

Town of Lisbon Board Meeting Agenda
Wednesday, February 12, 2020
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
- (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 approved budget review
- Monthly Financial Statement to Town Board
- Dept Budget revenue and expenses MTD and YTD
- Budget Transfers
- Bank reconciliation reports
- Positions hired/filled report
- Encumbered expenses
- Cash on hand, less encumbered expenses

J. Reports of Departments

- Supervisor report

- Internet service at the beach and campground
- Municipal Financial Software System demo was held on 1/22 at 12 noon
- REDI Grant
- Town, School, County discussions

- Highway Superintendent Report

- School Snow removal update
- Chapel Road Bridge – update, plan
- Gas pump repairs

- Equipment discussion:

- Diagnostic system for maintenance of trucks
- 2008 F250 4 wheel drive pickup repair update

- Town Clerk Report – Town Clerk Hyde

- Justice Court Report

- Docket review - Number of cases heard - December, Annual
- Revenue, December, Annual

- Approval of Reports – Action required by the Board

- Reports of Boards and Committees

- Planning Board Report
- Recreation Committee Report – activity, budget report
- Homecoming Committee
- Library – Michelle Stottlemyer McLagan
- Museum

K. Action Items:

Items for Town Board Action

1. Resolution to adopt changes to the law related to the EOE Policy was resolution #202034.1
2. Resolution to adopt the 284 Highway agreement, tabled resolution #202026
3. Resolution affirming the employees of the Town of Lisbon, name, dept, base wage, ot rate for 2020 fiscal year Bill #202048
4. Resolution to adopt an Anti Nepotism Policy – Bill #202049
5. Resolution to adopt a Computer Use and Internet Policy – Bill #202050
6. Resolution to adopt an Electronic banking Policy - Bill #202051
7. Resolution to adopt a Travel and Conference Policy - Bill #202052
8. Resolution to adopt a Credit card use policy - Bill #202053
9. Resolution to adopt a Computer Data Breach Notification policy- Bill #202054
10. Resolution to adopt a Fund balance policy - Bill #202055
11. Resolution to adopt a Cash Control Policy - Bill #202056
12. Resolution to adopt a Capital Asset policy - Bill #202057
13. Resolution to Hold Harmless St Lawrence County – Bill #202058
14. Resolution to Hold Harmless the NYS Dept of Transportation BILL #202059

L. Appointments

M. New Business

Quote for Services to Audit Town Financial records

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: FOR AGENDA OF: February 12, 2020
Resolution to adopt the Equal Employment BILL #: 202034.1
Opportunity Policy for the Town of Lisbon for 2020.
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: February 12, 2020

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 to adopt the Equal Opportunity Employment Policy 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, at the Organizational meeting of the Lisbon Town Board, a review and adoption of policies that guide the day to day operations of the Town was completed, and
WHEREAS, effective January 7, 2020, required changes were issued from the EOE, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and revised the Equal Opportunity Employment Policy for 2020 in accordance with General Municipal Law Section 11, division 39.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution adopting Highway 284 agreement
for the Town of Lisbon for 2020.

FOR AGENDA OF: January 9, 2020
BILL #: 202026

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: January 2, 2020

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 agreeing to expenditures for repair and improvement of highways

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 moneys levied and collected for the repair and improvement of highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof, the moneys received from the state, as provided by sections two hundred seventy-nine and two hundred eighty-two, and such other moneys as the town board, by resolution, shall have transferred pursuant to section one hundred thirteen of the town law or pursuant to section two hundred eighty-five-a of this chapter shall be expended for the repair and improvement of such highways, sluices, culverts, and bridges and walks, at such places and in such manner as may be agreed upon by the town board and the town superintendent of highways.

NOW THEREFORE BE IT RESOLVED that such agreement shall be written and signed in duplicate by a majority of the members of the town board, and by the town highway superintendent, before the same shall take effect. One of such duplicates shall be filed in the office of the town clerk and one in the office of the county superintendent. Such moneys shall be paid out by the supervisor on vouchers approved by the town superintendent in accordance with such written agreement.

HIGHWAY 284 AGREEMENT

Agreement for the Expenditure of Highway Moneys AGREEMENT between the Town Superintendent of the Town of Lisbon, St Lawrence County, New York, and the undersigned members of the Lisbon Town Board. Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$ _____ shall be set aside to be expended for primary work and general repairs upon _____ miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

(a) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

(b) On the road commencing at _____ and leading to _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.

Type _____

Width of traveled surface _____

Thickness _____

Subbase _____

Executed in duplicate this _____ day of _____, 2020

Supervisor Nelson

Town Councilman Putney

Town Councilman Dailey

Town Councilman McNeil

Town Councilman Bush

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution designating wages
for the Town of Lisbon employees for 2020.

FOR AGENDA OF: February 12, 2020

BILL #: **202048**

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 wages for Town of Lisbon employees 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, 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 2020 Town Budget, and to acknowledge and set the hourly wages as follows:

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Anti Nepotism Policy for the Town of Lisbon for 2020.

FOR AGENDA OF: February 12, 2020
BILL #: 202049

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Anti Nepotism Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for thr residents of the Town of Lisbon to implement a hiring policy that clarifies and prohibits nepotism, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Anti Nepostism Policy for 2020 in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Computer and Internet Use Policy for the Town of Lisbon for 2020.

