipal Law requires every Town to adopt Internal Policies and Procedures governing all procurement of goods and services not subject to the bidding requirements of GML. Section 103 or any other law; AND

Resolved: That the Town of Lisbon does hereby adopt the following Procurement Policy and Procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GLM, section 103. Only municipal officers, board members, (e.g....NOT committee members!), department heads or specified employees of the Town may be given purchasing authority, and then only by authority for specific purchases as given by the procurement officer. The procurement officer may at his discretion perform all procurement of goods and services required for Town functions or establish procedures (with Board approval) to insure the governmental efficiency as well as the public's best interests are served. Such procedures should be presented &/or reviewed annually with written copies being delivered to each department within the town. All vouchers presented to the Town Board for audit must be signed by the procurement officer to verify that the procurement policy has been followed.
2. All purchases of :
 - (A) supplies or equipment which will exceed \$20,000 in the fiscal year or
 - (B) public works contracts over \$35,000 shall be formally bid pursuant to GLM, sec. 103
3. All estimated purchases of:
 - (A) less than \$20,000 but greater than \$3,000 required a written request for a proposal (REP) written/or fax quotes from at least 3 vendors.
 - (B) less than \$3,000 but greater than \$1,000 require oral request for the goods and oral/fax quotes from at least 2 vendors.

Any written RFP for goods shall describe the desired goods, quantities involved, and particulars of delivery. The purchasers shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the offered quotes.
4. All estimated public works contracts of:
 - (A) less than \$35,000 but greater than \$10,000 require written RFP and written/fax proposals from 3 contractors.
 - (B) less than \$10,000 but greater than \$3,000 require a written RFP and written/fax proposals from 2 contractors. Any written RFP will describe any materials to be included in the quote for services.

Any written RFP will describe any materials to be included in the quote for services.
5. Any procurement of goods or services meeting the criteria of 2), 3), or 4) above will be authorized by majority vote of the Board. All other procurement will be subject to authorization by the procurement officer. The only exception will be if an emergency exists and the procurement officer is unavailable. Such an instance will require a report by the purchasers to the supervisor and/or Board no later than the next regularly scheduled meeting.

Attachment # 1A

Continue - Procurement Policy

All information gathered in complying with the procedures of this item shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares written justification providing reasons why it is in the best interest of the municipality and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

6. TOWN OF LISBON PROCUREMENT POLICY – AMENDMENT #1 11/10/93....A bid submitted by a town resident or taxpayer may be accepted when it exceeds the low bid by no more than 5%.
7. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.
8. Except when directed by the appropriate municipal board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - i. Acquisition of professional services
 - ii. Emergencies
 - iii. Sole source situations
 - iv. Goods purchased from agencies for the blind or severely handicapped
 - v. Goods purchased from correctional facilities
 - vi. Goods purchased from another governmental agency
 - vii. Goods purchased at auction
 - viii. Goods purchased for less than \$250
 - ix. Public works contracts for less than \$500
9. The failure to follow the previous stated procedures will be subject to non-payment of submitted vouchers.
10. This policy shall be reviewed annually by the municipal board at its organizational meeting or as soon thereafter as in reasonably practicable. This policy may be amended by the appropriate municipal board from time to time by simple resolution.

Adopted: 01/14/2015

Investment Policy

Town of Lisbon

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Town of Lisbon.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- . To conform with all applicable Federal, State and other legal requirements (legality)
- . To adequately safeguard principal (safety)
- . To provide sufficient liquidity to meet all operating requirements (liquidity)
- . To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Town board's responsibility for administration of the investment program is delegated to the Town Supervisor or designee who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund (s) for which they are held, the place (s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. DIVERSIFICATION

It is the policy of the Town of Lisbon to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution, and shall evaluate this listing at least annually.

V. INTERNAL CONTROLS

It is the policy of the Town of Lisbon for all moneys collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within 3 days of deposit, or within the time period specified in law, whichever is shorter.

