

**NEW LISBON TOWN BOARD—2026  
ORGANIZATIONAL MEETING**

(SWEAR IN NEW OFFICIALS)

ANNUAL APPOINTMENTS (one motion for all)

.....Historian.....Virginia Schoradt  
.....Planning Board Clerk.....Susan Smith  
.....Court Clerk.....Melaina Woodbeck  
.....Marriage Officer.....Brian Ryther  
.....Dog Control Officer.....Keegan Holt  
.....Registrar.....Melaina Woodbeck  
.....Deputy Registrar.....Barry Leonardo

APPOINTMENTS (no motion required)

.....Hwy. Supt. appoints Deputy Hwy. Supt.  
.....Supervisor appoints Deputy Supervisor, Budget Officer and any committees.  
.....Town Clerk appoints Deputy Clerks.  
.....Records Management Officer

Hire By The Books, Karen Kropp owner, at \$9,396.00 for the year for bookkeeping services.

MISC. ITEMS (change, add/delete & make one motion for all items)

- .....Designate the Daily Star as the official Town newspaper.
- .....Hold monthly meetings on the 2<sup>nd</sup> Tuesday of each month at 7:30 PM in the large community room at the Town Hall or by webconference when permitted by law and approved by the Supervisor.
- .....Supervisor sets the agenda.
- .....The Town Supervisor will preside over all special and regular meetings of the Town Board
- .....The Supervisor is responsible for preserving order and decorum when the Board is in session.
- .....Board Member responsibilities include
  - A quorum must be present in order to conduct the business of the Town. A quorum is defined as three (3) members of the Town Board.
  - Every resolution or motion must be seconded before being put to a vote by the Supervisor.
  - No Board Member shall speak more than once on any question until every

member choosing to speak shall have spoken. The Supervisor is responsible for conducting, and controlling the discussion.

- The Board Members must treat each other and the public with a proper decorum.

- To suspend any rule of procedure, or any resolution, a majority vote of the Board shall be required.

....Bills will be audited by the Board ½ hour before the start time of the meeting except when meetings are held by webconference.

.....Planning Board meetings typically held the first Monday of the month (except holidays) at 8:00 PM if they have an item on their agenda

...Set mileage reimbursement at 67 cents per mile.

.....Designate Sidney Federal Credit Union, Community Bank, NA, and NBT for the Town Clerk/Collector & Town Justice.

.....Designate Sidney Federal Credit Union, Community Bank, NA, Key Bank, NBT Bank, and Bank of Cooperstown (Wayne Bank) as banks for the Supervisor.

.....Authorize the Supervisor to pay all utility bills, health insurance bills (2026 rates are \$769.49 Single, \$1,538.98 Employee & Spouse, \$1,308.14 Parent & Child, \$2,193.05 Family, plus deductible account), justice court fees to the State Comptroller, payroll taxes, and NYS Retirement System annual bill without prior Board approval.

.....Authorize the Highway Supt. to spend up to \$3,000.00 at a time without prior Board approval, except for hiring an outside contractor which requires Board approval and a certificate of insurance and excepting emergency situations. The Town's Procurement Policy and Best Value Law apply to all purchases.

.....Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.

.....Authorize the Supervisor, Town Clerk, Justice and Assessor to purchase their own normal office supplies and postage up to \$1000.00 without prior Board approval, following our Procurement Policy and Best Value Law.

.....Acceptance of the Annual Financial Report to the State Comptroller as the Town's final financial report.

.....Hire Willard Lasher as Schedule Keeper and Town Hall Custodian at \$16.00 per hour.

.....Establish a normal work day as eight hours.

.....Town Board members will complete audits of the Town Justice, Town Clerk/Tax Collector and Supervisor's offices annually.

TOWN ATTORNEY---hire Attorney Will Green at \$500.00 per month.

