

**Town of Lisbon Board Meeting Agenda**  
**Thursday, November 12, 2020**  
**6:00 P.M.**

- A. Pledge of Allegiance
- B. Call to order
- C. Public hearings – Public hearing for the 2021 Town of Lisbon operating budget
- D. Approval of previous meeting minutes – October 14, 2020 regular meeting minutes; Approval of the October 29, 2020 special meeting minutes
- E. Reading of Correspondence / Communications:
  - Presentations
- F. Public Comment Period - Citizen Participation (5 minutes per person)
- G. Report from County Legislature – Legislator Forsythe
- H. Approval of Audited claims and Abstract of vouchers: - General Fund - \$33,837.02; Highway Fund: \$47,861.04; - Sewer fund \$8,426.51; - Water fund \$2,056.87; Total = \$ 92,181.44;  
(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 budget review: Operating statement
- Total cash balance on hand:
- Positions hired/filled report: # of employees on payroll – Carson Smith

J. Reports of Departments

- Supervisor report
  - Monthly update on Water and Sewer – October DANC report
  - 2019 financial audit – general, highway, water, sewer fund, payroll update – PMHV
  - Payroll adjustment – 27 pay periods 2020 and 2021
- Highway Superintendent Report
  - Chapel Road Bridge
- Town Clerk Report – Town Clerk Hyde
- Code Enforcement report:
  - Number of building permits issued month:      Issued YTD:      Value:
  - Number of new home permits issued:
- Campground Director report:
- Justice Court Report
- **Approval of Reports – Action required by the Board**

- Reports of Boards and Committees

- Planning Board Report
- Recreation Committee Report –
- Homecoming Committee –
- Library – Michelle Stottlemeyer McLagan
- Museum/Historian – Nancy Lafaver

K. Action Items:

Items for Town Board Action

1. Resolution to purchase property for use by the Town of Lisbon BILL #: 2020-109
2. Resolution to transfer funds – BILL# 2020-110
3. Resolution to hire an employee in the Highway Department - BILL# 2020-111
4. Resolution to define a standard work day for beach/campground employees – BILL#2020-112
5. Resolution to purchase a John Deere tractor from St Lawrence County - BILL#2020-113

L. Appointments

M. New Business

N. Old/Unfinished Business

- Sewer and water systems study;

O. Items for discussion

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

Q. – Executive Session:

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 to purchase property for Town use  
FOR AGENDA OF: November 12, 2020  
BILL #: 2020-109  
DEPT. OF ORIGIN: Supervisor  
DATE SUBMITTED: November 12, 2020

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes \_\_\_\_ No \_\_\_\_

EXHIBITS: Local Law

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes \_\_\_\_ No \_\_\_\_

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$127,000	BUDGETED: \$127,000	REQUIRED: \$127,000

## SUMMARY STATEMENT

A resolution to purchase property for Town purpose and need.

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

## BOARD RESOLUTION TO APPROVE THE PURCHASE OF PROPERTY

WHEREAS, the Town of Lisbon has determined it desirable and in the best interests of the Town to acquire a certain property located on the Baker Road, Tax map number 50.003-5-3 in the Town of Lisbon, St Lawrence County, state of New York (the “Property”), and

WHEREAS that the Town Board of the Town of Lisbon acquire the Property for a cost of \$127,000, (one hundred twenty seven thousand dollars) and upon such terms and conditions as the Town Board and Town Attorney may deem advisable, and

WHEREAS the Town Supervisor and Town Attorney are hereby authorized, directed and empowered to execute, for and on behalf of the Town of Lisbon any and all documents required

in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents, and

WHEREAS, the members of the Town Board are, and each acting alone is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such Board members shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolution, and

NOW, THEREFORE, BE IT RESOLVED that any actions taken by such Board members prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the ac

