

**Town of Lisbon Board Meeting Agenda**  
**Wednesday, December 29, 2021**  
**6:00 P.M.**

A. Pledge of Allegiance

B. Call to order

C. Approval of previous meeting minutes – November 10, 2021 and December 8, 2021 regular meeting minutes; December 16, 2021 special board meeting

D. Reading of Correspondence / Communications:

E. Public Comment Period - Citizen Participation (5 minutes per person)

**F. Approval of Audited claims and Abstract of vouchers #13: General Fund - \$; Highway Fund: \$; Sewer fund \$; Water fund \$; T&A Fund \$ Total = \$**

(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.)

G. Action Items:

Items for Town Board Action

1. Resolution to transfer funds – BILL# 2021-207
2. Resolution designating the 2022 Official Newspaper BILL #: 2021-208
3. Resolution designating the 2022 Depositories BILL #: 2021-209
4. Resolution designating the Deputy Town Supervisor BILL #: 2021-210
5. Resolution Designating the Town Code Enforcement Officer - BILL #: 2021-211
6. Resolution designating the Animal Control Officer - BILL #: 2021-212
7. Resolution designating the Town Historian - BILL #: 2021-213
8. Resolution adopting the 2022 Town Board meeting rules of procedure BILL #: 2021-214
9. Resolution setting the mileage reimbursement rate for use of personal vehicles when on official business - BILL #2021-215
10. Resolution approving 2022 petty cash funds – Bill #2021-216
11. Resolution designating Audit Committee for 2022 - BILL #: 2021-217
12. Resolution adopting the salaries of all elective and appointed officials, and the rates and wages of hourly employees including overtime and regular pay rates - BILL #: 2021-218
13. Resolution designating wages for the hourly employees for the Town of Lisbon for 2021, BILL #: 2021-219
14. Resolution designating notification of any “new hire” or “rehire for 2022-BILL #:2021-220
15. Resolution to contract with an animal shelter for 2022 – BILL # 2021-221
16. Resolution to approve certain bills to be pre-paid – BILL #2021-222
17. Resolution designating the 2022 Town Board meeting dates – BILL # 2021-223
18. Resolution appointing the Town Attorney for 2022 and 2023. BILL # 2021-224

H. New Business

I. Old/Unfinished Business

J. Items for discussion

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

L. Adjournment.

# 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: December 29, 2021  
BILL #: 2021-207

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 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 Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

WHEREAS a memorandum was received from the Supervisor, dated December 29, 2021 requesting authorization of budget transfers for the following overspent accounts, and for a budget amendment to the 2021 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 |
|------------------|-------------------|--------|--|--------------|--------------------|--------|
|                  |                   | \$     |  |              |                    | \$     |
|                  |                   | \$     |  |              |                    |        |
|                  |                   | \$     |  |              |                    |        |
|                  |                   | \$     |  |              |                    |        |
|                  |                   | \$     |  |              |                    |        |
| <b>TOTAL</b>     |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              |                    |        |
| To Account       | HIGHWAY FUND      | AMOUNT |  | From Account | ITEM               | AMOUNT |
|                  |                   | \$     |  |              |                    | \$     |
|                  |                   | \$     |  |              |                    | \$     |
|                  |                   | \$     |  |              |                    |        |
|                  |                   |        |  |              |                    |        |
| <b>TOTAL</b>     |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              |                    |        |
| To Account       | WATER FUND        | AMOUNT |  | From Account | ITEM               | AMOUNT |
|                  |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              | Water Fund balance | \$     |
|                  |                   | \$     |  |              |                    | \$     |
| <b>TOTAL</b>     |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              |                    |        |
| To Account       | SEWER FUND        | AMOUNT |  | From Account | ITEM               | AMOUNT |
|                  | Administration CE | \$     |  |              | Interest on Debt   | \$     |
| Total            |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              |                    |        |
| <b>TOTAL</b>     |                   | \$     |  |              |                    | \$     |
|                  |                   |        |  |              |                    |        |
| <b>SIGNATURE</b> |                   |        |  |              |                    |        |
| 12/29/2021       | Supervisor        |        |  |              |                    |        |

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the Official Newspaper of the Town of Lisbon  
FOR AGENDA OF: December 29, 2021  
BILL #: 2021-208

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

### RESOLUTION DESIGNATING THE 2022 OFFICIAL NEWSPAPER

#### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

#### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

BE IT RESOLVED, that the Lisbon Town Board hereby designates the

- North Country Now as the official newspaper for the publication of local law notices and other matters required by law to be published by the Town of Lisbon for 2022.
- Watertown Daily Times

