**TOWN OF LISBON**

TOWN BOARD MEETING

# January 10, 2018

**LISBON TOWN HALL**

1. **Meeting Called to Order**

Supervisor James Armstrong called the meeting to order at 1:00 PM

1. **Pledge Allegiance**
2. **Recognition of Guest**
3. Janet Otto-Cassada – Mayor of Waddington

Ms. Otto-Cassada spoke with the board members concerning the 2018 Waddington Bass-Masters. The Village of Waddington was asking the surrounding towns if they would be interested in assisting with a donation for the 2018 Waddington Bass-Masters. This was tabled for February’s meeting.

1. Pat Green - spoke concerning the debt with the US Government
2. Report from Legislator Forsythe
	1. Councilman McNeil had concerns on the Workman’s Comp. Discussion was held
	2. Legislators voted in Kevin Acres as Board Chair
	3. Pistol Permits – Finance Charge - Discussion
	4. Water Quality Act. – Discussion
	5. Old Jail was being renovated for 18 through 21 years old that had been incarcerated.
	6. Sale Tax for St. Lawrence County was up by 1.2 at the last quarter.
3. New Organizational approval policies by the board
	1. Approval of Organization & Appointments with wages
* Official Newspaper will be Watertown Dailey Times
* Meetings will be on the second Wednesday of every month and starting of the meetings beginning at Noon.
* Annual Audit will be performed by Councilman McNeil and Putney.
	1. Procurement Policy
	2. Investment Policy
	3. Code of Ethics

Councilman McNeil made a motion seconded by Councilman Putney to approve the Approval of Organization and Appointments with wages, Procurement Policy, Investment Policy and Code of Ethics with the add-in.

 Ayes – 4 Nays – 0

Councilman Dailey recommended that all the board members read these policies and know what was in them.

* 1. Highway Adoption Policy

Councilman Dailey made a motion seconded by Councilman Putney to approve the Highway Adoption Policy. Ayes – 4 Nays - 0

* 1. Equal Opportunity Policy
	2. Americans with Disabilities Act (ADA) Employment Policy
	3. Workplace Violence Prevention Policy & Incident Report

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Con’t Policies

* 1. Sexual Harassment Policy

Councilman McNeil made a motion seconded by Councilman Dailey to approve Equal Opportunity Policy, Americans with Disabilities Act (ADA) Employment Policy, Workplace Violence Prevention Policy & Incident Report and Sexual Harassment Policy.

 Ayes – 4 Nays - 0

1. **Approval of December 13, 2017 Minutes**

Councilman McNeil made a motion seconded by Councilman Dailey to approve the Meeting Minutes for December 13, 2017. A correction was made of the statement that was stated, “the pickup that the Highway Superintendent currently used would go to the campground, so they could transport the trash wagon to the transfer station.” The correction was: “the 2007 Ford Pickup would be going to the beach and campground, not the Superintendent truck.”

 Ayes – 4 Nays - 0

1. **Approval of Justice Reports for December 2017**

Councilman McNeil made a motion seconded by Councilman Dailey to approve the, Justice Reports for December 2017. Councilman Dailey asked if the fines could be paid in full and not in installments. Attorney Nash stated that only the Justices can make that decision.

 Ayes – 4 Nays - 0

1. **Approval of Transfers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TO** | **GENERAL FUND** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **10101.01** | **Town Board PS** | **$500.00** |  | **12204.01** | **Deputy Supervisor PS** | **$500.00**  |
| **11104.01** | **Justices CE** | **$1,573.49** |  | **14204.01** | **Attorney CR** | **$1,573.49**  |
| **12204.01** | **Supervisor CE** | **$711.46** |  | **14204.01** | **Attorney CR** | **$711.46**  |
| **13301.01** | **School Tax Collector** | **$500.00** |  | **14102.01** | **Town Clerk EQ** | **$500.00** |
| **14301.01** | **Bookkeeper PS** | **$730.56** |  | **14204.01** | **Attorney CE** | **$730.56** |
| **14901.1** | **Public Works** | **$64.43** |  | **14204.01** | **Attorney CE** | **$64.43** |
| **16204.01** | **Building CE** | **$9,644.33** |  | **19904.01** | **Contingency** | **$9,644.33** |
| **36204.01** | **Bldg Codes CE** | **$218.24** |  | **35104.01** | **Dog Control CE** | **$218.24** |
| **73104.01** | **Youth Prog CE** | **$1,223.28** |  | **51824.01** | **Street Lighting CE** | **$1,223.28** |
| **71104.01** | **Parks/Campground CE** | **$68,000.00** |  | **2770.01** | **Unclassified Rev.** | **$68,000.00** |
| **90308.01** | **Social Security** | **$215.93** |  | **19904.01** | **Contingency** | **$215.93** |
| **90608.01** | **Employee Medical Ins.** | **$1,767.48** |  | **19904.01** | **Contingency** | **$1,767.48** |
| **TOTAL** |  | **$85,149.20** |  |  |  | **$85,149.20** |

