

**Town of Lyme  
January 8, 2014  
2014 Organizational Meeting and Annual Appointments – 6:00 P.M.  
Immediately Followed by the  
Regular Monthly Meeting of the Town Board**

Supervisor Aubertine called tonight's Organizational Meeting to order at 6:00 p.m.

Present at tonight's Meeting: Supervisor Aubertine, Councilwoman Harris and Councilman Bourquin, Highway Superintendent Pat Weston, Town Media Specialist, Steve Weed and no others.

Today's severe weather is responsible for the attendance at tonight's meeting. Councilmen Villa and Henderson were outside the area and the weather conditions prevented them from getting back to Town. Interstate 81 was closed from the Canadian Border to just North of Syracuse.

***RESOLUTION 2014 – 1: Motion by Councilman Bourquin and seconded by Councilwoman Harris approving the 2014 Annual Appointments and the 2014 Organizational Resolution as follows:***

***Annual Establishment Resolution:***

- 1. Establishment of Banks – Citizens Bank of Cape Vincent as the Towns Primary Bank and Watertown Savings Bank as the Secondary Bank.***
- 2. The Second Wednesday of Every Month is established as the Regular Meeting Date of the Town Board.***
- 3. Annual Appointments a Through bb as Follows:***
  - a. Budget Officer*** ***Scott Aubertine***
  - b. Deputy Supervisor*** ***Donald Bourquin***
  - c. Bookkeeper to Supervisor*** ***Bowers & Company***
  - d. Town Accountant & Payroll Officer*** ***Bowers and Company***
  - e. Consolidated Health Officer*** ***Scott Aubertine***
  - f. Consolidated Health Doctor*** ***Ruth Stewart***
  - g. Deputy Highway Superintendent*** ***Tim Hills***
  - h. Deputy Town Clerk*** ***Jo Morrow***
  - i. Clerk to Supervisor*** ***To Be Determined***

- |   |                         |
|---|-------------------------|
| <i>j. Records Management Officer</i>            | <i>Kim Wallace</i>      |
| <i>k. Registrar of Vital Statistics</i>         | <i>Kim Wallace</i>      |
| <i>l. Deputy Registrar of Vital Statistics</i>  | <i>Jo Morrow</i>        |
| <i>m. Chairman of Assessors</i>                 | <i>Marsha Barton</i>    |
| <i>n. Water Districts Billing Clerk</i>         | <i>Marsha Barton</i>    |
| <i>o. Water Districts Receiving Clerk</i>       | <i>Kim Wallace</i>      |
| <i>p. Zoning &amp; Code Enforcement Officer</i> | <i>James Millington</i> |
| <i>q. Deputy Zoning &amp; Code Enforcement</i>  | <i>David Lachenauer</i> |
| <i>r. Chairman of Zoning Board of Appeals</i>   | <i>Judi Bates</i>       |
| <i>s. Secretary to ZBA</i>                      | <i>Jo Morrow</i>        |
| <i>t. Member to ZBA</i>                         | <i>Richard Revelle</i>  |
| <i>u. Board of Assessment Review Chairman</i>   | <i>Ted Utess</i>        |
| <i>v. Chairman of Planning Board</i>            | <i>Frank Congel</i>     |
| <i>w. Secretary to Planning Board</i>           | <i>To Be Determined</i> |
| <i>x. Town Historian</i>                        | <i>Heritage Center</i>  |
| <i>y. Town Attorney</i>                         | <i>Mark Gebo</i>        |
| <i>z. Town Office Custodial Maintenance</i>     | <i>Jennifer Sosa</i>    |
| <i>aa. Marriage Officer</i>                     | <i>Kim Wallace</i>      |
| <i>bb. Planning Board Alternate</i>             | <i>Julia Gosier</i>     |
- 4. Establishment of Salaries as Addressed in the 2014 Budget**
  - 5. Establishment of Legal Newspapers – Watertown Daily Times & Lyme Light**
  - 6. Establishment of Signatures for Bank Transactions – Supervisor Aubertine and Deputy Supervisor Donald Bourquin.**
  - 7. Establishment of Signatures for Consolidated Health – Supervisor Aubertine and Deputy Supervisor Donald Bourquin.**
  - 8. Establishment of Signatures for Town Clerk’s Account – Kim Wallace and Jo Morrow**
  - 9. Establishment of Tax Collector’s Account – Paula Radley**
  - 10. Establishment of Signatures for Water Districts Accounts – Kim Wallace and Jo Morrow**
  - 11. Establishment of Mileage Rate will be the Current NYS Rate of .556 Cents Per Mile.**
  - 12. Establishment of Audit Committee – Councilmen Bourquin and Henderson.**
  - 13. Designation of Polling Places – The Chaumont and Three Mile Bay Fire Department Buildings.**

