

December 11, 2019
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, Councilman Villa, Town Clerk Ariana Henderson, and Terry Countryman.

Privilege of the Floor

No privilege to the floor.

Supervisor's Report

Resolution 2019-156: Councilman Villa made the motion to approve November Supervisor's Monthly Financial report; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

Supervisor Aubertine stated that there were accounts that have gone over budget in November. Machinery, snow removal and personal services for the highway department, general repairs and personal services in water department, and water operator are over budget. These accounts being over budget have created social security to also be over budget. Councilman Villa questioned when we approved to spend approximately \$18,000 to repair the headstones in the Three Mile Bay Cemetery. Clerk Henderson is going to look for the resolution approving the repairs.

Numerous budget transfers were also made during this meeting and are delineated at the conclusion of these minutes.

Resolution 2019-157: Deputy Supervisor Bourquin made the motion to approve November's budget transfers; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

Highway Superintendent's Report

Highway Superintendent Pat Weston reported that the NYS Department of Labor came and inspected the Town facilities a few weeks ago. They will be submitting a formal report to Supervisor Aubertine. The highway department had some violations but it is nothing that can't be fixed. Pat has already fixed most of the issues. The State was here to make sure the work environment is safe for our employees, not get the Town in trouble. This is the first inspection in 10 years and it is very different from the original one Pat experienced.

Clerk's Report- November 2019

Monthly Receipts were as follow: Total Local Shares Remitted: \$977.27; Total State County & Local Revenues: \$993.27; Total Non – Local Revenues: \$16.00.

New Computer: Clerk Henderson sent detailed specifications for her potential new computer. The board would like to see a solid state drive installed into the 8th generation computer.

Resolution 2019-158: Deputy Supervisor Bourquin made the motion to approve the purchase of 8th generation desktop and purchase a solid state drive for \$200.00 or less for the Town Clerk; Councilman Villa seconded the motion; all were in favor; motion carried.

Audit of the Bills (Abstracts #23 & #24)

Resolution 2019-159: Deputy Supervisor Bourquin made the motion to approve Abstract #23 in the amount of \$78,457.22; seconded by Councilman Villa; all were in favor and the motion was carried.

Resolution 2019-160: Councilman Villa made the motion to approve Abstract #24 in the amount of \$141,030.15; seconded by Councilwoman Gosier; all were in favor and the motion carried.

Approval of the November 13, 2019 Minutes

Resolution 2019-161: Councilwoman Gosier made a motion to approve the November Minutes with the following corrections “Supervisor Aubertine stated any private business that gets a reward has to come up with 45% and the Town comes up with 5% of the funds.” and also “Councilman Villa stated he didn’t think the Town should do the National Power Authority proposal and borrow money up front to buy out the lighting equipment and the savings for the Town is not substantial. The Town doesn’t need to be in the street lighting business; if we had more street lights we could consider it.”

Approval of the November 7, 2019 Minutes

The approval of November 7, 2019 was tabled until the year end meeting because the Board never received the email the Clerk sent out.

Committee Reports

Assessor’s Report:

No report

Municipal Water Board Report:

Supervisor Aubertine read aloud the monthly Water Board Report provided by Marsha Barton as follows;

The Water Facility revenues to date are \$6,670.25. We are going to wait until spring 2020 to do the needed repairs. The most recent news is the Water Board met with Gregor Smith and Emily Sortevik from Bernier & Carr to give us an update on the study for the proposed water district. We were hoping to be able to give a report to the Town Board for the December meeting, but there are quite a few issues that need to be changed before the report is finalized. Gregor is going to meet with Rural Development informally to discuss the proposed district. We are hopeful that Rural Development will consider the results of the water samples we took, which may qualify us for more grant funding.

The EDU count has to be recalculated. In the report they did not assign ½ EDU to all the vacant parcels. They assigned only ½ EDU to the seasonal residences on Bourcy Shores. We have always assigned a full EDU if there is a residence on the parcel, even though it is a seasonal. So they have to change that.

I have to contact Hoopers Harbor to see if they are interested and we have to decide how we should charge them. One possibility would be if they know the amount of water used in a season to install a master meter and charge them the equivalent EDU count for the amount of water.

I need to check to make sure none of the vacant parcels are in an Ag District. If they are vacant land being used as farmland, they cannot receive a water bill, per State Law.

One other issue is a Public Hearing on the results of the study. I don't feel it should be held until late May, when the seasonal residents would be back.

We also have to decide if it will be too costly to include Bourcy Shores because of the rock.

Another thing they put in their report was the meters, meter pit and curb stop would be installed, but not the laterals to the homes. The Water Board feels we would like the laterals installed as we have done in all our other districts.

Another option is a report on just installing the main.

As you can see, we have a lot of issues that need to be addressed before we are ready to present the study to the Town Board. We still have a lot of issues to address.

There were no questions regarding the water report.

Planning Board:

No report

Youth Commission:

Supervisor Aubertine sent the Town Board the Youth Commission notes from the last meeting. There were no questions. Councilman Villa stated that the same coaches are coaching year after year and he noticed some are not CPR certified. His thought was to organize a CPR class for the coaches to take. Councilwoman Gosier stated the ambulance staff from Three Mile Bay could teach a class and the Town Office staff could also take the class. The Town office should also get an AED machine and have training. Guest Terry Countryman stated Kathy Bellinger is certified to teach AED and CPR classes. She just updated the certifications for individuals at the school. Supervisor Aubertine reported Heather O'Brien is going to change the coaching application so that it is generic for all sports. This will make it easier for coaches that coach multiple sports each year.

