

**TOWN OF JAY ORGANIZATIONAL MEETING**

**January 11, 2024**

**7:00pm @ Community Center**

**PRESENT:** Councilor Dwyer, Supervisor Stanley, Councilman McDonald, Councilman Forbes, Deputy Town Clerk Tamber McCabe

**ABSENT:** Councilman Sauer (excused, was logged on “Via Go To” as an observer), Carol Greenley Hackel Town Clerk

**Via “Go to Meeting”:** Russ, Hi, Guest, Bill Campbell, Me, Knut Sauer, Upper Jay, CG, LL, JL

**Others:** Wally Walters, Michael Rafferty, Rhonda Butler, David Brunner, Paul Mintz, Dan McDonald, Chris Garrow, Chris Sorrell, Adirondack Christian School Students, Alex Nelson, William Ouimette, Deb Boyce, Jody Hart, Dave Hart, Robbie Lincoln, Tammy Santo, Mr. Pray, Robin Licari

Meeting called to order at 7:03pm by Supervisor Stanley

Pledge led by Supervisor Stanley

Motion to pay audited bills for January to include claim numbers 2023-1158-2024-087 made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution # 2024-1**

Motion to approve minutes from December 14, 2023, motion made by Councilman Forbes, second by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-2**

Motion to approve the 2024 Board Meeting Schedule made by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-3**

Motion to approve 2024 Board Appointments for 2024 made by Councilman Forbes, second by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-4**

Motion to approve 2024 Town of Jay Supervisor Appointments for 2024 made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-5**

Motion to approve Authorization for Payment for 2024 made by Councilman Forbes, second by Councilor Dwyer, a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

**Resolution #2024-6**

Motion to approve the Press Republican as the designated official newspaper for the Town of Jay calendar year 2024 made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-7**

Motion to approve that the proceedings of the Town of Jay Board shall be conducted according to “**ROBERT’S RULES OF ORDER**” made by Councilor Dwyer, second by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-8**

Motion that the Town of Jay Board shall adopt the Towns “**Procurement Policy**” made by Councilman Forbes, second by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-9**

Motion that all fees collected for Birth and Death Certificates by the local Registrar shall be turned over to the Town on a monthly basis made by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-10**

Motion that all Town officials shall be reimbursed mileage at the rate of .67 cents per mile and necessary expenses incurred in performing the duties of their office, according to the 2024 IRS Rates made by Councilman Forbes, second by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-11**

Motion that Superintendent of Highways Chris Garrow announced the appointment of Chris Sorrell as Deputy Highway Superintendent for 2024 made by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-12**

Motion that Town Clerk Carol Greenley Hackel announced the appointment of Tamber McCabe as Deputy Town Clerk for 2024 made by Councilman Forbes, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-13**

Motion that Supervisor Matthew Stanley announced the appointment of Thomas McDonald as Deputy Town Supervisor for 2024 made by Councilor Dwyer, second by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-14**

Motion that the Supervisor shall submit to the Town Clerk, within sixty (60) days after the close of the fiscal year, a copy of the Annual Report (AUD) to the State Comptroller required by Section 30 of the General Municipal Law. Upon receipt, the Town Clerk shall publish, in the official Town newspaper, a notice that a copy of such reports is on file in the Town Clerk's Office and is available for public inspection and copying made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-15**

**Discussion: This is now going to be called the AFR for the Annual Financial Report**

Motion that the Deputy Supervisor is authorized to sign all checks for the Town during the absence or inability of the Supervisor and the Deputy Town Clerk is authorized to sign checks on behalf of the Town Clerk made by Councilman Forbes, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-16**

Motion that there shall be a charge of \$35.00 for any check returned to the Town or any officer or employee for insufficient funds made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-17**

Motion that the Supervisor is authorized to enter into contracts on behalf of the Town Board, for calendar year 2024 as presented in 2024 Budget Adoption made by Councilman McDonald, seconded by Councilor Dwyer, a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

**Resolution #2024-18**

SERVICE PROVIDER	CONTRACT AMOUNT
ACAP Senior Site	\$ 3,600.00 (\$300 monthly)
Pride of Ti	\$ 9,500.00
APA Review Board	\$ 300.00
Au Sable Forks Ambulance	\$ 410,465.00
Au Sable Forks Fire Department	\$ 250,562.00
Au Sable Forks Library	\$ 7,500.00
Au Sable River Association	\$ 500.00

