

Town of Lyme
12175 NYS Route 12E, Chaumont, NY 13622
June 10, 2026
Regular Monthly Meeting 6:30 p.m.

A regular meeting of the Town Board of Lyme, County of Jefferson and the State of New York was held at 12175 NYS Route 12E at 6:30 P.M., on the 10th day of June 2026.

Regular Meeting

Call to Order:

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

Those present included Supervisor Zegarelli, Deputy Supervisor Kingsley, Councilmember Hoppel, Councilmember Gosier, Councilmember Bourquin, Town Clerk Ariana Henderson, Kathy Dyer, Gary Stinson, Susan Nichols, Neely Kelley, Ted Smith and Heather Lipczynski.

Privilege of the Floor:

Supervisor Zegarelli thanked Mr. Kingsley for his hospitality with the environmentalist from Hudsonia.

Ted Smith asked what the Town can do regarding the Bridge detour. He requested the Town post a ton limit on Swamp and Burnt Rock Road. Pat Weston stated that the Town can post a ton limit, but farmers would be affected and they need to continue to haul their hay.

Gary Stinson asked where the Town stands making the requested repairs to Klock Road. Supervisor Zegarelli stated that the Town has spent thousands on this matter. Our attorney has advised us not to maintain the road. Mr. Stinson requested a copy of our attorney's letter. He also requested that the detour signs are more staggered.

Heather Lipczynski asked for a local only traffic sign for Cheever Road. She has seen an increased amount of traffic including boats and campers, using the road since the recent detour.

Neely Kelley (AES Solar Representative):

To: Lyme Town Board and community

Re: Limestone Solar and Riverside Solar Limestone Solar Update

There have been no significant changes regarding Limestone Solar's development. I will be here after this meeting ends if anyone would like to speak with me in person to ask questions or share concerns. I also wanted to take the opportunity to share information about AES' social impact and event sponsorships programs with the community. Through these programs, AES has provided funding and sponsorships for local events and organizations in Lyme and the broader Jefferson County community. We welcome new ideas and suggestions, so please let me know if

you have them. AES is aware of the concerns about the impact of the project on the local alvar community. As a result of these concerns, we have committed to avoiding mapped alvar and are conducting an assessment of additional potential alvar onsite. We conducted a rare plant survey and are working to minimize project alvar and other environmental impacts to the maximum extent practicable. Limestone Solar will not impact the Chaumont Barrens Preserve. The project team is currently working on the next iteration of the project design and expects to submit the siting permit application to the Office of Renewable Energy Siting (ORES) late summer 2026. Per Permit Application notification requirements, there will be a 60-day Notice of Intent to File a Permit Application that AES will:

- Mail to all residents and businesses within a 1-mile radius of the boundary of the project via USPS
- Post on the Project webpage
- Request the Town of Lyme post on their town webpage
- Mail/Email to state and local agencies and officials
- Place the notice in the local Papers of Record.

Article VIII regulations also require a 3-day Notice of Intent to File an application. The process and recipients for the 3-day Notice of Intent to File is the same as the 60-day notice. Riverside Solar Project update Project development is ongoing and there are no updates to note since the May update. This June update will be posted on the Limestone and Riverside Solar webpages by Friday June 12. If anyone has questions, comments, or feedback about Limestone Solar or Riverside Solar, you are welcome to speak with me after the meeting and/or contact the project teams. We can be reached via email, phone, or the project webpages. Limestonesolar@aes.com Limestone Solar
AES Riversidesolar@aes.com Riverside Solar
866-757-7697

Supervisor Zegarelli stated that he will get the results from our environmental study to them as soon as possible.

Supervisor's Report

Supervisor Zegarelli tabled the Supervisors report. They are still working on things with accountants.

Highway Superintendent's Report

Motion: Supervisor Zegarelli made the motion to send a Highway employee to Water School; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Pat Weston reported that CHIPS-funded road work will be completed this summer on Morris Tract Road and Root Road. The original plan had been to improve South Shore Road, Pine Woods Road, or Three Mile Point South Road; however, those projects but it would not be safe with the bridge in Three Mile Bay being closed and trucks using the detour with very narrow lanes.

Motion: Councilmember Kingsley moved to approve the CHIPS Expenditure Form in the amount of \$330,935.33 for improvements to approximately three miles of Town highways, including

Morris Tract Road and Root Road; seconded by Councilmember Gosier; all were in favor, and the motion was carried.

Councilmember Bourquin asked when the new truck that was ordered a year or so ago would arrive. Pat responded that it should be here any day.

Clerk's Report

Monthly Receipts were as follows: Total Local Shares Remitted: \$1,806.00; Total State, County & Local Revenues: \$1,815.00; Total Non – Local Revenues: \$9.00.

Motion: Councilmember Gosier made the motion to accept the Town Clerk's Report for May; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Audit of the Bills (Abstracts #11 + 12)

Motion: Councilmember Gosier made the motion to approve Abstract #11 in the amount of \$4,277.00; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Motion: Councilmember Bourquin made the motion to approve Abstract #12 in the amount of \$1,030,585.37; seconded by Councilmember Gosier; all were in favor, and the motion was carried.

