

**TOWN OF LISBON
BOARD MEETING
JANUARY 9, 2013
LISBON TOWN HALL**

Present:

Supervisor James Armstrong
Town Clerk Donna McBath
Attorney Charles Nash, Esq.,
Highway Superintendent Timothy Dow
Financial Advisor: William Dashnaw

Councilmember Alan Dailey
Councilmember Nathanael Putney
Councilmember Gary Jarvis

Absent: Councilmember Susan Duffy

Guest: Mark Akins, Marc Armstrong, Pat Green, Mike Light, English, Nancy LaFaver

1. Meeting Called to Order for the Town Board Meeting

Supervisor James Armstrong called the meeting to order at 6:30 PM.

2. Pledge Allegiance

3. Report from Assessor – Stephen Teele

A. Senior Citizen Real Property Tax Exemption

1. Assessor Teele described to the town board members what the Senior Citizen Real Property Tax Exemption entails.

Councilmember Dailey made a motion, seconded by Councilmember Putney to recommend an increase for the Senior Citizen Real Property Tax Exemption from \$12,000 to \$15,000. A public hearing will be held for a local law on February 13, 2013 at 6:15 PM.

After the motion was made several councilmembers stated that it was nice to do something positive for someone without having it impact the taxes.

3. New Organizational approval

Councilmember Putney made a motion, seconded by Councilmember Jarvis to approve the official meeting time for every second Wednesday of each month at 6:30 PM. The official mileage would be \$.51 per mile.

Councilmember Putney made a motion, seconded by Supervisor Armstrong to appoint Councilmember Daley as Deputy Supervisor; Town Attorney, Deputy Hwy Superintendent, Deputy Town Clerks, Code Enforcement Officer, Water and Sewer Superintendent, Water/Sewer Assistant, Secretary/Bookkeeper, Animal Control Officer, Deputy Animal Control Officer, Historian, Court

Clerk, Youth Sports Coordinator, Health Officer, Campground Director, Association of Towns Representative, Assessor. See Attachment # 1. Ayes – 4 Nays – 0

Planning Board Members would be tabled until February Meeting.

Councilmember Putney made a motion, seconded by Councilmember Jarvis to appoint Mike O'Neil as Campground and Beach Director and Councilmember Duffy and Councilmember Dailey to be the Liaisons. It was also stated that all incoming employees are to be approved by the Lisbon Town Board. Ayes – 4 Nays – 0

Councilmember Putney made a motion, seconded by Supervisor Armstrong to verify the appointments for Grievance Committee as stated below.

Ayes – 4 Nays – 0

Homecoming Committee was tabled until February Meeting.

Councilmember Putney made a motion, seconded by Councilmember Jarvis to reappoint the Museum Committee.

Ayes – 4 Nays - 0

Councilmember Putney made a motion, seconded by Councilmember Dailey to reappoint Mike Duprey for the Housing Authority.

Ayes – 4 Nays – 0

Housing Authority was tabled until February Meeting

Councilmember Putney made a motion, seconded by Councilmember Dailey to verify the wages as stated below.

Ayes – 4 Nays – 0

List of Appointments – See Attachment # 1

5. Minutes Approvals

A. December 12 and December 31, 2012

Councilmember Dailey made a motion, seconded by Councilmember Putney to approve the meeting minutes of December 14, and December 28, 2012. Ayes – 4 Nays – 0

6. Town Clerk Report December 2012

Councilmember Putney made a motion, seconded by Councilmember Jarvis to approve the Town Clerk's Report for December 2012. Ayes – 4 Nays – 0

7. Approval of Town Justice Reports

Supervisor Armstrong made a motion, seconded by Councilmember Dailey to accept the Justice Reports for December 2012. Ayes – 4 Nays – 0

8. Approval of Transfers December 31, 2012

See Attachment # 2

Councilmember Putney made a motion, seconded by Councilmember Dailey to approve the transfers for December 31, 2012.

