

**TOWN OF LISBON
BOARD MEETING
September 21, 2016
LISBON TOWN HALL**

Present:

Supervisor James Armstrong
Town Clerk Donna McBath
Attorney Charles Nash, Esq.
Financial Advisor: William Dashnaw
Code Enforcement Officer: Marc McDonnell

Councilman Gary Jarvis
Councilman Robert McNeil
Councilman Susan Duffy
Campground Manager: Mike O'Neil
Judge Patricia Fletcher

Absent: Councilman Nathanael Putney, Highway Superintendent Timothy Dow

Guest: Legislator David Forsythe

1. Meeting Called to Order for the Town Board Meeting

Supervisor James Armstrong called the meeting to order at 12:20 PM

2. Pledge Allegiance

3. Campground

A. Campground Manager Mike O'Neil had concerns of the plan for seasonal campers who wanted to leave their campers at the same site year around. Mr. O'Neil stated that he felt the price was too high. Mr. O'Neil proposed a yearly rate of \$375.00 a year for twelve months.

It was decided to table this until the next meeting.

B. Councilman Jarvis requested from Mr. O'Neil the duties of the maintenance crew and office help for the next meeting.

C. Unemployment Insurance – A discussion was held concerning unemployment insurance.

D. Councilman McNeil requested from Mr. Dashnaw a report of the beach and campground revenue and expenses. Mr. Dashnaw reported that as of September 21, the total revenue was \$162,061 and total expenses were \$109,553.

E. Feasible Study - Supervisor Armstrong stated that the board had received a letter from Matthew Morgia, Aubertine and Currier stating that the feasible study cost for the additional campsites would be \$\$4,900.00. Discussion was held.

Councilman McNeil made a motion seconded by Council Duffy to approve the cost for the feasible Study to Aubertine and Currier. Following a discussion, it was determined that more items should be added to the study, such as: A pay gate at the entrance of the park (instead of having someone at the entrance)

A storage building

A building for Washer, Dryer and vending machine

Riverbank overlook

Additional Docking

The additional campground sites that had been discussed in the past

A New Playground

Ayes – 4 Nays – 0

4. Recognition of Guest –

- A. Judge Patricia Fletcher – Asked for permission to place an employment advertisement for Court Clerk. It was discussed that an advertisement would include Bookkeeper/Court Clerk.

Councilman McNeil made a motion seconded by Councilman Jarvis to place an advertisement for employment for Bookkeeper/Court Clerk. Ayes – 4 Nays – 0

- B. Legislation Forsythe had to leave the meeting.

5. Old Business

- A. Mr. Dashnaw is recommended that the town change from out of house payroll to in house payroll. He is recommending a program with Enhance Business at the cost of \$1795.00. The program would be unlimited support with any upgrades. The payroll would start January 1, 2017.

Councilman McNeil made a motion seconded by Councilman Jarvis to purchase the payroll program. Ayes – 4 Nays - 0

- B. Audit – Discussion was held about of doing a full audit concerning the Supervisor's office and Court Clerk's office. Mr. Dashnaw would cost between \$6,000 to \$8,000 to do a full audit on the year of 2015 and the first 9 months of 2016.

Councilman McNeil made a motion seconded by Councilman Jarvis to have a full audit on the Supervisor's office and Court Clerk's office with cost of not exceed \$8,000.00.

Ayes – 3 Nays – 1

- C. Internal Audit – Councilmember McNeil and Councilman Duffy stated they did an audit on the Supervisor Office, Court Office and Town Clerk and Tax Collectors Office.

Councilman Jarvis made a motion seconded by Supervisor Armstrong to approve the internal audit report.

Councilman McNeil left the meeting at 1:15 PM.

6. New Business

- A. Potsdam Human Society Contract – Discussion was held concerning the contract for the Potsdam Human Society Contract. The cost for the contract last year was \$27,000 and this year is \$26,046.

Councilman Jarvis made a motion seconded by Councilman Duffy to approve of accepting the Potsdam Human Society Contract. Ayes – 4 Nays – 1

- B. Town Board Meetings – A discussion was held on whether to have night meetings or day meetings. It was agreed that the meetings be left for noon. Councilman Duffy, Attorney Nash and Mr. Dashnaw informed the board members that they would not be able to attend Wednesday, October 12 meeting and asked if it could be changed to the following day, October 13 at Noon. All board members agreed.

- C. Life Flight – Discussion was held regarding the participation with Life Flight. Was tabled until next month.

7. Liaisons

A. Planning Board –

- Code Enforcement Officer McDonell stated that a local law needed to be updated for building codes. He wanted a local law to stipulate on the height of grass in people’s front yards. It was stipulated that the height would be maximum of 10 inches.

Councilman Duffy made a motion seconded by Councilman Jarvis to ask for Attorney Nash to do a local law. Ayes – 3 Nays – 0

Local hearing will be held on October 13, 2016 at 11:30 AM

- Code Enforcement Officer McDonell stated that he and Town Clerk McBath had completed their 2nd agreement with an Amish family concerning smoke detectors.
- Library Floor. Code Enforcement Officer McDonell informed the board members that there was a bubble in the flooring at the library. He stated that he asked John Gardner from Gardner’s Flooring to look at it. Mr. Gardner suggested running a circular saw across the floor a few times to let the flooring settle.
- Code Enforcement Officer informed the board members that the town had 12 new homes being building and had 87 miscellaneous building permits so for this year.

B. Recreation – Councilman Putney was absent

Discussion was held concerning petty cash for the Recreation Committee.

C. Animal Control – Report can be seen in the Town Clerk’s Office

8. 9, 10, Approval of August 2016 Meeting Minutes, Town Clerk’s Report and Justice Report.

Councilman Duffy made a motion seconded by Councilman Jarvis to accept the August Meeting Minutes, Town Clerk’s Report, and Justice Report. Ayes – 3 Nays - 0

11 & 12. Abstract and Supervisor’s Report

a. General	\$15,459.25
b. Highway	\$240,856.38
c. Water	\$877.76
d. Sewer	\$2,777.94

Total \$259,971.33

Councilman Duffy made a motion seconded by Councilman Jarvis to approve the Abstracts and Supervisor’s Report. Ayes – 4 Nays – 0

13. Executive Session

Councilman Jarvis made a motion, seconded by Councilman Duffy to go into executive session at 2:10 PM Law Suite. Ayes – 4 Nays – 0

Councilman Duffy made a motion, second by Councilman Jarvis to return to the regular meeting at 2:20 PM Ayes – 4 Nays – 0

17. Adjournment

Councilman Jarvis made a motion, seconded by Councilman Duffy to adjourn the meeting at 2:20 PM.

Ayes – 4 Nays – 0

Respectfully Submitted,

Donna McBath,
Town Clerk