

**TOWN OF LISBON
TOWN BOARD MEETING
May 13, 2020, 6pm
via ZOOM**

Roll Call:

Present:

Supervisor William Nelson	Deputy Supervisor Nathanael Putney
Town Clerk Alberta Hyde	Councilmember Robert McNeil
Highway Superintendent Michael Baldock	Councilmember Alan Dailey
Attorney Charlie Nash Esq	Councilmember Ronald Bush

Also, Present: Kari Blair, Mark Hyde, Todd Miller, Adam Duvall

A. Meeting was called to order

Supervisor Nelson called the meeting to order at 6:09 PM

B. Approval of Minutes:

Regular Board Meeting minutes - April 8, 2020

Motion by Councilmember Bush to accept April 8, 2020 Minutes as read; seconded by Deputy Supervisor Putney; Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember Dailey yes, Councilmember McNeil yes Councilmember Bush yes; Motion Carried.

Special Board Meeting minutes - April 22, 2020

Motion by Councilmember Dailey to accept April 22, 2020 Minutes as read; seconded by Councilmember Bush; Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember Dailey yes, Councilmember McNeil yes, Councilmember Bush yes; Motion Carried.

C. Reading of Correspondence/Communications None

D. Approval of Voucher Abstract/ Audited Claims:

General Fund-\$ 76,451.94	Highway Fund-\$39,423.94
Water Fund-\$ 5,969.84	Sewer Fund-\$20,885.41

Councilmember McNeil questioned two vouchers; one for maintenance costs to the roller that the Town shares w/Colton and Pierrepoint. Highway Superintendent Baldock advised that all bills on the shared roller are evenly paid by the three municipalities that co-own the roller.

The second was the expense to transport/pump and dispose of the sludge from the Wastewater Treatment Plant to the City of Watertown. Discussion followed regarding review of different options that could be used in the future. Deputy Supervisor Putney will look it to this.

Councilmember McNeil questioned if there were Budget Transfers to be done this month, as if we approve the vouchers submitted, some funds will be over drawn. Discussion followed; A motion was made by Councilmember Bush to transfer the following funds; seconded by Councilman Dailey Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember McNeil yes, Councilmember Dailey yes, Councilmember Bush yes; Motion carried.

Motion made by Councilmember Dailey to approve payment of bills; seconded by Councilmember Bush; Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Council Member Bush yes, Council Member Dailey yes, Council Member McNeil yes; Motion Carried

TRANSFERS

TO	GENERAL FUND	AMOUNT	FROM	ITEM	AMOUNT
19104.01	Unallocated Ins	\$3,000.00	14204.01	Attorney CE	\$3,000.00
TOTAL		\$3,000.00			\$3,000.00

TO	SEWER FUND	AMOUNT	FROM	ITEM	AMOUNT
81304.09	Treatment/Disposal CE	\$14,948.85	81101.09	Admin PS	\$14,948.85
TOTAL		\$14,948.85			\$14,948.85

E. Budget Review:

- Supervisor Nelson informed the board that he is working on redrafting the budget. With the expected Sales Tax to be down possible 20% for the 3rd quarter and the potential for the chips money to be pulled. Supervisor Nelson will send out updated information to the board as it is developed. Supervisor Nelson reviewed the sales tax receipts for first and second quarter year to date and advised we will most likely see a reduction in the third quarter reports. Sales tax receipts **YTD 2020**: \$419,803.13; Qtr. 1 \$220,220.85; Qtr. 2: \$199,582.28; up \$25,644.57 over 2019 ytd receipts; 3rd quarter will be the telltale of the effect of Covid 19 on the economy.

F. Acceptance of Department Reports:

Supervisors Report- Supervisor Nelson

With all recreation events on hold due to the Covid-19, discussion was held on having the Recreation Coordinator on payroll with no work or activity to do; the Supervisor had spoken to Angela in April to remind her to ensure any funds she had and all receipt books and registration forms for the spring sports are turned into the Town Clerk. For the registrants that have paid for spring sports which were cancelled, a reconciliation of the receipts and registration will be done, and checks will be processed to reimburse persons for the fee they paid. Discussion followed, with all activities cancelled, and no work for this position, and with no timeline of when recreation activities could possibly start back up, a motion was made by Councilmember Dailey to lay off the Recreation Coordinator, Angela McLearn; seconded by Deputy Supervisor Putney; Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember Bush yes, Councilmember Dailey yes, Councilmember McNeil yes; Motion carried.

Lisbon Beach/Campground update: The Town is waiting on Spectrum to install the fiber to connect the high speed internet. Our Director, Mike O'Neil had to resign his position and his resignation was accepted with regret. The Board acknowledged the great job Mike has done, and Todd Miller, who has been working under Mike, has been hired to the Campground Director position for the interim. Discussion followed with all the board in agreement. The phones and computer have been temporarily directed to the Supervisors Office until office help can be hired at the Campground. Bookkeeper Kari Blair will work with Todd to get all outstanding reservations into the Camp master system and assist with paperwork for opening the campground. The first phase will be the seasonal and annual campers this Friday. The following week, the campground will start excepting reservations with the requirement he units must be self-contained. The bath houses will not be opened until the Town has the processes in place to meet the requirements and guidelines for businesses to open, set in place by the Governor and Executive Order.

