

Town of Lyme
12175 NYS Route 12 E
Chaumont, NY 13622
January 8, 2025
Organizational Meeting 6:15 p.m.
Regular Monthly Meeting 6:30 p.m.

An organizational 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 8th day of January 2025.

Call to Order:

Deputy Supervisor Donovan called the 2025 Organizational Meeting to order at 6:18 p.m.

2025 Annual Resolutions

1. Establishment of Banks – Gouverneur Savings & Loan; primary, Watertown Savings Bank – Secondary
2. Establishment of Regular Meeting Dates – Second Wednesday of the month.
3. Annual Appointments – As per the following Resolution 2025-1.
4. Establishment of Salaries – As per the 2025 Annual Budget.
5. Establishment of Legal Newspaper – Watertown Daily Times
6. Establishment of Signatures for Bank Transactions – James Millington, Thomas Donovan, Don Bourquin
7. Establishment of Signatures for Consolidated Health – James Millington and Thomas Donovan
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 – James Millington and Thomas Donovan
11. Establishment of Mileage Rate – NYS Current Rate 1/1/25- \$0.70 (As per Office of the State Comptroller)
12. Establishment of Audit Committee – Timothy Farrell and Thomas Donovan
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, Deputy Clerk and Assessor Clerk Serena Beach, Councilmember Timothy Farrell 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: New Year’s Day, Martin Luther King Day, President’s Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and Christmas.

Resolution 2025-1: - Councilmember Gosier made the motion to approve Annual Resolutions. Councilmember Farrell seconded the motion; all were in favor; motion carried.

2025 Annual Appointments:

a. Supervisor/Budget Officer	James Millington
b. Deputy Supervisor	Thomas Donovan
c. Bookkeeper to Supervisor	Bowers and Company
d. Payroll Officer	Bowers and Company
e. Consolidated Health Officer	James Millington/Thomas Donovan
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	Erin Fulton
m. Sole Appointed Assessor	Carol Quencer
n.) Clerk to Assessor	Serena Beach
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	Vacant
t. Chairman of Planning Board	Reginald Schweitzer, Jr. (1 year)
u. Planning Board Member	Reginald Schweitzer, Jr.
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

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| bb. Website Committee | Ariana Henderson |
| cc. Youth Commission Liaison | Thomas Donovan |
| ee. Buildings & Grounds Committee | Pat Weston, Julia Gosier, Thomas Donovan,
Ariana Henderson |
| ff. Three Mile Bay Cemetery Liaison | Julia Gosier |
| gg. Shared Services Liaison to LCS Committee | Ariana Henderson |
| hh. Water board Chairwoman | Kathy Dyer (1 year) |
| ii. Board of Assessment Review Chairman | David Bourquin (1 year) |
| jj. Zoning Board Member | Robert Locy |
| kk. Water Board Member | Kathy Dyer |
| ll. Ambulance Liaison | James Millington |

Councilmember Bourquin objects to Bowers and company being bookkeeper and payroll officer. It will be discussed at the regular meeting later tonight.

Resolution 2025-2: Councilmember Gosier made the motion to approve the annual appointments; Councilmember Farrell seconded the motion; all were in favor; motion carried.

Resolution 2025-3: Deputy Supervisor Donovan made the motion to close the 2025 Annual Organizational Meeting; Councilmember Gosier seconded the motion; all were in favor; motion carried.

Call to Order:

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

Those present included Deputy Supervisor Donovan, Councilmember Farrell, Councilmember Bourquin, Councilmember Gosier, Town Clerk Ariana Henderson, Legislator William Johnson, Jennifer Kingsley, Bruce Kingsley, Josh Rogers, Aiden Rogers, Ted Smith, Cathy Stone, Bill Kleftis, Julie Grieco and Cathy Ward.

Those absent include Supervisor Millington.

Legislator William Johnson

Legislator Johnson said there was not much to report. The County had their Organizational meeting last night.

Councilmember Bourquin asked Mr. Johnson if the County would be participating in the new Air BnB law. Mr. Johnson will be attending a webinar to receive more information on the new law and will report back to the Town.

Solar Committee Update:

Bill Kleftis updated the Town Board on the Solar Committee. They are still working diligently on the revised solar law. They plan to provide the Town with a copy to review for the February meeting. They will also have a formal recommendation to hire Ben Wisniewski to review the law and represent the Town. He has experience in the 94C process. Cathy Ward asked Councilmember Gosier if she reached out to his references. She responded that she had no luck with the Holidays but will continue calling Town Supervisors.

Supervisor's Report

Councilmember Farrell stated the Town was over budget for attorney fees in 2024. Deputy Supervisor Donovan will be contacting Attorney Burrows to ask for a more detailed invoice again. He would like to know which engineer called in December and the results of working with the engineer. Clerk Henderson asked for Deputy Supervisor Donovan to ask the attorney what the status of the Page Land Sale was. Nancy Page emailed her today questioning the status.

Resolution 2025-4: Councilmember Gosier made the motion to approve the December Supervisor's Monthly Financial report; Councilmember Farrell seconded the motion; all were in favor; motion carried.

Highway Superintendent's Report

Ingersoll Air Compressor: Deputy Supervisor Donovan opened the only bid the Town Received. The amount of the bid was \$225.00. Pat Weston said that it is worth more than that. The Town Board rejected the bid.

Pat Weston stated the Highway Department is trimming the brush on Swamp Road. Deputy Supervisor Donovan forwarded the DANC water line maintenance contract to Pat. Pat discussed the contract with the Town of Clayton and Cape who have the equipment to trim the brush. The Town doesn't have the equipment to trim the brush.

