

**Town of Lyme  
January 13, 2016  
Annual Appointments and Organizational Meeting – 6:15 P.M.  
Regular Monthly Meeting – 6:30 P.M.**

Supervisor Aubertine called tonight's meeting to order at 6:15 p.m. It was opened with a Prayer and the Pledge of Allegiance.

Present at tonight's meeting: Supervisor Aubertine, Councilman Bourquin and Villa, Councilwoman Gosier, Assessor Chairwoman Marsha Barton, Jefferson County Legislator William Johnson, Highway Superintendent Pat Weston, BAR Chairman David Bourquin, CEO/ZEO Jim Millington and no others. Councilwoman Harris was not present at tonight's meeting.

***RESOLUTION 2016 – 1: Motion by Councilman Bourquin and seconded by Councilman Villa authorizing the following annual appointments and mandatory organizational resolutions:***

***Annual Appointments:***

<b><i>a. Budget Officer</i></b>	<b><i>Scott Aubertine</i></b>
<b><i>b. Deputy Supervisor</i></b>	<b><i>Donald Bourquin</i></b>
<b><i>c. Bookkeeper to Supervisor</i></b>	<b><i>Bowers &amp; Company</i></b>
<b><i>d. Payroll Officer</i></b>	<b><i>Bowers &amp; Company</i></b>
<b><i>e. Consolidated Health Officer</i></b>	<b><i>Scott Aubertine</i></b>
<b><i>f. Consolidated Health Doctor</i></b>	<b><i>Ruth Stewart</i></b>
<b><i>g. Deputy Highway Superintendent</i></b>	<b><i>Brian Cosselman</i></b>
<b><i>h. Deputy Town Clerk</i></b>	<b><i>Jo Morrow</i></b>
<b><i>i. Clerk to Supervisor</i></b>	<b><i>Robin Grovesteen</i></b>
<b><i>j. Records Management Officer</i></b>	<b><i>Kim Wallace</i></b>
<b><i>k. Registrar of Vital Statistics</i></b>	<b><i>Kim Wallace</i></b>
<b><i>l. Deputy Registrar of Vital Statistics</i></b>	<b><i>Jo Morrow</i></b>
<b><i>m. Chairman of Assessors</i></b>	<b><i>Marsha Barton</i></b>
<b><i>n. Water Districts Billing Clerk</i></b>	<b><i>Marsha Barton</i></b>
<b><i>o. Water Districts Receiving Clerk</i></b>	<b><i>Kim Wallace</i></b>
<b><i>p. Zoning / Building Enforcement Officer</i></b>	<b><i>James Millington</i></b>
<b><i>q. Deputy ZEO / CEO</i></b>	<b><i>Dave Lachenhauer</i></b>
<b><i>r. Chairman of Zoning Board of Appeals</i></b>	<b><i>Judi Bates (1-Year)</i></b>

<b>s. Member to ZBA</b>	<b>Judi Bates (5-Year)</b>
<b>t. Secretary to ZBA</b>	<b>Jo Morrow</b>
<b>u. Member to ZBA</b>	<b>Tom Madeline (12/31/17)</b>
<b>v. Member to ZBA</b>	<b>Carol Quencer (5-Year)</b>
<b>w. Chairman of Planning Board</b>	<b>Reggie Schweitzer, Jr.</b>
<b>x. Planning Board Member</b>	<b>Gail Miller (5-Year)</b>
<b>y. Planning Board Member</b>	<b>Marshall Marshall (12/17/17)</b>
<b>z. Secretary to Planning Board</b>	<b>Suzie Locy</b>
<b>aa. Town Historian</b>	<b>Heritage Center</b>
<b>bb. Attorney for Town</b>	<b>Mark Gebo</b>
<b>cc. Town Office Maintenance</b>	<b>Jennifer Sosa</b>
<b>dd. Marriage Officer</b>	<b>Kim Wallace</b>
<b>ee. Municipal Water Board</b>	<b>Dwight Goutremout (5-Year)</b>

**2016 Organizational Meeting Resolution:**

- 1. Establishment of Banks – Citizens Bank Primary & WSB Secondary**
- 2. Establishment of Regular Meeting Dates of Town Board to be the second Wednesday of each month at 6:30 p.m.**
- 3. Annual Appointments as listed above.**
- 4. Establishment of Salaries as determined in the 2016 Annual Budget.**
- 5. Establishment of the Watertown Daily Times and the Lyme Light as the Legal Newspapers.**
- 6. Establishment of Signatures for Bank Transactions – Scott Aubertine and Donald Bourquin.**
- 7. Establishment of Signatures for Consolidated Health – Scott Aubertine and Donald Bourquin.**
- 8. Establishment of Signatures for Town Clerk's Account – Kim Wallace and Jo Morrow.**
- 9. Establishment of Signatures for Tax Collectors Account – Karen Fitzgerald.**
- 10. Establishment of Signatures for Water District Accounts – Kim Wallace and Jo Morrow.**
- 11. Establishment of Mileage Rate Determined by OSC as of January 1, 2016 - .54 Cents Per Mile.**
- 12. Establishment of Audit Committee – Scott Aubertine and Donald Bourquin.**

