

**TOWN OF LISBON  
BOARD MEETING  
SEPTEMBER 12, 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 Susan Duffy  
Councilmember Gary Jarvis  
Councilmember Nathanael Putney

**Guest:** Sean Akins, Ruth Green, Deborah Palniak – Christinsen Realty USA, and Judy Martin  
Carrie Tuttle and Alysia Maynard – Potsdam Humane Society, Sue Siedlecki - DOC

**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. Minutes Approvals**

A. August 15 and September 3, 2013

Councilmember Dailey made a motion, seconded by Councilmember Jarvis to approve the meeting minutes of August 15 and September 3, 2013.      Ayes – 5      Nays – 0

**4. Town Clerk Report August 2013**

Councilmember Duffy made a motion, seconded by Councilmember Jarvis to approve the Town Clerk's Report for August 2013.      Ayes – 5      Nays – 0

**5. Approval of Town Justice Reports August 2013**

Councilmember Jarvis made a motion, seconded by Councilmember Duffy to accept the Justice Reports for August 2013.      Ayes – 5      Nays – 0

**6. Approval of Budget Transfers**

General Fund - \$70.71

To:	1620.2 Building EQ	From:	1990.4 Contingency
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General Fund - \$820.97

To:	1680.2 Data Processing	From:	1990.4 Contingency
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General Fund - \$2,000.00

To:	3620.4 Code Office CE	From:	1990.4 Contingency
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General Fund - \$287.38

To:	7180.1 Lifeguard Pay	From:	1990.4 Contingency
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Councilmember Duffy made a motion, seconded by Councilmember Putney to approve the budget transfers.      Ayes – 5      Nays – 0

## 7. Approval of Abstracts

a. General	\$20,698.94
b. Highway	\$28,965.34
c. Water	\$404.97
d. Sewer	\$2,016.79
Total	\$52,086.04

A discussion was held during which Councilmember Jarvis questioned where the items were used that was purchased from Lowes. Since no one was there to answer, it was asked that the Lowes voucher not be paid until the board had that answer.

Councilmember Duffy made a motion, seconded by Councilmember Putney to approve the abstracts minus the Lowes voucher. Ayes – 5 Nays – 0

## 8. Highway Superintendents Report

Highway Superintendent Dow

### A. Amendment Spending Highway Funds

Councilmember Duffy made a motion, seconded by Councilmember Dailey to approve the amendment spending for highway funds. Ayes – 5 Nays – 0

- Councilmember Jarvis asked how it worked when the fire department got fuel from the Town of Lisbon fuel tanks. Superintendent Dow stated that the fire department had a key for each of the vehicles. It was registered through a computer on the pump. Whenever the town received a load of fuel, a report would be taken off the pump and billed back to the fire department. Councilmember Dailey was asked by a fireman if a monthly bill could be charges instead of whenever the town received a load of fuel. Superintendent Dow stated there was no problem of this being done.
- Superintendent Dow stated that there would be more paving done in the near future. The county was scheduled to return September 24, but the weather may have changed that date.
- Councilmember Jarvis stated that he saw some road work done at the campground and stated that he didn't remember it being approved. Superintendent Dow stated that he was cleaning up in the area of the campground, and all the debris was put in where the road work was being done.
- The letters were signed by each town employee, but Superintendent Dow stated that he had no way of giving a punishment if an employee was seen smoking. Supervisor Armstrong stated that there were some pages left out of the Union Contract and wanted to give these pages to the union steward for their union approval.
- Supervisor Armstrong stated that there will be a local law written up on the no smoking.

## 9. Potsdam, Humane Society – Lisa Maynard and Carrie Tuttle

Ms. Maynard stated that it cost \$180.00 per animal when it was first brought into the Potsdam Humane Society. The cost of 2013 contract was \$1,775.00. It had to be raised to \$2,300.00. Councilmember Dailey commented that it was a reasonable increase with the increase of food and medical care.

