**TOWN OF LISBON**

TOWN BOARD MEETING

# January 9, 2019

**LISBON TOWN HALL**

**Present:**

Supervisor James Armstrong Councilmember Nathanael Putney

Town Clerk Donna McBath Councilmember Robert McNeil

Attorney Charles Nash Councilmember Ronald Bush

Highway Superintendent Michael Baldock Councilmember Alan Dailey

Guest: Warren McLear, Stephen Wallace, Lawrence & Leslie Mathews, Legislator David Forsythe

1. **Meeting Called to Order**

Supervisor James Armstrong called the meeting to order at 12:00 PM

1. **Pledge Allegiance**
2. **Public Meeting for Local Law # 3 Hearing of Real Property Assessment Complaints and Local Law # 3 Real Property Tax Exemption for Cold War Veterans**

 No Comments or questions from the public.

1. **Recognition of Guest**
* Stephen Wallace asked the board if they had heard anything from the county concerning the building and sign that was put up with the County Planning Board Approval? Supervisor Armstrong stated that the town had not heard anything from the County since the last meeting.
* Stephen Wallace also asked if the board had heard anything from the State of New York Correctional Facility concerning the shooting range.

Supervisor Armstrong stated it was still in negotiation. The board had not heard

anything.

1. New Organizational approval policies by the board
	1. Approval of Organization & Appointments with wages

Councilmember McNeil made a motion seconded by Councilmember Putney to approve the Organization and Appointments with the change from the minutes that will be scheduled February, April, June, August, October and December to start at 7:00 PM not 6:00 PM. Councilmember McNeil asked that a special meeting be held during budget to work on the budget only.

 Ayes – 5 Nays - 0

* 1. Procurement Policy

There was a discussion held concerning the Procurement Policy

* 1. Investment Policy
	2. Code of Ethics
	3. Highway Adoption Policy
	4. Equal Opportunity Policy
	5. Americans with Disabilities Act (ADA) Employment Policy
	6. Workplace Violence Prevention Policy & Incident Report
	7. Sexual Harassment Policy

Councilmember McNeil made a motion seconded by Councilmember Bush to approve the Procurement Policy, Investment Policy, Code of Ethics, Highway Adoption Policy, Equal Opportunity Policy, Americans with Disabilities Act (ADA) Employment Policy, Workplace Violence Policy & Incident

Report and Sexual Harassment Policy. Ayes – 5 Nays – 0

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1. **Approval of December 12, 2018 Minutes**
2. **Approval of Town Clerk’s December 2018 Report**

 8. Approval of Justices December 2018 Report

Councilmember McNeil made a motion seconded by Councilmember Putney to approve the Town Clerk’s Report, Minutes, Justice Report and Budget Transfers.

 Ayes – 5 Nays - 0

**9. Approval of Increase budget lines.**

Mr. Dashnaw recommended the board to increase the revenue 2770.01 for $95,240.30 and increase the budget line to agree with the increase of the revenue in General

The budget line that will be increased:

|  |  |  |
| --- | --- | --- |
| 11104.01 | Justice CE | $2,944.00 |
| 14101.01 | Town Clerk | $107.04 |
| 14111.01 | Deputy Town Clerk | $135.00 |
| 14301.01 | Bookkeeper PS | $1384.00 |
| 16204.01 | Buildings Ce | $4103.04 |
| 50104.01 | Supt of Highway CE | $360.00 |
| 51824.01 | Street Lighting CE | $463.94 |
| 71104.01 | Park/Camgrd CE | $75,664.35 |
| 7310.4 | Youth Prog. CE | $1,884.73 |
| 81604.01 | Refuse/Garbage Ce | $250.93 |
| 90308.01 | Social Security | $1,633.01 |
| 90608.01 | Employee Medical In | $6,319.26 |

Mr. Dashnaw also recommended the board to increase the revenue 277.01 for $40,299.12 and increase the budget line to agree with the increase of the revenue in Highway.