# 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: November 12, 2020  
BILL #: 2020-110

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: November 12, 2020

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 November 12, 2020 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
36204.01	Building Codes CE	\$329.63		7310.01	Youth Programs PS	\$329.63
71102.01	Parks Equip	\$4,396.87		71101.01	Parks Maint PS	\$4,396.87
71104.01	Parks/Campground CE	\$4,827.27		71801.01	Beach PS	\$4,827.27
71804.01	Beach CE	\$499.51		71801.01	Beach PS	\$499.51
<b>TOTAL</b>		<b>\$10,053.28</b>				<b>\$10,053.28</b>
To Account	HIGHWAY FUND	AMOUNT		From Account	ITEM	AMOUNT
51304.03	Machinery CE	\$20,726.75		51104.03	General Repairs CE	\$20,726.75
51424.03	Snow removal CE	\$12,844.64		51124.03	Perm Improvements	\$12,844.64
<b>TOTAL</b>		<b>\$33,571.39</b>				<b>\$33,571.39</b>
To Account	WATER FUND	AMOUNT		From Account	ITEM	AMOUNT
83104.08	Administration CE	\$1,040.00		83304.08	Purification CE	\$1,040.00
83204.08	Power/Pump CE	\$911.87		83304.08	Purification CE	\$911.87
<b>TOTAL</b>		<b>\$1,951.87</b>				<b>\$1,951.87</b>
To Account	SEWER FUND	AMOUNT		From Account	ITEM	AMOUNT
81104.09	Administration PS	\$2,737.42		97107.09	Interest on Debt	\$2,737.42
81204.09	Sewage Collection CE	\$760.86		97107.09	Interest on Debt	\$760.86
81304.09	Treatment disposal CE	\$1,304.08		97107.09	Interest on debt	\$1,304.08
<b>TOTAL</b>		<b>\$4,802.36</b>				<b>\$4,802.36</b>
<b>SIGNATURE</b>						
11/12/2020	Supervisor					

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: November 12, 2020  
Resolution to hire a permanent employee for the BILL #: 2020-111  
Highway Department DEPT. OF ORIGIN: Highway Dept  
DATE SUBMITTED: November 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 hire a permanent employee at the Highway Department

## 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 AUTHORIZING THE EMPLOYMENT OF A PERMANENT EMPLOYEE AT THE HIGHWAY DEPARTMENT**

**WHEREAS**, with the retirement of one of our long standing, hardworking, dedicated, committed employees, Robert Winters, who worked for the Town for 31 years, a vacancy has been created in the Highway Department, and

**WHEREAS**, the Superintendent of Highways has recommended an individual who meets the requirement and qualifications for the job, and

**WHEREAS**, it is the desire of the Town Board to hire the following individual effective November 12, 2020 as an Motor Equipment Operator; and

**NOW BE IT THEREFORE RESOLVED**, that the following individual is appointed, subject to the Town hiring policies, as a permanent employee to be paid at the hourly rate as set forth:

1. Carson Smith 1 - \$17.49/hr. – Motor Equipment Operator

**BE IT FURTHER RESOLVED**, that the Supervisor is hereby is authorized to place the aforementioned individual on the Town payroll for the Highway Department and to pay the Salary and benefits as set forth above, expenses allocated to the Highway Department.

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt a standard work day and reporting for seasonal employees at the Beach and Campground for the Town of Lisbon. FOR AGENDA OF: November 12, 2020  
BILL #: 2020-112  
DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: November 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 a standard work day and reporting for employees at the Beach and Campground

## 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 Office of the New York State Comptroller requires that all employees have standard work days established in order to determine the correct number of days worked to report to an official in order to obtain service credit for retirement benefits; and

**WHEREAS**, it is necessary that the Town Board of the Town of Lisbon establish a standard work day for the Town of Lisbon’s seasonal employees at the Beach and Campground and must adopt a resolution in relation thereto; and

**WHEREAS**, the information is set forth on Form RS2418 entitled “Standard Work

Day and Reporting Resolution for employees setting forth the identity of the employees, their title, and hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body, and

**NOW THEREFORE BE IT RESOLVED** that the Town Board of the Town of Lisbon does hereby adopt a Standard Work Day and Reporting Resolution for seasonal employees at the Beach and Campground as required by the New York State Comptroller's Office and all information is specifically contained in Form RS2418 which will be kept on file by the employer and made available to the Retirement System upon request of the Office of the State Comptroller.

