

Town of Lisbon Board Meeting Agenda
2022 Organizational Meeting
Wednesday, January 12, 2022
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Approval of previous meeting minutes
- E Reading of Correspondence / Communications
- F Action Items:

Items for Town Board Action

1. Resolution approving 2022 Procurement process - BILL #: 2022-01
2. Resolution to adopt 2022 Investment Policy - BILL #: 2022-02
3. Resolution to adopt 2022 Equal Opportunity Policy - BILL #: 2022-03
4. Resolution to adopt 2022 Tobacco Free Policy - BILL #: 2022-04
5. Resolution to adopt 2022 Drug Free workplace Policy - BILL #: 2021-05
6. Resolution to adopt 2022 Sexual Harassment Policy - BILL #: 2022-06
7. Resolution to adopt 2022 Code of Ethics Policy -BILL #: 2022-07
8. Resolution to adopt 2022 Americans with Disabilities Act Policy - BILL #: 2022-08
9. Resolution to adopt 2022 Workplace Violence Policy - BILL #: 2022-09
10. Resolution to adopt 2022 Anti Nepotism Policy - BILL #: 2022-10
11. Resolution to adopt 2022 Computer Use and Internet Policy - BILL #: 2022-11
12. Resolution to adopt 2022 Electronic Banking Policy- BILL #: 2022-12
13. Resolution to adopt 2022 Travel and Conference Reimbursement Policy-BILL #: 2022-13
14. Resolution to adopt 2022 Credit Card Use Policy - BILL #: 2022-14
15. Resolution to adopt 2022 Computer Data Breach Notification Policy - BILL #: 2022-15
16. Resolution to adopt 2022 Fund Balance Policy - BILL #: 2022-16
17. Resolution to adopt 2022 Cash Control Policy - BILL #: 2022-17
18. Resolution to adopt 2022 Capital Asset Policy - BILL #: 2022-18
19. Resolution to adopt 2022 Hold Harmless of St Lawrence County - BILL #: 2022-19
20. Resolution to adopt 2022 Hold Harmless of New York State Dept of Transportation- BILL #: 2022-20
21. Resolution designating the Deputy Town Supervisor BILL #: 2022-21
22. Resolution adopting the 2022 Town Board meeting rules of procedure BILL #: 2022-22
23. Resolution designating Audit Committee for 2022 - BILL #: 2022-23

G. New Business

For Board required action:

Town Board member Liaison to Community Boards and Dept's:

- Planning Board –
- Recreation Committee –
- Homecoming –
- Museum –
- NYPA –

- Beach and Campground –
 - Buildings and Grounds –
 - Highway –
 - Fire Dept –
 - School –
- H. Adjournment.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution adopting the Procurement Policy
for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-01

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution approving the Procurement Policy for the Town of Lisbon for 2022.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Town of Lisbon has an established procurement policy that must be followed for all purchases, and

WHEREAS the Town Board will be strictly enforcing the budget and procurement process,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby adopts the attached Town of Lisbon Procurement Policy for 2022.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Investment Policy for the Town of Lisbon for 2022. FOR AGENDA OF: January 12, 2022
BILL #: 2022-02

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Investment Policy for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Investment Policy for 2022 in accordance with General Municipal Law Section 11, division 39.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022
Resolution to adopt the Equal Employment BILL #: 2022-03
Opportunity Policy for the Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No ___

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Equal Opportunity Employment Policy for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Equal Opportunity Employment Policy for 2022 in accordance with General Municipal Law Section 11, division 39.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022
Resolution to adopt the Tobacco Free Policy for BILL #: 2022-04
the Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ___ No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ___ No ___

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Tobacco Free Policy for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed, and

WHEREAS, Article 13-E of the New York Clean Air Act of the New York State Public Health Law requires all businesses and municipalities to be smoke free

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Tobacco Free Policy for 2022 in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Drug Free Workplace Policy for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-05

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____ N/A ____

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Drug Free Workplace for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Drug Free Workplace for 2022 in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Sexual Harassment and discrimination Policy for the Town of Lisbon for 2022.
FOR AGENDA OF: January 12, 2022
BILL #: 2022-06
DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ___ No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ___ No ___

