**TOWN OF LISBON**

TOWN BOARD MEETING

# December 12, 2018

**LISBON TOWN HALL**

**Present:**

Supervisor James Armstrong Councilmember Robert McNeil

Town Clerk Donna McBath Councilmember Ronald Bush

Highway Superintendent Michael Baldock Councilmember Alan Dailey

 Councilmember Nathanael Putney

Absent: Attorney Charles Nash

Guest: Stephen Wallace, Lawrence & Leslie Mathews, Pat Green, and Gary Madlin

1. **Public Meeting was called order for Local Law No 1 & 2**

Local Law # 1 – Hearing of Real Property Assessment Complaints

 It was asked what the Local Law was about, and it was explained to the audience

Local Law # 2 – Providing for Real Property Tax Exemption for Cold War Veterans

 It was asked what the Local Law was about, and it was explained to the audience

1. **Monthly Meeting Called to Order**

Supervisor James Armstrong called the monthly meeting to order at 12:15 PM

1. **Pledge of Allegiance**
2. **Guest –** Questions were asked at the end of the meeting
3. **Report from Legislators – David Forsythye -** was not present
4. **Approval of the Meeting Minutes – November 14 and November 19, 2018**

Councilmember McNeil made a motion seconded by Councilmember Putney to approve Meeting Minutes

for November 14 and November 19, 2018. Ayes – 5 Nays – 0

1. **Approval of the Town Clerk’s Report for October and November 2018**

Councilmember McNeil made a motion seconded by Councilmember Putney to approve Town Clerks

Report for October and November 2018. Ayes – 5 Nays – 0

1. **Approval of the Justice Report**

Councilmember McNeil made a motion seconded by Councilmember Putney to approve the Justice

Report. Ayes – 5 Nays – 0

1. **Approval of the Budget Transfers for November**

Councilmember McNeil made a motion seconded by Councilmember Bush to approve the Budget

Transfers.

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| **TRANSFERS** |
| **TO** | **GENERAL FUND** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **11104.01** | **Justice Ce** | **$1,241.61** |  | **16202.01** | **Building Eq.** | **1241.61** |
| **14111.01** | **Deputy Town Clerk** | **$408.00** |  | **16202.01** | **Building Eq.** | **$408.00** |
| **16204.01** | **Building CE** | **$7,115.54** |  | **16202.01** | **Building Eq.** | **$7,115.54** |
| **33104.01** | **Traffic Control CE** | **$314.15** |  | **16202.01** | **Building Eq.** | **$314.15** |

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| **Town Board Minutes** | **December 12, 2018** | **Page 2** |

Con’t Transfers

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| **50104.01** | **Supt of Highway CE** | **$56.32** |  | **16202.01** | **Building Eq.** | **$56.32** |
| **71104.01** | **Parks/Campgrd CE** | **$2,595.88** |  | **16202.01** | **Building Eq.** | **$2,595.88** |
| **71804.01** | **Beach CE** | **$66.44** |  | **71804.04** | **Building Eq.** | **$66.44** |
| **73104.01** | **Youth Prog CE** | **$1,026.91** |  | **16202.01** | **Building Eq** | **$1,026.91** |
| **81604.01** | **Refuse/Garbage CE** | **$152.46** |  | **16202.1** | **Building Eq.** | **$152.46** |
| **90308.01** | **Social Security** | **$1,325.06** |  | **16202.01** | **Building Eq.** | **$1,325.06** |
| **90608.1** | **Employee Medical In.** | **$2,427.99** |  | **16202.01** | **Building Eq.** | **$2,427.99** |
| **TOTAL** |  | **$16,730.36** |  | **16202.01** |  | **$6,730.36** |
|  |  |  |  |  |  |  |
| **TO** | **Highway** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **51101.03** | **Maint. Of Roads PS** | **$15,382.87** |  | **51421.03** | **Snow Removal PS** | **$15,382.87** |
| **51104.03** | **General Repairs GE** | **$2,725.50** |  | **51421.03** | **Snow Removal PS** | **$2,725.50** |
| **90308.03** | **Social Security** | **$2,268.95** |  | **51104.03** | **Snow Removal PS** | **2,268.95** |
| **TOTAL** |  | **$20,377.32** |  |  |  | **$20,377.32** |
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| **TO** | **Sewer** | **AMOUNT** |  | **FROM** | **ITEM** | **AMOUNT** |
| **81101.09** | **Administration PS** | **$1,848.92** |  | **909** | **Fund Balance** | **$1,848.92** |
| **81204.09** | **Sewage Collec. Ce** | **$32.97** |  | **909** | **Fund Balance** | **$32.97** |
| **81304.09** | **Treatment/Disposal CE** | **$51,543.06** |  | **909** | **Fund Balance** | **$51,543.06** |
| **90308.09** | **Social Security** | **$55.84** |  | **909** | **Fund Balance** | **$55.84** |
| **TOTAL** |  | **$,53,480.79** |  |  |  | **$53,480.79** |

 Ayes – 5 Nays – 0

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

Councilmember Bush made a motion seconded by Councilmember Putney to approve the Abstracts and

Town Supervisor’s Report with the exception of the extra Bernie & Carr Voucher.

