

**January 10, 2018**  
**Town of Lyme**  
**Organizational Meeting and Annual Appointments 6:15 P.M.**  
**Regular Monthly Meeting 6:30 P.M.**

Supervisor Aubertine opened tonight's Organizational Meeting at 6:15 p.m.

Present at tonight's Meeting: Supervisor Aubertine, Councilwoman Gosier, Councilmen Bourquin, Villa and Jones, Assessor Chairwoman Marsha Barton, Jefferson County Legislator Bill Johnson, Highway Superintendent Pat Weston, Steve Weed, and one other.

***RESOLUTION 2018 – 1: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the following 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 2018-2.***
- 4. Establishment of Salaries – As per the 2018 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 – Kim Wallace and Jo Morrow***
- 9. Establishment of Signatures for Tax Collector's Account – Karen Fitzgerald.***
- 10. Establishment of Signatures for Water District Accounts – Kim Wallace and Jo Morrow.***
- 11. Establishment of Mileage Rate – NYS Current Rate 1/1/18 (As per Office of the State Comptroller)***
- 12. Establishment of Audit Committee – Scott Aubertine and Donald Bourquin***
- 13. Designation of Polling Places***

- 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 Karen Fitzgerald and Town Clerk Kim Wallace 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**

**Fives ayes. Motion carried.**

**RESOLUTION 2018 – 2: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the following 2018 Annual Appointments:**

- |                                    |                           |
|------------------------------------|---------------------------|
| <b>a. Budget Officer</b>           | <b>Scott Aubertine</b>    |
| <b>b. Deputy Supervisor</b>        | <b>Donald Bourquin</b>    |
| <b>c. Bookkeeper to Supervisor</b> | <b>Bowers and Company</b> |
| <b>d. Payroll Officer</b>          | <b>Bowers and Company</b> |

<b>e. Consolidated Health Officer</b>	<b>Scott Aubertine</b>
<b>f. Consolidated Health Doctor</b>	<b>Ruth Stewart</b>
<b>g. Deputy Highway superintendent</b>	<b>Brian Cosselman</b>
<b>h. Deputy Town Clerk</b>	<b>Jo Morrow</b>
<b>i. Clerk to Supervisor</b>	<b>Robin Grovesteen</b>
<b>j. Records Management Officer</b>	<b>Kim Wallace</b>
<b>k. Registrar of Vital Statistics</b>	<b>Kim Wallace</b>
<b>l. Deputy Registrar of Vital Statistics</b>	<b>Jo Morrow</b>
<b>m. Chairwoman of Assessors</b>	<b>Marsha Barton</b>
<b>n. Water Districts Billing Clerk</b>	<b>Marsha Barton</b>
<b>o. Water Districts Receiving Clerk</b>	<b>Kim Wallace</b>
<b>p. Zoning/Building Enforcement Officer</b>	<b>James Millington</b>
<b>q. Deputy Zoning Enforcement Officer</b>	<b>To Be Determined</b>
<b>r. Chairman of Zoning Board of Appeals</b>	<b>Judi Bates (1 year)</b>
<b>s. Member to ZBA</b>	<b>Tom Madeline 12/31/22</b>
<b>t. Secretary to ZBA</b>	<b>Suzie Locy</b>
<b>u. Chairman of Planning Board</b>	<b>Reggie Schweitzer</b>
<b>v. Planning Board Member</b>	<b>Marshall Marshall 12/31/22</b>
<b>w. Secretary to Planning Board</b>	<b>Suzie Locy</b>
<b>x. Town Historian</b>	<b>Heritage Center</b>
<b>y. Attorney for Town</b>	<b>To Be Determined</b>
<b>z. Office Maintenance</b>	<b>Jennifer Sosa</b>
<b>aa. Marriage Officer</b>	<b>Kim Wallace</b>
<b>bb. Municipal Water Board</b>	<b>Dawn Munk 12/31/22</b>

**Five ayes. Motion carried.**

**RESOLUTION 2018 – 3: Motion by Councilwoman Gosier and seconded by Councilman Villa closing the 2018 Annual Appointments and Organizational Meeting at 6:30 p.m. Five ayes. Motion carried.**

**Supervisor Aubertine called tonight’s meeting of the Town Board to Order at 6:30 p.m.; opening with a Prayer and the Pledge of Allegiance.**

## Officer's Reports

### Supervisor's Report – December 2017

***RESOLUTION 2018 – 4: Motion by Councilwoman Gosier and seconded by Councilman Villa TABLING the December 2017 Supervisor's Report until the February 2018 Regular Monthly Meeting of the Town Board for clarification of figures on the over budgeted accounts. Five ayes. Motion carried.***

### Highway Superintendent – Pat Weston

The Highway Department has been busy keeping up with the winter weather. Councilman Villa complimented Pat on staying on top of the weather and roads.