9. Approval of Abstracts

Councilmember Dailey made a motion, seconded by Councilmember Putney to approve the abstracts.

a. General	\$18,762.26
b. Highway	\$37,320.28
c. Water	\$246.95
d. Sewer	\$588.38

Total \$56,917.87

Ayes – 4 Nays – 0

10. Highway Superintendent Report

- A. Resolution # 1 Holding Harmless the County of St. Lawrence for Providing/Services from the Town of Lisbon.

See Attachment # 3

Councilmember Dailey made a motion, seconded by Councilmember Putney to approve Resolution # 1 Holding Harmless the County of St. Lawrence for Providing/Services for the Town of Lisbon.

Ayes – 4 Nays – 0

- B. Problems – Supervisor Armstrong stated that there were a couple of little problems. Deputy Highway Superintendent Don Merkley was called and the problems were taken care of.
- C. Salt for Highway – Councilmember Dailey stated that in the future years, the Highway Department should start mixing more salt with the sand when the temperature was 20 degrees or more.
- D. Loader – One of the new loaders had not arrived yet.

11. Report from all Liaisons for committees

- A. Planning Board– No meeting was held
Councilmember Dailey suggest to Supervisor Armstrong that Steve Wallace be asked when he would like to hold the public meeting concerning the Site Plan Review.
- B. Campground – Campground closed for the season.
- C. Homecoming – No report – Supervisor Armstrong stated that he would try to get something started before next meeting. Councilmember Putney offered his assistance if needed.
- D. Museum – No report as the museum was closed for the season.
- E. Recreation – Councilmember Putney stated that the basketball tournament was on for January 19, 2013
- F. Animal Control – Sue Siedlecki – Report attached

12. Report from Legislator –

Legislator Akins asked if all board members received the literature on the sales tax that was sent. This was the first time that Legislator Akins was for the increase of sales tax. He felt that as long as the increase was used for offset property tax, he was for it. He also stated that if everyone was paying sales tax then it would not be all put back onto the property tax payers.

13. Old Business

- A. Letter to Power Authority for Putney Farm – No action was taken.
- B. Discussion on State Audit Report – The Comptroller Office suggested that they dedicate money from fund balance to certain accounts. From the Audit Report the Comptroller Office found that the fund balance had too much money in it. The Comptroller Office suggested that the Town Board start dedicated money from the fund balance to certain accounts. Supervisor Armstrong stated that this was already being done. Also stated, the reason the there was so much money in the fund balance that in the past a prior administration removed it from certain accounts and placed it in the fund balance account so it inflated the budget so they would have more at the end of the year than it should have.

Con't Old Business

- C. Pray Road Land – Attorney Nash informed the board that he did not hear back from Robin Moore concerning the land on the Pray Road. The board has decided to sell the land to the Lisbon Fire Department for \$40,000 plus surveying cost. As follows the Resolution No. 2

See Attachment # 4

Councilmember Dailey made a motion, seconded by Councilmember Putney to approve Resolution # 2 Land on the Pray Road owned by the Town of Lisbon.

Ayes – 4 Nays – 0

14. New Business

- A. Audit Town books – Bill Dashnaw – Informed the board that Supervisor Armstrong needed to choose a councilmember to do an audit on the town books. Councilmember Putney and Councilmember Jarvis offered to work with Mr. Dashnaw to audit the town books.

- B. Maintenance Agreement on Copier – Town Clerk McBath asked if the town to obtain the maintenance agreement on the large copier. The town board agreed to have the maintenance agreement.

- C. Procurement Policy

Councilmember Jarvis made a motion, seconded by Councilmember Dailey to approve the Procurement Policy as stated in policy.

Ayes – 4 Nays – 0

- D. Investment Policy

Councilmember Putney made a motion, seconded by Councilmember Jarvis to approve the Investment Policy as stated in policy.