- 13. Chaumont and Three Mile Bay Fire Departments Designated as Polling Places.**
- 14. Adoption of Investment Policy**
- 15. Adoption of Procurement Policy**
- 16. Retirement Resolution for 2016 – BE IT RESOLVED, that the Town of Lyme – Location Code 30648 hereby establishes the standard workdays and will report those days to the New York State and Local Employees Retirement System based on the time keeping system records of activities maintained and submitted by these officials to the clerk of this body.**
- 17. Town Officials Bond – Timerman Adams Insurance.**
- 18. Prepayment of Claims**
- 19. Payment of Town Association Dues.**
- 20. Payment of Elected and Appointed Officials Annual Dues.**
- 21. Authorization of Payment for Attendance at Association of Towns Annual Conference.**
- 22. Renewal of the Inter-municipal Agreements (School, Fire Departments, and Village) Pending Negotiations and Agreements.**
- 23. 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 and Sewer**
  - f. Copiers – Maintenance, Repairs and Paper**
  - g. Shared Supplies**

**All Town Board Members were in agreement and the Motion was carried.**

**The following are the Supervisor's Established Committees and Appointments for 2016:**

**Transfer Site Liaison – Don Bourquin**

**Website Committee – Scott Aubertine, Kim Wallace and Robin Grovesteen**

**Youth Commission Liaisons – Anne Harris and Scott Aubertine  
Buildings and Grounds Committee – Dan Villa and Pat Weston  
Three Mile Bay Cemetery Liaison- Julia Gosier  
Shared Services Liaison to the Lyme Central School – Robin Grovesteen  
Audit Committee – Scott Aubertine and Don Bourquin.**

***RESOLUTION 2016 – 2: Motion by Councilwoman Gosier and seconded by Councilman Bourquin to close the Organizational meeting at 6:30 p.m. Four ayes. Motion carried.***

**At 6:30 p.m. Supervisor Aubertine called the Regular Monthly Meeting to Order.**

**Supervisor Aubertine welcomed Councilwoman Gosier to the Town Board and stated that he will look forward to working with her.**

**Jefferson County Legislator William Johnson**

**Councilman Villa asked that he would be put on record stating that he felt it was inappropriate for the Town Supervisor and the Deputy Supervisor to meet with a County Representative without including all the Board members to discuss the topic of the proposed radio tower.**

**Councilman Villa went on to say that the tower will be approximately 200 feet in height. If the tower happened to come down 75 feet of it would come down on someone else's property. With a 180 foot tower next to NYS Route 12E, residents would not support it. Dan feels that there is a better place for the tower. We will have to take a close look at the liability insurance. There will be a considerable amount of expense associated with this project; Councilman Villa stated that the County expects the Town to give them the land for this endeavor, "the County is looking for free land."**

**Mr. Johnson stated that the County has received \$6,000,000.00 in grant money for the project and they are applying for another \$3,500,000.00, this will be about half of the cost of the whole project.**

**Councilwoman Gosier** mentioned if the Town is to make a deal with the County on the land, would it be possible for the County to pay for the land to help defray the costs of purchasing the radios for the fire departments. The fire departments are very concerned with the tremendous costs associated with radio purchases. They have heard they are looking at a cost of approximately \$3,500.00 per radio.

The Town Board discussed their concerns with Mr. Johnson regarding the proposed emergency radio tower. The Town Board had several questions concerning the tower; such as,

1. What the actual height of the tower would be.
2. How much land will the County would need to construct the tower.
3. Who will maintain the access to the tower? If it is the Town, how will we be reimbursed for our expenses?
4. How will the tower be secured from the general public?
5. Will there be any buildings associated with the tower?
6. Will the County provide to the Town annually proof of liability insurance listing the Town as additional insured?
7. Will the Town have to provide fire protection?
8. What are the County's decommissioning plans for an obsolete tower?
9. What are the County's plans for leasing tower space and will the Town share in the revenue?
10. Will the County reimburse the Town for all legal work by our attorney to draw up all necessary paperwork for the easement?

Mr. Johnson stated that the County will definitely help the fire departments and all questions and concerns of the Town will be addressed.

