

Town of Lisbon Board Meeting Agenda
Wednesday, November 10, 2021
6:00 P.M.

A. Pledge of Allegiance

B. Call to order

Public Hearing – 2022 Operating Budget – General Fund, Highway Fund, Water Fund, Sewer Fund
Public Hearing – A local law to increase the permit fee for RNG Projects

C. Approval of previous meeting minutes; 10/13/21; 10/16/2021;

D. Public updates: Charles Prior – WWTP project update

E. Reading of Correspondence / Communications

F. Public Comment Period - Citizen Participation (5 minutes per person)

G. Report from County Legislature – Legislator Forsythe

H. Approval of Voucher Abstract and Audited Claims

Claims to be paid from the A-General Fund \$ 67,552.85

Claims to be paid from the DA-Highway Fund \$ 118,008.01

Claims to be paid from the SS – Lisbon Sewer District Fund \$ 3,538.14

Claims to be paid from the SW – Lisbon Water District Fund \$ 1,061.17

Claims to be paid from the TA – Trust and Agency Fund - \$ 774.68

Total Claims Abstract 010: \$

Payroll 21 – \$; Payroll 22 - \$; = \$ paid in payroll

(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.)

I. Budget review:

- Supervisor Financial reports – October

J. Reports of Departments

- Supervisor Report

- Highway Superintendent Report – Mike Baldock

- Town Clerk Report – Town Clerk Hyde

- Beach and Campground Report – Todd Miller

- Code Enforcement Officer Report - Marc McDonell

- Solar project permits

- Assessor Report – Steve Teele

- Approval of Reports – Action required by the Board

- Reports of Boards and Committees

- Planning Board

- Recreation Report

- Homecoming Committee

- Library – Michelle Stottlemyer McLagan

K. Action Items:

Items for Town Board Action

1. Resolution to adopt the 2022 Town of Lisbon Operating budget - BILL #: 2021-198

2. Resolution to Approve WWTP SEQR – BILL # 2021-199
3. Resolution to approve bonding for the WWTP project – BILL #2021-200
4. Resolution to call for a public hearing regarding Veterans Exemptions – Agenda BILL # 2021-201
5. Resolution to adopt local law regarding permit fee – Agenda BILL # 2021-202

L. Appointments

M. New Business

- Woodcrest Dairy SEQR request from NYPA
- OCF Closure

N. Old/Unfinished Business

O. Items for discussion

P. Public Comment Period - Citizen Participation (3 minutes per person)

Q. – 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)

R. Adjournment.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to adopt the 2022 Town of Lisbon Operating budget.
FOR AGENDA OF: November 10, 2021
BILL #: 2021-198
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: November 10, 2021

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____

EXHIBITS: Local Law

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

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

SUMMARY STATEMENT

Resolution to adopt the 2022 Town Budget

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Daily _____ Town Councilman Bush _____

RESOLUTION ADOPT THE 2022 OPERATING BUDGET OF THE TOWN OF LISBON APPROPRIATING FUNDS, AUTHORIZING EXPENDITURES AND LEVYING A TAX THEREFORE BY THE TOWN OF LISBON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022

WHEREAS, the Town Board of the Town of Lisbon held a public hearing on the 2022 Preliminary Budget of the Town of Lisbon on November 10, 2021 at 6:00pm, at which time all persons interested in the subject matter thereof were heard, and

WHEREAS, in accordance with and pursuant to Section 109 of Town Municipal Law, the Town Supervisor submitted to the Lisbon Town Board a budget containing an estimate of Town revenues and expenditures for the fiscal year ending December 31, 2022 and

WHEREAS, the Lisbon Town Board has reviewed said estimates, proposed budget changes, and held public hearing(s) thereon; and

WHEREAS, there is hereby appropriated out of the receipts of the Town of Lisbon for the year 2021, including monies received from the general property tax levy, to the various purposes specified in said adopted Town Budget for the purposes therein stated, the following amounts:

Approved Budget: General - \$1,052,896 expenses
Revenue – General - \$792,425, Property taxes: \$260,471; fund balance - \$0.00

Approved Budget: Highway - \$2,059,551 expenses
Revenue – Highway - \$1,380,760, Property taxes: \$602,791; fund balance - \$76,000

Transfer to Library Fund: \$70,000

Approved Budget: Water District - \$25,500 expenses; Water rentals - \$16,104; fund balance - \$9,046
No change in user rates

Approved Budget: Sewer District - \$110,840 expenses; Sewer Rentals - \$110,840; Fund balance - \$0
No change in user rates

