

**April 8, 2020  
Town of Lyme  
Regular Monthly Meeting 6:30 P.M.**

**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.

Those present included Supervisor Aubertine, Deputy Supervisor Bourquin, Councilwoman Gosier (via phone), Councilman Terry Countryman, Councilman Villa, Town Clerk Ariana Henderson (via video), and Highway Superintendent Pat Weston.

**Privilege of the Floor**

There was no privilege of the floor.

**Supervisor's Report**

**Resolution 2020-43:** Councilman Villa made the motion to approve the March Supervisor's Monthly Financial report; Councilman Countryman seconded the motion; all were in favor; motion carried.

**Highway Superintendent's Report**

Supervisor Aubertine reported that the Highway Department had two requests from residents and one of them has been taken care of. The first request was completed and was from a resident who wanted the large stones that were placed in front of his home by the Highway Department to protect from high water to be removed. The second request was from Gary Stinson again. He would like the Town to do work on Klock Road. Supervisor Aubertine sent an email from 2014 that specifically described the differences between a Town Road and Private Road. The Board agreed not to go into discussion over it again. Councilman Villa stated that this will unfortunately eventually have to go to court to get resolved and that it is taking up too much of the Town's time.

**Resolution 2020-44:** Deputy Supervisor Bourquin made the motion to deny the request from Gary Stinson to repair Klock Road; Councilman Villa seconded the motion; all were in favor; motion carried.

Pat Weston reported that he sent in a reimbursement for \$72,000 to FEMA for the damages done in the Halloween storm. Councilman Villa asked if the Town has heard anything about the REDI funds in regard to the Isthmus and how the money will be spent. Pat has not heard anything. Supervisor Aubertine asked if he had heard anything about the State delivering sandbags to the Town for our residents. Pat said he hadn't heard but has been receiving calls from residents who need them. Supervisor Aubertine heard that the sandbags have been delayed because of an unknown issue. Supervisor Aubertine also reported that the highway department is back to work after being off for two weeks and that they are trying to stay social distance to prevent the spread of COVID-19.

### Clerk's Report- March 2020

Monthly Receipts were as follow: Total Local Shares Remitted: \$487.25; Total State County & Local Revenues: \$522.75, Total Non – Local Revenues: \$35.50.

### Audit of the Bills (Abstracts #7 & #8)

**Resolution 2020-45:** Councilman Countryman made the motion to approve Abstract #7 in the amount of \$590.47; seconded by Councilman Villa; all were in favor and the motion was carried.

**Resolution 2020-46:** Deputy Supervisor Bourquin made the motion to approve Abstract #8 in the amount of \$35,854.69; seconded by Councilman Villa; all were in favor and the motion was carried.

### Approval of the March 11, 2020 Minutes

**Resolution 2020-47:** Councilman Villa made a motion to approve the March 11, 2020 Minutes with corrections to state Councilman Countryman was at the meeting, and to add Supervisor Aubertine and Councilman Villa's names to clarify who was speaking about the grant writer pay; seconded by Councilman Countryman; all were in favor and the motion was carried.

Councilman Villa asked about the two payments that were going to be made to the Grant Writer Specialist and how they would be divided. Supervisor Aubertine responded that the Grant Writer Specialist had already received her March payment for the first three months of the year and will receive the remainder of the payment in September. He will discuss this information with Cathy Satterley to make sure it is documented properly. Councilman Villa asked if the March payment was calculated by taking the budgeted amount dividing it by 12 (months) and then multiplying it by 3 (months) to get the amount to be paid. Supervisor Aubertine said that Councilman Villa was correct, and the remainder of the budgeted amount would be paid in September. Councilman Villa specified that this would be a prepayment and we have been advised not to do this. Supervisor Aubertine stated that the Association of Town's Lawyer advised we could set our own pay schedule. Councilman Villa would like to go on record and state that he doesn't believe it is appropriate to prepay the Grant Writer Specialist.

### Committee Reports

#### **Assessor's Report:**

There was no Assessors Report.

#### **Municipal Water Board Report:**

There was no Water Board Report.

#### **Planning Board:**

There was no Planning Board Report.

### Youth Commission:

There was no Youth Commission Report.

### ZEO/CEO Report:

There was no report from the ZEO/CEO.

### Zoning Board of Appeals (ZBA):

Supervisor Aubertine stated that there were two applicants who are interesting in the vacant ZBA position, Kevin Sheitz and Maria Millington. The Board decided that Maria Millington couldn't serve as a member of the ZBA because it is a conflict of interest since her husband is the Zoning Enforcement Officer.

**Resolution 2020-48:** Councilman Countryman made the motion to appoint Kevin Sheitz to the Zoning Board of Appeals; Deputy Supervisor Bourquin seconded the motion; all were in favor; motion carried.

### Board of Assessment Review (BAR):

**Resolution 2020-49:** Deputy Supervisor Bourquin made the motion to appoint Susan Locy to fill the vacant position on the BAR; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

### TMB Cemetery:

Supervisor Aubertine stated we had received two bids for the mowing of the Three Mile Bay Cemetery.

