

TOWN OF LISBON
Special
TOWN BOARD MEETING
May 27, 2020
via ZOOM

Roll Call:

Present:

Supervisor William Nelson
Town Clerk Alberta Hyde
Highway Superintendent Michael Baldock
Attorney Charlie Nash Esq

Deputy Supervisor Nathanael Putney
Councilmember Robert McNeil
Councilmember Alan Dailey
Councilmember Ronald Bush

Also, Present: Kari Blair, Marc McDonell, Todd Miller, Adam Duvall, Steve Planty, Scott Kiah, Carrie Tuttle, Brian Nutting, Thomas Haynes Representing DANC

A. Presentation:

Thomas Haynes gave a detailed review of the Asset Management Program report regarding the Town of Lisbon's Wastewater Treatment Plant and Lisbon Water District systems and assets. The full report can be viewed on the Town of Lisbon's Web page or at the Town Clerks Office.

B. Campground update:

Todd Miller informed the Board that everything is going well. The campground has 24 annual campers and expects 15 seasonal campers in 2020. Councilmember Bush stated that five or six of the prime sites should be available to the short term and weekend campers. The docks have been put in. Todd has requested to hire three positions for the office and toll booth and four positions for maintenance laborers. Todd reviewed the costs for recycling cardboard and suggested if the campground had a small building, they could save the cost of Casella picking up the cardboard and instead recycle with Campground staff with the maintenance workers taking it to the transfer station, which would be considerable savings. Councilmember Bush asked about the size of the building, Todd responded no larger than a 6x8. Councilmember Bush stated this would be a good idea and we should get a price to build it.

Alison Spears, Waterfront Director from last year has been hired and will be getting the information together for the NYS Health Department. Alison was successful in 2019 in getting a grant for new safety equipment, so the only expense to opening the Beach this year should be new ropes. The hours of the Beach will be 10am to 8 pm for 2020, and due to Covid restrictions, the Town will not be offering swimming lessons. In addition, the Town is required to reduce the capacity of bathers on the Beach to 50% capacity as one of the requirements to open. This will reduce the number of lifeguards needed and worked hours to half of 2019. The new bath house is in need of an electric hot water heater that connects to the solar system, and Todd reviewed the quotes for a new 65-gallon hot water tank and heater. The low bid was Lawton Electric at \$4200. Todd had to call Spearance Electric due to two site power posts that got run over after the campground closed in 2019 which effected the electrical to three sites

Todd shared some concerns at the campground and was seeking direction from the Board:

- 1- Eight of the annual campers have built sheds;
- 2- A number of annual campers have installed decks
- 3- There is concern on liability with campers mowing their sites lawns

Discussion of these issues and the established campground rules was held, and the Town Board

- Are in full agreement to have Todd notify the campers that due to liability issues, they cannot mow their site grass.
- Sheds and decks - The Town board will review past Town Board Meeting Minutes to see what was approved by the Board for the Sheds and size of decks. This will be an agenda item for the next meeting.

The Campground is in the process of complying with the COVID-19 rules to open the bathhouses and beach area.

C. Supervisors Report:

Supervisor Nelson informed the Board that Sheri Stone is working with Court Clerk Keir Blair on the audit corrective plan, is training her, and helping to set up new systems in the office and all is going well.

The Supervisor asked if taxes can be paid with credit/debit card and if not, the Town should look into options to do so. This would require a resolution to allow these to be paid with a credit/debit card. Covid 19 update: As we move into phase 2, the Town Clerks door is unlocked, and as a security measure, recommend leaving the door to the back of the Town hall locked at all times, except when court is in session. The 2019 financial audit, state law requires the Town's financial statements to be audited by either the Town Board or a qualified independent auditor and Supervisor Nelson is requesting that the Town contract with an auditing firm to audit the financial records to get a clean audit as a baseline. Discussion followed and Councilmember Bush asked if the audit could wait until the 2021 budget as we are already 6 months into this year, or have there been concerns found? Supervisor Nelson responded there has not been anything that raises a concern, but the Town has not had an outside firm audit the books in many years, concerns, and as the Supervisor is responsible for the finances, as well signing checks and certifying reports, he felt it was necessary to have an audit done.

The last issue is to hire seasonal employees at the Beach/Campground and determine their wages. The Board reviewed the campground Directors staffing roster and the 2019 wage expenses and the 2020 proposed wage expense with the reduced staffing that Supervisor Nelson submitted. Understanding that municipalities are exempt from paying minimum wage, Supervisor Nelson believes we need to increase the wages to bring our workers closer to minimum wage which is going up annually. If we do not give them a raise, the range between what we are paying and minimum wage will be wide and it is not fair to our employees. Deputy Supervisor Putney questioned if the Town should be giving raises in May with money so tight? Councilmember Dailey asked if the Town Board could be setting a precedence for others at budget time. Councilmember Bush responded that the new staffing levels expenses will be less than what was budgeted and Town is still saving money due to hiring less seasonal employees.

Councilmember McNeil shared that the Town should be paying minimum wage.

L. Town Board Action Items:

1- Resolution to hire seasonal employees at the Beach and Campground-Bill # 2020-68 Moved by Supervisor Nelson, seconded by Councilmember Bush , Roll call; Supervisor Nelson yes, Deputy Supervisor Putney no, Councilmember Dailey no, Councilmember Bush yes, Councilmember McNeil yes; Motion approved

2- Resolution to contract with an auditing firm to Audit the Town Financial records-Bill # 2020-69 Moved by Deputy Supervisor Putney seconded by Councilmember Dailey, Roll call; Supervisor Nelson yes, Deputy Supervisor Putney yes , Councilmember Dailey yes, Councilmember Bush no, Councilmember McNeil no; Motion approved

3-Resolution to purchase a hot water heater for bath house number 2 at the Beach and Campground-Bill # 2020-70 Moved by Councilmember Dailey seconded by Councilmember Bush, Roll call; Supervisor Nelson yes, Deputy Supervisor Putney went off line due to technical difficulties, Councilmember Dailey

yes, Councilmember Bush yes, Councilmember McNeil off line due to technical difficulties; Motion approved

M. New Business:

There has been a complaint filed regarding the property located at 317 Keystone Road in Lisbon. The Towns Code Enforcement Office Marc McDonell is reviewing the complaint and has inspected the property. The property is vacant/abandoned and parts unsafe. Attorney Nash suggested to find out who paid the taxes and send them a letter with a time limit to take care of the property.

N. Items for Discussion:

Code Enforcement Office Marc McDonell has been asked by the owner or 383 Pray Road and the Supervisor what can be done to have the neighbor's property cleaned up. Mr. McDonell stated that he understands the frustration, but the Town of Lisbon does not have zoning, and he deferred to Attorney Nash. Discussion was held as to whether we need to devise a law or ordinance that would address these situations Town wide. Attorney Nash advised that this should be brought to the Town's Planning Board to review this and develop a means to address these situations, that could be brought back to the Town Board. Supervisor Nelson shared the neighbors frustration and request CEO McDonell bring this to the Town Planning Board.

Highway Superintendent Baldock asked if the Town of Lisbon had a Shared Service agreement with the Lisbon Central School. The School is willing to let the Town use their Tractor and Rototiller to work up the volleyball courts at the Beach and other needs. Town Clerk Hyde will check in the files and report back to the Highway Superintendent Baldock. If there is not one in place, one can be developed.

O. Public Comment: none

Motion to adjourn the meeting at 8:47 pm by Councilmember Bush, seconded by Councilmember Dailey All in favor. Motion carries.

Respectfully submitted,

Alberta Hyde, Town Clerk

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