Town Of Lisbon, Board Meeting

**Wednesday, February 14, 2024**

1. **CR10 Lisbon, NY 13658**

**A.Pledge of Allegiance/Call to order** by Supervisor Bush at 5:00 PM

B**. Roll Call**: Supervisor Ron Bush Deputy Supervisor Patti Bartlett

Councilmember Robert McNeil Councilmember Jeff Dumas

Councilmember Hunter Forsythe

Also present: Highway Superintendent Mike Baldock, Town Clerk Alberta Hyde, CEO Marc McDonell, Campground Director Todd Miller, Librarian Michelle McLagan Assessor Steve Teele, several residences

**C. Public Comment Period** –

1-Clay Armstrong, resident of Town of Lisbon along with family members Todd, Mark and Aaron Armstong addressed the Town Board with their concerns over the sale of their parents’ property at 1704 CR 31 in the Town of Lisbon. Said property was ready to close when the Armstrong’s state that a Town of Lisbon Employee that was uninformed brought up an issue. Due to the information that was given the sale of the property fell through.

2- Town of Lisbon Court Clerk Carie Ann Barkley and Mark Armstrong representative for St. Lawrence Co. Court Clerk Association addressed the Lisbon Town Board with the issue of the increased workload in the Lisbon Town Court. Mr. Armstrong listed off additional tasks that have been added recently to the Court Clerks job description many of wish are time sensitive.

Also, the continued training requirements. Lisbon’s Court Clerk is asking that the current position be changed from a part-time position to full-time.

**D. Presentation from Jason Wendt, Creg Systems**: discussion was had regarding the current computer system that the Lisbon Campground and Town Offices have and what Creg systems recommends to update/ improve performance of the systems. Quotes were presented on five surface laptop’s which would provide each Board Member with a system that Town business could be performed on unlike currently using their personal equipment. Also, Town finical information would be available at any time to all Board members. Two options were given for improving the internet service at the Lisbon Campground. The first would be to run a Fiber line, second to have a SME Broadband plus Outdoor WI-FI. Discussion followed regarding the cost and time of installing each project.

**G. Approval of previous meeting minutes** – January 2, 2024, Moved by Councilmember McNeil seconded by Councilmember Dumas to approve the said minutes All in favor Motion carried. January 10,2024 Moved by Deputy Supervisor Bartlett seconded by Councilmember McNeil to approve said minutes All in favor Motion carried.

**H. Report from County Legislature** – Chairman Dave Forsythe

1-Sales Tax came in good

2-Looking into the Rodman recycling services

3-Looking into different options for the school’s need for SRO’s

4- County has plan to pave twice as many miles this year

5- Union Contracts will be coming up

6-CDIP grant is due in April

7-United Helpers has closed the adult living unit, discussion followed

**I. Reports from Boards and Committees**

Planning Board-

An update on the AES Solor project is expected by March 2024

Recreation Report-

Councilmember Forsythe reported that conversation is being held regarding a concession.

Stand

Homecoming Committee-

Michelle McLagan confirmed that plans are moving forward.

Library- Librarian Michelle McLagan-

1-End of the year reports are done

2-Discussion had regarding the floor in the community room at the library

3-Councilmember McNeil questioned how the lift at the library was working, Ms.

McLagan responded that everything is good.

4-The library received a grant to purchase glasses for the 2024 Solar Eclipse on

April 8,2024. Residents are encouraged to stop by the library and get their free

Glasses and well there to see everything the Lisbon Library has to offer.

**J. Approval Audited claims and Abstract of vouchers #2**: Bill #55-132

General Fund -$96567.91 Highway Fund- $142,496.69

Sewer fund- $11,413.69 Water fund- $2,249.75

HA- $12,564.34 Total-$265,292.38.

Moved by Councilmember Dumas Seconded by Councilmember McNeil to approve payment to Abstract 2. All in favor Motin carried.

**K. Reports of Departments**

- Supervisor Report-

1- Supervisor Bush held a meeting with Charles Prior regarding WWTP. Phase one of the WWTP project is complete. Funding for Phase two of the project is being applied for.

2- Recreation Director Patty Walker met with Supervisor Bush, discussion was had regarding the policy for ordering supplies and her wage being paid on a quarterly schedule.

3-Dicussion regarding the Application for new Credit card machines which will come with no fees to the Town unlike the company the Town has at present.

4-Invoice was sent to Lisbon Fire District for a June 2023 Voucher that was overlooked

5-Discussion had regarding an offer of an easement to the Town of Lisbon regarding the roads in Morningstar MHP. Discussion was had regarding the Towns policy on taking over roads.

