**Town of Lisbon Board Meeting**

**Wednesday December 13,2023**

**Lisbon Town Hall**

**6963 CR 10 Lisbon, NY 13658**

1. **Call to order by** Supervisor Nelson at 5:00 PM with the Pledge of Allegiance and a moment of silence for friends and family that have passed away recently.
2. **Roll Call:** Supervisor William Nelson Councilmember Jeff Dumas

Councilmember Robert McNeil

Councilmember Ron Bush Deputy Supervisor Nathanael Putney

Also Present: Highway Superintendent Mike Baldock, Town Clerk Alberta Hyde, Assessor Steve Teele, Campground Director Todd Miller, Attorney Charles Nash, Librarian Michelle McLagan, County Legislature David Forsythe, Newly Elected Councilmembers Patti Bartlett and Hunter Forsythe, Historian Nancy LaFaver, CEO Marc McDonnell, Peggy Mousaw

1. **Approval of minutes**- Moved by Supervisor Nelson seconded by Deputy Supervisor Putney to approve the minutes of October 11,2023 all in favor. Moved by Supervisor Nelson seconded by Councilmember Dumas to approve the minutes of November 8,2023 all in favor.
2. **Report from County Legislature Chair Forsythe:**
3. Thanked Supervisor Nelson and Deputy Supervisor Putney for their service, and congratulated Lisbon Fire on 100 years of service.
4. St. Lawrence Co. Budget passed; Legislature Forsythe will continue to be the Chair for 2024, Organization meeting is scheduled for 1-2-2024.
5. CEO McDonell stated that recently he had worked with the Solid Waste department and Pat Kelly with the IDA Office Both were very pleasant to work with
6. Encouraged the Town to apply for the RVRDA in 2024 and to investigate grants for recreation.
7. Discussion regarding the improvements on County buildings
8. **Approval of Audited claims:**

General $46792.39 Highway $117,040.85

Sewer $5,339.07 Water $1,204.49

T&A $811.02 Total $171,187.82

Moved by Supervisor Nelson seconded by Councilmember Bush to make payments to bill # 745-823 All in Favor

1. **Reports from departments**

Supervisor-

1. Financial reports will be sent out this week.
2. Accounts need to be changed over to elect Supervisor Bush
3. Paperwork was filed with St. Lawrence County for the ARPA grant reimbursement for the wastewater treatment plant.

Highway-

1-Hihgway crew is cutting roadside brush with the machine that is being rented

2-The Town owns land on Maiden Lane in the Hamlet of Lisbon that has not been used in years. Said property is big enough to make lots on. There is Town Water/Sewer available to these lots.

Discussion followed on whether the Town would like to sell said property.

3-Residents have been very pleased with the new town parking lot across the road from the Town Hall, said parking lot is being used every day.

4-Tisdel has sent over the plans for the chlorination chamber replacement.

5-There have been multiple complaints about the Chambers residence on the corner of the Five Mile Line Road and Nelson Road. The Town Board has had several discussions in the past, but this has become a safety issue and must be dealt with. Attorney Nash will advise the Town Board on the legal action to be taken.

6-The Highway crew along with Dave Goldie will be working on the Dollar Road. A culvert that goes down fifteen feet needs to be replaced.

Supervisor Nelson stated that the Chips check had come in last Friday.

7-Discussion had regarding the emergency fix on the water system at the Lisbon School

Town Clerk- everything is going well.

Assessor Teele-

1. passed out the Local Law from the Town of Hammon that was passed regarding the real property tax exemption for Volunteer Firefighter and Volunteer Ambulance workers. Assessor Teele asked the Town Board to review the law when considering a local law for the Town of Lisbon
2. Renewals are done and sent out.

CEO-

1-CEO McDonell was given a tour of the Woodcrest Digester. No start date yet

2-There remains seven new constructions’

Campground Director-

1-Campground Director Miller passed out the estimate’s from Tisdel Associates for the Campground expansion. Discussion followed:

1. Highway crew will be able to do a lot of the work vs hiring contractors.
2. In the past it has been proven that any improvements done at the Campground pays for itself

2-Letters were mailed to the Annual Campers regarding the rate increase. Discussion followed.

Regarding the current contract dates

3-Campground Director Miller asked if he could be more involved in the expenses at the

Campground. Example the credit card bill, Mr. Miller phoned the credit card company.

Questioned the amount charged to the Town vs the amount charged to individual’s using

the credit card machine. Mr. Miller does not feel that the amount charged to the Town of Lisbon is correct. Supervisor Nelson stated that the credit card bill is correct and

he had been in Contact with Community Bank regarding changing companies.