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Sexual Harassment and discrimination in the workplace for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Sexual Harassment and discrimination in the workplace Policy for 2022 in accordance with New York State Human Rights Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022
Resolution to adopt the Code of Ethics for the BILL #: 2022-07
Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ___ No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ___ No ___

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Code of Ethics in the workplace for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Code of Ethics in the workplace Policy for 2022 in accordance with New York State General Municipal Law Section 806.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Americans with
Disabilities Policy Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-08

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____ N/A ____

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Americans with Disabilities Policy for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Americans with Disabilities Policy In accordance with the Americans with Disabilities Act of 1990, The Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Rehabilitation Act of 1973.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Workplace Violence Prevention Policy for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-09

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Workplace Violence Prevention Policy for 2022

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town must be completed,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Workplace Violence Prevention Policy for 2022 in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Anti Nepotism Policy for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-10

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Anti Nepotism Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a hiring policy that clarifies and prohibits nepotism, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Anti Nepotism Policy for 2022 in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Computer and Internet Use Policy for the Town of Lisbon for 2022

FOR AGENDA OF: January 12, 2022
BILL #: 2022-11

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Computer and Internet Use Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a computer use and internet policy that safeguards the assets and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Computer and Internet Use Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Electronic Banking
Policy for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-12

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Electronic Banking Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement an electronic banking policy that safeguards the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Electronic Banking Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Travel and Conference Policy for the Town of Lisbon for 2022. FOR AGENDA OF: January 12, 2022
BILL #: 2022-13

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Travel and Conference Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Travel and Conference policy that safeguards the funds expended by the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Travel and Conference Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022
Resolution to adopt the Credit Card Use Policy BILL #: 2022-14
for the Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No ___

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Credit Card Use Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Credit Card Use that safeguards the assets and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Credit Card Use in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Breach Notification
Policy for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-15

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No ___

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Breach Notification Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Breach Notification in accordance with Technology Law subsection 208, that puts a process in place and safeguards the assets, information, and systems of the Town of Lisbon and its residents, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Breach Notification Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Fund Balance Policy
for the Town of Lisbon for 2022

FOR AGENDA OF: January 12, 2022
BILL #: 2022-16

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Fund Balance Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Fund Balance policy to ensure the long term fiscal practices icy that safeguards the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Fund Balance Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Cash Control Policy
for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-17

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No ___

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Cash Control Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Cash Controls policy to ensure appropriate internal controls are in place to track, reconcile, and audit all cash received by the Town of Lisbon, in accordance with financial best practices, that safeguard the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Cash Control Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Capital Asset Policy
for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-18

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to adopt the Capital Asset Policy for 2022

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Capital Asset policy to ensure the a process for adding, tracking, and removing capital assets from the Town capital asset inventory in accordance with GAAP standards, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Capital Asset Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022
Resolution to Hold Harmless the County of St Lawrence for providing services to the Town of Lisbon BILL #2022-19

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

RESOLUTION TO HOLD ST LAWRENCE COUNTY HARMLESS FOR PROVIDING SERVICES FOR THE TOWN OF LISBON

WHEREAS, the Town of Lisbon is desirous of St Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road striping, blasting, and other routine maintenance activities, 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 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 providing of the services and wishes to indemnify the County in this regard, and

WHEREAS, the Town has indicted by affirmative vote an interest in participating 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, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Lisbon or any of its directors, officers, employees, contractors, representatives, or agents, 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

\$3,000,000 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.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to Hold Harmless the NYS Dept of Transportation for permits issues by the DOT to the Town of Lisbon

FOR AGENDA OF: January 12, 2022
BILL #2022-20

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Daily _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Town of Lisbon from time to time receives permits from the NYS 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 official of the State of New York for such temporary obstructions, installations, construction or maintenance,

NOW THEREORE BE IT RESOLVED that Michael Baldock, in the capacity as Supervisor of Highways for the Town of Lisbon is authorized to execute the Undertaking in Connection with Highway permits issued by the NYS DOT agreement.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Deputy Town
Supervisor for the Town of Lisbon

FOR AGENDA OF: January 12, 2022
BILL #: 2022-21

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: \$1000	REQUIRED: -0-

SUMMARY STATEMENT

A resolution designating the Deputy Town Supervisor for 2022.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Municipal Law provides that a Deputy Supervisor is elected from the Town Board members for the coming year, and

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Board Member Nathanael Putney as the Deputy Town Supervisor for 2022.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022

A resolution establishing the Town Board Rules BILL #: 2022-22
of Procedure for meetings of the Town of Board of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

SUMMARY STATEMENT

A resolution establishing the Town Board Rules for of Procedure for meetings of the Town of Board of the Town of Lisbon for 2022.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Law subsection 63 authorizes the Town Board to determine the rules of its meeting procedures for Town Board meetings,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby adopts these Rules of Procedures for Town Board meetings for 2022.