ZEO/CEO Report:

There was no report for the month of November. Jim Millington is in Houston but still answering phone calls and is still working while he is away.

TMB Cemetery:

Councilwoman Gosier stated that there is no report.

New Business

Resignation Letter: Supervisor Aubertine reported that Thomas Madeline submitted his resignation letter effective immediately as of November 19, 2019; he is moving to Tennessee.

Resolution 2019-162: Councilwoman Gosier made a motion to accept the Resignation Letter from Thomas Madeline with regrets; seconded by Councilman Villa; all were in favor and the motion was carried.

REDI Funds: Supervisor Aubertine received an email from Gregor Smith at Bernier and Carr stating he would like to stop out to the park to get a better perspective on what was shown in the conceptual drawing. They will also need some guidance from the Town on the priority portions of the park project. The meeting will be held at the park on 12/12/19 at noon if any Board members would like to attend. The top concerns that the Board discussed as top priorities are docks, handicap assessable dock and boat launch, water and sewer hook-ups, power conduit, parking near the water for handicap, roadway in, walkway/sidewalk, retaining wall, and possible dredging. Deputy Supervisor Bourquin will attend the meeting at the park with Supervisor Aubertine.

Direct Deposit Info: Supervisor Aubertine spoke to the accountant Cathy Satterley about having direct deposit for the Town employees. The discussion was if we went through Watertown Savings Bank the Town would need to set up a payroll checking account there and order new checks. There would have to be a bank to bank transfer made each payroll period. Councilwoman Gosier stated that it will level the playing field for the competing local banks. Cathy Satterley will still complete the payroll and Clerk Henderson will input the direct deposit through Watertown Savings Bank. The employees will need to fill out a form with their bank information to receive direct deposit and return it before everything can be set up.

Resolution 2019-163: Councilwoman Gosier made a motion for Clerk Henderson to start the process to set up direct deposit for our employees and officials through Watertown Savings Bank; seconded by Councilman Villa; all were in favor and the motion was carried.

Debit Card Info: Supervisor Aubertine would like to get a debit card for the Town to use for training and select online purchases. In the past the training in NYC has been charged to his personal credit card. There has been instances where Youth Commission needed to purchase something and there is no Town credit/debit card. Keri Noone manager of the Chaumont Watertown Savings Bank provided the following information regarding a Town debit card:

- \$1000 per day limit on purchases(this can be temporarily increased with a phone call or permanently increased by coming in and signing a form)
- \$500 per day withdrawal limit
- Can be used anywhere Visa is accepted- this is not a credit card- any transaction will come directly out of the checking account it is associated with
- No fees for purchases

Councilman Villa asked why the Town wouldn't get a credit card instead of a debit card so if the card was stolen or lost our bank account wouldn't be drained. Councilwoman Gosier was concerned of how we would regulate the use of the debit card. Clerk Henderson stated that the department/individual who wanted to purchase something would still have to go through the Clerk or Supervisor Aubertine. There was a discussion on the Debit card limits and securities. Deputy Supervisor Bourquin would like to see the withdrawal amount removed because no one should need cash. The consensus of the Board was to look further into how the debit card would work and getting a credit card instead of a debit card. The Board also requested that Clerk Henderson will look into accepting credit cards here at the office.

Advertise BAR, ZBA, Alternate ZBA member, and Deputy ZEO:

Resolution 2019-164: Deputy Supervisor Bourquin made a motion to advertise for vacant Board of Assessment Review, Zoning Board of Appeals, Alternate Zoning Board Appeal member, and Deputy Zoning Enforcement Officer positions; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Schedule End of Year Meeting:

Resolution 2019-165: Deputy Supervisor Bourquin made a motion to hold the end of the year meeting and any other business that may come before the board on December 30, 2019 at 6:30 p.m.; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Banner Replacement: Supervisor Aubertine reported that there are 2 banners that need replacing including Valley Peetza and Lake Ontario Realty. They have been missing since 2017. Supervisor Aubertine mentioned he would like Pat Weston to take the banners down earlier in the year to prevent them from being damaged. Deputy Supervisor Bourquin thought the businesses had to pay half of the banner cost. Councilwoman Gosier stated we should research to see if it is legal for the Town to pay for banner when it advertises private businesses. The Board will make a decision on paying for the banners at the year-end meeting after doing more research and let Kathie Carr know. There was also discussion regarding possible Veterans banners for the Town. Councilwoman Gosier thought on individuals Veterans being represented on the banners would be very difficult because our town has so many veterans. Her thought would be to honor each war instead of individuals. Councilman Villa stated we should research what criteria other Towns use. Scott is going to get more specifics on prices from Downtown Signs and Stewart Signs to discuss at a later meeting date.

Old Business:

Solar Law SEQR/Solar Law Revisions/Adoption:

Any decisions regarding the Solar Law were tabled until the Year End Meeting so that the board had more time to review the law.

Zoning Law Amendment:

Resolution 2019-166: Councilman Villa made a motion to approve the attorney's changes to the Zoning Law amending Zoning Law Section 775(A)(2) to remove "Zoning Board of Appeals" as to who the applicant may request a pre-meeting. The Zoning Law currently has both Boards listed and must remove the reference to the ZBA; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Online Privilege of the Floor

There was no online privilege of the floor.

Privilege of the Floor

There was no privilege of the floor.

Adjournment

Resolution 2019-167: Deputy Supervisor Aubertine made the motion to adjourn; seconded by Councilman Villa; all were in favor and the motion was carried; meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

Ariana Henderson
Town Clerk