

Town of Lisbon
Board Meeting
June 9, 2021
Lisbon Town Hall

A. Pledge of Allegiance

B. Call to order at 6:05 PM by Supervisor Nelson

Roll call:

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| Present: Supervisor William Nelson | Deputy Supervisor Alan Dailey |
| Town Clerk Alberta Hyde | Councilmember Robert McNeil |
| Highway Superintendent Michael Baldock | Councilmember Nathaniel Putney |

Absent: Councilmember Ron Bush, Attorney Charlie Nash, ESQ.

Also Present: Steve Teele, Town Assessor, Marc McDonnell, Code Enforcement Officer, Todd Miller, Campground Supervisor, Michelle McLagan, Librarian, and David Forsythe, County Legislature

C. Approval of previous meeting minutes: Motion by Deputy Supervisor Dailey, seconded by Councilman Putney to accept the minutes of the May 12, 2021 Town Board Meeting, roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilman Putney yes, Councilman McNeil yes, Motion carried.

D. Public hearings - Public hearing for a local law for prior written notice BILL # 2021-66 opened at 6:05pm; Supervisor Nelson opened the Public Hearing and informed all present that the Public Hearing was officially opened and asked if anyone present wanted to comment on the proposed law. There were no comments or questions from the Town Board or the Public. Supervisor Nelson closed the Public Hearing at 6:07PM

E. Reading of Correspondence / Communications Town Clerk Hyde presented a letter from North Country Events, Inc regarding the Bassmaster Elite Series Tournament in Waddington this year, July 15-18th. Also, the Town was sent information regarding Harassment and Discrimination Annual Training. A webinar is being offered on June 23, 2021, at 10:00 am from NYMIR, all Elected Officials and paid employees are required to take this training.

F. Public Comment Period - Citizen Participation (5 minutes per person) Retired Town of Lisbon Highway Employee Richard Dawley addressed the Town Board regarding his Medical Insurance that is provided by the Town of Lisbon. Supervisor Nelson advised the enrollment period is closed for Medicare and the Town is keeping Mr. Dawley on the current Health Insurance plan as is, and will notify him of updates regarding the Health Insurance. Supervisor Nelson has requested the Town Attorney review the requirements for enrolling retirees in Medicare at 65.

G. Report from County Legislature – Legislator Forsythe

- 1- Multi-Use Trail permit sales are now open; information is available on the St. Lawrence County web page.
- 2- State Sales Tax is up from last year. The City of Ogdensburg is still waiting on a decision from the State Legislation regarding a bill that is sponsored by Sen. Patty Ritchie and Assemblyman Mark Walczak that would allow Ogdensburg to collect 2.5 percent of sales tax generated in the city rather than 1.5 percent.
- 3- The County is in the process of hiring a replacement for the position of Director of Public Health

- 4- St Lawrence County is undergoing several Bridge projects this year. A Grant has been received from REDI for an additional bridge project in Morristown
- 5-St Lawrence County Sheriff's Office will soon have a new drone. The County received a terrorism prevention and response grant that will offset the cost.
- 6-St Lawrence County 12- and 13-year-old can now hunt with rifles as long as an adult hunter with three years of experience accompanies them.
- 7- The County is expecting to receive one half of the funds from the Rescue Plan Act of 2021 shortly
- 8- The storage facilities projects for Lisbon and Russell are moving forward. Lisbon's facility is located on County Route 28 A. Lisbon will have a six-bay building that will allow for storage of equipment as well as salt and sand inside.
- 9- Budget talks will be starting soon.

H. Approval of Voucher Abstract and Audited Claims

Claims to be paid from the A-General Fund \$ 72,168.89

Claims to be paid from the DA-Highway Fund \$ 37,393,64

Claims to be paid from the SS – Lisbon Sewer District Fund \$ 6,406.33

Claims to be paid from the SW – Lisbon Water District Fund \$ 6,606

Claims to be paid from the TA – Trust and Agency Fund - \$ 834.74

Total Claims Abstract 005: \$ 123,409.60

Payroll 10 - \$27,788.68; Payroll 11 - \$34,377.05; = \$62,165.73 paid

Motion by Councilmember Putney seconded by Deputy Supervisor Dailey to approve payment of bills, Roll Call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Motion carried.

