

**November 8, 2023**  
**Town of Lyme**  
**2024 Budget Hearing 6:20 P.M.**  
**Regular Monthly Meeting 6:30 P.M.**

**2024 Budget Hearing:**

Supervisor Countryman opened the Public Hearing at 6:20 P.M.

**Jennifer Kingsley:** Ms. Kingsley asked what the decrease would be in revenues when Code Enforcement is returned to Jefferson County in 2024. Supervisor Countryman stated that the change is reflected on page 4. There is a decrease of \$14,000.00 in revenue.

Supervisor Countryman closed the hearing at 6:30 P.M.

**Call to Order:**

Supervisor Countryman called the regular monthly meeting to order at 6:30 p.m. opening the meeting with the Pledge of Allegiance.

Those present included Supervisor Countryman, Deputy Supervisor Bourquin, Councilmember Farrell, Councilmember Villa, Councilmember Gosier, Town Clerk Ariana Henderson, Highway Superintendent Pat Weston, Joseph Chernick, Jennifer Kingsley, Legislator William Johnson, Catherine Stone, Robin Grovesteen, Ken Kaser, Calli Wilkinson, Douglas Warneck, Heather Lipczynski, Jim Millington, and Marie Millington.

**Privilege of the Floor**

**John Condino:** Mr. Condino reported that the RV law is all set with the changes the Board discussed.

**Jennifer Kingsley:** Ms. Kingsley stated that the new RV law was not posted on the website. She would like to see the changes. She would also like the Board to be more forthcoming with the public.

**Robin Grovesteen:** Ms. Grovesteen said all the information discussed by the board should be available to the public. The laws and materials should also be on the website.

**Douglas Warneck:** Mr. Warneck voiced several concerns regarding the RV law. One point being there is no lot width requirement in the new law. Two, is the length of time an RV can be on the property is not clear.

Councilmember Villa said that the previous RV law was to prevent abandonment of RVs on properties. The Town is now getting themselves into the same situation we had prior to the current law. The biggest issue with the current law is that it is not enforced by the Zoning Officer. There are several violations that continue to go unaddressed. This law was changed because of the outcry from the ZBA and the law is

now less restrictive. Supervisor Countryman said the reason it was reconfigured was so property owners could have families bring their RVS, stay for the weekend and not violate the law. Jim Millington, CEO, stated that when he was the ZEO he worked with the law and supported the law. He did a good job enforcing the law.

**John Condino:** Mr. Condino suggested another joint meeting with the Planning Board and Town Board to make final recommendations. The Board agreed to table the RV Law until next month.

### **Supervisor's Report**

**Resolution 2023-151:** Councilmember Villa made the motion to approve the October Supervisor's Monthly Financial report; Councilmember Gosier seconded the motion; all were in favor; motion carried.

### **Highway Superintendent's Report**

Superintendent Weston reported that he sent the Board equipment quotes for loaders. Councilmember Villa explained the reason he believed leasing the loader would allow more cash flow for other purchases. The Town can buy it outright and use the equipment reserve funds or pay \$3100.00 a month. Councilmember Farrell stated after 5 years you could buy the loader or trade it back in after evaluating the condition. There was further discussion regarding the warranty of the loader.

**Resolution 2023-152:** Councilmember Villa made the motion to lease \$212,996.55 for \$2,919.45 a month for 60 months from Equipment Rentals; seconded by Councilmember Gosier; all were in favor and the motion was carried.

**Veteran's Park:** Pat finished the paving of Veteran's Park walking path. There was confusion on who was doing the forming of the curbs. Gregor Smith called Supervisor Countryman today and Powis should be on site tomorrow.

### **Clerk's Report**

Monthly Receipts were as follow: Total Local Shares Remitted: \$6,235.00; Total State County & Local Revenues: \$6,297.00 Total Non – Local Revenues: \$62.00

### **Audit of the Bills (Abstracts #19 + 20)**

**Resolution 2023-153:** Councilmember Gosier made the motion to approve Abstract #19 in the amount of \$265.00; seconded by Councilmember Villa; all were in favor and the motion was carried.

**Resolution 2023-154:** Councilmember Gosier made the motion to approve Abstract #20 in the amount of \$327,970.27 which includes engineering funds for the Highway Garage, Ambulance payment and REDI project payment; seconded by Councilmember Villa; all were in favor and the motion was carried.

### Approval of the Minutes

**Resolution 2023-155:** Deputy Supervisor Bourquin made the motion to approve October 11, 2023, regular monthly meeting minutes and budget work session, October 18 and 25, 2023 budget work sessions; seconded by Councilmember Farrell; all were in favor and the motion was carried.

