

**Town of Lyme  
January 9, 2013  
Organizational Meeting with Annual Appointments  
And  
Regular Monthly Meeting**

**Supervisor Aubertine called the 2013 Organizational Meeting to order at 6:15 p.m. All Town Board Members were in attendance.**

**Formal Notice from Supervisor Aubertine, Calling the 2013 Organizational Meeting for the Town of Lyme, was received in the Town Clerk's Office on December 28, 2012. On December 29, 2012, the same formal notice was sent to all the Town Board Members of the Town of Lyme.**

**RESOLUTION 2013 – 1: Motion by Councilman Villa and seconded by Councilwoman Harris approving 1 – 22 (g) as follows:**

- 1. Establishment of Banks with the Primary Bank being Citizens Bank of Cape Vincent and the Secondary Bank being Watertown Savings Bank.**
- 2. Establishment of Regular Meeting Dates for the Town Board Meetings being held the second Wednesday of each month unless otherwise designated by the Town Board.**
- 3. Establishment of Salaries as indicated by the 2013 Adopted Budget.**
- 4. Establishment of Legal Newspapers as the Watertown Daily Times and the Lyme Light.**
- 5. Establishment of Signatures for Bank Transactions – Supervisor Aubertine and Councilman Bourquin.**
- 6. Establishment of Signatures for Consolidated Health – Supervisor Aubertine and Councilman Bourquin.**
- 7. Establishment for signatures for Town Clerk's Account – Kim Wallace and Jo Morrow.**
- 8. Establishment of Signatures for Tax Collector's Account – Paula Radley.**
- 9. Establishment of Signatures for Water District Accounts – Kim Wallace and Jo Morrow.**

10. *Establishment of Mileage Rate – NYS Current Rate of .565 Cents Per Mile.*
11. *Establishment of Audit Committee – Roswell Gotham and Councilman Bourquin.*
12. *Designation of Polling Places – Chaumont Fire Hall and the Three Mile Bay Fire Hall.*
13. *Adoption of Investment Policy.*
14. *Adoption of Procurement Policy.*
15. *Retirement Resolution of 2013.*
16. *Town Officials Bond – Adams – Timerman Insurance.*
17. *Prepayment of Claims.*
18. *Payment of Town Association Dues.*
19. *Payments of Elected and Appointed Officials Annual Dues.*
20. *Authorization of Payment for Attendance at the Association of Towns Annual Conference.*
21. *Claims to be charged against General Fund – A-00-1620-00.4; Contractual Expenses:*
  - a. *Electric*
  - b. *Heating Fuel*
  - c. *Telephone / Fax*
  - d. *Internet*
  - e. *Water / Sewer*
  - f. *Copier – Maintenance and Repairs; Paper and Toner*
  - g. *Shared Supplies*

*Five ayes. Motion carried.*

**RESOLUTION 2013 – 2: Motion by Councilman Bourquin and seconded by Councilman Henderson approving the 2013 Annual Appointments a. – dd. as follows:**

- |    |                                      |                          |
|----|--------------------------------------|--------------------------|
| a. | <i>Budget Officer</i>                | <i>Scott Aubertine</i>   |
| b. | <i>Deputy Supervisor</i>             | <i>Donald Bourquin</i>   |
| c. | <i>Bookkeeper to Supervisor</i>      | <i>Bower and Company</i> |
| d. | <i>Payroll Officer</i>               | <i>Roswell Gotham</i>    |
| e. | <i>Consolidated Health Officer</i>   | <i>Scott Aubertine</i>   |
| f. | <i>Consolidated Health Doctor</i>    | <i>Ruth Stewart</i>      |
| g. | <i>Deputy Highway Superintendent</i> | <i>Tim Hills</i>         |
| h. | <i>Transfer Site Foreman</i>         | <i>George Perkins</i>    |
| i. | <i>Deputy Town Clerk</i>             | <i>Jo Morrow</i>         |