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Con’t transfers

|  |  |  |  |  |  |  |
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| **TO** | **Highway** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **51304.03** | **Machinery EQ** | **$177,646.23** |  |  | **Fund Balance** | **$177,646.23**  |
| **51304.03** | **Machinery CE** | **$5,077.84** |  | **51421.03** | **Snow Removal PS** | **$5,077.84**  |
| **90308.03** | **Social Security** | **$670.88** |  | **51424.03** | **Snow Removal CE** | **$670.88**  |
| **90608.03** | **Employee Medical Ins.** | **$19,071.44** |  | **51421.03** | **Snow Removal PS** | **$19,071.44**  |
| **51101.03** | **Maint of Roads PS** | **$105,000.00** |  | **51121.03** | **Perm Improvements PS** | **$105,000.00**  |
| **51101.03** | **Maint of Roads PS** | **$20,000.00** |  | **51401.03** | **Brush & Weeds PS** | **$20,000.00**  |
| **TOTAL** |  | **$327,466.39** |  |  |  | **$327,466.39** |
|  |  |  |  |  |  |  |
| **TO** | **Sewer Fund** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **81101.09** | **Administration PS** | **$170.86** |  | **81204.09** | **Sewer Collection** | **$170.86**  |
|  |  |  |  |  |  |  |
| **TOTAL** |  | **$170.86** |  |  |  | **$170.86** |

Councilman McNeil made a motion seconded by Councilman Putney to approve the transfers from the end of the year that the Board Members had given approval to the Supervisor to pay.

 There were some questions concerning a few of the vouchers by Councilman Dailey.

 Ayes – 4 Nays – 0

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

|  |  |
| --- | --- |
| a. General | $ 114,158.27 |
| b. Highway | $223,884.14 |
| c. Water | $199.50 |
| d. Sewer | $691.51 |
| Total | $338933.42 |

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

 Ayes – 4 Nays – 0

1. **Highway Superintendent Report – Highway Superintendent Baldock**
2. Resolution #1 Holding Harmless the County of St. Lawrence for Providing/Service for the Town of Lisbon

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

 Ayes – 4 Nays - 0

1. Resolution # 2 – NYS DOT

Councilman McNeil made a motion seconded by Councilman Dailey to approve Resolution # 2 New York State Department of Transformation. Ayes – 4 Nays – 0

1. Approval of spending for Highway Roads

Councilman Dailey made a motion seconded by Councilman McNeil to approve spending for

Highway Funds. Ayes – 5 Nay – 0

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Con’t Highway Superintendent Report

1. Highway Superintendent Baldock asked the board to consider hiring two college students to mow cemetery lawns, trim guard rails and be flagmen when the highway

department was blacktopping.

1. Highway Superintendent Baldock reported that with the cold weather, the fuel pumps had frozen and had to be worked on each time they were used. He would like permission from the board to have the pumps repaired. He also stated that the Commissioner of the Lisbon Fire Department may be interested in contributing to the repairs. Highway Superintendent Baldock also asked if he could approach the Lisbon Central School for assistance in this matter.

Councilman Dailey made a motion seconded by Councilman Putney to have the pumps repaired when possible and asked for assistance from the Commissioners of the Lisbon Fire Department and the Lisbon Central School. Ayes – 4 Nays - 0

Councilman Dailey commended the Highway Department for the good job of renovating the Town

Barns.

1. **Report from all Liaisons for committees**
2. Recreation Committee – Councilman Putney – No report was given.
3. Campground Director O’Neil stated that there were a few electrical outlets that had to be checked out. Also, he was waiting for National Grid to return the town’s request for

electrical support for the new construction of 15 new campground sites.

1. **Vacancy of a Councilman on the Lisbon Town Board.**

A Town Councilman Member had resigned from the Lisbon Town Board. The Town Board was soliciting any interested person to fill the vacant position as town board member for the remainder of 2018. The person needed to contact the Lisbon Town Clerk by calling her at 315-276-5370. The person will be appointed at February’s Meeting.