***RESOLUTION 2016 – 3: Motion by Councilman Bourquin and seconded by Councilwoman Gosier “agreeing in principle” to conceptually allow a tower on the Town’s property. Once spotted, the tower would have to be less than 200 feet high. The Town Board would also like to see the easement worded for a monetary amount, to be paid to the Town by giving money toward the costs of the mandated emergency radios. Four ayes. Motion carried.***

**Mr. Johnson** would like to set a meeting time with the Town. Supervisor Aubertine indicated he would like at least two weeks' notice before scheduling the meeting so it could be advertised as a Special Meeting due to the possibility of having a quorum in attendance of such meeting.

### **Officer's Reports**

#### **Supervisor's Report – December 2015**

***RESOLUTION 2016 – 4: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the December 2015 Supervisor's Report as submitted by Town Accountant Cathy Satterley of Bower's and Company. Four ayes. Motion carried.***

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

Pat would like to purchase an extended warranty for the 2016 MACK. The existing warranty on the truck is for a period of two years. If the Town Board would approve the extended warranty that would give the same coverage for three more years. Pat feels that it is a fair deal and it could potentially save the Town a significant amount of money on repairs.

***RESOLUTION 2016 – 5: Motion by Councilman Villa and seconded by Councilman Bourquin to approve the purchase of the extended warranty, Plan #2 in the amount of \$1,900.00 for the 2016 MACK truck as recommended by Highway Superintendent Weston. Four ayes. Motion carried.***

#### **Clerk's Report – December 2015**

Total State, County & Local Revenues:	\$1,334.85
Total Local Shares Remitted:	\$1,195.43

### **Audit of the Bills**

***RESOLUTION 2016 – 6: Motion by Councilman Bourquin and seconded by Councilman Villa approving Abstract #25 – 2015 in the amount of \$21,029.43. Four ayes. Motion carried.***

**RESOLUTION 2016 – 7: Motion by Councilman Bourquin and seconded by Councilman Villa approving Abstract #1 in the amount of \$98.00. Four ayes. Motion carried.**

**RESOLUTION 2016 – 8: Motion by Councilman Bourquin and seconded by Councilman Villa approving Abstract #2 in the amount of \$71,473.97. Four ayes. Motion carried.**

#### Approval of Minutes

**RESOLUTION 2016 – 9: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the December 9, 2015 Meeting Minutes of the Town Board as presented by Clerk Wallace.**

**Four ayes. Motion carried.**

#### Planning Board Report

**RESOLUTION 2016 – 10: Motion by Councilman Bourquin and seconded by Councilman Villa approving an advertisement to be placed in the Watertown Daily Times for positions as alternates to the Zoning Board of Appeals and the Town Planning Board. Four ayes. Motion carried.**

**RESOLUTION 2016 – 11: Motion by Supervisor Aubertine and seconded by Councilman Villa **TABLING** the revisions recommended by the Planning Board until the Town Council has time to thoroughly review the revisions. At such time the Boards will schedule a Joint Meeting to further discuss the recommended changes and modifications. Four ayes. Motion carried.**

#### CEO/ZEO Report – Jim Millington

Jim would like to address with the Town Board the possibility of having more than one trailer on a parcel. During the holidays are the times these extenuating circumstances are more prevalent, due to vacationing family and friends.

Councilman Villa and Councilwoman Gosier each stated that the Town should stay within the letter of the law we have developed regarding this issue. Multiple trailers are not allowed.

Councilman Villa asked that Jim be more specific in regard to stipulations he sets forth in his correspondence to those residents in violation of the Town's Zoning Laws. He felt that Jim's last letter addressing a resident's violations was not decisive enough and the time restraints were left open ended, leaving the resident too much room to have an excuse not to meet the terms set forth in our Zoning Law.

### **Old Business**

***RESOLUTION 2016 – 12: Motion by Councilman Villa and seconded by Councilwoman Gosier repealing the Tax Cap Override for 2016. Four ayes. Motion carried.***

### **New Business**

***RESOLUTION 2016 – 13: Motion by Councilman Villa and seconded by Councilman Bourquin accepting the letter of resignation from Dawn Munk for her seat on the Zoning Board of Appeals. A letter of appreciation will be sent to her from the Town Board. Four ayes. Motion carried.***

***RESOLUTION 2016 – 14: Motion by Councilman Bourquin and seconded by Councilman Villa accepting the letters of resignation from Julie Gosier for her position on the Town Planning Board and as the Three Mile Bay Cemetery Superintendent. Three ayes. Motion carried. Councilwoman Gosier abstained from voting.***

With Julie now holding a position as a Town Councilwoman she can no longer serve on the Planning Board or as the Cemetery Superintendent according to the laws set forth by New York State in regard to such.

The Town Board expressed their appreciation for all she has done. Julie has done an outstanding job for several years.

