

Town of Lisbon Board Meeting Agenda (Draft)
Wednesday, December 30, 2020
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Public hearings –
- D. Approval of previous meeting minutes – December 9, 2020 regular 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 - \$13,559.06; Highway Fund: \$15,928.77; Sewer fund \$898.95; Water fund \$8,776.96; T&A BC/BS - \$2,971.70 Total = \$36,281.79**
***** Note*** This will change as the Highway is waiting on some invoices**
(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: End of year Operating statement

J. Reports of Departments

- Supervisor report

- Williamson Law Book Software System update
- Animal Control Officer and Animal Shelter
- Solar Law for Town
- Health Insurance Plans 2021
- 2019 financial audit – general, highway, water, sewer fund, payroll – PMHV (no action)
- Equipment reserve accounts
- NY CLASS Investment

K. Action Items:

Items for Town Board Action

1. Resolution to transfer funds – BILL# 2020-120
2. Resolution to offer for sale Town owned surplus land BILL #: 2020-121
3. Resolution to set a Public Hearing to opt out of 487 exemption BILL#: 2020-122
4. Resolution to hire a part time employee as Court Clerk BILL# 2020-123
5. Resolution to create a Highway capital equipment reserve fund BILL # 2020-124
6. Resolution to create a Campground capital improvement reserve fund BILL # 2020-125

L. Appointments

M. New Business

N. Old/Unfinished Business

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 for budget amendments and to
authorize the transfer of funds.

FOR AGENDA OF: December 30, 2020
BILL #: 2020-120

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 30, 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 December 9, 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
14204.01	Attorney CE	\$1,441.20		90108.01	State Retirement	\$2,219.36
16202.01	Building Eq	\$110.00				
73104.01	Youth Program CE	\$525.00				
81604.01	Garbage/refuse	\$143.16				
TOTAL		\$2,219.36				\$2,219.36
To Account	HIGHWAY FUND	AMOUNT		From Account	ITEM	AMOUNT
51101.03	Maint of Roads PS	\$1,319.40		51421.03	Snow removal PS	\$1,319.40
51104.03	General Repairs CE	\$4,532.24		51124.03	Perm Improvements CE	\$5,670.70
90308.03	Social Security	\$1,138.46				
TOTAL		\$6,990.10				\$6,990.10
To Account	WATER FUND	AMOUNT		From Account	ITEM	AMOUNT
83204.08	Power/Pump CE	\$8,685.46		83304.08	Purification CE	\$2,014.86
					Water Fund balance	\$6,670.60
83104.08	Administration	\$55.00		90308.08	Social Security	\$55.00
TOTAL		\$8,740.46				\$8,740.46
To Account	SEWER FUND	AMOUNT		From Account	ITEM	AMOUNT
81104.09	Administration CE	\$55.00		97107.09	Interest on Debt	\$55.00
Total		\$55.00				\$55.00
TOTAL		\$18,004.92				\$18,004.92
SIGNATURE						
12/30/2020	Supervisor					

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to declare Town owned land as Surplus and approve the Supervisor to offer it up for sale
FOR AGENDA OF: December 30, 2020
BILL #:2020-121
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: December 30, 2020

APPROVED BY TOWN ATTORNEY – Yes ___ No ___

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No ___

EXHIBITS: Resolution

EXPENDITURE AMOUNT APPROPRIATION
REQUIRED: -0- BUDGETED: -0- REQUIRED: \$17,500

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 _____

WHEREAS, the Town Board has determined the Town no longer has a need or purpose for Town owned property, consisting of acres, tax map ID number located on the Sand Road, and

WHEREAS, it is desirous of the Town Board to place this land for sale and place it back on the tax rolls as taxable property, and

WHEREAS, the Town Board has set a minimum bid price of XXXXX and will accept bids on said property until XXXXXX per the terms of the sale, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Town Supervisor to arrange for the sale of this property.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to set a date for a public hearing to
Opt out of section 487 of the Real Property Tax

FOR AGENDA OF: December 30, 2020
BILL #: 2020-122
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: December 30, 2020

APPROVED BY TOWN ATTORNEY – Yes _____ No _____

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No _____

EXHIBITS: **Resolution**

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

RECOMMENDED ACTION

Approval of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Daily _____ Town Councilman Bush _____

