

Town of Lisbon Board Meeting Agenda
Wednesday, May 11, 2022
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. C. Approval of previous meeting minutes
- D. Public hearings
 - ARPA Funds Public Hearing
- E. Reading of Correspondence / Communications
 - Charles Prior – EDR – Update on WWTP project
- 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

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|---|-----------------------------|
| <i>Claims to be paid from the A-General Fund</i> | <i>\$ 53,961.44</i> |
| <i>Claims to be paid from the DA-Highway Fund</i> | <i>\$ 45,804.36</i> |
| <i>Claims to be paid from the SS – Lisbon Sewer District Fund</i> | <i>\$ 4,774.05</i> |
| <i>Claims to be paid from the SW – Lisbon Water District Fund</i> | <i>\$ 1,187.24</i> |
| <i>Claims to be paid from the TA – Trust and Agency Fund -</i> | <i>\$ 809.54</i> |
| <u>Total Claims Abstract 005:</u> | <u>\$ 106,536.63</u> |

*Payroll 9 - \$29,708.42; Payroll 10 - \$28,695.81 = **\$58,404.23 Total Payroll paid***

(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:
 - April 2022 Financial reports
 - Justice Court audit - 2021
 - Payroll audit - 2021
 - Financial records audit - 2021

- J. Reports of Departments
 - Supervisor report
 - 1. ARPA 1st report filed April 19; documents attached
 - Highway Superintendent Report
 - Town Clerk Report
 - Justice Court Report
 - Assessor Report
 - Code Enforcement Officer report
 - 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 to hire Creg Systems as IT Administrator – BILL# 2022-34
2. Resolution to transfer funds in Water and Sewer savings to checking account BILL # 2022-35
3. Resolution to hire a part time Court Clerk BILL# 2022-36
4. Resolution to authorize payment of ARPA funds to the American Legion BILL #2022-37

L. Appointments

M. New Business

Discussion - ARPA funds: \$415,793.63 (List of ideas requested Supervisor compile for Board)

- Town Hall Building repairs, roof, drainage; sewer line; Building sign - \$45,000
- Waste Water Treatment Modernization Project - \$100,000
- Campground expansion (3-5 cabins, 12 more sites developed) - \$100,000
- American Legion - capital improvements - \$15,000
- Library building improvements - \$45,000
- Welcome to Lisbon signs at entrances to hamlet and on Rt 37 and 68; - \$15,000
- Fire Department – Funds toward rescue vehicle - \$25,000
- Replace Cty Rt 10 Sidewalks in hamlet - \$25,000
- Pedestrian connector walkway across railroad tracks on Church Street - \$45,000

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: Resolution to award a contract for IT services
FOR AGENDA OF: May 11, 2022
BILL #: 2022-34
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: May 11, 2022

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

EXHIBITS: Bid Proposal

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

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

SUMMARY STATEMENT
Resolution to award a contract for IT services

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

RESOLUTION AWARDING CONTRACT FOR INFORMATION TECHNOLOGY SERVICES

WHEREAS, the Town of Lisbon is in need of continuing maintenance and consulting services with respect to its Information Technology System(s); and

WHEREAS, a request for proposals was done in August, which resulted in higher than estimated and budgeted cost for the annual IT Professional services, and

WHEREAS, the Town publically bid the contract for Professional IT Services in November 2021 and March 2022, using the competitive bidding process in accordance with the Town's Procurement Policy, and

WHEREAS, The Town procurement process is structured to assure that each person and/or firm is provided an equal opportunity to submit their proposal in response to the RFP/RFQ for “Professional IT Services” and

WHEREAS, by Town publicly advertised for Proposals from qualified vendors for said services in North County Now and on the official Town website; and

WHEREAS, proposals have been received from two (2) vendors, and

WHEREAS, the Town Board opened the bids at the April 13, 2022 Board meeting, and requested the Supervisor review the various proposals, and

WHEREAS, the Supervisor reviewed the proposals and interviewed and met with the low bidder to review the bid, and