BTI Treatment	\$ 19,360.00
Dave Bushey – Jay Meter Pit	\$ 300.00
Jefferson/Lewis BOCES Drug and Alcohol	\$ 400.00
Jay Entertainment & Music Society	\$ 1,500.00
Jay Fire Department	\$ 196,000.00
North Country SPCA	\$ 3,834.18
Red Cross	\$ 500.00
Senior Citizens Organization	\$ 1,550.00
Straight Sand Pit	\$ 12,000.00
United Way	\$ 500.00
Upper Jay Fire Department	\$ 105,140.00
Wells Memorial Library	\$ 10,000.00

Motion that the Supervisor is authorized to except payment for the following Community Center rental agreements made by Councilman McDonald, seconded by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-19**

SERVICE PROVIDER	ROOM DETAILS	UTILITIES	REVENUE AMOUNT
Room #'s 201, 202, 207	2 <sup>nd</sup> Floor-Carpet	Heat/Electricity	\$ 500.00 Monthly
Room # 206	2 <sup>nd</sup> Floor-Wood Flooring	Heat/Electricity	\$ 750.00 Monthly
Seniors ACAP	1 <sup>st</sup> Floor-Wood Flooring	Heat/Electricity	\$ 300.00 Monthly
ACAP Head Start	2 <sup>nd</sup> Floor-Tile Flooring	Electricity	\$ 650.00 Monthly

Motion that the Supervisor is authorized to enter into a contract with the Essex County Department of Public Works for calendar year 2024 on behalf of Town Highway subject to the approval of the Essex County Superintendent of Public Works made by Councilman Forbes, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-20**

Motion that the annual membership dues for Association of Towns for calendar year 2024 in the amount of \$1,100 shall be paid by the Supervisor made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-21**

Motion that the Board appoints Supervisor Matthew Stanley as voting delegate and Councilman Forbes as alternate for the Association of Towns and Villages and Adirondack Association of Towns and Villages for 2024 made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed motion carries

**Resolution #2024-22**

Motion that the petty cash funds for various Town Officials are authorized as follows made by Councilman Forbes, seconded by Councilor McDonald, all in favor, none opposed, motion carries

**Resolution #2024-23**

OFFICIAL	FUND AMOUNT
Supervisor	\$100.00
Justices	\$100.00
Tax Collector	\$ 30.00
Town Clerk	\$100.00
Codes Officer	\$100.00

Motion that the Town Clerk or Deputy Town Clerk is authorized and directed to open all competitive bids for public works and purchase contracts, record the same and report them to the Town Board made by Councilor Dwyer, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-24**

Motion that for the purpose of fixed assets, a dollar value of more than \$200 per item requires listing in the Fixed Assets of the Town General Ledger accounting system made by Councilman Forbes, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-25**

Motion that the Town will offer a clothing allowance to all eligible Highway Employees in the amount of \$300, made payable in two payments of \$150.00 one in June and one in December made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-26**

Motion that the Town will offer a Longevity Payment to all eligible employees in increments based on years of service at a rate to be stated in the Town of Jay Employee Handbook and will be made payable annually in December made by Councilor Dwyer, seconded by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-27**

Motion that the Town will pay 90% of the premium and 100% of the deductibles for individual or family medical, and dental coverage to all full time employees hired prior to 2014 made by Councilor Dwyer, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-28**

Motion that the Town will pay 75% of the premium and 100% of the deductibles for individual or family medical, and dental coverage to all full time employees hired after 2014 made by Councilman Forbes, seconded by Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-29**

Motion that the Town will offer a cash buy out in lieu of medical benefits for any full time employee who is eligible for medical, and dental coverage who can provide documentation of current medical coverage, in the amount of \$2,000 payable in two payments of \$1,000 in June and December made by Councilman McDonald, seconded by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-30**

Motion that all utility bills, insurance, postal and freight charges may be paid by the Supervisor prior to the Town Board audit and approval made by Councilor Dwyer, seconded by Councilman McDonald, all in favor, none opposed, motion carries

