TOWN OF LISBON
TOWN BOARD MEETING
April 8, 2020, 2020
LISBON TOWN HALL

Present:
Supervisor William Nelson
Town Clerk Alberta Hyde
Highway Superintendent Michael Baldock
Attorney Charlie Nash Esq.

Deputy Supervisor Nathanael Putney
Councilmember Robert McNeil
Councilmember Alan Dailey
Councilmember Ronald Bush

Also Present: Mike O’Neil and Sheri Stone

A. Meeting called to order / via ZOOM
   Supervisor Nelson called the meeting to order at 6:00 PM

B. Roll Call taken

C. Approval Minutes
   Regular Board Meeting 3-11-2020
   Council Member McNeil requested that a correction be made to the March 11,2020 Town
   Board minutes to reflect a correction requesting Legislature Forsythe to advocate for a 50%
   Sharing not 3%

   Motion by Council Member McNeil to accept minutes to reflect the correction, seconded by
   Council Member Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes,
   Council Member Bush yes, Council Member Dailey yes, Council Member McNeil yes
   Motion carried

D. Reading of Correspondence
   Town Clerk Hyde read a letter from Anthony Foti regarding the Water/Sewer rates at 721and
   691 Hall Road, Discussion followed, request tabled.

E. Approval of Vouchers Abstract and Audited Claims
   The following Abstract of vouchers were submitted for approval:
   General Fund-$18,771.75   Highway Fund-$38,944.31
   Water Fund-$309.02           Sewer Fund- $1,742.72
   Discussion was held on payment to purchase a new lawn mower. Deputy Supervisor Putney
   stated due to the current uncertain times with the coronavirus the Town needs to consider
   putting this purchase on hold. Everyone in agreement.

   Motion made by Deputy Supervisor Putney to approve payment of bills, with the except of
   new lawn mower, seconded by Council Member Dailey.
   Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Bush yes
   Council Member Dailey yes, Council Member McNeil yes Motion carried
### TRANSFERS TO GENERAL FUND

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<th>FROM ITEM</th>
<th>AMOUNT</th>
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<td>13204.01</td>
<td>$4,000.00</td>
<td>19904.01</td>
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<td>75104.01</td>
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Payments to Bill D. and Sherri Stone
Historian revenue for sign Dec 2019

**TOTAL**

$5,100.00

### TRANSFERS TO HIGHWAY FUND

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**TOTAL**

0.00

### TRANSFERS TO WATER FUND

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<th>FROM ITEM</th>
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**TOTAL**

0.00

**SIGNATURE**

4/8/2020
F. Budget Review:
Deputy Supervisor Putney made a motion to approve the budget transfers, seconded by Council Member Dailey, Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Bush yes, Council Member Dailey yes, Council Member McNeil yes Motion carried

G. Reports of Departments:
Supervisor Nelson asked to pass a resolution to implement a hiring freeze and a freeze on all expenditures except for supplies and purchases for day to day operations. Highway Superintendent Baldock asked if he would still be able to order parts. Supervisor Nelson Stated yes. Mike O’Neil asked about the Campground/Beach. It was agreed that Todd Miller could be hired to assist the Highway crew with the mowing.

Motion made by Council Member Dailey to Implement a hiring and purchasing freeze, seconded by Deputy Supervisor Putney.
Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes Council Member Bush yes Council Member Dailey yes, Council Member McNeil yes Motion carried

Supervisor Nelson asked to pass a resolution to temporarily close the Beach/Campground/Boat Launch due to the Coronavirus. Discussion was held: Council Member McNeil stated that he would like to see the application to open completed and sent to the Department of Health so we are ready to open as soon as possible, also suggested the board consider opening a section of the Boat Launch area. Council Member Bush stated due to liability the boat launch should be closed completely. There also needs to be discussion regarding the annual campers that have paid all winter with the understanding they could move in on May 1, 2020, we may need to reimburse them somehow. Supervisor Nelson asked Attorney Nash legally what should be done? Attorney Nash stated the safest course would be to shut up everything. Council Member McNeil stated a lot of cars are parked so people can walk at the campground Mike O’Neil suggested that we allow the boaters/annual campers in, that have paid all year and practice social distancing. Supervisor Nelson reminded everyone that St. Lawrence Co Sheriff Bigwarfe has declared a traffic advisory that curtails any unnecessary travel. Should we be encouraging the public to go against the travel ban?

