

Town of Lisbon Board Meeting Agenda
Wednesday, January 13, 2021
7:00 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:

- 2020 end of year budget review
- Monthly Financial Statement to Town Board
- Bank reconciliation reports
- AUD report 2020

J. Reports of Departments

- Supervisor report
 - closing of 2020 financial accounts
 - Correction of errors
 - Paying out property tax receipts
 - Direct Deposit
 - Williamson update
 - Justice Court audit - 2020
 - Payroll audit - 2020
 - Financial records audit - 2020
- Highway Superintendent Report
 - Highway Agreement
 - Town, School, County shared maintenance facility discussions
 - Chapel Road Bridge – update
- Town Clerk Report – Town Clerk Hyde
- Justice Court Report
 - Docket review - Number of cases heard - December, Annual
- Approval of Reports – Action required by the Board

- Reports of Boards and Committees
 - Planning Board Report
 - Recreation Report
 - Homecoming Committee
 - Library – Michelle Stottlemyer McLagan
 - Museum

K. Action Items:

Items for Town Board Action

1. Resolution to adopt the 2021 Highway 284 agreement – BILL # 2021-39
2. Resolution to contract with Gouverneur Pound as the Town Animal Shelter – BILL# 2021-40
3. Resolution to approve pre paying certain bills – BILL #2021-41
4. Resolution to set a Public Hearing to opt out of 487 exemption BILL#: 2021-42
5. Resolution to create a Highway capital equipment reserve fund BILL # 2021-43
6. Resolution to create a Campground capital improvement reserve fund BILL # 2021-44
7. Resolution to transfer funds – BILL # 2021-45

L. Appointments

- Library Board of Directors appointment – Joyce Flack – Term January 1 2021- December 31, 2025

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 2021.
FOR AGENDA OF: January 13, 2021
BILL #: 2021-39
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 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 Dailey _____ 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: FOR AGENDA OF: January 13, 2021
Resolution to contract with Gouverneur Pound BILL #: 2021-40
for the Town of Lisbon animal shelter 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: \$400	BUDGETED: \$500	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to contract with an animal shelter

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 _____

A RESOLUTION TO CONTRACT WITH GOUVERNEUR POUND FOR ANIMAL SHELTER OPERATIONS FOR THE TOWN OF LISBON

WHEREAS, New York State requires municipalities to enter into an agreement for animal shelter services with a licensed and inspected shelter; and

WHEREAS, the Town of Lisbon wishes to contract with the Gouverneur Pound, who is a no kill shelter and has agreements in place with Friends 4 Paws Inc Animal Rescue and Gracious Friends Animal Sanctuary for animal adoptions; and

WHEREAS, A contract for animal shelter operations operation is awarded to Gouverneur Pound, at a term of the current contract January 1, 2021 through December 31, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Lisbon Town Board approves a contract with Gouverneur Pound at an annual cost of \$400 for animal shelter services. .

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to approve pre pay bills of the
Town of Lisbon

FOR AGENDA OF: January 13, 2021
BILL #: 2021-41
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 approve certain bills to be pre paid

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, Municipal Law allows the payment of invoices Not Requiring a Pre-Audit (Section 118), which the auditing authority is not required by law to pre-audit the payments of fixed salaries, compensation of officers or employees, principal and interest on indebtedness, utilities, advertising, postage, or amounts becoming due on certain contracts which exceed one year for which provision has been made in the budget; and

WHEREAS, the Town of Lisbon has budgeted funds for payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, advertising, printing and mailing costs of the Town; and

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, the Town Supervisor has been advised that the governing body may provide for the pre-payment of these items, so that they may be paid in a timely manner without penalty; and

WHEREAS, town officials will still perform the audit and verification function to ensure that the amounts to be paid agree with the town's obligation, and

WHEREAS, all such claims must be presented for audit at the next regular board meeting, and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Lisbon approves that the Town Supervisor is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, propane, etc.).
2. Town payroll and payroll agencies.
3. Debt service as evidenced by pre-authorized bonds and/or notes.
4. Health, dental and other insurance premiums and/or claims.
5. Governmental fees and other statutory payments (county, water/sewer, state, federal fees).
6. Bills pertaining to the advertising, printing and mailing costs of the Town.
7. Third party fees collected through pre-authorized credit/debit card processing.
8. Bills where vendor discounts are granted for timely payment. Example 2% discount for payments made within 10 days. Maximum dollar amount allowed to be pre-paid is \$10,000.
9. Inter-fund Obligations
10. Purchase of Investments
11. Credit Card charges

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to set a date for a public hearing to Opt out of section 487 of the Real Property Tax
FOR AGENDA OF: January 13, 2021
BILL #:2021-42
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes ___ No ___

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No ___

EXHIBITS: Resolution

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

RECOMMENDED ACTION

Approval 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 call for a public hearing for Town Law 2021-01 for the Town to opt out of the Real Property Tax Law section 487 exemption for property tax for wind, solar, and farm to energy systems.