**Resolution #2024-31**

**Supervisor Stanley welcomed the Adirondack Christian School students that were in attendance.**

**Guests:**

**Deb Boyce-** provided an update on the Timber Harvest Project

**Audience Comments:**

**Tammy Santo-**in regards to parking on Church Lane

**Mr. Pray-**Hearing gunshots day/night where he resides, Supervisor Stanley to follow up on this

**Department Heads:**

**Highway Department Interim Superintendent Chris Garrow**

**1.** Resolution needed to approve the equipment rates that are maintained by the Essex County DPW, this can be found in everyone's packet. We are deleting J-3 and J-4 out of service. We are adding the new J-33 2023 international 5-Ton and J-12 1997 Freightliner (water truck)

Motion to approve equipment rates made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-32A**

**2.** Resolution needed to approve the transfer of Personnel time. We are requesting to transfer personal time to sick, vacation time to carry over for one year and to pay out comp time for year end. A copy of Personnel time can be found in everyone's packet.

Motion to transfer personal time to sick, vacation time to carry over for one year and to pay out comp time for year-end made by Councilman Forbes, second by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-32B**

**3.** Hoping to get the Grove Road opened back up as a one land road. Brief discussion occurred on Culvert NY, if we win this grant it's 100% coverage with no out of pocket costs

4. We have had some winter weather recently with more coming. We have been working to clean up downed trees from the recent storm.
5. We hired Tim Estes, he brings a lot of experience with him and is doing well.
6. Request for Executive Session at end of meeting

#### **Water/Wastewater-Paul Mintz**

Due to an alarm Paul had to leave the meeting. Supervisor Stanley shared that a very detailed report had been submitted by this department and included information on all districts and everything handled by this department. This report can be found in everyone's packet.

#### **Code Enforcement-Rodger Tompkins report shared by Supervisor Stanley**

1. For 2023 we had 79 permits which brought in a total of \$19,389.70 in revenue for the Town of Jay

#### **Dog Control Officer-Donna Tatro**

No report this month

#### **Assessor-Tim Gay report shared by Supervisor Stanley**

1. Tim has been fielding some questions now that the tax bills have gone out. New assessments will be out in the spring and Grievance Day will be in May.

#### **Board of Assessment Review**

1. We need to recertify our BAR and there is one person that needs to be reappointed this year, which is Robbie Lincoln. Robbie has agreed to serve another term.

Motion to reappoint Robbie Lincoln to the Board of Assessment Review made by Councilman McDonald, seconded by Councilman Forbes, all in favor, none opposed motion carries.

#### **Resolution #2024-33A**

2. Wayne Fredrick, Garth Rogers, John Nolan and John Devlin are the rest of the BAR members that have active appointments.

#### **Committees:**

##### **Economic Development-Supervisor Stanley**

1. A meeting occurred this week and Linda from Little Farmhouse flowers was invited to attend. She is looking to expand her business in the Town of Jay. Her current location is on the Stickney Bridge Road, but she is looking for a larger location to expand too. The committee has assisted her to be in touch with some people.
2. The committee discussed the Comprehensive Plan and how there is a grant currently being applied for.
3. The committee also discussed the Main Street technical assistance grant that we have won. We are moving forward in looking for a contractor to help us with some technical assistance on Main Street.
4. In conjunction with the Au Sable River Valley Association we discussed if there is a need or want for a Chamber of Commerce in the Town of Jay.
5. Next meeting is in February

##### **Youth Commission-Supervisor Stanley**

1. Basketball is currently in session and there is a team in the gym right now having their practice. We also have youth wrestling that is being done through AVCS. They have turned a room upstairs into a wrestling room with mats for practices. Wrestling will be here on Tuesdays and Thursdays. Basketball is occurring here almost every day of the week. Youth commission skiing is starting back up again this month as well. This year is different in the sense that everything had to be purchased directly through Whiteface instead of the town. It worked out to be a pretty good deal.

##### **Parks Committee-Councilor Dwyer**

1. We have a meeting in a few weeks to include Paul Benway. One thing we are looking to do is to plan our volunteer spring clean-up days.