Clerk's Report

Monthly Receipts were as follow: Total Local Shares Remitted: \$1,924.52; Total State County & Local Revenues: \$1,949.52 Total Non – Local Revenues: \$25.00

Resolution 2025-5: Councilmember Gosier made the motion to accept the Town Clerk's Report for December; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Audit of the Bills (Abstracts #1 + 2)

Resolution 2025-6: Councilmember Bourquin made the motion to approve Abstract #1 in the amount of \$0.00 seconded by Councilmember Gosier; all were in favor and the motion was carried.

Resolution 2025-7: Councilmember Gosier made the motion to approve Abstract #2 in the amount of \$51,989.60; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Approval of the Minutes

Resolution 2025-8: Councilmember Farrell made the motion to approve the following meeting minutes; December 11, 2024, Regular Meeting and Year End Meeting December 30, 2024; seconded by Councilmember Bourquin; all were in favor and the motion was carried.

Old Business:

Supervisor Computer:

Resolution 2025-9: Councilmember Bourquin made the motion to purchase a new desktop computer for the Town Supervisor in the amount of \$1,000.00; seconded by Councilmember Gosier; all were in favor and the motion was carried.

New Business:

Water Rates:

Resolution 2025-10: Councilmember Gosier made the motion to advertise and hold the 2025 Water Rates Public Hearing February 12, 2025, at 6:15 p.m.; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Bowers' Accounting Contract:

Deputy Supervisor Donovan read the proposed rates from Bowers and Company as follows:
(1) Bill at hourly rates – monthly billing would be conducted per actual hours of work conducted on the Town's behalf - Bookkeeping consulting \$190 and payroll specialist \$105 per hour.
(2) Annual Bill rate overall (bill issued monthly) \$35,340

Councilmember Bourquin said the price for their services continues to increase every year. They helped put together the budget and never mentioned that their price was increasing significantly. They told the Town after our budget was finalized. He also mentioned that the Supervisor's report continues to be late or submitted at the last minute every month. Councilmember Farrell suggested looking into other accounting firms. There were several options discussed.

Resolution 2025-11: Councilmember Gosier made the motion to table the discussion until the February meeting; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Committee Reports

Town Board Report:

Councilmember Farrell would like to advertise the mowing contracts in February. There was a discussion on separating the abandoned cemeteries mowing from the 12E ballfield mowing. Three Mile Bay would stay as a standalone bid. Pat Weston suggested hiring someone to maintain the flower gardens at Veteran’s Park (mowing and weed whacking the Town would do). The Morris Tract ballfield and 12E ballfields would be one bid. The maintenance of the Veterans Park bathrooms would be its own bid as well.

Councilmember Farrell would like the Town owned properties to be put out to bid to get them back on the tax roll.

Councilmember Farrell requested a return date for Supervisor Millington. There was a discussion on having the Town Supervisor cell phone returned to the Town so phone calls could be forwarded. The concern was the residents having a point of contact. Cathy Ward suggested putting a memo on the website to call the Town Office with any questions.

Councilmember Bourquin suggested closing the transfer site on all designated Holidays.

Resolution 2025-12: Councilmember Bourquin made the motion to close the Transfer Site on Designated Holidays: **New Year’s Day, Martin Luther King Day, President’s Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and Christmas.**; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Assessor Report:

Memo

DATE: January 7, 2025

TO: Thomas Donovan, Deputy Supervisor

FROM: Carol Quencer, Sole Assessor

SUBJECT: January 2025 Monthly Report

We would like to inquire once again about the cell phone we requested. We were quoted the standard \$25 for a new line with options for a free phone. This will enable a direct link between email and photos so we can really make progress with updating property record cards as well as the on-line system. It would also keep town business (Excessive pictures and data storage) off personal cell phones and be an additional resource. An increasing number of residents are

requesting appointments prior to entering the property if we had a town cell phone, we would not have to make these calls from our own phones and subsequently give residents our personal cell phone numbers. Also keeping the county website to stay up-to date with pictures as well as data is increasingly important as more residents are utilizing this service.

We have been spending much of our time in the office assisting residents with exemption administration. December has been our busiest month thus far with in-person visitors. We are also seeing a large in-flux of calls since people started to get their tax bills.

We are hoping the weather stays mild so that we can finish field inspections for new construction especially on some seasonal roads. We have been keeping up with them so we are just checking on the ones that were still being actively worked on to see how far they have progressed by taxable status date.

Serena is starting Fundamentals of Mass Appraisal Online this month and will be working on this during downtime as well as at-home study.

Resolution 2025-13: Councilmember Gosier made the motion to add a cell phone to the Verizon Plan for the Town Assessor; seconded by Councilmember Farrell; all were in favor and the motion was carried.

Municipal Water Board Report:

The Water District 6 (12E West Water District) surveys are still being collected.

Planning Board:

There were no questions on the report.

Youth Commission:

There were no questions on the report.

ZEO/CEO Report:

There were no questions on the report.

ZBA Report:

There was no report.

TMB Cemetery:

Councilmember Gosier stated there was no business.

Closing Privilege of the Floor

Jennifer Kingsley asked what the Audit Committee was.

Councilmember Donovan responded that it is the committee that audits the Justice Department.

Online Privilege of the Floor

There were no comments.

Adjournment

Resolution 2025-14: Councilmember Bourquin made the motion to adjourn at 7:32 p.m.; seconded by Councilmember Gosier; all were in favor and the motion was carried.

Respectfully Submitted,

Ariana Henderson

Ariana Henderson
Town Clerk