Ayes – 4 Nays - 0

- E. Hepburn Library – A letter was received from the Director of Library Michelle McLagan asking for a signed agreement for a Key Agreement. The board felt that they did not have to sign the key agreement as they own the building. It was also stated that the Library Board would like to have a higher gate installed on the stairway so people cannot get up stairs. The board felt that would be alright, but the Library Board would have to do it.

Historian Nancy LaFaver inquired if anything could be done concerning the safe at the Library. She stated that too many people have the combination to the safe and would like to get it changed. She also stated that the safe was moldy and musty, and wanted to know if anything could be done there. She had notified Evan Poole at Barkley's, and had not called her back. The Town Clerk was asked to notify Mr. Poole and inquire if the safe combination could be changed. The Town Clerk would also ask how to correct the problems of mold and mustiness.

Supervisor Armstrong and Councilmember Putney will set up a date with the Library Board to discuss this contract.

- F. St. Lawrence County Hazard Mitigation Plan – Supervisor Armstrong informed the board that the St. Lawrence County Hazard Mitigation Plan will hold several meetings to set up plans for emergencies. A representative would need to attend this meeting and any future meeting. Councilmember Jarvis stated that he would attend the January 16th meeting.

- G. Lisbon Post Office – Assessor Stephen Teele wanted to inform the board that there will be a meeting at the Lisbon Post Office on Friday January 11, at 1:00 PM for what will take place with the Post Office. He is recommended as many people who could to attend this meeting to attend.

17. Recognition of Guest –

A. Patrick Green spoke

18. Executive Session –

Councilmember Putney made a motion, seconded by Councilmember Dailey to go into executive session concerning union contract negotiation at 8:20 PM.

Ayes – 4 Nays – 0

Councilmember Dailey made a motion, seconded by Councilmember Putney to return to the regular Meeting at 9:10 PM.

Ayes – 4 Nays – 0

19. Adjournment

Councilmember Dailey made a motion, seconded by Councilmember Putney to adjourn the meeting at 9:20 P.M.

Ayes – 4 Nays – 0

Respectfully Submitted,

Donna McBath,
Town Clerk

Attachment # 1 – Page 1

Appointments are as follows:

DESIGNATIONS		
BANKS	Upstate Bank, Key Bank & Community Bank	
OFFICIAL NEWSPAPER	Ogdensburg Journal & Advance	
OFFICIAL MEETING DATE	2 ND WEDNESDAY EACH MONTH	
OFFICIAL MEETING TIME	6:30 PM	
OFFICIAL MILEAGE	Fifty-one Cents Per Mile	
APPOINTMENTS 2011		
DEPUTY SUPERVISOR	Alan Dailey	
TOWN ATTORNEY	Charles Nash	
DEPUTY HWY SUPERINTENDENT	Donald Merkle	
DEPUTY TOWN CLERK	Debra Putney / Emily Grant	
CODE ENFORCEMENT OFFICER	Christopher Sherwin	
WATER SUPERINTENDENT	Douglas Smith	
SEWER SUPERINTENDENT	Douglas Smith	
WATER/SEWER ASSISTANT	Scott Skiff	
SECRETARY/BOOKKEEPER	Nicole Barr	
ANIMAL CONTROL OFFICER	Susan Siedlecki	
DEPUTY ANIMAL CONTROL OFFICER	Jim Pipher	
HISTORIAN	Nancy Lafaver	
COURT CLERK	Nicole Barr	
YOUNG SPORTS COORD.	Tori Lamplett	
HEALTH OFFICER	Al Winney	
CAMPGROUND DIRECTOR	Mike O'Neil	
ASSOCIATION OF TOWNS REP.	James Armstrong	
ASSESSOR	Stephen Teele 1/1/12 – 9/30/13	9/30/13
PLANNING BOARD	All 7 year terms	
	Stephen Wallace	12/31/2017
	DR. Glenn Harris	12/31/2016
	Donald Merkle	12/31/2016
	William Leary	12/31/2015
	Rhoda Roethel	12/31/2014
	Steven Jemison	12/31/2013
	Patrick Madlin	12/31/2012
(LIASON)	Councilmember Susan Duffy & Alan Dailey	(Liasons)
CAMPGROUND COMMITTEE	Mike O'Neil	
AND BEACH	Councilmember Susan Duffy & Councilmember Gary Jarvis	

