

Town of Lyme
January 14, 2015
Public Hearing – 2015 Water Rates 6:25 P.M.
Organizational and Monthly Meeting of the Town Board – 6:30 P.M.

Supervisor Aubertine called the Public Hearing to order at 6:25 P.M.

Clerk Wallace read the Public Hearing Notice as it appeared in the Watertown Daily Times on January 6, 2015.

Rate Increases are as follows:

Water District #1	\$6.00 bi-monthly
Water District #2	\$12.00 bi-monthly
Water District #3	\$21.00 bi-monthly
Water District #4	\$7.00 bi-monthly
Water District #5	\$8.00 bi-monthly

These increases are due to budget deficits in the 2014 Budget and the establishment of the Water Reserve (Operation and Maintenance and Capital Accounts) as required by USDA.

A full text of the 2015 Water Rate Schedule can be referred to in Addendum A-1-14-15 beginning on page of these minutes.

Supervisor Aubertine opened the floor for public comments.

Julia Gosier – Is curious as to why Water District #2 is paying more of an increase of the total amount to be funded. Marsha Barton explained that it is due to the fact that Water District #2 is the largest district, having the most customers.

With no other comments being heard Supervisor Aubertine Motioned to close the Public Hearing at 6:35 p.m. with Councilman Henderson seconding that Motion. Four ayes. Motion carried.

Supervisor Aubertine called the Organizational and Regular Monthly Meeting of the Town Board to order at 6:35 p.m. The meeting was open with a Prayer and the Pledge of Allegiance.

Present at tonight’s meeting: Supervisor Aubertine, Councilmen Bourquin, Henderson and Villa, Assessors Marsha Barton and Roz Gotham, Planning Board Members Frank Congel and Julia Gosier, Town Accountant Cathy Satterley, Highway Superintendent Pat Weston and approximately 4 others.

Supervisor’s Report – December 2014 – Cathy Satterley

RESOLUTION 2015 – 1: Motion by Councilman Henderson and seconded by Councilman Villa approving the following Budget Amendments as recommended by Town Accountant Cathy Satterley:

	<i>Increase</i>	<i>Decrease</i>
<i>General A:</i>		
<i>1010.1 Town Board PS</i>	<i>\$906</i>	
<i>1110.1 Justices PS</i>	<i>1</i>	
<i>1110.4 Justices CE</i>	<i>125</i>	
<i>1220.2 Supervisor EQ</i>	<i>355</i>	
<i>3410.4 Fire Protection</i>	<i>69</i>	
<i>3510.4 Dog Control CE</i>	<i>91</i>	
<i>3610.4 Examining Boards</i>	<i>29</i>	
<i>5010.4 Supt of Highways CE</i>	<i>13</i>	
<i>8310.2 Administration EQ</i>	<i>53</i>	
<i>8810.1 Cemeteries PS</i>	<i>997</i>	
<i>8810.4 Cemeteries CE</i>	<i>2587</i>	
<i>1620.4 Buildings CE</i>		<i>5226</i>
	<u><i>\$5226</i></u>	<u><i>\$5226</i></u>

General B:

8010.1 Zoning PS	\$1586	
8020.1 Planning PS	1075	
9030.8 Social Security	150	
8010.4 Zoning CE		2811
	<u>\$2811</u>	<u>\$2811</u>

Highway DA:

5130.2 Machinery EQ	\$7560	
5140.1 Brush and Weeds PS	421	
5142.4 Snow Removal CE	4412	
5680.4 Transportation – Fuel		12393
	<u>\$12393</u>	<u>\$12393</u>

Highway DB:

5112.4 Perm Improvements CE	\$13253	
5112.2 Perm Improvements EQ		\$13253

Water District #3 – Unable to amend or transfer for over budgeted account.

