

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

January 2, 2026

2026 Organizational Meeting

Call to Order:

Supervisor Zegarelli called the 2026 Organizational Meeting to order at 1:00 p.m on January 2, 2026 at the Town of Lyme Office.

Those present included Supervisor Mark Zegarelli, Councilmember Kingsley, Councilmember Gosier, Councilmember Bourquin, Councilmember Hoppel, Town Clerk Ariana Henderson, Clerk to the Supervisor Lynda Jackson, Heather Lipczynski, Marylourdes Zegarelli, and CB Kingsley.

2026 Annual Resolutions

1. Establishment of Banks – Gouverneur Savings & Loan; primary, Watertown Savings Bank – Secondary, NYCLASS-- Secondary
2. Establishment of Regular Meeting Dates – Second Wednesday of the month.
3. Annual Appointments – As per the following Resolution 2026-1.
4. Establishment of Salaries – As per the 2026 Annual Budget.
5. Establishment of Legal Newspaper – Watertown Daily Times
6. Establishment of Signatures for Bank Transactions – Mark Zegarelli and Jennifer Kingsley
7. Establishment of Signatures for Consolidated Health – Mark Zegarelli and Jennifer Kingsley
8. Establishment of Signatures for Town Clerk’s Account – Ariana Henderson and Serena Beach
9. Establishment of Signatures for Tax Collector’s Account – Ariana Henderson and Serena Beach
10. Establishment of Signatures for Water District Accounts – Mark Zegarelli and Jennifer Kingsley
11. Establishment of Mileage Rate – NYS Current Rate 1/1/26- \$0.725 (As per Office of the State Comptroller)
12. Establishment of Audit Committee –Jennifer Kingsley and Greg Hoppel
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

24. Establishment of Designated Holidays: See list

Resolution 2026-1: - Councilmember Gosier made the motion to approve Annual Resolutions. Councilmember Hoppel seconded the motion; all were in favor; motion carried.

2026 Annual Appointments:

- | | |
|--------------------------------|---------------------|
| a. Supervisor/Budget Officer | Mark Zegarelli |
| b. Deputy Supervisor | Jennifer Kingsley |
| c. Bookkeeper to Supervisor | North Country CPA’s |
| d. Payroll Officer | North Country CPA’S |
| e. Consolidated Health Officer | Mark Zegarelli |
| f. Consolidated Health Doctor | Carrie Guga |

g. Deputy Highway superintendent	Brian Cosselman
h. Deputy Town Clerk	Serena Beach
i. Clerk to Supervisor	Lynda Jackson
j. Records Management Officer	Ariana Henderson
k. Registrar of Vital Statistics	Ariana Henderson
l. Deputy Registrar of Vital Statistics	Serena Beach
m.) Clerk to Assessor	Carol Quencer
n. Water Districts Billing Clerk	Ariana Henderson
o. Water Districts Receiving Clerk	Serena Beach
r. Chairman of Zoning Board of Appeals	Judi Bates (1 year)
s. Secretary to ZBA	Lynda Jackson
t. Chairman of Planning Board	Reginald Schweitzer, Jr. (1 year)
u. Planning Board Member	Susan Warner
v. Secretary to Planning Board	VACANT
w. Town Historian	Lyme Heritage Center
x. Attorney for Town	Kendall, Harrienger, and Burrows
y. Office Maintenance	Beth Yurack
z. Zoning Enforcement Officer	Richard Ingerson
aa. Transfer Site Liaison	Patrick Weston
bb. Website Committee	Ariana Henderson, Jennifer Kingsley
cc. Youth Commission Liaison	Greg Hoppel
dd. TMB/Cedar Grove Cemetery Liaison	Heather Lipczynski
ee. Shared Services Liaison to LCS Committee	Ariana Henderson
ff. Water board Chairwoman	Kathy Dyer (1 year)
gg. Zoning Board Member	Judith Bates
hh. Water Board Member	Dwight Goutremout
ii. Ambulance Liaison	Mark Zegarelli
jj. ZBA Alternate	Jose Bernier

Resolution 2026-2: Councilmember Hoppel made the motion to approve the annual appointments; Councilmember Kingsley seconded the motion; all were in favor; motion carried.

Supervisor Zegarelli said it says a lot that Town residents elected three candidates who were not well known, showing that many people are unhappy with how the Town has been run in the past. He said he was unhappy with how Mr. Millington was treated while serving as Supervisor and stated that he will not allow that kind of behavior going forward. He added that neither the public nor Board members will be disruptive during Town meetings.

Councilmember Kingsley requested a discussion on the Cemetery Supervisor job descriptions. Councilmember Gosier spoke on the duties she has fulfilled as the Three Mile Bay Cemetery Supervisor.

Motion: Councilmember Kingsley made the motion to advertise the Cemetery Supervisor position; Supervisor Zegarelli seconded the motion; all were in favor; motion carried.

Councilmember Kingsley submitted a letter to the Town Board and Clerk which explained she would be waving 100% of any salary or compensation for the 2026 calendar year.

There was a discussion regarding the Town Attorney.

The Board also discussed privilege of the floor. Supervisor Zegarelli said that he would prefer it to be held at the beginning of the meeting agenda.

Motion: Councilmember Kingsley made the motion to close the 2026 Annual Organizational Meeting; Supervisor Zegarelli seconded the motion; all were in favor; motion carried.

Respectfully Submitted,

Ariana Henderson

Town Clerk