- *Yard by Yard \$425.00 per mowing*
- *KLA Property Management \$292.00 per mowing*

KLA Property Management sent a detailed bid with several specifications which is attached at the end of the minutes, along with Yard by Yard's bid. There was a discussion on which company would be best to mow the Three Mile Bay Cemetery.

**Resolution 2020-50:** Councilwoman Gosier made the motion to hire KLA Property Management to mow the Three Mile Bay Cemetery for the year 2020 pending the Town receives a certificate of liability; Councilman Villa seconded the motion; all were in favor; motion carried.

Supervisor Aubertine asked for Councilwoman Gosier to meet with KLA Property Management and show them exactly what needs to be done at the Cemetery.

## New Business

### Spending Freeze:

Supervisor Aubertine stated that with the Coronavirus sales tax is going to go down and we won't be getting much mortgage tax. Councilman Villa suggested a spending freeze. Councilwoman Gosier asked what we could do to stop spending. Supervisor Aubertine mentioned that the Town of Alexandria Bay has laid off two of its highway employees. Councilwoman Gosier stated she didn't believe that was necessary because even if the revenue

of the Town is cut back we have money to fall back on. Councilman Villa believes we shouldn't be spending the fund balances and savings money unless it's absolutely necessary. He said we should freeze spending because we don't know what the outlook of this pandemic will be. Highway Superintendent already stated that he has stopped spending money unless necessary. Councilman Countryman stated he would love to see a projection of the future financials and reevaluate in May. He also stated that the Dexter Market, Dollar General, and IGA's sales are through the roof. He spoke with the managers at these stores. He wasn't sure how this would affect our revenue. Councilman Villa stated we should only buy supplies we need in small quantity. Supervisor Aubertine stated Shirley Williams a member of the heritage committee is ready to submit a purchase agreement for the new heritage center. Councilman Villa stated that his wouldn't fall under the spending freeze. Councilwoman Gosier agrees that the Town should only spend money when it is necessary and this could make a difference. Supervisor Aubertine stated that he would send out a memorandum stating we are on a spending freeze and to only buy what you need. Councilman Villa also read that the Town could possibly receive a reimbursement for payroll during the COVID-19 crisis through the CARE program. He is not sure if the Town would fall under this program. Pat Weston also stated that we need to keep track of all the money spend on COVID-19 supplies so the costs can be submitted to FEMA to get reimbursed.

### Old Business:

#### By-Laws:

The draft by laws that were sent by Supervisor Aubertine were made for all three boards. Deputy Supervisor Bourquin stated the alternates for all the Boards should be annual appointments. The alternate members are expected to be at every meeting and act as a regular board member and are being paid. It would be easier to reappoint someone doing their job rather than have to dismiss someone who is not. The term for the regular members will stay 5 years because they are all 5 member boards.

Resolution 2020-51: Deputy Supervisor Bourquin made the motion to accept the bylaws with the revision to make the alternate positions on the boards an annual appointment; seconded by Councilman Villa; all were in favor and the motion carried.

#### Street Banners:

Supervisor Aubertine stated the Town will hold off on purchasing any new street banners. Pat asked if we were replacing the banners we currently have and Supervisor Aubertine responded no that they were considering buying new Veterans banners for the Town.

#### Permits:

Councilman Villa asked about emergency permits and what the Town was doing to make sure the residents can get necessary permits. Supervisor Aubertine stated that ZEO Jim Millington is taking care of the permits and taking all phone calls. He is still coming into the office to do the necessary permits.

**Signs on Telephone Poles:**

Councilman Villa stated that Zoning Officer Jim Millington needed to stay on top of people that are advertising on telephone poles. He said that there are several on the way to his house that need to be addressed.

**Transfer Site Changes:**

Deputy Supervisor Bourquin said that for the time being the permits have been suspended due to COVID-19. There are no residents allowed in the building because of the virus and the “Library” is closed. The Town is collecting mattresses again. Pat stated that they took 20 mattresses to the dump this morning. Deputy Supervisor Bourquin reported that Roadside relics are not in business anymore. From now on Bill Huchzermeier from “Makes Cents Redemption Center” in Depauville is going to start picking up the cans from the transfer site. Dan asked about how much we are spending every week for the County to haul the recyclables. Pat stated the cardboard is hauled by the County every other week, and plastic every week. There are 4 or 5 trips every two weeks made by the County. Councilman Villa stated it would probably cost just as much for the Town to haul their own recyclables.

**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**

There was no Executive Session.

**Return to Open Meeting**

N/A

**Adjournment**

**Resolution 2020-52:** Supervisor Aubertine made the motion to adjourn; seconded by Councilman Villa; all were in favor and the motion was carried; meeting was adjourned at 7:42 p.m.

Respectfully Submitted

Ariana Henderson  
Town Clerk