

**Town of Lyme
January 11, 2017
Annual Appointments and Organizational Meeting 6:15 P.M.
Regular Monthly Meeting of the Town Board 6:30 P.M.**

Annual Appointments and Organizational Meeting

Supervisor Aubertine opened tonight's meeting at 6:15 p.m.

Present: Supervisor Aubertine, Councilwoman Gosier, Councilmen Bourquin and Villa, Assessor and Water Board Chairwoman Marsha Barton, County Legislator Bill Johnson, Darwin Brown, ZEO/CEO Jim Millington, and approximately 7 others.

RESOLUTION 2017 – 1: Motion by Councilman Villa and seconded by Councilwoman Gosier authorizing the following 2017 Annual Appointments and Mandatory Organizational Resolutions 1 thru 23 (g):

Annual Appointments:

<i>a. Budget Officer</i>	<i>Scott Aubertine</i>
<i>b. Deputy Supervisor</i>	<i>Donald Bourquin</i>
<i>c. Bookkeeper to Supervisor</i>	<i>Bowers & Company</i>
<i>d. Payroll Officer</i>	<i>Bowers & Company</i>
<i>e. Consolidated Health Officer</i>	<i>Scott Aubertine</i>
<i>f. Consolidated Health Doctor</i>	<i>Ruth Stewart</i>
<i>g. Deputy Highway Superintendent</i>	<i>Brian Cosselman</i>
<i>h. Deputy Town Clerk</i>	<i>Jo Morrow</i>
<i>i. Clerk to Supervisor</i>	<i>Robin Grovesteen</i>
<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 / Building Enforcement Officer</i>	<i>James Millington</i>
<i>q. Deputy ZEO / CEO</i>	<i>Dave Lachenhauer</i>

r. Chairman of Zoning Board of Appeals	Judi Bates (1-Year)
s. Member to ZBA	Karen Donahue (5-Year) thru December 2021
t. Secretary to ZBA	Jo Morrow
u. Chairman of Planning Board	Reggie Schweitzer, Jr.
v. Planning Board Member	Maria Millington (5 year thru 12/31/21)
w. Secretary to Planning Board	Suzie Locy
x. Town Historian	Heritage Center
y. Attorney for Town	Mark Gebo
z. Town Office Maintenance	Jennifer Sosa
aa. Marriage Officer	Kim Wallace
bb. Municipal Water Board	Randy Gardner (5-Year thru 12/31/21)

2017 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 2017 Annual Budget.**
- 5. Establishment of the Watertown Daily Times as the Legal Newspaper.**
- 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, 2017 - .53.5 Cents Per Mile.**
- 12. Establishment of Audit Committee – Scott Aubertine and Donald Bourquin.**
- 13. Designation of Polling Places - TABLED**
- 14. Adoption of Investment Policy**

- 15. Adoption of Procurement Policy**
- 16. Retirement Resolution for 2017 – BE IT RESOLVED, that the Town of Lyme – Location Code 30648 hereby establishes that Highway Superintendent Pat Weston; Tax Collector Karen Fitzgerald 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.**
- 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 Four Town Board Members were in agreement approving the Annual Appointments and Organizational Resolutions with exception to “Designated Polling Places” which was TABLED until a later date. The Motion was carried.

The following are the Supervisor’s Established Committees and Appointments for 2017:

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.**

Formal Notice of the Supervisor’s 2017 Personal Appointments was given on December 28, 2016, certifying the appointments as follows:

Donald Bourquin to the position of Deputy Supervisor.

The Accounting firm of Bowers and Company, CPA PC of 1120 Commerce Park Drive East, Watertown, New York 13601 as Accountant and Payroll Officer to the Supervisor.

The Lyme Heritage Center as Town Historian.

RESOLUTION 2017 – 2: Motion by Councilman Villa and seconded by Councilwoman Gosier closing the 2017 Organizational Meeting at 6:27 p.m. Four ayes. Motion carried.

At 6:30 p.m. Supervisor Aubertine called the Regular Monthly Meeting to Order, opening with a Prayer and the Pledge of Allegiance.

Privilege of the Floor

Gregor Smith of Bernier and Carr was not present this evening; the Town Board scheduled a meeting with him on February 8, 2017 to review the findings of the Three Mile Bay Sewer Study.

RESOLUTION 2017 – 3: Motion by Councilman Villa and seconded by Councilman Bourquin approving a Special Meeting with Gregor Smith of Bernier and Carr Engineering on February 8, 2017 at 5:30 p.m. to review the findings of the Three Mile Bay Sewer Study. Four ayes. Motion carried.