RECREATION COMMITTEE	Tori Lampett – Sports Goord. Larry Mehaffy – CO-Chairman Erinie Fields – CO-Chairman Christine Hammond Dickie Marcellus Karen Murray Karen Wert Jason Bell Councilmember Putney Putney & Councilmember Dailey	
GRIEVANCE COMMITTEE	John Gardner Steven Wallace Todd Armstrong	9/30/2013 9/30/2015 9/30/2016
HOMECOMING COMMITTEE		
	Supervisor Armstrong & Councilmember Putney	(Liaison)
	COUNCILMEMBER PUTNEY	(Liaison)
MUSEUM COMMITTEE	Nancy LaFaver- Chairman Stephen Jemison Rev. Walter Smith Rev. Mike Boehem Lois Glass Bruce Wood Irene Armstrong Verna Winters Kirk Robinson Shawn O’Neil Councilmember Putney	(Liaison)
LISBON HOUSING AUTHORITY	Hollis McBath Mike Duprey Bruce Green Scott Walker Maggie Backus	2014 2016 2012 2013 2013
LIASON APPOINTMENTS		
RECREATION	Councilmember Dailey & Putney	
CAMP GROUNDS	Councilmember Duffy & Dailey	
HOMECOMING	Supervisor Armstrong & Councilmember Duffy	
MUNICIPAL POWER	Supervisor Armstrong	
PLANNING BOARD	Councilmember Duffy & Jarvis	
ECONOMIC DEVELOPMENT	Councilmember Duffy	
NYPA	Supervisor Armstrong	

Attachment # 1 - Page 3

MUSEUM	Councilmember Putney	
BUILDING AND GROUNDS	Councilmember Dailey	
SUPERVISOR	James Armstrong	\$12,700.00
DEPUTY SUPERVISOR	Alan Dailey	\$500.00
COUNCILMEMBER	Alan Dailey	\$2,400.00
	Nathanael Putney	\$2,400.00
	Susan Duffy	\$2,400.00
	Gary Jarvis	\$2,400.00
TOWN JUSTICE	Patricia Fletcher	\$10,712.00
	Philip Fonda	\$10,712.00
COURT CLERK	Nicole Barr	\$11,330.00
COURT STENOGRAPHER	Nicole Barr	\$4,800.00
PERSONNEL-BOOKKEEPER	Nicole Barr	\$22,600.00
TOWN CLERK/TAX COLLECTOR	Donna McBath	\$31,555.00
WATER PAYROLL	Donna McBath	\$500.00
HIGHWAY SUPERINTENDENT	Timothy Dow	\$51,292.00
DEPUTY HIGHWAY SUPERINTENDENT	Donald Merkley	\$1,500.00
ASSESSOR	Stephen Teele	\$28,455.00
CODE ENFORCEMENT	Christopher Sherwin	\$16,997.00
HISTORIAN	Nancy LaFaver	\$1,456.00
YOUTH PROGRAM CORD.	Tori Lampett	\$5,000.00
ATTORNEY	Charles Nash	\$6,500.00
DOG CONTROL OFFICER	Sue Siedlecki	\$5,500.00
SEWER SUPERINTENDENT	Doug Smith	\$14,560.00
WATER PURIFICATION	Doug Smith	\$9,860.00
ASSESSOR	Stephen Teele	\$28,455.00
DEPUTY TOWN CLERK	Debra Putney / Emily Grant	\$4,500.00
PARKS & REC. CAMP	Mike O'Neil	\$13,000.00
PUBLIC WORKS	Scott Skiff	\$23,620.00

