

January 8, 2020  
Town of Lyme  
Organizational Meeting 6:25 P.M.  
Regular Monthly Meeting 6:30 P.M.

**Call to Order:**

Supervisor Aubertine called the 2020 Organizational Meeting to order at 6:25 p.m.

**Resolution 2020-1:** Councilman Villa made the motion to approve Annual Resolutions as follows; Deputy Supervisor Bourquin seconded the motion; all were in favor; motion carried.

1. Establishment of Banks – Citizens Bank of Cape Vincent; primary Watertown Savings Bank – Secondary
2. Establishment of Regular Meeting Dates – Second Wednesday of month.
3. Annual Appointments – As per the following Resolution 2020-1.
4. Establishment of Salaries – As per the 2020 Annual Budget.
5. Establishment of Legal Newspaper – Watertown Daily Times
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 – Ariana Henderson and Tara VanAlstyne
9. Establishment of Signatures for Tax Collector’s Account – Ariana Henderson
10. Establishment of Signatures for Water District Accounts – Ariana Henderson and Tara VanAlstyne
11. Establishment of Mileage Rate – NYS Current Rate 1/1/20- \$0.57.5 (As per Office of the State Comptroller)
12. Establishment of Audit Committee –Julie Gosier and Donald Bourquin
13. Designation of Polling Places- 1.) Town Office 2.) Three Mile Bay Fire Hall 3.) Town Office
14. Adoption of Investment Policy
15. Adoption of Procurement Policy
16. Retirement Resolution for Year – BE IT Resolved, that the Town of Lyme/Location Code 30648 hereby establishes that Highway Superintendent Pat Weston, Tax Collector and Town Clerk Ariana Henderson hereby establish the standard work days 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.

17. Town Officials Bond – Timerman Adams Insurance
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. Renewal of the Intermunicipal 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. Telephones/Fax
  - d. Internet
  - e. Water/Sewer
  - f. Copiers – Maintenance and Repair; Paper, Toner
  - g. Shared Supplies

**Resolution 2020-2:** Councilman Villa made the motion approving the following 2020 Annual Appointments; Deputy Supervisor Bourquin seconded the motion; all were in favor; motion carried.

**2020 Annual Appointments:**

- |   |                    |
|---|--------------------|
| a. Budget Officer                       | Scott Aubertine    |
| b. Deputy Supervisor                    | Donald Bourquin    |
| c. Bookkeeper to Supervisor             | Bowers and Company |
| d. Payroll Officer                      | Bowers and Company |
| e. Consolidated Health Officer          | Scott Aubertine    |
| f. Consolidated Health Doctor           | Ruth Stewart       |
| g. Deputy Highway superintendent        | Brian Cosselman    |
| h. Deputy Town Clerk                    | Tara VanAlstyne    |
| i. Clerk to Supervisor                  | Robin Grovesteen   |
| j. Records Management Officer           | Ariana Henderson   |
| k. Registrar of Vital Statistics        | Ariana Henderson   |
| l. Deputy Registrar of Vital Statistics | Tara VanAlstyne    |
| m. Chairwoman of Assessors              | Marsha Barton      |
| n. Water Districts Billing Clerk        | Marsha Barton      |
| o. Water Districts Receiving Clerk      | Cathy Munger       |
| p. Zoning/Building Enforcement Officer  | James Millington   |

q. Deputy Zoning Enforcement Officer	Richard Ingerson
r. Chairman of Zoning Board of Appeals	Judi Bates (1 year)
s. Secretary to ZBA	Suzie Locy
t. Chairman of Planning Board	Reggie Schweitzer
u Planning Board Member	Adam Brown
v. Secretary to Planning Board	Sue Warner
w. Town Historian	Heritage Center
x. Attorney for Town	Joseph W. Russell of Barclay Damon
y. Office Maintenance	Candy Barton
z. Marriage Officer	Ariana Henderson
aa. Transfer Site Liaison	Don Bourquin
bb. Website Committee	Scott Aubertine, Ariana Henderson
cc. Youth Commission Liaison	Scott Aubertine, Terry Countryman
ee. Buildings & Grounds Committee	Dan Villa, Pat Weston, Julia Gosier, Robin Grovesteen & Jim Millington
ff. Three Mile Bay Cemetery Liaison	Julia Gosier
gg. Shared Services Liaison to LCS Committee	Robin Grovesteen
hh. Water board Chairwoman	Marsha Barton
ii. Board of Assessment Review Member	Robin Grovesteen
jj. Zoning Board Member	Karen Donahue
kk. Water Board Member	Marsha Barton
ii. Vacant Town Board position	Julia Gosier