The Town Supervisor or designee is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposits of money.

| Depository Name | Address | Telephone # |
|-----------------|----------------------|--------------|
| Key Bank | Ogdensburg, New York | 315-393-5440 |
| Community Bank | Ogdensburg, New York | 315-393-3060 |

Attachment # 1B
Con't Investment Policy

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including, all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of Town of Lisbon that are in excess of the amount insured under the provisions of the Federal Deposits Insurance Act shall be secured by:

A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers.

VIII. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Town of Lisbon shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities.

The custodial agreement shall provide that pledged securities will be held by the bank or trust company as agent of, and custodian for, the Town of Lisbon, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposits or other bank liability. The security and custodial agreements shall also include all other provisions necessary to provide the town of Lisbon with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the governing board deems necessary.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Town Board authorizes the Town Supervisor, or designee to invest moneys not required for immediate expenditure for terms not to exceed it projected cash flow needs in the following types of investments:

Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York

All investment obligations shall be payable or redeemable at the option of the Town of Lisbon within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VII and VIII herein.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions with which the Town of Lisbon transacts business shall be creditworthy, and have an appropriate level experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Town of Lisbon. The Town Supervisor or designee shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians.

Attachment # 1B
Con't Investment Policy

XI. ANNUAL REVIEW AND AMENDMENTS

The Town of Lisbon shall review this investment policy annually, and it shall have the power to amend this policy at any time.

Date: January 14, 2015

Supervisor Armstrong

Councilmember Putney

Councilmember Duffy

Councilmember Jarvis

Councilmember McNeil

Adopted January 14, 2015

CODE OF ETHICS

ARTICLE I Intent

- § 4-1. Statement of legislative intent.
- § 4-2. Applicability.

ARTICLE II Code

- § 4-3. Definitions.
- § 4-4. Conflicts of interest.
- § 4-5. Standards of conduct.
- § 4-6. Penalties of offenses.

ARTICLE III Board of Ethics

- § 4-7. Establishment and membership.
- § 4-8. Board to render advisory opinions; confidentiality.
- § 4-9. Promulgation of rules and regulations; records.

ARTICLE IV Administration

- § 4-10. Distribution of copies.
- § 4-11. Filing with state.
- § 4-12. Appropriation for Board of Ethics.

Attachment # 1 C
Code of Ethic

ARTICLE I

Intent

§ 4-1. Statement of legislative intent.

The Town Board of the Town of Lisbon recognizes that there are state statutory provisions mandating towns to establish rules and standards of ethical conduct for public officers and employees, which rules and standards, if observed, can enhance public confidence in local government. It is the purpose of this resolution to implement this objective through the establishment of standards of conduct, to provide for a punishment of violation of such standards and create a Board of Ethics to render advisory opinions to the town's officers and employees as provided herein.

§ 4-2. Applicability.

The standards prohibited acts and procedures established herein are in addition to any prohibited acts, conflicts of interest, provisions or procedures prescribed by the statutes of the State of New York and, also, in addition to common law rules and judicial decisions relating to the conduct of town officers to the extent that the same are more severe in their application than this chapter.

ARTICLE II

Code

§ 4-3. Definitions.

As used in this chapter, the following items shall have the meanings indicated:

TOWN – Any board, commission, district, council or other agency, department or unit of the government of the Town of Lisbon.

TOWN EMPLOYEE – Any officer or employee of the Town of Lisbon, whether paid or unpaid, whether serving under full-time, part-time or advisory capacity.

§ 4-4. Conflicts of interest.

No town employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of the employee's duties in the public interest.

§ 4-5. Conflicts of interest.

A. No town employee shall accept other employment which will impair the employee's independence of judgment in the exercise of the employee's official duties.

- B. No town employee shall accept employment or engage in any business or professional activity which will require the employee to disclose confidential information which the employee has gained by reason of the employee's official position or authority.
- C. No town employee shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for themselves or others.
- D. No town employee shall engage in any transaction, as representative or agent of the town, with any business entity in which the employee has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of the employee's official duties.
- E. The town employee shall not let his/her conduct give reasonable basis for the impression that nay person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.
- F. Each town employee shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty and the public interest and his/her private interest.
- G. Each town employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
- H. No town employee employed on a full-time basis nor any firm or association of which such employee is a member nor any corporation, a substantial portion of the stock of which is owned or controlled, directly or indirectly, by such employee shall sell goods and services to any person, firm, corporation or association which is licensed or whose rates are affixed by the town in which such employee serves or is employed.

