

Town of Lyme
12175 NYS Route 12E
Chaumont, NY 13622

June 11, 2025

Local Law 3 of 2025 Public Hearing 6:15 p.m.
Regular Monthly Meeting 6:30 p.m.

A public hearing and regular meeting of the Town Board of Lyme, County of Jefferson and the State of New York was held at 12175 NYS Route 12 E at 6:15 P.M., on the 11th day of June 2025.

Special Use Permit Amendment Public Hearing

Supervisor Millington called the Public Hearing to order at 6:15 p.m.
Jennifer Kingsley stated that the law should be posted with the notice on the website.
Councilmember Gosier explained the changes that were proposed for the Special Use Permit Amendment.

Supervisor Millington closed the public hearing at 6:21 p.m.

Regular Meeting

Call to Order:

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

Those present included Supervisor Millington, Councilmember Farrell, Councilmember Bourquin, Councilmember Gosier, Town Clerk Ariana Henderson, Jennifer Kingsley, Mike Benati, Stephani Benati, Josh Rogers, Julie Grieco, Heather Lipczynski, Mark Zegarelli, Ted Smith, John Rusho, Cathy Ward, Bill Kleftis, Susan Nichols, Tina Fahringer, Deanna Lothrop and Leslie Milano Luongo.

Supervisor's Report

Resolution 2025-122: Councilmember Gosier made the motion to approve the May Supervisor's Monthly Financial report; Councilmember Bourquin seconded the motion; all were in favor; motion carried.

Proposed Adjustments

16204.01.03 Buildings CE-Water	413.76
16204.01 Building CE	(413.76)
19104.01 Unallocated Ins	1,322.46
50104.01 Supt of Highway CE	2,191.72
19904.01 Contingency	(3,514.18)
51302.03 Machinery EQ	85,236.96 *
Equipment Reserve	(85,236.96)
51124.04 Permanent Improve	12,121.63
51122.04 Permanent Improve	(12,121.63)

Resolution 2025-123: Councilmember Gosier made the motion to approve the Budget Transfers as written; Councilmember Bourquin seconded the motion; all were in favor; motion carried.

Highway Superintendent’s Report

Councilmember Bourquin reported that the Town has received our new Tractor. Pat Weston would like to sell several pieces of equipment through Auctions International.

Resolution 2025-124: Councilmember Farrell made the motion to sell the following equipment on Auctions International: New Holland Tractor, John Deere Tractor, Chevy 1997 Van; Councilmember Gosier seconded the motion; all were in favor; motion carried.

Clerk’s Report

Monthly Receipts were as follow: Total Local Shares Remitted: \$2,926.50; Total State County & Local Revenues: \$2,999.00 Total Non – Local Revenues: \$72.50

Resolution 2025-125: Councilmember Gosier made the motion to accept the Town Clerk’s Report for May; seconded by Councilmember Bourquin; all were in favor and the motion was carried.

Audit of the Bills (Abstracts #11 + 12)

Resolution 2025-126: Councilmember Bourquin made the motion to approve Abstract #11 in the amount of \$328,364.86 (close out bills Veteran’s Park) (\$244,229.35 REDI Grant reimbursable) seconded by Councilmember Gosier; all were in favor and the motion was carried.

Resolution 2025-127: Councilmember Gosier made the motion to approve Abstract #12 in the amount of \$128,432.55; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Approval of the Minutes

Resolution 2025-128: Councilmember Gosier made the motion to approve the following meeting minutes; Regular Meeting May 14, 2025, Special Meetings May 21, 2025, and May 28, 2025; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Old Business:

Appoint Summer Recreation Employee:

The Board will discuss this subject in an executive session.

Solar Committee Update:

Bill Kleftis was present along with other Solar Committee members. Mr. Kleftis stated that the committee has mailed 1600 letters to Town Residents informing them of a public information meeting on June 30, 2025. It will be held at 6:00 p.m. at the Chaumont Fire Hall. This is to inform people of the recent solar projects within the Town.

Councilmember Gosier and Bouquin met with the Solar Committee regarding some changes to the Committees' draft solar law. The rest of the Board will review these changes and submit the law to Attorney Wisniewski for review. Once that process is complete, they will have a public hearing and vote on the law.