TOWN BOARD OF THE TOWN OF LISBON RULES OF PROCEDURE 2022

1. DEFINITIONS.

A. “Regular Meeting or Special Meeting” - A gathering of a quorum of the Lisbon Town Board at which time motions, proposals, resolutions, and any other matter may be formally voted upon and a vote taken thereon. All meetings shall be open to the public.

B. “Work Session” - A gathering of a quorum of the Lisbon Town Board at which time, matters will be discussed but no vote can be taken on such matters.

2. WORK SESSIONS.

Work sessions of the Town Board shall be held as needed. Work sessions shall be informal and shall commence at 6:00 PM. There shall be a written agenda of each work session, and minutes of the meeting shall be kept.

3. REGULAR MEETINGS.

A. Regular Meetings of the Town Board shall be held at least once a month. Any item not previously listed and/or identified on the agenda for that evening's discussion, shall be brought forward under the New or Old Business agenda item.

B. Each Regular Meeting and all adjourned meetings shall be open for consideration of any matter which, in accordance with these rules, may be properly brought to the attention of the Lisbon Town Board.

C. The Lisbon Town Board will conduct its Regular monthly meeting at 6:00 PM and the Board shall consider any and all scheduled items on its agenda, unless a majority of the Board votes otherwise. Any unfinished items will be carried over to the next meeting.

4. SPECIAL MEETINGS.

Special Meetings shall only be held at the call of the Town Clerk upon the direction of the Supervisor or upon filing with the Town Clerk a written request by any two members of the Town Board. Only business specified in the public notice of the meeting may be transacted at a Special Meeting. Notice of the Special Meeting shall be given as soon as practicable after the meeting is scheduled, but in no event less than 48 hours prior to the commencement of the meeting. However, if the matter is of an urgent nature and has to be conducted prior to the 48 hour legal notice, all members of the Board shall sign off by phone, in writing, or by electronic transmission (fax/email), that the meeting can take place on less than 48 hours' notice.

5. CONDUCT OF MEETINGS.

A. All regular and special meetings and all work sessions of the Town Board shall be held in Lisbon Town Hall or at such other place within the Town as may be specified in the public meeting notice. All meetings shall be conducted in accordance with the New York State Open Meetings Law. Formal minutes shall be kept for all Work Sessions, and Regular or Special Meetings of the Town Board. All present will be asked to turn off/put on vibrate all Electronic Devices as to not detract from the meeting.

B. ORDER OF BUSINESS – The Order of Business of each Regular meeting shall be:

1. Pledge of Allegiance
2. Call to Order
3. Approval of minutes
4. Public hearings
5. Reading of Correspondence / Communications
6. Public Comment Period - Citizen Participation (5 minutes per person)
7. Report from County Legislator
8. Approval of Voucher Abstract and audited claims
9. Budget Review and reports
10. Reports of Departments
11. Reports of Boards and Committees
12. Action Items:
 - a. resolutions/laws
13. Appointments
14. New Business

15. Old/Unfinished Business
16. Items for discussion
17. Public Comment Period – Citizen Participation (3 minutes)
18. Executive Session - Upon a majority vote upon a motion that identifies the subject to be considered, the Town Board may conduct an executive session to discuss any of the 8 items identified as proper in accordance with Public Officers law 105(1)
19. Adjournment.

C. ORDER OF BUSINESS - The Town Board, in its discretion, may change the Order of Business at any meeting by a vote of the majority present and voting at such meeting.

6. AGENDA PROCEDURES.

A. PUBLIC HEARINGS. Public Hearings will be scheduled on the agenda and notice published at intervals in the order set by the Town Board at a preceding Regular Meeting or Special Meeting called for the purpose of setting such public hearing.

