

**Town of Lisbon  
Town Board Meeting  
January 13,2021  
Lisbon Town Hall**

**Roll Call:**

Present:

Supervisor William Nelson	Deputy Supervisor Alan Dailey
Town Clerk Alberta Hyde	Councilmember Robert McNeil
Highway Superintendent Michael Baldock	Attorney Charles Nash Esq.

Excused: Councilmember Nathaniel Putney; Councilmember Ron Bush, "Refer to minutes of 2021 Organizational Meeting"

Also Present:

Steve Teele Town Assessor, David Forsythe County Legislator, Marc McDonnell Code Enforcement Officer, Michele McLagan Librarian, Donna McBath

**A. Meeting called to order**

Supervisor Nelson called the regular Town Board Meeting to order at 6:30 pm

**B. Public Comment Period**

Donna McBath addressed her concerns regarding the Town Clerk minutes. Ms. McBath stated the Town Board minutes/resolutions from December are not on the Web page. Ms. McBath requested that the minutes be e-mailed to her within a week of the Town Board meeting. Supervisor Nelson stated that he oversees the Towns Web page, and as soon as the Town Board minutes are approved, they are put on the Town of Lisbon Web page. Town Clerk Hyde responded that the Town Board minutes from the previous meeting are sent to each of the Town Board Member's prior to the next Town board Meeting so they can be reviewed, and any changes addressed before approving the minutes. Said minutes are preliminary during this timeframe. The public has access to said meeting minutes/resolutions by coming into the Town Clerks Office during normal work hours. Said minutes at this time would be properly marked "contents may change upon review". It is not the practice of the Town Clerks Office to send out the minutes until the Town Board has reviewed and approved them.

**C. Report from County Legislature Forsythe**

1. William Sheridan is the new County Legislature Chairman
2. Sales Tax talks with the City of Ogdensburg have been tabled till January 25,2021
3. Sales Tax for the County is up
4. County was able to reduce the property tax for 2021

**D. Approval of Voucher Abstract and Audited Claims**

The following Abstract of vouchers was submitted for approval:

General Fund- \$ 3,909.71      Highway Fund-\$43,273,71

Sewer Fund-\$49.06

Water-\$0.00

Motion by Councilmember McNeil seconded by Deputy Supervisor Dailey to approve payment of bills, Roll Call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes, Motion Carried.

#### **E. Budget Review**

The 2020 end of the year budget is not closed as it will be required to be done manually due to that none of the previous accounting periods, monthly or annual have been closed out on the Enhanced System since conversion in early 2017. The Town Board will start receiving accurate and up to date financial reports from the Williamson system starting with the January 31, 2021 month end.

#### **F. Reports of Departments**

##### Supervisor Nelson

1. Payroll is being done on the Williamson computer program, which is a much more accurate/easier program to use than the Enhanced system.
2. As is required by Law, property taxes collected will be turned over to the Town Supervisor at least weekly this year and checks wrote to each fund. If not enough funds are collected, entities will be paid based on the percentage collected overall. There was discussion and we are hopeful that adequate funds will be collected to pay everyone in whole at the end of January/early February.
3. Claims and Vouchers – There was clarification on the Town Law 118 Form of Claims, and Town law 119, Audit of claims and issuance of warrants, Article VI, Claims and Payments, and Subsection 4-27 and 4-28 number A.2 and B, which clearly delineate the vital the role and responsibility of the Town Clerk in the claims, vouchers, and warrant process. The Town Clerk via the statutory duties and responsibilities in Town Law is required to input, number, track, approve, and file claims and vouchers for the Town Board to audit to be paid. In accordance with Town Law, the Town Clerk is the initial audit, approver, and checks and balances in the payable process. Retired Town Clerk McBath commented that prior to her being Clerk, the previous Town Clerks always input the claims and vouchers and created the warrant. Town Clerk Hyde indicated the same process when she was Bookkeeper 20 plus years ago. Council member McNeil wanted to ensure the Town Clerks Office had adequate funding in the event it is needed to input the claims and vouchers, and will introduce a motion to affirm the Boards commitment to ensure the Clerk has adequate resources to complete this required duty in accordance with Town Law.
4. The Supervisor has received a letter from the State Office of Court Administration regarding the Town Board completing the required Justice Court audit for fiscal year 2020, due by March 1, 2021. The State has closed all Town Courts to the public, but the courts are still responsible to continue to operate via mail.

