

Town of Lisbon Board Meeting Agenda
2020 Organizational Meeting
Thursday, January 9, 2020
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 #: 202001
2. Resolution designating the 2020 Depositories BILL #: 202002
3. Resolution designating the 2020 Town Board meeting dates BILL #: 202003
4. Resolution designating the Deputy Town Supervisor BILL #: 202004
5. Resolution appointing Deputy Town Clerks – BILL #: 202005
6. Resolution to appoint a Handicap Parking Permit Issuing Agent - BILL #: 202006
7. Resolution designating the Official tax Collector – BILL #: 202007
8. Resolution designating the Registrar of Vital Statistics – BILL #202008
9. Resolution appoint the Town Executive Secretary/Bookkeeper - BILL #202009
10. Resolution to appoint the Justice Court Clerk – BILL #202010
11. Resolution designating the Deputy Town Highway Superintendent BILL #: 202011
12. Resolution Designating the Town Code Enforcement Officer - BILL #: 202012
13. Resolution designating the Animal Control Officer - BILL #: 202013
14. Resolution designating the Town Historian - BILL #: 202014
15. Resolution designating the Town Attorney - BILL #: 202015
16. Resolution designating the Town Health Officer - BILL #: 202016
17. Resolution adopting the 2020 Town Board meeting rules of procedure BILL #: 202017
18. Resolution setting the mileage reimbursement rate for use of personal vehicles when on official business - BILL #202018
19. Resolution designating the Town representative to Association of Towns - BILL#: 202019
20. Resolution approving Procurement process - BILL #: 202020
21. Resolution to appoint Marriage Officers - BILL #: 202021
22. Resolution approving petty cash funds – Bill #202022
23. Resolution designating Audit Committee for 2020 - BILL #: 202023
24. Resolution designating the uniform Notice of Claims Agent - BILL #: 202024
25. 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 #: 202025
26. Resolution adopting the Highway Law – subsection 284 agreement - BILL #: 202026
27. Resolution designating notification of any “new hire” or “rehire - BILL #: 202027
28. Resolution regarding Voucher process for paying bills – BILL #202028
29. Resolution designating the hours of service for Town Hall offices - BILL #: 202029
30. Resolution authorizing the Supervisor to sign checks to pay bills - BILL #: 202030
31. Resolution delegating the Supervisor Powers and duties of administration BILL#:202031
32. Resolution designating the NYS Grants Gateway Administrator – BILL #202032
33. Resolution to adopt 2020 Investment Policy - BILL #: 202033
34. Resolution to adopt 2020 Equal Opportunity Policy - BILL #: 202034
35. Resolution to adopt 2020 Tobacco Free Policy - BILL #: 202035

36. Resolution to adopt 2020 Drug Free workplace Policy - BILL #: 202036
37. Resolution to adopt 2020 Sexual Harassment Policy - BILL #: 202037
38. Resolution to adopt 2020 Code of Ethics Policy -BILL #: 202038
39. Resolution to adopt 2020 Americans with Disabilities Act Policy - BILL #: 202039

H. New Business

For discussion and action:

Town Board Liaison to Community Boards and Dept's:

- Planning Board – Dailey and Bush
- Recreation Committee – 2019 - Putney and McNeil
- Homecoming – Nelson and Dailey
- Museum – Putney and Dailey
- NYPA – Nelson
- Beach and Campground – McNeil and Nelson
- Buildings and Grounds – McNeil and Dailey
- Highway -
- Fire Dept -
- School -

New Policies to review and discuss:

- Anti Nepotism Policy
- Computer Use and Internet Policy
- Electronic banking Policy
- Travel and Conference Policy
- Capital Asset Policy
- Credit card use policy

I. Old/Unfinished Business

K. Items for discussion

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

L. 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 9, 2020

BILL #: 202001

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 2020 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 _____

BE IT RESOLVED, that the Lisbon Town Board hereby designates the Watertown Daily Times 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 2020.

To widen the notification to our citizens, North Country Now can be used as an additional means of notification, but is not deemed the official newspaper.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the 2020 Depositories
for the Town of Lisbon

FOR AGENDA OF: January 9, 2020
BILL #: 202002

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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 _____

BE IT RESOLVED, that the Lisbon Town Board hereby designates the following FDIC insured banks as depositories of Town funds for 2020:

- 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: FOR AGENDA OF: January 9, 2020
A resolution designating the 2020 Town Board meeting dates for the Town of Lisbon BILL #: 202003
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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

A resolution designating the 2020 Town Board meeting dates 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 _____

2020 TOWN BOARD MEETING DATES

BE IT RESOLVED, that the regular Town Board meetings for the Town of Lisbon shall be on the second Wednesday of each month unless such date is a legal holiday, in which event the meeting will be held on the next business day.