### 2024 Budget

Councilmember Villa stated that he read through old budgets and have found that it is very difficult to keep track of salaries and budgetary amounts when two line items are combined. He would like to see a single line item for Deputy Supervisor's salary and have the base Board member pay added back into Town Board contractual. The stipend is \$1095.00. This does not change the bottom line of the budget.

Robin Grovesteen asked what the 27% increase for the Lyme Community Foundation was for. Supervisor Countryman explained that the Foundation is worried they won't be able to keep their doors open. The Lyme Light costs \$1300.00 a month. Chris Rowland and Paul Carr came to the last budget meeting to voice their concern about their finances going forward. The insurance has increased significantly after a claim was filed against them in regards their sidewalk. It is historical and it will cost a significant amount to replace as well.

**Resolution 2023-156:** Deputy Supervisor Bourquin made the motion to approve the 2024 Budget; seconded by Councilmember Farrell; all were in favor and the motion was carried.

### Old Business:

#### **Award Records Grant Contract:**

Councilmember Villa explained the Records Management grant. The grant will help the Town store their records digitally. The Town has received half of the grant funds so far. Moving forward we will be able to digitalize all records and searchable. The Justice Court and Village of Chaumont are also involved. It will take about 6 months and cost \$38,000.00. Deputy Supervisor Bourquin also stated that this will save around \$400,000 not having to include basement storage if we get a New Office Building.

**Resolution 2023-157:** Deputy Supervisor Bourquin made the motion to hire Alicia Jettner to complete the records grant; seconded by Councilmember Villa; all were in favor and the motion was carried.

#### **Bank Interest Choices:**

Supervisor Countryman explained that the Town has options to move money into CD accounts to make higher interest rates. He compared all the pros and cons and presented them to the Town Board. Councilmember Villa stated his opinion is that we should stick with local banks.

**Resolution 2023-158:** Councilmember Villa made the motion to work with Watertown Savings bank and Gouverneur Savings and Loan to move the Towns reserve money into higher paying

interest accounts; seconded by Deputy Supervisor Bourquin; all were in favor and the motion was carried.

**Prohibition of clutter, litter, debris, and other waste law:**

Jennifer Kingsley asked is the Board changed anything in regards to a farm exemption for the prohibition of clutter, litter, debris, and other waste law. Councilmember Villa stated that if you are a farm, you are exempt from the Town zoning law according to NYS Agriculture and Markets. A farm exemption for this law is not necessary.

**Resolution 2023-159:** Councilmember Gosier made the motion to close the Prohibition of clutter, litter, debris, and other waste public hearing; seconded by Deputy Supervisor Bourquin; all were in favor and the motion was carried.

**RESOLUTION  
NEGATIVE DECLARATION FOR SEQR (Short Form)  
FOR PROHIBITION OF CLUTTER, LITTER, DEBRIS and OTHER WASTE**

**WHEREAS,** the Town Board of the Town of Lyme, New York has considered the adoption of Legislation in the Town of Lyme in connection with a prohibition of clutter, litter, debris, and other waste; and

**WHEREAS,** the Town Board of the Town of Lyme has reviewed an Environmental Assessment Form for the purpose of assisting the Town Board in making a determination of significance in respect to the Legislation; of whether the enactment of the Legislation would have a significant adverse impact on the environment; and

**WHEREAS,** the Town has reviewed the criteria for determining significance of an action that is set forth at 6 NYCRR §617.7(c); and

**WHEREAS,** having considered the action, consisting of the adoption of the Legislation and the potential environmental impacts associated with such action, the Town Board has determined to proceed.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Lyme finds that the proposed action of adopting the legislation is subject to SEQR; and

**BE IT FURTHER RESOLVED,** that the action constitutes an unlisted action under SEQR 617.2(al); and

**BE IT FURTHER RESOLVED,** that the Town Board is the agency with jurisdiction by law to fund, approve, or directly undertake this action, and therefore, a coordinated review of the action under SEQR is neither required nor necessary.

**BE IT FURTHER RESOLVED,** by the Town Board of the Town of Lyme, New York:

1. Based upon the examination and consideration of the Short Environmental consideration of the Assessment Form and comparison of the proposed action and criteria set forth at 617.7, no significant impact on the environment is known by the adoption of the proposed legislation.
2. The Supervisor for the Town of Lyme is authorized to execute the Long Environmental Assessment Form to the effect that the Town Board is issuing a "negative declaration" under SEQR.
3. A complete copy of the EAF including its negative declaration shall be maintained in the Town Clerk's office in a file that will be readily accessible to the Public. All subsequent notices regarding the undertaking of the project as set forth in this Resolution shall state that a negative declaration has been issued.
4. This Resolution shall take effect immediately.