##### Highway Superintendent Baldock

1. Information has been sent into the DEC and Army Corp. for the Flack/Chapple culvert.

2. The Town Highway crew has replaced/installed several signs, done maintenance on water, sewer, and town hall buildings, as well as installed the new waste oil furnace in the Highway garage.
3. Installation of pre-wet systems have been installed on six plow trucks.
4. Inquiries have been made to St. Lawrence County regarding painting double yellow lines down the Five Mile Line Road, to help reduce the speed. The cost was reasonable. Discussion followed regarding updates on the School/Town/County having a shared transportation building. The Town is advertising surplus Town land for sale on the Sand Road, and Mike is in the process of setting up computers at the Highway garage for virtual training.

#### Town Clerk Hyde

Councilmember McNeil questioned the procedure for the money collected for taxes. Town Clerk Hyde responded, in the past the Tax Collector has wrote the checks to the Fire District, Supervisor of the Town, and St. Lawrence County Treasurer. The Supervisor and Town Clerk discussed this and will follow the laws in accordance with NYS Town Law, section 35, section 1, which requires that "All tax moneys so deposited shall be paid to the Supervisor at least once in each week or at more frequent times as may be specified by resolution of the Town Board" as is also indicated in the Association of Towns Tax Collection handbook. Disbursements of funds collected will be made by the Chief Fiscal Officer. The Tax Collector is appointed by the Town Board and will do what is requested by the Town Board. Discussion followed, with the decision to follow the Association of Towns and NYS Town Law procedures.

#### Code Enforcement Officer McDonnell

1. Reported he will be attending the required training online this year.
2. There are eight new homes scheduled for construction in the Town in 2021 so far, pending the cost of material. Currently building material cost is up approximately 3 times of last year's price.
3. Department of State received a complaint regarding a failed Septic System on 84 Tuck Road. The paperwork the DOS requested has been sent and the case is expected to be closed.

Assessor Steve Teele reminded the Town Board that there is still a vacancy on the Board of Review that needs to be filled.

### **G. Reports of Boards and Committees**

Recreation Committee was able to have a Zoom Meeting; Supervisor Nelson attended by Zoom. Discussion followed regarding programs in 2021 in light of Covid.

Library: Librarian McLagan reported everything is going well at the Library; the number of items taken out for December 2020 was up.

#### **H. Action Items by the Board**

1. Resolution to adopt the 2021 Highway 284 agreement- Bill # 2021-39 moved by Councilmember McNeil, seconded by Deputy Supervisor Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes; Motion Carried.
2. Resolution to Contract with Gouverneur Pound for the Town of Lisbon animal shelter for 2021: Bill # 2021-40 Moved by Supervisor Nelson, seconded by Deputy Supervisor Dailey Discussion followed: Councilmember McNeil questioned the language used in the Lease agreement; paragraphs 3 and 4 refer to euthanizing animals. The Town Board had agreed to utilize a no kill shelter. Supervisor Nelson phoned Animal Control Officer Dan Moyer to clarify and address this issue. After speaking with Mr. Moyer, it was agreed to table resolution # 2021-40 until a new lease is brought back before the board with the no kill language agreed to by the Board. Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes, Motion to table carried.
3. Resolution to approve prepay bills of the Town of Lisbon- Bill #2021-41 moved by Councilmember McNeil seconded by Deputy Supervisor Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes, Motion Carried.
4. Supervisor Nelson requested that Resolutions #2021-42, #2021-43, and #2021-44 move to the next meeting agenda as it is important for all Board members to be present for the discussion. There was no need for #2021-45 as no funds need to be transferred.
5. Councilmember McNeil requested a Resolution, Bill #2021-45 be adopted whereas, the Town Clerk would be able to go over the \$6,500 budgeted 2021 amount for Deputy Town Clerk Jane Brown-Flack in the event she needs to. Deputy Town Clerk Flack will be able to work when she is needed due to the additional duties that by law have been assigned back to Town Clerks Office. Moved by Councilmember McNeil, seconded by Deputy Supervisor Dailey, roll call- Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes; Motion Carried.

#### **I. Appointments**

Library Board of Trustees appointed Joyce Flack for a term of January 1, 2021- December 31- 2025. Town Board approved this appointment; Moved by Deputy Supervisor Dailey, seconded by Councilmember McNeil Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes, Motion Carried.

#### **J. New Business - None**

#### **K. Old/Unfinished Business - None**

#### **L. Adjournment**

Moved by Supervisor Nelson, seconded by Deputy Supervisor Dailey to adjourn the meeting at 8:29 pm, all in favor. Motion carried.

Respectfully Submitted

Alberta L. Hyde, Town Clerk