

January 4, 2022
Town of Lyme
2022 Organizational Meeting

Call to Order:

Supervisor Countryman called the 2022 Organizational Meeting to order at 10:06 a.m. opening the meeting with a prayer and the Pledge of Allegiance.

Those present included Supervisor Countryman, Deputy Supervisor Bourquin, Councilmember Farrell, Councilmember Villa, Town Clerk Ariana Henderson, Julia Gosier, Gary Stinson, and Tom Donovan.

Julia Gosier, Gary Stinson and Tom Donovan were all interested in filling the vacant Councilmember seat on the Town of Lyme Board. Each individual stated why they would be a good candidate. Councilmember Villa stated he believes Julia Gosier should be appointed because she has nine years of knowledge serving on the board.

Resolution 2022-1: Councilmember Villa made the motion to appoint Julia Gosier as a Councilmember of the Town of Lyme Board; Deputy Supervisor Bourquin seconded the motion; Bourquin, Countryman, Villa AYE; Farrell NAY; motion carried.

Deputy Supervisor Bourquin would like to see them all re-apply in the future. Supervisor Countryman also appreciates the interest the community members had in the vacant position.

2022 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 2022-1.
4. Establishment of Salaries – As per the 2022 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 1/1/22- \$0.56 (As per Office of the State Comptroller)
12. Establishment of Audit Committee – Dan Villa 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 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 2022-2: -Deputy Supervisor Bourquin made the motion to approve Annual Resolutions. Councilmember Villa seconded the motion; all were in favor; motion carried.

2022 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. 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	Thomas Strelau
v. Secretary to Planning Board	Joanne Galavitz
w. Town Historian	Lyme Heritage Center
x. Attorney for Town	Joseph W. Russell
y. Office Maintenance	Candy Barton
aa. Transfer Site Liaison	Don Bourquin
bb. Website Committee	Terry Countryman, Ariana Henderson
cc. Youth Commission Liaison	Terry Countryman

ee. Buildings & Grounds Committee	Dan Villa, Pat Weston, Julia Gosier, Robin Grovesteen, Ariana Henderson
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	Carol Quencer
kk. Water Board Member	Randy Gardner

Resolution 2022-3: Councilmember Villa made the motion approving the 2022 Annual Appointments; Councilmember Gosier seconded the motion; all were in favor; motion carried.

Resolution 2022-4: Councilmember Villa made the motion to close the 2022 Annual Organizational Meeting; Councilmember Gosier seconded the motion; all were in favor; motion carried.

Open Meeting:

Town Ambulance: Supervisor Countryman received a message from Jeff Call stating the CON for the new ambulance service was approved by the regional board. The ambulance will need a member from the Lyme Community and a Lyme Town Board member (non-voting) to join their board. They have already received \$60,000.00 in donations towards a new building.

Point Salubrious Water District: Supervisor Countryman wanted to discuss the agenda for the January 12, 2022 meeting. The first point of discussion was the Point Salubrious potential Water District. The Board was presented with a petition in 2021 from residents of Point Salubrious. There were several reasons why the petition wasn't valid. Supervisor Countryman discussed the Board's options with our Town Attorney. The Board can go forward with a process called 12A or do their own petition/survey to see what property owners would be interested in the new water district. There was further discussion in regard to the Point Salubrious water district. Councilmember Gosier stated the formation of the district is based on the financials of the project and if grants are available. Councilmember Villa suggested the Board move forward under 12A process after knowing the cost of what the water district study will be. This will show the residents that the Board cares. Councilmember Farrell suggested planning the water district around when Jefferson County will be digging up the road for repairs. This would save the Town money. Deputy Supervisor Bourquin advised using the study that Bernier and Carr completed years ago and updating it. Councilmember Gosier proposed being competitive and asking another engineering firm along with Bernier and Carr to see what the cost of the study would be. Supervisor Countryman will contact Fourth Coast and Bernier and Carr for the cost of a Point Salubrious Water District Engineering study. Councilmember Villa asked Supervisor Countryman to keep Warren Johnson updated on the water district.

Solar Moratorium: Supervisor Countryman reported that when he met with the Town Attorney and the moratorium expired at the end of 2021. The Town went a full year with no action on the moratorium which could put the Town at risk for litigation. Supervisor Countryman suggested letting Barton and Loguidice edit the zoning law and then allowing them to present it back to the Town Board. Councilman Villa agreed. Councilmember Farrell asked if the Town was looking into what the Solar companies could give to the Town. Supervisor Countryman explained the solar process including intervene funds. There was further discussion regarding the water front district and the moratorium. Supervisor Countryman is going to contact Barton and Loguidice regarding the zoning law.

Youth Commission: The first Youth Commission meeting will be held January 9, 2022. The following members need approval by the Town Board:

Jim Morrow

Mindy Kaplan

Stephanie Doney

Heather O'Brien

Terry Countryman

Charlie Mount

Mike Nichols

Rebecca Kron

Rich Little

Jose Sosa

Resolution 2022-5: Deputy Supervisor Bourquin made the motion to approve the above members to the Youth Commission; Councilmember Farrell seconded the motion; all were in favor; motion carried.

Transfer Site Permits: Deputy Supervisor Bourquin stated that an employee at the transfer site tested positive for Covid-19. He suspended issuing any permits at this time. The Highway also has 2 positive Covid-19 cases. He would like Pat Weston to pick up some at home Covid-19 tests to have on hand. He called public health and they don't have any to give out. The Board agrees that Pat should purchase some tests.

Grants in Question:

Recycling Grant

Addie Jennie Money

Dog Ag and Markets Shelter @ the New Offices

There was a brief discussion in regard to these grants.

Water Facility: Clerk Henderson asked for approval to purchase new timers for the water facility through Vernon Manufacturing.

Resolution 2022-6: Councilmember Villa made the motion to approve the purchase of the water timer for the water facility to put it back online to receive quarters; Councilmember Gosier seconded the motion; all were in favor; motion carried.

KN95 Masks: Clerk Henderson asked how many KN95 masks per person the Town was instructed to give out. The Board agreed to give out one per person.

Thanks: Councilmember Villa stated he had the privilege of working with Scott Aubertine as supervisor who was always open about everything while he was in charge. Supervisor Countryman is following suit and he looks forward to working with him.

Code/Zoning: There was a discussion on the Zoning and Code enforcement position. Supervisor Countryman researched the position and it does not require the Board to appoint someone every year. It is considered a civil service position.

Resolution 2022-7: Councilmember Villa made the motion to adjourn the meeting at 12:00 p.m.; Deputy Supervisor Bourquin seconded the motion; all were in favor; motion carried.

Respectfully submitted,

Ariana Henderson

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