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| 51101.03 | Maint. Of Roads PS | $28,374.04 |
| 51104.03 | General Repairs | $1,500.00 |
| 51304.03 | Machinery CE | $123.42 |
| 51424.03 | Snow Removal CE | $3,670.92 |
| 90308.03 | Social Security | $3,640.36 |
| 90608.03 | Employee Medical In | $2,990.38 |

Councilmember McNeil made a motion seconded by Councilmember Putney to approve the increase of

the budget lines as read. Ayes – 5 Nays - 0

 10. Approval of Transfers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 81101.09 | Administration PS | $1,848.92 |  | 909 | Fund Balance | $18,848.92 |
| 81204.09 | Sewage Collec. CE | $748.35 |  | 909 | Fund Balance | $748.35 |
| 90308.09 | Social Security | $141.44 |  | 909 | Fund Balance | $141.44 |
|  |  | $2,738.71 |  |  |  | $2,738.71 |
|  |  |  |  |  |  |  |

Councilmember McNeil made a motion seconded by Councilmember Putney to approve the Budget Transfers. Ayes – 5 Nays – 0

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**11. Approval of Abstracts and Town Supervisor’s Report**

|  |  |
| --- | --- |
| a. General | $ 107,115.51 |
| b. Highway | $50,714.63 |
| c. Water | $187.10 |
| d. Sewer | $31,191.66 |
| Total | $189,208.90 |

Discussion was held concerning the cut off date for vouchers being in and receiving bills after the voucher had be turned in. Concerns on late fees.

Councilmember Dailey made a motion seconded by Councilmember McNeil to approved abstracts.

 Ayes – 5 Nays – 0

**12. Highway Superintendent Report – Highway Superintendent Baldock**

1. Resolution #1 Holding Harmless the County of St. Lawrence for Providing/Service for the Town of Lisbon.

Councilmember Dailey made a motion seconded by Councilmember McNeil to approve Resolution # 1 Holding Harmless the County of St. Lawrence for Providing/Service for the Town of Lisbon.

 Ayes – 5 Nays - 0

1. Resolution # 2 – NYS DOT

Councilmember Dailey made a motion seconded by Councilmember McNeil to approve Resolution # 2 New York State Department of Transformation. Ayes – 5 Nays – 0

1. Highway Superintendent Baldock informed the board members that he had received 3 quotes for carpet for the Town Hall Conference Room. They were from Coakley’s, in Canton, NY, Gardner’s Floorcovering & Furniture; and Murray’s Flooring. Two of the companies recommended to use carpet tile. After discussion, it was decided that no new carpet would be put down until the drainage from around the Town Hall was corrected.
2. DEC had issued the permit for proposal # 1. All Highway Superintended Baldock needed was approval to go to the next step which was: $37,851.50 for the structure. Then the structure would be set in, followed by backfill. The board has agreed to save approximately $165,000.00 out of the Highway Department permanent improvement line and only use the CHIPS money. Superintendent Baldock couldn’t give any other information until the spec were done and moved forward.

Councilmember Dailey made a motion seconded by Councilmember Bush to move forward with the bridge replacement on the Chapel Road. Ayes – 5 Nays – 0

1. The Highway Department had received the Salt Barn Grant but had not been award yet. The Highway Department does have the $157,000 in the bank. The grant was $184,000.00.
2. New truck will be here Tuesday with the final price $201,267.00, the town had already paid $120,000.00. The plow and harness installation were $81,000. The expected cost was $85,000. The last plow the town purchased, with used parts, was way over that figure.
3. Superintendent Baldock stated that he had some issues with people parking on town highways during a snow storm. When people park on the road it became a liability to the town. New York State stated that people cannot park on the road. Attorney Nash stated to the board that he thought the town board should pass a local law to allow the superintendent to call a tow truck. The owner of the vehicle would then need to pay for the tow truck expense and storage fees before getting the vehicle back.

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Con’t Highway Superintendent Report

Councilmember Putney made a motion seconded by Councilmember Bush to asked Attorney Nash to draft up a local law for vehicles that were parked on the road, so it could be discussed at the February

Meeting. Ayes – 5 Nays - 0

**13. Code Enforcement Officer – Marc McDonell**

Code Enforcement Officer McDonell stated that he had 100 permits for 2018, one new that

had not been completed yet and had several garbage complaints. He also stated that the planning board was working on the concern of sign laws and site plans for sign laws. Code Enforcement Officer McDonell requested the board to write a letter to the State Of New York and state that the Town of Lisbon agreed with the state, concerning signs on the side

of the roads.