§ 4-6. Penalties for offenses.

In addition to any penalty contained in any other provision of law, any such town employee who shall knowingly and intentionally violate any of the provisions of this chapter may be fined, suspended or removed from office or employment in the manner provided by law.

ARTICLE III
Board of Ethics

§ 4-7. Establishment and membership.

There is hereby established a Board of Ethics, consisting of three (3) members to be appointed by the Town Board, all of whom shall reside in the Town of Lisbon and shall serve without compensation and at the pleasure of the Town Board of the Town of Lisbon. A majority of such members shall be persons other than town employees, but membership shall include at least one (1) member who is an elected or appointed town employee of the Town of Lisbon.

Attachment # 1 C

Code of Ethic

§ 4-8. Board of render advisory opinions; confidentiality.

- A. The Board of Ethics established hereunder shall render advisory opinions to town employees on written request and, upon request of the Town Board, make recommendations to such Town Board as to any amendments of this chapter.
- B. The opinions of the Board of Ethics shall be advisory and confidential, and in no event shall the identity of the town employee be disclosed except to authorized persons and agencies. Such opinion shall be on the advice of counsel employed by the Board of Ethics or, if none, of the Town Attorney.

§ 4-9. Promulgation of rules and regulations; records.

Such Board of Ethics, upon its formation, shall promulgate its own rules and regulations as to its form and procedures and shall maintain appropriate records of its opinions and proceedings.

**ARTICLE IV
Administration**

§ 4-10. Distribution of copies.

Upon the adoption of this chapter, the Town Supervisor shall cause a copy thereof to be distributed to every town employee of this town. Failure to distribute any such copy or failure of any town employee to receive such copy shall have no effect on his/hers duty in compliance with this code, nor with the enforcement of provisions hereof. The Town Supervisor shall, further, cause a copy of this chapter to be kept posted conspicuously in each public building under the jurisdiction of the town. Failure to do so post this chapter shall have no effect on the duty of compliance herewith nor on the enforcement of the provisions hereof.

§ 4-11. Filing with state.

Within thirty (30) days of the adoption of this chapter, the Town Clerk shall file a copy thereof in the office of the State Comptroller.

§ 4-12. Appropriation for Board of Ethics.

The Town Board may appropriate money from general town fund for the maintenance of and for personal services to the Board of Ethics, established hereunder. Such board of Ethics may not commit the expenditure of town funds except within the appropriations provided herein.

Approved: May 8, 2013

Reapproved: 1/14/2015

TOWN OF LISBON

HIGHWAY ADOPTION POLICY

1. All roads must be approved for adoption by the Town board.
2. All roads for adoption must have (3) Rod Right-of-way.
3. All material used are to be approved by the Superintendent of Highways and The Planning Board.
4. All roads for adoption must have a sub-base of 18 inches of 6 inches minus material to a width of 22 feet. Base shall be 6 inches of 4 inch minus material. Binder coat must consist of 2½ inch minimum, must be able to handle peak flow of water.
5. Ditches and shoulders must be clean of debris and obstructions and sloped to ditch line. Department of Transportation approved guard rails must be in place where needed and culverts, with 12 inch minimum, must be able to handle peak flow of water
6. If a dead end road, it must be 1,000 feet minimum in length and have a cul-de-sac at end to allow large trucks to turn around, with a minimum of 80 feet.
7. If extending an existing dead end road, it must be built to the standards of the existing policy.