<i>j.</i>	<i>Records Management Officer</i>	<i>Kim Wallace</i>
<i>k.</i>	<i>Registrar of Vital Statistics</i>	<i>Kim Wallace</i>
<i>l.</i>	<i>Deputy Registrar of Vital Statistics</i>	<i>Jo Morrow</i>
<i>m.</i>	<i>Chairman of Assessors</i>	<i>Marsha Barton</i>
<i>n.</i>	<i>Water Districts Billing Clerk</i>	<i>Marsha Barton</i>
<i>o.</i>	<i>Water Districts Receiving Clerk</i>	<i>Kim Wallace</i>
<i>p.</i>	<i>ZEO / CEO</i>	<i>Jim Millington</i>
<i>q.</i>	<i>ZBA Chairman</i>	<i>Carol Quencer</i>
<i>r.</i>	<i>ZBA Alternate</i>	<i>Dawn Munk</i>
<i>s.</i>	<i>Member to ZBA (5 year term)</i>	<i>Mike Callahan</i>
<i>t.</i>	<i>Secretary to ZBA</i>	<i>Jo Morrow</i>
<i>u.</i>	<i>Board of Assessment Chairman</i>	<i>Ted Utess</i>
<i>v.</i>	<i>Planning Board Chairman</i>	<i>Frank Congel</i>
<i>w.</i>	<i>Town Historian</i>	<i>Heritage Center</i>
<i>x.</i>	<i>Attorney to Town</i>	<i>Mark Gebo</i>
<i>y.</i>	<i>Election Machine Custodian</i>	<i>Steve Long</i>
<i>z.</i>	<i>Municipal Building Custodian</i>	<i>Jennifer Sosa</i>
<i>aa.</i>	<i>Marriage Officer</i>	<i>Kim Wallace</i>
<i>bb.</i>	<i>Municipal Water Board Chairman</i>	<i>Marsha Barton</i>
<i>cc.</i>	<i>Municipal Water Board Appt. thru 12/31/17</i>	<i>Dawn Munk</i>
<i>dd.</i>	<i>Planning Board Appt. thru 12/31/17</i>	<i>Frank Congel</i>

*Five ayes. Motion carried.*

**Supervisor’s Established Committees and Appointments for 2013 as follows:**

- 1. Website Committee – Supervisor Aubertine, Kim Wallace**
- 2. Highway Department Committee – Councilmen Bourquin and Henderson**
- 3. Interview Committee – Supervisor Aubertine, Councilmen Bourquin and Villa**

*A Motion was offered by Councilman Villa and seconded by Councilwoman Harris adjourning the 2013 Organizational Meeting at 6:30 p.m. Five ayes. Motion carried.*

**Supervisor Aubertine called the January 2013 Regular Monthly Meeting of the Town Board to order at 6:30. p.m. The Meeting was opened with a Prayer and the Pledge of Allegiance.**

**Present at tonight's Meeting: Supervisor Aubertine, Councilwoman Harris, Councilmen Bourquin, Villa and Henderson, ZEO / CEO Millington, Highway Superintendent Pat Weston, Town Accountant Cathy Satterley, ZBA Member Dawn Munk, Planning Board Chairman Frank Congel, ZBA Chairwoman Carol Quencer, Assessor Chairwoman Marsha Barton and approximately 5 others.**

***RESOLUTION 2013 – 3: Motion by Councilman illa and seconded by Councilman Henderson approving the December 2012 Supervisor's Report as presented by Accountant Cathy Satterley. Five ayes. Motion carried.***

#### **Privilege of the Floor**

**Todd LaRose – Millens Bay Road - Mr. LaRose approached the Town Board with a discrepancy in his water bill and questioned as to why \$125.00 was added to his bill.**

Water Board Chairwoman Marsha Barton explained to Mr. LaRose and the Town Board Members that all the meters in the Town Water Districts have gone to a radio read MXU and the new equipment is a mandatory item. The Town recently went to a radio read system and new hook-ups were charged \$125.00 for the equipment.

When Mr. LaRose installed his new meter, he was informed by Bill Scarpcchi that a new MXU would have to be purchased at a cost of \$125.00.

Mr. LaRose was billed on 8/27/12 for the \$125.00 charge. He paid his regular bill but told Kim Wallace that he was not paying the \$125.00 for the MXU.

On 10/2/12 Mr. LaRose was sent a letter stating that if the \$125.00, that was now delinquent was not paid by October 2, 2012, the \$125.00 would be relieved on his January 2013 tax bill.

Mr. LaRose did not respond, nor did he pay the \$125.00. On October 25, 2012, the list of accounts to be relieved was sent to Real Property for processing.