**Resolution 2020-3:** Supervisor Aubertine made the motion to close the 2020 Annual Organizational Meeting; Councilman Villa seconded the motion; all were in favor; motion carried.

**Call to Order:**

Supervisor Aubertine called the regular monthly meeting to order at 6:30 p.m. opening the meeting with a prayer and the Pledge of Allegiance.

Town Clerk Henderson swore in Julia Gosier to fill vacant board member Alan Jone’s position on the Lyme Town Board.

Those present included Supervisor Aubertine, Deputy Supervisor Bourquin, Councilwoman Gosier, Councilman Countryman, Councilman Villa, Town Clerk Ariana Mattraw, Highway Superintendent Pat Weston, Ben Rubacha, and Legislator Bill Johnson.

**Privilege of the Floor**

**Jefferson County Legislator Bill Johnson:** Mr. Johnson reported that the County had their Organizational meeting. Scott Gray is the Chair and Bill Johnson is the Vice Chair of the Board of Legislators. Assemblyman Walczyk had a meeting, which Legislator Johnson and Deputy Supervisor Bourquin attended. They didn’t get much information from the meeting other than that the IJC can’t let any more water from the damn because the river can’t handle it. Legislator Johnson stated that they estimate the water levels to be higher than average for the next three years. Supervisor Aubertine observed that the County was working on making the Isthmus wider. They are using the money they received from FEMA in 2017.

### Supervisor's Report

**Resolution 2020-4:** Councilman Villa made the motion to approve the Supervisor's Monthly Financial report; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

### Highway Superintendent's Report

Pat Weston reported that highway department would like to haul rock to South Shore Road to get ahead of the high water situation. There has been 5,000 to 6,000 feet of erosion from the high water and Pat is afraid the road is going to eventually wash away. He will be getting the rock from Bach and Company for \$12.00 a ton and will be submitting all of the work to FEMA to receive reimbursement. There is a kick off meeting for the Halloween Storm coming up. Pat submitted about \$50,000 in damages for the Town of Lyme in hopes to receive funding.

### Clerk's Report- December 2019

Monthly Receipts were as follow: Total Local Shares Remitted: \$1,975.50; Total State County & Local Revenues: \$2,000.50, Total Non – Local Revenues: \$25.00

### Audit of the Bills (Abstracts #1 & #2)

**Resolution 2020-5:** Deputy Supervisor Bourquin made the motion to approve Abstract #1 in the amount of \$0.00; seconded by Councilman Countryman; all were in favor and the motion was carried.

**Resolution 2020-6:** Deputy Supervisor Bourquin made the motion to approve Abstract #2 in the amount of \$10,983.75; seconded by Councilwoman Gosier; all were in favor and the motion carried.

### Approval of the December 11, 2019 Minutes

**Resolution 2020-7:** Councilman Villa made a motion to approve the December 11, 2019 Minutes; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

### Committee Reports

#### Assessor's Report:

There was no report from the Assessors.

#### Municipal Water Board Report:

There was no report from the Water Board.

#### Planning Board:

There was no report from the Planning Board.

#### Youth Commission:

There were no questions on the Youth Commission Report.

**ZEO/CEO Report:**

There was no report from the ZEO/CEO.

**TMB Cemetery:**

Councilwoman Gosier stated there was no report.

**New Business**

**Windows 10 Update:**

Our IT specialist Ben Rubacha discussed the Windows 10 update that is necessary for security purposes with the Board. He is asking for approval to purchase 3 refurbished HP computers and 10 hours of labor.