- 14. Adoption of the Town's Investment Policy**
- 15. Adoption of the Town's Procurement Policy**
- 16. Retirement Resolution for 2014**

**BE IT RESOLVED, that the Town of Lyme / Location Code 30648 hereby establishes that Highway Superintendent Pat Weston and Town Clerk Kim Wallace hereby establish 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 or the record of activities maintained and submitted by these officials to the clerk of this body. See Addendum A – Standard Work Day and Reporting Resolution - Form RS 2417 – A.**

- 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 Intermunicipal Agreements between the Town of Lyme and the Lyme Central School District, Chaumont and Three Mile Bay Fire Departments and the Village of Chaumont.**
- 23. Claims to be Charged Against General Fund A-00-1620-00.4 (Contractual Account).**
  - a. Electric**
  - b. Heating Fuel**
  - c. Telephone and Fax**
  - d. Internet**
  - e. Water and Sewer**
  - f. Copiers, Maintenance, Repairs, Toners and Paper**
  - g. Shared Supplies**

**Three ayes. Motion carried.**

**Supervisor Aubertine provided to the Town Board Members and Town Clerk the "Formal Notice of Supervisors 2014 Personal Appointments" on December 26, 2013. The Supervisor's Appointments were as follows:**

- Donald Bourquin as Deputy Supervisor.**

- *The accounting firm of Bowers and Company, CPA PC of 167 Polk Street, Watertown, NY 13601, as Town Accountant and Payroll Officer.*
- *The Lyme Heritage Center as Town Historian.*

***RESOLUTION 2014 – 2: Motion by Supervisor Aubertine and seconded by Councilman Bourquin adjourning the Organizational Meeting at 6:20 p.m. Three ayes. Motion carried.***

Supervisor Aubertine called the Regular Monthly Meeting of the Town Board to order at 6:20 p.m.

***RESOLUTION 2014 – 3: Motion by Councilwoman Harris and seconded by Councilman Bourquin approving the December 2013 Supervisor’s Report as submitted by Town Accountant Cathy Satterley. Three ayes. Motion carried.***

***RESOLUTION 2014 – 4: Motion by Councilwoman Harris and seconded by Councilman Bourquin approving the November 2013 Supervisor’s Report as presented by Town Accountant Cathy Satterley at the December 2013 Town Board Meeting. Three ayes. Motion carried.***

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

The Highway Department has been busy keeping up with the winter weather.

Pat has concerns with the brush cleanup that has been created by the recent ice storm and is asking direction from the Town Board as to how much additional work they should provide to eliminate what the storm has created.

Pat will keep track of the labor and materials concerning the cleanup but he doesn’t feel that the Town will receive any reimbursement.

Councilman Bourquin has contacted Pella Wood and they would come to the Town with a chipper but there would be a fee for the service.

***RESOLUTION 2014 – 5: Motion by Supervisor Aubertine and seconded by Councilwoman Harris to publically inform the residents of the Town of Lyme that they will be responsible for the cleanup and disposal of the debris that has been***

***created by the recent ice storm on their private property. All debris originating in the Town of Lyme can be taken to the Town Transfer Site without Town residents incurring any fees associated with the disposal of organic material, such as tree limbs, brush and cut up trees. Should any private contractors be hired by our residents to haul this debris, the Transfer Site Attendants will need to be informed by the Town Resident that the hauler was hired by residents from the Town of Lyme. Three ayes. Motion carried.***

Due to the severity of recent weather many Town Residents are asking to take sand and salt from the Town's inventory. Supervisor Aubertine contacted the Association of Towns Legal Council and they informed him that the Town cannot give the material away, to anyone.

#### **Clerk's Report – December 2013**

Total State, County and Local Revenues:                      \$2,747.66

#### **Audit of the Bills**

***RESOLUTION 2014 – 6: Motion by Councilwoman Harris and seconded by Councilman Bourquin approving Abstract #25 in the amount of \$14,351.26. Three ayes. Motion carried.***

***RESOLUTION 2014 – 7: Motion by Councilman Bourquin and seconded by Councilwoman Harris approving Abstract #2 – 2014 in the amount \$24,054.57. Three ayes. Motion carried. (There were no Prepaids, therefore, no Abstract #1).***

***RESOLUTION 2014 – 8: Motion by Supervisor Aubertine and seconded by Councilwoman Harris approving the Minutes of the December 11, 2013 of the Town Board Meeting with an amended clarification of Attorney Gebo's recommendations to the Town Policy concerning Town Insurance Benefits. Three ayes. Motion carried.***

## **Committee Reports**

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

**Basic STAR Registration** – The State Department of Taxation and Finance has extended the deadline to register for the Basic STAR. There were 81 properties in the Town of Lyme who have not registered as of this date. There was no word as to how long the extension will last. The State will provide a list at some point, to remove everyone who has not registered.

