

## **2021 Organizational Meeting**

### **Call to Order:**

Supervisor Aubertine called the 2021 Organizational Meeting to order at 6:30 p.m.

### **2021 Annual Resolutions**

1. Establishment of Banks – Citizens Bank of Cape Vincent; primary Watertown Savings Bank – Secondary
2. Establishment of Regular Meeting Dates – Second Wednesday of month.
3. Annual Appointments – As per the following Resolution 2021-1.
4. Establishment of Salaries – As per the 2021 Annual Budget.
5. Establishment of Legal Newspaper – Watertown Daily Times
6. Establishment of Signatures for Bank Transactions – Scott Aubertine and Donald Bourquin.
7. Establishment of Signatures for Consolidated Health – Scott Aubertine 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 – Ariana Henderson and Tara VanAlstyne
11. Establishment of Mileage Rate – NYS Current Rate 1/1/21- \$0.56 (As per Office of the State Comptroller)
12. Establishment of Audit Committee – Scott Aubertine and Terry Countryman
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 work days 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, 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 2021-1:** -Councilwoman Gosier made the motion to approve Annual Resolutions. Councilman Countryman seconded the motion; all were in favor; motion carried.

**2021 Annual Appointments:**

- |   |                    |
|---|--------------------|
| a. Supervisor/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           | 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. Chairwoman of Assessors              | Marsha Barton      |

n. Water Districts Billing Clerk	Marsha Barton
o. Water Districts Receiving Clerk	Cathy Munger
p. Zoning/Codes Enforcement Officer	To Be Determined
q. Deputy Zoning Enforcement Officer	To be Determined
r. Chairman of Zoning Board of Appeals	Judi Bates (1 year)
s. Secretary to ZBA	Susan Locy
t. Chairman of Planning Board	Reggie Schweitzer
u Planning Board Member	Susan Warner
v. Secretary to Planning Board	Joanne Galavitz
w. Town Historian	Lyme Heritage Center
x. Attorney for Town	Joseph W. Russell/ Barclay Damon Associates
y. Office Maintenance	Candy Barton
z. Marriage Officer	Ariana Henderson
aa. Transfer Site Liaison	Don Bourquin
bb. Website Committee	Scott Aubertine, Ariana Henderson
cc. Youth Commission Liaison	Scott Aubertine
ee. Buildings & Grounds Committee	Dan Villa, Pat Weston, Julia Gosier, Robin Grovesteen
ff. Three Mile Bay Cemetery Liaison	Julia Gosier
gg. Shared Services Liaison to LCS Committee	Robin Grovesteen
hh. Water board Chairwoman	Marsha Barton
ii. Board of Assessment Review Member	David Bourquin
jj. Zoning Board Member	Judith Bates
kk. Water Board Member	Dwight Goutremout

**Resolution 2021-2:** Councilman Countryman made the motion approving the 2021 Annual Appointments; Councilwoman Gosier seconded the motion; all were in favor; motion carried.

**Resolution 2021-3:** Councilwoman Gosier made the motion to advertise the meeting location January 13, 2021 to be changed to the Three Mile Bay Fire Hall; Deputy Supervisor Bourquin seconded the motion; all were in favor; motion carried.

**Resolution 2021-4:** Supervisor Aubertine made the motion to close the 2021 Annual Organizational Meeting; Councilwoman Gosier seconded the motion; all were in favor; motion carried.