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution designating the 2022 Depositories for the Town of Lisbon

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-209

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

A resolution designating the official Town bank depositories for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022:

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

# Business of the Town Board of the Town of Lisbon

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

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-210

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

| EXPENDITURE   | AMOUNT           | APPROPRIATION |
|---------------|------------------|---------------|
| REQUIRED: -0- | BUDGETED: \$1000 | REQUIRED: -0- |

## SUMMARY STATEMENT

A resolution designating the Deputy Town Supervisor for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 for the coming year, and

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Board Member Nathanael Putney as the Deputy Town Supervisor for 2022.

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29, 2021  
A resolution appointing the Code Enforcement Officer for the Town of Lisbon for 2022. BILL #: 2021-211

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

| EXPENDITURE   | AMOUNT                    | APPROPRIATION |
|---------------|---------------------------|---------------|
| REQUIRED: -0- | BUDGETED: <u>\$32,000</u> | REQUIRED: -0- |

## SUMMARY STATEMENT

A resolution appointing the Code Enforcement Officer for the Town of Lisbon for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Mark McDonell as Code Enforcement Officer for the Town of Lisbon for 2022.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution designating the Dog Control  
Officer for the Town of Lisbon for 2022.

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-212

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

Resolution designating the Dog Control Officer for the Town of Lisbon for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

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

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints Dan Moyer as Dog Control Officer for the Town of Lisbon for 2022 at a salary of \$5000 per year.



# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29, 2021  
Resolution appointing the Town Local Historian BILL #: 2021-213  
for the Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

| EXPENDITURE   | AMOUNT            | APPROPRIATION |
|---------------|-------------------|---------------|
| REQUIRED: -0- | BUDGETED: \$2,100 | REQUIRED: -0- |

## SUMMARY STATEMENT

Resolution appointing the Town Local Historian for the Town of Lisbon for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022.

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29, 2021

A resolution establishing the Town Board Rules BILL #: 2021-214  
of Procedure for meetings of the Town of Board of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution and attachment

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXPENDITURE  
REQUIRED: -0-

AMOUNT  
BUDGETED: -0-

APPROPRIATION  
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 2022.

### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022.

## TOWN BOARD OF THE TOWN OF LISBON RULES OF PROCEDURE 2022

### 1. DEFINITIONS.

A. “Regular Meeting or Special Meeting” - A gathering of a quorum of the Lisbon Town Board at which time motions, proposals, resolutions, and any other matter may be formally voted upon and a vote taken thereon. All meetings shall be open to the public.

B. “Work Session” - A gathering of a quorum of the Lisbon Town Board at which time, matters will be discussed but no vote can be taken on such matters.

## 2. WORK SESSIONS.

Work sessions of the Town Board shall be held as needed. Work sessions shall be informal and shall commence at 6:00 PM. There shall be a written agenda of each work session, and minutes of the meeting shall be kept.

## 3. REGULAR MEETINGS.

A. Regular Meetings of the Town Board shall be held at least once a month. Any item not previously listed and/or identified on the agenda for that evening's discussion, shall be brought forward under the New or Old Business agenda item.

B. Each Regular Meeting and all adjourned meetings shall be open for consideration of any matter which, in accordance with these rules, may be properly brought to the attention of the Lisbon Town Board.

C. The Lisbon Town Board will conduct its Regular monthly meeting at 6:00 PM and the Board shall consider any and all scheduled items on its agenda, unless a majority of the Board votes otherwise. Any unfinished items will be carried over to the next meeting.

## 4. SPECIAL MEETINGS.

Special Meetings shall only be held at the call of the Town Clerk upon the direction of the Supervisor or upon filing with the Town Clerk a written request by any two members of the Town Board. Only business specified in the public notice of the meeting may be transacted at a Special Meeting. Notice of the Special Meeting shall be given as soon as practicable after the meeting is scheduled, but in no event less than 48 hours prior to the commencement of the meeting. However, if the matter is of an urgent nature and has to be conducted prior to the 48 hour legal notice, all members of the Board shall sign off by phone, in writing, or by electronic transmission (fax/email), that the meeting can take place on less than 48 hours' notice.