Lyme Community Foundation – Deanna Lothrop

The Lyme Community Foundation has recently been confronted with a considerable rise in the cost of the production of the Lyme Light News Letter. With such an increase in the cost of the Lyme Light, the Community Foundation is being faced with the possibility of not being able to support the circulation of the news letter. They have been trying to figure out possible ways to cut costs or find other sources for production; without much success thus far.

Councilman Villa expressed his concerns with the situation and stated that it would be a dis-service to the Town to stop the Lyme Light. He would be very disappointed if the residents of our Town did not get mailed a copy of the Lyme Light, "it is a conduit to our residents". Councilman Villa stated that there are solutions and alternatives to the problem; we need to find them.

Supervisor Aubertine uses the Lyme Light as a way to make the residents aware of the Town's current events. He understands the cost constraints but there has to be options. He stated he would be disappointed if the Lyme Light could no longer be published.

The Town Board and members of the Community Foundation will work together to try to find a more affordable way to keep the Lyme Light printed and provided to our residents.

Darwin Brown – Certificate of Appreciation

Supervisor Aubertine presented Dar Brown with a Certificate of Appreciation for his dedication and commitment for many years to the Town of Lyme Municipal Water Board. Scott stated Dar's service to the Town of Lyme was exemplary and greatly appreciated.

Dar thanked the Town Board for always being supportive of the Water Board. He said that the acknowledgement and the presentation of the Certificate were not necessary but it is appreciated.

Marsha expressed that she is really going to miss Dar (I am too).

Marsha introduced Randy Gardner to the Town Board. He was recommended to fill Dar's position on the Water Board and was appointed tonight during the Organizational Meeting.

Randy stated that he was looking forward to helping out.

County Legislator - Bill Johnson

Last week Jefferson County had their Annual Organizational Meeting. They appointed Paul Warneck to fill the vacancy on the JCIDA.

Bill has also investigated the Tax Collectors new software program; half of the Town's in the County will remain with the old system. Comments from the first training class were that it didn't go well and there has been no feedback on the second class. The County will support the new program. Once the new software is implemented there will be plenty of support and they would even come to the Town and help on site.

Finally, the Wilson Property has closed; there are environmental issues that have to be dealt with in a timely fashion.

Officer's Reports

The Town Board had several questions pertaining to the December 2016 Supervisor's Report. Supervisor Aubertine will meet with Accountant Cathy Satterley and have her provide answers to the questions and concerns of the Board.

RESOLUTION 2017 – 4: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the December 2016 Supervisor's Report as submitted by Town Accountant Cathy Satterely of Bowers and Company. Four ayes. Motion carried.

Clerk's Report – December 2016

Total State, County and Local Revenues:	\$1,293.65
Total Local Shares Remitted:	\$1,153.76

Non-Local Revenues: \$ 139.89
Audit of the Bills

RESOLUTION 2017 – 5: Motion by Councilman Villa and seconded by Councilwoman Gosier approving Abstract #25 (final Abstract of 2016) in the amount of \$6,492.29. Four ayes. Motion carried.

RESOLUTION 2017 – 6: Motion by Councilman Villa and seconded by Councilwoman Gosier approving Abstract #1 in the amount of \$46,266.06. Four ayes. Motion carried.

RESOLUTION 2017 – 7: Motion by Councilman Bourquin and seconded by Councilman Villa approving Abstract #2 in the amount of \$43,852.29. Four ayes. Motion carried.

Approval of Minutes

Resolution 2017 – 8: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the Minutes of the December 15, 2016 Regular Monthly Meeting of the Town Board as submitted by Clerk Wallace. Four ayes. Motion carried.

Committee Reports

Assessor's Report – Marsha Barton

The Assessors have completed their field maintenance for the year; they are currently working on the values and computer changes.

Exemption applications or renewals must be in the Assessor's Office by March 1st. Any new property owners and those who move from one house to another must apply to the State for the STAR Credit check instead of the exemption. The Assessors can provide a telephone number or residents can apply on line.

Many property owners have received checks from the State for the Property Tax Freeze/Property Tax Relief Credit. Those who have not received their check can call the State to inquire on the status; 518-453-8146. Marsha's understanding is

that the State will be sending the letters to some property owners requesting more information. She thinks this will include those who have life use of a property and it may be in someone else's name or some other unusual circumstance.

Municipal Water Board Report – Marsha Barton

Water facility revenues for 2016 were \$8,038.00. Expenses were \$1,694.47 and net profit was \$6,343.53.