B. WORK SESSION AGENDA.

The Supervisor's Office shall by no later than 4:00 PM, the Monday before the Work Session, either in writing or by electronic transmission (fax or email) a draft copy of the Work Session agenda to the Town Board Members, Town Attorney, the Town Clerk, and posted on the Town's Website.

C. REGULAR MEETING AGENDA.

The Supervisor's Office shall by no later than 4:00 PM, the Monday before the Regular Meeting, either in writing or by electronic transmission (fax or email) send a draft copy of the upcoming meeting agenda which will contain every item to be considered for action at the next Regular Meeting to all Town Board Members, Town Attorney and the Town Clerk.

D. POSTING AGENDA.

The Town Clerk's Office shall use best efforts to post the agenda no later than 12:00 noon on the Tuesday prior to the scheduled Work Session or Regular Meeting. Posting shall be deemed sufficient if placed on the Official Sign Board outside the Town Clerk's office and on the website for the Town of Lisbon which posting on the website shall include all back-up material, including but not limited to local laws, ordinances, resolutions, etc.

E. WAIVING THE RULES.

No local law, ordinance, petition, resolution, or item can be discussed and/or acted upon unless it physically appears on the agenda, and includes committee reports, unless there is unanimous consent of the Town Board members present to bring an item forward. However, nothing in this rule will prevent a member of the Town Board from making announcements or reports during the items for discussion item on the agenda.

F. PREPARATION OF MEETING FOLDERS.

The Town Clerk shall prepare meeting folders for each Work Session, Regular and Special Meeting which shall contain copies of all available documentation, draft resolutions, communications or other materials in the Supervisor's possession associated with particular agenda items and shall lay such folders on the desks of Town Board members prior to the meeting.

7. MEETING PROCEDURES.

A. QUORUM.

The majority of the duly constituted membership of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

B. SUPERVISOR TO SECURE A QUORUM.

In the absence of a quorum during the meetings of the Town Board, the Supervisor may take such measures as provided by law and as he or she may deem necessary to secure the presence of a quorum.

Remote Participation in Meetings:

The Lisbon Town Board authorizes both participation and voting by video conferencing of a Lisbon Town Board member who is not physically present at an official Lisbon Town Board meeting if the following requirements are met:

- a) At least three members of the Lisbon Town Board are present at the physical location of the Town Board meeting; and
- b) The location of the Town Board members who are not physically present at the Town Board meeting member is accessible to the general public; and
- c) The meeting notice informs the public that a Town Board member will be attending remotely, and details of the physical location where such Town Board member will be participating in the meeting remotely; and
- d) The Town Board member is visible to the general public on a screen at the location of the Town Board meeting (i.e. by video conferencing, facetime, as opposed to telephone conferencing which is not permitted); and
- e) The Lisbon Town Board members wanting to exercise this option notifies the Town Supervisor at least 1 day in advance of the meeting where they cannot physically be present; and
- f) A Lisbon Town Board member following the above requirements may vote as though they were physically present at the Town Board meeting; and
- g) Only two Town Board members may exercise the option to participate remotely at a time. Permission will be granted on a first come, first serve basis.
- h) In the event of a state of emergency such as the Covid pandemic, remote meetings may from time to time be permitted by Executive Order of the Governor where all meetings will be held remotely.

C. ROLL CALL; RECORDING OF ABSENCES.

At every Work Session, Regular and Special Meeting of the Town Board, the Supervisor (or if the Supervisor is absent, the Deputy Supervisor, or the most senior Town Board Member present shall call the meeting to order. The roll of members shall be called by the Town Clerk, and the names of those present and those absent shall be inserted in the Minutes of the meeting.