**Exemptions** – The Assessors are busy processing the Enhanced STAR Renewals at this time. ***A reminder that all renewals and new exemptions must be received in the Assessor's Office by March 1, 2014.***

**2014 Changes** – The Assessors are completing the paperwork to change assessments due to new construction and the combination of parcels. They have changed approximately 200 parcels so far and added approximately 1.7 million to the tax roll. This will change as more changes are completed.

### **Municipal Water Board – Marsha Barton**

**Swamp Road and 12E Survey** – A survey was recently sent out to all the potential customers in the proposed extension of Water District #2. So far, they have received responses from about half the residents. Of those received, most were willing to pay the estimated cost. They will share the information once they have a report completed.

**January Water Billing** – Due to the bad weather, the January Water Billing will be going out late. Billy Scarpicchi is going to try to do the reading on Thursday, January 9<sup>th</sup>.

**Bernier and Carr Billing** – The Town has received an unexpected bill from Bernier and Carr for professional services rendered in regard to the Water Storage Tank Re-painting Project, dated October 17, 2011. Apparently, this billing was discovered thru an audit of their records. The Town's records have been

reviewed and we have not paid for this service. This invoice will have to be addressed in the 2013 accounts.

***RESOLUTION 2014 – 9: Motion by Councilwoman Harris and seconded by Councilman Bourquin approving the 2014 Water Rates that were approved at a Public Hearing held by the Town Board on December 11, 2013. Three ayes. Motion carried.***

**ZEO / CEO Report – December 2013 – Jim Millington**

Building / Zoning Permits Issued:	2
Certificates of Occupancy Issued:	1
Site Visits and Inspections:	3
Permits Issued For:	
Home or Cottage:	1

**New Business**

**Amish Buggies** – There is not much the Town can do in regard to mandating the Amish to put any type of safety or reflective material on their buggies. Supervisor Aubertine contacted the Association of Towns regarding the matter and they referred to NYS Law #36A that states the Town is pre-empted regarding any local action.

***RESOLUTION 2014 – 10: Motion by Supervisor Aubertine and seconded by Councilwoman Harris TABLING any Tri-Board Meeting discussion. Three ayes. Motion carried.***

***RESOLUTION 2014 – 11: Motion by Supervisor Aubertine and seconded by Councilwoman Harris TABLING the Youth Commission discussion until meeting with the school. Three ayes. Motion carried.***

**Councilman Bourquin** indicated that the Town may be able to send televisions to KIMCO. He will check further into it.

We have had trouble with the County picking up cardboard, the attendants had to bale cardboard last weekend.

Lyle Connor's last day at the Transfer Site will be January 17, 2013.

***RESOLUTION 2014 – 12: Motion by Supervisor Aubertine and seconded by Councilwoman Harris approving the hiring of a third part-timer to replace Lyle Connor at the Transfer Site. Three ayes. Motion carried.***

***A Motion was offered by Councilwoman Harris and seconded by Councilman Bourquin adjourning tonight's meeting at 7:05 p.m. Three ayes. Motion carried.***

***Respectfully Submitted by,***

***Kim Wallace  
Town Clerk***

**January 8, 2014**

**Addendum A**

**Standard Work Day and Reporting Resolution**

**RS 2417-A**

**New York State and Local Retirement System**



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution

## RS 2417-A

(12/10)

BE IT RESOLVED, that the Town of Lyme / Location code 30648 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

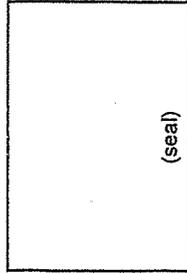
Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
<b>Elected Officials</b>									
Highway Superintendent	Pat Weston		40935876	8	11/14-12/31/17	Yes	25	<input type="checkbox"/>	<input type="checkbox"/>
Town Clerk	Kim Wallace		41820036	8	11/14-12/31/17	Yes	23	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials</b>									
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

If additional rows are needed, please use form RS2417-B and attach.

On this 28<sup>th</sup> day of January, 2014 Date enacted: January 8, 2014  
 I, Kim Wallace, clerk of the governing board of the Town of Lyme of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 8<sup>th</sup> day of January, 2014 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 3 of such members were present at such meeting and that 3 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Town of Lyme (Name of Employer)



This document consists of 1 page(s) (see additional RS2417-B forms attached).

(seal)