Seasonal Lifeguard – 6 hour standard work day

Seasonal Beachfront Supervisor – 6 hour standard work day

Seasonal Beachfront Water Instructor – 6 hour standard work day

Seasonal Campground Laborer – 6 hour standard work day

## Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to purchase a Tractor for the beach And sewer plant use from St Lawrence County FOR AGENDA OF: November 12, 2020  
BILL #: 2020-113

DEPT. OF ORIGIN: Highway Superintendent DATE SUBMITTED: November 12, 2020

APPROVED BY TOWN ATTORNEY – Yes  No

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXHIBITS: **Resolution**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$12,575	BUDGETED: \$12,575	REQUIRED: \$

### 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

WHEREAS, the Town has identified a need for a tractor for use at the Beach and Campground and the Waste Water Treatment Plant, and

WHEREAS, the St Lawrence County held a bid ale for surplus equipment, and

WHEREAS, the Town was the high bidder on the 2008 John Deere tractor with cab, loader and other accessories, and has been presented to the governing body of the Town of Lisbon at this meeting; and

BE IT RESOLVED, that Town Supervisor Nelson is authorized, directed and empowered, on behalf of the Town of Lisbon, to purchase the John Deere tractor from St Lawrence County at a the bid cost of \$12,575.

# On hold by Board

## Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution Supporting the City of Ogdensburg FOR AGENDA OF: August 12, 2020  
County Sales Tax apportionment to local municipalities BILL #: 2020-94  
proposal.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: August 12, 2020

APPROVED BY TOWN ATTORNEY – Yes  No

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXHIBITS: Resolution

EXPENDITURE  
REQUIRED: \$

AMOUNT  
BUDGETED: \$0.00

APPROPRIATION  
REQUIRED: \$

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 SUPPORT THE CITY OF OGDENSBURG PROPOSED CHANGE IN THE COUNTY SALES TAX APPORTIONMENT TO LOCAL MUNICIPALITIES**

**WHEREAS**, IN 1965, New York State enabled counties to collect sales tax because Medicaid expenses became a shared expense between counties and the state; and

**WHEREAS**, the St Lawrence County Board of Supervisors, at that time in 1965, decided to share 50% of realized sales tax revenues with local governments, including the City of Ogdensburg, and an additional 1 percent sales tax was added in 2012, and they agreed to share that additional one percent with local governments including the City of Ogdensburg;  
and

**WHEREAS**, sales taxes represents an important source of revenue that many towns, villages, and the City use to help defray the rising costs of providing services or mitigate property tax increases at the town or county level; and

**WHEREAS**, counties are authorized by Article 29 of the New York State Tax Law to impose a tax on the sale of certain goods; and

**WHEREAS**, a county legislature has the option of using all or a portion of its sales tax revenues solely for county or education purposes, or it may apportion some between its towns and cities (Tax Law, §1262), which has been the case in St Lawrence County since 1965; and

**WHEREAS**, the county legislature is additionally authorized to make an agreement with any city in the county to allocate a specific portion of these revenues to such city; and

**WHEREAS**, cities have the right to pre-empt application of the county sales tax and impose their own local sales tax; and

**WHEREAS**, towns do not yet enjoy the right to levy their own local sales tax, pre-empt the in town application of the county sales tax, or require the county to negotiate a sales tax allocation Agreement, so we rely on the County and City of Ogdensburg to negotiate on our behalf; and

**WHEREAS**, local sales taxes are levied at the county level, and sales tax proceeds are distributed to the other units of government within the county boundaries in accordance with the longstanding local sharing agreements entered into with the county; and

**WHEREAS**, the state has imposed a real property tax levy cap on all municipalities, effectively limiting the ability of the cities, towns and villages to keep pace with the rising costs of employee health insurance, retirement system costs and other expenses and increasing the need for towns to rely on alternative revenue sources such as sales taxes; and

**WHEREAS**, due to the 10-year agreement being renegotiated between St Lawrence County and the City of Ogdensburg, a county committee has been appointed to study and re-negotiate the existing sales tax distribution formula with the City of Ogdensburg; and

**WHEREAS**, sales tax revenue is an important revenue source for all municipalities in St Lawrence County, which enables the municipalities to be able to maintain stable tax rates and provide essential services to its citizens, and,

**WHEREAS**, the City has proposed a sales tax distribution plan that will have a positive benefit to all municipalities in the County, Towns, the City, and Villages, thereby having a positive impact on all County residents, including the citizens of the Town of Lisbon, and

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Lisbon, supports the City of Ogdensburg and the proposed change to the current negotiated sales tax formula between the City of Ogdensburg and St Lawrence County; and

**BE IT FURTHER RESOLVED**, a copy of this resolution will be sent to the members of the St Lawrence County Legislature, the members of the St Lawrence County Association of Town

Supervisors, the St Lawrence County Association of Mayors, the City of Ogdensburg, NY State Senator Patricia Ritchie, and Assemblyman Mark Walczyk.