

Town of Lisbon Board Meeting Agenda
2020 Organizational Meeting
Thursday, January 13, 2021
6:00 P.M.

A. Pledge of Allegiance

B. Call to order

C. Approval of previous meeting minutes

E Reading of Correspondence / Communications

F. Public Comment Period - Citizen participation (5 minutes per person)

G Action Items:

Items for Town Board Action

1. Resolution designating the Official Newspaper BILL #: 2021-01
2. Resolution designating the 2020 Depositories BILL #: 2021-02
3. Resolution designating the Deputy Town Supervisor BILL #: 2021-03
4. Resolution appointing Deputy Town Clerk – BILL #: 2021-04
5. Resolution to appoint a Handicap Parking Permit Issuing Agent - BILL #: 2021-05
6. Resolution designating the Official tax Collector – BILL #: 2021-06
7. Resolution to appoint the Justice Court Clerk – BILL #2021-07
8. Resolution Designating the Town Code Enforcement Officer - BILL #: 2021-08
9. Resolution designating the Animal Control Officer - BILL #: 2021-09
10. Resolution designating the Town Historian - BILL #: 2021-10
11. Resolution adopting the 2020 Town Board meeting rules of procedure BILL #: 2021-11
12. Resolution setting the mileage reimbursement rate for use of personal vehicles when on official business - BILL #2021-12
13. Resolution approving petty cash funds – Bill #2021-13
14. Resolution designating Audit Committee for 2020 - BILL #: 2021-14
15. Resolution adopting the salaries of all elective and appointed officials, and the rates and wages of hourly employees including overtime and regular pay rates - BILL #: 2021-15
16. Resolution designating wages for the hourly employees for the Town of Lisbon for 2021, BILL #: 2021-16
17. Resolution designating notification of any “new hire” or “rehire for 2021-BILL #:2021-17
18. Resolution approving Procurement process - BILL #: 2021-18
19. Resolution to adopt 2021 Investment Policy - BILL #: 2021-19
20. Resolution to adopt 2021 Equal Opportunity Policy - BILL #: 2021-20
21. Resolution to adopt 2021 Tobacco Free Policy - BILL #: 2021-21
22. Resolution to adopt 2021 Drug Free workplace Policy - BILL #: 2021-22
23. Resolution to adopt 2021 Sexual Harassment Policy - BILL #: 2021-23
24. Resolution to adopt 2021 Code of Ethics Policy -BILL #: 2021-24
25. Resolution to adopt 2021 Americans with Disabilities Act Policy - BILL #: 2021-25
26. Resolution to adopt 2021 Workplace Violence Policy - BILL #: 2021-26
27. Resolution to adopt 2021 Anti Nepotism Policy - BILL #: 2021-27
28. Resolution to adopt 2021 Computer Use and Internet Policy - BILL #: 2021-28
29. Resolution to adopt 2021 Electronic Banking Policy- BILL #: 2021-29
30. Resolution to adopt 2021 Travel and Conference Reimbursement Policy-BILL #: 2021-30

31. Resolution to adopt 2021 Credit Card Use Policy - BILL #: 2021-31
32. Resolution to adopt 2021 Computer Data Breach Notification Policy - BILL #: 2021-32
33. Resolution to adopt 2021 Fund Balance Policy - BILL #: 2021-33
34. Resolution to adopt 2021 Cash Control Policy - BILL #: 2021-34
35. Resolution to adopt 2021 Capital Asset Policy - BILL #: 2021-35
36. Resolution to adopt 2021 Hold Harmless of St Lawrence County - BILL #: 2021-36
37. Resolution to adopt 2021 Hold Harmless of New York State Dept of Transportation-
BILL #: 2021-37
38. Resolution regarding Voucher process for paying bills – BILL #2021-

H. New Business

For discussion and action:

Town Board Liaison to Community Boards and Dept's:

- Planning Board – Bush
- Recreation Committee – Putney
- Homecoming – Nelson
- Museum – Putney
- NYPA – Nelson
- Beach and Campground – McNeil and Nelson
- Buildings and Grounds – Bush and McNeil
- Highway – Nelson and Dailey
- Fire Dept – Nelson and Bush
- School – McNeil and Putney

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

J. Adjournment.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Official Newspaper of the Town of Lisbon

FOR AGENDA OF: January 13, 2021
BILL #: 2021-01

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 DESIGNATING THE 2021 OFFICIAL NEWSPAPER

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

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BE IT RESOLVED, that the Lisbon Town Board hereby designates the North Country Now as the official newspaper for the publication of local law notices and other matters required by law to be published by the Town of Lisbon for 2021