FOR AGENDA OF: February 12, 2020
BILL #: 202050

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Computer and Internet Use Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a computer use and internet policy that safeguards the assets and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Computer and Internet Use Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Electronic Banking Policy for the Town of Lisbon for 2020. FOR AGENDA OF: February 12, 2020
BILL #: 202051
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: February 12, 2020

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 to adopt the Electronic Banking Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement an electronic banking policy that safeguards the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Electronic Banking Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Travel and Conference Policy for the Town of Lisbon for 2020. FOR AGENDA OF: February 12, 2020
BILL #: 202052

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Travel and Conference Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Travel and Conference policy that safeguards the funds expended by the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Travel and Conference Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 12, 2020
Resolution to adopt the Credit Card Use Policy BILL #: 202053
for the Town of Lisbon for 2020.

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Credit Card Use Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Credit Card Use that safeguards the assets and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Credit Card Use in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the Breach Notification Policy for the Town of Lisbon for 2020. FOR AGENDA OF: February 12, 2020
BILL #: 202054

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Breach Notification Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Breach Notification in accordance with Technology Law subsection 208, that puts a process in place and safeguards the assets, information, and systems of the Town of Lisbon and its residents, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Breach Notification Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Fund Balance Policy
for the Town of Lisbon for 2020.

FOR AGENDA OF: February 12, 2020
BILL #: 202055

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Fund Balance Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Fund Balance policy to ensure the long term fiscal practices icy that safeguards the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Fund Balance Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Cash Control Policy
for the Town of Lisbon for 2020.

FOR AGENDA OF: February 12, 2020
BILL #: 202056

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Cash Control Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Cash Controls policy to ensure appropriate internal controls are in place to track, reconcile, and audit all cash received by the Town of Lisbon, in accordance with financial best practices, that safeguard the assets, funds, and systems of the Town of Lisbon, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Cash Control Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt the Capital Asset Policy
for the Town of Lisbon for 2020.

FOR AGENDA OF: February 12, 2020
BILL #: 202057

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

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 to adopt the Capital Asset Policy 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 Lisbon Town Board has reviewed and adopts policies that guide the day to day operations of the Town, and

WHEREAS, the Board agrees it is the best interest for the residents of the Town of Lisbon to implement a Capital Asset policy to ensure the a process for adding, tracking, and removing capital asets from the Town capital asset inventoryin accordance with GAAP standards, and

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Lisbon has reviewed and adopts the Capital Asset Policy in accordance with General Municipal Law.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 12, 2020
Resolution to Hold Harmless the County of St BILL #202058
Lawrence for providing services to the Town of Lisbon

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 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

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 HOLD ST LAWRENCE COUNTY HARMLESS FOR
PROVIDING SERVICES FOR THE TOWN OF LISBON

WHEREAS, the Town of Lisbon is desirous of St Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road striping, blasting, and other routine maintenance activities, 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 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 providing of the services and wishes to indemnify the County in this regard, and

WHEREAS, the Town has indicted by affirmative vote an interest in participating 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 work performed by the St Lawrence County Department of Highways. The Town of Lisbon does not indemnify the 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 liability for losses, and claim 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 CG2026.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 12, 2020
Resolution to Hold Harmless the NYS Dept of Transportation for permits issues by the DOT to the Town of Lisbon BILL #202059

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 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

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, the Town of Lisbon from time to time receives permits from the NYS Department of Transportation (DOT) to temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds of a State highway right of way, and

WHEREAS, the Town of Lisbon is required by NYS DOT to indemnify or hold harmless agencies and/or officla of the State of New York for such temporary obstructions, installations, construction or maintenance,

NOW THEREORE BE IT RESOLVED that Michael Baldock, in the capacity as Supervisor of Highways for the Town of Lisbon is authorized to execute the Undertaking in Connection with Highway permits issued by the NYS DOT agreement.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: February 12, 2020
Resolution to purchase Municipal Finance and BILL #202060
operation software system for the Town of Lisbon

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: February 12, 2020

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No __

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$32,600	BUDGETED: \$13,820	REQUIRED: \$18,780

SUMMARY STATEMENT

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 PURCHASE MUNICIPAL SOFTWARE SYSTEM
FOR THE TOWN OF LISBON

WHEREAS, the Town of Lisbon seeks to upgrade its financial services accounting, purchasing, payroll, Town Clerk, and Codes Office software to streamline the municipal financial systems and reports, and to better integrate current statutory and regulatory requirements into the Town's financial practices to improve efficiency and assure compliance; and

WHEREAS, Williamson Law Book Company submitted a proposal to provide a comprehensive municipal finance and operations software system at a cost of \$26,530 that includes initial training for the employees to get acquainted with the software, and support services and \$6,070 for annual support; and

WHEREAS, the Town of Lisbon has completed a comprehensive demonstration and product review of the Williamson Law Book Company Municipal Software systems and wishes to purchase the Accounting and Budget, Payroll, Codes, Town Clerk, Highway, and Water and Sewer billing programs software modules, and

WHEREAS, these software modules are completely integrated, and have been designed to include information required by the State of New York Office of the Comptroller, and

WHEREAS, the Town Board believes that it would serve a public purpose and it would be in the Town's best interest to authorize this expenditure of funds.

WHEREAS the Town Board of the Town of Lisbon, approves the Supervisor to purchase these software systems at an amount not to exceed \$32,600,

NOW THEREFORE BE IT RESOLVED, by the Town Board of the Town of Lisbon that the Williamson Law Book Company is hereby awarded a contract to provide accounting, purchasing, town clerk, codes, highway, and payroll software at a total cost of \$26,530, and \$6,070 for annual support and

BE IT FURTHER RESOLVED that the Supervisor has verified that funds are available in 2020 budget to pay for this purchase.