

**TOWN OF LISBON
TOWN BOARD MEETING
FEBRUARY 10, 2021
LISBON TOWN HALL**

Roll Call:

Present

Supervisor William Nelson

Town Clerk Alberta Hyde

Highway Superintendent Michael Baldock

Attorney Charlie Nash Esq.

Deputy Supervisor Alan Dailey

Councilmember Robert McNeil

Councilmember Ron Bush

Councilmember Nathaniel Putney

Also present,

Steve Teele, Town Assessor, David Forsythe County Legislature, Marc McDonnell, Code Enforcement Officer, Todd Miller, Campground Supervisor, Michelle McLagan, Librarian

A. Pledge of Allegiance

B. Meeting called to order-

Supervisor Nelson called the meeting to order at 6:02 p.m. He apologized for the error made at the January 2021 meeting regarding the guidelines for attending a meeting via zoom.

C. Approval of Minutes-

Motion by Councilmember Putney seconded by Deputy Supervisor Dailey to accept the minutes of the 2021 Organizational Meeting. Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes Councilmember Bush yes, Motion carried.

Motion by Councilmember McNeil seconded by Deputy Supervisor Dailey to accept the minutes of the regular board meeting of January 13, 2021. Discussion followed: Councilmember McNeil questioned if the resolution stating that the Town Board is committed to ensure funding for the Town Clerk to carry out her required fiscal duties and responsibilities had been added to the minutes. Town Clerk Hyde responded yes, referring to Bill # 2021-45 Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried.

D. Reading of Correspondence-

Town Clerk Hyde read a Thank you card received from Lights on the River. The note made special Thank You to the Town of Lisbon Highway crew for going above and beyond to make this year successful.

E. Report from County Legislature David Forsythe-

1. RVRDA Grants/Funding Opportunities have been announced, Municipalities are being encouraged to apply. Discussion followed: Funds may be used for several purposes but generally may not be used to fund normal operating cost. Everyone agreed that the Town Board will get further information about the program to see if there is grants/funding available for the Town Barn project and or Water/Sewer study.
2. St. Lawrence County Public Health Director, Dana Olzenak McGuire has announced she is resigning effective March of 2021. She has done a great job during the Covid-19 and will be missed.
3. St. Lawrence County has been successful in cleaning up contaminated property and getting it back on the Tax Roll. Town of Lisbon has a few property's that would benefit from this.
4. The county has negotiated a one-year solution to sales tax distribution with the City of Ogdensburg.
5. Discussion followed regarding higher risk sports in St. Lawrence County and the public's positive response to the COVID-19 - Clinic held at Suny Potsdam.

F. Approval of Voucher Abstract and Audited Claims-

The following Abstract of vouchers was submitted for approval:

General Fund- \$101,345.41 Highway Fund-\$61,286.54

Sewer Fund-\$13,110.95 Water Fund\$2,396.28

Motion by Councilmember Putney seconded by Councilmember Bush to approve payment of bills, roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried

G. Budget Review-

2020 end of the year budget, monthly financial statements, and bank reconciliation reports were previously sent to the Town board for review. Williamson system is going well, all accounts have been balanced except for T&A which is being worked on manually. It has taken a lot of time to bring all the financial reports up to date.

Councilmember McNeil questioned if the Lisbon Fire District had received a check yet for their share of the amount raised by taxes. Supervisor Nelson stated the check had been written and is in the safe to be delivered to the Fire District. St. Lawrence County will also be getting a check due to the amount collected to date has been enough to satisfy the Town in full.

H. Reports of Departments-

Supervisor Nelson-

1. Payroll is being done on the Williamson software package. Councilmember McNeil questioned if the Highway employees time sheets have been updated/corrected. Supervisor Nelson responded yes; everything has been taken care of.
2. The Town had a request to lease Town owned property on the Sand Road for hunting purpose. Councilmember Bush questioned if hunting is allowed on Town owned property? Attorney Nash stated no it should not be. Councilmember McNeil questioned why the advertisement in the paper for the Town land for sale on the Sand Road read different than the resolution. Supervisor Nelson responded that after talking with the State Comptroller's Office it was suggested the Town have each bid accompanied by a

10% bid deposit, which will be returned to the unsuccessful bidders. Discussion followed everyone agreed to accept any bids that the Town received before the advertised date with out the 10% bid deposit.

3. Andrew Ashley contacted the Town of Lisbon regarding selling the Town of Lisbon Campground bagged ice for the 2021 season. Information was given to Campground Director Todd Miller.

Highway Superintendent Baldock-

1. The Town has received a quote from Seaway Timber Harvesting, Inc. regarding the sale of timber from the Town of Lisbon's property on the Baker Road tax map # 50.003-5-3. Highway Superintendent Baldock will be accruing two more quotes.
2. The Town Highway crew located generators at the Sewer plant that have not been serviced since 2012. The generators have been serviced and put on an annual service plan at the WWTP.
3. Highway Superintendent Baldock attended a zoom meeting with USDA regarding grants/funding opportunities for municipalities. Discussion followed with the Town Board requesting a zoom meeting be set up for the Town Board to obtain further information.
4. Highway employee Brent Brenno is planning on retiring. Tentatively he will be leaving the first of June. It would be beneficial to start a new employee by the first of April for training purpose.
5. There is an upcoming Municipal Auction with a Mack plow truck for sale via bid. Highway Superintendent Baldock requested to be authorized to submit a bid on behalf of the Town of Lisbon at a cost not to exceed \$12,000.00. Discussion followed regarding the need for a single axel snowplow to be used for snow and ice removal in areas that are unsafe for the 10-wheeler plows to be able to access. Everyone was in favor of sending two Highway employees to inspect said vehicle to see if the condition is acceptable.
6. Highway Superintendent Baldock questioned line-item A 1490.4 Public Works for \$20,000.00 in the budget. In the past the amount on this line item at the end of the year has been transferred to the Highway's budget due to the Highway crew doing all day-to-day maintenance for Town buildings. Discussion followed: Supervisor Nelson stated that each month a voucher should be turned in with an amount owed to the Highway for all work done not related to the Highway Department. Councilmember Bush stated that with the cost of materials and labor the \$20,000.00 budgeted may not cover the expenses. Supervisor Nelson responded that doing vouchers every month to be approved is the proper procedure.