##### **Climate Smart Task Force-Councilor Sauer report shared by Supervisor Stanley**

1. We have been working on handling complaints about this building. This building is big and it allows us to do a lot, but it is expensive. With some changes to the Smart Task Communities we now qualify for a free energy audit of the building. By doing so we are also going to be eligible for another energy grant to use on something else within the town.

2. The Highway Department would like to also see an energy audit done at the highway garage. They would like to see LEDs used in the building to save on electricity costs and to brighten things up there.

#### **Ambulance Committee-Supervisor Stanley**

1. The contract is done and signed with the Town of Jay, Black Brook and the Au Sable Forks Ambulance Department. This is our first three party contract.

2. After some discussions between all parties we would like to start a (Capitol) EMS equipment reserve fund. Discussion occurred on how this could be funded.

3. Black Brook and Town of Jay also have a joint checking account now that medical reimbursement money will go into.

Motion to start an EMS equipment reserve fund made by Supervisor Stanley, seconded by Councilman McDonald, all in favor, none opposed, motion carries

#### **Resolution #2024-33B**

**Discussion: This is just to establish the reserve at this point in time. Both towns would like to see an asset and replacement plan so that we can start to budget for those needs. This reserve would go into New York Class as an equipment account. Any purchase made would require a resolution for this account.**

#### **Comprehensive Plan Special Board-Wally Walters**

1. The town is seeking a DEC grant for the comprehensive plan update. The last time the plan was updated was in 1997.

2. The exact amount is still to be determined as we work with some consultants. The due date for the grant application is January 31, 2024.

3. We held our 4<sup>th</sup> meeting this month. An important feature is going to be public participation.

4. Some points are given towards the application if there is some skin in the game with a town cost share. This can also show some commitment.

Motion that up to \$10,000 be utilized from Occupancy Tax Funds to support the DEC Smart Growth Application made by Supervisor Stanley, seconded by Councilor Dwyer: a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

#### **Resolution #2024-34**

#### **Supervisor's Report**

##### **1. Correspondence**

a. Pyramid network services had been scouting locations for cell towers in the Town of Jay. The Jay Fire District is close to signing a lease with Verizon to place a small cell tower in the Hamlet of Jay.

b. There is paperwork that is needed to be filled out for this (APA Local Government Notice Form). A resolution is needed to do so.

Motion to fill out APA Local Government Notice form for Verizon to place a small cell tower on the Jay Fire District property made by Councilman McDonald, seconded by Councilman Forbes, all in favor, none opposed, motion carries

#### **Resolution #2024-35**

##### **2. NY Class updates**

a. Earnings for the end of December 2023 were \$16,126.20. Year-end earnings for 2023 were \$186,900.02.

3. Supervisor's Financial Report is in everyone's packet.

##### **4. Community Center-ADA upgrades**

a. We held our kick off meeting this past week. We should be receiving a production schedule in the next few weeks.

- b. Highway supports may be needed to remove the water fountain, some small electrical items and the removal of the ramp.
- c. This project should be finished by the end of July

**5. Waste Water Facility Upgrade Update**

- a. EFC notified us that our grant request was not selected in this round for an award. This was funding for the second phase of the project.

**6. Water Contract with Black Brook**

- a. Black Brook turned on their water system on Friday and are now water independent. Supervisor Stanley hopes to meet with Black Brook soon to have some further conversations in regards to this.

**7. Jay Green**

- a. The bench is done and we plan to go up in the morning to take a look at it.

**8. DEC-water meter mandate and water upgrades**

- a. We have an invoice from MJ Engineering for the water meter feasibility study. The invoice is for \$6,480 and these have been approved already to be paid with ARPA funds. Resolution is needed to be able to pre-pay this.

Motion to prepay water feasibility study invoice with ARPA funds made by Councilman Forbes, seconded by Councilman McDonald, a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

**Resolution #2024-36**

**9. SRA Engineers**

- a. Engineering needs to fix the flooding problem above the Nugent Plant with Rocky Branch. This will cost \$19, 300, we are waiting to hear from the Health Department still.
- b. Discussion occurred on Kelly Tucker, from AuSable River Association, reaching out to the engineers with her input. We may also want to wait on moving forward with this until we know where the new well will be going.
- c. Tabled until next month

**10. Upper Jay Parking Area Sign and EV Charger**

- a. A picture of some flooding that occurred recently has been sent to show that the water did not go to where we would like the Rotary sign to go (on a piece of FEMA property). The Code Enforcement Officer will need to do a letter for us in order to move forward.