Con't Potsdam, Humane Society

Councilmember Dailey made a motion, seconded by Councilmember Duffy to approve the 2014 Potsdam Humane Society contract. Ayes – 5 Nays – 0

### 10. Report from all Liaisons for committees

#### A. Planning Board – No minutes from August

##### 1. Rhonda Roethel Resignation from the Planning Board

Councilmember Dailey made a motion, seconded by Councilmember Putney to accept the resignation from Rhonda Roethel from the Planning Board.

#### B. Campground – Councilmember Duffy would like to recommend that the board purchase the Campground software. The price of the software was \$795.00 with a \$15.00 shipping fee, \$200.00 for the point of sale option, and \$75.00 for updated.

Councilmember Duffy made a motion, seconded by Councilmember Dailey to purchase the software for the campground for the total of \$1085.00.

Discussion was held. Supervisor Armstrong stated that before this was finalized he would like to get Mr. O'Neil's opinion of purchasing the software. Councilmember Dailey asked why the town had to get the approval of purchasing the software from an employee. Councilmember Duffy stated that she felt the board member knew how Mr. O'Neil felt about the program.

Ayes – 5 Nays – 0

A discussion was held concerning a new computer. It was discussed at the previous meeting that the computer in the Town Clerk's office would go to the campground and the town clerk would receive a new computer.

#### C. Homecoming – Chairperson Judy Martin informed the board that everything went well. She had some complaints on the Fire Works being brought into the village of Lisbon, but she had more compliments with them being in the village. She informed the board that they had already started to work on 2014 homecoming weekend. She also stated that they were looking for more ways to earn money. The Homecoming Committee will have everything finalized and completed budget information will be sent to the Town Board.

Councilmember Jarvis made a motion, seconded by Councilmember Duffy to write a letter to thank the Homecoming committee for the great job they did for the Homecoming Weekend.

Ayes – 5 Nays - 0

#### D. Museum – Supervisor Armstrong stated the museum was closed for the fall, winter, and spring seasons.

#### E. Recreation – Councilmember Putney informed the board that there was a team that was not registered with the Kiwanis league due to late registration. Lisbon had several teams that were registered and playing in the Kiwanis league. The non-registered team will be playing each Lisbon Team that was registered. They will not be able to play with other teams that are in the League outside of Lisbon. Lisbon Recreation policy was that no child that was registered would go without playing.

Recreation committee had two new people that would like to join the recreation committee. They were Dave Gravelin and Ray Larock.

Councilmember Putney made a motion, seconded by Councilmember Dailey to approve the two new members to the Recreation Committee. Ayes – 5 Nays - 0

#### F. Animal Control – Sue Siedlecki – July and August Report attached *See Attachment 1 & 2.*

**11. Report from Legislator Mark Akins**

No report was given as he was not in attendance

**12. Report from Code Enforcement Officer – Chris Sherwin**

No report was given as he had nothing to report, but people were still building.

**13. Report from Assessor – Stephen Teele**

Assessor Teele gave a report concerning the new STAR program. The Basic Star re-registration notification had been received by the people of Lisbon from the State of New York. Some had been in to ask questions and Town Clerk McBath helped them to complete it on her computer.

**14. Old Business****A. Sparrowhawk Point Land**

1. Supervisor Armstrong stated that he had received a bid for \$125,000.00 for the land on Sparrowhawk Point that the town owned. He requested the board to approve the sale of this land with the restrictions on it for \$125,000.00 to this person.

Councilmember Dailey made a motion, seconded by Councilmember Putney to accept the bid for \$125,000.00 for the land at Sparrowhawk Point.

Ayes – 4      Nays – 0

Abstained – 1, as it was a relative that was purchasing the land

2. Resolution # 14 Subject to Permissive Referendum – Sparrowhawk Point Land

Councilmember Dailey made a motion, seconded by Councilmember Jarvis to approve to publish the Permissive Referendum for the sale of Sparrowhawk Point.

Ayes – 4      Nays – 0

Abstained – 1, as it was a relative that was purchasing the land

**B. Computers**

1. The Router and modem had been installed yesterday (Wednesday, September 12). During the storm on the night of the 12<sup>th</sup> the modem was struck by lightning. Brent came in the following day and removed the modem and replaced it with the old one until he could get it replaced.
2. Domain needs to be purchased for the price of approximately \$150.00. Then all the town's email would be "lisbonny.gov.com"

Councilmember Duffy made a motion, seconded by Councilmember Jarvis to approve purchasing the Domain lisbonny.gov.com.