Town Clerk Hyde-

1. Williamson has installed the new Town Clerks software.
2. To date 78.42% of 2021 taxes have been collected.
3. Williamson performed the annual report audit for 2020, which balanced to the penny.

Code Enforcement Marc McDonnell-

1. Code Enforcement Office McDonnell has been attending training class over zoom.

Campground Todd Miller-

1. All Annuals are paid to date.
2. Campground rates will remain the same for 2021 season that was charged in 2020
3. The computer system is still not working, so reservations are not being taken at this time. It is hopeful the updated Campground Master Computer system will be installed next week.

Assessor Steven Teele-

1. Updates from the State regarding 2021 Exemptions
2. The Town of Lisbon has a vacancy on the Assessment Review Board. Discussion followed Councilmember McNeil was asked to contact Emma Akins to see if she would be interested in being appointed to Town of Lisbon Board of Assessment Review.

Reports of Boards and Committees-

1. Councilmember Putney reported that the Recreation Committee met by zoom and would like to have one coordinator again. There will be further discussion when things open.
2. Homecoming Committee would like to start planning a Wild West theme for the summer of 2021. The Town Board recommended that Homecoming be put on hold at this time, due to Covid-19.
3. Librarian Michelle McLagan reported the lights at the Library have been upgraded to LED, cost covered by a grant. Annual report has been sent in and the figures will be presented at the March Town Board Meeting. A grant has also been received for purpose of providing information to twenty-five families with preschoolers.

Motion by Councilmember McNeil seconded by Councilmember Bush to except the reports from all departments Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried.

I. Action Items-

1. Resolution designating wages for the hourly employees for the Town of Lisbon for 2021, Bill # 2021-16 Motion by Supervisor Nelson seconded by Deputy Supervisor Dailey Discussion followed: Councilmember McNeil stated he could not support the resolution unless the Campground/ Beach wages were brought up to minimum wage. Supervisor Nelson stated that the Campground/ Beach wages could be taken out of the resolution. Roll call on the resolution removing the campground employees: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion Carried. Motion by Supervisor Nelson seconded by Deputy Supervisor Dailey to approve the Amended resolution, roll call Supervisor

Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried.

2. Resolution to contract with Gouverneur Pound as the Town Animal Shelter- Bill# 2021-40 Motion by Deputy Supervisor Dailey seconded by Councilmember Bush Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried.
3. Resolution to designate the audit committee for 2021-14 moved by Councilmember Putney seconded by Councilmember Bush Roll Call Supervisor Nelson yes deputy Supervisor Dailey yes Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried.
4. Resolution to transfer funds to close out 2020-Bill # 2021-45 moved by Supervisor Nelson seconded by Councilmember Putney Roll call Supervisor Nelson yes, Deputy Supervisor Dailey stepped out, Councilmember Putney yes Councilmember Bush yes Councilmember McNeil yes Motion carried
5. Resolution to designate a voting representative for the Association of Towns for 2021-Bill # 2021-46 moved by Supervisor Nelson seconded by Councilmember Putney Roll call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes, Motion carried
6. Resolution to authorize the Highway Superintendent to submit a bid for a plow truck at a bid not to exceed \$12,000 Bill # 2021-47 moved by Councilmember McNeil seconded by Councilmember Bush roll call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes, Motion carried

J. New Business

Town Board Liaison to Community Boards and Dept's:

- Planning Board - Councilmember Bush
- Recreation Committee -Councilmember Putney
- Homecoming -Supervisor Nelson
- Museum -Councilmember Putney
- NYPA -Supervisor Nelson
- Beach and Campground – Councilmember's Bush and McNeil
- Buildings and Grounds – Deputy Supervisor Dailey
- Highway – Councilmember's Bush and Putney
- Fire Dept – Supervisor Nelson and Councilmember Bush
- School – Supervisor Nelson

K. 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 las 105(1) Moved by Supervisor Nelson to go into executive session at 8:22 pm for the proposed ,pending or current litigation seconded by Deputy Supervisor Dailey roll call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes, Motion carried.

Moved by Councilmember McNeil to come out of executive session at 10:13 pm seconded by Deputy Supervisor Dailey, all in favor.

Moved by Councilmember McNeil to pass a nunc pro tunc resolution regarding the lawsuit commenced from Russell J. Finley against the Lisbon Town Council; Town Supervisor William Nelson, Lisbon Town Clerk Alberta Hyde, seconded by Councilmember Putney Roll call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes, Councilmember Putney yes, Councilmember Bush yes, Motion carried.

L. Adjournment-

Moved by Councilmember McNeil to adjourn at 10:15 PM seconded by Councilmember Bush all in favor.

Respectfully Submitted,

Alberta L Hyde, Town Clerk