

**TOWN OF LISBON
TOWN BOARD MEETING
2021 Organizational Meeting
January 13, 2021
LISBON TOWN HALL**

Roll Call:

Present

Supervisor William Nelson

Town Clerk Alberta Hyde

Highway Superintendent Michael Baldock

Attorney Charlie Nash Esq.

Councilmember Robert McNeil

Councilmember Alan Dailey

Councilmember Ron Bush (Zoom)

Absent

Deputy Supervisor Nathaniel Putney

Also, Present: Steve Teele, Town Assessor, David Forsythe County Legislature, Marc McDonnell, Code Enforcement Officer, Michele McLagan, Librarian, Donna McBath

1. Meeting called to order

Supervisor William Nelson called the Organizational meeting to order at 6:00 PM

2. Pledge of Allegiance

3. Roll Call taken

Supervisor Nelson acknowledged Councilmember Bush by zoom, explained according to the zoom requirements a Town Board member must give 24 hours notice of intent to attend a meeting by zoom to participate as a board member, Councilmember Bush was welcome to attend the Town Board meeting by zoom, but would not be able to vote or participate as a Town Board member. Councilmember Bush questioned the November 17,2020 Board Meeting that Councilmember Dailey attended by facetime and participated as a Town Board member. Supervisor Nelson responded Councilmember Dailey had given 24 hours notice that he would be participating by Facebook. Councilmember Dailey confirmed this to be a true statement from Supervisor Nelson. Councilmember Bush questioned why the procedure/ guidelines of attending by zoom/facetime have not been addressed previously.

4. Reading of Correspondence

Town Clerk Hyde read a letter from the Association of Towns regarding the 2021 training school and annual meeting of the Association which will be held virtually February 14 -17 2021. Anyone interested in attending should contact Town Clerk Hyde for more information.

5. Items for Town Board Action

The following resolutions were acted upon by the Lisbon Town Board.

1. Resolution designating the Official Newspaper BILL #: 2021-01 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
2. Resolution designating the 2020 Depositories BILL #: 2021-02 moved by Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
3. Resolution designating the Deputy Town Supervisor BILL #: 2021-03 moved by Supervisor Nelson seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
4. Resolution appointing Deputy Town Clerk – BILL #: 2021-04 moved by Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
5. Resolution to appoint a Handicap Parking Permit Issuing Agent - BILL #: 2021-05 moved by councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
6. Resolution designating the Official tax Collector – BILL #: 2021-06 moved by Councilmember Dailey seconded by Councilmember McNeil yes Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
7. Resolution to appoint the Justice Court Clerk – BILL #2021-07 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
8. Resolution Designating the Town Code Enforcement Officer - BILL #: 2021-08 moved by Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
9. Resolution designating the Animal Control Officer - BILL #: 2021-09 moved by Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
10. Resolution designating the Town Historian - BILL #: 2021-10 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried.
11. Resolution adopting the 2020 Town Board meeting rules of procedure BILL #: 2021-11 moved by Councilmember McNeil seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
12. Resolution setting the mileage reimbursement rate for use of personal vehicles when on official business - BILL #2021-12 moved Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

13. Resolution approving petty cash funds – Bill #2021-13 moved by Councilmember Dailey seconded by councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
14. Resolution designating Audit Committee for 2020 - BILL #: 2021-14 Tabled
15. Resolution adopting the salaries of all elective and appointed officials, and the rates and wages of hourly employees including overtime and regular pay rates - BILL #: 2021-15 moved by Supervisor Nelson seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
16. Resolution designating wages for the hourly employees for the Town of Lisbon for 2021, BILL #: 2021-16 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil no, Motion Denied
17. Resolution designating notification of any “new hire” or “rehire for 2021-BILL #:2021-17 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried.
18. Resolution approving Procurement process - BILL #: 2021-18 moved Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
19. Resolution to adopt 2021 Investment Policy - BILL #: 2021-19 moved by Councilmember McNeil seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
20. Resolution to adopt 2021 Equal Opportunity Policy - BILL #: 2021-20 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried
21. Resolution to adopt 2021 Tobacco Free Policy - BILL #: 2021-21 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
22. Resolution to adopt 2021 Drug Free workplace Policy - BILL #: 2021-22 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
23. Resolution to adopt 2021 Sexual Harassment Policy - BILL #: 2021-23 moved by Supervisor Nelson seconded Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried
24. Resolution to adopt 2021 Code of Ethics Policy -BILL #: 2021-24 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried.
25. Resolution to adopt 2021 Americans with Disabilities Act Policy - BILL #: 2021-25 moved by Councilmember McNeil seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

26. Resolution to adopt 2021 Workplace Violence Policy - BILL #: 2021-26 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

27. Resolution to adopt 2021 Anti Nepotism Policy - BILL #: 2021-27 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried

28. Resolution to adopt 2021 Computer Use and Internet Policy - BILL #: 2021-28 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried

29. Resolution to adopt 2021 Electronic Banking Policy- BILL #: 2021-29 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried.

30. Resolution to adopt 2021 Travel and Conference Reimbursement Policy-BILL #:2021-30 moved by Councilmember McNeil seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

31. Resolution to adopt 2021 Credit Card Use Policy - BILL #: 2021-31 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried

32. Resolution to adopt 2021 Computer Data Breach Notification Policy - BILL #: 2021-32 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried

33. Resolution to adopt 2021 Fund Balance Policy - BILL #: 2021-33 moved by Councilmember Dailey seconded Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

34. Resolution to adopt 2021 Cash Control Policy - BILL #: 2021-34 moved by Councilmember McNeil seconded by Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

35. Resolution to adopt 2021 Capital Asset Policy - BILL #: 2021-35 moved by Councilmember McNeil seconded Councilmember Dailey Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes, Motion Carried

36. Resolution to adopt 2021 Hold Harmless of St Lawrence County - BILL #: 2021-36 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried

37. Resolution to adopt 2021 Hold Harmless of New York State Dept of Transportation- BILL #: 2021-37 moved by Councilmember Dailey seconded by Councilmember McNeil Roll call Supervisor Nelson yes, Councilmember Dailey yes, Councilmember McNeil yes Motion Carried.

6. New Business

Town Board Liaisons to Community Boards and Departments

- Planning Board: Councilmember Bush
- Recreation Committee: Councilmember Putney
- Homecoming: Supervisor Nelson
- Museum: Councilmember Putney
- NYPA: Supervisor Nelson
- Beach and Campground: Councilmember McNeil and Supervisor Nelson
- Buildings and Grounds: Councilmember McNeil and Councilmember Bush
- Highway: Supervisor Nelson and Deputy Supervisor Dailey
- Fire Department: Councilmember Bush and Supervisor Nelson
- School: Councilmember Putney and Councilmember McNeil

Motion to adjourn the meeting at 6:29 p.m. Supervisor Nelson, seconded by Councilmember McNeil all in favor, Motion Carried.

Respectfully submitted,

Alberta Hyde, Town Clerk