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the 2021 Depositories
for the Town of Lisbon

FOR AGENDA OF: January 13, 2021
BILL #: 2021-02

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 designating the official Town bank depositories for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

BE IT RESOLVED, that the Lisbon Town Board hereby designates the
following FDIC insured banks as depositories of Town funds for 2021:

- Community Bank NA,
- Key Bank of Northern New York NA
- NBT Bank
- NYCLASS (New York Cooperative Liquid Assets System)

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 13, 2021
BILL #: 2021-03

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: \$500	REQUIRED: -0-

SUMMARY STATEMENT

A resolution designating the Deputy Town Supervisor for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 at the first regular meeting in January,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Board Member Allen Dailey as the Deputy Town Supervisor for 2021.

Business of the Town Board of the Town of Lisbon

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

FOR AGENDA OF: January 13, 2021
BILL #: 2021-04

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$6500</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution designating the Deputy Town Clerk for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Law subsection 30 (10) provides that the Town Clerk can appoint up to three Deputy Town Clerks to be appointed by the Town Board at the first organization meeting in January,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Jane Brown-Flack as First Deputy Town Clerk for the Town of Lisbon at \$15 per hour.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Handicap Parking Permit Issuing Agent for the Town of Lisbon
FOR AGENDA OF: January 13, 2021
BILL #: 2021-05
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

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 designating the Handicap Parking Permit Issuing Agent for the Town of Lisbon.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Vehicle and Traffic Law subsection 1203-a (1) requires the Town Board appoint a Handicap Parking Permit Issuing Agent for the Town of Lisbon at its first organization meeting in January,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Alberta Hyde as the Handicap Parking Permit Issuing Agent for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Tax Collector
for the Town of Lisbon

FOR AGENDA OF: January 13, 2021
BILL #: 2021-06

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: \$3000	REQUIRED: -0-

SUMMARY STATEMENT

A resolution designating the Tax Collector designating for the Town of Lisbon.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Law subsection 35,37 requires the Town Board to appoint a Tax Collector to for the Town of Lisbon at its first organization meeting in January, and

WHEREAS, the Town contracts with the Lisbon Central School to act as the School Tax Collector,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Alberta Hyde as the Tax Collector for the Town of Lisbon and the Lisbon Central School for the year 2021.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Town Justice Court Clerk for the Town of Lisbon

FOR AGENDA OF: January 13, 2021
BILL #: 2021-07

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$15,000</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution appointing the Town Justice Court Clerk for the Town of Lisbon.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Law subsection 20 (1)(a),(b) the Town Board to appoint the Town Justice Court Clerk for the Town of Lisbon,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Erin Armstrong as Town Justice Court Clerk for the Town of Lisbon for 2021. This position is a non-exempt position, budgeted at \$20 per hour, 15 hours per week. The standard work day for Local Retirement System reporting is 6 hours.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
A resolution appointing the Code Enforcement Officer for the Town of Lisbon for 2021. BILL #: 2021-08

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$31,212</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution appointing the Code Enforcement Officer for the Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, New York State Town Law subsection 138 provides that the Town Board shall name a Code Enforcement Officer for the Town of Lisbon for 2021,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Mark McDonnell as Code Enforcement Officer for the Town of Lisbon for 2021.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Animal Control
Officer for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-09

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$5,000</u>	REQUIRED: -0-

SUMMARY STATEMENT

Resolution designating the Animal Control Officer for the Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, Agriculture and Markets Law, subsection 114, provides that an Animal Control Officer be appointed on an annual basis, and

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Dan Moyer as Animal Control Officer for the Town of Lisbon for 2021 at a salary of \$5000 per year.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
Resolution appointing the Town Local Historian BILL #: 2021-10
for the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: \$2,040	REQUIRED: -0-

SUMMARY STATEMENT

Resolution appointing the Town Local Historian for the Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, Arts and Cultural Affairs Law, subsection 57.07 enables the Supervisor to appoint a Town Local Historian,

NOW THEREFORE BE IT RESOLVED, that the Supervisor appoints and the Lisbon Town Board hereby affirms Nancy Lafaver as Town Local Historian for the Town of Lisbon for 2021.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
A resolution establishing the Town Board Rules BILL #: 2021-11
of Procedure for meetings of the Town of Board of Lisbon for 2021.
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution and attachment

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 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution setting the mileage reimbursement rate for use of personal vehicles when on official business for the Town of Lisbon for 2021. DEPT. OF ORIGIN: Supervisor
FOR AGENDA OF: January 13, 2021
BILL #: 2021-12
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution and IRS 2021 schedule