ZEO/CEO Report – Jim Millington – December 2016

Building/Zoning Permits Issued:	3
Certificates of Occupancy:	1
Site Visits and Inspections:	2
Complaints:	1
Investigations:	1
Additions:	1
Other:	2

New Business

Joint Meeting

RESOLUTION 2017 – 9: Motion by Councilman Villa and seconded by Councilwoman Gosier scheduling a Joint Meeting between the Village of Chaumont, Lyme Central School District and Town of Lyme on January 26, 2017 at 6:00 p.m. to be held at the school's library located at 11868 Academy Street, Chaumont, NY 13622. Four ayes. Motion carried.

Old Business

Planning Board Revisions of Town Zoning Law

RESOLUTION 2017 – 10: Motion by Councilman Villa and seconded by Councilwoman Gosier to schedule a Public Hearing on Wednesday February 8, 2017 for the proposed changes of the Town's Comprehensive Zoning Law. The

Public Hearing will take place at 6:15 p.m. at the Municipal Office Building located at 12175 NYS Route 12E, Chaumont, NY 13622. Four ayes. Motion carried.

Adoption of Dog Law

RESOLUTION 2017 – 11: Motion by Councilman Bourquin and seconded by Councilman Villa approving the adoption of a Local Law to Regulate the Licensing, Identification and Control of Dogs within the Town of Lyme.

This Local Law is enacted pursuant to the provisions of Article 7 of the NYS Agriculture and Markets Law, Article 4 of the Town Law and Sections 10 and 20 of the Municipal Home Rule Law of the State of New York.

The Town Board of the Town of Lyme, County of Jefferson, hereby finds it necessary to amend current law to reflect the transfer of responsibility from Jefferson County to the Town of Lyme for licensing, identification and control of dogs. The purpose of this law is to adopt comprehensive regulations for the licensing and identification of dogs, the control and protection of the dog population and the protection from dog attack and damage to persons, property, domestic animals and wildlife.

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

A full text of Local Law #1 – 2017, can be found in Addendum A on the following pages of these Minutes.

RESOLUTION 2017 – 12: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the Schedule of Fees for the Town of Lyme Dog Control Program as follows:

Individual Dog License Fee

\$15.00	for a spayed or neutered dog
\$25.00	for an unsprayed or unneutered dog

***NYS Surcharge is included in licensing fee**

Late Charge

\$10.00 for any delinquent license renewal

Dog Enumeration Surcharge

Each dog found to be unlicensed shall be subject to a \$10.00 enumeration surcharge payable at the time and application is filed to license said dog.

Replacement Tag Fee

A replacement tag fee of \$5.00 shall be charged to offset the costs associated with the provision of identification tags.

State Mandated Animal Population Control Surcharge*

Each individual dog license for a spayed or neutered dog shall be subject to an Animal population Control Surcharge in the amount of \$1.00 payable at the time the dog license application is filed.

Each individual dog license for an unsprayed or unneutered dog shall be subject to an Animal Population Control Surcharge in the amount of \$3.00 payable at the time the dog license application is filed.

All such surcharge fees collected shall be submitted to the Commissioner of NYS Agriculture and Markets to be used in the Animal Population Control Program.

***NYS Surcharge is included in license fee.**

Impoundment Fee

In each instance where a dog is seized by the Dog Control Officer for a violation of the Lyme Dog control Law, an impoundment fee shall be imposed as follows:

\$30.00 *for a first offense*
\$50.00 *for a second offense*
\$75.00 *for a third offense*

All Town Board Members were in agreement and with four ayes, the Motion was carried.

RESOLUTION 2017 – 13: Motion by Councilman Bourquin and seconded by Councilman Villa scheduling a Public Hearing for the 2017 Water Rates on Wednesday, February 8, 2017 at 6:20 p.m. The Hearing is to be held at the Municipal Offices located at 12175 NYS Route 12E, Chaumont, NY. Four ayes. Motion carried.

Privilege of the Floor

None Heard

Executive Session

RESOLUTION 2017 – 14: Motion by Supervisor Aubertine and seconded by Councilman Villa moving the Town Board into Executive Session at 7:30 p.m. for a discussion relating to litigation. Four ayes. Motion carried.

RESOLUTION 2017 – 15: Motion by Supervisor Aubertine and seconded by Councilman Villa moving the Town Board back into open session at 8:10 p.m. Four ayes. Motion carried.

At 8:10 p.m. a Motion was offered by Councilwoman Gosier and seconded by Councilman Bourquin adjourning tonight's meeting. Four ayes. Motion carried.

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


Kim Wallace,
Town Clerk