## 5. CONDUCT OF MEETINGS.

A. All regular and special meetings and all work sessions of the Town Board shall be held in Lisbon Town Hall or at such other place within the Town as may be specified in the public meeting notice. All meetings shall be conducted in accordance with the New York State Open Meetings Law. Formal minutes shall be kept for all Work Sessions, and Regular or Special Meetings of the Town Board. All present will be asked to turn off/put on vibrate all Electronic Devices as to not detract from the meeting.

B. ORDER OF BUSINESS – The Order of Business of each Regular meeting shall be:

1. Pledge of Allegiance
2. Call to Order
3. Approval of minutes
4. Public hearings
5. Reading of Correspondence / Communications
6. Public Comment Period - Citizen Participation (5 minutes per person)
7. Report from County Legislator
8. Approval of Voucher Abstract and audited claims
9. Budget Review and reports
10. Reports of Departments
11. Reports of Boards and Committees
12. Action Items:
  - a. resolutions/laws
13. Appointments
14. New Business

15. Old/Unfinished Business
16. Items for discussion
17. Public Comment Period – Citizen Participation (3 minutes)
18. 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)
19. Adjournment.

C. ORDER OF BUSINESS - The Town Board, in its discretion, may change the Order of Business at any meeting by a vote of the majority present and voting at such meeting.

## 6. AGENDA PROCEDURES.

A. PUBLIC HEARINGS. Public Hearings will be scheduled on the agenda and notice published at intervals in the order set by the Town Board at a preceding Regular Meeting or Special Meeting called for the purpose of setting such public hearing.

### B. WORK SESSION AGENDA.

The Supervisor's Office shall by no later than 4:00 PM, the Monday before the Work Session, either in writing or by electronic transmission (fax or email) a draft copy of the Work Session agenda to the Town Board Members, Town Attorney, the Town Clerk, and posted on the Town's Website.

### C. REGULAR MEETING AGENDA.

The Supervisor's Office shall by no later than 4:00 PM, the Monday before the Regular Meeting, either in writing or by electronic transmission (fax or email) send a draft copy of the upcoming meeting agenda which will contain every item to be considered for action at the next Regular Meeting to all Town Board Members, Town Attorney and the Town Clerk.

### D. POSTING AGENDA.

The Town Clerk's Office shall use best efforts to post the agenda no later than 12:00 noon on the Tuesday prior to the scheduled Work Session or Regular Meeting. Posting shall be deemed sufficient if placed on the Official Sign Board outside the Town Clerk's office and on the website for the Town of Lisbon which posting on the website shall include all back-up material, including but not limited to local laws, ordinances, resolutions, etc.

### E. WAIVING THE RULES.

No local law, ordinance, petition, resolution, or item can be discussed and/or acted upon unless it physically appears on the agenda, and includes committee reports, unless there is unanimous consent of the Town Board members present to bring an item forward. However, nothing in this rule will prevent a member of the Town Board from making announcements or reports during the items for discussion item on the agenda.

### F. PREPARATION OF MEETING FOLDERS.

The Town Clerk shall prepare meeting folders for each Work Session, Regular and Special Meeting which shall contain copies of all available documentation, draft resolutions, communications or other materials in the Supervisor's possession associated with particular agenda items and shall lay such folders on the desks of Town Board members prior to the meeting.

## 7. MEETING PROCEDURES.

### A. QUORUM.

The majority of the duly constituted membership of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

## B. SUPERVISOR TO SECURE A QUORUM.

In the absence of a quorum during the meetings of the Town Board, the Supervisor may take such measures as provided by law and as he or she may deem necessary to secure the presence of a quorum.

### Remote Participation in Meetings:

The Lisbon Town Board authorizes both participation and voting by video conferencing of a Lisbon Town Board member who is not physically present at an official Lisbon Town Board meeting if the following requirements are met:

- a) At least three members of the Lisbon Town Board are present at the physical location of the Town Board meeting; and
- b) The location of the Town Board member who is not physically present at the Town Board meeting member is accessible to the general public; and
- c) The meeting notice informs the public that a Town Board member will be attending remotely, and details of the physical location where such Town Board member will be participating in the meeting remotely; and
- d) The Town Board member is visible to the general public on a screen at the location of the Town Board meeting (i.e. by video conferencing, facetime, as opposed to telephone conferencing which is not permitted); and
- e) The Lisbon Town Board member wanting to exercise this option notifies the Town Supervisor at least 5 days in advance of the meeting where they cannot physically be present; and
- f) A Lisbon Town Board member following the above requirements may vote as though they were physically present at the Town Board meeting; and
- g) Only one Town Board member may exercise the option to participate remotely at a time. Permission will be granted on a first come, first serve basis.
- h) In the event of a state of emergency such as the Covid pandemic, remote meetings may be from time to time be permitted by Executive Order of the Governor where all meetings will be held remotely.

