

# Town of Lisbon Board Meeting Agenda

Wednesday, January 12, 2022  
6:30 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Approval of previous meeting minutes
- D. Public hearings
- E. Reading of Correspondence / Communications
- F. Public Comment Period - Citizen participation (5 minutes per person)
- G. Report from County Legislature – Legislator Forsythe
- H. Approval of Voucher Abstract and Audited Claims

(All Matters listed under this item are considered to be routine and will be enacted by one motion without separate discussion. If discussion is desired, the item may be removed from the consent agenda and considered separately.)

## I. Budget review:

- 2021 end of year budget review: All accounts, financial and accounting periods for 2021 have been closed and completely reconciled for FY 2021
- December and annual Financial Statement to Town Board
- Bank reconciliation reports
- AUD report 2021

## J. Reports of Departments

- Supervisor report
  - Justice Court audit - 2021
  - Payroll audit - 2021
  - Financial records audit - 2021
  
- Highway Superintendent Report
  - Highway Agreement
- Town Clerk Report – Town Clerk Hyde
- Justice Court Report
- Assessor Report
- Code Enforcement Officer report
- Approval of Reports – Action required by the Board
  
- Reports of Boards and Committees
  - Planning Board Report
  - Recreation Report
  - Homecoming Committee
  - Library – Michelle Stottlemeyer McLagan
  - Museum

K. Action Items:

Items for Town Board Action

1. Resolution to adopt the 2022 Highway 284 agreement – BILL # 2022-23
2. Resolution approving 2022 petty cash fund for the Rec Dept – Bill #2022-24
3. Resolution to appoint Angela Martin to the Library Board – BILL #2022-25
4. Resolution to waive marriage license fee for active military and veterans – BILL #2022-26

L. Appointments

M. New Business

N. Old/Unfinished Business

O. Items for discussion

P. Public Comment Period - Citizen participation (3 minutes per person)

Q. – Executive Session – discussions regarding proposed, pending or current litigation;

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)

R. Adjournment.

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution adopting Highway 284 agreement 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	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

## SUMMARY STATEMENT

Resolution agreeing to expenditures for repair and improvement of highways

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 moneys levied and collected for the repair and improvement of highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof, the moneys received from the state, as provided by sections two hundred seventy-nine and two hundred eighty-two, and such other moneys as the town board, by resolution, shall have transferred pursuant to section one hundred thirteen of the town law or pursuant to section two hundred eighty-five-a of this chapter shall be expended for the repair and improvement of such highways, sluices, culverts, and bridges and walks, at such places and in such manner as may be agreed upon by the town board and the town superintendent of highways.

NOW THEREFORE BE IT RESOLVED that such agreement shall be written and signed in duplicate by a majority of the members of the town board, and by the town highway superintendent, before the same shall take effect. One of such duplicates shall be filed in the office of the town clerk and one in the office of the county superintendent. Such moneys shall be paid out by the supervisor on vouchers approved by the town superintendent in accordance with such written agreement.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
A resolution appointing Petty Cash Account  
for the Recreation Dept for 2022.

FOR AGENDA OF: January 12, 2022  
BILL #: 2022-24

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

A resolution to approve the Petty Cash Accounts 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, New York State Town Law section 64 subdivision (1-a) allows the establishment of Petty Cash Fund accounts for any Town Officer or Department, whose accounts will be balanced and

WHEREAS these funds will be used for the payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the town for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services, provided that moneys in any such fund also may be used for the purpose of making change when such is required in the performance of official duties, and

WHEREAS, At the time of any payment from such fund, the officer for which the fund was established shall require delivery to him of a bill in form sufficient for audit by the town board as required by law, and

WHEREAS, At each meeting of the town board a list of all expenditures made from each such fund since the last meeting of the board, together with the bills supporting such expenditures, shall be presented to the town board for audit and the town board shall direct the Supervisor to reimburse each petty cash fund from the appropriate budgetary item or items, in an amount equal to the totals of such bills which it shall so audit and allow,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town established the following Petty Cash Accounts for the Town of Lisbon for the year 2022.

The motion to establish Petty Cash funds with the custodians of said account as follows:

- Recreation Dept - \$100.00 – Patricia Walker – custodian

AND BE IT FURTHER RESOLVED, the Petty Cash Accounts will be approved annually and closed to operations at the year-end in compliance with established regulations.

# Business of the Town Board of the Town of Lisbon

SUBJECT: A resolution to reappoint Angela Martin to the Library Board of Trustees  
FOR AGENDA OF: January 12, 2022  
BILL #: 2022-25  
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 to reappoint Angela Martin to the Library Board

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 Library Board of Trustees has a need to reappoint a member to the Board, and

WHEREAS, Board members are to be appointed by the Lisbon Town Board; and

WHEREAS, Angela Martin has expressed interest in serving another term on the Library Board, and

WHEREAS, the Board of Trustees recommends the Town Board reappoint Angela Martin to the Lisbon Hepburn Library's Board of Trustees, and

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Lisbon that the reappointment of Angela Martin to the Library Board of Trustees is hereby approved as presented.

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 12, 2022  
A resolution to waive Town marriage license BILL #: 2022-26  
Fees for active duty military and veterans DEPT. OF ORIGIN: Town Clerk  
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 to waive marriage license fees for active duty military and veterans.

## 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 \_\_\_\_\_

## **A RESOLUTION AUTHORIZING THE TOWN TO WAIVE MARRIAGE LICENSE AND CEREMONY FEES FOR ACTIVE SERVICE MEMBERS AND VETERANS.**

**WHEREAS**, recognizing the sacrifices that active duty members of the armed forces make to protect the freedoms and values of the United States of America, the Governor of the State of New York has signed legislation waiving the state fee for marriage licenses for these individuals and allowing local municipalities to do the same; and

**WHEREAS**, the Town of Lisbon (the “Town”) similarly recognizes and respects the sacrifices active service members make, and that Veterans have made, in service to our country and desires

to improve the lives of these individuals in every way; and

**WHEREAS**, the Town Board of the Town of Lisbon has heretofore established a schedule of fees for use by the Office of the Town Clerk for the issuance of marriage licenses and the performance of marriage ceremonies; and

**WHEREAS**, the Town desires to waive all fees for the issuance of marriage licenses and the performance of marriage ceremonies by the Town Clerk for active service members and Veterans; and

**WHEREAS**, this Board finds it in the best interests of the Town to waive all fees for the issuance of marriage licenses and the performance of marriage ceremonies for active service members and Veterans.

**NOW, THEREFORE BE IT RESOLVED** that all fees for the issuance of marriage licenses and the performance of marriage ceremonies for active service members and Veterans are hereby waived.