

Town of Lisbon Board Meeting Agenda
Wednesday, October 13, 2021
6:00 P.M.

- A. Pledge of Allegiance
- B. Call to order
- C. Approval of previous meeting minutes; 9/8; 9/23; 9/25
- 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

<i>Claims to be paid from the A-General Fund</i>	<u>\$30,916.92</u>
<i>Claims to be paid from the DA-Highway Fund</i>	<u>\$ 148,023.90</u>
<i>Claims to be paid from the SS – Lisbon Sewer District Fund</i>	<u>\$3,702.38</u>
<i>Claims to be paid from the SW – Lisbon Water District Fund</i>	<u>\$ 986.25</u>
<i>Claims to be paid from the TA – Trust and Agency Fund -</i>	<u>\$ 1,040.90</u>
<u>Total Claims Abstract 010:</u>	<u>\$ 184,670.35</u>

Payroll 18 – \$38,947.57 ; Payroll 19 - \$31,149.52; Payroll 20 - \$30,453.48; = \$100,550.57 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 – September

J. Reports of Departments

- Supervisor Report
 - Pedestrian bridge connector/water loop
 - Budget work session

- 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 sell surplus equipment through Auction International - BILL #2021-86
2. Resolution to enter an agreement for bond counsel BILL #2021-87
3. Resolution to authorize and application for a JCAP grant – BILL # 2021-88
4. A Local Law to override the property tax cap - BILL # 2021-89
5. Resolution to establish a public hearing for the 2022 Town of Lisbon preliminary budget - BILL #: 2021-90
6. Resolution to re-levy unpaid sewer charges to the owners property tax bill - BILL #: 2021-91
7. Resolution to re-levy unpaid water charges to property tax bill - BILL #: 2021-92

L. Appointments

M. New Business

1. ARPA Funds discussion

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) – CSEA Contract negotiations

R. Adjournment.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: September 8, 2021
Resolution to accept the bids for the sale of BILL #: 2021-86
Surplus Equipment through Auctions International DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: September 8, 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 accept bids

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 _____

Authorizing Disposal of Surplus Property

WHEREAS, the Town of Lisbon is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Town approved the sale of the declared surplus equipment to be sold through the public auction system, Auctions International, in “As is” condition with no express or implied warranties, and

WHEREAS, the sale was conducted online through the auction site www.AuctionsInternational.com

WHEREAS, The Town reserves the right to accept or reject any bid submitted; the list of the surplus property is attached as “Exhibit A and

NOW THEREFORE, BE IT RESOLVED that the Town of Lisbon Town Board accepts the bids received on the sale of the surplus property through Auctions International in accordance with the terms and conditions of the sale.

Business of the Town Board of the Town of Lisbon

SUBJECT: FOR AGENDA OF: October 13, 2021
Resolution appointing Special Counsel for BILL #: 2021-87
Bond Services for the WWTP and Collection DEPT. OF ORIGIN: Supervisor
System Modernization and compliance project DATE SUBMITTED: October 13, 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 award contract

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 is pursuing the issuance of debt to finance Waste Water Treatment Plant compliance and modernization improvements, and to replace an existing Sewer District liability with debt carrying a lower interest rate, and

WHEREAS, there exists a need for the retention of special counsel having an expertise in the complex subject area of Bond Ordinances for the purpose of providing the Town with legal services on general public finance matters for the Town of Lisbon and to provide guidance during the debt issuance process, it is in the Town's best interest to contract with an experienced bond counsel firm, and

WHEREAS, Barclay Damon is a respected and experienced firm with expertise in public finance and public projects, and is well qualified to provide bond counsel services to the Town, and

WHEREAS, Professional services provided by Barclay Damon include rendering a legal opinion regarding the tax exempt status of the debt, preparing documents, and reviewing and responding to specific legal issues relating to structuring of the debt issuance.

NOW, THEREFORE BE IT RESOLVED, that Barclay Damon is hereby appointed as Special Bond Counsel to provide representation, advice, reports and related legal services regarding the issuance of Bonds for the WWTP and Sewer Collection System Modernization and compliance project.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to Authorize the Town of Lisbon Justice Court to apply for the 2021-2022 Justice Court Assistance Program
FOR AGENDA OF: October 13, 2021
BILL #: 2021-88
DEPT. OF ORIGIN: Justice Court
DATE SUBMITTED: October 13, 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 apply form a JCAP grant

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 State of New York in 1999 established the Justice Court Assistance Program (JCAP) Grant in order to provide State assistance to Town and Village Courts, and

WHEREAS, the Town Board of the Town of Lisbon has determined that participation in the JCAP Grant application is desirable, and is in the public interest, and

WHEREAS, the maximum JCAP award is \$30,000 and may be used for a variety of purposes. Including office and security equipment, furniture, renovations, and

WHEREAS, the Board of the Town of Lisbon authorizes the Lisbon Town Court to apply for a JCAP grant in the 2021-2022 grant cycle up to \$30,000; and

NOW THEREFOR BE IT RESOLVED that the Town Board of the Town of Lisbon approves the submission of a 2021-2022 JCAP Grant application in the amount of \$3,500 for new chairs and furnishings for court officials and public to the NYS Unified Court System.

Business of the Town Board of the Town of Lisbon

SUBJECT: A Local Law to override the property tax cap. FOR AGENDA OF: October 13, 2021
BILL #: 2021-89
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: October 13, 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
(Requires three affirmative votes to approve.)

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c.