Attachment # 2

TRANSFERS

TO	GENERAL FUND	AMOUNT	FROM	ITEM	AMOUNT
1110.4	Justices CE	\$399.99	1220.4	Supervisor CE	\$399.99
1220.1	Supervisor Payroll	\$0.22	1111.1	Court Clerk Payroll	\$0.22
1221.1	Deputy Supervisor Payroll	\$0.04	1111.1	Court Clerk Payroll	\$0.04
1355.1	Assessor Payroll	\$218.80	1320.4	Independent Auditing & Account	\$218.80
1410.1	Town Clerk Payroll	\$0.16	1411.1	Deputy Town Clerk	\$0.16
3510.1	Dog Control Payroll	\$0.08	3310.4	Dog Control CE	\$0.08
3620.4	Safety Inspection CE	\$82.26	3520.4	Other Animal CE	\$82.26
5010.1	Superintendent Of Highway Payroll	\$0.02	3520.4	Other Animal CE	\$0.02
1621.4	Medical Group CE	\$49.11	1620.4	Building/Shared Services./CE	\$49.11
TOTAL		\$750.68			\$750.68

TO	Highway	AMOUNT	FROM	ITEM	AMOUNT
5110.4	General Repairs	\$700.00	5110.1	Maint of Roads PS	\$700.00
5130.4	Machinery CE	\$271.29	5140.4	Misc (Brush & Weeds) CE	\$271.29
5142.1	Snow Removal PS	\$27,459.80	5142.4 & 5112.4	Snow Removal CE - Permanent Impr CE	\$27,459.80
TOTAL		28,431.09			28,431.09

TO	Sewer	AMOUNT	FROM	ITEM	AMOUNT
8110.1	Admin PS Sewer	\$1,165.52	8120.4	Sewage Collec. CE (Pump Station)	\$1,165.52
TOTAL		1,165.52			1,165.52

Attachment # 3

RESOLUTION # 1 of 2013
HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR
PROVIDING SERVICE FOR THE TOWN OF LISBON

WHEREAS, the Town of Lisbon is desirous of St. Lawrence County Department Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Lisbon and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor, the Town of Lisbon and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

WHEREAS, the Town has indicated an interest to participate in such an effort,

NOW THEREFORE, BE IT RESOLVED that the Town of Lisbon hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against liability, loss, damage, claim or action resulting from the work performed by St. Lawrence County Department of Highways. The Town of Lisbon does not indemnify and hold harmless the County for any liability, loss, damage, claim, or action, which arises during actual performance of services by the St. Lawrence County Department of Highways. Said St. Lawrence County Department of Highways and the County of St. Lawrence assumes the liability for losses, and claims for the actual physical performance of the work, and

BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

By: James W. Armstrong, Supervisor

Town of Lisbon

Date: January 11, 2012

Attachment # 4

RESOLUTION *2*

BE IT RESOLVED that the Town Board of the Town of Lisbon shall sell real property owned by the Town of Lisbon and recorded in the St. Lawrence County Clerk's Office under Instrument No. R-2009-00001363 to Lisbon Volunteer Fire Department, Inc., for a purchase price of \$40,000.00, plus the cost of the survey. This conveyance is subject to permissive referendum. The Town will be retaining a portion of the original conveyance, which constitutes approximately 1.46 acres pursuant to the attached survey description prepared by Adirondack Land Surveying.


This Resolution was duly passed at the meeting held on January 9, 2013, by unanimous vote.

Dated: January 9, 2013


Town of Lisbon
by: James Armstrong, Supervisor

I, Donna McBath, Clerk for the Town of Lisbon, hereby certify that the above motion was duly made, seconded and passed.

Dated: January 9, 2013


Donna McBath, Clerk