**14. Report from all Liaisons for committees**

1. Planning Board

Re-appointed Mark Hyde and Wade Wood to the Planning Board. Both members’ terms will expire 12/31/2023.

Councilmember Bush made a motion seconded by Councilmember Putney to reappoint Mark Hyde and Wade Wood to the Planning Board. Ayes – 5 Nays - 0

1. Recreation Committee – Councilmember Putney – No report was given.

 15. Legislator Forsythe

Legislator Forsythe reported that Legislator Joseph Lightfoot was elected for Chairman

and himself as Vice Chairman.

Again, this year Legislator Forsythe will be on the RVRDA committee. The RVRDA had approved a loan for $800,000 to North Lawrence and Curran to build a saw mill at the old Acco facility down by the river.

Legislator Forsythe will also be on the Labor Management, Health Insurance review committees.

Sales Tax has increased approximately 3%.

County Health Insurance had come in about a million under budget, which will come out of the county fund balance.

Don Chambers, SLC Highway Superintendent had secured a substantial amount of money to repair roads. St. Lawrence County was the highest recipient outside the New York City Area for projects.

Landfill – Had been surveyed. 200 acres had been separated with options to sell

some parcels or put solar panels projects. County was looking into all options.

 16. Financial Advisor Bill Dashnaw

Retirement system. Mr. Dashnaw informed the board members that some employees had received letters that were in the retirement system, concerning their retirement. This was extending from the past and was not handled properly. Mr. Dashnaw asked if the board wanted him to make these corrections and file it with the retirement system. It will be time consuming. These corrections would be extending back to 1994.

Councilmember ­­­­McNeil made a motion seconded by Councilmember Dailey to approve Financial Advisor William Dashnaw to find the corrections and file them with the state retirement system.

 Ayes – 5 Nays – 0

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 Con’t Financial Advisor Bill Dashnaw – Construction Project at the Town Hall

Tax Cap – Mr. Dashnaw informed the board that the Library had not filed a Chapter ~~4414~~ 414 to be on their own. Mr. Dashnaw was informed that the board was over the tax cap because of this matter. Mr. Dashnaw was working with a Senior Auditor to help solve the overage of the Tax Cap. For future budgets the Library will again be put under the Town of Lisbon’s budget.

Construction project at the Town Hall – The construction company had ordered the new windows for the Town Hall. Mr. Dashnaw had asked the Construction company to have a letter from the lumber yard where the windows were purchased,

to insure them and store these windows and certify that the windows had been paid for by the contractor. When the town received this letter, Mr. Dashnaw had asked for the board to approve Supervisor Armstrong to pay the first bill to the contractor.

Councilmember Bush made a motion seconded by Councilmember Dailey to Supervisor Armstrong for pay the contractor after the town received the letter from the lumber yard from where the windows were

stored. Ayes – 5 Nays - 0

**17. New Business**

1. Local Law # 1 Hearing of Real Property Assessment Complaints

Councilmember Dailey made a motion seconded by Councilmember McNeil to approve the Local Law # 1 Hearing of Real Property Assessment Complaints. Ayes – 5 Nays - 0

1. Local Law # 2 Real Property Tax Exemption for Cold War Veterans

Councilmember Dailey made a motion seconded by Councilmember Putney to approve the Local Law # 2 Real Property Tax Exemption for Cold War Veterans. Ayes – 5 Nays – 0

 C. Resolution # 3 Retirement for new employees

All highway and maintenance employees will work 8-hour days for retirement purposes. All others will work 6-hour days. Authorize Mr. Dashnaw to prepare one line and have Town Clerk McBath sign it.

Councilmember Putney made a motion seconded by Councilmember McNeil to approve all highway and maintenance employees an 8-hour work day for retirement purposes. All other employees had a 6-hour work day. Mr. Dashnaw would prepare online for Clerk McBath to sign.

 Ayes – 5 Nays – 0

 D. Councilmember McNeil asked the board to consider approving the formation of a

 committee “Beach and Campground” in the future. Discussion was held.