Water District #4:

9730.6 Debt Service Principal	\$300	
8310.4 Administration CE		\$300

Water District #5:

8310.4 Administration PS	84	
8330.4 Purification CE	53	
9730.6 Debt Service – Principal	705	
9730.7 Debt Service – Interest		842
	<u>\$842</u>	<u>\$842</u>

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

RESOLUTION 2015 – 2: Motion by Councilman Henderson and seconded by Councilman Villa approving the December 2014 Supervisor’s Report as prepared by Town Accountant Cathy Satterley. Four ayes. Motion carried.

Annual Organizational Appointments and Resolutions

RESOLUTION 2015 – 3: Motion by Councilman Villa and seconded by Councilman Henderson approving the 2015 Annual Appointments and the 2014 Organizational Resolution as follows:

Annual Establishment Resolution:

- 1. Establishment of Banks – Citizens Bank of Cape Vincent as the Towns Primary Bank and Watertown Savings Bank as the Secondary Banking Institution.**
- 2. The second Wednesday of each month is designated as the Regular Meeting Date of the Town Board.**
- 3. Annual Appointments a through cc as follows:**

- | | |
|--|---------------------------|
| a. Budget Officer | Scott Aubertine |
| b. Deputy Supervisor | Donald Bourquin |
| c. Bookkeeper to Supervisor | Bowers and Company |
| d. Payroll Officer | Bowers and Company |
| e. Consolidated Health Officer | Scott Aubertine |
| f. Consolidated Health Doctor | Ruth Stewart |
| g. Deputy Highway Superintendent | Brian Cosselman |
| h. Deputy Town Clerk | Jo Morrow |
| i. Clerk to Supervisor | Robin Grovesteen |
| j. Records Management Officer | Kim Wallace |
| k. Registrar of Vital Statistics | Kim Wallace |
| l. Deputy Registrar of Vital Statistics | Jo Morrow |
| m. Chairman of Assessors | Marsha Barton |
| n. Water Districts Billing Clerk | Marsha Barton |
| o. Water Districts Receiving Clerk | Kim Wallace |
| p. Zoning/Building Enforcement Officer | James Millington |
| q. Deputy ZEO/CEO | Dave Lachenauer |
| r. Chairman of Zoning Board of Appeals | Judi Bates |
| s. Secretary to ZBA | Jo Morrow |
| t. Member to ZBA | Harry Staudenmayer |

<i>u. Chairman of Planning Board</i>	<i>Frank Congel</i>
<i>v. Planning Board Member</i>	<i>Sue Warner</i>
<i>w. Planning Board Alternate</i>	<i>Julia Gosier</i>
<i>x. Secretary to Planning Board</i>	<i>Susan Locy</i>
<i>y. Town Historian</i>	<i>Heritage Center</i>
<i>z. Attorney for Town</i>	<i>Mark Gebo</i>
<i>aa. Town Office Maintenance</i>	<i>Jennifer Sosa</i>
<i>bb. Marriage Officer</i>	<i>Kim Wallace</i>
<i>cc. Municipal Water Board</i> <i>(five-year term as chair and member)</i>	<i>Marsha Barton</i>

- 4. Establishment of Salaries as addressed in 2015 Annual Budget*
- 5. Establishment of Legal Newspapers – Watertown Daily Times and Lyme Light.*
- 6. Establishment of Signatures for Bank Transactions – Supervisor Scott Aubertine and Deputy Supervisor Donald Bourquin.*
- 7. Establishment of Signatures for Consolidated Health – Supervisor Scott Aubertine and Deputy Supervisor Donald Bourquin.*
- 8. Establishment of Signatures for Town Clerk’s Account – Kim Wallace and Jo Morrow.*
- 9. Establishment of Signatures for Tax Collector’s Account – Karen Fitzgerald.*
- 10. Establishment of Signatures for Water Districts Accounts – Kim Wallace and Jo Morrow.*
- 11. Establishment of Mileage Rate will be the current NYS Rate of .575 Cents Per Mile.*
- 12. Establishment of Audit Committee – Councilman Donald Bourquin and Councilman David Henderson.*
- 13. Designation of Polling Places – Chaumont and Three Mile Bay Fire Department Buildings.*
- 14. Adoption of Town’s Investment Policy*
- 15. Adoption of Town’s Procurement Policy.*
- 16. Retirement Resolution for 2015*