### Clerk's Report – December 2017

Total State, County and Local Revenues:	\$2069.90
Total Local Revenues:	\$2042.90

### Audit of Bills

***RESOLUTION 2018 – 5: Motion by Councilman Bourquin and seconded by Councilwoman Gosier approving Abstract #2 in the amount of \$73,846.68. Five ayes. Motion carried.***

***(There were no prepaid bills in January 2018; therefore no Abstract #1. The first Abstract of 2018 starts with #2.)***

***RESOLUTION 2018 – 6: Motion by Councilman Villa and seconded by Councilwoman Gosier approving the Minutes of the December 19, 2017 Regular Monthly Meeting and the 2017 Year End Meeting held on December 28, 2017. Five ayes. Motion carried.***

## **Committee Reports**

### **Assessor's Report – Marsha Barton**

**Exemptions-** The assessors are processing the Enhanced Star Renewals and Agricultural Land Renewals. These figures will be finalized when the State issues the new Ag Land Values; which come about the first of February.

**Apportionments –** There have been a larger amount of requests than normal for property tax apportionments. This occurs when someone purchases part of a parcel and the tax bill has to be divided. This information is sent to the Tax Collector as soon as possible, so the property owners get their adjusted tax bills within the collecting period.

**State PIVR Reports –** The Assessors have received the State Property Inventory Valuation Report for review. This information is used in the calculation of the equalization rate for 2018. The State does appraisals on several of our properties and their findings are compared to our assessments. The Town can challenge any of their appraisals if we feel any of the information is incorrect.

### **Municipal Water Board – Marsha Barton**

**Update to Radio Read System –** Progress is being made on the upgrade to the Radio Read System. The paperwork has been filed with the FCC and should be completed soon.

**Water Tower Bid Specifications –** We are still waiting for bid specifications for the repair of the Water Tower from Bernier and Carr.

**Route 12E – WD #2 Extension –** The Water Board is in the process of compiling a new survey letter to send to property owners in the Route 12E Water District. There may be grants available if it can be proved there is an urgent need for water in that area.

**Lance Development –** Nothing new to report; there have not been any property sales in the development yet.

**Ron Cornell Request – Mr. Cornell attended the December Water Board Meeting to request a water district on Point Salubrious starting at the Village water line, on the left fork, out to the Benson property; he would like to develop this land. There are approximately 8 existing homes in the proposed district that have no water. He has been given the necessary paperwork to start the process. He has been asked to bring it back with an explanation of his intentions.**

**ZEO/CEO – Jim Millington**

**Jim expressed his concern with the Town not having a property maintenance law; he feels there are specific concerns that must be addressed. If we had a specific law it would help with those properties that need to be cleaned up.**

***RESOLUTION 2018 – 7: Motion by Councilman Villa and seconded by Councilman Jones authorizing Councilman Bourquin and Councilwoman Gosier to oversee the Justice Court books and audit of the 2017 Justice Court records. Five ayes. Motion carried.***

**Budget Amendments**

***RESOLUTION 2018 – 8: Motion by Councilwoman Gosier and seconded by Councilman Villa approving budget amendments for the Court Clerk and Planning Board Secretary. Raises were approved for all Town employees in the 2018 Annual Budget, due to a clerical error the raises for the Court Clerk and Planning Board Secretary did not appear in the Budget. This Resolution authorizes these positions to receive the two percent increase in wages for 2018. Five ayes. Motion carried.***

***RESOLUTION 2018 – 9: Motion by Supervisor Aubertine and seconded by Councilwoman Gosier scheduling a Special Meeting on January 31, 2018 at 6:30 p.m. to be held at the Municipal Offices located at 12175 NYS Route 12E, Chaumont, NY to open bids from contractors for renovations in the Assessor's Office area and also open sealed bids from engineers for overseeing the construction of the salt barn and any other business that may come before the***

***Board. The meeting will be advertised in the Watertown Daily Times. Five ayes. Motion carried.***

**Councilwoman Gosier will make phone calls to local contractors concerning the office renovations.**

**Privilege of the Floor**

**Gunther Schaller- Having problems with flooding on the Old Town Springs Road and water flooding his property. Highway Superintendent Weston believes he has a solution. The culvert pipe may be insufficient. Pat is looking into it and Supervisor Aubertine will contact the Town Insurance Company to see if there would be any help for damages to Gunther's driveway.**

***A Motion was offered by Councilman Villa and seconded by Councilwoman Gosier to adjourn tonight's meeting at 7:06 p.m. Five ayes. Motion carried.***

***The Minutes of tonight's meeting are respectfully submitted by,***

***Kim Wallace  
Town Clerk***