

Town of Lisbon Board Meeting
Wednesday July 12,2023
Lisbon Town Hall
6963 CR 10 Lisbon, NY 13658

- A. **Call to Order** by Supervisor Nelson at 5:00pm with the Pledge of Allegiance
- B. **Roll Call:** Supervisor William Nelson Deputy Supervisor Nathanael Putney
Councilmember Ron Bush Councilmember Jeff Dumas
Absent Councilmember Robert McNeil
Also present: Highway Superintendent Michael Baldock, Town Clerk Alberta Hyde, Assessor Steve Teele, CEO Marc McDonell, Campground Director Todd Miller, Attorney Charles Nash, Legislator David Forsythe, Historian Nancey LaFaver, Librarian Michelle McLagan several residents
- C. **Reading of Correspondence:**
- 1- Town Clerk Hyde informed the Town Board that a FOIL request had been received from Chris Cooke. Said form was regarding the Building and Codes Department. Request was given to the CEO and I response was sent certified mail.
 - 2- Notice received from CSEA was sent to all Board members.
 - 3- Municipal Crime Coverage has been switched from CAN Surety to NYMIR
- D. **Presentation:** Charles Prior gave an update on the WWTP phase 1. Between grants and ARPA funds from both the Town and County there is approximately \$40,000.00 to go towards phase 2 of the WWTP. Moved by Councilmember Bush seconded by Deputy Supervisor Putney to approve of #3 WIA grant. All in favor Motion carried.
- E. **Approval of previous meeting minutes** from June 14, 2023 / Special meeting June 30,2023 moved by Deputy Supervisor Putney seconded by Councilmember Bush to approve the minutes. All in favor
- F. **Report from Chairman County Legislature Forsythe:**
- 1-County is having issues filling job vacancies.
 - 2-Budget talks are starting.
 - 3-The County is paving ten extra miles again this year
 - 4-Discussion regarding sales tax for home heating fuel
 - 5-Bids are being accepted for the public service building (911)
 - 6-working with the City of Ogdensburg regarding if tax is owed by the County
 - 7- RVDA grant for \$15,000.00 has been awarded to the Town of Lisbon Depot Museum
- G. **Approval of Audited claims:**
- | | |
|---------------------|---------------------|
| General-\$59,449.62 | Highway-\$91,334.01 |
| WWTP-\$300.00 | Sewer-\$3,877.25 |
| Water-\$151.60 | T&A-\$811.02 |
- Moved by Councilmember Dumas seconded by Councilmember Bush to make payments to bill# 380-435 All in favor.

- H. **Budget:** This was the first time the Bookkeeper had prepared the financial reports on her own. She had a question regarding one thing, as soon as the Supervisor can look this over, the reports will be e-mailed to each board member.

I. Reports from Departments:

Supervisor- Training of the Bookkeeper is continuing. Councilmember Bush questioned if there was going to be enough money in the Bookkeeper line item in the budget to cover the bookkeeper's salary and the cost to train. Supervisor Nelson stated that money will have to be transferred to said line item. Based on the board's request the bookkeeper was hired earlier in the year than planned and because she will also need extra training on the budget process so someone next year will know how to do the budget.

Highway Superintendent

- 1-Step two of all our paving has been completed
- 2-Highway crew is scheduled to do the Town of Lisbon Library project starting in August
- 3-Barrett paving has asked if the Town of Lisbon wanted the millings from a project that they will be doing at OFA in a few weeks. Discussion followed: There is no cost to the Town except trucking and the Highways payroll. The millings have been used/saved the Town money in the past. Town Board in agreement
- 4-Lisbon's Highway crew is assisting other towns with their road projects
- 5-Highway crew assisted DANC with changing a motor at the lift station
- 6-Busy replacing culverts, grading/spraying dirt roads
- 7-Highway Superintendent requested to go into executive session to discuss land purchases

Town Clerk

- 1- Water inspection was conducted on June 15,2023, lead and copper rule plan is being updated and the Highway crew installed an insect screen as requested.
- 2- Service Line Inventory is due by October 16,2024. DANC applied for funding through a grant program to help offset the cost, which the Town of Lisbon was denied. Discussion followed regarding the Towns options to complete the inventory.

CEO

- 1-Amish are converting two houses to Amish from English
- 2-New construction on the Line Road
- 3- Discussion regarding the contract between Town of Lisbon and Novae Energy Engineers. CEO will make sure Attorney Nash has a copy to review.
- 4- The Town received a letter from Chris Cooke requesting information regarding the Real Property Law and fences. Discussion followed: Supervisor Nelson stated that he had invited Mr. Cooke to the Board Meeting. Town Board requested that Attorney Nash send a letter to Mr. Cooke regarding fence laws.

Campground

- 1-Campground Director Mr. Miller Thanked the Town Board for approving the purchase of a pickup truck for Campground use
- 2-Campground/ Beach is very Busy, Swimming Lessons will begin shortly for the first time since 2017. Heuvelton will be bussing kids to Lisbon Beach for lessons.
- 3-Health Inspection went well, the Campground passed 100% and the Beach had two issues which have been taken care of.
- 4-Internet remains a problem, Creg system is looking at the equipment at the Campground
- 5-Discussion regarding the expansion project: Highway crew starting the road and the electrical Engineer needs to meet with NYMO.

