

**Town of Lyme**  
**Regular Monthly Meeting**  
**March 13, 2019 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 Jones, Town Clerk Ariana Matraw, Zoning Officer James Millington, Highway Superintendent Pat Weston, Deputy Clerk Tara VanAlstyne, Legislator Bill Johnson, Water Board Chair Marsha Barton, Terry Countryman, Peter Rogers, Thomas Strejlau, Bob and Karen Buckland and Gunther Schaller.

**Privilege of the Floor:**

**Peter Rogers:** Mr. Rogers is very concerned with the Airbnb located near his residence. He met with Amanda Miller about the property she owns and she was pleasant and understanding of his concerns. He expressed to the Town Board that the house, a single family residence, recently had 16 people staying at it. He stated that the septic system and leach field can't handle that many people. Another concern he expressed was over the many trucks with trailers parked on the shoulder of the road. In summer, he expects boats to be parked all over the lawn and bonfires filling his house with smoke. When renters check in at all hours of the night it disrupts his sleep. He bought his house believing it would remain a residential friendly neighborhood and he now wonders who he may wake up to any given morning; "It is like playing Russian roulette." Mr. Rogers is concerned for himself and neighbors. Supervisor Aubertine told Mr. Rogers that The Board is taking care of these issues. There will be a hearing in June regarding a law for the Airbnbs. He assured Mr. Rogers that he would be happy with the law he is proposing and said that everything would be negotiable at the hearing.

**Bob Buckland:** Mr. Buckland added his thoughts about the Airbnbs. He stated that according to the zoning laws, he believes Amanda Miller is required to have a special permit for her rental properties. His other concern was that with check-in between 9 a.m. and 1 a.m. one of his neighbors will have car lights glaring into their bedroom window. Supervisor Aubertine encouraged Mr. Buckland to attend the hearing in June with his concerns.

**Jefferson County Legislator Bill Johnson:** Mr. Johnson reported that Jefferson County and JCIDA are meeting to discuss recently proposed solar projects. One of the main concerns what benefit will the towns derive. Many of the nearby towns, including the Towns of Watertown and Orleans, have had proposed 800 to 900 acre solar farms. Supervisor Aubertine received a call from David Norbut who asked if the Town had made any decisions on the proposed PILOT. Supervisor Aubertine told him they were going to take the County's lead, and the Village will take the Town's lead. Legislator Johnson is hoping to provide education to the towns. Supervisor Aubertine asked if training on the assessment of solar projects would again be offered to assessors. Legislator Johnson stated because it was not a good turn-out he wasn't sure.

### **Supervisor's Report**

**Resolution 2019-23:** Councilwoman Gosier made the motion to approve the Supervisor's Monthly Financial report; Councilman Jones seconded the motion; all were in favor; motion carried.

**Resolution 2019-24:** Councilwoman Gosier made the motion to approve the Budget Amendments for General A and Highway DB fund; Councilman Jones seconded the motion; all were in favor; motion carried.

**Resolution 2019-25:** Councilwoman Gosier made the motion to approve the Budget Transfers for General Fund A, Highway Fund DB, General B, and Water District No. 4.; Councilman Jones seconded the motion; all were in favor; motion carried.

### **Clerk's Report- February 2019:**

Monthly Receipts were as follow: Total Local Shares Remitted: \$2,381.90; Total State County & Local Revenues: \$2,426.40, Total Non-Local Revenues: \$44.50.

### **Highway Superintendent's Report:**

Pat Weston stated the winter weather has kept the Highway Department very busy over the past few months with the ice, wind and rain. Spring is fast approaching so spring clean ups and pothole patching will begin soon. One of Pat's main concerns is the repair of Beach Road on County Route 57. He has a meeting set up with FEMA in an attempt to receive funding for over a mile of road that was repaired in response to shoreline erosion from the flooding. Councilwoman Gosier asked if they would be working on the shoulder of Ashland Road. Pat said that once all necessary paving has been completed, they will then fix the shoulders including Ashland Road.

