

# Town of Lisbon Board Meeting

May 12, 2021

Lisbon Town Hall

## Roll Call:

Present:

Supervisor William Nelson

Town Clerk Alberta Hyde

Highway Superintendent Michael Baldock

Attorney Charlie Nash ESQ.

Councilmember Ron Bush

Councilmember Nathaniel Putney

Excused: Councilmember Robert McNeil, Deputy Supervisor Alan Dailey

Also Present: Steve Teele Town Assessor, Marc McDonnell Code Enforcement Officer, Todd Miller Campground Supervisor, Michelle McLagan Librarian, Scott Skiff, Jody Wenzel Risk Manager/ Compliance Officer

## A. Pledge of Allegiance

## B. Call to order at 6:11 PM

**C. Public Hearing-** a Public Hearing was held at 6:13 PM. Supervisor Nelson opened the Public Hearing and informed all present that this Public Hearing is in regards to the renewal of the Franchise Agreement between the Town of Lisbon and Charter Communications. Supervisor Nelson opened the floor to anyone wishing to comment for or against, and asked the public and Board for questions or comments. There were no comments or questions from the Town Board or the Public. The Public Hearing closed at 6:17 PM.

**D. Reading of Correspondence / Communications:** Town Clerk Hyde read a letter from the Dept. of Transportation, regarding a NYSDOT Study. Based on the information obtained, a 50 MPH speed zone is appropriate for a portion of CR28A, also known as the Arnold-Wagner Road. The new 50 MPH will be on County Road 28A, from its intersection with County Road 28 and to a point 0.60+ miles south of the same intersection, 0.60+ miles in length.

**E. Presentation** – Supervisor Nelson introduced Jody Wenzel, Risk Manager/Compliance Officer, for St. Lawrence County. Mr. Wenzel explained as has been done in the past, the Risk Manager performs site visits to all buildings that have employees covered under St. Lawrence County Workers' Compensation Plan to assess any potential risk/liabilities and to assist with any potential OSHA/PESH audits. Highway Superintendent Baldock introduced himself and stated he is looking forward to working with Mr. Wenzel.

**F. Public Comment Period** - Citizen Participation (5 minutes per person) Town resident Scott Skiff has been observing the Town's Highway Crew and has two concerns: The Town's Highway Crew is doing the Town Clerks bank deposits with two men, and he has seen the men out behind the Town Barns in their vehicles smoking. Supervisor Nelson suggested that Mr. Skiff put any concerns in writing and forward them to the Highway Superintendent or Town Supervisor so they can be addressed.

**G. Report from County Legislature** – Supervisor Nelson stated that Legislator Forsythe had notified him that he would not be able to attend this evening’s meeting.

**H. Approval of Voucher Abstract and Audited Claims**

*Claims to be paid from the A-General Fund \$ 36,259.49*

*Claims to be paid from the DA-Highway Fund \$ 43,872.72*

*Claims to be paid from the SS – Lisbon Sewer District Fund \$ 2,275.85*

*Claims to be paid from the SW – Lisbon Water District Fund \$ 979.75*

*Claims to be paid from the TA – Trust and Agency Fund - \$ 8,628.17*

**Total Claims Abstract 005: \$ 92,015.98**

*Payroll 7 - \$26,847.09; Payroll 8 - \$25,708.03; Payroll 9 - \$29,931.29. = \$82,486.41 paid* Moved by Councilmember Putney seconded by Councilmember Bush to approve payment of bills, roll call: Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush 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 Nelson:

- 1-The Campground Wi-Fi equipment has arrived and will be installed. Campground Supervisor Miller will coordinate with the Highway Superintendent Baldock to get a Lift Truck through the Town’s shared services. Highway Superintendent Baldock stated that only Town employees can operate the equipment. Mr. Miller stated that he has reached out several times to Chad Rice regarding taking down his equipment at the same time as the new equipment is installed, but has not been able to make contact him. He will continue to try and possibly stop at his house in the hamlet.
- 2- Two new Campground credit card machines have been ordered and the Town will no longer be paying the chargeback fee; this will be added on to the customer’s total sale.
- 3- Discussion followed regarding the new Wi-Fi and the ability to offer basic services for free and a possible small upcharge for faster service.
- 4- Discussions are still in process for DANC to possibly do the fiber access/last mile connections.
- 5- Everything for the NYMIR Risk Assessment report has been completed except for conducting background checks on employees and volunteers for the Town recreation program.
- 6- Reviewing electronic time clocks for the Campground and Highway Department that would be connected to the network, using biometrics to sign in, and electronic timecards to record time worked, benefit time used, etc. for each employee.

Highway Superintendent Baldock

- 1- Is in the process of getting three quotes and availability on a new lawn mower. The Town has needed a new mower for over the last two years, but it has been decided at budget time to wait. The mower has over 1000 hours and we have been having trouble with it, he is not sure how much longer it will stay going.
- 2- All the 9.17 miles of dirt roads have been graded, rolled and dust control applied.
- 3- The Highway Crew has been doing culvert pipes and cutting shoulders to get ready for the paving season.
- 4- With the additional Chips money that is expected, a new amended agreement to spend Town Highway Funds will be done. Money will not just be spent on paving roads but also concentrating on the upkeep and maintenance of roads.