Motion made by Council Member Bush to close the campground/beach/boat launch completely and have the Highway crew put up concert barriers, with a special meeting to be held with any updates from the DOH/DEC. seconded by Council Member Dailey
Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Bush yes, Council Member Dailey yes, Council Member McNeil yes, Motion carried

Bill Dashnaw has completed and filed the 2018 AUD and is working on the 2019. The 2019 Justice Court Audit has been completed and will be reviewed with the Justices.

Highway Superintendent Baldock reported that the Highway crew is working at 50 % staff, with one employee off due to high health risk, this employee has a doctor’s note to be off till July 1,2020. Other towns are back 100%, I plan on brining the Lisbon crew back 100% starting Monday.
Discussion followed regarding the Highway crew taking precautions, riding separately in vehicles, wearing mask provided by the town, social distancing, cleaning work areas.

With the cost of fuel so low, the tanks at the Highway garage are being filled, also liquid
calcium is on order for the roads. Deputy Supervisor Putney cautioned any spending till approval of the chip’s money.

DANC has requested twelve loads of special sand for the filter beds at the sewer plant and reported that the electrical system is in urgent need of repairs. Three bids have been received with John E Patterson Electric quoting the lease to do the repairs Discussion was held regarding the electrical system being a safety hazard.

Motions made by Deputy Supervisor Putney and seconded by Council Member Dailey to contract with John E Patterson Electric for repairs to the electrical system at the Wastewater Treatment Plant. Roll call Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Bush yes Council Member Dailey yes, Council Member McNeil yes Motion carried

The Town received a checked issued from NYM Insurance Company for $83,000.00 to cover the cost of the damage to the 1993 Mack truck. The plan is to sell the truck on auctions International.

Town Clerk Hyde reported over 78% of property tax has been collected with checks in the amount of 311,733.54 being mailed to St. Lawrence County.

Water/Sewer bills were mailed out April 1, 2020, I have had no complaints regarding the Sewer Increase and payments are coming in daily. Last quarter we took in 3,367.50 for water and 17,835.86 for Sewer. Williamson has installed the new computer system for the Water/Sewer System, so far everything is working well.

I have started a three-ring binder with bank statements for the Town Clerk/Tax Collector which is available in the Town Clerks Office for the Audit committee.

Justice Report: No report received

H. Items for Town Board Action
1. Resolution to adopt a standard workday resolution for employees in NYS Retirement system- Bill # 2020-66
   Moved by Deputy Supervisor Putney seconded by Council Member Dailey, Roll call Supervisor Nelson abstain, Deputy Supervisor Putney yes, Council Member Dailey yes Council Member Bush no, Council Member McNeil yes

2. Resolution verifying to the Office of Court Administration that the Town Board has completed the audit of the 2019 Justice Court as required by the Uniform Justice Court Act 2019-a-Bill # 2020-67
   Moved by Council Member Bush seconded by Deputy Supervisor Putney Roll call Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Dailey yes Council Member Bush yes, Council Member McNeil yes

I. 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 items identified as proper in accordance with Public Officers law 105(1)
At 7:28 PM Deputy Supervisor Putney made a motion to go into executive session for the purpose of a personnel matter seconded by Council Member Bush Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Bush yes, Councilman Dailey yes, Councilman McNeil yes Motion carried

At 8:12 PM Council Member Bush made a motion to come out of executive session, second by Council Member Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilman Bush yes, Councilman Dailey yes, Councilman McNeil yes Motion carried.

At 8:12 PM Council Member Dailey made a motion to adjourn the meeting, seconded by Deputy Supervisor Putney All in favor. Motion carried.

Respectfully submitted,

Alberta Hyde Lisbon Town Clerk