 **18. Executive Session**

Councilmember Bush made a motion seconded by Councilmember Putney for an executive session pertaining a Highway personnel matter at 2:10 PM Ayes – 5 Nays – 0

Councilmember Bush made a motion seconded by Councilmember Putney to return to the regular

meeting at 2:30 PM. Ayes – 5 Nays - 0

1. **Adjournment**

Councilmember Dailey made a motion seconded by Councilmember McNeil to adjourn the meeting at 2:51 PM. Ayes – 5 Nays - 0

Respectfully Submitted,

Donna McBath, Town Clerk

TOWN OF LISBON

TOWN HALL

6963 CR 10

LISBON, NEW YORK 13658

315-393-0410 Town Supervisor

315-276-5370 Town Clerk

Website – www.lisbonny.net

Town Supervisor – James Armstrong Town Councilmember – Nathaniel Putney

Town Clerk - Donna McBath Town Councilmember – Robert McNeil

Highway Superintendent – Michael Baldock Town Councilmember – Alan Dailey

Attorney – Charles Nash, Esq. Town Councilmember – Ronald Bush

RESOLUTION # 1 of 2019

HOLDING HARMLESS THE COUNTY OF ST. LAWRENCE FOR PROVIDING SERVICE FOR THE TOWN OF LISBON

January 9, 2019

**WHEREAS,** the Town of Lisbon is desirous of St. Lawrence County Department Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance actives to the Town, and

**WHEREAS,** both the Town of Lisbon and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

**WHEREAS,** in this joint cooperative endeavor, the Town of Lisbon and the County of St. Lawrence desires to be reimbursed for their expenditures, and

**WHEREAS,** the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

**WHEREAS,** the Town has indicated an interest to participate in such an effort,

**NOW THEREFORE, BE IT RESOVLED** that the Town of Lisbon hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against liability, loss, damage, claim or action resulting from the work performed by St. Lawrence County Department of Highways. The Town of Lisbon does not indemnify and hold harmless the County for any liability, loss, damage, claim, or action, which arises during actual performance of services by the St. Lawrence County Department of Highways. Said St. Lawrence County Department of Highways

and the County of St. Lawrence assumes the liability for losses, and claims for the actual physical performance of the work, and

**BE IT FURTHER RESOLVED** that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an “Occurrence” basis, with the following limits:

$1,000,000 Each Occurrence

$2,000,000 General Aggregate

$1,000,000 Aggregate

$1,000,000 Personal Injury

$ 50,000 Fire Damage Legal Liability

$ 5,000 Medical Payment Expense

**BE IT FURTHER RESOLVED,** that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

TOWN OF LISBON

TOWN HALL

6963 CR 10

LISBON, NEW YORK 13658

315-393-0410 Town Supervisor

315-276-5370 Town Clerk

Website – www.lisbonny.net

Town Supervisor – James Armstrong Town Councilmember – Nathaniel Putney

Town Clerk - Donna McBath Town Councilmember – Robert McNeil

Highway Superintendent –Michael Baldock Town Councilmember - Alan Dailey

Attorney – Charles Nash, Esq. Town Councilmember – Ronald Bush

RESOLUTION # 2 of 2019

PERMITS FROM THE NYS DEPARTMENT OF TRANSPORTATION

January 9, 2019

**WHEREAS,** the Town of Lisbon from time to time receives permits from the Department of Transportation (DOT) to temporarily obstruct, install, construct, maintain, operate or replace any facilities within the bounds of a State highway right-of-way, and

**WHEREAS,** the Town of Lisbon is required by NYS DOT to indemnify or hold harmless agencies and/or officials of the State of New York for such temporary obstructions, installations, construction or maintenance,

**NOW THEREFORE, BE IT RESOVLED** that Mike Baldock, in the capacity as

Supervisor of the Town of Lisbon is authorized to execute the Undertaking in Connection with Highway Permits Issued by NYS DOT agreement.