## C. ROLL CALL; RECORDING OF ABSENCES.

At every Work Session, Regular and Special Meeting of the Town Board, the Supervisor (or if the Supervisor is absent, the Deputy Supervisor, or the most senior Town Board Member present shall call the meeting to order. The roll of members shall be called by the Town Clerk, and the names of those present and those absent shall be inserted in the Minutes of the meeting.

## D. MINUTES.

1. Minutes of all Work Sessions, Regular and Special Meetings of the Town Board shall be taken by the Town Clerk in accordance with New York State Town Law and the New York State Public Officers Law. Minutes shall consist of a transactional record of the discussions held in the Work Session, and for Regular and Special Meetings shall consist of a record or summary of all motions, proposals, resolutions, and any other matters formally voted upon, and shall include the vote thereon. Minutes shall not be taken at any executive session, unless an action is required and is taken by formal vote, which shall consist of a record or summary of the final determination of the action, and the date and vote thereon, provided that such summary does not include any matter that is not required to be made public in accordance with the New York State Freedom of Information Laws and in accordance with any of the 8 permitted items identified as proper in accordance with Public Officers law 105(1)

2. Content. Minutes shall include the following:

Name of the Board; Date, place, and time of the meeting

Notation of presence or absence of Board members and time of arrival or departure if different from the time of call to order and adjournment; Name and title of other Town officials and employees present; approximate number of attendees; Record of communications presented to the Board; Record of reports made by Board members; other Boards, Departments or Committees; Name, Town/Village

and State of persons who commented during public comment period; Time of adjournment; Signature of Town Clerk or person designated by Town Clerk to keep minutes;

3. Minutes may contain a summary of discussions as determined appropriate by the Town Clerk or her representative but shall not contain verbatim comments unless a majority of the Board shall resolve to have the Town Clerk do so in each instance.
4. Minutes shall be made available to the public and Board not more than two (2) weeks from the date of the meeting. Such minutes shall be marked "DRAFT" until such time as they are subsequently approved by a majority vote of the Town Board.
5. The Town Clerk shall submit the draft minutes of a Work Session, Regular or Special Meeting or of an Executive Session at which minutes were taken to members of the Town Board no less than one week prior to the Regular Meeting at which they are to be discussed and/or approved. Delivery shall be sufficient if the Town Clerk makes available a hard copy for the Board member's to pick up in the Town offices or transmits an electronic copy to the Board members at the email address designated by each for such purpose, by the Friday prior to the next Regular Meeting that they are scheduled to be approved at.
6. Minutes shall be approved at the next regular meeting of the Board. Any amendments to the minutes shall require approval of a majority of the Board. If the Board fails to approve the minutes at the next Regular Meeting, and such draft minutes were submitted by the Town Clerk for review in a timely manner, (one week prior to the meeting), the minutes shall be deemed approved.
7. No minutes of Town Board meetings shall be posted on the Town Web Site until the procedures for approval of minutes is fulfilled.

#### G. DECORUM.

1. The Supervisor or other presiding officer shall convene the Town Board promptly at the hour specified for the convening of the Town Board, and shall preserve order and decorum. The Supervisor shall recognize Board members for the purpose of debate or discussion on any question or action under consideration, in the order in which the members have requested recognition. The Supervisor shall decide all questions of order, which decision shall be final, unless an appeal is taken to the Town Board and sustained.
2. Speakers from the audience shall address the Town Board as a whole, in an orderly manner. All speakers, including the Supervisor, members of the Town Board, Dept Heads, elected officials, staff and public shall refrain from partisan political commentary, personal, impertinent, slanderous or profane remarks directed at any member of the Board, staff, or general public, that disrupt the meeting. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats, or other disruptive conduct or behavior shall, at the direction of the Supervisor or after a motion and majority consensus of the Board, be ruled out of order. If, after receiving a warning, any person persists in disrupting the meeting, the Supervisor and/or the Town Board majority may order that person to leave if necessary.
3. The Town Attorney shall act as the Parliamentarian to assist with procedural questions, upon the request by any member of the Town Board.
4. Town Board member's commentary and debates initiated during public hearings or during Public Comment period: Public hearings and public comment period are the time on the agenda for the public

to give opinion or information to the Board on a topic being discussed for action or at hand. This is not the time for dialogue between the Board and public, and discussion should be held under the appropriate section on the agenda. Town Board members who expand their comments in Public Hearings or the Public Comment portion of the Agenda may be asked to refrain until the appropriate time on the agenda by the Supervisor. The purpose is to keep the meeting on topic and orderly.

