

Town of Lisbon  
Town Board Meeting  
April 14, 2021  
Lisbon Town Hall

Roll Call:

Present

Supervisor William Nelson

Town Clerk Alberta Hyde

Highway Superintendent Michael Baldock

Attorney Charlie Nash Esq.

Deputy Supervisor Alan Dailey

Councilmember Robert McNeil

Councilmember Ron Bush

Councilmember Nathaniel Putney (arrived at 620pm)

Also present, Steve Teele, Town Assessor, Marc McDonnell, Code Enforcement Officer, Todd Miller Campground Supervisor, Michelle McLagan Librarian, Patricia Fletcher Justice, Scott Skiff, Charles Prior and Michael Tamblin EDR

**A. Pledge of Allegiance**

**B. Meeting called to order** at 6:00 pm by Supervisor Nelson

**C. Approval of previous meeting minutes:**

Motion by Deputy Supervisor Dailey seconded by Councilmember Bush to accept the minutes of the March 10, 2021 Town Board meeting. Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember McNeil yes Councilmember Bush yes, Motion carried.

**D. Presentation** from EDR regarding a draft report for the Town of Lisbon Waste Water Treatment Plant evaluation for options of consolidation, required upgrades to continue to operate, and evaluation of shared services.

Council member Putney arrived at meeting at 620pm

**E. Report from County Legislature Forsythe:**

1. Everything is looking positive; Sales tax is up, and the Chips /Pave-NY programs look good.
2. The County Attorney will be taking over the responsibility of the Department of Social Services Attorney.
3. ATV trail use has been tabled

**F. Approval of Voucher Abstract and Audited Claims**

*Claims to be paid from the A-General Fund \$ 1,426,880.62*

*Claims to be paid from the DA-Highway Fund \$ 58,903.24*

*Claims to be paid from the SS – Lisbon Sewer District Fund \$ 17,906.16*

*Claims to be paid from the SW – Lisbon Water District Fund \$ 1,269.75*

*Claims to be paid from the TA – Trust and Agency Fund - \$ 21,545.39*

***Total Claims Abstract 004: \$ 1,526,505.16***

Moved by Councilmember Bush seconded by Deputy Supervisor Dailey to approve payment of bills, Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes, Motion carried

**G Budget Review:**

Supervisor Nelson asked if there were any questions regarding the Supervisors report and monthly financial statements/bank reconciliation reports that were e-mailed to all Board members in advance of the meeting. No comments made.

## **F. Reports of Departments:**

### **Supervisor Nelson-**

1. Has contacted several credit card companies regarding the fees to use credit cards at the Campground. The Town wants to continue to offer this as a convenience for the public, but last year the Town's cost was approximately \$4,000.00. The consensus is to add the fee onto the charges rather than absorb the cost, similar to the Clerk's Office process.
2. Report for NYMIR was given to all Board members with the recommendations of corrective action from the property inspection. A written response will be completed within sixty days. These are items that need to be done this year. Highway Superintendent and Campground Supervisor have been made aware of the improvements that need to be done and will implement the changes. Attorney Nash commented on the section that refers to the Town relying on New York Town Law 65-a. The Town is going to have to hold a Public Hearing to update the Local Law. Attorney Nash will work on getting the paperwork needed to the Town Board members. Attorney Nash added that the Town had passed a resolution to designate North Country Now as the official newspaper for the Town of Lisbon, but he did not think they had obtained their permits needed for legal notices.
3. Working on the equipment for internet access at the Lisbon Campground; conversation has taken place with DANC and Spectrum. The Town Board will be updated with new information as it comes forth.
4. The deadline to turn in the RVRDA application is Friday, April 16, 2021. The application was handed out to Board members and the Supervisor requested if any Town Board members had any feedback, please let him know by tomorrow afternoon as he will be hand delivering the application to the IDA.
5. The process of filling out the USDA program application has started.
6. Supervisor Nelson reported that Councilmember McNeil and Councilmember Putney had audited the Justice Court. A copy of the Audit performed on March 25, 2021 for Hon. Patricia Fletcher and Hon. Philip Fonda was provided to the Town Board members. The time frame reviewed was from January 2020 – December 2020. Cash receipts/disbursements, dockets/case files and reports were all reviewed. Councilmember McNeil and Councilmember Putney stated all Justice records were organized and in good order. The only recommendation was that the Court Clerks hours need to be extended. Hon. Patricia Fletcher commented that due to Covid, things had become backed up in the Court office and since the Court Clerk is new and still being trained, it is taking time to perform the work that needs to be done in the number of hours that had been budgeted. Supervisor Nelson stated that if the Court needs to extend the Court Clerk hours to keep the work up, especially as she is new to the process, the budget could be adjusted later. The Board agreed.

### **Highway Superintendent Baldock-**

1. The Town Highway crew has been busy grading the dirt roads, installing new culvert pipes, and working on the old ones.
2. Highway Crew continues to assist at the Wastewater Treatment Plant, currently the RBC needs to be repaired.
3. There are surplus items such as the 93 Mack Truck to go on Auction International and others like the old paver that will be sent for scrap/junk.

