

**Town of Lyme
2012 Organizational Meeting
January 5, 2012
6:30 P.M.**

Supervisor Aubertine opened tonight's meeting at 6:30 p.m.

Present at tonight's meeting: Supervisor Aubertine, Councilwoman Harris, Councilmen Bourquin, Villa and Henderson, Assessor's Marsha Barton and Roz Gotham, Citizens' Bank of Cape Vincent Branch Manager Karen Fitzgerald and two others.

RESOLUTION 2012 – 1: Motion by Councilwoman Harris and seconded by Councilman Villa adopting the Rules of Order for the 2012 Annual Meeting;

***WHEREAS, Pursuant to Section 5 of Article III of the Constitution and By-laws of the Association of Towns, the Executive Committee is charged with determining "the rules applicable to meetings of the Association".
Five ayes. Motion carried.***

RESOLUTION 2012 – 2: Motion by Councilman Villa and seconded by Councilwoman Harris accepting the following 2012 Annual Organizational Meeting Resolutions as follows:

- 1) ***Establishment of Banks – Citizens Bank of Cape Vincent will be the primary bank with Watertown Savings Bank being the secondary.***
- 2) ***Establishment of Regular Meeting Dates – Town Board meetings will be held on the second Wednesday of each month.***
- 3) ***Annual Appointments as follows:***
 - a. ***Budget Officer*** ***Scott Aubertine***
 - b. ***Deputy Supervisor*** ***Don Bourquin***
 - c. ***Bookkeeper to Supervisor*** ***Bower & Company***
 - d. ***Payroll Officer*** ***Roz Gotham***
 - e. ***Consolidated Health Officer*** ***Scott Aubertine***
 - f. ***Consolidated Health Doctor*** ***Ruth Stewart***
 - g. ***Deputy Highway Superintendent*** ***Tim Hills***
 - h. ***Transfer Site Foreman*** ***George Perkins***

<i>i.</i>	<i>Deputy Town Clerk</i>	<i>Jo Morrow</i>
<i>j.</i>	<i>Office Assistant</i>	<i>Mary Jo Garvin</i>
<i>k.</i>	<i>Records Management Officer</i>	<i>Kim Wallace</i>
<i>l.</i>	<i>Registrar of Vital Statistics</i>	<i>Kim Wallace</i>
<i>m.</i>	<i>Deputy Registrar of Vital Statistics</i>	<i>Jo Morrow</i>
<i>n.</i>	<i>Chairman of Assessors</i>	<i>Marsha Barton</i>
<i>o.</i>	<i>Police Chief</i>	<i>Leo Wilson, Jr.</i>
<i>p.</i>	<i>Police Officer</i>	<i>Yet To Be Determined</i>
<i>q.</i>	<i>Water Districts Billing Clerk</i>	<i>Marsha Barton</i>
<i>r.</i>	<i>Water Districts Receiving Clerk</i>	<i>Kim Wallace</i>
<i>s.</i>	<i>Zoning/Building Enforcement Officer</i>	<i>James Millington</i>
<i>t.</i>	<i>Deputy Zoning Enforcement Officer</i>	<i>Town Board Appt.</i>
<i>u.</i>	<i>Chairman of Zoning Board of Appeals</i>	<i>Carol Quencer</i>
	<i>Alternate to ZBA 2012</i>	<i>Dawn Munk</i>
<i>v.</i>	<i>Member to ZBA (replacing Ernie Brister) –</i>	<i>Judi Bates(term expires – 12/31/15)</i>
<i>w.</i>	<i>Member to ZBA (term expires 12/31/15) -</i>	<i>Carol Quencer</i>
<i>x.</i>	<i>Secretary to ZBA</i>	<i>Jo Morrow</i>
<i>y.</i>	<i>Chairman of Board of Assessment Review</i>	<i>Ted Utess</i>
<i>z.</i>	<i>Chairman of Planning Board</i>	<i>Ed DeMattia</i>
<i>aa.</i>	<i>Secretary to Planning Board</i>	<i>Yet To Be Determined</i>
<i>bb.</i>	<i>Town Historian</i>	<i>Yet To Be Determined</i>
<i>cc.</i>	<i>Attorney For Town</i>	<i>Mark Gebo</i>
<i>dd.</i>	<i>Election Machine Custodian</i>	<i>Steve Long</i>
<i>ee.</i>	<i>Town Office Maintenance</i>	<i>Jennifer Sosa</i>
<i>ff.</i>	<i>Marriage Officer</i>	<i>Kim Wallace</i>
<i>gg.</i>	<i>Municipal Water Board Chairman</i>	<i>Marsha Barton</i>
<i>hh.</i>	<i>Municipal Water Board Appointment</i>	<i>Darwin Brown</i> <i>(Term expires 12/31/17)</i>

