

**Town of Lisbon Special Board Meeting Agenda  
Wednesday, May 27, 2020 via Zoom online meeting  
6:00 P.M.**

A. Pledge of Allegiance

B. Call to order

C. Approval of previous meeting minutes – May 13, 2020

D. Reading of Correspondence / Communications/

Presentation – **6pm-Thomas Haynes, DANC, Review of Asset Management Program report**

E. Approval of Voucher Abstract and Audited Claims

(All Matters listed under this item are considered to be routine and will be enacted by one motion without separate discussion. If discussion is desired, the item may be removed from the consent agenda and considered separately.)

F. Budget review:

- 2020 budget discussion – discussion on percentage to amend 2020 budget with pending reduction in revenue sources - aid to localities, sales tax; in the general and highway funds:
- Positions hired/filled report – attached resolution

G. Reports of Departments

- Supervisor report

- Internet service at the beach and campground, Spectrum fiber – Mike Baldock
- Campground update – Todd Miller
- 2019 Justice Court audit plan of correction update – in process (info only)
- 2019 financial audit – general, highway, water, sewer fund
- Discussion on accepting payment for taxes, sewer, water via credit/debit card

H. Action Items:

Items for Town Board Action

1. Resolution to hire seasonal employees at the campground - resolution #2020-68
2. Resolution to hire an auditor on an hourly basis to do an overview of financial records #2020-69
3. Resolution to purchase a replacement water heater for the bath house at the beach #2020-70
4. Budget Transfers

I. New Business

J. Old/Unfinished Business

K. Items for discussion – Rivers property – Pray Road – Marc McDonnel

L. – 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)

M. Adjournment.

# Business of the Town Board of the Town of Lisbon

SUBJECT:  
Resolution to hire seasonal employees at the  
Beach and Campground.

FOR AGENDA OF: May 27, 2020  
BILL #: 2020-68

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: May 27, 2020

APPROVED BY TOWN ATTORNEY – Yes  No \_\_\_ N/A \_\_\_

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No \_\_\_

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

## SUMMARY STATEMENT

Resolution to hire seasonal employees at the Beach and campground

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Putney \_\_\_\_\_

Town Councilman Dailey \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

## **TOWN OF LISBON RESOLUTION AUTHORIZING THE EMPLOYMENT OF SUMMER SEASONAL HELP AT THE LISBON BEACH AND CAMPGROUND**

**WHEREAS**, during the summer season it is the custom of the Town to employ individuals on a seasonal basis to assist at the Lisbon Beach and Campground: and

**WHEREAS**, it is the desire of the Town Board to hire the following individuals for a period of time beginning on opening of the Campground May 15, 2020 and concluding at the close of the Campground on October 15, 2020 as the labor is needed; and

**NOW BE IT THEREFORE RESOLVED**, that the following individuals are appointed, subject to the Town hiring policies, as a summer seasonal employees to be paid at the hourly rate set forth next to their name:

1. Abbie Thompson - \$11.00/hr – Beach and Campground
2. Karlie Thompson - \$11.00/hr – Beach and Campground
3. Hunter Carr - \$11.00/hr – Beach and Campground
4. Makayla Paro - \$11.00/hr – Beach and Campground
5. Jayden Carr - \$11.00/hr – Beach and Campground
6. Abby Flack - \$11.00/hr – Beach and Campground
7. Open position - \$11.00/hr – Beach and Campground
8. Allison Spears - \$12.00/hr – Beach – Waterfront Director

**BE IT FURTHER RESOLVED**, that the Supervisor is hereby is authorized to place the aforementioned individuals on the Town payroll for the summer season and to pay the salaries as set forth above, expenses allocated to the Beach and Campground.

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to contract with an auditing firm to Audit the Town Financial records. FOR AGENDA OF: May 27, 2020  
Town BILL #: 2020-69

DEPT. OF ORIGIN: Supervisor

DATE SUBMITTED: May 27, 2020

APPROVED BY TOWN ATTORNEY – Yes  No  N/A

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: -0-	BUDGETED: -0-	REQUIRED: -0-

## SUMMARY STATEMENT

Resolution to contract with an audit firm to audit Town Financial records.

## RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Putney \_\_\_\_\_

Town Councilman Dailey \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

## **A RESOLUTION OF THE TOWN OF LISBON TOWN BOARD APPROVING A CONTRACT FOR PROFESSIONAL SERVICES WITH PINTO, MUCENSKI, HOOPER AND VANHOUSE (PCMVH) TO CONDUCT THE TOWNS FINANCIAL AUDITS FOR FISCAL YEARS 2019.**

**WHEREAS**, State law requires the Town's financial statements to be audited by either the Town Board or a qualified independent auditor; and

**WHEREAS**, State law requires the Town's financial and budget practices be audited to verify conformance with budget laws in New York; and

**WHEREAS**, the auditor's primary responsibility is to ascertain whether the Town's financial reporting accurately reflects the financial condition of the Town and is prepared in conformity with criteria established by Generally Accepted Accounting Principles, Government Auditing Standards, the Single Audit Act Amendments of 1996, and General Guidance Audits of States, Local Governments, and Non-Profit Organizations; and

**WHEREAS**, considering PCMVH familiarity with Lisbon's financial records, the Town Board has determined it is in the best interests of the Town to contract for the services of PCMVH; and

**WHEREAS**, PCMVH has agreed to provide auditing services to the Town of Lisbon for FY2019 on an hourly basis of \$150 per hour for a partner and \$75 per hour with a cost not to exceed \$5,400 and,

**NOW, THEREFORE**, be it resolved by the Town Board of the Town of Lisbon hereby approves the Professional Services contract with PCMVH for completion of the Town financial audits for Fiscal Year 2019.

# Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to purchase a hot water heater  
for bath house number 2 at the Beach and Campground.

FOR AGENDA OF: May 27, 2020  
BILL #: 2020-70

DEPT. OF ORIGIN: Highway Superintendent

DATE SUBMITTED: May 27, 2020

APPROVED BY TOWN ATTORNEY – Yes  No

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes  No

EXHIBITS: Resolution and contract

EXPENDITURE  
REQUIRED: \$4,200

AMOUNT  
BUDGETED: \$0.00

APPROPRIATION  
REQUIRED: \$4,200

RECOMMENDED ACTION  
**Approval of this resolution.**

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

VOTE ON ROLL CALL:

Supervisor Nelson \_\_\_\_\_ Deputy Supervisor Putney \_\_\_\_\_

Town Councilman Daily \_\_\_\_\_ Town Councilman Bush \_\_\_\_\_

Town Councilman McNeil \_\_\_\_\_

WHEREAS, a need for a new LP gas hot water heater for the newest bath house, number 2, at the beach and campground is needed due to failure of the original 17 year old hot water heater, and

WHEREAS, the Beach and Campground Director has solicited quotes for this unit, and

Now therefore be it resolved that the Beach and Campground Director is authorized to purchase the hot water heater from Lawton Electric at a cost of \$4,200, with installation being done with Town workers.

This resolution was added to the 5/27/2020 agenda with consent of a majority of the Board for action.