On November 6, 2012, a credit was placed on Mr. LaRose's account for the \$125.00 that was relieved. Marsha provided a copy of all correspondence concerning this situation to the Town Board for their review.

## **Officer's Reports**

### **Highway Superintendent's Report – Pat Weston**

**Superintendent Weston** submitted a comprehensive written report to the Town Board that explained labor hours broken down by overtime, work done for the County, Town, Transfer Site and Water Districts. Yearly equipment cost was broken down by the piece of equipment and costs associated with parts, fuel, labor, materials, State and County revenues.

Information was compiled for what the Highway Department billed the County for labor and equipment and information for revenues associated with "Shared Services" with Jefferson County.

Pat also provided the information for any "Shared Services" that took place between the Town and the School and the Town and the Village.

Pat gave recommendations as to where the Village DPW could help the Town. Such as, plowing the Transfer Site, Town Office and Highway parking lots, mowing of Town sign areas, mowing of Morris Track Ball Field and wingmen during the plowing season.

### **Clerk's Report – December 2012**

Total State, County and Local Revenues:	\$4737.92
Total Local Shares Remitted:	4530.56

## **Audit of Bills**

There was no Abstract #1 – 2013 due to not having any pre-paid bills prior to the January 2013 monthly meeting.

**RESOLUTION 2013 – 4: Motion by Councilman Bourquin and seconded by Councilman Henderson approving Abstract #2 in the amount of \$41,118.67. Five ayes. Motion carried.**

## **Minutes**

**RESOLUTION 2013 – 5: Motion by Councilman Villa and seconded by Councilman Henderson approving the Meeting Minutes as submitted by Clerk Wallace as follows:**

- 1. December 12, 2012 – Regular Monthly Meeting**
- 2. December 18, 2012 – Work Session Minutes**
- 3. December 27, 2012 – End of Year Meeting**

**Five ayes. Motion carried.**

## **Department Reports**

### **Assessor's Report – Marsha Barton**

**Reval Update** – Valuing is progressing on schedule. The Assessor's still have to do part of Point Salubrious, a small portion of the rural area, Three Mile Bay and the Village of Chaumont.

**Exemptions** – The Enhanced STAR renewals are now being received and processed. The deadline for accepting exemption forms is March 1<sup>st</sup>. Marsha submitted another article to the Lyme Light regarding the deadline for exemptions and reminding the farmers of the Agricultural Land Exemption. The Assessor's are also sending notice to all farmers in agricultural districts. There have not been any farmers who have taken advantage of the exemption in several years; as the farmland values have been lower than the State Certified Values. The farmland values will be increasing with the 2013 reval so it will be beneficial for the farmers to file the needed paperwork with the Assessor's to qualify for the exemption.

It is time for the Board of Assessment Review to set up interviews with the applicants. Marsha hopes that Ted Utess will be able to attend the interviews.

***RESOLUTION 2013 – 6: Motion by Councilman Henderson and seconded by Councilman Villa approving the interview process for the Board of Assessment Review applicants. Marsha Barton, along with one Board of Assessment Review Member and Ted Utess will conduct the interviews. Five ayes. Motion carried.***

**Planning Board Report – Frank Congel**

Frank has received an application for the vacant Planning Board Secretary position. Frank has conducted an interview; the applicant is eager to start and has the appropriate experience.

***RESOLUTION 2013 – 7: Motion by Supervisor Aubertine and seconded by Councilman Villa appointing Lori Arreola as the new Planning Board Secretary as recommended by Planning Board Chairman Frank Congel. Five ayes. Motion carried.***

Frank and the Planning Board are prepared for the Joint Meeting tomorrow night. Their goal is to have an open discussion between the two Boards and they will accept modifications and suggestions to the Small Energy Conversion Systems Drafts.

Frank would like to request a change for the regular monthly meeting date of the Town Planning Board to be changed to the second Thursday of each month at 6:30 p.m.

***RESOLUTION 2013 – 8: Motion by Supervisor Aubertine and seconded by Councilwoman Harris approving the Planning Board Chairman’s request to change the Regular Monthly Meeting date of the Town Planning Board to the second Thursday of the month at 6:30 p.m. Five ayes. Motion carried.***

**ZEO / CEO Report – Jim Millington**

**December 2012**

Building Permits Issued:	8
Demo Permits Issued:	1
Certificate of Occupancy Issued:	1
ZBA Referrals:	3

Site Visits and Inspections: 6

**Permits Issued For:**

Home or Cottage: 4

Fence: 1

Other, Pools, Slabs, Sheds: 4

**New Business**

**Grant Training**

There is a Grant Training seminar that will be held in Syracuse March 7 and 8<sup>th</sup>. Ed DeMattia has expressed an interest in looking into Grants that may benefit the Town.