**Resolution 2020-8:** Deputy Supervisor Bourquin made the motion to purchase 3 HP PCs for \$1050.00 and for 10 hours of labor for installation and setup for \$750.00; seconded by Councilman Villa; all were in favor and the motion carried.

**Water Department Computer:**

Bill Scarpocchi in the Water Department will need a new laptop or his old laptop will need to be repaired. The hard-drive went on the laptop and it is not under warranty. There was a discussion on the options for a new laptop or to repair the old computer.

**Resolution 2020-9:** Deputy Supervisor Bourquin made the motion to repair the Water Department laptop with a 128GB solid state drive for approximately \$300.00 and a GPS hub drive; seconded by Councilman Villa; all were in favor and the motion carried.

**Annual Justice Audit:**

The Annual Justice Audit needs to be done for 2019. Councilwoman Gosier and Deputy Supervisor Bourquin will need to decide on a date that works best for them.

**Air Quality Issue:**

Supervisor Aubertine stated that something needs to be done about the Municipal Office's leaking roof. This is the reason he added the people stated above to the Buildings and Grounds Committee. He would like the Committee to start meeting to gather ideas and make a plan of what to do about the Office. These meetings along with the Short Term Rental Committee meetings will need to be advertised according to Association of Town's Attorney Lori Mithen. He stated Bernier and Carr should be submitting an engineered drawing and opinion on what to do about the offices. He also believes we need to have the air quality tested. Councilman Villa believes it should be done by a professional. Supervisor Aubertine stated that he has asked Robin to contact NYS to come and perform the necessary tests.

**Budget Dates:**

The board discussed dates for the budget work sessions and budget hearing. The following dates were decided on:

Budget work sessions: October 12, 2020 October 19, 2020, October 26, 2020  
Budget hearing: November 5, 2020

**Dan Moyer Contract for Dog Control:**

Supervisor Aubertine sent out the dog control contract for Dan Moyer in an email. Dan Moyer's facility is the location where we take our dogs if we can't find their owner. Supervisor Aubertine stated Betsy Ring is the new Dog Control Officer. The Towns are working on getting her approved through Ag and Markets. Amy Funk resigned at the end of 2019. Dan Moyer is the backup dog control officer if Betsy is not available.

**Resolution 2020-10:** Councilman Villa made the motion to accept the dog control officer contract as is for Dan Moyer; seconded by Councilwoman Gosier; all were in favor and the motion carried.

**LED proposal:**

Supervisor Aubertine recommended we ignore the proposal that was sent to the Board. He originally thought it was something to do with National Grid's proposal but when reading it closely it didn't seem legitimate. The Board agreed that they did not want to pursue the proposal.

**Filing for Party Status:**

Supervisor Aubertine informed the Board that Riverside Solar Company has already filed Article 10 for both Brownville and Lyme. He asked the Board if they would like to file for Party Status. This would notify us of everything that the Riverside Solar Company is doing.

**Resolution 2020-11:** Councilman Villa made the motion that the Town apply for Party Status for the Riverside Solar 100 mg solar plan for the Town of Lyme article 10 process; seconded by Councilwoman Gosier; all were in favor and the motion carried.

**Old Business:**

**Excavator Purchase:**

Highway Superintendent Patrick Weston stated he would like to buy an excavator. He was looking into a 2013 track excavator for \$55,000.00. He believes he has money in the budget from FEMA reimbursements and grant money. Pat would like to meet with Supervisor Aubertine and Cathy Satterley about where the money was allocated in the budget. Councilman Countryman asked how often Pat would need to use an excavator. Pat's response was that with the anticipated high water he would be using it often because of the clogged culvert pipes on South Shore Road and other roads. Supervisor Aubertine stated he will set up a meeting with accountant Cathy Satterley to discuss his concerns about the budget and highway funds.

**Online Privilege of the Floor**

There was no online privilege of the floor.

**Privilege of the Floor**

There was no privilege of the floor.

Executive Session

No executive session was needed.

Adjournment

**Resolution 2020-12:** Councilman Villa made the motion to adjourn; seconded by Councilwoman Gosier; all were in favor and the motion was carried; meeting was adjourned at 8:15 p.m.

Respectfully Submitted

Ariana Henderson  
Town Clerk