5. Right of floor. Any Board member desiring to speak shall ask to be recognized by the Chair, and shall confine his or her remarks to the one subject under consideration or to be considered. Each Board member shall be given an opportunity to speak on an issue. Board members who have spoken shall reserve further remarks until all other Board members have been given the opportunity to speak.

6. Business: new and old: The policy-making business, which is everything on the agenda, is to be conducted by the elected Town Board members only.

7. Form: Local laws, ordinances and resolutions shall be presented to the Board in printed or typewritten form.

8. Distribution of local laws, ordinances and resolutions. The Town Clerk shall prepare copies of all proposed legislation for distribution to all members of the Board at least 24 hours before the Board meeting at which the legislation is to be introduced.

9. Funding: All local laws, ordinances or resolutions authorizing an expenditure of money or transfer of money shall include the source of the funds to be expended.

10. Reading by title only. Upon being introduced, each proposed local law, ordinance or resolution shall be read by title and summary only, unless any member of the Board requests a full reading of the legislation.

11. Majority vote required. Unless otherwise provided by law, an affirmative vote of at least a majority of the members of the Board shall be necessary to pass any issue. When any vote is called, each Board member shall be recognized and respond "yes (aye)," "no," "abstain," or "pass." Any Board member who responds "pass" shall be given an opportunity at the end of the roll call to change his or her vote to "yes (aye)," "no," or "abstain." Any "pass" response not so changed will be recorded as an abstention. Voice votes by member will be taken for each action item.

Tie vote. In the event of a tie in vote on any motion, the motion shall be considered failed.

12. Manner of addressing the Town Board - time limit. Each person addressing the Town Board shall stand, and give his/her name and address in an audible tone of voice for the record. Each person addressing the Town Board, prior to Board Action Items, shall limit their address to five minutes unless further time is granted by the Chair or requested of the Chair by a member of the Town Board. Each person addressing the Town Board, after New Business Items, shall limit their address to three minutes unless further time is granted by the Chair or requested of the Chair by a member of the Town Board. All remarks shall be addressed to the Town Board as a body, and not to any member thereof. No person other than members of the Town Board and the person having the floor shall be permitted to enter into any discussion, either directly or through the members of the Town Board. No questions shall be asked the Town Board except through the Chair.

- Personal and slanderous remarks. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Town Board may be requested to leave the meeting and may be barred from further audience before the Town Board.

- Reading of protests. Interested persons, or their authorized representatives, may address the Town Board for the reading of protests, petitions or communications relating to a matter over which the Town Board has control when the item is under consideration by the Town Board, if a majority of the Town Board present agrees to let them be heard. Such readings shall be governed by the rules set forth within rule above.

- Written communication. Interested parties, or their authorized representatives, may address the Town Board by written communication in regard to any matter concerning the Town's business or in which the Town Board has control at any time by direct mail or by addressing the Town Clerk. Copies will be distributed to the Town Board members.

13. Executive session. Executive sessions may be held in accordance with the provisions of the Open Meetings Law and Public Officers Law 105(1). Executive sessions may be held during regular, special or committee meetings.

14. Attendance of media at Board meetings. All official meetings of the Town Board and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

#### H. MAJORITY VOTE.

A majority of the total vote of the entire membership of the Town Board shall be necessary to carry any local law, ordinance, question, proposition, resolution, motion, or any other matter, except where it is otherwise provided or required by general law that a two-thirds vote or a unanimous vote is required.

#### I. RECORDING AYES AND NAYS.

On a roll call, the ayes and nays shall be entered in the minutes of the Town Board, and the Town Clerk shall record the names of the members and the way each have respectively voted. Each member, as his or her name is called, shall respond affirmatively or in the negative, as the case may be. At the conclusion of the call of the roll, the Town Clerk shall announce the vote thereon and whether the measure was passed or defeated. To verify the vote and to correct possible errors, the Town Clerk may repeat the call of the roll. Each member exercising an abstention shall state for the record the reason for such abstention.

#### J. WITHDRAWAL OF RESOLUTION OR MOTION.

Any resolution or motion offered by a member of the Lisbon Town Board may be withdrawn by the member presenting it at any time before an announcement by the Town Clerk of the vote, or before an amendment to such resolution or motion has been adopted, provided that the member seconding the resolution or motion also withdraws his or her second to the resolution or motion.