Councilmember Gosier thanks the committee for their hard work. She emphasized the need for clear boundaries between the Solar Committee and the Town Board. Bill Kleftis clarified, for the record, that the Board only tasked the Committee with drafting a solar law, which they have completed. The Committee is not against solar but for responsible solar.

Veteran's Park Policies:

Clerk Henderson inquired about the policies for Veteran's Park. Residents have called and are interested in renting/using the space. There were several questions brought up. Supervisor Millington said he would take care of this.

Absentee Ballots:

Councilmember Farrell asked if anyone called the Board of Elections. Councilmember Gosier also suggested the Attorney be contacted. Supervisor Millington asked Councilmember Gosier to investigate what is required for absentee ballots. He gave her permission to contact the attorney on this subject.

Special Use Permit Language Zoning Law:

Section 515: Application for Special Permits

F. A special use permit shall authorize only the specific use of the site for which it was issued. Once the use is operational, it will expire if the special use ceases for more than one year for any reason. A special permit will also expire after 18 months if the applicant has not obtained all other necessary permits and approvals as outlined in the granted special use permit.

G. In some cases, an extension may be applied for and granted by the planning board. Extensions may be granted upon planning board review in increments of six months, with a maximum extension period of 12 months.

H. The Planning Board shall refer all applications to the Jefferson County Planning Board as are required by General Municipal Law, Section 239-m and will not vote on approval, conditional approval or denial until all requirements of General Municipal Law Article 12B have been complied with.

Resolution 2025-129: Councilmember Bourquin made the motion to approve the Special Use Permit Changes in the Zoning Law as written; seconded by Councilmember Gosier; all were in favor and the motion was carried.

New Business:

Water Board Resignation:

Kathy Dyer said that Dawn Munk had been on the Water Board for 13 years. She stated that it was time for her to move on. Councilmember Bourquin said that the water board members do not have to live within the water districts.

Resolution 2025-130: Councilmember Gosier made the motion to accept the Water Board Resignation from Dawn Munk with thanks and regrets; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Resolution 2025-131: Councilmember Gosier made the motion to advertise the Water Board Vacancy; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Chairwoman Kathy Dyer stated that the Water Board does not need a secretary. Bill Kleftis suggested that the Water Board minutes be published on the website. Cathy Ward asked why the Planning Board agenda wasn't on the website. It should be available the Public.

Water District #6: Councilmember Bourquin announced that there will be an informational meeting on August 6, 2025 at 6:00 p.m. at the Chaumont Fire Hall. The meeting will inform residents about the details of a potential new water district.

Resolution 2025-132: Councilmember Gosier made the motion for Barton and Loguidice to complete the SEQR for Water District #6; seconded by Councilmember Bourquin; all were in favor and the motion was carried.

Board Vacancy:

Supervisor Millington read a statement regarding Thomas Donovan's resignation. He announced that anyone who may be interested in the Town Board vacancy should submit a letter of interest to the Town Clerk by June 24th.

Audit Review Report:

Supervisor Millington stated that the Larid Petrie performed an audit review for the Town. The audit went well, and the Clerk and Supervisor are making a few revisions.

Park Survey Results:

The results for the Park Survey were as follows:

139 Bicentennial

23 Veteran's Park

1 Vote for both

Cape Vincent Liaison:

The Cape Vincent Ambulance Board requested that Thomas Donovan be the Liaison for the Town of Lyme. He will be attending meetings and sending reports to the Town of Lyme Board.

Resolution 2025-133: Councilmember Bourquin made the motion appoint Thomas Donovan as the Liaison for the Cape Vincent Ambulance; seconded by Councilmember Gosier; all were in favor and the motion was carried.

Committee Reports

Town Board Report:

Councilmember Gosier stated we need to pass a resolution giving Supervisor Millington or Deputy Supervisor permission to sign the contractor's agreements for the Highway Garage pending Attorney Burrows approval of the contractor's updated bond insurance.

Resolution 2025-134: Councilmember Gosier made the motion for Supervisor Millington or Deputy Supervisor to sign the Highway Garage Contracts pending Attorney Burrows review of bond insurance; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Supervisor Millington appointed Councilmember Bourquin as his Deputy Supervisor and liaison when he is not present

Resolution 2025-135: Councilmember Bourquin made the motion to advertise a meeting with the USDA for the new Highway Garage on June 25, 2025, at 2:30 p.m.; seconded by Councilmember Gosier; all were in favor, and the motion was carried.