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

**Resolution 2019-26:** Deputy Supervisor Bourquin made the motion to approve Abstract #5 in the amount of \$44,764.55; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Resolution 2019-27:** Deputy Supervisor Bourquin made the motion to approve Abstract #6 in the amount of \$84,016.51; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

### **Approval of the February 13, 2019 Minutes:**

**Resolution 2019-28:** Councilwoman Gosier made a motion to approve the February Minutes with an amendment to say "the heritage center received a gift of a \$20,000.00 from a man who died in Rochester which was then put into a CD;" seconded by Deputy Supervisor Bourquin; all were in favor and the motion was carried.

## **Committee Reports**

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

There was no formal Assessor's Report. Assessor Chair Barton said that they are short a member for the Board of Assessment Review. The board member will need to attend training.

**Resolution 2019-29:** Deputy Supervisor Bourquin made a motion to appoint Terry Countryman to the Board of Assessment Review to fill the term of Gary Nicholson; seconded by Councilman Jones; all were in favor and the motion was carried.

**Municipal Water Board Report:**

**Resolution 2019-30:** Councilwoman Gosier made the motion to transfer \$44,957.54 from the Water Reserve OM account at Watertown Savings Bank to the General Savings Fund account at Citizens Bank of Cape Vincent and transfer \$13,851.00 from the Water Reserve OM account at Watertown Savings Bank to the Water Reserve Capital Account at Watertown Savings Bank; Councilman Jones seconded the motion; all were in favor; motion carried.

**Resolution 2019-31:** Deputy Supervisor Bourquin made a motion to appoint Kathy Dyer to the Water Board; seconded by Councilman Jones; all were in favor and the motion was carried.

**Planning Board:**

Supervisor Aubertine requested the Planning Board minutes from Sue Locy. The minutes will help keep the Town Board informed of Planning Board monthly discussions.

**Youth Commission:**

There was no Youth Commission Report this month. Supervisor Aubertine stated that it is hard to find enough kids to make a sports team in our community.

**ZEO/CEO Report:**

Total Permits Receipts in February: \$1416.00. Total RV Permits: YTD: \$0.00, Total Permits Receipts YTD - \$1916.00.

Zoning Officer Jim Millington reported that he has retired as the Zoning Officer of Cape Vincent. He is willing to pick up an extra day for the Town of Lyme. He would rather spend more time here at Lyme and will be devoting increased attention to campers and Airbnbs. He sent about 35 camper renewals which is more than normal. Supervisor Aubertine suggested he spend a half day in the field and a half day in the office. Jim stated he would like to get compensated for the extra day and Supervisor Aubertine responded that they would discuss that during budget time.

**TMB Cemetery:**

Councilwoman Gosier stated that the Three Mile Bay Cemetery is closed until the spring.

**New Business**

**Advertise Mowing Bids:**

There was a discussion on advertising mowing bids for the Magee property, Route 12E fields, Morris Tract field and the abandoned cemeteries. Deputy Supervisor Bourquin stated JW Northeast Enterprises stopped into the office to see if his previous bid was for two or three years for the Route 12E fields, Morris tract field, and abandoned cemeteries. Clerk Matraw found in

the minutes that it was a three year bid from 2018-2020. Supervisor Aubertine asked if it was a contract for three years or if it was just a bid. Councilwoman Gosier stated that we just accepted a bid. Supervisor Aubertine stated that they could reject all bids if necessary. Deputy Supervisor Bourquin stated that we accepted the three year bid price therefore if we didn't honor that we would have to pay him \$1000.00. The discussion continued whether to include the Magee property and Three Mile Bay Cemetery in the original bid for mowing or advertise it as a separate bid. The decision was made to wait on putting the Magee property out to bid until late in the year and JW Northeast Enterprises will continue to mow Route 12E fields, Morris tract field, and abandoned cemeteries.

**Resolution 2019-32:** Councilman Jones made a motion to advertise the mowing bid for the Three Mile Bay Cemetery; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

**Appointment of Deputy Clerk:**

**Resolution 2019-33:** Councilwoman Gosier made a motion to appoint Tara VanAlstyne as Deputy Clerk; seconded by Councilman Jones; all were in favor and the motion was carried.

