**Town of Lisbon**

**Organization Meeting**

**Tuesday, January 2,2024**

1. **Pledge of Allegiance/ Call to Order** at 2:00 PM by Supervisor Bush
2. **Roll Call:** Supervisor Ron Bush Councilmember Patti Bartlett

Councilmember Robert McNeil Councilmember Hunter Forsythe

Councilmember Jeff Dumas

Also Present: Highway Superintendent Mike Baldock, Town Clerk Alberta Hyde, Attorney Charlie Nash, Campground Director Todd Miller, Assessor Steve Teele

1. **Items for discussion:**
2. Dates/Times of Town Board Meetings; Discussion followed; decision made to continue the 2nd Wednesday of the month at 5:00pm to be held at the Lisbon Town Hall
3. Appoint the following:

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| --- | --- |
| **DEPUTY SUPERVISOR** | Patti Bartlett |
| **TOWN ATTORNEY** | Charlie Nash |
| **DEPUTY HWY SUPERINTENDENT** | Chris Delorme |
| **Registrar of Vital Statistics/Tax Collector** | Alberta Hyde |
| **DEPUTY TOWN CLERK/Deputy Registrar** | Jane Brown-Flack |
| **CODE ENFORCEMENT OFFICER** | Marc McDonell |
| **WATER SUPERINTENDENT** | Mike Baldock |
| **SEWER SUPERINTENDENT** | Mike Baldock |
| **BOOKKEEPER** | Angela Lauzon |
| **ANIMAL CONTROL OFFICER** | Dan Moyer |
| **HISTORIAN** | Nancy LaFaver |
| **HEALTH OFFICER** | St Lawrence Co. | |
| **CAMPGROUND DIRECTOR** | Todd Miller | |
| **ASSOCIATION OF TOWNS REP.** | Ron Bush | |
| **AUDIT COMMITTEE** | All Board Members | |
| **Library Trustees** | CAROL SMITH | |
| **Liaison for:**  **Planning Board**  **Recreation Committee**  **Homecoming**  **Museum**  **Campground**  **NYPA**  **Building & Grounds**  **Lisbon Fire Dept**  **Highway**  **Lisbon School** | Ron Bush, Jeff Dumas  Nate Purney, Hunter Forsythe  Ron Bush, Patti Bartlett  Hunter Forsythe, Patti Bartlett  Robert McNeil, Patti Bartlett  Jeff Dumas  Ron Bush Jeff Dumas  Jeff Dumas  Ron Bush, Jeff Dumas  Patti Bartlett | |

1. **Action Items:**

Resolution # 2024-1 to approve the following: Motion by Councilmember Dumas seconded by Councilmember McNeil Discussion followed: Councilmember Bartlett raised concerns over how the Policies were written. The Town Board agreed and would like each Policy reviewed with revisions made as necessary. A decision was made to approve the following as written with the understanding that if revisions are made a new resolution will be brought before the Town Board All in favor Motion carried.

1. designating the 2024 Official Newspaper as North Country Now & Watertown Times

2. designating the 2024 banks as depositories: Community, Key, NBT, NYCLASS

3. setting the mileage reimbursement rate for use of personal vehicles when on official business at .67 a mile

4. approving 2024 petty cash funds

5. designating Audit Committee for 2024

6. adopting the salaries of all elective and appointed officials, and the rates and wages of hourly employees including overtime and regular pay rates

7. to contract with an animal shelter for 2024

8. to approve certain bills to be pre-paid

9. designating the 2024 Town Board meeting dates

10. approving 2024 Procurement process

11. to adopt 2024 Investment Policy

12. to adopt 2024 Equal Opportunity Policy

13. to adopt 2024 Tobacco Free Policy

14. to adopt 2024 Drug Free workplace Policy

15. to adopt 2024 Sexual Harassment Policy

16. to adopt 2024 Code of Ethics Policy

17. to adopt 2024 Americans with Disabilities Act Policy

18. to adopt 2024 Workplace Violence Policy

19. to adopt 2024 Anti Nepotism Policy

20. to adopt 2024 Computer Use and Internet Policy

21. to adopt 2024 Electronic Banking Policy

22. to adopt 2024 Travel and Conference Reimbursement Policy

23. to adopt 2024 Credit Card Use Policy

24. to adopt 2024 Computer Data Breach Notification Policy

25. adopt 2024 Fund Balance Policy

26. to adopt 2024 Cash Control Policy

27. to adopt 2024 Capital Asset Policy

28. to adopt 2024 Hold Harmless of St Lawrence County

29. to adopt 2024 Hold Harmless of New York State Dept of Transportation

(Copies of all action items are available)

1. **New Business:** CEO McDonell asked the Town Board for a letter of Support regardingthe AES Solar Project on the Teele property. Motion by Councilmember McNeil seconded by Supervisor Bush All in favor Motion carried.

**J. Adjournment:** Motion by Councilmember McNeil seconded by CouncilmemberDumasto adjourn at 3:00PM All in favor Motion carried.