

**TOWN OF LISBON  
TOWN BOARD MEETING  
April 8, 2020  
Via Zoom**

**Present:**

Supervisor William Nelson  
Town Clerk Alberta Hyde  
Highway Superintendent Michael Baldock  
Attorney Charlie Nash

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 Minutes - 3-11-2020

Council Member McNeil requested a correction to the minutes to reflect a request of Legislature Forsythe to advocate on our behalf for sharing the additional one percent sales tax using the 50% formula that is in place for the other 3% sales tax, not a 3% share formula.

Motion by Council Member McNeil to accept the corrected minutes, second 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 721 and 629 Hall Road, Discussion followed, request was 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 not approving the voucher to purchase a new zero turn lawn mower. Deputy Supervisor Putney stated due to the current financial situation and uncertain times with the coronavirus, the Town needs to consider putting this purchase on hold. The Board was unanimous in cancelling the purchase.

Motion made by Deputy Supervisor Putney to approve payment of bills, less the voucher for the zero turn lawn mower; second 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

**F. Budget Review:**

Deputy Supervisor Putney made a motion to approve the budget transfers, second 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 the board to consider 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, if they were required to keep a piece of equipment operating. Mike O'Neil asked about opening the Campground. It was agreed that Todd Miller could be hired to assist getting the campground ready and the Highway crew would assist with the mowing and upkeep.

Motion made by Council Member Dailey to implement a hiring freeze and a purchasing freeze effective immediately; second 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 the board to pass a resolution to temporarily close the Boat Launch due to the Coronavirus, the travel restrictions in place from our Sheriff, and the complaints received about youth congregating there. Discussion was held: Council Member McNeil stated that he would like to see the application to open the campground completed and sent to the Department of Health so we are ready to open as soon as possible. Supervisor Nelson advised the Canton DOH office is closed and we will get the application prepared to send in as soon as possible. Council Member Bush stated due to liability, he recommends the boat launch be closed completely. Discussion ensued; Supervisor Nelson advised we need to have a discussion regarding the annual campers that rent year a space round, so we have a solution in place in the event we cannot open by May 1. Supervisor Nelson asked Attorney Nash his opinion on any legal issues. Attorney Nash stated the safest course would be to shut the entire area down temporarily. Council Member McNeil stated a lot people park at the beach area and walk the campground. Mike O'Neil suggested that we allow the annual campers in, those that have paid all year as long as they 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 Sheriffs travel advisory?

Motion made by Council Member Bush to close the campground and boat launch completely, and have the Highway crew put up concert barriers to block access to the ramp area, with a special meeting to be held to discuss the annual campers and with any updates from the DOH/DEC. Second 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 AUD. The 2019 Justice Court Audit has been completed and will be reviewed with the Justices. The 2017 and 2018 audits are in process.

Highway Superintendent Baldock reported that the Highway crew is working at 50% staff level, rotating every other week on and off, with exception of one employee who is not in the rotation due to health risk. Other town Highway Depts are back 100% staffing and Mike would like to bring the full crew back next Monday as there is much work to get done. Discussion followed regarding the Highway crew taking the required precautions, riding separately in vehicles; wearing masks provided by the town; to practice social distancing, and cleaning work areas.

With the cost of fuel so low, the tanks at the Highway garage are being filled and topped off; Mike has purchased liquid calcium for the road and has a load on order. Deputy Supervisor Putney cautioned any spending until we are sure we will receive approval for the CHIPS funding.

DANC has requested the sand be replaced in the sewer filter beds, which will require twelve loads of special sand for the filter beds at the sewer plant; It was discussed on the sewer facility report in that the electrical system is in urgent need of repair. Three bids have been received, and John E Patterson Electric being the low bid; Discussion was held regarding the condition of the electrical system and it being a safety hazard.

Motion was made by Deputy Supervisor Putney and second 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 check issued from NYMIR Insurance Company for \$83,000.00 to cover the cost of the damage to the 1993 Mack plow truck. The plan is to sell the truck on Auctions International.

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

Water/Sewer bills were mailed out April 1, 2020 with the increased sewer rates; Supervisor Nelson had written a letter to each user informing them of the increase and why, that was included in the second quarter billing. The Clerk has had no complaints regarding the increase in cost, and payments are coming in daily. In quarter 1 we took in \$3,367.50 for water and \$17,835.86 for Sewer. Williamson has installed the new Clerk software as well as the new Water/Sewer Billing System. So far the systems are working well.

The Town Clerk has created 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, seconded by; Roll call:
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, seconded by; Roll call: The 2019 Justice Court audit was reviewed by the Board. Supervisor Nelson will set up a meeting with the Judges to review the audit and for the Judges to complete a plan of correction.

Councilman Dailey asked to be excused and asked if another audit committee member could take his place at the review. Councilman McNeil volunteered to take his place on the audit and review.

**I. 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 items identified as proper in accordance with Public Officers law 105(1) - Personnel matter regarding the employment or performance of an employee

At 7:28 PM Deputy Supervisor Putney made a motion to go into executive session for the purpose of a personnel matter; second 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; second - Deputy Supervisor Putney  
All in favor. Motion carried.

Respectfully submitted,

Alberta Hyde Lisbon Town Clerk