

Town of Lyme  
December 12, 2018  
Regular Monthly Board Meeting-6:30 P.M.

**Call to Order:**

Supervisor Aubertine called the 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, Councilman Villa, Councilman Jones, Legislator William Johnson, Town Clerk Ariana Mattraw, Gunther Schaller, Marsha Barton and David Bourquin

**Privilege of the Floor:**

**Jefferson County Legislator Bill Johnson:** Mr. Johnson reported that the County had their year end meeting. Councilman Villa and Legislator Bill Johnson briefly discussed solar panel pilots and Local Law # 487. Councilwoman Gosier asked Mr. Johnson to address the terrible road conditions on Highway 202 with the County Highway Superintendent.

**Supervisor's Report**

**Resolution 2018-147:** Councilman Villa made the motion to approve the Supervisor's Monthly Financial report; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

**Clerk's Report- November 2018:**

Monthly Receipts were as follow: Total Local Shares Remitted: \$2,710.27; Total State County & Local Revenues: \$2,753.27, Total Non – Local Revenues: \$43.00.

**Highway Superintendent's Report:**

Pat Weston reported that everything was going well with the highway department. He also stated New York State FEMA reimbursement of funds has been approved for the culvert pipes on Beach Road on County Route 125. Pat is still working with Robin to receive other State grants to help with the damage on County Route 125. Councilmen Villa and Pat discussed the profitability of the NYS Snow and Ice Contract. Overall Pat stated that the highway department does benefit from the contract.

**Audit of the Bills (Abstract #23 & 24)**

**Resolution 2018 – 148:** Deputy Supervisor Bourquin made the motion to approve Abstract #23 in the amount of \$74,405.05; seconded by Councilman Villa; all were in favor and the motion was carried.

**Resolution 2018 – 149:** Deputy Supervisor Bourquin made the motion to approve Abstract #24 in the amount of \$110,294.49; seconded by Councilman Villa; all were in favor and the motion was carried.

**Approval of the November 14, 2018 Minutes:**

**Resolution 2018 – 150:** Councilman Villa made a motion to approve the Minutes with an amendment to Resolution 2018 – 139; changing “hiring” to “interview;” seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Committee Reports**

**Assessor’s Report:**

Marsha Barton stated that although NYS would like the assessors to stay out of helping the community with the STAR program they will continue to help them as much as possible. This will include calling New York State on their behalf if requested and helping them with the application process.

**Municipal Water Board Report:**

Marsha stated that Gregor Smith of Bernier, Carr & Associates will need more time to prepare the amendment to the Water Use Law. Therefore, the hearing will need to be rescheduled. She also stated that the water facility is now on a timer and is locked overnight for security purposes, and the hours of operation are posted on the door. It was reported that someone had attempted to break into the facility, but there was no significant damage.

**Resolution 2018 – 151:** Councilman Villa made the motion to allow water service to 7795 NYS Rt. 12E, Three Mile Bay, N.Y. for Kevin Jackson; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Resolution 2018 – 152:** Councilman Villa made the motion to rescind the scheduled Water Use Law Amendment and reschedule the Water Use Law Amendment Hearing to 6:25 p.m. on January 9, 2018; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Resolution 2018 – 153:** Superintendent Aubertine made the motion to schedule the Organizational Meeting at 6:30 p.m. to be followed by the regular meeting; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Planning Board:**

There was no Planning Board Report this Month.

**Youth Commission:**

There was no questions on the Youth Commission Report.

**ZEO/CEO Report:**

Total Permits Receipts: \$854.00. Total RV Permits: YTD: \$1,700.00, Total Permits Receipts YTD - \$14,146.00.

### **TMB Cemetery:**

Councilwoman Gosier stated that the TMB Cemetery will close until the spring.

### **New Business**

**Resolution 2018 – 154:** Councilman Villa made the motion to schedule the end of the year meeting for December 28, 2018 at 6:30 p.m.; seconded by Councilman Jones; all were in favor and the motion was carried.

**Sexual Harassment Policy:** Supervisor Aubertine stated that every employee of the Town will need Sexual Harassment Training. He emailed everyone a video link to watch and if anyone had questions on the training to contact him. Ariana will need a certificate stating she had the training. The new policy has been updated and reviewed by the attorney for the Town of Lyme.

**Resolution 2018 – 155:** Councilman Villa made the motion to adopt the Sexual Harassment Policy; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Renewal of D.A.N.C GIS Agreement:** Supervisor Aubertine states that everything stayed the same with the D.A.N.C GIS Agreement except the fees. It is a five year commitment. The fees are \$775.00 for the first two years, \$825.00 for the following two years, and \$875.00 for the fifth year.

**Resolution 2018 – 156:** Councilwoman Gosier made the motion to approve the renewal of the D.A.N.C GIS Agreement; seconded by Councilman Jones; all were in favor and the motion was carried.

**Resolution 2018 – 157:** Councilman Villa made the motion to set up Ariana Matraw as the name on the Clerk Checking Account at Citizens Bank; Councilwoman Gosier seconded by; all were in favor and the motion was carried.

### **Deputy Clerk Duties:**

There was a discussion on the duties and pay rate of the Deputy Clerk to be appointed by Town Clerk Matraw. The new Deputy Clerk should be able to perform all duties of the Town Clerk, will need to receive the same training, and has to be a Town of Lyme resident. The budget states the salary of the Deputy is \$20,000.00. The Deputy would work four days a week, seven hours each day. The possibility of assigning the water receivable duties to the Deputy's job was discussed. This would increase the salary to \$25,200.00, but no decision was made.

### **Old Business**

**Transfer Site Applicant:** Deputy Supervisor Bourquin and Robin Groovsteen recommended Stuart Graham for the open position at the transfer site. Deputy Supervisor Bourquin stated he is more than qualified for the job.

**Resolution 2018 – 158:** Deputy Supervisor Bourquin made the motion to hire Stuart Graham; seconded by Councilman Villa; all were in favor and the motion was carried.

**Raise for Al Crouse:** Deputy Supervisor Bourquin reported that at the first budget meeting it was discussed to give Al Crouse a 4% raise to compensate for the excellent job he was performing at the transfer site. He would like this raise approval and change Al's title to Foreman with more responsibilities. There was further discussion on this issue.

**Resolution 2018- 159:** Deputy Supervisor Bourquin made the motion to give Al Crouse a 4% raise and promote him to Foremen; Councilwoman Gosier seconded; Councilman Jones: yea; Councilman Villa: nay; motion carried.

**Online Privilege of Floor:**

There was no participation for online privilege of floor.

**Executive Session**

No executive session was needed.

**Adjournment:**

**Resolution 2018 – 160:** Councilman Jones made the motion to adjourn; seconded by Councilwoman Gosier; all were in favor and the motion was carried; Meeting was adjourned at 7:31 p.m.

Respectfully Submitted

Ariana Matraw  
Town Clerk