D. MINUTES.

1. Minutes of all Work Sessions, Regular and Special Meetings of the Town Board shall be taken by the Town Clerk in accordance with New York State Town Law and the New York State Public Officers Law. Minutes shall consist of a transactional record of the discussions held in the Work Session, and for Regular and Special Meetings shall consist of a record or summary of all motions, proposals, resolutions, and any other matters formally voted upon, and shall include the vote thereon. Minutes shall not be taken at any executive session, unless an action is required and is taken by formal vote, which shall consist of a record or summary of the final determination of the action, and the date and vote thereon, provided that such summary does not include any matter that is not required to be made public in accordance with the New York State Freedom of Information Laws and in accordance with any of the 8 permitted items identified as proper in accordance with Public Officers law 105(1)

2. Content. Minutes shall include the following:

Name of the Board; Date, place, and time of the meeting

Notation of presence or absence of Board members and time of arrival or departure if different from the time of call to order and adjournment; Name and title of other Town officials and employees present; approximate number of attendees; Record of communications presented to the Board; Record of reports made by Board members; other Boards, Departments or Committees; Name, Town/Village and State of persons who commented during public comment period; Time of adjournment; Signature of Town Clerk or person designated by Town Clerk to keep minutes;

3. Minutes may contain a summary of discussions as determined appropriate by the Town Clerk or her representative but shall not contain verbatim comments unless a majority of the Board shall resolve to have the Town Clerk do so in each instance.

4. Minutes shall be made available to the public and Board not more than two (2) weeks from the date of the meeting. Such minutes shall be marked "DRAFT" until such time as they are subsequently approved by a majority vote of the Town Board.

5. The Town Clerk shall submit the draft minutes of a Work Session, Regular or Special Meeting or of an Executive Session at which minutes were taken to members of the Town Board no less than one week prior to the Regular Meeting at which they are to be discussed and/or approved. Delivery shall be sufficient if the Town Clerk makes available a hard copy for the Board member's to pick up in the Town offices or transmits an electronic copy to the Board members at the email address designated by each for such purpose, by the Friday prior to the next Regular Meeting that they are scheduled to be approved at.

6. Minutes shall be approved at the next regular meeting of the Board. Any amendments to the minutes shall require approval of a majority of the Board. If the Board fails to approve the minutes at the next Regular Meeting, and such draft minutes were submitted by the Town Clerk for review in a timely manner, (one week prior to the meeting), the minutes shall be deemed approved.

7. No minutes of Town Board meetings shall be posted on the Town Web Site until the procedures for approval of minutes is fulfilled.

G. DECORUM.

1. The Supervisor or other presiding officer shall convene the Town Board promptly at the hour specified for the convening of the Town Board, and shall preserve order and decorum. The Supervisor shall recognize Board members for the purpose of debate or discussion on any question or action under consideration, in the order in which the members have requested recognition. The Supervisor shall decide all questions of order, which decision shall be final, unless an appeal is taken to the Town Board and sustained.

2. Speakers from the audience shall address the Town Board as a whole, in an orderly manner. All speakers, including the Supervisor, members of the Town Board, Dept Heads, elected officials, staff and public shall refrain from partisan political commentary, personal, impertinent, slanderous or profane remarks directed at any member of the Board, staff, or general public, that disrupt the meeting. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats, or other disruptive conduct or behavior shall, at the direction of the Supervisor or after a motion and majority consensus of the Board, be ruled out of order. If,

after receiving a warning, any person persists in disrupting the meeting, the Supervisor and/or the Town Board majority may order that person to leave if necessary.

3. The Town Attorney shall act as the Parliamentarian to assist with procedural questions, upon the request by any member of the Town Board.

4. Town Board member's commentary and debates initiated during public hearings or during Public Comment period: Public hearings and public comment period are the time on the agenda for the public to give opinion or information to the Board on a topic being discussed for action or at hand. This is not the time for dialogue between the Board and public, and discussion should be held under the appropriate section on the agenda. Town Board members who expand their comments in Public Hearings or the Public Comment portion of the Agenda may be asked to refrain until the appropriate time on the agenda by the Supervisor. The purpose is to keep the meeting on topic and orderly.

5. Right of floor. Any Board member desiring to speak shall ask to be recognized by the Chair, and shall confine his or her remarks to the one subject under consideration or to be considered. Each Board member shall be given an opportunity to speak on an issue. Board members who have spoken shall reserve further remarks until all other Board members have been given the opportunity to speak.

6. Business: new and old: The policy-making business, which is everything on the agenda, is to be conducted by the elected Town Board members only.

7. Form: Local laws, ordinances and resolutions shall be presented to the Board in printed or typewritten form.

8. Distribution of local laws, ordinances and resolutions. The Town Clerk shall prepare copies of all proposed legislation for distribution to all members of the Board at least 24 hours before the Board meeting at which the legislation is to be introduced.