BE IT RESOLVED, that the Town of Lyme / location Code 30648 hereby establishes that Highway Superintendent Patrick Weston 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 Intermunicipal Agreements between the Town of Lyme and the Lyme Central School District, Chaumont and Three Mile Bay Fire Departments and the Village of Chaumont.

23. Claims to be charged against General Fund A-00-1620-00.4 (Contractual Account).

- a. Electric*
- b. Heating Fuel*
- c. Telephone and Fax*
- d. Internet*
- e. Water and Sewer*
- f. Copier, Maintenance, Repairs, Toners, and Paper*
- g. Shared Supplies*

Four ayes. Motion carried.

Supervisor Aubertine provided to the Town Board Members and the Town Clerk, a "Formal Notice of Supervisor's 2014 Personnel Appointments" on December 29, 2014. The Supervisor's Appointments are as follows:

- Donald Bourquin as Deputy Supervisor**
- Bowers and Company, CPA PC of 1120 Commerce Park Drive East, Watertown, NY 13601 as the Town Accountant and Payroll Officer to the Supervisor.**
- The Lyme Heritage Center as the Town Historian.**

Supervisor Established Committees and Appointments for 2015:

Transfer Site Liaison – Don Bourquin

Website Committee – Scott Aubertine, Kim Wallace

Youth Commission – Boo Harris, Scott Aubertine

Buildings and Grounds Committee – Dan Villa, Dave Henderson

Privilege of the Floor

Terry Brennan – Lyme Community Foundation

Parks and Rec has purchased a new liner for the ice skating rink. Paula Petroske is allowing the rink to be set up on her property in the area between the Post Office and Mostly British. The Community Foundation will be maintaining the rink. Terry wanted to thank the Town Board for supporting the project. He hoped that they would start the framework tomorrow and hopefully to have the frame and liner in place this weekend, ready for water.

Charlie Mount – Three Mile Bay Fire Department

Charlie wanted to thank the Town Board and Robin Grovesteen for their involvement in helping with the recent grant the Fire Department applied for.

This year there is going to be a Pro Am Derby held the same weekend as the Three Mile Bay Annual Ice Fishing Derby. They are expecting a very big turnout. The Pro Am Tournament will take place in Chaumont Bay only.

Charlie also mentioned that Greg Netto was very instrumental in bringing the event to the Town.

RESOLUTION 2015 – 4: Motion by Councilman Bourquin and seconded by Councilman Villa allowing the Highway Superintendent to plow out the Three Mile Bay Boat Launch with the loader in order to provide much needed parking for the upcoming ice fishing derbies. Four ayes. Motion carried.

Superintendent’s Report – Pat Weston

Pat stated that it’s been “pretty crazy” at the Highway Department. The seasonal employees are working out well. The extreme cold has been raising havoc with the overhead doors and furnaces. They have had to tear the dozer apart, replace new mailboxes and they will be taking the wreaths down tomorrow.

Clerk’s Report – December 2014

Total State, County and Local Revenues:	\$4,111.73
Total Local Shares Remitted:	\$3,925.21

Audit of the Bills

RESOLUTION 2015 – 5: Motion by Councilman Bourquin and seconded by Councilman Henderson approving Abstract #1 in the amount of \$4,474.51. Four ayes. Motion carried.

RESOLUTION 2015 – 6: Motion by Councilman Henderson and seconded by Councilman Bourquin approving Abstract #2 in the amount of \$50,222.49. Four ayes. Motion carried.

Approval of the Minutes

RESOLUTION 2015- 7: Motion by Councilman Villa and seconded by Councilman Henderson approving the Minutes of the December 10, 2014 Regular Monthly Meeting of the Town Board. Four ayes. Motion carried.