I. Budget review:

Supervisor Nelson asked if there were any questions regarding the monthly financial statements/bank reconciliation reports that were e-mailed to all board members; no comments made.

J. Reports of Departments

Supervisor William Nelson Reported:

- 1- USDA Program application is almost complete
- 2- In the process of working on the Williamson fund system to consolidate the savings accounts.
- 3- Town Board Payroll and Financial records audit for 2020 are being audited.

Highway Superintendent Michael Baldock Reported

- 1 - The Highway Crew has been working on the pumps for the Water District.
- 2 - All items listed for sale on Auction International were sold.
- 3 - The Town has DEC approval of the culvert replacement plan and received the permit for the project on the Chappel Road. The Highway crew will do this project, replacing two 84" culverts with two embedded 96" pipe culverts on Sucker Brook.
- 4 – A bidder for the Ogdensburg School District has contacted the Town regarding giving the Town the millings from the school project. Supervisor Nelson will verify with the Town Attorney this is acceptable.
- 5 - Highway Superintendent Baldock asked for an update on the Town getting an IT person as the computer at the Town Barn is not working correctly. Supervisor Nelson responded that the Town Board had discussed hiring Matt McLear, but Matt has taken another job, so will not have availability at this time. As has been prior publicly disclosed, Supervisor Nelson again made full disclosure that his son, Patrick Nelson is donating his time assisting Todd with the new Town owned Wi-Fi and computer system installation at Campground at no charge/cost to the Town. Supervisor Nelson has been getting prices from individuals/companies to find a replacement for Tom Manley, the Town's previous IT person as he sold his business and is relocating. CEO McDonnell asked Legislator Forsythe if the Town could do shared services with the County for IT support. Legislator Forsythe stated he would check into it and get information to the Supervisor. Discussion followed with Councilmember McNeil stating he had

concerns about the Campground not having internet service available to the campers. The internet is the way that people pay their bills; stay connected to family/friends as well as it provides them with entertainment. Campground Director Miller responded there is internet service but some campers are consuming large swaths of bandwidth with multiple TV's, computers, phones, etc., causing problems. The new equipment is in the process of being installed. There are a couple of additional parts that had to be ordered that have not come in, but should be here this week. Mr. Miller asked what we could do with the previous providers equipment owned by Chad Rice, as it is in the way of where the Town owned equipment is being installed, as well as there is other unused older equipment on the poles. Mr. Miller informed the board Mr. Rice has not returned Mr. Millers call's or come down to the Campground. Supervisor Nelson advised that the Town does not have a contract with Mr. Rice, and Mr. Rice was in attendance at the March 10, 2021 Town Board meeting and informed at that time that the Town no longer had a need for his services or equipment, and it needed to be removed from the poles. The Town Board was unanimous in agreement advising Mr. Miller to remove Mr. Rice's equipment so that the Town's new equipment could be installed properly and in the proper location.

Town Clerk Alberta Hyde Reported –
The final return balance sheet has been completed for the Town/County tax year.

Campground Director Todd Miller Reported –

- 1- Campground is going very well; high occupancy and a lot of revenue is being brought in through the Toll Booth and rental of the Pavilion.
- 2- The Beach is all set to open; ropes are in; application is done and forwarded to Canton DOH.
- 3- The new self-serve Ice machine has been delayed due to availability of materials due to covid.
- 4- One employee has resigned, so Todd is seeking permission to hire a replacement.

Code Enforcement Officer Marc McDonell Reported -

- 1- Marc believes due to the high cost of materials, new construction permits are down from last year
- 2- Two violations have been issued to a Lisbon Resident returnable in Lisbon Town Court. They have been granted a postponement to give them time to obtain a Public Defender.
- 3- Notice has been given to Lisbon residents that have not been maintaining their lawns, approximately 90 % have complied. Will continue to check on the remainder.
- 4- As brought up in past meetings the Town's cell phone that is used for the Code Officer is in need of being replaced.

Assessor Steve Teele Reported-

- 1- Board of Assessment Review met on May 25, 2021; two residents appeared in person.
- 2- Mr. Teele passed out information regarding the Veterans Exemption base exemption amounts. The information shows that Lisbon and Norfolk are the two Towns that are lower than the others in St. Lawrence County. Councilmember McNeil commented that he was for raising the exemption for Veterans to be in line with the other Towns. No discussion was had.
- 3- Discussion was had regarding Solar Projects, Cell Towers, and the Town's need to look at the rates charged for permits.