Historian & Museum-

1-End of the year updates have been sent to Board Members

2-Discussion regarding the land owned by the Town adjacent to the Museum

* 1. The museum needs more parking.
  2. There are plans to put up the Gazebo.
  3. Play yard could be built for children.

3-Deputy Putney asked about the material left over from the projects this summer. Material is being stored under the new deck; Supervisor Nelson added that the check for $5,000 still has not been sent to the contractor. The Town has been told they have gone out of business. Discussion followed.

The Town Board thanked the Historian Ms. LaFaver for the time spent on the new and old programs that have been offered this year.

Moved by Councilmember Dumas, seconded by Councilmember McNeil to except all reports from the departments All in favor.

1. **Reports from Committees**-

Library-

1-The Lift/Elevator at the Library is up and working

2-Librarain McLagan is working on the 2023 Annual report

3-Librarain McLagan asked if it could be possible to put on the January 2024 Board Meeting agenda to appoint Carol J Smith to the Library Board as a Trustee

Homecoming-

1-The next meeting is scheduled for January 2024 and Supervisor elect Ron Bush was invited

2-The committee has a new member, Melissa Denner

Planning Board-

1. There was a meeting on December 11,2023, new officers were elected, list will be sent to the Town Clerk
2. Discussion was had regarding the Teele Solar Project
3. **Action Items:**

**1-**Resolution to approve a renewal contract with DANC for Wastewater and Water treatment operations Bill # 2023-75 Moved by Councilmember McNeil seconded by Councilmember Dumas Roll call: Supervisor Nelson yes, Deputy Supervisor Putney no, Councilmember Dumas yes, Councilmember Bush no, Councilmember McNeil yes Motion carried

**2-** Resolution to establish a Petty Cash fund for Beach-Campground Bill # 2023-76Moved byCouncilmember McNeil seconded by Councilmember Bush all in favor Motion carried

**3-**Resolution to establish two bank accounts for Justice elect Augustus Burns Bill # 2023-77 Moved by Councilmember McNeil seconded by Councilmember Bush all in favor Motion carried

4-Resolution to add Ron Bush to Town Bank and Checking accounts Bill #2023-78 Moved by

Councilmember McNeil seconded by Councilmember Dumas All in favor Motion carried.

5-Resolution to accept the internal control audit completed on behalf of the Town by Peggy

Mousaw Moved by Councilmember Dumas seconded by Deputy Supervisor Putney all in favor.

Motion carried.

6-Resolution to authorize the Highway DA fund to reimburse the General a Fund or funds loaned to pay the 2023 NYSLRS retirement bill Moved by Deputy Supervisor Putney seconded by

Councilmember Dumas all in favor Motion carried.

7-Resolution to recognize and congratulate the Lisbon Volunteer Fire Dept on 100 years of service

To our community. Moved by Councilmember Bush seconded by Councilmember McNeil all in favor.

Motion carried.

8-Resolution to approve the purchase of a new pickup truck with plow for the Highway Department

Moved by Deputy Supervisor Putney seconded by Councilmember Bush all in favor. Motion carried.

1. **Old Business:**

Deputy Supervisor Putney asked for an update on the Lisbon Medical Center. Councilmember McNeil stated that he had been in contact with Rick Jacobs. Canton-Potsdam Hospital is still interested in opening the Lisbon Medical Center, more information on the time frame should be available in the spring of 2024.

1. **New Business:**

1-Supervisor Nelson turned the floor over to Peggy L Mousaw DBA consultant. Ms. Mousaw conducted an internal control audit for the Town of Lisbon. A copy of the audit was e-mailed to each of the Town Board Members. Ms. Mousaw met with each of the department heads. Said report describes the job description and findings of each department. Discussion followed regarding the findings. Ms. Mousaw explained that this report was prepared in accordance with the scope and budget allowed.

2-It was suggested that the newly and re- elected officials take their Oath of Office on January 2,2024 at 1:00 Pm and an Organization meeting be held at 2:00 pm at the Town Hall. Moved by Councilmember Bush seconded by Councilmember McNeil all in favor.

1. Supervisor Nelson Thanked Deputy Supervisor Putney for his service to the Town and Councilmember McNeil Thanked Supervisor Nelson.
2. **Adjourned:** Moved by Supervisor Nelson seconded by Councilmember McNeil to adjourn at 7:45 pm All in favor

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