#### K. MOTIONS NOT AMENDABLE OR DEBATABLE.

1. All motions for an adjournment, for a recess, for the previous question, or to table cannot be amended or debated.
2. After the roll call on any question has begun, no member shall speak on the question nor shall any motion be made until after the results of the vote are declared.
3. While the Supervisor is stating any question, or while the roll is being called, no debate or discussion shall be in order. Any member desiring to explain his vote must do so before the start of the roll call.

#### L. MOTION TO END MEETING.



A motion to end or adjourn the meeting may be made by any Member at any time during the conduct of such meeting without recognition from the Chair. Such a motion is not subject to amendment and until the motion is decided, all debate is suspended. In the event the motion carries by a majority vote of members present and voting, the meeting shall stand adjourned until the next Work Session, Regular or Special Meeting.

#### M. MOTION TO RESCIND.

A motion to rescind can only be entertained when moved by a Board Member who voted with the majority in the action which is proposed to be rescinded, and requires the affirmative vote of a majority of the total members of the Town Board.

#### N. MOTIONS FOR RECONSIDERATION AND CHANGING ONE'S VOTE.

1. A motion for reconsideration or a motion to change one's vote shall not be in order unless made on the same meeting day.
2. A motion to reconsider must be made by a Board Member who voted with the prevailing side on the action proposed to be reconsidered. A member has the right to change his or her vote up to the time the result is announced. Afterward, a change in vote can only be made by permission of the Town Board. Such permission can be given by general consent, or by adoption of a motion to grant permission.
3. When a motion to reconsider or a motion to change one's vote has been defeated, it shall not be submitted to the Town Board without unanimous consent for a period of at least thirty (30) days.

#### O. RESOLUTION AMENDMENTS.

The Town Board shall not vote on any proposal or resolution unless each Town Board member and the Town Clerk have possession of the proposal or resolution in writing prior to the commencement of the meeting. Any amendment during a meeting must be presented to the Town Clerk and the Town Board in writing by the sponsor of the amendment.

#### P. SECOND REQUIRED FOR DISCUSSION.

At any Regular or Special Meeting, the Town Board shall not discuss any agenda item that does not receive a second.

#### Q. PUBLIC HEARINGS.

The Town Board may vote on any public hearing matter for which all speakers have been accommodated, providing that no one speaks against the subject matter of the Public Hearing. If someone speaks against the subject matter of the Public Hearing, all hearing decisions shall be delayed until the next Regular or Special Meeting of the Board, or no less than six days, whichever is more, to afford sufficient time to allow public comment to be submitted and evaluated.

#### R. AMENDMENTS OF THE RULES OF ORDER.

These Rules shall not be rescinded, altered, or amended, nor shall any additional Rule be added hereto except by majority vote of the total members of the Lisbon Town Board.

#### S. ALL POINTS OF ORDER NOT COVERED BY THESE RULES.

Except as provided by General Municipal and Public Officers Law and these adopted Rules of Procedure, "Roberts Rules of Order Revised" will be used to govern the proceedings of the Lisbon Town Board.

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29, 2021  
Resolution setting the mileage reimbursement BILL #: 2021-215  
rate for use of personal vehicles when on  
official business for the Town of Lisbon for 2022. DEPT. OF ORIGIN: Supervisor  
DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution and IRS 2022 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 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022 rate is currently \$.585 per mile.

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

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

# IRS issues standard mileage rates for 2022

IR-2021-251, December 17, 2021

WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
A resolution appointing Petty Cash Accounts  
for the Town of Lisbon for 2022.

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-216

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXPENDITURE  
REQUIRED: -0-

AMOUNT  
BUDGETED: -0-

APPROPRIATION  
REQUIRED: -0-

## SUMMARY STATEMENT

A resolution to approve the Petty Cash Accounts for the Town of Lisbon for 2022.

### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

WHEREAS, New York State Town Law section 64 subdivision (1-a) allows the establishment of Petty Cash Fund accounts for any Town Officer or Department, whose accounts will be balanced and

WHEREAS these funds will be used for the payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the town for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services, provided that moneys in any such fund also may be used for the purpose of making change when such is required in the performance of official duties, and

WHEREAS, At the time of any payment from such fund, the officer for which the fund was established shall require delivery to him of a bill in form sufficient for audit by the town board as required by law, and

WHEREAS, At each meeting of the town board a list of all expenditures made from each such fund since the last meeting of the board, together with the bills supporting such expenditures, shall be presented to the town board for audit and the town board shall direct the Supervisor to reimburse each petty cash fund from the appropriate budgetary item or items, in an amount equal to the totals of such bills which it shall so audit and allow,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town established the following Petty Cash Accounts for the Town of Lisbon for the year 2022.