WHEREAS, the low bidder is Creg Systems Corporation of Watertown, whom have been deemed a qualified bidder and meet the objectives and requirements of the proposal, and

WHEREAS, it is recommended the IT Services contract be awarded to Creg Systems Corporation, which is in the best financial interest to the Town taxpayers being the lowest qualified bid this round, and

WHEREAS, on-site visits will be billed at \$109 per hour, remote service calls will be billed at \$75 per hour, and

WHEREAS, the term of the contract is for one year, and may be renewed by agreement of the Town Board and Contractor for successive one year terms, and

WHEREAS, the vendor will conduct an IT Systems assessment at no charge and submit a report to the Town Board, and

WHEREAS, the Supervisor has verified the availability of funds to award this contract; and

NOW, THEREFORE, BE IT RESOLVED the members of the Town of Lisbon Board authorize a professional services contract for Information Technology services to be executed and awarded to Creg Systems Corporation, and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption by the members of the Town of Lisbon Board.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to authorize the transfer of funds
FOR AGENDA OF: May 11, 2022
BILL #: 2022-35
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: May 11, 2022

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 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 Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Sewer Fund (SS Fund) has an unencumbered fund balance, and

WHEREAS, the Sewer fund has incurred expenses for Engineering Services for the WWTP Disinfection and Modernization projects, and

WHEREAS these expenses have been paid, and

NOW THEREFORE BE IT RESOLVED that \$50,000 will be transferred from the SS Fund savings account to the SS Fund Checking account to pay for these incurred costs, and

WHEREAS, the Town Board budgeted to use \$9046 in fund balance for Water Fund (SW Fund) expenses in 2022, and

NOW THEREFORE BE IT RESOLVED the Town Board authorizes \$9046 be transferred from the SW Fund savings account to the SW Fund Checking Account.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to hire a part time employee in the Justice Court
FOR AGENDA OF: May 11, 2022
BILL #: 2022-36
DEPT. OF ORIGIN: Justice Court
DATE SUBMITTED: May 11, 2022

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X
EXHIBITS: Resolution
APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

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

SUMMARY STATEMENT

Resolution to hire a part time employee at the Justice Court

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

RESOLUTION TO AUTHORIZE HIRING A PART TIME JUSTICE COURT CLERK

WHEREAS, A vacancy has occurred in the position of part time Court Clerk in the Justice Court, which is a non-exempt, hourly position, and

WHEREAS, the Town Justices have advertised, screened, and recommend an individual who meets the requirement for the job, and

WHEREAS, it is the desire of the Town Board to hire the following individual effective May 9, 2022 as the part time Justice Court Clerk; and

NOW BE IT THEREFORE RESOLVED, that the following individual is appointed, subject to the Town hiring policies, as a part time non-exempt employee to be paid at the hourly rate as set forth: Carie A Barkley - \$20.00/hr. – Justice Court Clerk

BE IT FURTHER RESOLVED that the Supervisor is hereby is authorized to place the aforementioned individual on the Town payroll for the Justice Court and to pay the hourly rate salary as set forth above, with expenses allocated to the Justice Court budget.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to authorize payment of ARPA
Funds to the American Legion

FOR AGENDA OF: May 11, 2022
BILL #: 2022-37
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: May 11, 2022

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

EXPENDITURE
REQUIRED: -0-

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: -0-

SUMMARY STATEMENT

Resolution to authorize payment of ARPA funds to the American Legion

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Dumas _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS the Town Board has allocated a sum up to \$15,000 in ARPA Funds to the American Legion to offset financial losses due to the Coronavirus National Pandemic, and

WHEREAS, the American Legion has identified uses for the funds to include replacement of a furnace, and other improvements to the Legion Building identified in the funding request letter, and

WHEREAS, the Legion will incur these expenses and provide appropriate documentation of paid invoices for said improvements to the Supervisor, and

NOW, THEREFORE BE IT RESOLVED that the Town Board authorizes the Supervisor to reimburse the Lisbon American Legion for expenses incurred on the identified improvements up to \$15,000 with the submission of appropriate documentation and paid receipts to meet the ARPA requirements and audits.