RESOLUTION 2015 – 8: Motion by Councilman Villa and seconded by Councilman Bourquin approving the Minutes of the November 20, 2014 Public Hearing of the Tax Cap Local Law and Special Meeting of the Town Board. Four ayes. Motion carried.

Committee Reports

Assessor's Report – Marsha Barton

The equalization rate for 2015 will remain at 100 percent. The State also mentioned to Marsha that they had done a wonderful job with the reval; due in great part to the Town's involvement during the process.

Municipal Water Board Report

Mixer Report – The Three Mile Bay Water Tank was inspected about three weeks ago and there was not any ice buildup. The chlorine was also better. They are going to inspect it again on Thursday to see how it is working.

Lance Development Update – The Municipal Water Board has received all the approvals from DANC, the Health Department and the Village of Cape Vincent and the SEQR has been completed. Gregor is preparing the plan and report and also reviewing all the paperwork in preparation for the Public Hearing to extend the district. He will be attending the Water Board meeting on January 28th to present all the pertinent information concerning the development. The Water Board would like to request that the Public Hearing be held prior to the February 11th meeting. The Municipal Water Board would like the Town Board to pass a Resolution allowing the Lances to proceed.

Water Billing Delayed – The billing for January has been delayed due to some computer problems and the weather. Billy should be able to read the meters this week.

RESOLUTION 2015 – 9: Motion by Councilman Henderson and seconded by Councilman Villa allowing the Water Board to first look into updating the their software program; if that doesn't work they would be allowed to purchase a program for updates. Four ayes. Motion carried.

Planning Board – Frank Congel

The Planning Board has taken a look at the by-laws and determined they need updating. They have also done some initial planning and have been reviewing the Town Zoning Ordinance; they are going to make some recommendations to the Town Board.

Youth Committee Report – Charlie Mount

Basketball is underway for the boys and girls, there are many kids involved and the program is going well.

Rebecca Kron- Stated that there is a Boys and Girls Club Grant available and suggested that the Town look into it.

New Business

Paula Borden – Resignation Letter – In a letter dated December 19, 2014, Paula Borden indicated that she was resigning as the Town Tax Collector, effective immediately and she was appointing Karen Fitzgerald as the deputy. Paula no longer resides in the Town of Lyme.

RESOLUTION 2015 -10: Motion by Councilman Henderson and seconded by Councilman Villa accepting the letter of resignation from Paula Borden as Town Tax Collector. Four ayes. Motion carried.

Since Karen has been appointed as the Deputy Tax Collector she will automatically take Paula's place as Tax Collector.

Councilman Villa stated that he believes Karen will do a fine job as the new tax collector but he feels that it is not in the best interest of the Town to have the Village Clerk as the Town Tax Collector; "you can't serve two masters".

Three Mile Bay Lighting District

Recently, at the request of Supervisor Aubertine, Marsha Barton and Robin Grovesteen began a study of the Three Mile Bay Lighting District. They examined all parcels located therein and found that a number were not being assessed the Special District Tax but were benefiting from the street lighting.

The Town Board has to decide whether it should expand the boundaries of the Three Mile Bay Lighting District to accurately reflect the larger area now benefiting from newer street lighting that has been installed.

Attorney Gebo has sent correspondence that sets forth the process required to extend the lighting district. The approximate additional revenue to the Town has been calculated and the annual amount would be in the neighborhood of \$389.00.

Changes must be officially in place by March 1st in order for the changes to be reflected in the tax roll.

RESOLUTION 2015 – 11: Motion by Councilman Villa and seconded by Councilman Henderson setting a Public Hearing for the Three Mile Bay Lighting District Extension to be held on February 11, 2015 at 6:15 P.M.; to be held at the Municipal building 12175 NYS Route 12E, Chaumont, New York. Four ayes. Motion carried.