Two Attachments

Adopted: 02/12/2013

Readopted: 1/14/2015

TOWN OF LISBON

EQUAL OPPORTUNITY POLICY

The Town of Lisbon is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, religion, age, national origin, marital status, disability or veteran status will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to employment advertising, hiring, placement, compensation, training, promotion, demotion, termination, layoff, transfer, disciplinary actions, leave of absence or any other benefits. Discrimination based on any of the above is strictly prohibited and any supervisor, administrator or employee who engages in or tolerates such behavior is subject to disciplinary action in accordance with the Civil Service Law, collective bargaining agreements or any other applicable State or Federal Laws.

If an employee believes they have encountered violations of this policy, they may advise their Department Head. In addition, an employee can file a written complaint with Clerk within (30) calendar days of the incident. Retaliation against the complainant will not be tolerated. False accusations will be treated as a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.

The policy is to investigate all such complaints. If an investigation confirms that a violation has occurred, the Town of Lisbon will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment.

This directive is for municipal use only and does not apply in any criminal or civil proceeding. The municipal policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this directive will only form the basis for municipal administrative sanctions. Violations of law will form the basis for civil and criminal sanctions and a recognized judicial setting.

**TOWN OF LISBON
AMERICANS WITH DISABILITIES ACT (ADA)
EMPLOYMENT POLICY**

It is the policy of the Town of Lisbon, NY to fully comply with the provisions and spirit of the ADA and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual. Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the operations of a program.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position, not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The Town of Lisbon intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave and all other forms of employment compensation or advantage.

The Town of Lisbon has designated the Town Clerk to accept discrimination claims and monitor compliance to monitor efforts to ensure the municipality's compliance with the ADA, and to receive complaints of discrimination against disabled persons. Any person who believes he or she is a victim of discrimination can direct a written complaint to this person. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

The Town of Lisbon, NY's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, the Town of Lisbon, will keep complaints and their resolutions confidential. If an investigation confirms that discrimination has occurred, the Town will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment. The Town Of Lisbon, NY will cooperate with any state or federal agency in the investigation of any complaints.

This directive is for municipal use only and does not apply in any criminal or civil proceeding. The municipal policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this directive will only form the basis for municipal administrative sanctions. Violations of law will form the basis for civil and criminal sanctions and a recognized judicial setting.

Town of Lisbon

Workplace Violence Prevention Policy & Incident Reporting

Town of Lisbon is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of Lisbon property will be thoroughly investigated and appropriated action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of Lisbon has identified response personnel that include a member of management and an employee representative. If appropriated, the Town of Lisbon will provide counseling services or referrals for employees.

All town of Lisbon personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Attachment # 1 G
Con't Workplace Violence

**DESIGNATED CONTACT PERSONS
TOWN OF LISBON
WORKPLACE VIOLENCE PREVENTION POLICY & INCIDENT REPORTING
2015**

James Armstrong
Supervisor
Phone: 393-5988 (office)
 393-0665 (home)
 323-0223 (cell)
1704 CR 31
Lisbon, NY 13658

Timothy Dow
Highway Superintendent
Phone: 393-2779 (office)
 393-1885 (home)
 323-6397 (cell)
152 Hanlon Rd.
Lisbon, NY 13658

Donna McBath
Town Clerk
Phone: 393-5988 (office)
 323-0503 (cell)
144 Mehaffy Rd.
Lisbon, NY 13658

Marc McDonell
Municipal Safety Officer &
Code Enforcement Officer
Phone: 854-4026 (Office & Cell)
101 CR 28
Ogdensburg, NY 13669

TOWN OF LISBON SEXUAL HARASSMENT POLICY

Sexual harassment is a form of gender discrimination and is a violation of state and federal civil rights laws. It is the policy of this Town to strongly oppose and prevent any form of discrimination. We recognize that any employee's ability to perform his or her job may be adversely affected by harassment based on sex. Therefore, this policy has been prepared to aid our employees in understanding and helping to prevent sexual harassment.

The Equal Employment Opportunity Commission defines sexual harassment as "unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or; submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, or termination, affecting such individual, or; such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or otherwise offensive working environment, or; such conduct created an intimidating, hostile or offensive work environment.

