

Town of Lisbon Board Meeting Agenda
Wednesday, December 9, 2020
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Public hearings –
- D. Approval of previous meeting minutes – November 12, 2020 regular meeting minutes;
Approval of the November 17, 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 - \$75,743.66; Highway Fund: \$21,461.67; - Sewer fund \$588.73; - Water fund \$1,759.32; Total = \$ 99,553.38;
(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
 - Positions hired/filled report: # of employees on payroll
- J. Reports of Departments
 - Supervisor report
 - Monthly update on Water and Sewer – November DANC report
 - LED conversion – street lights, campground, buildings
 - Williamson Law Book Software System update
 - Solar Law for Town
 - Solar projects in Town
 - Health Insurance Plans 2021
 - Transportation meeting update
 - 2019 financial audit – general, highway, water, sewer fund, payroll update – PMHV
 - 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

- Library – Michelle Stottlemyer McLagan
- Museum/Historian – Nancy Lafaver

K. Action Items:

Items for Town Board Action

1. Resolution to transfer funds – BILL# 2020-117
2. Resolution to enter into a Professional Consulting Agreement with EDR Engineering
BILL #:2020-118
3. Resolution to compensate the Supervisor for carrying out the financial bookkeeping duties in accordance with Town Municipal law # – BILL # 2020-119

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 9, 2020
BILL #: 2020-117

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: December 9, 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
71104.01	Parks/Campground CE	\$16,543.60		73101.01	Youth Programs PS	\$4,126.85
				73104..01	Youth program CE	\$6,912.13
				75504.01	Celebrations	\$5,504.62
16202.01	Building Equip	\$221.80		71101.01	Parks Maint PS	\$221.80
71804.01	Beach CE	\$150.00		71101.01	Parks Maint PS	\$150.00
51322.01	Garage EQ	\$866.56		75504.01	Cemeteries CE	\$866.56
36204.01	Building Codes CE	\$44.85		75504.01	Cemeteries CE	\$44.85
75104.01	Historians CE	\$35.00		75504.01	Cemeteries CE	\$35.00
TOTAL		\$17,861.81				\$17,861.81
To Account	HIGHWAY FUND	AMOUNT		From Account	ITEM	AMOUNT
51304.03	Machinery CE	\$13,478.36		51104.03	General Repairs CE	\$13,478.36
90308.03	Social Security	\$466.64		51421.03	Snow Removal PS	\$466.64
90608.03	Employee Medical Ins	\$14,645.33		51124.03	Perm Improvements	\$10,000.00
				51104.03	General Repairs CE	\$4,645.33
51101.03	Maint of Roads PS	\$22,688.57		90108.02	State Retirement	\$10,000
	(Rob Winters payout)			51421.03	Snow Removal PS	\$12,688.57
TOTAL		\$51,278.90				\$51,278.90
To Account	WATER FUND	AMOUNT		From Account	ITEM	AMOUNT
83204.08	Power/Pump CE	\$456.77		83304.08	Purification CE	\$456.77
TOTAL		\$456.77				\$456.77
To Account	SEWER FUND	AMOUNT		From Account	ITEM	AMOUNT
81204.09	Sewage Collection CE	\$604.33		97107.09	Interest on Debt	\$604.33
81304.09	Treatment disposal CE	\$2,579.27		90308.09	Social Security	\$1,031.14
					Sewer Fund balance	\$1,548.13
TOTAL		\$3,183.60				\$3,183.60
SIGNATURE						
12/9/2020	Supervisor					

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to enter into a Professional Consulting Agreement with EDR Engineering
FOR AGENDA OF: December 9, 2020
BILL #: 2020-118
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: December 9, 2020

APPROVED BY TOWN ATTORNEY – Yes No

APPROVED BY SUPERVISOR FOR SUBMITTAL – Yes No

EXHIBITS: **Resolution and contract**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$17,500 Sewer fund	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 a need to conduct a feasibility study to determine the condition of, future costs, and financial feasibility of the Wastewater Treatment Plant, and

WHEREAS, a long term, cost effective financial solution for waste water services needs to be developed, and

WHEREAS, the Town Board agrees to enter into a Professional Consulting Agreement with EDR Engineering to conduct said study and analysis, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Town Supervisor to enter into an agreement with EDR Engineering to complete this feasibility study and long term plan for the Waste Water Treatment Plant, and

BE IT FURTHER RESOLVED that funding for this service will come from the Sewer fund balance as appropriated in said contract.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to compensate the Supervisor for carrying out the financial bookkeeping duties of the Town
FOR AGENDA OF: December 9, 2020
BILL #: 2020-119
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: December 9, 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: \$10,500	REQUIRED: -0-

SUMMARY STATEMENT

A resolution to compensate the Supervisor for carrying out the financial bookkeeping duties in accordance with Town Municipal law #

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 _____

RESOLUTION TO COMPENSATE THE SUPERVISOR TO CARRY OUT THE FINANCIAL BOOKKEEPING AND BUDGET OFFICER DUTIES

WHEREAS, as authorized by Town Municipal Law, the Supervisor is designated as the Chief Financial Officer for the Town, and in those duties of the Supervisor is responsible for all aspects of the finances of the Town, and

WHEREAS, the responsibility of the Town Supervisor in its entirety and in accordance with the Consolidated Law Town Laws of New York, Article 3, subsection 29, Powers and Duties of Supervisor, and Town Law of new York Article 3, subsection 125, Duties of Supervisor, as the Treasurer and Disbursing Officer for the Town and every district therein, and

WHEREAS, the Budget Officer salary has been eliminated and the duties of Budget Officer have been assumed and done by the Supervisor at a savings of \$4,000 per year to the taxpayers in 2020, and will be done by the Supervisor in 2021 and future years as an annual savings to the taxpayers, and

WHEREAS, the position of Bookkeeper, who is appointed by and works directly for and at the pleasure of the Supervisor has become vacant and will remain vacant as an additional cost savings to the taxpayers, and

WHEREAS, the Supervisor has the knowledge, skills, expertise, experience, ability, and training to carry out the Bookkeeping and Budget Officer duties and responsibilities, and

WHEREAS in accordance with NYS Town Law, Article 3, subsections 29 and 125, which states the Supervisor fills this role unless he/she appoints someone else to carry out these duties, and

WHEREAS the Town Board agrees it is the responsibility by NYS Town Law for the Supervisor to fulfill the duties as is authorized and outlined in the Supervisors responsibilities under NYS Town Law, and

WHEREAS, the Supervisor will carry out these duties as a cost savings to the taxpayers, and the Town Board realizes the Supervisor will be completing these duties that were previously done by other individuals paid by the Town, and

WHEREAS, the Town Board agrees to compensate the Supervisor for these additional duties and responsibilities at an annual salary of \$10,500 per year for the year 2021, and

WHEREAS, this is an annual savings per year in salary and benefits to the taxpayers in the amount of \$27,506; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF LISBON does hereby authorize the Supervisor to be compensated for the additional time that will be required to carry out the Bookkeeping duties as prescribed by Town Law section 29 (1-16) Powers and Duties of Supervisor, and section 125, at an annual salary as budgeted in the 2021 budget under the Bookkeeper budget line of \$10,500.

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 in its efforts to successfully negotiate a fair and reasonable sales tax distribution 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 Country Association of Mayors, the City of Ogdensburg, NY State Senator Patricia Ritchie, and Assemblyman Mark Walczyk.