There was a ten minutes recess from 8:30 thru 8:40 p.m.

RESOLUTION 2015 – 12: Motion by Councilman Villa and seconded by Councilman Henderson rescinding the previous Resolution 2015 – 11. The Town Board needs to do more research prior to making their final determination regarding the Three Mile Bay Lighting District Extension. Four ayes. Motion carried.

Old Business

Town and Village Inter Municipal Agreement

The Village of Chaumont has four years of outstanding rent due to the Town of Lyme, in the amount of \$4,800.00. The Town Board feels that the debt must be collected. It is not fair to ask the taxpayers in the Town of Lyme to forgive this debt.

RESOLUTION 2015 – 13: Motion by Councilman Villa and seconded by Councilman Henderson authorizing Supervisor Aubertine to send the Village of Chaumont a bill for rent due for the years of 2011, 2012, 2013, and 2014 in the amount of \$4,800.00 (four thousand eight hundred dollars). Ask the Village how they anticipate paying the balance due. Four ayes. Motion carried.

RESOLUTION 2015 – 14: Motion by Councilman Bourquin and seconded by Councilman Villa approving forgiveness of the charges for the copies that have been generated on the Town's copier over the past few years. Going forward, copies for the Village will be segregated and charged for according to the Inter Municipal Agreement between the Town of Lyme and the Village of Chaumont. Four ayes. Motion carried.

Transfer Site Discussion

The Transfer Site Attendants had some concerns they brought to the Town Boards attention.

- One person on duty is a safety issue and is not an efficient way to run the facility.
- Operation of the backhoe with one person on duty is a safety issue and the attendant cannot take care of the customers while on the backhoe. Customers have questions, fees at times, need permits, recycleables to be emptied.
- In winter months it takes between 1 ½ to 2 hours to clean out the 8 dumpsters.
- With only one person on duty, there is no one to protect the worker if necessary and to be there for safety reasons.
- Residents need to see the attendant before dumping. There are problems with the traffic flow and recycling.
- Extension cord to new light is a tripping hazard and sits in water and slush.
- Concerns with safety with only one person on duty, especially after dark.
- No fire alarms and only one working extinguisher.

The Town Board feels that working in the dark is not an issue and they are not interested in changing the employee's schedules at this time. Superintendent Weston will look at the extension cord to make sure it is safe and he will purchase some fire extinguishers and smoke alarms.

Purchase Orders

The Town Board would like to continue using purchase orders, as needed for merchandise that is purchased outside the realm of ordinary day to day business.

Tri Board Committee Appointments

RESOLUTION 2015 – 15: Motion by Supervisor Aubertine and seconded by Councilman Villa appointing Dave Henderson and Robin Grovesteen to the Tri-Board, Shared Services Committee. Four ayes. Motion carried.

At 10 p.m. a Motion was offered by Councilman Bourquin and seconded by Councilman Villa moving the Town Board into Executive Session to discuss a Reval Litigation Matter and a Personnel Discussion. Four ayes. Motion carried.

At 10:45 p.m. a Motion was offered by Councilman Henderson and seconded by Councilman Villa moving the Town Board back into open session. Four ayes. Motion carried.

RESOLUTION 2015 – 16: Motion by Councilman Bourquin and seconded by Councilman Henderson accepting the Lucky Star Ranch's latest proposal for the Small Claims regarding their reval assessment. Four ayes. Motion carried.

RESOLUTION 2015 – 17: Motion by Councilman Bourquin and seconded by Councilman Henderson to hire a certified appraiser to do the appraisal of the Laniack Property due to the recent Supreme Court Decision on value. Four ayes. Motion carried.

A Motion was offered by Councilman Henderson and seconded by Councilman Villa adjourning tonight's meeting at 10:50 p.m. Four ayes. Motion carried.

The Minutes of Tonight's Meeting are Respectfully Submitted by,

*Kim Wallace
Town Clerk*