The date of these meetings are listed below:

January 9 – Thursday - organization meeting – 6pm; regular meeting – 7pm

February 12 - Wednesday

March 11 - Wednesday

April 8 - Wednesday

May 13 - Wednesday
June 10 - Wednesday
July 8 - Wednesday
August 12 - Wednesday
September 9 - Wednesday

2021 tentative budget work sessions:

September 16 – 6pm; September 17 – 6pm; September 22 – 6pm; September 24 – 6pm

October 14 - Wednesday
November 12 – Thursday due to Veterans day being on 11/11
November 12 - Budget public hearing; budget must be approved by November 20
December 9 – Wednesday
December 30 – Wednesday – year end meeting

BE IT FURTHER RESOLVED, all the meetings will be held at 6:00 pm in the Town Hall Board meeting room or at such other places as may be designated by the Town Board. All meetings are open to the public.

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 9, 2020
BILL #: 202004

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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, 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 Nathanael Putney as the Deputy Town Supervisor for 2020.

Business of the Town Board of the Town of Lisbon

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

FOR AGENDA OF: January 9, 2020
BILL #: 202005

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$9000</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution designating the Deputy Town Clerks 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, 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 and Debra Putney as Second Deputy Town Clerk for the Town of Lisbon.

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 9, 2020
BILL #: 202006

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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 9, 2020
BILL #: 202007

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Registrar of Vital Statistics and records manager for the Town of Lisbon
FOR AGENDA OF: January 9, 2020
BILL #: 202008
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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

A resolution designating the Registrar of Vital Statistics 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 Public Health Law subsection 4121,4123 requires the Town Board to appoint a Registrar of Vital Statistics and Manager of Records for the Town of Lisbon at its organization meeting in January,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Alberta Hyde as the Registrar of Vital Statistics and Manager of Records for a 4 year term of office from January 1, 2020 to December 31, 2023

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Bookkeeper
Confidential Secretary to the Supervisor for the Town of Lisbon

FOR AGENDA OF: January 9, 2020
BILL #: 202009
DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$20,788</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution appointing the Bookkeeper/Confidential Secretary to the Supervisor 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 29 (15) enables the Town Supervisor to appoint a Confidential Secretary/Bookkeeper to the Supervisor for the Town of Lisbon,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Supervisor hereby appoints and the Town Board affirms Kari Blair as Confidential Secretary/Bookkeeper to the Supervisor for the Town of Lisbon for 2020.

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 9, 2020

BILL #: 202010

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$19,768</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 Kari Blair as Town Justice Court Clerk for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Deputy Town Highway Superintendent or the Town of Lisbon
FOR AGENDA OF: January 9, 2020
BILL #: 202011
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: \$1,500	REQUIRED: -0-

SUMMARY STATEMENT

A resolution appointing the Deputy Highway Superintendent 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 32 (2) allows the Highway Superintendent to name a Deputy Highway Superintendent for the Town of Lisbon, affirmed by the Town Board at its first organization meeting in January,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Chris Delorme as Deputy Highway Superintendent for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 9, 2020
A resolution appointing the Code Enforcement Officer for the Town of Lisbon for 2020. BILL #: 202012

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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, New York State Town Law subsection 138 provides that the Town Board shall name a Code Enforcement Officer for the Town of Lisbon for 2020,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Mark McDonnell as Code Enforcement Officer for the Town of Lisbon for 2020.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Animal Control
Officer for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202013

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$6,120</u>	REQUIRED: -0-

SUMMARY STATEMENT

Resolution designating the Animal Control Officer 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, Agriculture and Markets Law, subsection 114, provides that an Animal Control Officer be appointed

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Susan Siedlecki as Animal Control Officer for the Town of Lisbon for 2020.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 9, 2020
Resolution appointing the Town Local Historian BILL #: 202014
for the Town of Lisbon for 2020.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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, 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 2020.

