

**Town of Lyme**

**12175 NYS Route 12E, Chaumont, NY 13622**

**April 29, 2026**

**Special Meeting at 6:00 p.m.**

**Call to Order:**

Supervisor Zegarelli called the special meeting to order at 6:00 p.m.

Those present included Supervisor Zegarelli, Deputy Supervisor Kingsley, Councilmember Hoppel, Councilmember Gosier, Councilmember Bourquin, Town Clerk Ariana Henderson, and Clerk to the Supervisor Lynda Jackson.

**Quarry/Heavy Industry Law:**

Supervisor Zegarelli Quarry Law is revised except there is one correction for the word environmentally. There was discussion on minor items. Section 725 D. the first sentence will be eliminated. E will now become letter D. Also, there will be a sentence added to B. that will say “This area is designated as a Priority Character Area in the Town’s Comprehensive Plan as depicted on Map 13, Priority Character Areas, in the Plan.”

**Veteran’s Park:**

The Town will contact last year’s cleaner for the Veteran’s Park bathrooms to determine if he is interested in continuing the work. If he isn’t interested, three other cleaning companies will be approached.

Councilmember Bourquin provided the Town Board with an update and presented a proof of the Veteran’s Park monument. The stone is verbally expected to be completed by July 4th, and the Board approved its design. Boo Harris has offered to plant flowers pending Town approval. The Board requested details on the proposed plantings along with a cost estimate.

**Old Cedar Grove Cemetery:**

There was a discussion on the clean up of the cemetery.

**Comprehensive Plan:**

The Town has received interest from a few residents to volunteer to work on the comprehensive plan. There was discussion on how the process will work with Jefferson County.

**Pest Control:**

There were 3 quotes received for Pest Control at the Town Office, Veteran's Park and the Water Facility. All Pest, Guardian Pest Control and Legacy Pest Control submitted Quotes. There was a discussion on workers compensation insurance. The Board agreed to hire Legacy Pest Control who submitted the lowest quote.

**Clerk to the Supervisor Salary:**

Supervisor Zegarelli presented budget adjustments for the Clerk to the Supervisor Lynda Jackson. He noted that she consistently works more hours than she is currently compensated for. Mark recommended increasing her schedule to 24 hours per week at a rate of \$20.00 per hour. Effective May 1, 2026, her annual salary will be \$24,960, which equals \$960 bi-weekly. She will also be compensated at \$20.00 per hour for any additional budget-related work.

**Motion:** Supervisor Zegarelli made the motion to approve the budget adjustment for the Clerk to the Supervisor to be increased from \$17,354 to \$24,960 and her hourly wage will increase to \$20.00; seconded by Councilmember Kingsley; all were in favor and the motion was carried.

**Assessment:**

Supervisor Zegarelli reviewed the assessor report. Jefferson County HR needs specific board minutes stating that the Sole Appointed Assessor position has been created and funded. This will allow the certified payroll to be completed. Clerk Henderson will research the exact wording for a resolution to be passed at the May meeting.

There was a discussion on the revaluation. Councilmember Kingsley stated that she would like to sit down with Serena to understand the equalization rate. There was discussion on Market Value and Equalization rate. Clerk Henderson added that Serena recommended the Town set aside funds annually to ensure savings are available when the revaluation is needed.

**Highway Garage Project Budget:**

Councilmember Kingsley presented two spreadsheets outlining the Highway Garage budget items and explained the changes from the original budget to the most recent version. She noted that prepaid expenses could be reimbursed to the general fund if the Board chooses. Councilmember Hoppel asked whether there is a separate checking account for the Highway Garage. Clerk Henderson confirmed there is.

**Bicentennial Park:**

Supervisor Zegarelli stated Steve Hall will review the information Robin Grovesteen provided regarding Bicentennial Park and advise whether the Town is receiving a good price or if he can offer a better one. The Town has \$125,000 grant allocated for the park. There was discussion about adding a gazebo and bathroom facilities, and the Town Board plans to visit the park to assess options and determine building placement.

**Volunteer Transportation:**

Councilmember Gosier shared that a group affiliated with Volunteer Transportation is developing a shuttle service for the Town of Lyme during the Three Mile Bay bridge replacement project to provide access to a bus service. After the bridge project is completed, the bus route will run through the Town of Lyme.

**Adjournment**

**Motion:** Supervisor Zegarelli made the motion to adjourn at 8:16 p.m.; seconded by Councilmember Hoppel; all were in favor, and the motion was carried.

Respectfully Submitted,

*Ariana Henderson*

Ariana Henderson

Town Clerk