Town Councilman McNeil _____

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

Town of Lisbon Law 2021-01

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

WHEREAS, paragraph 8 of Section 487 of the RPTL provides that, notwithstanding the provisions of paragraph 2 of Section 487 of the RPTL, a Town may by Town Board Resolution provide that no exemption under Section 487 of the RPTL shall be applicable within its jurisdiction with respect to any solar or wind energy system, or farm waste to energy systems constructed subsequent to the effective date of such Town Board Resolution; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, a public hearing on said proposed Local Law No. 2021-01 shall be held on the 9th day of January, 2021 at 6 o'clock P.M. Eastern Time, at the Town Hall, upstairs auditorium, 6963 County Route 10, in the Town of Lisbon, New York. Notice of the time and place of such public hearing describing in general terms the proposed local law, be published in accordance with Section 20 of the Municipal Home Rule Law, which prescribes a five-day newspaper notice period for a public hearing on a local law, and posted on the Town website and the official bulletin board outside the Town Clerks Office. The Town Clerk shall file an affidavit of publication after publishing the notice, in order to prove that the request for publication was made.

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

LEGAL NOTICE IS HEREBY GIVEN that pursuant to Section 20 of the Municipal Home Rule Law of the State of New York, and pursuant to a resolution of the Town Board of the Town of Lisbon, adopted on December 30, 2020, the said Town Board will hold a public hearing at the Town Hall, upstairs auditorium, 6963 County Route 10, Town of Lisbon, NY, on the 9th (ninth) day of January, 2021 at 6 o'clock P.M., Eastern Time, to hear all interested parties and citizens regarding the adoption of proposed Local Law No. 1 of 2021, titled "Opting out of Real Property Tax Law 487 Real Property Tax Exemption for Solar, Wind, and Farm to Waste energy systems. Further information, including access to a copy of said proposed Local Law, may be obtained at the Town Clerk's Office, 6963 County Route 10, Town of Lisbon, NY.

BY THE TOWN BOARD OF THE TOWN OF LISBON

By _____ Date: _____
Alberta Hyde; Town Clerk

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to hire a part time employee in the Justice Court
FOR AGENDA OF: December 30, 2020
BILL #: 2020-123
DEPT. OF ORIGIN: Justice Court
DATE SUBMITTED: December 30, 2020

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

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

SUMMARY STATEMENT

Resolution to hire a part time employee at the Justice Court

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 PART TIME EMPLOYEE AT THE JUSTICE COURT

WHEREAS, A vacancy has occurred in the position of part time Court Clerk in the Justice Court, which is a non-exempt, hourly position, and

WHEREAS, the Town Justices have advertised, screened, and recommend an individual who meets the requirement for the job, and

WHEREAS, it is the desire of the Town Board to hire the following individual effective December 11, 2020 as the part time Justice Court Clerk; and

NOW BE IT THEREFORE RESOLVED, that the following individual is appointed, subject to the Town hiring policies, as a part time non-exempt employee to be paid at the hourly rate as set forth: Erin Armstrong - \$20.00/hr. – Justice Court Clerk

BE IT FURTHER RESOLVED, that the Supervisor is hereby is authorized to place the aforementioned individual on the Town payroll for the Justice Court and to pay the hourly rate salary as set forth above, with expenses allocated to the Justice Court budget.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 30, 2020

Resolution to establish a capital reserve account BILL #: 2020-124

known as the Highway Equipment Reserve Fund

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 30, 2020

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

EXPENDITURE

AMOUNT

APPROPRIATION

REQUIRED: -0-

BUDGETED: -0-

REQUIRED: -0-

SUMMARY STATEMENT

Resolution to create an equipment reserve account

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

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

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

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

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

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

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

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

This Resolution shall take effect immediately.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: December 30, 2020
Resolution to establish a capital reserve account BILL #: 2020-125
Known as the Campground Capital Improvement Reserve Fund
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: December 30, 2020

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

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

SUMMARY STATEMENT

Resolution to create a capital improvement reserve account

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dailey _____ Town Councilman Bush _____

Town Councilman McNeil _____

Beach and Campground Capital Improvement Reserve Fund

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

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

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

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

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

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

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

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

This Resolution shall take effect immediately.