

**March 8, 2017  
Town of Lyme  
Regular Monthly Meeting Minutes  
6:30 P.M.**

Supervisor Aubertine opened tonight's meeting at 6:30 p.m. with a Prayer and the Pledge of Allegiance.

Present at tonight's meeting: Supervisor Aubertine, Councilwoman Gosier, Councilman Bourquin, Highway Superintendent Pat Weston, Assessor Chairwoman Marsha Barton, ZEO/CEO Millington and approximately 3 others.

***RESOLUTION 2017 – 25: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the 2016 Annual Financial Report, 2016 Final Supervisor's Operating Report, the February 2017 Supervisor's Report and the following budget transfers as presented and suggested by Town Accountant Cathy Satterley of Bowers and Company:***

	Increase	Decrease
<b>General A:</b>		
9010.8 State Retirement	3,856	
8810.4 Cemeteries - CE		3,856
<b>Highway DA:</b>		
5140.1 Brush & Weeds – PS	513	
5130.1 Machinery – PS		513
<b>Highway DB:</b>		
9010.8 State Retirement	2,680	
5110.1 General Repairs – PS		2,680
<b>Water District#1</b>		
8310.4 Administration- CE	503	
1910.4 Unallocated Insurance –CE		40
8310.1 Administration – PS		247
8330.4 Purification – CE		75
9030.8 Social Security		24

9710.7 Interest on Debt Service		117
(8310.4 will remain \$1,210 over budget)		
<b>Water District #2</b>		
8330.4 Purification – CE	226	
8310.1 Administration – PS		226
<b>Water District #3</b>		
8310.4 Administration – CE	67	
8310.1 Administration –PS		67
<b>Water District #5</b>		
8310.1 Administration – PS	185	
9030.8 Social Security	11	
9730.6 Debt Service – Principal	1,100	
8310.4 Administration – CE		196
9730.7 Debt Service – Interest		1,100

*Three ayes. Motion carried.*

**Clerk’s Report – February 2017**

Total State, County and Local Revenues:	\$1,062.00
Total Local Shares Remitted:	\$1,048.00

***RESOLUTION 2017 – 26: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving Abstract #5 in the amount of \$32,091.14. Three ayes. Motion carried.***

***RESOLUTION 2017 – 27: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving Abstract #6 in the amount \$76,548.89. Three ayes. Motion carried.***

**Approval of Minutes**

***RESOLUTION 2017 – 28: Motion by Councilwoman Gosier and seconded by Councilman Bourquin approving the Minutes of the February 8, 2017 Regular***

***Monthly Meeting of the Town Board as submitted by Clerk Wallace. Three ayes. Motion carried.***

## **Committee Reports**

### **Municipal Water Board Report - Marsha Barton**

**DANC 2018 Budget** – Supervisor Aubertine and Marsha Barton attended the quarterly meeting of the Regional Water Line Customers on March 1<sup>st</sup>. DANC presented the 2017 projected user rates with fixed costs being \$55,528.00 and variable costs to be \$25,338.00. This is an increase of \$292.00 over 2016. Total projected costs were \$80,866.00. The Town has budgeted \$83,283.00 in revenues for DANC.

**Water Loss in Water District #2** – Billy Scarpicchi has noted a loss of water in WD #2 of approximately 2,000,000 gallons. His records show that 6,000,000 gallons were billed from DANC; the Town billed customers for 4,000,000. The main line has been checked for leaks and Billy plans to check all individual curb stops and meters for possible leaks. They will also check again with the fire departments to see if they are using any water out of the hydrants we aren't aware of. This loss equates to about \$4,300.00.

**Water Reserve Fund Balance 2016** – The newly created Capital Reserve Fund account had a balance of \$11,640.00 as of December 31, 2016. In 2016 the customers were billed \$8.00 per billing; the cost in 2017 has increased to \$9.00 per billing.

Customers have also started to be billed for Operation and Maintenance. In 2016 the fee was \$2.00 per billing; 2017 fees will be \$3.00 per billing.

***RESOLUTION 2017 – 29: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving \$33,646.75 from the General Fund and moved to the O & M Water Reserve Fund, bringing that account balance to \$118,180.72. Three ayes. Motion carried.***

**Youth Commission Report** – There will be no Town of Lyme softball teams in the NNY Softball League this year.

Councilwoman Gosier would like to see the necessary stone work done in the Fox Creek Cemetery as proposed by Harry Wilson.

***RESOLUTION 2017 – 30: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the designation of the 2017 budgeted appropriations in the amount of \$5000.00 and \$4778.51 from the Fox Creek Savings Account to be used for the stone work recommended by Harry Wilson. A total of \$9,778.51 will be used for the stone work to be completed in the Fox Creek Cemetery by Harry Wilson. Three ayes. Motion carried.***

#### **CEO/ZEO Report – February 2017 - Jim Millington**

Site Visits and Inspections 2

Jim has sent out 30 Recreational Vehicle renewals.