WHEREAS, there is hereby levied a Town tax in the total amount of \$863,262.00, eight hundred sixty three thousand, two hundred and sixty two dollars for all purposes on all taxable real property within the Town of Lisbon valued at \$177,513,998, one hundred seventy seven million, five hundred thirteen thousand and nine hundred ninety eight dollars, as returned by the Town Assessor for the year 2022, for the uses and purposes set forth in the Town’s 2022 Budget, and

WHEREAS, the Town Supervisor is hereby authorized and directed to allocate this tax on the current tax roll of the Town of Lisbon, and

WHEREAS, this resolution shall take effect forthwith, adopted this 10th day of November 2021, and

NOW, THEREFORE BE IT RESOLVED by the Lisbon Town Board that the budget for the Town of Lisbon for the fiscal year ending December 31, 2022 as submitted by the Supervisor and as amended and by the Town Board during budget sessions, is hereby ratified, and

BE IT FURTHER RESOLVED, that the following rates shall be in effect for 2022: The Town Real Property Tax Rate for 2022 shall be \$4.8631 per thousand dollars of assessed comprised of the Town general fund tax rate of \$1.4673, and the Highway fund tax rate of \$3.3957 per thousand of assessed valuation.

TOWN OF LISBON SCHEDULE OF SALARIES OF ELECTED AND APPOINTED OFFICERS AND EMPLOYEES 2022

Supervisor	\$ 15,000.00	Bookkeeper	\$ 10,500.00
Town Clerk	\$ 42,000.00	Attorney	\$ 8,500.00
Town Board Members (each)	\$ 3,000.00	Justice (each)	\$ 11,368.00
Highway Superintendent	\$ 59,000.00	Assessor	\$ 31,235.00
Code Enforcement Officer	\$ 32,000.00	Court Clerk (\$20/hour) up to	\$ 23,400.00
Water System Maintenance Supervisor	\$ 1,500.00	Sewer System Maintenance Supervisor	\$ 1,500.00

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to approve the SEQR for the WWTP Project.
FOR AGENDA OF: November 10, 2021
BILL #: 2021-199
DEPT. OF ORIGIN: Town Supervisor
DATE SUBMITTED: November 10, 2021

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 approve SEQR for WWTP project

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Dailey _____

Town Councilman Putney _____ Town Councilman Bush _____

Town Councilman McNeil _____

RESOLUTION TO DECLARE LEAD AGENCY AND ISSUE A NEGATIVE DECLARATION UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)

WHEREAS the Town of Lisbon is performing upgrades to the existing Lisbon Wastewater Treatment Plant (WWTP) and collection system pump stations. The proposed improvements may include equipment upgrades and improvements at the wastewater treatment plant (including real-time alarming and monitoring system, and general replacement of aged infrastructure) and upgrades of collection system pump stations, hereinafter referred to as “said Actions”, and

WHEREAS said Actions require review under the New York State Environmental Quality Review Act (SEQRA), per 6NYCRR Part 617, and

WHEREAS said Actions are classified as Unlisted Actions as they do not exceed the Type I thresholds included in 6NYCRR Part 617, Section 617.4(b), and

WHEREAS a Short or Full Environmental Assessment Form may be prepared for an Unlisted Action, and

WHEREAS multiple agencies have approval or funding authority over said Actions, and

WHEREAS 6NYCRR Part 617.2(u) defines “Lead Agency” as, “an involved agency principally responsible for undertaking funding or approving an action, and therefore responsible for determining whether an environmental impact statement is required in connection with the action, and for the preparation and filing of the statement if one is required”, and

WHEREAS the Town of Lisbon intends to act as Lead Agency in the coordinated review of said Actions under SEQRA and further intends to implement and complete all responsibilities of that office, and

WHEREAS other involved agencies were notified of the Town’s intent to act as Lead Agency on October 1, 2021 and were provided with a copy of part one of the Environmental Assessment Form (EAF) and supporting documentation, and

WHEREAS the Town of Lisbon received no written objections from the Involved Agencies, and

WHEREAS the Town of Lisbon and their consultants have prepared and filed a Full Environmental Assessment Form which identifies the potential environmental impacts which may result from said Actions, and

WHEREAS, the potential impacts as enumerated below were reviewed by the Town of Lisbon with consultation from Town consultants, and determined to have “no or small impacts” (see Attached Parts 2 and 3 of the EAF):

- Impact on Land;
- Impact on Geological Features;
- Impact on Groundwater;
- Impact on Surface Water
- Impact on Plants and Animals;
- Impact on Flooding;
- Impact on Agricultural Resources;
- Impact on Aesthetic Resources;
- Impacts on Air;
- Impact on Historic and Archeological Resources;
- Impact on Open Space/Recreation;
- Impact on Critical Environmental Areas;
- Impact on Transportation;
- Impact on Energy;
- Impact on Noise, Odor and Light;
- Impact on Human Health;
- Consistency with Community Plans;
- Consistency with Community Character; and

WHEREAS, the completed Part 3 of the EAF indicated how impacts have been avoided, minimized and/or mitigated to the extent practicable, and

WHEREAS, said Actions will result in improvements to the existing wastewater treatment plant and regional surface water quality.