Town of Lisbon Law 2021-01

WHEREAS, paragraph 2 of Section 487 of the Real Property Tax Law of the State of New York (the RPTL) provides that real property, which includes solar or wind energy system or farm waste to energy systems approved in accordance with the provisions of such section shall be exempt from taxation to the extent that any increase in the value thereof by reason of the inclusion of such solar or wind energy system or farm waste to energy system for a period of fifteen (15) years; and

WHEREAS, paragraph 8 of Section 487 of the RPTL provides that, notwithstanding the provisions of paragraph 2 of Section 487 of the RPTL, a Town may by Town Board Resolution

provide that no exemption under Section 487 of the RPTL shall be applicable within its jurisdiction with respect to any solar or wind energy system, or farm waste to energy systems constructed subsequent to the effective date of such Town Board Resolution; and

WHEREAS, the Town Board of the Town of Lisbon is desirous to and wishes to exercise the right to opt out of paragraph 2 of Section 487 of the RPTL pursuant to the rights granted to it pursuant to paragraph 8 of Section 487 of the RPTL; and

WHEREAS, pursuant to a paragraph 8 of Section 487 of the RPTL, a copy of this Town Board Resolution shall be filed with the New York State Energy Research and Development Authority, the New York State Office of Real Property Services, the New York State Commissioner of Taxation and Finance, the St Lawrence County Clerk, and the St Lawrence County Office of Real Property, and

WHEREAS the Town of Lisbon hereby exercises its right to opt out of the real property tax exemption of Section 487 of the RPTL, pursuant to the authority granted to it pursuant paragraph 8 of Section 487 of the RPTL, and therefore provides that no exemption shall hereafter be provided under that section for any property located in the Town of Lisbon.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on said proposed Local Law No. 2021-01 shall be held on the 10th day of February, 2021 at 6 o'clock P.M. Eastern Time, at the Town Hall, upstairs auditorium, 6963 County Route 10, in the Town of Lisbon, New York. Notice of the time and place of such public hearing describing in general terms the proposed local law, be published in accordance with Section 20 of the Municipal Home Rule Law, which prescribes a five-day newspaper notice period for a public hearing on a local law, and posted on the Town website and the official bulletin board outside the Town Clerks Office. The Town Clerk shall file an affidavit of publication after publishing the notice, in order to prove that the request for publication was made.

**NOTICE OF PUBLIC HEARING ON A PROPOSED LOCAL LAW
OF THE TOWN OF LISBON, AS SET FORTH HEREIN**

LEGAL NOTICE IS HEREBY GIVEN that pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, and pursuant to a resolution of the Town Board of the Town of Lisbon, adopted on January 13, 2021, the said Town Board will hold a public hearing at the Town Hall, upstairs auditorium, 6963 County Route 10, Town of Lisbon, NY, on the 10th (tenth) day of February, 2021 at 6 o'clock P.M., Eastern Time, to hear all interested parties and citizens regarding the adoption of proposed Local Law No. 1 of 2021, titled "Opting out of Real Property Tax Law 487 Real Property Tax Exemption for Solar, Wind, and Farm to Waste energy systems. Further information, including access to a copy of said proposed Local Law, may be obtained at the Town Clerk's Office, 6963 County Route 10, Town of Lisbon, NY.

BY THE TOWN BOARD OF THE TOWN OF LISBON

By _____ Date: _____
Alberta Hyde; Town Clerk

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
Resolution to establish a capital reserve account BILL #: 2021-43
known as the Highway Equipment Reserve Fund
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X
EXHIBITS: Resolution
APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

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

SUMMARY STATEMENT

Resolution to create an equipment reserve account

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 _____

TOWN OF LISBON RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND TO BE KNOWN AS THE HIGHWAY EQUIPMENT RESERVE FUND.

