

Town of Lisbon Board Meeting Agenda
Wednesday, April 8, 2020
6:00 P.M. via Zoom

- A. Pledge of Allegiance
- B. Call to order
- C. Approval of previous meeting minutes – March 11, 2020 meeting minutes;
- D. Public hearings – N/A
- E. Reading of Correspondence / Communications
- F. Public Comment Period - Citizen Participation (5 minutes per person) N/A
- G. Report from County Legislature – Legislator Forsythe - N/A
- H. Approval of Voucher Abstract and Audited Claims – **action required**
(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.)
of vouchers: 43; Account Total: \$48,696.89; Amount Vouchered: \$48,698.89

I. Budget review: N/A

- 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

- Implement a hiring and purchasing freeze except for emergency parts and supplies
- Beach and Campground – discussion on seasonal campers, docks; delayed opening
- 2019 Justice Court audit update – complete; report to be reviewed with Justices and Town Board via Zoom;
- 2019 payroll audit update – **not started yet;**
- 2019 financial audit – general, highway, water, sewer fund update
- Bank account reconciliation – **Supervisor has begun reconciling 2019 bank accounts**
- AUD – Bill Dashnaw has completed and filed the 2018 AUD; He is working on the 2019 AUD;
- Code Enforcement report; have not received report yet;
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- Highway Superintendent Report

- Town Clerk Report – Town Clerk Hyde
- Justice Court Report
 - Docket review - Number of cases heard - February; YTD – **No report received**
 - Revenue – February, YTD
- Approval of Reports – Action required by the Board

- Reports of Boards and Committees – **N/A - all committees are banned from meeting;**

K. Action Items:

Items for Town Board Action

1. Resolution to adopt a standard work day resolution for employees in the NYS retirement system - BILL #2020-66
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 – Agenda Bill #2020-67

L. Appointments

M. New Business

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 a standard work day and reporting for elected and appointed officials for the Town of Lisbon.

FOR AGENDA OF: April 8, 2020
BILL #: 2020-66

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: April 8, 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 established 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 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 3-month record of activities 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 verify that the Town Board has completed the required audit of the Justice Court records for the Town of Lisbon 2019 Year in accordance with Section 2019-a of the Uniform Justice Court Act.

FOR AGENDA OF: April 8, 2020
BILL #: 2020-67
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: April 8, 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 that the 2019-a Uniform Justice Court Act 2019 audit has been completed

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

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that Justices annually provide their court records and dockets to their respective Town Board and that such records then be examined or audited and that fact be entered into the minutes of the board’s proceedings; and,

WHEREAS, pursuant to Section 2019-a of the Uniform Justice Court Act, the Town Board of the Town of Lisbon is required to examine, audit, and confirm that the records and dockets of the Town Justice Court of Judge Fletcher and Judge Fonda be audited, and that the fact of the auditing be reflected in the minutes of the proceedings of this Board; and

WHEREAS, the Town of Lisbon Town Board did audit and examine said records and dockets with audit committee members Supervisor Nelson, Town Board Member Dailey, and the Town Board hired Clerk Assistant, Sherri Stone, having performed and reviewed said audit on March 1, 7,8 and 14, 2020 for the period January 1, 2019 – December 31, 2019, and

WHEREAS, the Town Board, in compliance with the Uniform Justice Court Act §2019-a, and to reflect in the minutes of its proceedings that such audit has occurred; and

NOW THEREFORE, BE IT RESOLVED, The Town Board of Lisbon does hereby acknowledge that the audit of the records of Town Justice Phillip Fonda and Town Justice Patricia Fletcher as required under Uniform Justice Court Act § 2019-a has been conducted and completed, and that the Justice Court Audit Report has been received by the Board; and

BE IT FURTHER RESOLVED, Town Clerk Alberta Hyde is requested to forward to the New York State Office of Court Administration, Office of Internal Audit, a copy of said Justice Court Audit Report and a copy of this Resolution.

Cash on hand report – funds in Community Bank as of 4.4.2020

Cash on Hand	2.11.2020	4.4.2020
Bank Balance		
General checking	\$10,053.98	\$17,689.91
TA Checking	\$25,755.82	\$25,202.19
General savings	\$303,812.58	\$403,767.24
Highway Savings	\$194,791.14	\$569,720.36
Water Savings	\$153,226.56	\$155,974.51
Sewer Savings	\$131,058.55	\$123,790.23
Beach and Campground savings	\$962.46	\$940.21
Town Clerk	\$5.36	\$27.50
Tax Collector Savings	\$1,966,409.52	\$329,154.25
Town Clerk Savings	\$14,732.27	\$30,814.29
Sunshine Fund		\$145.12
Fletcher Checking		\$2,209.53
Fletcher Bail		\$1,330.00
Fonda Checking		\$1,376.02
Fonda Bail		\$1,125.09
Total:	<u>\$2,800,808.24</u>	<u>\$1,663,266.45</u>

