

**Town of Lisbon Board Meeting Agenda**  
**Wednesday, March 11, 2020**  
**6:00 P.M.**

A. Pledge of Allegiance

B. Call to order

C. Approval of previous meeting minutes – January 9 organization, January 9 regular, February 12 regular;

D. Public hearings

E. Reading of Correspondence / Communications

- Presentations:

- Thomas Haynes - DANC; monthly update on water and sewer system update (postponed)

- Mike Gillette - NYMIR; update on Town Insurance program; rolling stock value update

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 budget review:
- Monthly Financial Statement to Town Board
- Dept Budget revenue and expenses MTD and YTD
- Total receipts ytd:
- Total Disbursements ytd:
- Total cash balance 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, technology update – Tom Manley
- Monthly update on Water and Sewer operations
- Beach and Campground opening and readiness plan; reports,
- 2019 Justice Court audit update
- 2019 payroll audit update
- 2019 financial audit – general, highway, water, sewer fund update
- Code Enforcement report; vehicle assigned
- Old Agway Building offer, environmental testing
- Job Descriptions (information only)
- Position control document (information only)

- Time off request form (information only)
  - Position hire form (information only)
  - Employee Handbook - (information only)
  - Town, School, County discussions
  - Set up a meeting with DANC to establish 5 year capital plan for water and sewer systems
- Highway Superintendent Report
- Chapel Road Bridge – discussion, plan
  - Gas pump repair – information only
  -
- Equipment discussion:
- Town Clerk Report – Town Clerk Hyde
- Justice Court Report
- Docket review - Number of cases heard - February; YTD
  - Revenue – February, YTD
- Approval of Reports – Action required by the Board
- Reports of Boards and Committees
- Planning Board Report
  - Recreation Committee Report – activity, budget;
  - Homecoming Committee
  - Library – Michelle Stottlemeyer McLagan
  - Museum
- K. Action Items:
- Items for Town Board Action
1. Resolution to adopt an Anti-Nepotism Policy – Bill #2020-49 – tabled 2.12.20
  2. Resolution to adopt a standard work day resolution for employees in the NYS retirement system - BILL #2020-63
  3. Resolution to increase sewer rates for quarter 2-4, 2020 – Agenda Bill #2020-64
  4. Resolution to hire a Court Clerk to assist in the audit of the Justice Court Books Bill #2020-65
- 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 –
- Personnel matter
- 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 to adopt the Anti Nepotism Policy for the Town of Lisbon for 2020. FOR AGENDA OF: February 12, 2020  
BILL #: 2020-49

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 the 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 Nepotism Policy for 2020 in accordance with General Municipal Law.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution to adopt a standard work day and reporting for elected and appointed officials for the Town of Lisbon.

FOR AGENDA OF: March 11, 2020  
BILL #: 2020-63

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: March 11, 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 a standard work day and reporting for elected and appointed officials

## 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 Office of the New York State Comptroller requires that elected and appointed officials must have standard work days in order to determine the correct number of days worked to report to an official in order to obtain service credit for retirement benefits; and

**WHEREAS**, it is necessary that the Town Board of the Town of Lisbon establish a standard work day for the Town of Lisbon's elected and appointed officials and must adopt a resolution in relation thereto; and

**WHEREAS**, the Town Supervisor was notified by the New York State Comptroller's

Office that the standard work day resolution had not been adopted by Town Board in 2018 and 2019, and

**WHEREAS**, this Resolution will set forth the corrected standard work day in accordance with the requirements of the New York State Comptroller's Office; and

**WHEREAS**, the information is set forth on Form RS2417-A entitled "Standard Work Day and Reporting Resolution for Elected and Appointed Officials" setting forth the identity of the officials, their title, standard work day, information regarding the beginning and end date for each elected official's term of office and that each official has submitted a sample 3-month record of activities by specifying each official's ROA results.

**NOW THEREFORE BE IT RESOLVED** that the Town Board of the Town of Lisbon does hereby adopt a Standard Work Day and Reporting Resolution for elected and appointed officials as required by the New York State Comptroller's Office and all information is specifically contained in Form RS2417-A which will be filed with the Office of the State Comptroller within fifteen (15) days after the required 30 day posting period ends.

## Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to raise the sewer rates in the Town of Lisbon Sewer District.

FOR AGENDA OF: March 11, 2020  
BILL #2020-64

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: March 11, 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 Board budgeted for a sewer rate raise increase in the Lisbon Sewer District fees at the November 20, 2019 meeting where the 2020 budget was approved and adopted, and

**Whereas**, cause for the rate raise is due to rising costs and expenses to operate and maintain the sewer system to keep it operating within NY Environmental regulations, and

**Whereas**, the water and sewer system funds are required by law to be self-sustaining funds,

**NOW THEREFORE BE IT RESOLVED** by the Town Board of the Town of Lisbon hereby raises the sewer rates by 20% effective April 1, 2020 and in future years per the attached rate spreadsheet.

## Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: March 11, 2020  
Resolution to hire a Court Clerk to assist in the BILL #2020-65  
Audit of the Town of Lisbon Justice Court  
records for fiscal years 2017, 2018 and 2019. DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: March 11, 2020

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes \_\_\_\_ No \_\_

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X 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 \_\_\_\_\_

### Audit of Town of Lisbon Town Justice Court Records

**WHEREAS**, the NY State Unified Court System’s Action Plan for Justice Courts includes initiatives to improve accountability and controls over Justice Court finances and records; and,

**WHEREAS**, in accordance with Section 2019-a of the Uniform Justice Court Act, a yearly audit is required of the Town of Lisbon Justices, and Section 2019-a of the Uniform Justice Court Act and Town Law subsection 123 requires that Justices, provide his or her books, dockets, records, receipts, warrants, vouchers and canceled checks or check images at least annually and provide these court records and dockets to their respective Town Board, and that such records then be

examined and audited and when completed, the audit be approved and entered into the minutes of the board's proceedings; and,

**WHEREAS**, the Town Board of the Town of Lisbon wishes to comply with such auditing procedures and general Municipal Law, and

**WHEREAS**, the Town has begun the audit and process to examine said records and dockets to be provided by Town Justice Fletcher and Town Justice Fonda for the three fiscal years beginning 1/1/17 to 12/31/19; and

**WHEREAS**, the Town of Lisbon wishes to retain a person with expertise and knowledge of the Justice Court documents, processes, reporting requirements, SEI Systems, and General Municipal law related to said requirements,

**NOW THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Lisbon, wishes to hire Shari Stone to assist with this audit at an hourly rate of \$20 per hour account books and audited the monthly reports of the Town Justice the Hon. Philip Fonda and the Hon. Patricia Fletcher.