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 Donna D. McBath

 Lisbon Town Clerk

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| **DESIGNATIONS** |  |  |
| **BANKS** | KEY BANK & COMMUNITY BANK,  |  |
| **OFFICIAL NEWSPAPER** | WATERTOWN DAILEY TIMES |  |
| **OFFICIAL MEETING DATE** | 2ND WEDNESDAY EACH MONTH |  |
| **OFFICIAL MEETING TIME** | JAN, MAR, MAY, JULY, SEPT, AND NOV. AT NOON |  |
|  | FEB. APR., JUNE, AUG, OCT & DEC. AT 7:00 PM |  |
|  |  |  |
| **OFFICAL MILEAGE** | FIFTYONE CENTS PER MILE |  |
|  |  |  |
| **ELECTED OFFICIALS** | JAMES ARMSTRONG – SUPERVISOR | 12/31/2019 |
|  | NATHANAEL PUTNEY – COUNCILMEMBER | 12/31/2019 |
|  | ROBERT MCNEIL – COUNCILMEMBER | 12/31/2021 |
|  | ALAN DAILEY – COUNCILMEMBER | 12/31/2021 |
|  | RONALD BUSH – COUNCILMEMBER | 12/31/2019 |
|  | DONNA D. MCBATH – TOWN CLERK | 12/31/2019 |
|  | MICHAEL BALDOCK – HIGHWAY SUPERINTENDENT | 12/31/2019 |
|  |  |  |
| **APPOINTMENTS 2019** |  |  |
| **DEPUTY SUPERVISOR** | NATHANAEL PUTNEY |  |
| **TOWN ATTORNEY** | CHARLES NASH |  |
| **DEPUTY HWY SUPERINTENDENT** | DONALD MERKLEY |  |
| **DEPUTY TOWN CLERK** | DEBRA PUTNEY/ JANE BROWN-FLACK |  |
| **CODE ENFORCEMENT OFFICER** | MARC MCDONELL |  |
| **WATER SUPERINTENDENT** | DOUGLAS SMITH |  |
| **SEWER SUPERINTENDENT** | DOUGLAS SMITH |  |
| **WATER/SEWER ASSISTANT** |  |  |
| **SECRETARY/BOOKKEEPER** | KARI BLAIR |  |
| **ANIMAL CONTROL OFFICER** | SUSAN SIEDLECKI |  |
| **DEPUTY ANIMAL CONTROL OFFICER** | JESSICA DOTY/JIM PIPHER |  |
| **HISTORIAN** | NANCY LAFAVER |  |
| **COURT CLERK** | KARI BLAIR |  |

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| **YOUNG SPORTS COORD.** | ANGELA MCLEAR |  |
| **HEALTH OFFICER** | ST. LAWRENCE COUNTY HEALTH DEPT |  |
| **CAMPGROUND DIRECTOR** | MIKE O’NEIL |  |
| **ASSOCIATION OF TOWNS REP.** | JAMES ARMSTRONG |  |
| **ASSESSOR** | STEPHEN TEELE 10/1/18 – 9/30/19 | 9/30/19 |
|  |  |  |
| **AUDIT COMMITTEE** | WILLIAM DASHNAW |  |
|  |  |  |