Councilmember Bush inquired on the maintenance work that will need to be done to open. Mr. Miller advised that he and Highway employee Steve Planty have been able to keep up on all the maintenance work needed and ready the campground for opening. Councilmember Bush questioned paying a Highway worker's salary to do the job that could be done by a less costly summer seasonal employee is a better option.

Discussion followed regarding the Highway crew working at the beach, the bookkeeper assuming some temporary duties to assist in the Campground opening; the number of approved Annual and Seasonal sites; the existing campground rules were reviewed, as well as the number of vehicles, watercraft, etc. allowed on a site. It was also discussed for the Campground Director to review applications and to get the requests to hire for the staff needed to operate the campground for the next Board meeting agenda.

Motion by Councilmember Dailey that each campsite can only have one cord of wood, one boat and or jet ski and two vehicles; seconded by Councilmember Bush; Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember Bush yes, Councilmember Dailey yes, Councilmember McNeil no; Motion carried. Councilmember McNeil stated the rules need to be put in writing, and it was discussed that the rules are in writing on the back of the campground map, given to campers upon arrival, but some rules have not been followed as written and approved by the Town Board. The Board agreed that they are fully supportive of Todd enforcing the rules that are in place for the safety and enjoyment of all who use the beach and campground.

The 2017/2018 Court Audit is done; Court Clerk Kari will be receiving additional training in the Court office system with Sheri Stone. The Board needs to complete the 2019 financial/payroll audit, and Supervisor Nelson will be setting up a meeting with the board and DANC to go over the AMP project report.

Highway Superintendent- Mike Baldock

The oil water separator has been installed. The Highway crew has been working on roadside clean up throughout the Town. There have been a few break downs on equipment over the past month, so the equipment line on the Operating Statement is getting low, and money will need to be transferred. Superintendent Baldock wanted to remind the Board that the sand supply used by Town is quickly depleting. There is a potential opportunity to purchase land that has a nice supply of sand that should last the Town for many years. A discussion was had on the expense of buying sand and trucking, and the payback if the Town were able to purchase land with an ample supply. There was discussion on possibly using the \$83,000.00 from the settlement on the Town snowplow truck that was totaled. Discussion was held and the Board agreed that the Town was not in a position to purchase land at this time. Highway Superintendent Baldock stated he wanted to go on record that he has informed the Town Board that in a one or maybe two years, the Town sand inventory will be depleted, which may result in higher costs for sand for winter roads. Supervisor Nelson advised Superintendent Baldock that the Board would work with him to develop a plan for future sand needs, and will do a thorough financial analysis of the sand situation, including the cost of buying sand, the cost of buying land and mining the sand, and the inventory of sand on any potential land under consideration to purchase. A return on investment will be completed on all options.

Town Clerk- Alberta Hyde

The Town Clerks Office has maintained being fully functional during the Covid-19 shutdown. The new drop box has been installed; letters went out to the Annual campers regarding the rate change for May 2020 with the delayed campground opening, and advising that payments are to be made directly to the Clerk for the annual rentals; tax roll was received from the Assessor on May1, 2020; Grievance Day is scheduled for May 26, 2020 at 4pm-8pm; The water/sewer bill for 721 Hall Road was returned with no forwarding address. Discussion followed regarding this Parcel with the Town board in agreement to speak with the Assessor to see who the owner of the property is and when it was purchased and transferred.

G. Town Board Action Items:

Deputy Supervisor Putney questioned if the Town should be considering laying off the part-time employee at the Highway Barn. Discussion followed regarding his duties which include the large amount of mowing of Town owned property and cemeteries that is required on a weekly basis, as well as helping at the Campground/beach. It was agreed to keep the position working at this time.

H. New Business:

Supervisor Nelson advised that the Town board should be routinely given a report from the Town's Assessor with an inventory of Town owned property, tax exempt property, and a list and dollar total of exemptions granted. A request will be made for this.

I. Items for Discussion:

Councilmember Dailey thanked Supervisor Nelson for keeping the Town Board thoroughly informed on all issues that are occurring in the Town; he said he may not always agree with him, but he appreciates keeping the full Board updated.

Councilmember Bush requested another Zoom Meeting be scheduled in two weeks to discuss and get updates on the Campground and the DANC AMP report. A meeting will be scheduled for May 27 at 6pm for both topics.

J. Public Comment:

Mark Hyde stated that the Part-Time Highway worker, Carson Smith is an extremely hard worker and an asset to the Highway Crew. He is very productive and des a lot of much needed work.

Motion was made to adjourn the meeting at 8:30 pm by Supervisor Nelson; seconded by Councilmember Dailey; All in favor. Motion carries; meeting adjourned.

Respectfully submitted,

Alberta Hyde, Town Clerk

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