Business of the Town Board of the Town of Lisbon

SUBJECT:
A resolution appointing the Town Attorney
for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202015

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: <u>\$7,283</u>	REQUIRED: -0-

SUMMARY STATEMENT

A resolution appointing the Town Attorney for the Town of Lisbon for 2020 and 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 20 and 24 authorizes the Town Board to create an Office of Town Attorney and appoint a Town Attorney for the Town of Lisbon for a two year term from January 1, 2020 to December 31, 2021,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Charles Nash as Town Attorney for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT:
A resolution appointing the Local Health Officer for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202016

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 appointing the Local Health Officer 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, New York State Public Health Law subsection 320-322 provides that the Town Board shall a Local Health Officer for the Town of Lisbon for a four year term effective January 1, 2020 to December 31, 2023,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints St Lawrence County Public Health as the Local Health Officer for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 9, 2020
A resolution establishing the Town Board Rules BILL #: 202017
of Procedure for meetings of the Town of Board of Lisbon for 2020.
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 2020

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 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, 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 2020.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 9, 2020
Resolution setting the mileage reimbursement BILL #: 202018
rate for use of personal vehicles when on
official business for the Town of Lisbon for 2020. DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution and IRS 2019 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 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 _____

**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 2020 rate is currently \$.575 per mile.

Town officials or employees wishing to be reimbursed by the Town for Town business use of their vehicle should submit, in writing or orally, a request to the BookKeeper 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 9, 2020
Resolution designating the representative to the BILL #: 202019
Association of Towns for the Town of Lisbon for 2020.
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 designating the Town Representative for the Association of Towns

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 is a member of the New York Association of Towns, and

WHEREAS the Association of Towns has meetings whereby representation of the Town of Lisbon is important, and votes from its membership will be taken,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints William D Nelson, Town Supervisor as the Towns delegate and representative to the New York Association of Towns.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution adopting the Procurement Policy
for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202020

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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 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 2020.

Business of the Town Board of the Town of Lisbon

SUBJECT:

A resolution appointing the Marriage Officers for the Town of Lisbon.

FOR AGENDA OF: January 9, 2020

BILL #: 202021

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 appointing the Marriage Officers for the Town of Lisbon for a four year term

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 Domestic Relations Law subsection 11-c grants authority to the Town Board to appoint marriage Officers for the Town of Lisbon for a four year term effective January 1, 2020 to December 31, 2023,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints William D Nelson, Supervisor, and Alberta Hyde, Town Clerk as Marriage Officers for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT:
A resolution appointing Petty Cash Accounts
for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202022

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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

A resolution to approve the Petty Cash Accounts 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, 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.

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 – Kari Blair - 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 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202023

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 2020 will be: _____

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Uniform Notice of Claims Agent for the Town of Lisbon for 2020. FOR AGENDA OF: January 9, 2020
BILL #: 202024
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 designating the Uniform Notice of Claims Agent 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 General Municipal Law, §53 requires towns to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim; and

WHEREAS, General Municipal Law, §53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the town's agent; and

WHEREAS, pursuant to General Municipal Law, §50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a

wrongful death action, 90 days from the appointment of a representative of the decedent's estate; Now therefore Be It

RESOLVED, that the Town Board of the Town of Lisbon, County of St Lawrence, designates Alberta Hyde, in his/her capacity as Lisbon Town Clerk, to receive notices of claims served upon the Secretary of State by mail at 6963 County Route 10, Lisbon, NY 13658 and email at townclerk@townoflisbonny.org.

BE IT FURTHER RESOLVED, that the Town Board hereby directs the Town Clerk to file the required certificate with the Secretary of State informing him or her of the town's designation and applicable time limitation for filing a notice of claim with the town on or before January 1, 2020.

(Please note that applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent's estate General Municipal Law, §50-e(1)(a))

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating wages
for the Town of Lisbon employees for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202025

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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 designating wages 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, this resolution fixes the salaries and payment schedules of all elected and appointed officers in accordance with the 2020 Town Budget, and to acknowledge and set the salaries of the elected and appointed officials as follows:

- Supervisor: \$13,975
- Deputy Supervisor - \$500
- Town Board members: \$ 2,400 ea – 4 Town Board members
- Town Clerk/Tax Collector: \$39,890
- School Tax Collector - \$3,000
- Highway Superintendent: \$56,448
- Code Enforcement Officer - \$31,212
- Assessor - \$31,235
- Confidential Secretary/Bookkeeper to Supervisor - \$20,788
- Town Justices: \$11,145 ea – 2 Justices
- Court Clerk - \$19,768
- Town Attorney - \$7,283

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution adopting Highway 284 agreement
for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202026

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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.