Assessor

1-Final roll is finished and can be viewed online or in the Town Clerks office

2-Sr. Citizen exemption has been raised from \$15,000.00 to \$20,000 for the Town of Lisbon Historian

1-updated 2023 report was e-mailed to all Town Board members, filed in the Town Clerks Office

2-Researching and adding historical information to the records in Lisbon continues as well as planning events, working with the Homeschoolers, writing grants.

Depot Museum

1-Town Historian, Nancy LaFaver continues to be the liaison for the Depot Museum. Discussion followed regarding the upgrades at the Museum. Work at the Museum on the deck was not completed by the agreed date with the contractor and as of today is still not completed, several phone calls have been made to the contractor with no response. Town Board approved the Historian to have said work completed by another individual.

2-Mrs. LaFaver has sent an updated report on the activities regarding the Museum to all Town Board members which is also available in the Town Clerks Office and on the Depot Museum's Facebook page.

Moved by Deputy Supervisor Putney to except all reports from the Departments seconded by Councilmember Dumas All in favor.

J. Reports from committees:

Recreation- Deputy Supervisor Putney asked the Town Board if anyone had any questions regarding the new by-laws for the Recreation Committee. Moved by Councilmember Dumas seconded by Councilmember Bush to adopt the by-laws All in favor. Motion carried.

Library/Homecoming-

Liberian Michelle McLagan spoke to the Town Board regarding the Internet at the Town Library. Updates may be needed in the future. Ms. McLagan will get back to the Town Board when more information is available.

Homecoming is coming all very well; T-shirts are expected soon to be on sale.

K. Action Items:

1-Resolution to hire Bookkeeper to the Supervisor Bill#2023-60 Moved by Supervisor Nelson seconded by Deputy Supervisor Putney All in favor Motion carried

2-Resolution to accept, dedicate and name a road Bill#2023-61 Moved by Councilmember Dumas seconded by Councilmember Bush All in favor Motion carried

3-Resolution to accept annual audits completed by the Town Board Bill# 2023-62 Town Clerk Hyde advised the Town Board that an audit of her office had not been completed at this time. Resolution tabled.

L. Old Business:

1-Medical Center- Town Clerk Hyde reported that the Highway crew discovered power had been shut off at the Lisbon Medical Center. Nation Grid stated it had been turned off in March of 2023 also the Water/ Sewer bills are behind three months all which Claxton Hepburn Medical Center are responsible for. Discussion had regarding having Attorney Nash write a letter to Claxton Hepburn Medical Center to notify them that the Town of Lisbon has decided to terminate the lease as of September 1,2023 and payment in full is expected for any outstanding bills.

Supervisor Nelson stated that there is a new billing unit at the hospital, and he could investigate

the past bills also he would abstain from any decisions made by the Board regarding the hospital. Motion by Councilmember Dumas seconded by Deputy Supervisor Putney to have said letter sent. Supervisor Nelson abstained, Deputy Supervisor Putney yes, Councilmember Bush yes, Councilmember Dumas yes Motion Carried.

2-Justice Court-Supervisor Nelson presented the Town Board with the figures regarding the cases, income, and expense for the Justice Court. Discussion was continued regarding whether the Town should pass a local law or have it put on the Ballot for the November General Election to have only one (1) Justice for the Town of Lisbon. Moved by Councilmember Bush seconded by Councilmember Dumas to have the residents vote in the November General Election, all in favor Town Clerk Hyde will contact the Board of Elections.

3-Investments- Discussion had regarding the Town Board investing money with NYCLASS. Councilmember Bush questioned if there was a penalty for early withdrawal? Supervisor Nelson responded no. Moved by Deputy Supervisor Putney seconded by Councilmember Bush to invest \$500,000.00 Roll call: Supervisor Nelson yes, Deputy Supervisor Putney yes, Councilmember Bush yes, Councilmember Dumas yes motion carried.

- M. Executive session: Moved by Councilmember Dumas seconded by Deputy Supervisor Putney to go into executive session at 6:36 for the purpose of land purchases. Deputy Supervisor Putney excused himself from the meeting during the time that discussion regarding his land was held. Moved by Councilmember Bush seconded by Deputy Supervisor Putney to come out of executive session at 7:20 pm. Moved by Councilmember Bush seconded by Councilmember Dumas to pass a resolution to have the Supervisor write a check to purchase land from Putney's for Town use. Deputy Supervisor Putney abstained. Supervisor Nelson, Councilmember Bush, and Dumas in favor. The Town Board also requested the Town Attorney send a letter to make a purchase offer on the property located at 6889 CR 10 in the Town of Lisbon.
- N. Meeting Adjourned: Moved by Councilmember Dumas seconded by Councilmember Bush to adjourned at 7:21 PM all in favor.

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