**Shots for Substitutes at Transfer Site:**

Supervisor Aubertine stated that we must require immunizations and employee physicals for substitute employees at the transfer site before they can begin work. The question is how many substitute employees would we like to hire. Deputy Supervisor Bourquin stated Nicole Miller and Mike Nichols are substitute workers now. If they have their own insurance, we would only have to reimburse them for the co-pays or other out of pocket costs.

**Resolution 2019-34:** Deputy Supervisor Bourquin made a motion for Nicole Miller and Mike Nicholas to get their shots and physicals to work at the transfer site as substitutes; seconded by Councilman Jones; all were in favor and the motion was carried.

**Change Tax Collector to Town Clerk Duty:** Supervisor Aubertine stated that Karen Fitzgerald will not be running for the Town of Lyme Tax Collector in 2020. There are options such as making it an appointed position which requires passage of a law, or adding it to the Town Clerk's duties. Deputy Supervisor Bourquin said if someone wanted to be on the ballot they would have about 2 weeks to do so, and we are running out of time. The Towns of Clayton, Cape Vincent and Hounsfield all have their Town Clerks serve as Tax Collector. The Town of Orleans and Brownville have an elected or appointed person. Deputy Supervisor Bourquin stated that having someone at the Town Office is very convenient for the town residents. If the position were to be filled through an election, the availability of the incumbent would not be known. The responsibilities and funds could be divided between the Town Clerk and Deputy Town Clerk. The Town elected the Town Clerk so they essentially the Town has elected the Tax Collector. Councilwoman Gosier stated she agreed that it is good quality control to have the tax collecting done in office. If it were to be an elected position, we would need another office. Councilman Jones also agrees that is a good service to the town residents. Deputy Bourquin stated there will be one small savings because we will use the new program and not purchase the program costing \$1000.00

each year. Supervisor Aubertine will contact the Association of Towns to see what the next step will be to merge the positions of Tax Collector and Town Clerk.

### Old Business:

#### Approval of 2018 Justice Audit:

Resolution 2019-35: Councilman Jones made a motion to approve the Justice Audit performed by the Town's Audit Committee on March 13, 2019 for fiscal year 2018; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Roof Bids: Zoning Officer Jim Millington reported that he had spoken with Steve Hall who stated he believes the Town Office needs an entire new roof. Jim recommended that Fabco design the roof trusses and provide stamped plans then hire a contractor to hang the trusses and have Pat Adams supply the metal for the roof. After the roof is complete we could start redesigning the inside of the building. He believes there are two options: getting a new roof or bulldozing the entire building. He will contact Fabco to start this process. Marsha Barton stated that there is also water coming in through the walls in the assessors' office. Jim thinks that a new roof would solve this issue as well. Supervisor Aubertine said we had a quote for a million dollars a few years ago to turn the truck bays into an office. He asked Jim to contact Fabco. Deputy Supervisor Bourquin's concerns were for the Highway Department. The Highway Department is in need of a new building. Highway Superintendent Weston stated they currently use five heat sources to heat the garage for their trucks. Another concern is the lack of space for all of the trucks inside the garage. He stated that the location of any future building should be on 12E where the salt barn is located, for efficiency and productivity. This would eliminate employees' trips back and forth to get a cup of coffee or use the restroom when plowing in the winter. Guest Tom Strejlau is the Police Chief for the Town of Cape Vincent and stated that they had received a \$50,000 grant to build a three stall police chief barn. Councilwoman Gosier suggested looking into a grant to build a new highway building. Deputy Supervisor Bourquin doesn't believe you can receive a grant for facilities. Supervisor Aubertine told Pat Weston to start envisioning what he would like to see for a new highway barn.

#### Executive Session:

No executive session was needed.

#### Adjournment:

Resolution 2019-36: Councilman Jones made the motion to adjourn; seconded by Councilwoman Gosier; all were in favor and the motion was carried; meeting was adjourned at 8:02 p.m.

Respectfully Submitted

Ariana Mattraw  
Town Clerk