 Ayes – 5 Nays – 0

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| a. General | $19,739.83 |
| b. Highway | $33,023.45 |
| c. Sewer | $53,214.65 |
| d. Water | $95.00 |
| Total | $106072.93 |

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| **Town Board Minutes** | **December 12, 2018** | **Page 3** |

1. **Highway Superintendent’s Report**
2. Highway Superintendent Baldock asked for the board to pass a motion to place a ninth employee on the Highway Department. A Highway Employee will replace the maintenance person as needed.

Councilmember Putney made a motion seconded by Councilmember Bush to go from 8 highway

employees to 9 highway department employees. Ayes – 5 Nays – 0

 B. Highway Superintendent Baldock informed the board that the highway crew had been cleaning the stage and balcony of the gymnasium in the town hall. There were some chairs on the stage that he didn’t know what to do with. Did the board members want to sell them, destroy them or keep the chairs? It was up to the discretion of the board.

 C. Boiler at the town hall was not working properly. The boiler that heated the upstairs was working harder than the downstairs boiler. He was informed by J & M that the piping to the radiators was not right and should be looked at. The board asked the Highway Superintendent to get more than one quote to see what needed to be done.

 D. The highway crew had been working at the campground, helping the Lights on the River.

 **12. Code Enforcement Officer Marc McDonell – Was not present**

 A. The person that was appointed at the last meeting, did not accept the position on the Planning Board. The Planning Board would like to appoint Lee Dezell to that position.

Councilmember Bush made a motion seconded by Councilmember Dailey to appoint Lee Dezell to the Planning Board. Term will be from January 2019 to December 2023.

 Ayes – 5 Nays – 0

1. **Report from all Liaisons for committee**
2. Recreation – Councilmember Putney

Councilmember Putney informed the board members that the Recreation Committee was gearing up for the January tournament.

1. Campground – Councilmember McNeil – Nothing to Report
2. Planning Board – Reported earlier in the meeting
3. Museum – Councilmember Putney – Nothing to Report
4. **New Business**
5. Monthly Meeting Schedule – Discussion was held concerning the issue of changing the monthly meeting time.

Councilmember Putney made a motion seconded by Councilmember Bush to hold the monthly meetings of January, March, May, July, September and November 2019 at noon. The alternating months would be held 7:00 PM. Ayes – 5 Nays – 0

 It was also suggested that special meetings being held during budget time, would only

 discuss the budget.

 Discussion was held concerning proper procedures of holding a meeting.

1. Banking Deposits.

Town Clerk McBath asked the board that since the town no longer employed a maintenance person to take the bank deposits to the bank during tax season, how would the board want to handle the deposits? Town Clerk McBath suggested that she could take the deposit to the bank at the end of the day for night deposit but would charge mileage to do this. Her seconded suggestion was direct deposit of the checks at her desk and cash deposit as needed. Third suggestion would be to hire Loomis.

The board decided to do direct deposit for the check and deposit cash as needed.

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| **Town Board Minutes** | **December 12, 2018** | **Page 4** |

Con’t New Business

1. Cell Phones

Town Clerk McBath informed the board members that there were two cell phones that were not being used at this time. She suggested to cancel the cell phone that the Highway Superintendent used. The cell phone that the maintenance person used be given to the beach for summer use, so the Campground Director could keep the cell phone that he carried during the winter months. 315-323-1168 would be used by the beach crew and 315-323-6397 would be canceled. All board members agreed.

1. Resolution on – Pay vouchers, except utility bills, when prepaid

A discussion was held concerning what vouchers and when the voucher needed to be paid. Financial Advisor Bill Dashnaw informed the board that Utilities could be paid without approval from the board. The remaining vouchers needed to be paid at the first board meeting of the month. All vouchers needed to be submitted by the Wednesday before the second Wednesday of the month. Any invoices that came in after the first Wednesday would be paid the following month.

1. End of the Year Meeting

Councilman Bush made a motion seconded by Councilman McNeil to approve the Supervisor to sign, approve, and to make the transfers and pay the voucher for the end of the year of 2017.

 Ayes – 5 Nays – 0

1. **Old Business**
2. Local Law # 1 Hearing of Real Property Assessment Complaints

Councilman Dailey made a motion seconded by Councilman 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

Councilman Dailey made a motion seconded by Councilman Bush to approve the Local Law # 2 Real

Property Tax Exemption for Cold War Veterans. Ayes – 5 Nays – 0

1. **Executive Session**

No executive session as Supervisor Armstrong informed the audience it was now in the hands of the town lawyer’s and Correctional Facility Superintendents. He also stated that the Correctional

Facility will be having the parcel surveyed.

1. **Adjournment**

 Councilmember Dailey made a motion seconded by Councilmember Bush to adjourn the meeting at 2:20 PM. Ayes – 5 Nays - 0

Respectfully Submitted,

Donna McBath,

Town Clerk