9. Funding: All local laws, ordinances or resolutions authorizing an expenditure of money or transfer of money shall include the source of the funds to be expended.

10. Reading by title only. Upon being introduced, each proposed local law, ordinance or resolution shall be read by title and summary only, unless any member of the Board requests a full reading of the legislation.

11. Majority vote required. Unless otherwise provided by law, an affirmative vote of at least a majority of the members of the Board shall be necessary to pass any issue. When any vote is called, each Board member shall be recognized and respond "yes (aye)," "no," "abstain," or "pass." Any Board member who responds "pass" shall be given an opportunity at the end of the roll call to change his or her vote to "yes (aye)," "no," or "abstain." Any "pass" response not so changed will be recorded as an abstention. Voice votes by member will be taken for each action item.

Tie vote. In the event of a tie in vote on any motion, the motion shall be considered failed.

12. Manner of addressing the Town Board - time limit. Each person addressing the Town Board shall stand, and give his/her name and address in an audible tone of voice for the record. Each person addressing the Town Board, prior to Board Action Items, shall limit their address to five

minutes unless further time is granted by the Chair or requested of the Chair by a member of the Town Board. Each person addressing the Town Board, after New Business Items, shall limit their address to three minutes unless further time is granted by the Chair or requested of the Chair by a member of the Town Board. All remarks shall be addressed to the Town Board as a body, and not to any member thereof. No person other than members of the Town Board and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Town Board. No questions shall be asked the Town Board except through the Chair.

- Personal and slanderous remarks. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Town Board may be requested to leave the meeting and may be barred from further audience before the Town Board.

- Reading of protests. Interested persons, or their authorized representatives, may address the Town Board for the reading of protests, petitions or communications relating to a matter over which the Town Board has control when the item is under consideration by the Town Board, if a majority of the Town Board present agrees to let them be heard. Such readings shall be governed by the rules set forth within rule above.

- Written communication. Interested parties, or their authorized representatives, may address the Town Board by written communication in regard to any matter concerning the Town's business or in which the Town Board has control at any time by direct mail or by addressing the Town Clerk. Copies will be distributed to the Town Board members.

13. Executive session. Executive sessions may be held in accordance with the provisions of the Open Meetings Law and Public Officers Law 105(1). Executive sessions may be held during regular, special or committee meetings.

14. Attendance of media at Board meetings. All official meetings of the Town Board and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

H. MAJORITY VOTE.

A majority of the total vote of the entire membership of the Town Board shall be necessary to carry any local law, ordinance, question, proposition, resolution, motion, or any other matter, except where it is otherwise provided or required by general law that a two-thirds vote or a unanimous vote is required.

I. RECORDING AYES AND NAYS.

On a roll call, the ayes and nays shall be entered in the minutes of the Town Board, and the Town Clerk shall record the names of the members and the way each have respectively voted. Each member, as his or her name is called, shall respond affirmatively or in the negative, as the case may be. At the conclusion of the call of the roll, the Town Clerk shall announce the vote thereon and whether the measure was passed or defeated. To verify the vote and to correct possible errors, the Town Clerk may repeat the call of the roll. Each member exercising an abstention shall state for the record the reason for such abstention.

J. WITHDRAWAL OF RESOLUTION OR MOTION.

Any resolution or motion offered by a member of the Lisbon Town Board may be withdrawn by the member presenting it at any time before an announcement by the Town Clerk of the vote, or before an amendment to such resolution or motion has been adopted, provided that the member seconding the resolution or motion also withdraws his or her second to the resolution or motion.

K. MOTIONS NOT AMENDABLE OR DEBATABLE.

1. All motions for an adjournment, for a recess, for the previous question, or to table cannot be amended or debated.
2. After the roll call on any question has begun, no member shall speak on the question nor shall any motion be made until after the results of the vote are declared.
3. While the Supervisor is stating any question, or while the roll is being called, no debate or discussion shall be in order. Any member desiring to explain his vote must do so before the start of the roll call.