- 4) *Establishment of Salaries - As Per 2012 Budget*
- 5) *Establishment of Legal Newspaper – Watertown Daily Times*
- 6) *Establishment of Signatures for Bank Transactions – Scott G. Aubertine and Donald Bourquin.*
- 7) *Establishment of Signatures for Consolidated Health – Scott G. Aubertine and Donald Bourquin*
- 8) *Establishment of Signatures For Town Clerk’s Account - Kim Wallace and Jo Morrow*

- 9) *Establishment for Signature For Tax Collector's Account – Paula Radley*
- 10) *Establishment of Signatures for Water District Accounts – Kim Wallace and Jo Morrow*
- 11) *Establishment of Mileage – NYS Current Rate .505 cents per mile*
- 12) *Establishment of Audit Committee – Supervisor Aubertine and Councilman Bourquin*
- 13) *Designation of Polling Places – Chaumont and Three Mile Bay Fire Halls*
- 14) *Adoption of Investment Policy*
- 15) *Adoption of Procurement Policy*
- 16) *Retirement Resolution*
- 17) *Town Officials Bond*
- 18) *Prepayment of Claims*
- 19) *Payment of Town Association Dues*
- 20) *Payment of Elected/Appointed Officials' Annual Dues*
- 21) *Authorization of Payment for Attendance at Association of Towns Annual Conference*
- 22) *Claims to be charged against General Fund A-00-1620-00.4 – Contractual:*
 - a. *Electric*
 - b. *Heating Fuel*
 - c. *Telephone / Fax*
 - d. *Internet*
 - e. *Water/Sewer*
 - f. *Copiers – Maintenance and Repairs, Paper*
 - g. *Shared Supplies*

All five Town Board Members voted in favor and the Motion was carried.

RESOLUTION 2012 – 3: *Motion by Councilwoman Harris and seconded by Councilman Villa accepting the Supervisor's Established Committees and Liaisons for 2012 as follows:*

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|-----------------------------------|--------------------------------------|
| 1) <i>Website Committee</i> | <i>Scott Aubertine – Kim Wallace</i> |
| 2) <i>Youth Commission</i> | <i>Charlie Mount</i> |
| 3) <i>Three Mile Bay Cemetery</i> | <i>Julia Gosier</i> |
| 4) <i>Planning Board</i> | <i>Ed DeMattia</i> |

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| 5) | <i>Water Board</i> | <i>Marsha Barton</i> |
| 6) | <i>Assessors</i> | <i>Marsha Barton – Roz Gotham</i> |
| 7) | <i>Transfer Site</i> | <i>Don Bourquin</i> |
| 8) | <i>Highway Dept.</i> | <i>Pat Weston</i> |
| 9) | <i>Code Enforcement</i> | <i>Jim Millington</i> |
| 10) | <i>Union Negotiating Committee</i> | <i>Dan Villa – Don Bourquin</i> |
| 11) | <i>Interview Committee</i> | <i>Scott Aubertine-Don Bourquin</i> |

“Liaison” in this context refers to the person who reports to the Town Board at its monthly meetings.

Five ayes. Motion carried.

RESOLUTION 2012 – 4: Motion by Councilwoman Harris and seconded by Councilman Henderson approving an advertisement be placed in the Watertown Daily Times in solicitation of a Town Historian. Applications must be in by February 8, 2012. Five ayes. Motion carried.

RESOLUTION 2012 – 5: Motion by Councilman Bourquin and seconded by Councilwoman Harris to discontinue having an armed police officer at the Town Board meetings from this date forward. Five ayes. Motion carried.

A Motion was made by Councilman Villa and seconded by Councilwoman Harris adjourning tonight’s meeting at 7:20 p.m. Five ayes. Motion carried.

The Minutes of tonight’s Meeting are Respectfully submitted by,

*Kim Wallace
Town of Lyme, Town Clerk*