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

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

SUMMARY STATEMENT

Resolution setting the mileage rate for the Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT FOR TOWN OF LISBON FOR OFFICIAL BUSINESS

WHEREAS, the elected or appointed officials and/or employees of the Town of Lisbon may, at times, be required to use their personal vehicles to travel to conduct official Town of Lisbon business, beyond the local travel involved in their regular prescribed duties; and

WHEREAS, the Town Board of the Town of Lisbon wishes to fairly recompense said Town officials and/or employees for said business use of their personal vehicles at the annually established rate set by the U.S. Internal Revenue Service;

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Lisbon hereby sets the official mileage reimbursement rate for personal vehicle travel for Town business to be equal to the official Standard Mileage Rate for business use of a vehicle, as set by the U.S. Internal Revenue Service, which the 2021 rate is currently \$.56 per mile.

Town officials or employees wishing to be reimbursed by the Town for Town business use of their vehicle should submit, in writing, a request to the Supervisor for reimbursement, which includes the date, destination, total miles traveled, and Town business reason for travel. Requests for mileage reimbursement will be subject to the same process of review and approval as all other Town monetary expenditures.

Be it further resolved, that this resolution shall supersede any prior town ordinance or resolution setting mileage reimbursement for Town of Lisbon official business.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
A resolution appointing Petty Cash Accounts BILL #: 2021-13
for the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 approve the Petty Cash Accounts for the Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

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

- Tax Collector \$100.00 – Alberta Hyde - custodian
- Town Clerk \$300.00 – Alberta Hyde - custodian
- Justice Clerk \$50.00 – Erin Armstrong - 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.

PETTY CASH REQUIREMENTS

For the purpose of the BAR System, petty cash includes change funds, working funds, revolving, advance travel, stamp funds, etc.; in other words, any sum of money or other resources set aside for such specific purposes as minor disbursements, making change, and similar uses. If the petty cash is disbursed, it is periodically restored to its original amount by a warrant drawn and charged to the applicable operating fund. The amount of the warrant should equal the aggregate of the disbursements.

The following are minimum requirements for the establishment and operation of petty cash accounts:

1. The governing body must authorize each petty cash account in the manner that local legislation is officially enacted, i.e., resolution or ordinance. This applies also to all subsequent increases or decreases in the imprest amount.
2. The governing body or its delegate must appoint one custodian of each petty cash account who should be independent of invoice processing, check signing, general accounting and cash receipts functions. As part of the appointment, the custodian shall render a receipt for the imprest amount to the treasurer, clerk-treasurer or auditor from whom he/she receives it.
3. The governing body or its delegate shall assure that the amount in petty cash is periodically counted and reconciled by someone other than the custodian.
4. The custodian shall assure the petty cash is kept in a safe place.
5. The imprest amount may be established by treasurer's check or in double entry systems by warrant. If established by warrant the transaction is a nonbudgetary item.
6. The governing body must include the authorized amount of all such petty cash in the local government's balance sheet.
7. If petty cash is disbursed, it must be replenished at least monthly by warrant or check payable to the custodian. The replenishment should be subject to the same review and approval as processed invoices. The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. These receipts should be perforated or cancelled by some other appropriate means to prevent reuse. At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the authorized imprest amount.
8. The imprest amount of petty cash should not exceed one month's salary or the surety bond covering the custodian.
9. The fund may not be used for personal cash advances even if secured by check or other IOUs. See separate procedures applicable to advances for travel expenses.
10. Petty cash should always be replenished at the end of the fiscal year so that expenses will be reflected in the proper accounting period.
11. Whenever an individual's appointment as custodian is terminated, the fund must be replenished and the imprest amount turned over to the treasurer or other disbursing officer.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Audit Committee
for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-14

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2020.

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 will be:

Justice Fund –

General Fund Checking –

Sewer Fund –

Water Fund

Payroll Fund

General Fund Cash

Vouchers for accounts payable

Investments

Highway Fund

Petty Cash Fund

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating wages
for the Town of Lisbon employees for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-15

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 designating wages Town of Lisbon for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, this resolution fixes the salaries and payment schedules of all elected and appointed officers in accordance with the 2021 Town Budget, and to acknowledge and set the salaries of the elected and appointed officials as follows:

- Supervisor: William Nelson - \$13,975
- Bookkeeper/Accounting Duties of Supervisor: William Nelson – \$10,500
- Deputy Supervisor – Allen Dailey - \$500
- Town Board members: \$ 2,400 ea – 4 Town Board members
 - Allen Dailey - \$2,400
 - Robert McNeil - \$2,400
 - Nathanael Putney - \$2,400
 - Ronald Bush - \$2,400
- Town Clerk/Tax Collector: Alberta Hyde - \$40,688