Ayes – 5      Nays – 0

3. Digital Towpath – Town Clerk McBath asked for the board to purchase the program Digital: Towpath for the web page for the price of \$612.00. By doing this, each committee could update their own section of the web page. It was also suggested that the board purchase the electronic Records Management System for the price of \$200.00 so that important documents could be stored other than in her file cabinets.

Councilmember Duffy made a motion, seconded by Councilmember Putney to purchase Digital Towpath for the total price of \$812.00.

Ayes – 5      Nays - 0

**15. New Business –****A. No New Business**

**16. Guest comments**

Ruth Green asked if the upstairs of the Town Hall could be used to have a “meet the candidates” on October 14. Town Clerk McBath stated that would not be possible since there was furniture there that the town will be selling. It was recommended that she speak with the Librarian to see if the Library could be used.

**17. Bill Dashnaw Working on the Budget**

Discussion was held. Councilmember Dailey stated everyone should receive a 3% raise, while Supervisor Armstrong, Councilmember Putney and Jarvis felt everyone should receive a 2% raise. Councilmember Duffy felt no one should get a raise.

A. Payroll		2013	2014
A1010.1	Town Board Member	\$2,400.00 ea.	\$2400.00 ea.
A1040.1	Court Clerk – Court Night \$20.00/hr	\$2000.00	\$2,000.00
A1110.1	Justice	\$10,712.00 ea.	\$10,925.00ea.
Motion by Dailey for a 3% raise, Seconded by Putney		Ayes – 2	Nays - 3
Motion by Duffy for a 2% Seconded by Armstrong		Ayes - 3	Nays - 2
A1111.1	Court Clerk	\$11,330.00	\$11,550.00
Motion by Jarvis for 2% seconded by Putney		Ayes - 4	Nays - 1
A1220.1	Supervisor	\$12,700.00	\$12,700.00
A1221.1	Deputy Supervisor	\$500.00	\$500.00
A1340.1	Budget Officer – BD – EC	\$3,000.00	
A1355.1	Assessor	\$28,455.00	\$29,024.00
Motion by Dailey for 2% seconded by Jarvis		Ayes - 4	Nays - 1
A1410.1	Town Clerk, Tax Coll. RVS PS	\$31,555.00	\$32,186.00
Motion by Jarvis for 2% seconded by Armstrong		Ayes - 4	Nays - 1
A1411.1	Deputy Clerks \$9.00/hr	\$5,000.00	\$5100.00
Motion by Dailey for 2% seconded by Jarvis		Ayes – 5	Nays
A1420.1	Attorney PS	\$6,500.00	\$6,630.00
Motion by Putney for 2% seconded by Dailey		Ayes - 5	Nays - 0
A1430.1	Bookkeeper	\$22,600.00	\$23,052.00
Motion by Jarvis for 2% seconded by Armstrong		Ayes – 4	Nays - 1
A1490.1	Public Works PS	\$23,620.00	\$24,092.00
Motion by Armstrong for 2% seconded by Putney		Ayes - 5	Nays

A3510.1	Dog Control – CE – PS	\$5,500.00	5,610.00
Motion by Putney for 2%	seconded by Armstrong	Ayes - 5	Nays – 0
A3620.1	Code Enforcement PS	\$24,445.00	\$24,975.00
Motion by Armstrong for 2%	seconded by Putney	Ayes – 5	Nays – 0
A5010.1	Highway Supt. PS	\$51,292.00	\$52,318.00
Motion by Dailey for 2%	seconded by Putney	Ayes – 5	Nays - 0
A5011.1	Deputy Highway PS	\$1,500.00	\$1,500.00
A7020.1	Campground Director PS	Put on hold until next meeting	
A7110.1	Campground Maint. PS	Put on hold until next meeting	
A7180.1	Beach-Lifeguard PS	Put on hold until next meeting	
A7310.1	Youth-Rec Coordinator PS	\$5,000.00	\$5,000.00
SW8310.1	Water Payroll	\$500.00	\$510.00
Motion by Dailey for 2%	Seconded by Armstrong	Ayes – 5	Nays - 0
SS8110.1	Administration	\$14,560.00	\$14,851.00
Motion by Dailey for 2%	Seconded by Putney	Ayes – 4	Nays – 0 Abstain - 1