Councilmember Bourquin stated that this includes the quarterly Fire Department apportionments and the bills for our new Highway Garage.

Approval of the Minutes

Motion: Councilmember Kingsley made the motion to approve the following meeting minutes; May Regular Meeting, Special Meeting May 27, 2026; seconded by Councilmember Gosier; all were in favor, and the motion was carried.

Old Business:

Bicentennial Park Update:

Councilmember Kingsley states that the confusion regarding the grant was clarified, and it was confirmed that wages for employees working under a contractor will be eligible for reimbursement through the grant. Mark Rebich of Beardsley Architects & Engineers has expressed interest in working with the Town. It was suggested that the Town request a proposal from Mr. Rebich outlining his services, including preliminary drawings and a project description. An advertisement will be placed in the newspaper announcing the bid submission dates. The proposal and supporting information will then be submitted to DASNY through Scott Gray's office. The hope is to have the proposal available for review at the upcoming work session, where potential building concepts and project ideas can be discussed. Councilmember Hoppel requested that Mr. Rebich present at the upcoming work session.

Procurement Policy:

RESOLUTION 18 OF 2026 ADOPTING A PROCUREMENT POLICY

WHEREAS, Section 104-b of the New York State General Municipal Law requires every municipality to adopt internal policies and procedures governing all procurements of goods and services that are not required by law to be made pursuant to competitive bidding requirements; and

WHEREAS, the Town Board of the Town of Lyme has reviewed the proposed Procurement Policy and has determined that it is in the best interest of the Town to establish and maintain procedures that ensure the prudent and economical use of public funds, guard against favoritism, improvidence, extravagance, fraud, and corruption, and foster fair and open competition where appropriate;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Lyme hereby adopts the Procurement Policy attached hereto and incorporated herein by reference, in accordance with the requirements of Section 104-b of the New York State General Municipal Law; and

BE IT FURTHER RESOLVED, that the adopted Procurement Policy shall take effect immediately upon passage of this resolution and shall remain in effect until amended or repealed by resolution of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to maintain a copy of the Procurement Policy in the Town's official records and make it available for public inspection as required by law; and

BE IT FURTHER RESOLVED, that all Town officers, employees, and departments shall comply with the provisions of the Procurement Policy in carrying out Town business.

The foregoing Resolution was offered by Board Member, Zegarelli, and seconded by Board Member, Kingsley, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Mark Zegarelli	Yes <u> X </u>	No <u> </u>
Jennifer Kingsley	Yes <u> X </u>	No <u> </u>
Donald Bourquin	Yes <u> X </u>	No <u> </u>
Julia Gosier	Yes <u> X </u>	No <u> </u>
Gregory Hoppel	Yes <u> X </u>	No <u> </u>

Investment Policy:

RESOLUTION 19 OF 2026 ADOPTING AN INVESTMENT POLICY

WHEREAS, the Town Board of the Town of Lyme is responsible for the prudent management and investment of public funds in accordance with the provisions of the New York State General Municipal Law; and

WHEREAS, Section 39 of the New York State General Municipal Law requires municipalities to adopt a written investment policy governing the deposit and investment of municipal funds; and

WHEREAS, the Town Board has reviewed the proposed Investment Policy and finds it advisable to establish guidelines for the investment and safeguarding of Town funds in a manner that ensures the preservation of principal, maintains adequate liquidity, and provides a reasonable rate of return while complying with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Lyme hereby adopts the Investment Policy attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the adopted Investment Policy shall govern the deposit and investment of all Town funds and shall remain in effect until amended or repealed by resolution of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Supervisor, Town Clerk, Town Comptroller, and all other Town officers and employees responsible for the management of Town funds shall comply with the provisions of the Investment Policy; and

BE IT FURTHER RESOLVED, that the Town Clerk is directed to maintain a copy of the Investment Policy in the Town's official records and make it available for public inspection as required by law.

The foregoing Resolution was offered by Board Member, Kingsley, and seconded by Supervisor, Zegarelli, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Mark Zegarelli	Yes <u> X </u>	No <u> </u>
Jennifer Kingsley	Yes <u> X </u>	No <u> </u>
Donald Bourquin	Yes <u> X </u>	No <u> </u>
Julia Gosier	Yes <u> X </u>	No <u> </u>
Gregory Hoppel	Yes <u> X </u>	No <u> </u>

Comprehensive Plan:

Councilmember Kingsley informed everyone that the first meeting was held on May 28th. The County Planning representatives decided it would be best to have the Village of Chaumont join the comprehensive plan. The next meeting is tomorrow night June 11, 2026. There will be an public informational meeting in August at the fire hall.

Veterans Park:

Pat Weston stated that the improvements for the park have been completed making it ADA compliant. The bench Donald and Chris Bourquin donated is in place. Boo Harris has planted flowers underneath the flagpole.