6-Work is being completed in the Supervisor’s office regarding grants from RVRDA 2021 and 2023. Also, a report is being prepared on the ARPA Funds to date.

- Highway Superintendent Report

1-Update was given on the water repair, some of the parts needed have significantly long lead time. Repairs cannot move forward until these parts are received. As of now the delivery date is the end of April. As always, the water is being tested on a regular basis to insure everything is good.

2-Crew has been busy hauling sand from the sand pit

3-Truck has been down for repairs

4- Work on the Damon property went well

5-Asking for a resolution to order a new truck as discussed previously

6-New employee is working out well

- Town Clerk Report

1- Funds were distributed for Land Taxes

2-Sales Tax 1st quarter check in the amount of $281,974.58 was received

3-Invoice sent to Lisbon Central for the Town collecting School taxes in 2023 in the amount of $6,000.00

- Justice Court Report-Councilmember McNeil stated that he has done the Justice Court Audit for the last three years. He has been very impressed with the department and confirmed that there is a lot of work that is expected of the Lisbon Town Court. Discussion followed regarding the Lisbon Town Court 2024 budget that is already going to be over the amount funded with a part-time clerk.

- Assessor Report-

1-Article 7 between Slic and the County/Towns is still on going

2-Attorney Nash questioned how the Amish community is supposed to apply for Star Credit due to the new registration application needs to be submitted on-line or by phone both of which the Amish community does not have access to. Discussion followed regarding English residents that would be willing to assist the Amish community.

- Code Enforcement Officer report-

1-Copy of letter from Attorney Nash was handed out to board members regarding the Town Board being an agency to grant variances

2-Annual report has been completed by the CEO

3-CEO is making regular stops to properties that are in the process of being cleaned up

4-Discussion had regarding replacing the current vehicle that is used by the CEO that has outlived its life span. There were not enough funds put in the CEO budget for 2024 to replace the truck with a new/slightly used truck.

- Beach/Campground Director Report

1-Campground has been asked about setting up space for Pickleball groups to play. Discussion followed regarding space and cost to the Town.

2- The computer system is down at the Campground

3-Campground Director asked about hiring help to begin work around April 1,2024

4-Discussion was had regarding if the Town of Lisbon wanted to advertise any activities around the Solar Eclipse 2024 event

- Historian and Museum Reports-reports were e-mailed to each Town Board member

Attorney Nash made full disclosure that an attorney in his firm is working with a Town of Lisbon employee’s family.

- Approval of Reports – Moved by Councilmember Dumas Seconded by Councilmember McNeil to except all reports All in favor Motion carried.

**L. Action Items:**

Items for Town Board Action

1. Resolution to create a H-Fund Accounts for Campground and Highway Bill # 2024-7

Moved by Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

1. Resolution to establish Gazebo Separate Bank and Accounting Entries Bill #2024-8

Moved by Councilmember Dumas seconded by Councilmember McNeil All in favor Motion carried.

1. Resolution for Emergency repair of Chlorination Chamber (revised from bill # 2024-6) Bill #2024-09 Moved by Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

4-Resolution to re-appoint Emma Akins to the Board of Assessment Review for a five-year term Bill # 2024-10 Moved by Councilmember McNeil seconded by Councilmember Dumas all in favor Motion carried.

5-Resolution to support the continued operation of the NYS Correctional Facilities in St. Lawrence Co. Bill # 2024-11 Moved by Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

6-Resolution for a Budget Reallocation from phase 1 to phase 2 of the WWTP Bill # 2024-12 Moved by Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

7-Resolution approving expenditures utilizing ARPA funds Bill # 2024-13 Moved by Councilmember McNeil seconded by Councilmember Forsythe All in favor Motion carried.

8-Resolution to purchase a Heavy-Duty Highway Truck Bill # 2024-14 Moved by Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

**O. – Executive Session** – Supervisor Bush stated that there was a need for an executive session Moved by Councilmember Dumas seconded by Deputy Supervisor Bartlett to go into executive session at 8:20 pm to discuss matters relating to appointment, promotion, demotion discipline or removal of a person Moved by Councilmember McNeil seconded by Councilmember Forsythe to come out of executive at 9:30 pm.

Motion made by Councilmember McNeil seconded by Deputy Supervisor Bartlett on the advice of the Town Attorney, it is in the best interest of the Town of Lisbon that the Town Historian be unappointed. All in favor Motion carried.

**P. Adjournment**: Moved by Councilmember McNeil seconded by Deputy Supervisor Bartlett to adjourn at 9:31 pm