

Town of Lyme
12175 NYS Route 12E, Chaumont, NY 13622
June 25, 2026
Work Session at 6:00 p.m.

Call to Order: Supervisor Mark Zegarelli called the special meeting to order at 6:00 p.m., Those present include Supervisor Mark Zegarelli, Deputy Supervisor Kingsley, Councilmember Bourquin, Councilmember Hoppel, Councilmember Gosier, and Clerk to Supervisor Lynda Jackson, Richard Ingerson, Zoning Officer

Richard Ingerson: zoning law

Richard feels that the fee schedule should be changed. Recommend changing the fees on site plans, should be changed by the footage vs. the plan. He also recommends changing the permit fees, if there are more than one structure on one property, there should be a fee for each structure. He would like to bring over the fee chart from the Town of Clayton and bring the Town of Lyme fees up to date.

Don Bourquin told Richard his plan is to put all the zoning laws in one area. To make it easier to find.

Discussion was made to save money, they could utilize AI to make the updates, then contact B&L to finish it.

Greg Hoppel requested that Richard Ingerson, bring over his schedule fee and post it at the office.

Richard would also recommend reforming the lot sizes, way too many pencil lots and Flag lots. Change the ratio.

Richard would like to involve the Planning Board and ZBA Board. Give them 30 days to look over the zoning laws and respond to any changes or other issues to be addressed. He will make some notes on what changes he recommends, then send it to the Planning Board and ZBA Chairmen.

Once the Changes have been made, he will then bring it to the board. The Board will have to post for a Public Hearing.

NYAOT

Discussion was made on the request from NYAOT, regarding the bill of rights and assigning voting delegate resolutions. The board members are in agreement to do both resolutions at the July 8, meeting.

Independence Pt. Sign: relocating sign

Julie informed the board that the Independence Point sign is located through the quarry, onto the private road, at the very end, it is a dead end road, on private property. The sign was installed in the 1950's. The sign is to signify the spot of the 1st 4th of July celebration of Jefferson County.

Julie informed the board, this sign should be relocated by the Old Cedar Grove Cemetery. The sign is currently located at the end of Independence Point. To gain access to the sign, you would need to drive through the Quarry, onto a private dead end road, go to the end of the road, and would need to turn around in a private driveway. Julie said she would need to talk to the home owner where the sign is located, to get permission to remove the sign.

Julie asked if she should get a signed permission from the owner, Supervisor Zegarelli, said he would recommend it to alleviate any issues with being on their property. Julie will ask Ari to write something up.

Pat Weston has agreed to move the sign. Jason Corbin has a sign company, on the Millens Bay Road. He has the capability to paint signs. When Pat takes the sign out, she would like to have the sign taken to Jason Corbin and have him paint it at his business.

Julie talked to Mr. Corbin regarding painting the iron sign, he has given an estimate on the high end for \$400.00. This will be added to the agenda.

Jennifer asked where this money would be taken from to pay for it, Mark said this can be discussed later.

Grant Writer Digital Storage grant

Don Bourquin, there is a grant with NYS for Record management, it comes out in the fall. He has been talking to a person who may be willing to assist Ari. He thought she was going to come to this meeting, he will check in with her after the meeting to see if she is still interested. He could not share this person's name at this time.

The first part of the grant has already been received and utilized. The second part of grant would need to be applied for. This person can actually apply for this grant for us.

Julie gave an update on the Heritage Center progress with their record management they are doing currently. She explained that they had already been working on digital storage.

Julie explained that there will be a webinar to train them on how to use the equipment. She would like to take all the old records, ex the first town minutes book, the old highway book, it shows how the first roads were developed.

Mark Zegarelli, asked her if this information goes to the NYS website. Julie's replied yes, however, you only take information to be saved, and you would not put vital information on the site.

Greg Hoppel asked if Serena or Ari could take records once a month to the Heritage Center and scan them. He asked if from today forward that all records be scanned by Ari or Serena.

Julie pointed out that the grant would cover the labor. The person who did the first part of the records management did the work herself. Julie was asked if the person who did the first part, could be reached to do the second part of the digital records management. Julie replied they could reach out to her.

Julie Gosier asked the question if they were making a mistake by not having a grant writer on retainer. “We are always talking about grants, but not doing them.”

Jennifer Kingsley, expressed her concerns about information not being shared, and that we need to do better sharing all information with each other. She also expressed her concerns regarding taking on projects that are not in the budget. Jennifer addressed that emails are records, and they should not be deleted. Ben has been contacted to see what can be done about retaining deleted files.

Veteran’s Park: update

Don updated the board on the monument, it has arrived and has been installed, and he shared a picture to show how it looks.

Veteran’s Park: bathroom cleaner

Greg wanted to know why the person cleaning the office couldn’t clean the Veteran’s Park. It was explained that the Beth only took on the cleaning position to help Ari. Ari was cleaning the office after hours and Beth offered to do it to help Ari out. She does not want to clean Veterans Park bathrooms.

It was mentioned that Ari and Julie had people that may be interested, however, they cannot afford the insurance. The board would like these people to be contacted and see if they would fill out an application.

Greg Hoppel wanted to know who was going to clean the new Highway Garage and the future Bicentennial Park bathrooms. It would be helpful to hire a part time employee to do all three.

Jennifer Kingsley stated that technically Pat’s employees are not supposed to be cleaning the bathrooms. Julie stated that whoever is hired has to be kept separate from the Highway Department.

Don Bourquin agreed and gave an example of transfer site employees are separate from Highway department.