#### **Town Business**

##### **Revised Agreement for County Radio Tower**

***RESOLUTION 2017 – 31: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the Radio Tower Site Acquisition Agreement between the Town of Lyme and Jefferson County for the sale of approximately 0.251 (part of parcel 61.07-1-4.32) acres of unimproved real property with a right of way for ingress and egress to and from NYS Route 12E.***

***The deed of conveyance to the Premises shall be in the form of a full covenant and Warranty Deed in the usual New York form, which shall be duly executed, acknowledged and delivered, all at the Buyer's (County's) expense, conveying the fee simple title in and to the Premises to the Buyer, free and clear of all encumbrances, liens and exceptions to title.***

***A full text of this Acquisition Agreement can be found in ADDENDUM A-3-8-17 of these minutes.***

#### **Designated Polling Places**

***RESOLUTION 2017 – 32: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the Designated Polling Place for Town of Lyme’s Districts 1 and 3 to be moved from the Chaumont Fire Department to the Municipal Building located at 12175 NYS Route 12E, Chaumont, NY. The new location was approved by the Jefferson County Board of Elections. Three ayes. Motion carried.***

**Advertise for 2017 Mowing Bids**

***RESOLUTION 2017 – 33: Motion by Councilwoman Gosier and seconded by Councilman Bourquin authorizing Clerk Wallace to advertise for 2017 mowing bids for the Town’s Ball Fields and Seven Abandoned Cemeteries.***

***Abandoned Cemeteries (7) to be mowed, trimmed and cleaned up by Memorial Day. Mowed and trimmed once every two weeks thereafter, until September 15<sup>th</sup>.***

***NYS Route 12E Ball Fields (5) and Grounds – Mowed twice weekly (preferably Mondays and Wednesdays before 4 p.m.) and trimmed once a week from May 1<sup>st</sup> thru August 1<sup>st</sup> and mowed once a week thereafter until September 30<sup>th</sup>.***

***G. Spence Donaldson Memorial Field (Morris Tract Road) Ball Field and Grounds – mowed and trimmed once a week (preferably on Monday) from May 1st thru September 30<sup>th</sup>.***

***The awarded Lawn Care Professional must supply own equipment, maintenance and fuel. Proof of Liability Insurance must be filed with the Town Clerk at the time of the quote submittal.***

***The Town will be accepting fixed quotes for 1 or 2 year proposals (2 year preferred).***

***Quotes will be accepted until the closing of business on Wednesday April 12, 2017 and can be mailed to the Town Clerk’s Office, PO Box 66, Chaumont, NY 13622, dropped off at the Town Offices or emailed to [lymetownclerk@twcny.rr.com](mailto:lymetownclerk@twcny.rr.com).***

***Quotes will be reviewed and awards will be made during the Regular Town Board Meeting, to be held on Wednesday, April 12, 2017 at 6:30 p.m.***

***The Town Board reserves the right to accept or reject any or all bids.***

***Three ayes. Motion carried.***

**STAT Emergency Push Button**

***RESOLUTION 2017 – 34: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the purchase of 5 Emergency Push Panic Button Pendants at the cost of \$50.00 each for Town Employees. This purchase was prompted by a recent incident at the Town Offices. Three ayes. Motion carried.***

**Transfer Site Attendant Training**

***RESOLUTION 2017 – 35: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the Town's Transfer Site Attendants to attend a training program that will be held by the Development Authority of the North Country on Monday, March 20<sup>th</sup> 2017 at the Rodman facility. Three ayes. Motion carried.***

**Banner Renewal – Lyme Improvement League**

***RESOLUTION 2017- 36: Motion by Councilwoman Gosier and seconded by Councilman Bourquin approving the replacement of two decorative street banners at the cost of one hundred dollars each for the Town of Lyme, in support of the Lyme Improvement League and their beautification program. Three ayes. Motion carried.***

**Request for Softball Player Release**

***RESOLUTION 2017 – 37: Motion by Councilwoman Gosier and seconded by Councilman Bourquin approving the request from Julie Putnam-Maitag that would allow her daughter Gretta Maitag to play softball for Sackets Harbor for the 2017 season. Three ayes. Motion carried.***

## Resignation

***RESOLUTION 2017 – 38: Motion by Councilwoman Gosier and seconded by Councilman Bourquin accepting the resignation of Jo Morrow as the Zoning Board of Appeals Secretary with regrets. Three ayes. Motion carried.***

## Audit of Justice Court Financial Records 2015 and 2016

***RESOLUTION 2017 – 39: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving the Audit pertaining to the Town of Lyme's Justice Court Financial Records for the years 2015 and 2016. Three ayes. Motion carried.***

## Privilege of the Floor

### Derick Parker – U13 Girls Softball Coach

Derick is seeking use of the Town's softball fields for the upcoming 2017 softball season. Derick is requesting to secure field time between April 1<sup>st</sup> and October 31<sup>st</sup>. This U13 Softball Team is comprised of local residents and are a self-insured, independent team requiring no help from the Town of Lyme other than permission to use the Town's fields.

***RESOLUTION 2017 – 40: Motion by Councilwoman Gosier and seconded by Councilman Bourquin authorizing Derick Parker to use the back field at the Willie Putnam Field on NYS Route 12E. The U13 Softball Team will be required to provide signed insurance waivers/medical release forms for all players prior to starting the season. Derick will be required to lay down grass seed on the field and make all the improvements. The Town Board has requested that there would be no vehicles allowed to drive on the field. Three ayes. Motion carried.***

## Privilege of the Floor – None Heard

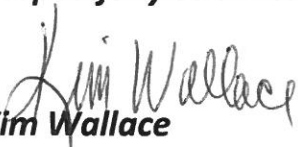
**Executive Session – Possible Litigation Issue**

***A Motion was offered by Supervisor Aubertine and seconded by Councilwoman Gosier moving the Town Board into Executive Session at 7:59 p.m. to discuss a possible litigation issue. Three ayes. Motion carried.***

***A Motion was offered by Supervisor Aubertine and seconded by Councilman Bourquin moving the Town Board back into open session at 8:17 p.m. Three ayes. Motion carried.***

***A Motion was offered by Supervisor Aubertine and seconded by Councilman Bourquin adjourning tonight's Town Board Meeting at 8:20 p.m.***

***Respectfully Submitted,***

  
**Kim Wallace**  
**Town Clerk**