**Town Clerk Hyde** - Almost 87% of the 2021 Town/County Taxes have been collected. A reminder letter will be mailed to taxpayers this week to those that have not made any payments to date. There will be a second notice fee in the amount of \$2.00 per parcel added to cover the cost.

**Code Enforcement Officer McDonell**

1. There has been a total of eighteen permits issued for 2021, three of which are new residences.
2. The cell phone used for the Code Enforcement officer needs replacing.

**Campground Supervisor Miller-**

1. Cleanup/ repair work has begun at the Campground/Beach, readying for opening day on May 1.
2. The septic tanks are on a three-year schedule to be pumped and they are due this year.
3. A proposal has been accepted for ice sales for the 2021 summer season at the Lisbon Campground/Beach from Ashley Ice. Co.
4. Discussion was had regarding the Wi-Fi equipment at the Campground/Beach. Councilmember McNeil stated that he did not feel that Chad Rice had been treated fairly at last month's board meeting, and he would like to see Mr. Rice given an opportunity to put in a proposal. Supervisor Nelson pointed out that the Town Board has received complaints in the past years regarding the poor Wi-Fi service at the Campground, and that the Town Board had requested in early 2020 that the Supervisor begin the process to move the Campground Wi-Fi in a different direction. The Board approved installation of the direct link to Spectrum in spring of 2020 and at budget time, agreed to purchase our own equipment vs leasing it and contracting the service out. Some of the leased equipment at the Campground is outdated and there were safety concerns identified with some of the wiring installations. Per previous discussions by the Board, it was agreed the Town would purchase their own equipment now that Spectrum is connected to the Campground. Councilmember Bush had concerns that the Town Board did not vote on no longer needing Mr. Rice's services, and if that is the consensus of the Town Board, Mr. Rice should be notified in writing. If the Town Board were to purchase their own equipment, what would the cost be and could it be installed by the opening of the Campground on May 1. This was all previously discussed at budget time, and Tom Manley had advised Chad Rice in November 2020 that the Town was purchasing its own equipment and would no longer be needing his services. Todd had tried to contact Mr. Rice on several occasions and will continue to contact him.
5. There was an issue with a person camping over night at the Campground even though it is not open; There was also an annual camper that was found staying overnight. Both issues were addressed. Mr. Miller advised the Town Board that the Contract for the Annual Campers needs a review and approval by the Town Attorney. As soon as this is done, the Annual Campers can sign the contract and receive a copy so there is no question regarding the rules. Attorney Nash stated he would review the contract with Mr. Miller before leaving tonight.

Motion by Councilmember McNeil seconded by Councilmember Bush to accept the reports from all departments; Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Councilmember Bush yes, Motion carried

**H Reports of Boards and Committees:**

**Recreation-** Supervisor Nelson reported that Dave Gravlin will be coordinating the Baseball Program for 2021; Scott Wilhelm will coordinate the 3<sup>rd</sup>-6<sup>th</sup> grade Softball program. Sean Backus has requested permission to start a Youth Lacrosse Program for the 2021 season. The startup cost should be purchasing nets for approximately \$300.00. Funds are available in the Rec Budget for equipment and supplies needed for these programs. Tim Richards is interested in coaching a summer Soccer program. All the programs will go by the NYS COVID guidelines and each coordinator has submitted and Forward NY Covid safety plan. Town Clerk Hyde will be

collecting all the registrations and money. Discussion followed with the Town Board; all are in favor of having the Town Recreation Sports Programs for the Spring/Summer of 2021

**Homecoming Committee-** Michelle McLagan presented a plan from the Lisbon Homecoming Committee for events to take place in August of 2021. This year's theme would be Family/Friends Together again! All events would take place outdoors and a safety plan would be in place based on the Covid guidelines. Discussion followed: Supervisor Nelson stated that the Town had budgeted for the 2021 Homecoming to take place. All the Town Board members agreed to have Homecoming for 2021.

**Library:** Librarian Michelle McLagan reported that things are going well at the Library. The Library is returning to in-person programming, The Library is open to the public and the community room is available for rentals with agreement to abide by NYS and Library policies.

**I. Action Items:**

1. Resolution for BILL # 2021-56 - Resolution to call for a public hearing for franchise agreement Moved by Councilmember Bush seconded by Deputy Supervisor Dailey Roll call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes, Motion carried.

2. Resolution for Bill # 2021-57- Resolution to purchase Internet equipment for the Campground. Moved by Deputy Supervisor Dailey seconded by Councilmember Putney Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember Bush yes, Councilmember McNeil yes Motion carried

**J. 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) Moved by Deputy Supervisor Dailey to go into executive session for the purpose of a personnel issue seconded by Councilmember Putney; all in favor.

**K. Adjournment:**

Moved by Supervisor Nelson seconded by Councilmember McNeil to adjourn at 10:14 PM all in favor.

Respectfully submitted,

Alberta L Hyde, Town Clerk