HIGHWAY 284 AGREEMENT

Agreement for the Expenditure of Highway Moneys AGREEMENT between the Town Superintendent of the Town of Lisbon, St Lawrence County, New York, and the undersigned members of the Lisbon Town Board. Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$ _____ shall be set aside to be expended for primary work and general repairs upon _____ miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

(b) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

Executed in duplicate this _____ day of _____, 2020

Supervisor Nelson

Town Councilman Putney

Town Councilman Dailey

Town Councilman McNeil

Town Councilman Bush

County Superintendent of Highways Town Superintendent of Highways Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: January 9, 2020
Resolution stating that any “new hire” or “rehire” BILL #: 202027
Town employee for the Town of Lisbon for 2020.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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 designating notification to Town Board of any “new hire” or “rehire 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 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 to authorize the Supervisor to
conduct business for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020

BILL #: 202028

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 voucher process

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 no bills incurred by the Town of Lisbon are valid without a voucher and that all vouchers that are to be paid must be delivered to the Town no less than five (5) business days prior to the regular Board meeting, unless otherwise approved by the Town Supervisor, and

WHEREAS, the Town Board authorizes for the Town to pay in advance of audit of claims in accordance with Section 118[2] of the New York Town Law, for public utility services, postage, freight and express charges, all such claims to be presented at the next regular meeting of the Town Board for audit.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the hours of service
for offices in the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202029

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 hours of service for Town Hall offices 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 _____

A resolution of the current Town Hall office hours for regular business hours. These hours are subject to change pending the needs of the residents of the Town of Lisbon.

- a. Town Clerk's Office: 830am – 4 pm Monday – Friday
- b. Supervisor's Office: 8:15am – 3pm, Monday – Friday and by appointment
- c. Court Clerk Office – 8:15am – 3pm – Monday - Friday
- d. Code Enforcement Office: 8:30am – 2:30pm Tuesday, Wednesday, Thursday
- e. Assessment Office: 8:00 am – 11am, Tuesday, Wednesday, Thursday

Business of the Town Board of the Town of Lisbon

SUBJECT:

Resolution authorizing the Supervisor to sign checks for the Town of Lisbon.

FOR AGENDA OF: January 9, 2020

BILL #: 202030

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 authorizing the Supervisor to sign checks 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, the Town Supervisor is the Chief Fiscal Officer in accordance with New York State Municipal Law, and whereas, checks must be written for payments, and money is required to be deposited, invested, and transferred,

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes the Town of Lisbon Supervisor William D. Nelson to over see all aspects of financial matters for the Town of Lisbon to include sign checks, or in his absence the Deputy Town Supervisor Nathanael Putney.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution delegating the Supervisory Powers and duties of administration for the Town of Lisbon. FOR AGENDA OF: January 9, 2020
BILL #: 202031
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 delegating the Supervisory Powers and duties of administration

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, pursuant to Town Law Section 29, division 16, be it resolved that the Town Board of the Town of Lisbon hereby authorizes and delegates to the Town Supervisor, powers and duties of day-to-day administration and supervision of all town and special district departments, facilities and employees consistent with and in furtherance of any and all state and federal laws applicable thereto, and with any and all local laws, resolutions and policies heretofore or hereafter adopted by the Town Board.

NOW THEREFORE BE IT RESOLVED that the Town Board authorizes and delegates to the Town of Lisbon Supervisor William D. Nelson the powers and duties to over see all aspects of day to dy administration and supervision of all Town of Lisbon Departments, Facilities, and employees to include all special districts.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution delegating the Supervisor as the representative and administrator of the NYS Grants Gateway Program for the Town of Lisbon. FOR AGENDA OF: January 9, 2020
BILL #: 202032
DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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 delegating the Supervisor as the representative and administrator of the NYS Grant Gateway Program 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 requires each municipality to have an administrator for the New York State Grants Gateway Program, and

NOW THEREFORE BE IT RESOLVED that the Town of Lisbon Town Board delegates William D Nelson, Town Supervisor as the representative and administrator of the NYS Grant Gateway Program for the Town of Lisbon.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Investment Policy for
the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020

BILL #: 202033

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 Investment 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, 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 2020 in accordance with General Municipal Law Section 11, division 39.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Equal Employment Opportunity Policy for the Town of Lisbon for 2020. FOR AGENDA OF: January 9, 2020
BILL #: 202034
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 Equal Opportunity Employment 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, 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 2020 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 9, 2020
Resolution to adopt the Tobacco Free Policy for BILL #: 202035
the Town of Lisbon for 2020.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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 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, 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 2020 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 2020. FOR AGENDA OF: January 9, 2020
BILL #: 202036
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 Drug Free Workplace 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, 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 2020 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 2020.
FOR AGENDA OF: January 9, 2020
BILL #: 202037
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 2, 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 Sexual Harassment and discrimination in the workplace 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, 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 2020 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 2020. FOR AGENDA OF: January 9, 2020
BILL #: 202038

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 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 Code of Ethics in the workplace 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, 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 2020 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 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202039

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 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, 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.