

**Town of Lyme
February 13, 2019
Regular Monthly Meeting 6:30 P.M.**

Call to Order:

Supervisor Aubertine called the regular monthly meeting to order, opening the meeting with a prayer and the Pledge of Allegiance.

Those present included Supervisor Aubertine, Deputy Supervisor Bourquin, Councilwoman Gosier, Councilman Jones, Town Clerk Ariana Mattraw, and Terry Countryman.

Privilege of the Floor:

Jefferson County Legislator Bill Johnson: Mr. Johnson was not present at the meeting.

Lyme Heritage Center- Terry Countryman: Terry Countryman appeared to present to the Board a report on the Lyme Heritage Center- its purpose, holdings and benefits to the Town and its residents. The Center has planned 7 programs for this calendar year and are having published 2 new books. A brochure was recently mailed to residents with a report from 2018, and information about its activities and mission. For 2018, their expenses were \$5,762.49 and their income only \$5,630.51. Their current and long-term location, the old Grange Hall in Three Mile Bay, continues to be unsatisfactory in terms of space, heat, access and affordability. The search for a new location continues- one that could be year-round and better serve the public. Supervisor Aubertine stated he would like to see the Center relocate to the site across from the 7Eleven. He believes that the Valentines own the building and it could be possible for the Heritage Center to buy it. Terry mentioned that the Heritage Center had received a gift of a \$20,000.00 CD from a man who died in Pennsylvania. This money has been set aside to possibly buy land or a building for a new Center. They continue their search for possible new locations and welcome suggestions.

Supervisor's Report

Resolution 2019-13: Councilman Jones made the motion to approve the Supervisor's Monthly Financial report; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

Resolution 2019-14: Deputy Supervisor Bourquin made the motion to approve the Budget Amendment regarding the Magee Property Closing; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

Clerk's Report- January 2019:

Monthly Receipts were as follow: Total Local Shares Remitted: \$2,349.50; Total State County & Local Revenues: \$2,955.00, Total Non – Local Revenues: \$605.50

Town Clerk Ariana Mattraw reported the Non-Local Revenues are so high because the Bingo licenses were issued this month.

Highway Superintendent's Report:

Pat Weston was not present at the meeting but Deputy Supervisor Bourquin stated that the low boy trailer that Pat Weston wanted to buy was not in good condition and was not purchased.

Audit of the Bills (Abstracts #3 & #4)

Resolution 2019-15: Deputy Supervisor Bourquin made the motion to approve Abstract #3 in the amount of \$343,233.09; seconded by Councilman Jones; all were in favor and the motion was carried.

Resolution 2019-16: Deputy Supervisor Bourquin made the motion to approve Abstract #4 in the amount of \$115,505.42; seconded by Councilman Jones; all were in favor and the motion was carried.

Approval of the January 9, 2019 Minutes:

Resolution 2019-17: Deputy Supervisor Bourquin made a motion to approve the January Minutes; seconded by Councilman Jones; all were in favor and the motion was carried.

Committee Reports

Assessor's Report:

There were no questions of the Assessor's Report.

Municipal Water Board Report:

Proposed new water district 12E: Supervisor Aubertine asked "Where does the rest of the money come from for the water districts if the grants only covers a percentage of the cost?" Deputy Supervisor Bourquin stated we would get a loan from the USDA, as we currently have for water districts 2 and 5. Councilwoman Gosier said we are paying a very high interest rate on these water districts and the USDA will not renegotiate the loans. The Town Residents of the new district would have to pay the costs because it is illegal for the Town to pay for a water district. The income level of the Town Residents on 12E would have an impact on the possibility of obtaining grant funding. Supervisor Aubertine will email Water Board Chairwoman Marsha Barton with his questions.

Pittsburgh Water Tank Painting: The final payment on the project has been made. Once the final financial report is released, Chairwoman Barton will inform Supervisor Aubertine of the required transfer amount from Watertown Savings Bank to Cape Vincent to balance the accounts.

Planning Board:

There was no Planning Board Report this month. Supervisor Aubertine has been sending emails about the Town laws to the Planning Board and has received no response. He sent the Cape Vincent sub-division law out for comparison to our law. Councilwoman Gosier asked if the subdivision law had something to do with the issue Town residents have been having with Airbnbs. Supervisor Aubertine stated it is a different issue but that the Airbnb issue also needs to be addressed by the Planning Board. He is concerned that the work is not getting done and hopes to attend their next meeting.

Youth Commission:

There was no Youth Commission Report this month.

ZEO/CEO Report:

There was no ZEO/CEO Report this month.