New Business:

LLAA Soccer Field Request:

Motion: Councilmember Gosier made the motion to allow the Lyme Lakers Athletic Alliance to hold a soccer clinic at the Town of Lyme Soccer fields; seconded by Councilmember Hoppel; all were in favor, and the motion was carried.

Softball Tournament Field Request:

Motion: Supervisor Zegarelli made the motion to allow the Thousand Islands Softball Tournament to be held at the Morris Track Field; seconded by Councilmember Gosier; all were in favor, and the motion was carried.

Reviewing Zoning Law:

Councilmember Bourquin suggested inviting ZEO Ingerson to attend a work session to discuss potential updates to the Town's zoning laws. It was noted that Barton & Loguidice has offered to complete the work for a cost of a few thousand dollars.

Discussion followed regarding the current zoning regulations, which include several stand-alone provisions, such as the quarry law and solar law, that should eventually be consolidated into a single zoning document.

Councilmember Kingsley suggested that the Town may want to wait until the Comprehensive Plan has been updated before undertaking a comprehensive revision of the zoning law.

Councilmember Hoppel agreed that ZEO Ingerson should be invited to provide input and recommendations regarding the zoning regulations, noting that there would be no cost associated with obtaining his feedback.

Committee Reports

Town Board Report:

Councilmember Bourquin stated that the ZEO hours should be posted on the office door.

Assessor Report:

Memo:

DATE: June 8, 2026

TO: Mark Zegarelli, Supervisor

FROM: Serena Beach, Assessor

SUBJECT: May 2026 Monthly Report

Grievance Day came and went. We only had one appointment which could have been avoided if they would have met with me prior but they were not available.

The goal is still to ensure that our data is as up to date as possible so we will continue to perform data collection while paying close attention to open permits. I am working on a better tracking system to know what properties have been checked to see how many can be done. I will also be checking different processes for data collection.

I would like to visit the posted Assessor Hours. Although we advise people to make an appointment they typically do not and this can cause frustration for residents who come in to find that we are in the field. I would like to have set hours for the field and set hours for the office. Not to say that we might not be in the office during field hours but no one would show up expecting us to be there and then finding out we are in the field. For the summer I plan to focus on areas this side of the bridge closure. This is also good as that was the area we had focused on previously as it is the hardest to visit in the winter.

I am looking to take a one day seminar on modeling. There haven't been a lot of beneficial seminars other than at Cornell but given the cost I think just fulfilling my training requirements with on-line courses for this year will be sufficient. As a member this class is \$120.00 and we can bill the Town of Henderson for half. It will be held on Wednesday June 17, 2026.

Councilmember Hoppel requested that the assessor change the hours to Monday or Friday for summer residents.

Motion: Councilmember Gosier made the motion for Assessor Beach to attend a one-day online seminar; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Municipal Water Board Report:

Discussion was held regarding the new water software system. The current software will become obsolete in December 2027. If the Town does not upgrade by December 2026, an additional cost of \$4,700 will be incurred.

Kathy Dyer Water Board Chair asked whether the Village would be willing to pay one-half of the upgrade cost, noting that both the Town and Village have approximately 300 water meters and that the Water Operator reads meters for both systems.

Councilmember Gosier explained that the Town cannot pay expenses associated with the water district, as the water district must be self-supporting. Further discussion followed regarding the cost and implementation of the new FlexRead software program.

Resolution 2026-20: Councilmember Gosier made the motion to approve Michael Huminik as a new water user for water district #5; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Planning Board:

Councilmember Gosier stated that there was a representative from Verizon presenting/discussing details about the cell tower project.

Youth Commission:

Councilmember Hoppel reported that there was a purchase of some softball and baseball equipment. Clerk Henderson received a request that the Director and assistant receive compensation for the work to prepare for the Summer Recreation program. The Board agreed to pay for up to 20 hours. They also approved purchasing water bottles and ice for the program.

ZEO Report:

There were no questions on the submitted report.

ZBA Report:

There was no report.

TMB/ Cedar Grove Cemeteries:

Heather Lipczynski stated that she was not aware of the proposed changes to the cemetery rates that were presented to her. She stated that we just increased the Three Mile Bay rates and recommended postponing any rate increases until January. Councilmember Kingsley suggested reviewing the cemetery rates in October during the budget preparation process to determine whether adjustments are warranted.

Grave digging bids:

Average Guys submitted a bid for cremations only at \$280.00 per burial. Heather stated that they are available immediately.

Motion: Councilmember Hoppel made the motion to hire Average Guys to perform cremation burials at Three Mile Bay and Cedar Grove Cemeteries at a rate of \$280.00 per burial, with the requirement that each grave be excavated to dimensions of 24 inches by 24 inches and 36 inches deep; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Privilege of the Floor

There was no comments.

Online Privilege of the Floor

There were no comments.

Adjournment

Motion: Councilmember Gosier made the motion to adjourn at 7:40 p.m.; seconded by Councilmember Kingsley; all were in favor, and the motion was carried.

Respectfully Submitted,

Ariana Henderson

Ariana Henderson, Town Clerk