WHEREAS, this Board is in the process of establishing a five year financial plan and a 5 year capital purchase plan; and

WHEREAS, the Town Board has determined it to be prudent and responsible to establish a reserve fund pursuant to §6-c of the New York General Municipal Law for the inevitable purchase or replacement of highway equipment and to facilitate future financial planning for the Town and to avoid the cost and expense of bonding and interest for the complete cost of such purchases; and

WHEREAS, The Chief Fiscal Officer of the Town of Lisbon is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General

Municipal Law. The Chief Fiscal Officer may invest the moneys in the reserve fund in the manner provided by Section 11 of the General Municipal Law and consistent with the investment policy of the Town of Lisbon. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the reserve fund established by the Resolution; and

WHEREAS, The Chief Fiscal Officer shall account for the reserve fund in a manner which maintains the separate identity of the reserve fund and shows the date and amount of each sum paid into the Fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount of date of each withdrawal from the fund, and the total assets of the fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the reserve fund; and

WHEREAS, except as otherwise provided by law, expenditures from the reserve fund established by this Resolution shall be made only for the purpose for which the reserve fund is established. No expenditures shall be made from this reserve fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the general Municipal Law, the provisions of the Local Finance Law, or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c of the General Municipal Law or any other law; and

NOW THEREFORE BE IT RESOLVED, Pursuant to Section 6-c of the New York General Municipal Law, there is hereby established a capital reserve fund to be known as the Highway Machinery and Equipment Reserve Fund; and

This Resolution shall take effect immediately.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 13, 2021
Resolution to establish a capital reserve account BILL #: 2021-44
Known as the Campground Capital Improvement Reserve Fund
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X
EXHIBITS: Resolution
APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

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

SUMMARY STATEMENT

Resolution to create a capital improvement reserve account

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 _____

Beach and Campground Capital Improvement Reserve Fund

TOWN OF LISBON RESOLUTION TO ESTABLISH A CAPITAL RESERVE FUND TO BE KNOWN AS THE CAMPGROUND CAPITAL IMPROVEMENT RESERVE FUND.

WHEREAS, this Board is in the process of establishing a five year financial plan and a 5 year capital purchase plan; and

WHEREAS, the Town Board has determined it to be prudent and responsible to establish a reserve fund pursuant to §6-c of the New York General Municipal Law for the constructing, reconstructing, repairing, and maintaining the buildings, sites, infrastructure or any other physical public betterment capital improvement at the Campground.

WHEREAS, this capital reserve fund will facilitate future financial planning for the Town and to avoid the cost and expense of bonding and interest for the complete cost of such capital improvement projects; and

WHEREAS, The Chief Fiscal Officer of the Town of Lisbon is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Chief Fiscal Officer may invest the moneys in the reserve fund in the manner provided by Section 11 of the General Municipal Law and consistent with the investment policy of the Town of Lisbon. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the reserve fund established by the Resolution; and

WHEREAS, The Chief Fiscal Officer shall account for the reserve fund in a manner which maintains the separate identity of the reserve fund and shows the date and amount of each sum paid into the Fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount of date of each withdrawal from the fund, and the total assets of the fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the reserve fund; and

WHEREAS, except as otherwise provided by law, expenditures from the reserve fund established by this Resolution shall be made only for the purpose for which the reserve fund is established. No expenditures shall be made from this reserve fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the general Municipal Law, the provisions of the Local Finance Law, or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c of the General Municipal Law or any other law; and

NOW THEREFORE BE IT RESOLVED, Pursuant to Section 6-c of the New York General Municipal Law, there is hereby established a capital reserve fund to be known as the Campground Capital Improvement Reserve Fund; and

This Resolution shall take effect immediately.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution for budget amendments and to
authorize the transfer of funds.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-45

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

Resolution for budget amendments and to authorize the transfer of funds.

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 a memorandum was received from the Supervisor, dated January 13, 2021 requesting authorization of budget transfers for the following overspent accounts, and for a budget amendment to the 2020 General Fund budget:

NOW, THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to fulfill the following Transfers and Budget Amendments:

Budget Transfers-General, Highway, Water and Sewer Fund

Please authorize a budget transfer for the following overspent budgets:

TRANSFERS						
To Account	GENERAL FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
		\$				
		\$				
		\$				
TOTAL		\$				\$
To Account	HIGHWAY FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
		\$				\$
		\$				
TOTAL		\$				\$
To Account	WATER FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
						\$
		\$				\$
TOTAL		\$				\$
To Account	SEWER FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
Total		\$				\$
TOTAL		\$				\$
SIGNATURE						
1/13/2021	Supervisor					