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

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

AND BE IT FURTHER RESOLVED, the Petty Cash Accounts will be approved annually and closed to operations at the year-end in compliance with established regulations.

## **PETTY CASH REQUIREMENTS**

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

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

1. The governing body must authorize each petty cash account in the manner that local legislation is officially enacted, i.e., resolution or ordinance. This applies also to all subsequent increases or decreases in the imprest amount.
2. The governing body or its delegate must appoint one custodian of each petty cash account who should be independent of invoice processing, check signing, general accounting and cash receipts functions. As part of the appointment, the custodian shall render a receipt for the imprest amount to the treasurer, clerk-treasurer or auditor from whom he/she receives it.
3. The governing body or its delegate shall assure that the amount in petty cash is periodically counted and reconciled by someone other than the custodian.
4. The custodian shall assure the petty cash is kept in a safe place.
5. The imprest amount may be established by treasurer's check or in double entry systems by warrant. If established by warrant the transaction is a nonbudgetary item.
6. The governing body must include the authorized amount of all such petty cash in the local government's balance sheet.
7. If petty cash is disbursed, it must be replenished at least monthly by warrant or check payable to the custodian. The replenishment should be subject to the same review and approval as processed invoices. The replenishment must be by voucher with the appropriate receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. These receipts should be perforated or cancelled by some other appropriate means to prevent reuse. At the time of replenishment, the custodian should ensure that the balance

remaining in petty cash, together with the amount of the replenishment voucher, equals the authorized imprest amount.

8. The imprest amount of petty cash should not exceed one month's salary or the surety bond covering the custodian.

9. The fund may not be used for personal cash advances even if secured by check or other IOUs. See separate procedures applicable to advances for travel expenses.

10. Petty cash should always be replenished at the end of the fiscal year so that expenses will be reflected in the proper accounting period.

11. Whenever an individual's appointment as custodian is terminated, the fund must be replenished and the imprest amount turned over to the treasurer or other disbursing officer.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution designating the Audit Committee  
for the Town of Lisbon for 2022.

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-217

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

Resolution designating the Audit Committee for the Town of Lisbon for 2022.

### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022 will be:

General Fund Checking – monthly audit: \_\_\_\_\_ and \_\_\_\_\_

Highway Fund – monthly audit: : \_\_\_\_\_ and \_\_\_\_\_

Payroll Fund – monthly audit (2 payrolls/month) : \_\_\_\_\_ and \_\_\_\_\_

Vouchers for accounts payable – monthly – 2 members to audit and approve each abstract: :

\_\_\_\_\_ and \_\_\_\_\_

General Savings account – annual audit: \_\_\_\_\_ and \_\_\_\_\_

Justice Fund – annual audit: \_\_\_\_\_ and \_\_\_\_\_

Sewer Fund – annual audit: \_\_\_\_\_ and \_\_\_\_\_

Water Fund – annual audit: \_\_\_\_\_ and \_\_\_\_\_

Investments – annual audit: \_\_\_\_\_ and \_\_\_\_\_

Petty Cash Funds – annual audit: \_\_\_\_\_ and \_\_\_\_\_



# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution designating wages  
for the Town of Lisbon employees for 2022

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-218

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

Resolution designating wages Town of Lisbon for 2022.

### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 2022 Town Budget, and to acknowledge and set the salaries of the elected and appointed officials as follows:

- Supervisor: William Nelson - \$15,000
- Bookkeeper/Accounting Duties of Supervisor: William Nelson – \$10,500
- Deputy Supervisor – Nathaniel Putney - \$1000
- Town Board members: \$ 3,000 ea – 4 Town Board members
  - Jeffrey Dumas - \$3,000
  - Robert McNeil - \$3,000
  - Nathanael Putney - \$3,000
  - Ronald Bush - \$3,000
- Town Clerk/Tax Collector: Alberta Hyde - \$42,000
  - Water Clerk: Alberta Hyde - \$520
  - School Tax Collector: Alberta Hyde - \$3,000 (if contracted for with School)
- Highway Superintendent: Michael Baldock - \$59,000

- Water System Maintenance Supervisor: Michael Baldock - \$1,500
- Sewer System Maintenance Supervisor: Michael Baldock - \$1,500
- Code Enforcement Officer: Marc McDonell - \$32,000
- Assessor: Stephen Teele - \$31,235
- Campground Director: Todd Miller - \$23,500
- Town Justices: \$11,368 ea – 2 Justices
  - Patricia Fletcher - \$11,368
  - Phil Fonda - \$11,368
- Town Attorney: Charles Nash - \$8,500
- Animal Control Officer: Danial Moyer - \$5,000
- Historian: Nancy Lafaver – \$2,100

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution designating wages for the hourly employees for the Town of Lisbon for 2022.