Mark Zegarelli asked where we go from here. We don’t have to advertise again, Lynda will contact Ari and ask her to let the person know who is interested to apply.

Greg Hoppel and Jennifer Kingsley discussed hiring an independent person, with a “sign on bonus” paying their insurance.

Julie Gosier and Don Bourquin recommend hiring a part time employee.

Barton & Loguidice: Proposal for Permit Drawings, see contract

Mark Zegarelli, we got the initial submission back, DEC does not look at it until the Army Core of Engineers looks at it. We received it back for a list of items needed to finish the permit. Barton and Loguidice sent in Pat’s drawings, they were not accepted. Barton and Loguidice sent out a new proposal not to exceed \$9,000 to do the drawings that the Army Core of Engineers are looking for.

Greg Hoppel asked didn’t Barton and Loguidice already send us a proposal? Mark responded, yes, before they sent in the application.

Greg Hoppel: they were hired with so called experience, so why did they submit drawings that were not acceptable and complete. And why are they coming back for more money when they did not do their due diligence.

Jennifer Kingsley: asked Mark, when did you talk to John Condino and what was the conversation. Mark said he had vague conversation with him, and John was referring to the person who actually worked on the application, and that John did not have an answer.

Ari pulled the original proposal and found that items on this new proposal were listed on the original proposal.

Mark has asked that the original contract be sent out to the board. He also felt, all of it should have been in one contract, not coming back for more.

Jennifer Kingsley found the original contract and read it to the board. She had called John and had a conversation with him regarding this, he said that he was pulled in, in the middle and used Pat’s drawing, however, felt that these new drawings would be needed. John told Jennifer that he felt bad for not mentioning it at the time. Had they done this at the beginning correctly, it would probably cost the same. That they would give it a try.

Jennifer also talked to John Condino regarding the two resolutions for the Water District. John told Jennifer that he didn’t think that Megan Kendall would respond so quickly, and that David Powers did not get back to Megan in time. John told Jennifer that they were in a bad spot, they use Burrows and Kendall and they didn’t think the town would want to use someone else.

Jennifer told him that they asked for a different bond council from the start.

Greg wants to talk to John, at the July's meeting, on what liability they assume for not contacting Megan Kendall in a timely matter and it was not authorized by the board. Gregg also wants to talk to John regarding the DEC application not be filled out completely and correctly the first time. It is now costing the Town more money and delaying the permit.

Mark suggested tabling the proposal until the July 8 meeting and asking John while he is here.

Klock Road: Gary Stinson

Don Bourquin gave each board member copies of information from a former lawyer who addressed the Klock Road in the past. He recommend only giving this information and no more. Gary Stinson only asked to see what the response from the lawyer for his information, to show that the Town of Lyme was not responsible for maintaining the Klock Road. This is not a public road, we cannot maintain this road for private use. Jennifer will work on a letter of response to Mr. Stinson for Mark to send out.

Bicentennial: Update

Jennifer Kingsley updated the board on what she has been able to confirm. The Town will be subject to pay to prevailing wages, subject to bidding exercise, not as robust, because it's under \$500,000, and it will be subject to architectural drawings.

Jennifer sent the Beardsley Agreement for Professional Services to the board to look over. Mark Rebich put together this proposal, his expenses will cover all the architectural drawings and whatever the board decides they want for amenities. One of the things she was thinking was add a wish list as on separate line item. This is considered a miniature capital project and his fees will be reimbursed through the grant. He would do the drawings to our specifications, do the descriptions that will be needed for the bid process, review the bids and oversee everything, and make sure it is finalized after work is done. Very similar to what Rob is doing now, but on a smaller scale.

Jennifer presented drawings that were provided from Mark Rebich from Beardsley that she shared with the board members.

The Village will need to amend the sewer law. Discussion on whether an easement was needed. Mark responded that they should have one in place.

Julie Gosier stated that she was impressed with the drawings and that they were given to Jennifer to show the board before the contract was signed. She also stated let's see how they do and if they do a good job, we could see what they could come up with for the town office.

Jennifer stated that things like the water fountain, the outside foot shower, and the shutters can be put on a separate line, if we are over budget they can be taken out. We are going to request help from Pat for the ground work. Greg had questions on a few items on the contract, he will call and talk to Mark Rebich.

Water Software quotes: Water District

Discussion from Core & Main, which is a program used, vs second quote from Ti Sales in the amount of \$74,560. The discussion was made to use the existing program, with the Ti Sales, all new meters and equipment would need to be purchased.

Jennifer Kingsley suggested because we do not know what is going to happen with the dissolving of the Village, we should use Core & Main quote be approved until we see what happens.

At the Water Board meeting, if the amount is broken down, it comes out to \$6.67 per user. The Village would collect the fee and then give to the Town Clerk to cover the expenses.

This will be added to the agenda for July.

Restore NY: Valentine

Mark had a conference call with both Ed Valentine and Michael Avolio, Senior Project Manager of Loans and Grants from Empire State Development. The call was in regards of the Consolidated Funding Grant. Michael Avolio is looking to execute the grant Disbursement Agreement ESD and the Town. Dates that were provided to meet are as follows:

Draft for materials is due July 13th, so it can be forwarded to the board for approval at a September Board meeting. Request for Budget and Information Gathering be submitted by July 8th.

Jennifer asked Mark to send an email out to Ed Valentine requesting the information be sent in by the deadlines provided by Michael Avolio.

Supervisor Zegarelli made a motion to adjourn the work session at 8:05 pm; seconded by Councilwoman Gosier

Respectfully Submitted,

Lynda L Jackson

Lynda L Jackson
Clerk to Supervisor