- Water Clerk: Alberta Hyde - \$520
- School Tax Collector: Alberta Hyde - \$3,000
- Highway Superintendent: Michael Baldock - \$57,329
 - Water System Maintenance Supervisor: Michael Baldock - \$1,500
 - Sewer System Maintenance Supervisor: Michael Baldock - \$1,500
- Code Enforcement Officer: Marc McDonell - \$31,212
- Assessor: Stephen Teele - \$31,235
- Campground Director: Todd Miller - \$22,000
- Town Justices: \$11,145 ea – 2 Justices
 - Patricia Fletcher - \$11,145
 - Phil Fonda -
- Town Attorney: Charles Nash - \$7,750
- Animal Control Officer: Danial Moyer - \$5,000
- Historian: Nancy Lafaver – \$2,040

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating wages for the hourly employees for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-16

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 designating wages for Town of Lisbon employees for 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, this the Town is required to publish wages paid to Town employees annually, and

WHEREAS, this resolution fixes publishes the wage and payment schedules of all Town of Lisbon employees as approved in accordance with the 2021 Town Budget, and to acknowledge and set the hourly wages as follows:

Hourly employees:

Deputy Town Clerk: Jane Brown-Flack - \$15/per hour

Court Clerk: Erin Armstrong - \$20/per hour, \$15,000 per year

Highway:

Motor Equipment Operators

Brent Brenno - \$21.67/per hour; OT – \$32.51/per hour
Chris Delorme - \$19.69/per hour; OT – \$29.54/per hour
Deputy Highway Superintendent - \$2,000/yr
Adan Duvall - \$19.69/per hour; OT – \$29.54/per hour
Mark Hyde - \$19.69/per hour; OT – \$29.54/per hour
Scott Kiah - \$19.69/per hour; OT – \$29.54/per hour
Mike Ledwith- \$21.46/per hour; OT – \$32.13/per hour
Tracis Perkins - \$19.69/per hour; OT – \$29.54/per hour
Steve Planty - \$20.66/per hour; OT – \$30.99/per hour
Carson Smith - \$19.69/per hour; OT – \$29.54/per hour

Beach and Campground:

Campground Laborers - \$12/per hour
Waterfront Director - \$13/per hour
Lifeguards - \$12/per hour

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
Resolution stating that any “new hire” or “rehire” BILL #: 2021-17
Town employee for the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 designating notification to Town Board of any “new hire” or “rehire for the Town of Lisbon for 2021.

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS when new employees are hired or previous employees rehired, and

WHEREAS it is important to maintain compliance with Municipal regulations,

NOW THEREFORE be it resolved that all Town employees hired, either a new hire or a rehire will be reflected in the Town Board minutes of the meeting whereby the person was hired to include name, position, and wage information inclusive.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution adopting the Procurement Policy
for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-18

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021.

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Investment Policy for the Town of Lisbon for 2021. FOR AGENDA OF: January 13, 2021
BILL #: 2021-19

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 13, 2021
Resolution to adopt the Equal Employment BILL #: 2021-20
Opportunity Policy for the Town of Lisbon for 2021.
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 13, 2020
Resolution to adopt the Tobacco Free Policy for BILL #: 2021-21
the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2020

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-22

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 2021.
FOR AGENDA OF: January 13, 2021
BILL #: 2021-23
DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 in accordance with New York State Human Rights Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Code of Ethics for the Town of Lisbon for 2021. FOR AGENDA OF: January 13, 2021
BILL #: 2021-24

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-25

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.
FOR AGENDA OF: January 13, 2021
BILL #: 2021-26
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-27

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021 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 2021

FOR AGENDA OF: January 13, 2021
BILL #: 2021-28

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-29

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021. FOR AGENDA OF: January 13, 2021
BILL #: 2021-30

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 13, 2021
Resolution to adopt the Credit Card Use Policy BILL #: 2021-31
for the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-32

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021

FOR AGENDA OF: January 13, 2021
BILL #: 2021-33

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-34

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 Cash Control Policy for 2021

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-35

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 Capital Asset Policy for 2020

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ 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 asets 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 13, 2021
Resolution to Hold Harmless the County of St Lawrence for providing services to the Town of Lisbon BILL #2021-36

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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 _____

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 from and against liability, loss, damage, claim or action resulting from work performed by the St Lawrence County Department of Highways. The Town of Lisbon does not indemnify the 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 liability for losses, and claim 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 CG2026.

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 13, 2021
BILL #2021-37

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

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.