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-219

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

Resolution designating wages for Town of Lisbon employees for 2022.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

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

WHEREAS, this resolution fixes publishes the wage and payment schedules of all Town of Lisbon employees as approved in accordance with the 2022 Town Budget, and to acknowledge and set the hourly wages as follows:

Hourly employees:

Deputy Town Clerk: Jane Brown-Flack - \$20/per hour

Court Clerk: Erin Armstrong - \$20/per hour

Highway:

Motor Equipment Operators

Chris Delorme - \$19.69/per hour; OT – \$29.54/per hour

Deputy Highway Superintendent - \$2,000/yr

Adam Duvall - \$19.69/per hour; OT – \$29.54/per hour

Mark Hyde - \$19.89/per hour; OT – \$29.84/per hour  
Scott Kiah - \$19.69/per hour; OT – \$29.54/per hour  
Mike Ledwith- \$21.46/per hour; OT – \$32.19/per hour  
Travis Perkins - \$19.69/per hour; OT – \$29.54/per hour  
Steve Planty - \$20.66/per hour; OT – \$30.99/per hour  
David Plumadore - \$19.69/per hour; OT – \$29.54/per hour  
Carson Smith - \$19.69/per hour; OT – \$29.54/per hour

Beach and Campground:

Campground Laborers - \$13.20/per hour

Waterfront Director - \$15/per hour

Lifeguards - \$13/20/per hour

# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29, 2021  
Resolution stating that any “new hire” or “rehire” BILL #: 2021-220  
Town employee for the Town of Lisbon for 2022.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

Resolution designating notification to Town Board of any “new hire” or “rehire for the Town of Lisbon for 2022.

### RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

### VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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: FOR AGENDA OF: December 29, 2021  
Resolution to contract with Gouverneur Pound BILL #: 2021-221  
for the Town of Lisbon animal shelter for 2022. DEPT. OF ORIGIN: Supervisor  
DATE SUBMITTED: : December 29, 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 Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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, 2022through December 31, 2022; 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: December 29, 2021  
BILL #: 2021-222  
DEPT. OF ORIGIN: Supervisor  
DATE SUBMITTED: December 29, 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 Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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 when due date is at or before next Board meeting and late fees/interest will be charged



# Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 29 2021  
A resolution designating the 2022 Town Board meeting dates for the Town of Lisbon BILL #: 2021-223  
DEPT. OF ORIGIN: Supervisor  
DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

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

## SUMMARY STATEMENT

A resolution designating the 2022 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 Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

### 2022 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 for 2022 are listed below:

January 12 – Wednesday - organization meeting – 6pm; regular meeting immediately following;

February 9 - Wednesday

March 9 - Wednesday  
April 13 - Wednesday  
May 11 - Wednesday  
June 8 - Wednesday  
July 13 - Wednesday  
August 10 - Wednesday  
September 14 - Wednesday  
October 12 - Wednesday  
November 9 – Wednesday; Budget public hearing; budget must be approved by  
November 20;  
December 14 – Wednesday  
December 28 – Wednesday – year end meeting

2022 tentative budget work sessions:

Wednesday, September 14 – 6pm; Wednesday, September 21 – 6pm; Saturday,  
September 24 – 9am; Wednesday, October 5 – 6pm

**BE IT FURTHER RESOLVED**, all the meetings will be held at 6:00 pm in the Town Hall Board meeting room or at such time and 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:  
A resolution appointing the Town Attorney  
for the Town of Lisbon for 2022-2023.

FOR AGENDA OF: December 29, 2021  
BILL #: 2021-224

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 29, 2021

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL – Yes  No

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

## SUMMARY STATEMENT

A resolution appointing the Town Attorney for the Town of Lisbon for 2022 and 2023.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Dailey \_\_\_\_\_

Town Councilman Putney \_\_\_\_\_ 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, 2022 to December 31, 2023,

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