Motion by Deputy Supervisor Dailey seconded by Councilmember Putney to accept the reports from all departments; Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes, Motion carried.

K. Reports of Boards and Committees

Planning Board- Tom Armstrong will be resigning from the Planning Board and Todd McKee has advised he would accept an appointment to the Board. Everyone was in favor. A resolution will be on the next Board meeting agenda.

Recreation Report - Supervisor Nelson reported everything is going well with Baseball/Softball/Lacrosse and Tim Richards will be starting Soccer soon. The Highway crew picked up a truck load of Marco Washington Mix (sand) for the fields, which saved the Town a considerable amount of money compared to buying it by the bag as has been done in the past.

Homecoming Committee – Homecoming shirts have been ordered and will go on sale as soon as they are received. The committee is working hard at organizing the activities for the day including the parade and fireworks. This year’s theme is Family and Friends, Together at Last. Anyone interested in being in the Parade can contact the committee by emailing lisbonnyhomecoming@gmail.com

Library – Librarian, Michelle McLagan passed out copies of the 2020 Annual Report to the Community for the Lisbon Hepburn Library. Even during the pandemic children and adults participated in-person, online or remotely. Lisbon Hepburn Library is doing very well, and they invite people to come in and get your Library card if you do not already have one, borrow a book, movie, and other items, connect to the wi-fi, or simply socialize with other visitors.

L. Items for Town Board Action

1. Resolution to purchase a lawn mower BILL # 2021-65: Moved by Deputy Supervisor Dailey; seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried.
2. Resolution to establish a local law regarding Prior Written Notice BILL # 2021-66: Moved by Deputy Supervisor Dailey; seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried
3. Resolution to amend the Highway agreement to spend BILL # 2021-67: Moved by Deputy Supervisor Dailey; seconded by Councilmember Putney; Roll Call; Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried.
4. Resolution in support of a 2021 Local Government Efficiency Grant Application for a North Country Regional Shared Geographic Information System Project BILL#2021-68: Moved by Councilmember Putney; seconded by Deputy Supervisor Dailey; Roll Call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried
5. Resolution authorizing the Supervisor to approve and process payments for reimbursement from NYS CHIPS Program for paving materials BILL#2021-69: Moved by Deputy Supervisor Dailey; seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried.
6. Resolution to hire seasonal staff at the Beach/Campground - BILL # 2021-70: Moved by Supervisor Nelson; seconded by Deputy Supervisor Dailey; Roll Call Supervisor Nelson yes, Deputy Supervisor Dailey yes, Councilmember Putney yes, Councilmember McNeil yes; Motion carried.

M. New Business /none

N. Old/Unfinished Business/none

O. Items for discussion

Supervisor Nelson reported that there had been a Special Board Meeting scheduled for June 7, 2021 regarding the Sewer District shared service study the Town had completed by EDR. There was not a quorum of the Town Board present, the Board Meeting was not held but the guests did their presentations to the public. In attendance were Supervisor William Nelson, Deputy Supervisor Alan Dailey, Town Clerk Alberta Hyde, Charles Prior and Mike Tamblin - EDR, Carrie Tuttle- DANC, and Mayor Barb Lashua -Village of Heuvelton, and approximately 20 Residents from the Town of Lisbon. There was a concern that the meeting was not advertised. Supervisor Nelson explained that the Special Board Meeting was put in the Watertown Times, posted on the Town Clerks, and Town of Lisbon Post Office Bulletin Board, and the Town of Lisbon’s Web page. Residents had several

concerns/questions during the presentations. At the end of the meeting Supervisor Nelson stated that the Towns Wastewater Treatment plant has fallen into disrepair and the meeting tonight was to simply hear from our consultants of our options available to the district. There will be another meeting scheduled and invitations will be sent to users in the Sewer District in the next billing, as well as notice provided to the public. Supervisor Nelson added that he will post the evaluation and preliminary engineering report from EDR on the Town of Lisbon's web page.

P. Public Comment Period - Citizen Participation - none

Q. Adjournment Moved by Deputy Supervisor Dailey, seconded by Councilmember Putney, meeting adjourned at 7:48 PM; all in favor.

Respectfully submitted,

Alberta L Hyde, Town Clerk

Approved