Councilman Dailey made a motion seconded by Councilman McNeil to advertise for a Town Board

Member. Ayes – 4 Nays - 0

1. **New Business**
2. Resolution # 3 Retirement for new employees

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

Councilman McNeil made a motion seconded by Councilman Dailey to approve all highway and maintenance employees an 8-hour work day for retirement purpose. All other employees have a 6-hour work day and have Town Clerk McBath sign it. Ayes – 4 Nays - 0

1. Wastewater Disinfection Study

Supervisor Armstrong informed the board members that he met with Bill Dashnaw, Doug Smith and 2 engineers from Bernier & Carr concerning administration for the grant of evaluation of the Town of Lisbon Wastewater Disinfection Study.

Councilman McNeil made a motion seconded by Supervisor Armstrong to allow Bernier & Carr to be the administration for the grant of evaluation of the Town of Lisbon Wastewater Disinfection Study.

 Ayes – 4 Nays – 0

Councilman Putney made a motion seconded by Councilman Dailey to have Supervisor Armstrong authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project to fulfill the Town’s obligations under the Engineering Planning Grant Agreement.

 Ayes – 4 Nays – 0

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Con’t Wastewater Disinfection Study

Councilman McNeil made a motion seconded by Councilman Putney that the Town of Lisbon authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the Town of Lisbon wastewater Disinfection Study project. Under the Engineering Planning Grant

Program, this local match must be at least 20% of the grant award of $30,000.00. The maximum local share appropriated subject to any changes agreed to by the Supervisor shall not exceed $7,500.00 The total estimated maximum project cost is $37,500.00. The Supervisor may increase this local match through the use of in-kind services without further approval from the Town of Lisbon.

 Ayes – 4 Nays – 0

Councilman McNeil made a motion seconded by Councilman Dailey that the town of Lisbon hereby determines that the proposed engineering report for the Town of Lisbon Wastewater Disinfection Study project is a Type II action in accordance with 6 NYCRR Section 617.5 © subparagraphs (18) and (21) which constitutes the “(18) information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type 1 or Unlisted action;” and “(21) conducting concurrent environmental, engineering economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action,” and is therefore not subject to review under 6 NYCRR Part 617.

 Ayes – 4 Nays – 0

1. T.J. Fiacco

Town Clerk informed the board that she received a bill from the engineers for T.J. Fiacco for the construction work at the Campground. T.J. Fiacco requested it to be paid this month instead of waiting for next month.

Councilman Putney made a motion seconded by Councilman McNeil to approve payment to T.J. Fiacco at the end of the month when utilities are being paid.

 Ayes – 4 Nays – 0

1. Paid Family Leave

A discussion was held concerning Paid Family Leave. Attorney Nash stated that municipality were exempt of the Paid Family Leave.

Councilman McNeil made a motion seconded by Councilman Dailey that the Town of Lisbon were not

opting in for the Paid Family Leave. Ayes – 4 Nays – 0

1. **Old Business -** No old business to discuss
2. **Executive Session**
3. Union Contract

Councilman McNeil made a motion and seconded by Councilman Putney to go into executive session for discussion on the Union Contract at 3:30 PM Ayes – 4 Nays – 0

Councilman Dailey made a motion and seconded by Councilman McNeil to return to the regular meeting at 4:00 PM. Ayes – 4 Nays - 0

1. **Adjournment**

Councilman Putney made a motion seconded by Councilman McNeil to adjourn the meeting at4:02 PM. Ayes – 4 Nays - 0

Respectfully Submitted,

Donna McBath, Town Clerk

TOWN OF LISBON

TOWN HALL

BOX 98

LISBON, NEW YORK 13658

315-393-0410 Town Supervisor

315-393-5988 Town Clerk

Website – www.lisbonny.net

Town Supervisor – James Armstrong Town Councilman – Nathaniel Putney

Town Clerk - Donna McBath Town Councilman – Robert McNeil

Highway Superintendent – Michael Baldock Town Councilman – Alan Dailey

Attorney – Charles Nash, Esq. Town Councilman –

RESOLUTION # 1 of 2018

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

January 20, 2018

**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.

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Date By: James W. Armstrong, Supervisor

Town of Lisbon

TOWN OF LISBON

TOWN HALL

BOX 98

LISBON, NEW YORK 13658

315-393-0410 Town Supervisor

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Town Clerk - Donna McBath Town Councilman – Robert McNeil