2026 EMPLOYEE SALARY AND PAY SCHEDULE---motion to adopt.

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$65,943.00

Assessor	Monthly up to	\$11,032.00
Town Justice	Monthly	\$7,954.00
Councilmen, 4 at	Annually	\$1400.00 ea.
Highway Committee person	Annually	\$250.00
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$19,899.00
Deputy Town Clerk	Monthly @\$20.00 hr. up to	\$1,000.00
Historian	Annually	\$1,000.00
Health Officer	Annually	\$275.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$16.00 per hr.
Town Hall Cleaner	Monthly	\$16.00 per hr.
Board of Review, Chairman	Annually	\$105.00
Board of Review, 4 at	Annually	\$85.00
Bookkeeper	Monthly	\$9,396.00
Budget Officer	Annually	\$0.00
Park/ Seasonal Mower	Every 2 weeks	\$18.00 per hr.
Planning Board Clerk	Monthly	\$1,260.00
Dog Control Officer	Monthly	\$4,766.00
Court Clerk	Monthly	\$5,794.00
Attorney	Monthly	\$6,000.00
Land Use Enforcement Officer	Monthly	\$5,000.00
Part-time employees	Every 2 weeks	\$16.00 per hr.
Temporary employees	Every 2 weeks	\$16.00 per hr.
Highway employees-MEO	Every 2 weeks	\$22.00 per hr.
Highway employees-HMEO	Every 2 weeks	\$26.00 per hr.
Part-time HMEO	Every 2 weeks	\$25.00 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$26.50 per hr.
Planning Board members	Annually	\$20.00 per meeting
Planning Board Chairman	Annually	\$30.00 per meeting

## 2026 HIGHWAY EMPLOYEE SCHEDULE---Motion to adopt

WAGES...MEO.....\$22.00 per hour

HMEO, part-time..\$25.00 per hour (no benefits)

HMEO.....\$26.00 per hour

DEPUTY SUPT...\$26.50 per hour

All payable every two weeks, with time & half for overtime.

SICK LEAVE.....8 hours per month with no more than 96 hours per year. Accumulative to 560 hours. Sick days used for five consecutive days require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days.

INSURANCE.....Hospital/Medical/Pediatric Dental through Excellus. Enrolled employees will contribute monthly amounts of \$92.00 for single plan, \$185.00 for

employee & spouse plan, \$157.00 for parent & child and \$263.00 for family plan towards their monthly premium for 2026. If an employee chooses not to take medical coverage through the Town, he will be paid \$2,680.00 in July and \$2,680.00 in December. Medical benefits are provided to employees while they are on the payroll, either actively working or using sick and/or vacation days. When an employee is on disability or leave of absence, they may remain on the Town policy by continuing to pay their portion of the monthly premium. Effective in 2015, new employees are only eligible for single coverage. Disability insurance is paid as per NYS Benefits Law.

PAID HOLIDAYS.....total of 11...New Year's Day, Martin Luther King Day (floater), President's Day (floater), Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

PERSONAL LEAVE.....24 hours per year...not cumulative

LEAVE OF ABSENCE.....Must be approved by Town Board and Highway Superintendent.

BEREAVEMENT LEAVE.....24 hours, for immediate family only.

NYS RETIREMENT---employee contribution as required by NYS Retirement System.

WORKERS COMPENSATION.....total paid.

NEW PERSONNEL...will be paid \$21.00 for MEO and full pay minus \$1.00 per hour for HMEO for a twelve-month probationary period. After six months, the pay may be increased by 50 cents per hour and once the new employee is permanently hired after the twelve-month probationary period, he will go to full pay for the position and receive all of his benefits. Medical insurance begins after two months.

VACATION TIME.....after one year receive 40 hours, then an additional 8 hours for each year thereafter, up to a maximum of 160 hours.

EMPLOYEE HANDBOOK.....all policies and provisions of the employee handbook apply.

284 AGREEMENT.

2026 DOG SHELTER CONTRACT-Silver Streak Kennels.

2026 DOG TRANSFER AGREEMENT-Susquehanna SPCA.

SIGN UNDERTAKING.

10. ANY OTHER BUSINESS.

11 .ADJOURN.