Town Clerk Hyde:

Approval of previous meeting Minutes: Motion by Supervisor Nelson to accept the minutes of the April 14, 2021 Town Board Meeting; seconded by Councilmember Bush; Roll Call Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush yes, Motion carried.

Code Enforcement Officer McDonell:

Twenty-eight permits have been issued, which six are new homes.

Campground Supervisor Miller:

- 1- There have been a lot of issues with the Sewer System at the Campground, several pump motors have had to be replaced. The Highway Crew has been assisting with all the repairs.
- 2- Campground has been open since May 1, 2021 and things are going well; a lot of sites are booked. The Beach will open June 25, 2021, operating hours 10am-7pm.
- 3- The Town needs a Rototiller for several applications. It would be used by both the Campground and Sewer Plant. Quotes were received and the cost of purchasing a new Rototiller is \$1800.00. A Lisbon Resident has offered to sell the Town a used Rototiller in excellent condition for \$1000.00, which are the same specs as the new one quoted. Highway Superintendent Baldock stated he could get price comparisons and get back to Mr. Miller on which one would be a better deal. Supervisor Nelson stated there is money in the budget to make the purchase as it was approved at budget time, and had no issue to purchase from the individual, as long as a true fair market value was completed to validate the purchase price.

#### **K. Reports of Boards and Committees**

Planning Board- Marc McDonell reported that the Planning Board had met to approve the construction of a 100 x 60-foot new garage at 69 Tuck Road.

- Recreation Report – Town Clerk Hyde reported that to date a total of 94 children had signed up/paid for Softball/Baseball, Lacrosse.

- Homecoming Committee –Michelle McLagan

Local business has been contacted regarding sponsoring the Lisbon Homecoming for 2021. Work has started on organizing the parade, fireworks, and other activities.

- Library – Michelle McLagan

Things continue to go well at the Library. Numbers are up and Summer reading programs will begin shortly.

#### **L. Action Items:**

Items for Town Board Action

1. Resolution to establish check chargeback fee BILL # 2021-58: Moved by Councilmember Putney; seconded by Supervisor Nelson; Discussion followed: Councilmember Bush questioned why the Town of Lisbon would charge a service fee of \$30.00 for checks which are dishonored and returned for insufficient funds, and an extra handling fee of \$5.00, when the bank charges the Town \$18.00. Supervisor Nelson stated the extra is to cover certified mail postage to notify the individual and to compensate staff for the additional work. Councilmember Bush stated it does not make sense to profit from people who are having a hardship. Roll call: Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush no, Motion Failed
2. Motion from Councilmember Putney to Amend the resolution to a \$25.00 fee to cover dishonored return checks and charge the cost of certified mail postage if needed: seconded by

Councilmember Bush: Roll call: Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush yes, Motion carried.

3. Motion to pass the amended resolution bill # 2021-58: moved by Councilmember Bush; seconded by Councilmember Putney; Roll call Supervisor Nelson yes, Councilmember Bush yes, Councilmember Putney yes, Motion carried
2. Resolution to approve franchise agreement with Charter Communications BILL # 2021-59 Moved by Councilmember Putney; seconded by Councilmember Bush; Roll call: Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush yes; Motion carried
3. Resolution to hire seasonal staff at the beach/Campground - BILL # 2021-60 Moved by Councilmember Bush; seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Councilmember Bush yes, Councilmember Putney yes, Motion carried
4. Resolution to accept 2020 Justice Court Audit BILL # 2021-61 Moved by Councilmember Bush; seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Councilmember Bush yes, Councilmember Putney yes; Motion carried
5. Resolution to call for a public hearing for a local law for Prior Written Notice BILL # 2021-62: Moved by Supervisor Nelson; seconded by Councilmember Bush; Roll call: Supervisor Nelson yes, Councilmember Bush yes, Councilmember Putney yes, Motion carried
6. Resolution to hire a Motor Equipment Operator in the Highway Dept BILL # 2021-63: Moved by Councilmember Putney; seconded by Councilmember Bush; Roll Call Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush yes, Motion carried
7. Resolution to adopt background check policy for employees and volunteers BILL # 2021-64: Moved by Supervisor Nelson seconded by Councilmember Putney; Roll call: Supervisor Nelson yes, Councilmember Putney yes, Councilmember Bush yes, Motion carried.

#### **M. New Business**

Councilmember Putney stated there is a meeting at the Town of Lisbon's Museum on Friday May 14, 2021 at 6:00 PM if anyone was available to attend.

#### **N. Old Business**

1-Councilmember Bush stated that he would be conducting the audit of the financial records for 2020.

2-Assessor Steve Teele advised the Town Board that SLIC had filed a complaint on the real property assessment for 2021. Paperwork was mailed to the Town before the Tentative rolled was filed. The Board of Assessment Review will meet on Tuesday May 25, 2021 from 4 PM- 8-PM. at the Lisbon Town Hall. The hours and days that the Assessor will be available to meet with the public prior to Grievance have been posted on the Town Clerks Board and published in the Watertown paper.

#### **O. – Executive Session**

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) Moved by Supervisor Nelson seconded by Councilmember Putney to go into executive session for the purpose of personnel issue at 7:14 PM. Motion by Supervisor Nelson to exit executive session, all in favor.

**P. Adjournment** Moved by Councilmember Putney seconded by Councilmember Bush to adjourn at 7:29 PM all in favor.

Respectfully submitted,  
Alberta L Hyde, Town Clerk