

2023 Organizational Meeting

Call to Order:

Supervisor Countryman called the 2023 Organizational Meeting to order at 3:00 p.m. January 4, 2023

2023 Annual Resolutions:

1. Establishment of Banks – Gouverneur Savings & Loan – Primary
Watertown Savings Bank - Secondary
2. Establishment of Regular Meeting Dates - Second Wednesday of each month.
3. Annual Appointments - As per the following Resolution 2023-1.
4. Establishment of Salaries - As per the 2023 Annual Budget.
5. Establishment of Legal Newspaper - Watertown Daily Times
6. Establishment of Signatures for Bank Transactions - Terry Countryman and Donald Bourquin.
7. Establishment of Signatures for Consolidated Health - Terry Countryman and Donald Bourquin
8. Establishment of Signatures for Town Clerk's Account - Ariana Henderson and Tara VanAlstyne
9. Establishment of Signatures for Tax Collector's Account - Ariana Henderson
10. Establishment of Signatures for Water District Accounts - Terry Countryman and Donald Bourquin
11. Establishment of Mileage Rate - NYS Current Rate 1/1/23- 66.50 (As per Office of the State Comptroller)
12. Establishment of Audit Committee – Julia Gosier and Timothy Farrell
13. Designation of Polling Places- 1.) Town Office 2.) Three Mile Bay Fire Hall 3.) Town Office
14. Adoption of Investment Policy
15. Adoption of Procurement Policy
16. Retirement Resolution for Year - BE IT Resolved, that the Town of Lyme/Location Code 30648 hereby establishes that Highway Superintendent Pat Weston, Tax Collector and Town Clerk Ariana Henderson 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/Appointed Officials' Annual Dues
- 21. Authorization of Payment for Attendance at Association of Towns Annual Conference
- 22. Renewal of the Intermunicipal Agreements (School, Fire Departments, Ambulance and Village) Pending Negotiations and Agreements
- 23. Claims to be charged against General Fund A-00-1620-00.4

Contractual:

- a. Electric b. Heating Fuel c. Telephones/Fax d. Internet e. Water/Sewer
- f. Copiers - Maintenance and Repair; Paper, Toner g. Shared Supplies

Resolution 2023-1: - Julia Gosier made the motion to approve Annual Resolutions.

Dan Villa seconded the motion; all were in favor; motion carried.

2023 Annual Appointments:

- | | |
|---|--------------------|
| a. Supervisor/Budget Officer | Terry Countryman |
| b. Deputy Supervisor | Donald Bourquin |
| c. Bookkeeper to Supervisor | Bowers and Company |
| d. Payroll Officer | Bowers and Company |
| e. Consolidated Health Officer | Terry Countryman |
| f. Consolidated Health Doctor | Carrie Guga |
| g. Deputy Highway superintendent | Brian Cosselman |
| h. Deputy Town Clerk | Tara VanAlstyne |
| i. Clerk to Supervisor | Robin Grovesteen |
| j. Records Management Officer | Ariana Henderson |
| k. Registrar of Vital Statistics | Ariana Henderson |
| l. Deputy Registrar of Vital Statistics | Tara VanAlstyne |
| m. Sole Appointed Assessor | Susan Locy |
| n. Assistant to the Assessor | Carol Quencer |

o. Water Districts Billing Clerk	Ariana Henderson / Tara VanAlstyne
p. Water Districts Receiving Clerk	Ariana Henderson / Tara VanAlstyne
q. Chairman of Zoning Board of Appeals	Judi Bates
r. Secretary to ZBA	Susan Locy
s. Chairman of Planning Board	Reggie Schweitzer
t. Planning Board Member	Gail Miller
u. Secretary to Planning Board	Joanne Galavitz
v. Town Historian	Lyme Heritage Center
w. Attorney for Town	Kendall, Walton & Burrows
x. Office Maintenance	Beth Yurack
aa. Transfer Site Liaison	Don Bourquin
bb. Website Committee	Terry Countryman / Arianna Henderson
cc. Youth Commission Liaison	Terry Countryman
dd. Buildings & Grounds Committee	Dan Villa, Pat Weston, Julia Gosier
ee. Three Mile Bay Cemetery Liaison	Julia Gosier
ff. Water board Chairwoman	Kathy Dyer
gg. Board of Assessment Review Member	David Bourquin
hh. Zoning Board Member	Kevin Shietz
ii. Water Board Member	Dawn Munk

Resolution 2023-2: Dan Villa made the motion approving the 2023 Annual Appointments; Julia Gosier seconded the motion; all were in favor; motion carried.

Resolution 2023-3: Tim Farrell made the motion to close the 2023 Annual Organizational Meeting; Julia Gosier seconded the motion; all were in favor; motion carried.

Regular Session of the Town of Lyme Board opened at 3:32 pm on January 4, 2023

- The draft letter for the residents of proposed Water District #2 Extension was approved as written and to be mailed.

Resolution 2023-4: Resolution to approve the engineer's parts list for the Lance Development water infrastructure as presented by Bernier & Carr, Pat Weston, and Bill Scarpocchi. Motion by Julia Gosier, second by Dan Villa all in favor.

Resolution 2023-5: Resolution for the supervisor to sign the Contract with the Cape Vincent Ambulance Squad for the period of January 1, 2023, to December 31, 2023. Motion by Julia Gosier second by Tim Farrell all in favor.

Resolution 2023-6: Resolution to hire a grant writer for \$2,500 to fund the Assessment and Digitization of Town and Village records. Motion by Don Bourquin second by Julia Gosier all in favor.

- Dan discussed a property issue with a resident and to understand the tax payment method of installments the county currently uses.
- Julia reviewed information from the Planning Board meeting she attended.

Resolution 2023-7: At 4:27 pm the Board entered Executive Session on a motion by Dan Villa second by Julia Gosier all in favor.

Resolution 2023-8: At 5:07 pm the Board closed the Executive Session on a motion by Dan Villa second by Julia Gosier all in favor

Resolution 2023-9: With no further business a motion by Don Bourquin at 5:08 pm second by Tim Farrell the meeting was adjourned.

Respectfully submitted by,

Terry Countryman