

Town of Lisbon Board Meeting Agenda
Wednesday, February 10, 2021
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Approval of previous meeting minutes
- D. Public hearings
- E. Reading of Correspondence / Communications
- F. Public Comment Period - Citizen participation (5 minutes per person)
- G. Report from County Legislature – Legislator Forsythe
- H. Approval of Voucher Abstract and Audited Claims
General fund - \$101,345.41; Highway fund - \$61,286.54; Sewer fund - \$13,110.95; Water fund - \$2,396.28

(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 end of year budget (previously sent to the Board)
- Monthly Financial Statement to Town Board (previously sent to the Board)
- Bank reconciliation reports (previously sent to the Board)
- AUD report 2020 update

J. Reports of Departments

- Supervisor report

- Highway Superintendent Report
 - Town, School, County shared maintenance facility discussions
 - Chapel Road Bridge – update

- Town Clerk Report – Town Clerk Hyde

- Justice Court Report
 - Docket review - Number of cases heard - December, Annual
- Approval of Reports – Action required by the Board

- Reports of Boards and Committees
 - Planning Board Report
 - Recreation Report
 - Homecoming Committee
 - Library – Michelle Stottlemyer McLagan
 - Museum

K. Action Items:

Items for Town Board Action

1. Resolution designating wages for the hourly employees for the Town of Lisbon for 2021, BILL #: 2021-16
2. Resolution to contract with Gouverneur Pound as the Town Animal Shelter – BILL# 2021-40
3. Resolution to designate the audit committee for 2021 – BILL #2021-14
4. Resolution to transfer funds to close out 2020 – BILL # 2021-45
5. Resolution to designate a voting representative for the Assoc of Towns for 2021 – BILL#2021-46

L. Appointments

M. New Business

Town Board Liaison to Community Boards and Dept's:

- Planning Board
- Recreation Committee
- Homecoming
- Museum
- NYPA
- Beach and Campground
- Buildings and Grounds
- Highway
- Fire Dept
- School

N. Old/Unfinished Business

O. Items for discussion

P. Public Comment Period - Citizen participation (3 minutes per person)

Q. – Executive Session – discussions regarding proposed, pending or current litigation:

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 designating wages for the hourly employees for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-16

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

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

SUMMARY STATEMENT

Resolution designating wages for Town of Lisbon employees for 2021.

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 _____

WHEREAS, this the Town is required to publish wages paid to Town employees annually, and

WHEREAS, this resolution fixes publishes the wage and payment schedules of all Town of Lisbon employees as approved in accordance with the 2021 Town Budget, and to acknowledge and set the hourly wages as follows:

Hourly employees:

Deputy Town Clerk: Jane Brown-Flack - \$15/per hour

Court Clerk: Erin Armstrong - \$20/per hour, \$15,000 per year

Highway:

Motor Equipment Operators

Brent Brenno - \$21.67/per hour; OT – \$32.51/per hour
Chris Delorme - \$19.69/per hour; OT – \$29.54/per hour
Deputy Highway Superintendent - \$2,000/yr
Adan Duvall - \$19.69/per hour; OT – \$29.54/per hour
Mark Hyde - \$19.69/per hour; OT – \$29.54/per hour
Scott Kiah - \$19.69/per hour; OT – \$29.54/per hour
Mike Ledwith- \$21.46/per hour; OT – \$32.13/per hour
Tracis Perkins - \$19.69/per hour; OT – \$29.54/per hour
Steve Planty - \$20.66/per hour; OT – \$30.99/per hour
Carson Smith - \$19.69/per hour; OT – \$29.54/per hour

Beach and Campground:

Campground Laborers - \$12/per hour
Waterfront Director - \$13/per hour
Lifeguards - \$12/per hour

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 10, 2021
Resolution to contract with Gouverneur Pound BILL #: 2021-40
for the Town of Lisbon animal shelter for 2021. DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes ____ No ____ N/A ____

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$400	BUDGETED: \$500	REQUIRED: -0-

SUMMARY STATEMENT

Resolution to contract with an animal shelter

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 _____

A RESOLUTION TO CONTRACT WITH GOUVERNEUR POUND FOR ANIMAL SHELTER OPERATIONS FOR THE TOWN OF LISBON

WHEREAS, New York State requires municipalities to enter into an agreement for animal shelter services with a licensed and inspected shelter; and

WHEREAS, the Town of Lisbon wishes to contract with the Gouverneur Pound, who is a no kill shelter and has agreements in place with Friends 4 Paws Inc Animal Rescue and Gracious Friends Animal Sanctuary for animal adoptions; and

WHEREAS, A contract for animal shelter operations operation is awarded to Gouverneur Pound, at a term of the current contract January 1, 2021 through December 31, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Lisbon Town Board approves a contract with Gouverneur Pound at an annual cost of \$400 for animal shelter services. .

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating the Audit Committee
for the Town of Lisbon for 2021.

FOR AGENDA OF: January 13, 2021
BILL #: 2021-14

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 13, 2021

APPROVED BY TOWN ATTORNEY – Yes No ___ N/A ___

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No ___

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution designating the Audit Committee for the Town of Lisbon for 2020.

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 _____

WHEREAS, The Town Law Sections 118 and 119 governs the audit of claims by the auditing authority and the issuance of warrants or abstracts. And

WHEREAS, These provisions provide that, with certain exceptions, no claim may be paid unless it is audited and approved by the auditing authority, which is the town board, AND

WHEREAS, certain payments may be made without the normal audit process, and other payments may be made prior to audit and approval, such as salaries, principal interest and indebtedness, or amounts due on certain contracts which exceed one year for which provision has been made in the budget, AND

WHEREAS, after claims have been audited and approved for payment, the town clerk prepares an "Abstract of Audited Claims." which also contains a warrant or order directing the supervisor to pay the amounts allowed upon the claim (Town Law, Section 119(1)),

NOW, THEREFORE BE IT RESOLVED that the Audit Committee for the Town of Lisbon for 2021 will be:

Justice Fund

General Fund Checking

Sewer Fund

Water Fund

Payroll Fund

General Fund Cash

Vouchers for accounts payable

Investments

Highway Fund

Petty Cash Fund

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: February 10, 2021
BILL #: 2021-45

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 10, 2021

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 February 10, 2021 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
		\$				\$
		\$				
		\$				
		\$				
TOTAL		\$				\$
To Account	HIGHWAY FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
		\$				\$
		\$				
TOTAL		\$				\$
To Account	WATER FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
						\$
		\$				\$
TOTAL		\$				\$
To Account	SEWER FUND	AMOUNT		From Account	ITEM	AMOUNT
		\$				\$
Total		\$				\$
TOTAL		\$				\$
SIGNATURE						
1/13/2021	Supervisor					

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 10, 2021
Resolution designating the representative to the BILL #: 2021-46
Association of Towns for the Town of Lisbon for 2021.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 10, 2021

APPROVED BY TOWN ATTORNEY – Yes No N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes No

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

SUMMARY STATEMENT

Resolution designating the Town Representative for the Association of Towns

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 _____

WHEREAS, the Town of Lisbon is a member of the New York Association of Towns, and

WHEREAS the Association of Towns has meetings whereby representation of the Town of Lisbon is important, and votes from its membership will be taken,

NOW THEREFORE BE IT RESOLVED, that the Lisbon Town Board hereby appoints William D Nelson, Town Supervisor as the Towns delegate and representative to the New York Association of Towns.