L. MOTION TO END MEETING.

A motion to end or adjourn the meeting may be made by any Member at any time during the conduct of such meeting without recognition from the Chair. Such a motion is not subject to amendment and until the motion is decided, all debate is suspended. In the event the motion carries by a majority vote of members present and voting, the meeting shall stand adjourned until the next Work Session, Regular or Special Meeting.

M. MOTION TO RESCIND.

A motion to rescind can only be entertained when moved by a Board Member who voted with the majority in the action which is proposed to be rescinded, and requires the affirmative vote of a majority of the total members of the Town Board.

N. MOTIONS FOR RECONSIDERATION AND CHANGING ONE'S VOTE.

1. A motion for reconsideration or a motion to change one's vote shall not be in order unless made on the same meeting day.
2. A motion to reconsider must be made by a Board Member who voted with the prevailing side on the action proposed to be reconsidered. A member has the right to change his or her vote up to the time the result is announced. Afterward, a change in vote can only be made by permission of the Town Board. Such permission can be given by general consent, or by adoption of a motion to grant permission.
3. When a motion to reconsider or a motion to change one's vote has been defeated, it shall not be submitted to the Town Board without unanimous consent for a period of at least thirty (30) days.

O. RESOLUTION AMENDMENTS.

The Town Board shall not vote on any proposal or resolution unless each Town Board member and the Town Clerk have possession of the proposal or resolution in writing prior to the commencement of the meeting. Any amendment during a meeting must be presented to the Town Clerk and the Town Board in writing by the sponsor of the amendment.

P. SECOND REQUIRED FOR DISCUSSION.

At any Regular or Special Meeting, the Town Board shall not discuss any agenda item that does not receive a second.

Q. PUBLIC HEARINGS.

The Town Board may vote on any public hearing matter for which all speakers have been accommodated, providing that no one speaks against the subject matter of the Public Hearing. If someone speaks against the subject matter of the Public Hearing, all hearing decisions shall be delayed until the next Regular or Special Meeting of the Board, or no less than six days,

whichever is more, to afford sufficient time to allow public comment to be submitted and evaluated.

R. AMENDMENTS OF THE RULES OF ORDER.

These Rules shall not be rescinded, altered, or amended, nor shall any additional Rule be added hereto except by majority vote of the total members of the Lisbon Town Board.

S. ALL POINTS OF ORDER NOT COVERED BY THESE RULES.

Except as provided by General Municipal and Public Officers Law and these adopted Rules of Procedure, "Roberts Rules of Order Revised" will be used to govern the proceedings of the Lisbon Town Board.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Audit Committee
for the Town of Lisbon for 2022.

FOR AGENDA OF: January 12, 2022
BILL #: 2022-23

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 12, 2022

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution designating the Audit Committee for the Town of Lisbon for 2022.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, The Town Law Sections 118 and 119 governs the audit of claims by the auditing authority and the issuance of warrants or abstracts, and

WHEREAS, These provisions provide that, with certain exceptions, no claim may be paid unless it is audited and approved by the auditing authority, which is the town board, and

WHEREAS, certain payments may be made without the normal audit process, and other payments may be made prior to audit and approval, such as salaries, principal interest and indebtedness, or amounts due on certain contracts which exceed one year for which provision has been made in the budget, and

WHEREAS, after claims have been audited and approved for payment, the town clerk prepares an “Abstract of Audited Claims.” which also contains a warrant or order directing the supervisor to pay the amounts allowed upon the claim (Town Law, Section 119(1)),

NOW, THEREFORE BE IT RESOLVED that the Audit Committee for the Town of Lisbon for 2022 will be:

General Fund Checking – monthly audit: _____ and _____

Highway Fund – monthly audit: : _____ and _____

Payroll Fund – monthly audit (2 payrolls/month) : _____ and _____;
_____;

Vouchers for accounts payable – monthly – 2 members to audit and approve each abstract:

: _____ and _____ **Jan Mar, May, July, Sept, Nove**

: _____ and _____ **Feb, Apr, June, Aug, Oct, Dec**

General Savings account – annual audit: _____ and _____

Justice Fund – annual audit: _____ and _____

Sewer Fund – annual audit: _____ and _____

Water Fund – annual audit: _____ and _____

Investments – annual audit: _____ and _____

Petty Cash Funds – annual audit: _____ and _____