***RESOLUTION 2013 – 9: Motion by Supervisor Aubertine and seconded by Councilwoman Harris approving Ed DeMattia to attend and participate in any Grant Writing Schools or Seminars. The Town will pay any fees associated with the courses and will also reimburse Ed for mileage. Five ayes. Motion carried.***

**Old Business**

**Electronic Waste Collection at Transfer Site**

In a letter dated 1/2/2013 from Katie Kidalowski of the NYS Department of Environmental Conservation Division of Materials Management Product Stewardship and Waste Reduction Section:

It was stated by Ms. Kidalowski that it had recently been brought to their attention the Town Transfer Site was charging a fee to residents for the acceptance of electronic waste. The DEC wondered what exactly residents were being charged for.

In most cases, if the acceptance does not constitute a premium service, then residents should not be charged for their covered electronic equipment in NYS. The NYS Electronic Equipment Recycling and Reuse Act (Act) does allow electronic waste collection sites (including transfer stations and landfills) to charge consumers for accepting their covered electronic

equipment in the rare instances where the weight of e-waste accepted will not ultimately be countered by any manufacturer (or collective organization representing manufactures) toward meeting the NYS e-waste acceptance standard (weight required under the Act).

If the Transfer Site is currently charging consumers for the acceptance of their e-waste, they would like the Town to provide them with a registration number and address of the Transfer Site so they can determine if the site is being used by any manufacturers to meet its convenience requirements, and therefore should not be charging.

The Town Board feels that the fees being charged are for the service of handling the televisions. The televisions in particular, take up space and the handling causes more work for our employees. The televisions are the only electronic waste that the Town charges extra fees for.

Councilman Villa feels that the charge controls the expense side of revenue fees at the Transfer Site. The Town is paid 3 cents per pound for our electronics. The Transfer Site employees have to store the electronics that are being disposed of, in a separate building. He feels that the fee is justifiable and the Town needs to charge these fees to offset the expenses.

The Town Board stated that the charges are for storage and the costs associated with handling. They have agreed to keep charging for televisions until this situation can be clarified with the DEC.

***RESOLUTION 2013 – 10: Motion by Supervisor Aubertine and seconded by Councilman Villa to continue to charge for the disposal of televisions at the Transfer Site. A letter will be sent to Katie Kidalowski as to the Town Board’s reasoning. Five ayes. Motion carried.***

A sign will be posted at the Transfer Site stating that the County will not charge for televisions so our residents will have the option to dispose of televisions either at the Town’s Transfer Site for a small fee or at the County Site for free.

The sign will also state that there will not be any credit allowed for tipping fees at the Transfer Site.

## Correspondence

### **Letter From Urban Hirschey – Regarding January 22, 2013 meeting with BP’s Business Director, Richard Chandler:**

The meeting will be held on January 22, 2013 at 10:00 a.m. at the Recreation Park in Cape Vincent. This meeting is a work session intended to identify potential adverse impacts that BP may have overlooked in their PIP. They will also discuss what Local Laws in the Town of Cape Vincent and Lyme they will need to remove in order that their project can move forward.

It is an important meeting and Supervisor Hirschey is hoping for at least one representative from each of the Boards.

Councilman Bourquin will be attending that meeting.

*A Motion was offered by Supervisor Aubertine and seconded by Councilwoman Harris to move the Town Board into Executive Session to discuss Collective Bargaining, Litigation Issue and a Personnel Discussion at 7:40 p.m. Five ayes. Motion carried.*

*A Motion was made by Councilman Villa and seconded by Councilwoman Harris to move the Town Board back into open session at 9:20 p.m.*

*A Motion was made by Councilwoman Harris and seconded by Councilman Villa adjourning tonight’s meeting at 9:20 p.m.*

*The Minutes of tonight’s Meeting are respectfully submitted by,*

*Kim Wallace  
Town Clerk  
Town of Lyme*