Highway Superintendent – Timothy Dow Town Councilman - Alan Dailey

Attorney – Charles Nash, Esq. Town Councilman –

RESOLUTION # 2 of 2018

PERMITS FROM THE NYS DEPARTMENT OF TRANSPORTATION

January 10,2018

**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** | NOON |  |
| **OFFICIAL MILEAGE** | FIFTYONE CENTS PER MILE  |  |
|  |  |  |
| **APPOINTMENTS 2018** |  |  |
| **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** | SCOTT SKIFF |  |
| **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.** | DAVID GRAVLIN |  |
| **HEALTH OFFICER** | ST. LAWRENCE COUNTY HEALTH DEPT |  |
| **CAMPGROUND DIRECTOR** | MIKE O’NEIL |  |
| **ASSOCIATION OF TOWNS REP.** | JAMES ARMSTRONG |  |
| **ASSESSOR** | STEPHEN TEELE 10/1/13 – 9/30/18  | 9/30/18 |
|  |  |  |
| **AUDIT COMMITTEE** | WILLIAM DASHNAW |  |
|  |  |  |
| **PLANNING BOARD** | All 4 year terms |  |
|  | STEVEN JEMISON | 12/31/2018 |
|  | STEPHEN WALLACE | 12/31/2021 |
|  | CHARLES STEMPLES | 12/31/2022 |
|  | DAVID PEARSON | 12/31/2020 |
|  | MARK HYDE | 12/31/2018 |
|  | JOHN GARNER | 12/31/2021 |
|  | THOMAS ARMSTRONG | 12/31/2021 |
| **(LIASON)** | COUNCILMAN DAILEY & McNEIL | (LIASONS) |
|  |  |  |
| **CAMPGROUND COMMITTEE** | MIKE O’NEIL |  |
| **AND BEACH** | COUNCILMEMBER McNEIL/DAILEY |  |
|  |  |  |
|  **RECREATION COMMITTEE** |  DAVE GRAVLIN – SPORTS COORD. |  |
|  | RAY LAROCK |  |
|  | JAMES KROGER |  |
|  | ANGELA MCLEAR |  |
| Con’t Recreation Committee | RICK WHITE |  |
|  | DAVID WALKER |  |
|  | ANDREA HAYDEN |  |
|  | PATRICIA WALKER |  |
|  | ERIC WALKER |  |
|  | COUNCILMEMBER PUTNEY & MCNEIL |  |
|  |  |  |
| **GRIEVANCE COMMITEE** | JOHN GARDNER | 9/30/2018 |
|  | STEVEN WALLACE |  |
|  | JAMES TODD ARMSTRONG |  |
|  |  |  |
| **HOMECOMING COMMITTEE** | SUPERVISOR ARMSTRONG COUNCILMAN 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 |
|  |  |  |
| **LIASON APPOINTMENTS** |  |
| RECREATION | COUNCILMAN & PUTNEY |
| CAMP GROUNDS | COUNCILMAN MCNEIL |
| HOMECOMING | SUPERVISOR ARMSTRONG & COUNCILMAN DAILEY  |
| PLANNING BOARD | COUNCILMAN DAILEY & McNEIL |
| NYPA | SUPERVISOR ARMSTRONG |
| MUSEUM | COUNCILMAN PUTNEY |
| BUILDING AND GROUNDS | COUNCILMAN McNEIL |
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| SUPERVISOR | JAMES ARMSTRONG | $13,700.00 |
| DEPUTY SUPERVISOR | NATHANAEL PUTNEY | $500.00 |
| COUNCILMEMBER | NATHANAEL PUTNEY | $2,400.00 |
|  | 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 | $19380.00 |
| WEB PAGE  | KARI BLAIR | $500.00 |
| TOWN CLERK/TAX COLLECTOR | DONNA McBATH  | $34,608.00 |
| WATER PAYROLL  | DONNA McBATH | $500.00 |
| SCHOOL TAX COLLECTOR | DONNA McBATH | $3 ,000.00 |
| HIGHWAY SUPERINTENDENT | MICHAEL BALDOCK | $54,340.00 |
| DEPUTY HIGHWAY SUPERINTENDENT | DONALD MERKLEY | $1,500.00 |
| ASSESSOR | STEPHEN TEELE | $29.623.00 |
| CODE ENFORCEMENT | MARC MCDONELL | $30,600.00 |
| HISTORIAN | NANCY LAFAVER | $1,515.00 |
| YOUTH PROGRAM CORD. | DAVID GRAVLIN | $6,100.00 |
| ATTORNEY | CHARLES NASH | $7,140.00 |
| DOG CONTROL OFFICER | SUE SIEDLECKI | $5,779.00 |
| SEWER SUPERINTENDENT & WATER PURIFICATION | DOUG SMITH | $24,036.00 |
| DEPUTY TOWN CLERK | DEBRA PUTNEY / JANE BROWN-FLACK | $6,000.00 |
| PARKS & REC. CAMP | MIKE O’NEIL | $18,000.00 |
| PUBLIC WORKS | SCOTT SKIFF | $29,485.00 |