**Resolution 2023-160:** Deputy Supervisor Bourquin made the motion to declare the Prohibition of clutter, litter, debris, and other waste law a negative declaration; seconded by Councilmember Gosier; all were in favor and the motion was carried.

**RESOLUTION  
ENACT LOCAL LAW REGARDING  
Prohibition of Clutter, Litter, Debris and Other Waste**

**WHEREAS**, the Town Board for the Town of Lyme, New York is interested in enacting a Local Law that will address a prohibition of clutter, litter, debris, and other waste within the Town in accordance with the most recent laws in New York; and

**WHEREAS**, the Town Board has reviewed the proposed legislation and has further determined that none of the Town's currently existing Local Laws, ordinances, rules, or regulations address the same.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of the Town of Lyme, New York as follows:

1. The forgoing recitation is incorporated herein and made a part hereof as if set forth herein.
2. The Town Board hereby enacts the Local Law for Prohibition of Clutter, Litter, Debris and Other Waste as being in the best interests of the Town of Lyme.
3. The Supervisor for the Town of Lyme, and the Town Clerk, their respective agents and employees are hereby authorized to sign all documents and take all steps necessary to enact this legislation.

4. This Legislation shall be filed with the New York State Department of State and shall become effective thereafter.
5. This Resolution shall take effect immediately.

**Resolution 2023-161:** Deputy Supervisor Bourquin made the motion to enact the Prohibition of clutter, litter, debris, and other waste local law; seconded by Councilmember Gosier; all were in favor and the motion was carried.

**RESOLUTION  
APPOINTMENT OF ENFORCEMENT OFFICER**

**WHEREAS,** the Town of Lyme has adopted a Local Law regarding the Prohibition of Clutter, Litter, Debris and Other Waste (the "Law"), and such Law became effective.

**WHEREAS,** the Town Board desires to appoint a person to administer and enforce the Law; and

**WHEREAS,** the Town Board has reviewed its underlying Land Use Regulations together with the law and concludes that the individual customarily performing the functions of the Town's Zoning Officer would be the appropriate person to administer and enforce the Law.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Lyme, New York resolves as follows:

The Zoning Enforcement Officer a/k/a Zoning Officer is hereby designated as the Enforcement Officer for the Law;

The Enforcement Officer shall familiarize herself or himself with the Law and take all steps reasonably necessary to administer and enforce the Law, including the use of the Town Engineer and/or Town Attorney to perform functions reasonably related thereto.

This Resolution shall take effect immediately.

**Resolution 2023-162:** Deputy Supervisor Bourquin made the motion to appoint an enforcement officer for the Prohibition of clutter, litter, debris, and other waste local law; seconded by Councilmember Farrell; all were in favor and the motion was carried.

**RV Law:**

The RV law is tabled until December Regular meeting.

## New Business:

### Transfer Site Sub:

Supervisor Countryman asked if the Town would be interested in hiring a temporary sub for the transfer station in case someone is sick or needs time off. Deputy Supervisor Bourquin said that a sub would still need to get their tetanus shot and physical before working. There is a personnel matter involved and he does not want to discuss it in Open Meeting.

### Cape Vincent Ambulance Proposal:

Jeff Call from the Cape Vincent Ambulance has a proposal for a new vehicle. It was brought to the Town Board in a budget work session. The Board would like Jeff to come to a meeting to discuss it. The next Board meeting for the Ambulance is next Tuesday.

### Deputy Clerk Resignation:

Resolution 2023-163: Councilmember Gosier made a motion to approve the resignation of Deputy Clerk Dawn Van Nostrand; seconded by Councilmember Villa; all were in favor and the motion was carried.

### Union Contract Amendment:

The Town has three employees that hold a water license. This is required to work on water lines. The Highway department are all under NYS teamsters' union contract and get paid the same wage. With all of the requirements to become a licensed water operator it was asked if they could receive an increase in their wage per hour. The Town Board decided on \$2.75 per hour. Only one employee will be eligible at a time. The money will be paid by the water districts.

Resolution 2023-164: Councilmember Gosier made a motion to approve the Union Contract amendment stating the Water Operator will receive \$2.75 more per hour (only one employee is eligible); seconded by Councilmember Farrell; all were in favor and the motion was carried.