Sexual harassment can include abusive verbal language related to an employee's sex, sexually oriented comments about an individual's body that are unwelcome and/or reasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment; displays of obscene printed or visual material; and physical contact, such that it unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Any employee who believes that another employee is initiating sexual harassment may file a written complaint with Lisbon Town Clerk. She is designated to Accept Sexual Harassment Claims within (30) calendar days of the incident. Retaliation against the complainant will not be tolerated. Due to the serious and private nature of this offense, false accusations of sexual harassment are and will be treated as a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.

The policy of the Town of Lisbon, NY is to investigate all such complaints. If an investigation confirms that harassment has occurred, the Town of Lisbon, NY will take corrective action, including any discipline that is appropriate up to and including immediate termination of employment.

This directive is for municipal use only and does not apply in any criminal or civil proceeding. The municipal policy shall not be construed as a creation of higher legal standard or safety or care in an evidential sense with respect to third party claims. Violations of this directive will only form the basis for municipal administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

Attachment # 1 H

DESIGNATIONS

| | |
|-----------------------|--------------------------------------|
| OFFICIAL MEETING DATE | 2 ND WEDNESDAY EACH MONTH |
| OFFICAL MEETING TIME | 6:30 PM |
| BANKS | COMMUNITY BANK & KEY BANK |
| OFFICIAL NEWSPAPER | NORTHERN NEWSPAPER |
| OFFICIAL MILEAGE | FIFTYONE CENTS PER MILE |

APPOINTMENTS 2015

| | |
|-------------------------------|------------------|
| DEPUTY SUPERVISOR | NATHANAEL PUTNEY |
| TOWN ATTORNEY | CHARLES NASH |
| DEPUTY HIGHWAY SUPERINTENDENT | DONALD MERKLEY |

| | |
|---------------------------------|---------------|
| DEPUTY TOWN CLERKS | DEBRA PUTNEY |
| | EMILY GRANT |
| CODE ENFORCEMENT OFFICER | MARC MCDONELL |
| WATER SUPERINTENDENT | DOUGLAS SMITH |
| SEWER SUPERINTENDENT | DOUGLAS SMITH |
| WATER/SEWER ASSISTANT | SCOTT SKIFF |
| SUPERVISOR SECRETARY/BOOKKEEPER | NICOLE BARR |

| | |
|-------------------------------|-----------------|
| ANIMAL CONTROL OFFICER | SUSAN SIEDLECKI |
| DEPUTY ANIMAL CONTROL OFFICER | JIM PIPHER |

| | |
|--------------------------|---------------|
| HISTORIAN | NANCY LAFAVER |
| COURT CLERK | NICOLE BARR |
| YOUTH SPORTS COORDINATOR | TORI LAMPETT |
| HEALTH OFFICER | ERNIE COUGLER |
| CAMPGROUND MANAGER | MIKE O'NEIL |

CONTINUE APPOINTMENT 2015

| | |
|-------------------------------------|----------------------|
| ASSOCIATION OF TOWNS REPRESENTATIVE | JAMES ARMSTRONG |
| ASSESSOR | STEPHEN TEELE |
| AUDIT COMMITTEE | WILLIAM DASHNAW |
| | COUNCILMEMBER PUTNEY |
| | COUNCILMEMBER DUFFY |

PLANNING BOARD

| ALL 7 YEAR TERMS | EXPIRATION |
|------------------|------------|
| STEPHEN WALLACE | 12/31/2017 |
| VACANT | 12/31/2016 |
| WILLIAM LEARY | 12/31/2015 |
| STEVEN JEMISON | 12/31/2020 |
| (JOHN GARDNER) | 12/31/2021 |
| MARK HYDE | 12/31/2018 |
| THOMAS ARMSTRONG | 12/31/2019 |

| | |
|----------------------------|-----------------------------|
| LIASONS FOR PLANNING BOARD | COUNCILMEMBER SUSAN DUFFY |
| | COUNCILMEMBER ROBERT MCNEIL |