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| **PLANNING BOARD** | All 4year terms |  |
|  | CHARLES STEMPLS | 12/31/2022 |
|  | MARK HYDE | 12/31/2022 |
|  | WADE WOOD | 12/31/2022 |
|  | THOMAS ARMSTRONG | 12/31/2021 |
|  | LEE DEZELL | 12/31/2021 |
|  | JOHN GARNER | 12/31/2021 |
|  | THOMAS ARMSTRONG | 12/31/2021 |
|  | DAVID PEARSON | 12/31/2020 |
| **(LIASON)** | COUNCILMEMBERS DAILEY & BUSH | (LIASONS) |
|  |  |  |
| **CAMPGROUND COMMITTEE** | MIKE O’NEIL |  |
| **AND BEACH** | COUNCILMEMBERS MCNEIL/DAILEY |  |
|  |  |  |
|  **RECREATION COMMITTEE** |  ANGELA MCLEAR– SPORTS COORD. |  |
|  | RAY LAROCK |  |
|  | KENDRA QUINLAN |  |
|  | DAVID GRAVLIN |  |
|  | RICK WHITE |  |
|  | DAVID WALKER |  |
|  | ANDREA HAYDEN |  |
|  | PATRICIA WALKER |  |
|  | ERIC WALKER |  |
|  | AMY ROBINSON |  |
|  | COUNCILMEMBERS PUTNEY & MCNEIL |  |
|  |  |  |
| **GRIEVANCE COMMITEE** | STEPHEN WALLACE |  |
|  | JAMES TODD ARMSTRONG |  |
|  | RANDY LAMAY |  |
|  |  |  |
| **HOMECOMING COMMITTEE** | SUPERVISOR ARMSTRONG COUNCILMEMBER PUTNEY |  |
|  |  |  |
| **MUSEUM COMMITTEE** | NANCY LAFAVER-CHAIRMAN |  |
|  | JEFF DEZELL |  |
|  | CINDY DEZELL |  |
|  | JIM ROBINSON |  |
|  | SEAN O’NEIL |  |
|  | KIRK ROBINSON |  |
|  | SCOTT YOUNG |  |
|  | COUNCILMEMBER NATHANAEL PUTNEY | (LIAISON) |
|  |  |  |
| **LISBON HOUSING AUTHORITY** | HOLLIS MCBATH | 2020 |
|  | MIKE DUPREY | 2020 |
|  | BRUCE GREEN | 2019 |
|  | SCOTT WALKER | 2021 |
|  | MAGGIE BACKUS | 2019 |
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| **LIASON APPOINTMENTS** |  |
| RECREATION | COUNCILMEMBERS MCNEIL& PUTNEY |
| CAMP GROUNDS | COUNCILMEMBER MCNEIL |
| HOMECOMING | SUPERVISOR ARMSTRONG & COUNCILMEMBER DAILEY  |
| PLANNING BOARD | COUNCILMEMBERS DAILEY & BUSH |
| NYPA | SUPERVISOR ARMSTRONG |
| MUSEUM | COUNCILMEMBERS PUTNEY/DAILEY |
| BUILDING AND GROUNDS | COUNCILMEMBERS MCNEIL/DAILEY |
|  |  |
| SUPERVISOR | JAMES ARMSTRONG | $13,700.00 |
| DEPUTY SUPERVISOR | NATHANAEL PUTNEY | $1,00.00 |
| COUNCILMEMBER | NATHANAEL PUTNEY | 00.00 |
|  | ROBERT MCNEIL | $2,400.00 |
|  | ALAN DAILEY | $2,400.00 |
|  | VACANT | $2,400.00 |
| TOWN JUSTICE | PATRICIA FLETCHER | $11,145.00 |
|  | PHILIP FONDA | $11,145.00 |
| COURT CLERK | KARI BLAIR | $ 19380.00  |
| PERSONNEL-BOOKKEEPER | KARI BLAIR | $20,380.00 |
| WEB PAGE  | KARI BLAIR | $500.00 |
| TOWN CLERK/TAX COLLECTOR | DONNA MCBATH  | $36,108.00 |
| WATER PAYROLL  | DONNA MCBATH | $500.00 |
| SCHOOL TAX COLLECTOR | DONNA MCBATH | $3 ,000.00 |
| HIGHWAY SUPERINTENDENT | MICHAEL BALDOCK | $55,341.00 |
| DEPUTY HIGHWAY SUPERINTENDENT | DONALD MERKLEY | $1,500.00 |
| ASSESSOR | STEPHEN TEELE | $30,623.00 |
| CODE ENFORCEMENT | MARC MCDONELL | $30,600.00 |
| HISTORIAN | NANCY LAFAVER | $2,000.00 |
| YOUTH PROGRAM CORD. | DAVID GRAVLIN | $7,100.00 |
| ATTORNEY | CHARLES NASH | $7,140.00 |
| DOG CONTROL OFFICER | SUE SIEDLECKI | $6,000.00 |
| SEWER SUPERINTENDENT & WATER PURIFICATION | DOUG SMITH | $24,036.00 |
| DEPUTY TOWN CLERK/ASST. BOOKKEEPER | DEBRA PUTNEY / JANE BROWN-FLACK | $9,000.00 |
| PARKS & REC. CAMP | MIKE O’NEIL | $19,000.00 |
| PUBLIC WORKS |  | $29,485.00 |
|  |  |  |