RECOMMENDED ACTION
Passage of this resolution.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

Supervisor Nelson _____ Deputy Supervisor Daily _____

Town Councilman Putney _____ Town Councilman Bush _____

Town Councilman McNeil _____

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c

Section 1. Legislative Intent

It is the intent of this local law to allow the Town of Lisbon to adopt a budget for the fiscal year commencing January 1, 2022 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-c, which for **2022 is 2.0 percent**

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Town Board of the Town of Lisbon, St. Lawrence County, is hereby authorized to adopt a budget for the fiscal year commencing January 1, 2022 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effectivity date

This local law shall take effect immediately upon filing with the Secretary of State.

Business of the Town Board of the Town of Lisbon

SUBJECT: Resolution to establish a public hearing for the 2022 Town of Lisbon preliminary budget
FOR AGENDA OF: October 13, 2021
BILL #: 2021-90
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: October 13, 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 the 2022 Preliminary 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 ESTABLISHING A PUBLIC HEARING FOR THE 2022 PRELIMINARY BUDGET OF THE TOWN OF LISBON

WHEREAS, the Town Board of the Town of Lisbon hereby establishes a public hearing on the 2022 Preliminary Budget of the Town of Lisbon, and

WHEREAS, said public hearing to be held at 6:00 pm on November 10, 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.

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

Supervisor	\$ 13,974.00
Town Clerk	\$ 41,501.56
Town Board Members (each)	\$ 2,400.00
Justice (each)	\$ 11,368.00
Highway Superintendent	\$ 58,475.15
Assessor	\$ 31,235.00
Code Enforcement Officer	\$ 31, 212.00
Court Clerk (hourly) \$20/hr	\$ 23,400.00
Bookkeeper	\$ 10,500.00
Attorney	\$ 7,750.00
Campground Director	\$23,500.00
Water System Maintenance Supervisor	\$ 1,500.00
Sewer System Maintenance Supervisor	\$ 1,500.00

Please take further notice that the information on the proposed 2022 Preliminary Budget is available for inspection at the Town Hall in the Town Clerk's office Monday through Friday 8:30 A.M. through 4:00 P.M.

Business of the Town Board of the Town of Lisbon

SUBJECT:

Resolution to re-levy unpaid sewer charges to the owners property tax bill

FOR AGENDA OF: October 13, 2021

BILL #: 2021-91

DEPT. OF ORIGIN: Town Supervisor

DATE SUBMITTED: October 13, 2021

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

EXHIBITS: Resolution

APPROVED BY SUPERVISOR FOR SUBMITTAL– Yes X No _____

EXPENDITURE
REQUIRED: - 0 -

AMOUNT
BUDGETED: -0-

APPROPRIATION
REQUIRED: - 0-

SUMMARY STATEMENT

Resolution to re-levy unpaid sewer rents

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 _____

Re-levy Unpaid Sewer District User Fees

WHEREAS, there are sewer user fees and rents that have not been paid to the sewer district, and

WHEREAS, in accordance with Town Law, subsection 198, the Town Clerk shall annually file with the Town Board a statement showing the unpaid sewer rates, charges, fees, or sewer rents in the Sewer District. Such statements shall contain a brief description of the property against which such sewer rents were imposed, the names of the persons or corporations liable to pay for the same, and the amount chargeable to each, and

WHEREAS, the Supervisor shall transmit such statement to the County Treasurer which shall levy such sums against the property liable and shall state the amount of the tax in a separate column in the annual tax rolls of such town under the name of “sewer charges”.

WHEREAS, these outstanding fees are to be re-levied onto the property owners tax bill, and

WHEREAS, effective October 29, 2021 the Clerk of the Town Board is hereby Authorized to re-levy unpaid Sewer District user fees; and

WHEREAS, no payments for unpaid sewer payments approved to be re-levied will be accepted after October 29, 2021, and

BE IT FURTHER RESOLVED, that the St Lawrence County Treasurer be and he hereby is directed to rely these outstanding charges onto the 2022 tax bill.

Business of the Town Board of the Town of Lisbon

SUBJECT:
Resolution to re-levy unpaid water charges
to property tax bill

FOR AGENDA OF: October 13, 2021
BILL #: 2021-92
DEPT. OF ORIGIN: Supervisor
DATE SUBMITTED: October 13, 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

Resolution to re-levy unpaid water rents

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 _____

Re-levy Unpaid Water District User Fees

WHEREAS, there are water user fees and rents that have not been paid to the water district, and

WHEREAS, in accordance with Town Law, subsection 198, the Town Clerk shall annually file with the Town Board statements showing the unpaid water rates, charges, fees, or water rents in the Water District. Such statements shall contain a brief description of the property against which such water rents were imposed, the names of the persons or corporations liable to pay for the same and the amount chargeable to each, and

WHEREAS, the Supervisor shall transmit such statement to the County Treasurer which shall levy such sums against the property liable and shall state the amount of the tax in a separate column in the annual tax rolls of such town under the name of “water charges”.

WHEREAS, these outstanding fees are to be re-levied onto the property owners tax bill, and

WHEREAS, effective October 29, 2021 the Clerk of the Town Board is hereby authorized to re-levy unpaid water District user fees; and

WHEREAS, no payments for unpaid water payments to be re-levied will be accepted after October 29, 2021, and

BE IT FURTHER RESOLVED, that the St Lawrence County Treasurer be and he hereby is directed to rely these outstanding charges onto the 2022 tax bill.