Attachment # 1 H
Con't Appointments

POWER PROJECT

ROGER WATTERS, CO-CHAIRMAN
RHONDA ROETHEL, CO-CHAIRMAN
MIKE SPEARANCE
BRUCE COOK

LIASON FOR POWER PROJECT

ROBERT MCNEIL

BEACH & CAMPGROUND COMMITTEE

LIASONS FOR BEACH AND
CAMPGROUND COMMITTEE

MIKE O'NEIL
COUNCILMEMBER SUSAN DUFFY
COUNCILMEMBER GARY JARVIS
TORI LAMPETT – SPORT COORDINATOR
ERNIE FIELDS – CO-CHAIRMAN
CHRISTINE HAMMOND
JASON BELL
JOE CARR
RAY LAROCK
DAVE GRAVELIN

RECRETATION COMMITTEE

LIASONS FOR RECREATION COMMITTEE

COUNCILMEMBER NATHANAEL PUTNEY
COUNCILMEMBER ROBERT MCNEIL

GRIEVANCE COMMITTEE

JOHN GARDNER
9/30/2017
STEVEN WALLACE
9/30/2015
TODD ARMSTRONG
9/30/2016

HOMECOMING COMMITTEE

JUDY MARTIN
JENNIFER GRAY
CINDY CARR
NANCY MCCULLAN
DICK & RITA MARTIN
LINDA HICKS

LIASONS FOR HOMECOMING COMMITTEE

SUPERVISOR JAMES ARMSTRONG
COUNCILMEMBER NATHANAEL PUTNEY

MUSEUM COMMITTEE

NANCY LAFAVER – CHAIRMAN & HISTORIAN
STEPHEN JEMISON
REV. WALTER SMITH

Attachment # 1 H
 Con't Appointments

BRUCE WOOD

KIRK ROBINSON
 SHAWN O'NEIL

LIASONS FOR MUSEUM COMMITTEE COUNCILMEMBER NATHANAEL PUTNEY

LISBON HOUSING AUTHORITY

EXPIRE

| | |
|----------------|------|
| HOLLIS MCBATH | 2017 |
| MIKE DUPREY | 2016 |
| BRUCE GREEN | 2016 |
| SCOTT WALKER | 2018 |
| MARGRET BACKUS | 2016 |

LIASON APPOINTMENTS

RECREATION

COUNCILMEMBER ROBERT MCNEIL
 COUNCILMEMBER NATHANAEL

CAMPGROUND & BEACH

COUNCILMEMBER SUSAN DUFFY
 COUNCILMEMBER GARY JARVIS

HOME COMING

SUPERVISOR JAMES ARMSTRONG
 COUNCILMEMBER SUSAN DUFFY

MUNICIPAL POWER

SUPERVISOR ARMSTRONG

PLANNING BOARD

COUNCILMEMBER SUSAN DUFFY
 COUNCILMEMBER ROBERT MCNEIL

ECONOMIC DEVELOPMENT

COUNCILMEMBER DUFFY

NEW YORK POWER AUTHORITY

SUPERVISOR ARMSTRONG

CON'T LIASON APPOINTMENTS

MUSEUM

COUNCILMEMBER NATHANAEL PUTNEY

BUILDING & GROUNDS

COUNCILMEMBER ROBERT MCNEIL

WAGES

| | | | |
|-------------------|--------------------------------|--------------|-------------|
| SUPERVISOR | JAMES ARMSTRONG | Term Expires | |
| | | 12/31/2015 | \$12,700.00 |
| DEPUTY SUPERVISOR | COUNCILMEMBER NATHANAEL PUTNEY | | \$ 500.00 |