**16. Code Enforcement Officer**

Discussion was held concerning if Officer Sherwin should remain Provisional Code Enforcement Officer or return back to a part time Code Enforcement Officer. By working part time he will work less hours in the non-building months and work more hours during the building months as long as he does not exceed the 19 hours per week. If this was in agreement he would not have to take the County Code Enforcement Officer examination in the year of 2014, if he wished not to.

Councilmember Dailey made a motion, seconded by Councilmember Jarvis to approve of returning Code Enforcement Officer Chris Sherwin back to a Part time Position.

Ayes – 5      Nays - 0

**17. Long Term Financial and Capital Plan**

Discussion was held with Bill Dashnaw on hiring him to do a long term financial and capital plan. The board asked him how much it would cost the town for this long term financial and capital plan. He felt it would cost no more than \$1,500.00 per year.

Councilmember Duffy made a motion, seconded by Councilmember Putney to hire Bill Dashnaw to do a long term financial and capital plan.

Ayes – 5      Nays – 0

**18. Road Planner**

Discussion was held with Bill Dashnaw and asked for Mr. Dashnaw to develop a road maintenance and capital construction plan.

Councilmember Duffy made a motion, second by Councilmember Putney to hire Bill Dashnaw to develop a road and maintenance and capital construction plan.

Ayes – 4      Nays – 0  
Abstain - 1

**18. Executive Session – No Executive Session**

**19. Adjournment**

Councilmember Dailey made a motion, seconded by Councilmember Jarvis to adjourn the meeting at 9:45 PM.

Ayes – 5      Nays – 0

Respectfully Submitted,  
Donna McBath,  
Town Clerk

Dog Report July 2013

7/1 Stray dog threatening Richard Crawford  
on Dallar Rd - Saw dog but could not  
catch

7/23 - Call from Smith on Pray Rd stray dog - did not  
want me to pick it up.

7/23 - Complaint from Lawton Cemetery Rd

7/24 - Found owner of dogs from Clerk - Went to  
125 ~~Cemetery~~ Cemetery Rd - left note for owner to  
call: Spoke w/ owner on phone - will license  
dogs and keep dog on own property

7/30 - Took deposition from Brittney Taylor  
about sick puppies she purchased  
from Susana Sattler also depo. from  
Colleen Kenture about Sattlers pups -

Susan Sedlecki D.C.O.



## August Dog Report 2013

- 8/2 Sattler: Took deposition from Ms. Bless Norwood  
picked up fax from Town and Country and  
Canton Animal Clinic. Took all to Judge Fonda
- 8/3. Call from Pats P.D. Had Lisbon dog @ station  
miles already turned in
- 
- 8/5 Complaint of Basset hound running @ 29 -
- 8/6 Took deposition from Longshores of dog (Basset)  
threatening. Seized dog w/ order to seize from  
Judge Fonda.
- 8/8 - Seized Sattlers dog by order of Judge  
Fonda (49 miles)
- 8/8 - Picked up stray on St Hwy 68 (60 miles)
- 8/10 Took papers and CD to St. Police (47 miles)
- 8/10 Papers to court (28 miles)
- 8/13 Court for dangerous dog - (28 miles)
- 8/16 Court for Susan Sattler (28 miles)
- 8/16 Papers to Kraper Seely and Otis Sumix ADA (28 miles)
- 8/17/13 - Picked up stray on CRT-28 (36 miles)
- 8/19 - Checked fence ordered by judge at  
Welrath's (dangerous dog) (22 miles)
- 8/30 Found owner of stray dog at 499  
Town Line Rd (354 miles)
- Other phone calls questions etc

Susan Dedlecki D.C.O