***RESOLUTION 2016 – 15: Motion by Councilman Bourquin and seconded by Councilman Villa approving the advertisement in the Watertown Daily Times employing a Superintendent for the Three Mile Bay Cemetery at a salary of \$1000.00 annually.***

***Roll Call Vote as Follows:***

<b><i>Councilman Bourquin</i></b>	<b><i>Aye</i></b>
<b><i>Councilman Villa</i></b>	<b><i>Aye</i></b>
<b><i>Councilwoman Gosier</i></b>	<b><i>Aye</i></b>
<b><i>Supervisor Aubertine</i></b>	<b><i>Aye</i></b>

### **Letter to Legislators Regarding the Justices**

The Jefferson County Supervisor’s Association has received a letter from Justice Janet M. Brick, President of the Jefferson County Magistrates and Court Clerks Association regarding the “Distribution of Court Monies”.

The Jefferson County Magistrates and Court Clerk’s Association is soliciting support to help remedy how the monies generated by the Justice Courts are currently being distributed. They feel the distribution process is inequitable and they would like to have the Townships show support in correcting the matter by providing a letter of support.

The Jefferson County Magistrates and Court Clerks Association is proposing that all Municipalities receive the same flat rate rather than the differing percentages that have been assessed for different municipalities throughout the State.

They would like to see that distributions for the monies collected through the Court System be equitable and it could also provide increased revenue to the Towns and Villages of Jefferson County.

***RESOLUTION 2016 – 16: Motion by Councilman Bourquin and seconded by Councilman Villa authorizing a letter to be sent to the Legislative bodies such as NYS Senator Pattie Ritchie, NYS Assemblyman Ken Blankenbush and NYS Assemblywoman Addie Russell showing our support in helping to remedy the***

***distribution of Court monies as requested by the Jefferson County Magistrates and Court Clerks Association. Four ayes. Motion carried.***

## **Human Resources Policy**

***RESOLUTION 2016 – 17: Motion by Supervisor Aubertine and seconded by Councilman Villa approving a Human Resources Policy setting up a personnel file on each employee which would include the following Personnel File Documents:***

### ***Personnel File Jacket:***

***Contact Information***

***Emergency Contact Information***

***Employee Status (full/part time; temporary/seasonal; etc.)***

***Tax Exemption Overview***

***Hours/Schedule***

***Benefit Summary (if applicable)***

***Education/Training/Special Licenses***

### ***Jefferson County Application, Including:***

***Application for Veterans Credits (if applicable)***

***Jefferson County Human Resources Notification of New Hire Form***

***Jefferson County Personnel Transaction Form***

***Resume and References***

***Offer of Employment***

***Position Description***

***W-4***

***NY IT-2104***

### ***NYS ERS Documents:***

***Membership Summary***

***Opt Out Form***

***ERS Membership Registration***

***1 – 9 Form and Instructions***

***Family and Medical Leave Act Information***

***Copy of Driver's License (if required by position)***

***Teamsters / Lyme Agreement (for Highway)***

***Background Check/Fingerprint Requirement (if required by position)***

***Employee Policies:***

***Policies and Benefits (from current Policy Manual)***

***Updated Workplace Violence Policy***

***Updated Substance Abuse Policy***

***Updated Employee Evaluation Policy***

***Employee Medical File:***

***Health Screening /Pre-employment Physical / TB Test Results***

***Drug Screening Records***

***Physician Notes Documenting Illness / Absence***

***Disability and/or Workers Compensation Forms and Records***

***FMLS Forms***

***Accommodation Requests (under ADA)***

***Confidential File:***

***Legal Case Information***

***Discrimination / Harassment Complaint Investigation***

***Background Check Information / Arrest Record***

***Additional records will accrue over the course of employment, such as those related to evaluations, counseling, discipline, leaves, raises, promotions, etc. Those listed above should cover most of the documents/forms required (or desired) at the time of hire.***

***Four ayes. Motion carried.***

***Upon a Motion by Supervisor Aubertine and seconded by Councilman Villa the Town Board moved into Executive Session at 8:10 p.m. to discuss a property acquisition and personnel matter. Four ayes. Motion carried.***

***At 9:15 p.m. a Motion was offered by Supervisor Aubertine and seconded by Councilman Villa moving the Town Board back into Open Session. Four ayes. Motion carried.***

***RESOLUTION 2016 – 18: Motion by Councilman Bourquin and seconded by Councilman Villa approving an advertisement in the Watertown Daily Times soliciting applications for positions at the Transfer Site. Four ayes. Motion carried.***

***Motion by Councilwoman Gosier and seconded by Councilman Villa adjourning tonight's Meeting at 9:15 p.m. Four ayes. Motion carried.***

***The Minutes of tonight's meeting are respectfully submitted by,***

***Kim Wallace  
Town Clerk***