Attachment # 1 H
Con't Appointments

| | | Term Expires | |
|--------------------------|-------------------|--------------|-------------|
| COUNCILMEMBER | NATHANAEL PUTNEY | 12/31/2015 | \$ 2,400.00 |
| | SUSAN DUFFY | 12/31/2015 | \$ 2,400.00 |
| | GARY JARVIS | 12/31/2017 | \$ 2,400.00 |
| | ROBERT MCNEIL | 12/31/2017 | \$ 2,400.00 |
| TOWN JUSTICE | PATRICIA FLETCHER | 12/31/2015 | \$10,926.00 |
| | PHILIP FONDA | 12/31/2017 | \$10,926.00 |
| COURT CLERK | NICOLE BARR | | \$11,557.00 |
| COURT STENOGRAPHER | NICOLE BARR | BUDGET | \$ 2,000.00 |
| PERSONNEL-BOOKKKEPER | NICOLE BARR | | \$23,052.00 |
| TOWN CLERK/TAX COLLECTOR | | | |
| VITAL RECORDS | DONNA MCBATH | 12/31/2015 | \$32,186.00 |
| WATER PAYROLL | DONNA MCBATH | | \$ 510.00 |
| HIGHWAY SUPERINTENDENT | TIMOTHY DOW | 12/31/2015 | \$52,318.00 |
| DEPUTY HIGHWAY | DONALD MERKLEY | | \$ 1,500.00 |
| ASSESSOR | STEPHEN TEELE | 9/30/2018 | \$29,024.00 |
| CODE ENFORCEMENT | MARC MCDONELL | | \$30,000.00 |
| HISTORIAN | NANCY LAFAVER | | \$ 1,485.00 |
| YOUTH PROGRAM CORD. | TORI LAMPETTO | | \$ 5,100.00 |
| ATTORNEY | CHARLES NASH | | \$ 6,630.00 |
| DOG CONTROL OFFICER | SUSAN SIEDLECKI | | \$ 5,610.00 |
| SEWER SUPERINTENDENT | DOUGLAS SMITH | | \$14,851.00 |
| WATER PURIFICATION | DOUGLAS SMITH | | \$10,740.00 |
| DEPUTY TOWN CLERK | DEBRA PUTNEY | (BUDGET) | \$ 5,000.00 |
| | EMILY GRANT | (BUDGET) | \$ 5,000.00 |
| BEACH & CAMPGROUND | MIKE O'NEIL | | \$13,620.00 |
| PUBLIC WORKS | SCOTT SKIFF | | \$23,620.00 |

RESOLUTION # 2 of 2015
HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR
PROVIDING SERVICE FOR THE TOWN OF LISBON
January 10, 2015

WHEREAS, the Town of Lisbon is desirous of St. Lawrence County Department Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Lisbon and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor, the Town of Lisbon and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

WHEREAS, the Town has indicated an interest to participate in such an effort,

NOW THEREFORE, BE IT RESOLVED that the Town of Lisbon hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against liability, loss, damage, claim or action resulting from the work performed by St. Lawrence County Department of Highways. The Town of Lisbon does not indemnify and hold harmless the County for any liability, loss, damage, claim, or action, which arises during actual performance of services by the St. Lawrence County Department of Highways. Said St. Lawrence County Department of Highways and the County of St. Lawrence assumes the liability for losses, and claims for the actual physical performance of the work, and

BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

Date

By: James W. Armstrong, Supervisor
Town of Lisbon

RESOLUTION # 3 of 2015
PERMITS FROM THE NYS DEPARTMENT OF TRANSPORTATION
January 10, 2015

WHEREAS, the Town of Lisbon from time to time receives permits from the Department of Transportation (DOT) to temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds of a State highway right-of-way, and

WHEREAS, the Town of Lisbon is required by NYS DOT to indemnify or hold harmless agencies and/or officials of the State of New York for such temporary obstructions, installations, construction or maintenance,

NOW THEREFORE, BE IT RESOVLED that James W. Armstrong, in the capacity as Supervisor of the Town of Lisbon is authorized to execute the Undertaking in Connection with Highway Permits Issued by NYS DOT agreement.

Donna D. McBath
Lisbon Town Clerk

Dog Control Report December 2014

12/20? Complaint of dog crying on Dezell Rd – Woman was sure dog was injured – Drove up and down road at night – Did not hear any dog 30 miles.

12/29 Call of Blk Lab w/red collar in field off 37 (said dog had been running loose for two months) Saw dog but could not get near. 39 miles

Phone calls – lost dogs etc.

Susan Siedlecki D.C.O.