Therefore, be it RESOLVED, that the Town of Lisbon declares itself Lead Agency, as defined in 6NYCRR Part 617.2(u), for the coordinated review of said Actions under SEQRA, and

BE IT FURTHER RESOLVED, that the Town of Lisbon declares that, based on the Environmental Record which has been prepared, the project will result in no significant adverse environmental impacts. A Negative Declaration under SEQRA is therefore issued for this project.

Business of the Town Board of the Town of Lisbon

SUBJECT: Bond Resolution for Waste Water Treatment
FOR AGENDA OF: November 10, 2021
BILL #: 2021-200
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: November 10, 2021

APPROVED BY TOWN ATTORNEY – Yes _____ No _____ N/A X

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

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

SUMMARY STATEMENT

Bond Resolution for Waste Water Treatment Plant

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Dailey _____

Town Councilman Putney _____ Town Councilman Bush _____

Town Councilman McNeil _____

A RESOLUTION AUTHORIZING THE ISSUANCE OF SERIAL BONDS OR A STATUTORY INSTALLMENT BOND OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$2,000,000 THE PROCEEDS OF WHICH ARE TO BE USED TO UPGRADE AND REHABILITATE WASTEWATER INFRASTRUCTURE INCLUDING, BUT NOT LIMITED TO, EQUIPMENT UPGRADES AT THE WASTEWATER TREATMENT FACILITY TO INCLUDE REAL TIME ALARMING AND MONITORING SYSTEM, GENERAL REPLACEMENT OF AGED INFRASTRUCTURE AND UPGRADES TO THE COLLECTION SYSTEM PUMP STATIONS.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to establish a public hearing for a Local law no 3 to change to the Veterans tax exemptions
FOR AGENDA OF: November 10, 2021
BILL #: 2021-201
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: November 10, 2021

APPROVED AS TO FORM BY TOWN ATTORNEY – Yes ____ No ____

EXHIBITS: Local Law

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes ____ No ____

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

SUMMARY STATEMENT

Resolution to establish a public hearing date for local law to change to the Veterans tax exemptions

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Putney _____

Town Councilman Daily _____ Town Councilman Bush _____

RESOLUTION ESTABLISHING A PUBLIC HEARING FOR A CHANGE TO THE VETERANS TAX EXEMPTIONS

WHEREAS, the Town Board of the Town of Lisbon hereby establishes a public hearing on changes to the Veterans Tax Exemption limits in the Town of Lisbon, and

WHEREAS, said public hearing to be held at 6:00 pm on December 8, 2021 in the Town Hall auditorium in the upstairs of Town Hall, at which time all persons interested in the subject matter thereof will be heard, and

BE IT FURTHER RESOLVED, that the Town Clerk give notice of such public hearing by publication, in the newspaper so designated for the publication of legal notices, at least seven days before the hearing date, of a notice setting forth the time and place and describing the proposed resolution in summary form.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to adopt local law number 2 of
2021 to adjust permit fees for Anaerobic
Digestion Facilities

FOR AGENDA OF: November 10, 2021
BILL #: 2021-202
DEPT. OF ORIGIN: Supervisor/Attorney
DATE SUBMITTED: November 10 2021

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 adjust fees

RECOMMENDED ACTION

Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Dailey _____

Town Councilman Putney _____ Town Councilman Bush _____

Town Councilman McNeil _____

WHEREAS, the Town of Lisbon is duly authorized to provide services in accordance with General Municipal law and is able to charge for various functions, services and permits; and

WHEREAS, the amount of such fees is and shall be determined by state statute, Town ordinance, or resolutions of the Town Board, and may be amended from time to time; and

NOW, THEREFORE BE IT RESOLVED, the Town Board does hereby adopt Local Law number 2 of the year 2021 establishing a one-time fee in the amount of \$20,000 for a permit issued under Real Property Tax Law ss 483-e for Anaerobic Digestion Facilities.