Councilmember Gosier expressed her gratitude to the first responders in our area, including the hazmat teams, for their response to the incident at the apartment complex. She asked Heather Lipczynski when the Cape Vincent Ambulance meeting would include a joint session with other towns and villages to receive updates on the new business plan. Heather noted that the meeting took place last Wednesday and that only town supervisors were officially invited. Supervisor Millington attended on behalf of our town. Councilmember Gosier inquired whether any other Town Board members were present. Cape Vincent had additional members in attendance, but that was at the discretion of the Cape Vincent Ambulance Board.

Councilmember Gosier asked for an update on the Town Office Building. Supervisor Millington is waiting for a date from ServePro when the remediation can begin. He also called Collelo but never heard back. She asked if Supervisor Millington had contacted a contractor. He said he has, but they are all very busy. Councilmember Farrell questioned why nothing had been done in the building. There was further discussion on the Town Office conditions.

Assessor Report:

There was no report.

Municipal Water Board Report:

Kathy Dyer thanked the Board for attending the Joint Water Board meeting. Dawn Munk will be greatly missed on the water board. She was the historian for the water board.

Planning Board:

There were no questions on the report.

Youth Commission:

There was no report.

ZEO/CEO Report:

There were no questions on the report.

ZBA Report:

There was no report.

TMB Cemetery:

Councilmember Gosier stated that the mowing bill will be high for this year.

Cedar Grove Cemeteries:

Heather Lipczynski said that the Cedar Grove Cemetery mower is asking if he can mow more than what is contracted for. Councilmember Bourquin stated that it needs to be done. Councilmember Bourquin and Supervisor Millington met with Heather at New Cedar Grove Cemetery. They assessed the damage that the cemetery has experienced and what repairs need to be completed. Harry Wilson is going to provide an estimate to fix the stones that are tipping. The Board agreed we will have to get another estimate to compare prices. There have been 5 lots sold since the Town has taken over. There was a discussion on applying for grants for both the new and old Cedar Grove cemeteries.

Closing Privilege of the Floor

Kathy Dyer asked if we need to get bids for the cemeteries why don't we need bids for the mold remediation company and contractors for the Town Building. Councilmember Farrell agreed we should get bids, so it is a fair situation. Supervisor Millington stated that his Clerk Lynda is currently working on that. There was further discussion on mold remediation.

Jennifer Kingsley asked if the Town had approval from the attorney to pass a resolution for the Highway Garage. With everything that has transpired in the last year conceivably there were contracts ready to be signed last year when we had the first vote in April. She asked if the contracts were on his ready to go. Jim said no, they were not. He said we are waiting for updated contracts, insurance information and workers compensation. Councilmember Gosier clarified that the contracts that will be signed are the contracts Supervisor Millington has after the updated bond insurance is in place. She also asked what the plan for the Office would be while the mold remediation was taking place. How would Town Business continue? The Board said that the office would close for a week and then some individuals may have to work from home. The Court may have to be moved to the Fire Hall if they receive approval.

Julie Grieco stated that she agrees the Town should post the Planning Board agenda prior to the meeting and post the Planning Board minutes. Several residents agreed. There was further discussion.

Susan Nichols said that she owns property on a Fire Road and was never aware of a subdivision. The approved subdivision does not meet legal requirements. Supervisor Millington said he would speak with the Planning Board chair about posting the agenda.

Online Privilege of the Floor

There were no comments.

Executive Session

Resolution 2025-136: Councilmember Bourquin made the motion to enter executive session at 7:40 p.m. to discuss Public Officers Law Item #6; seconded by Councilmember Gosier; all were in favor and the motion was carried.

Open Meeting

Resolution 2025-137: Councilmember Farrell made the motion to adjourn at 8:25 p.m.; seconded by Councilmember Bourquin; all were in favor and the motion was carried.

Adjournment

Resolution 2025-138: Councilmember Farrell made the motion to adjourn at 8:26 p.m.; seconded by Councilmember Bourquin; all were in favor and the motion was carried.

Respectfully Submitted,

Ariana Henderson

Ariana Henderson
Town Clerk