## Committee Reports

### Assessor's Report:

To: Terry Countryman, Supervisor  
From: Marlene Norfolk, Interim Assessor  
Subject: Monthly Report for October 2023

During the month of October, the staff has been conducting field review of new construction and demolitions. We have also conducted reviews requested by property owners. Field review will continue into 2024 to ensure we have the inventory and assessments ready for the 2024 assessment roll.

Senior exemptions were mailed last week. Attached is the exemption summary for the 2023 roll. There are a total of 28 renewals. We also reviewed and collected copies of resolutions covering this exemption. The Town of Lyme passed a local law February 16, 2006 opting into the senior

exemption. The sliding scale income limit was set at \$12,800 to \$18,500. A copy of that local law is attached for your information. There have been no changes made to this law.

In December of 2021 the Jefferson County Board of Legislators adopted a resolution raising the income sliding scale to \$17,400 to \$23,100. The Village of Chaumont adopted the same scale as Jefferson County in 2021.

Currently the Town of Lyme and the Lyme School District have an income limit of \$18,500. General Brown and Thousand Islands School Districts have an income limit of \$15,100.

Carol and Serena have had their orientation at Jefferson County Real Property. Serena's title will be Assessor Clerk. Both will be putting in their applications to be members of the NYS Assessors' Association. By applying this will give them discounts in the future for the various courses they will need to attend.

When Carol and Serena were at the county today and they had a discussion with Roxanne Burns about revaluation for Lyme. Ms. Burns agree to put Lyme on the schedule for possibly 2026. Perhaps this would be a good time to see if the Board would like to move forward with this. We will need their approval to be put on the schedule. It is a three to four year wait. If approved, staff will work on updating our inventory. This will be beneficial when the time comes for a re-eval.

**Resolution 2023-165:** Deputy Supervisor Bourquin made a motion to schedule a reassessment with Jefferson County for 2026; seconded by Councilmember Gosier; all were in favor and the motion was carried.

**Municipal Water Board Report:**

There was no report.

**Planning Board:**

The meeting will be held on November 14, 2023 due to elections.

**Zoning Board of Appeals (ZBA):**

There was no meeting.

**Youth Commission:**

The Youth Commission is now having basketball on Sundays at Lyme Central School.

**ZEO/CEO Report:**

Jim Millington emailed his report to the Board. There were no questions.

**TMB Cemetery:**

Councilmember Gosier reported that there is nothing new going on.

**Cape Vincent Ambulance:**

Supervisor Countryman plans on attending the next Ambulance meeting on Tuesday.

#### Privilege of the Floor

**Calli Wilkinson:** Ms. Wilkinson stated that a resident bought a piece of property on 6423 Failing Shores knowing the size of the lot and is now trying to put a house that does not meet zoning requirements on the property. The resident went to the ZBA and was denied but the Chairwomen left it open for them to resubmit. The house is too large and blocking the view of the waterfront. She also said there was a discussion on the current septic system being grandfathered in. The system was installed in 1921 and is not adequate. Councilmember Gosier responded that you don't own your view, but she is concerned about the septic system not being upgraded for the new construction of the home. Deputy Supervisor Bourquin said that the septic system is not grandfathered in. It is a new building, and a septic permit will need to be obtained.

**Jennifer Kingsley:** Ms. Kingsley asked about the letter on the website regarding solar. Supervisor Countryman responded that the Riverside project is under the 94C process which is a very large solar project. One of the last approvals they needed was from NYSERDA. The statement on the website explains that they received approval from NYSERDA. They still need approval from National Grid for the appropriate transmission lines. 60% of the project is in the Town of Lyme and 40% in the Town of Brownville. We do have \$50,0000 of intervener funds for engineering. They are watching the project closely. Ms. Kingsley asked if there were any funds available for a PILOT program. The Town will receive a PILOT and host community agreement eventually. The Jefferson County IDA will be negotiating a PILOT plan. The preliminary discussions have started. Deputy Supervisor Bourquin reported that taxpayers will be receiving energy credits. Robin Grovesteen stated that you can get 10% off your National Grid Bill currently through Next Amp.

#### Online Privilege of the Floor

There was no online privilege of the floor.

#### Executive Session

There was no executive session.

#### Adjournment

**Resolution 2023-166:** Councilmember Villa a made the motion to adjourn at 8:28 P.M.; seconded by Councilmember Gosier; all were in favor and the motion was carried.

Respectfully Submitted,

*Ariana Henderson*

Ariana Henderson  
Town Clerk