TMB Cemetery:

Councilwoman Gosier stated that the Three Mile Bay Cemetery is closed until the spring. She also stated that the mowing bid should be added to the March meeting agenda. Supervisor Aubertine stated it will be on the agenda along with the mowing bid for the Magee property.

New Business

Changing Savings Account: Supervisor Aubertine said he mistakenly made too many transfers from the Citizens Bank Savings account. He made seven in one day and the limit is six transfers in a month. Citizens Banks's solution was to change the savings account to a checking account with the same interest rate.

Leaking Roof: There was a discussion on the leaking roof at the Town Office. The biggest problem is in Executive Assistant Robin Grovesteen's office. Robin's computer and paperwork are getting wet, as are the records stored in there. I Therefore, it should be a high priority. Supervisor Aubertine suggested that we put out a bid for the entire Town Office roof to be replaced. Councilwoman Gosier agreed that the whole roof needs to be replaced because it has already been fixed several times. It is her opinion that if we continue to fix sections of the roof, it will leak again eventually. Deputy Supervisor Bourquin brought up the fact that getting an entire new roof will be very costly to the Town due to the design of the roof. He also showed pictures to describe what needs to be repaired. Executive Assistant Robin Grovesteen suggested to Supervisor Aubertine that the Town advertise through the NNY Builders Exchange. This service would be free and Zoning Officer Jim Millington is willing to meet with contractors. Councilwoman Gosier agreed that this is a great route to take considering they are known to be very reputable. She also suggested having Pat Adams, a roofing specialist, could come to the Office to give the Town his opinion on the roof. Supervisor Aubertine would like to send a letter to the local construction companies regarding bidding a new roof. He would like to see a brand new building in the future. Deputy Supervisor Bourquin stated the Highway Superintendent Weston would like a new building for the Highway equipment, possibly starting this summer. Supervisor Aubertine and Deputy Supervisor Bourquin want to look into a new building and available grants when they are attending training in NYC. Supervisor Aubertine stated a decision needs to be made for a current solution. Town Clerk Ariana Matraw will call Pat Adams and ask for a professional opinion tomorrow and there will be a letter about the roof repair sent to local contractors.

Resolution 2019-18: Councilwoman Gosier made a motion to send RFP bids to repair the Town Office roof; seconded by Councilman Jones; all were in favor and the motion was carried.

Salary Proposals:

Deputy Clerk Position: Town Clerk Ariana Mattraw proposed to change the Deputy Town Clerk's position to a salary basis, with three sick days and two personal days effective immediately. In addition, she proposed that the Deputy would accrue one week of vacation on her one-year anniversary date. The Deputy will be expected to work 9AM- 4PM Monday, Tuesday, Thursday, and Friday, with a salary of \$20,000.00 a year as budgeted in 2019. The Board agreed but imposed a 90-day probationary period before the vacation and sick time become effective. Supervisor Aubertine then voiced his concern that the Board should work on revising and updating the personnel book when the weather is nice again.

Resolution 2019-19: Councilwoman Gosier made a motion for Town Clerk Ariana Mattraw to hire her Deputy Clerk as a salaried position according to the terms agreed above; seconded by Councilman Jones; all were in favor and the motion was carried.

Cleaning Position: Supervisor Aubertine would also like the Cleaning Position to become reclassified to salaried as well. The average cleaning position is anywhere between \$25 and \$45 an hour. Supervisor Aubertine stated "In speaking with Candy Barton (who is doing an excellent job) and listening to what she has done that is 'extra' and what she would like to do (extensive cleaning, wallpaper repair, etc.) I think it would benefit the town to pay a salary to her as there will be times when she will go over the allotted four hours allocated in the budget.

Resolution 2019-20: Supervisor Aubertine made a motion to approve the reclassification of the cleaning position to salaried; seconded by Councilman Jones; all were in favor and the motion was carried.

Old Business:

Court Clerk Phone: There was further discussion on how to contact of the Justice Court Clerk, Jo Morrow. Town Clerk Ariana Mattraw called Verizon Wireless for the price of a new line for a cell phone for Jo. The monthly cost would be thirty dollars and it would save employees' time. When an individual calls about court-related issues, staff can simply provide Clerk Morrow's cell phone number where she can be contacted at any time.

Resolution 2019-21: Councilman Jones made a motion to approve a cell phone for Court Clerk Jo Morrow; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Online Privilege of Floor:

There was no participation for online privilege of floor.

Executive Session:

No executive session was needed.

Adjournment:

Resolution 2019-22: Councilwoman Gosier made the motion to adjourn; seconded by Councilman Jones; all were in favor and the motion was carried; meeting was adjourned at 7:50 p.m.

Respectfully Submitted

Ariana Matraw
Town Clerk