**11. Park/Sidewalk Machine**

- a. We have budgeted for a new machine for this year. Paul Benway has been having some discussions with Chris Garrow, Keene and other departments on what is being used for machines. Paul has also obtained some quotes for a Ventrack, a John Deere, a New Holland and a Case.
- b. Discussion occurred on each of the machines abilities, what is included with them, attachments and prices.
- c. Storm prevented us from making it to Keene to see their machine.
- d. Tabled for more information and input to be gathered.

Motion made to table the purchase of a new park/sidewalk machine made by Councilman McDonald, seconded by Councilman Forbes, all in favor, none opposed, motion carries

**Resolution #2024-37**

**12. Resolutions:**

- a. Resolution is needed to accept 4<sup>th</sup> quarter 2023 sewer billing in the amount of \$18, 225.00

Motion to accept 4<sup>th</sup> quarter 2023 sewer billing in the amount of \$18, 225.00 made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-38**

b. Resolution is needed to prepay the NABOR invoice \$544 for Assessor's office-split with Keene and Westport. This is for the MLS system that the assessor uses.

Motion made to prepay the NABOR invoice in the amount of \$544 for the Assessor's office made by Councilman Forbes, seconded by Councilman McDonald, all in favor, none opposed, motion carries  
**Resolution #2024-39**

c. Resolution is needed to accept employee carry-over time from 2023 as attached in everyone's packet.

Motion made to accept employee carry-over time from 2023 made by Councilor Dwyer, seconded by Councilman McDonald, all in favor, none opposed, motion carries.  
**Resolution #2024-40**

d. Resolution is needed to prepay ALTA invoice \$15, 650.98 for excavator repair and will come out of machine contractual.

Motion made to prepay ALTA invoice \$15, 650.98 made by Councilman McDonald, seconded Councilman Forbes, a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

**Resolution #2024-41**

e. Resolution is needed to move 140k from Machinery EQ to HWY Equip Reserve

Motion to move 140k from Machinery Equipment Line to the Highway Equipment Reserve Funds made by Councilman Forbes, seconded by Councilor Dwyer, all in favor, none opposed, motion carries  
**Resolution #2024-42**

f. Resolution is needed to approve overnight travel for the Associations of Towns Conference in NYC. This is in February 2024 and is for Supervisor Stanley, Clerk to the Supervisor Michelle Axtell, Councilman Forbes, Judge Devlin and Clerk to the Judge Kristen Mounsdon.

Motion to approve overnight travel for Association of Towns NYC Conference in February for: Supervisor Stanley, Clerk to the Supervisor Michelle Axtell, Councilman Forbes, Judge Devlin and Clerk to the Judge Kristen Mounsdon made by Councilman McDonald, seconded by Councilor Dwyer, all in favor, none opposed, motion carries

**Resolution #2024-43**

g. Resolution is needed to prepay reimbursement for Judge Devlin for trip to Albany for court training (hotel) and fingerprinting in the amount of \$658.50 from budgeted funds

Motion made to prepay reimbursement for Judge Devlin for trip to Albany for court training and fingerprinting in the amount of \$658.50 made by Councilman Forbes, seconded by Councilor Dwyer a roll call vote was held with the following results:

Councilor Dwyer-Yes

Supervisor Stanley-Yes

Councilman McDonald-Yes

Councilman Forbes-Yes

Duly Passed

**Resolution #2024-44**

## Events

a. Saturday, August 24, 2024 is the potential day for Jay Day this year

## Board Comments

Councilman Forbes: None at this time

Councilman McDonald: There was a water break in Upper Jay a few weeks ago and everyone worked well together to get it resolved.



Councilor Dwyer: Thanks to the Town of Jay employees and elected officials for the warm welcome as I start my term.

#### **Audience Comments**

**Robin Licari** - Thank you to the Town of Jay and Fire Departments during the recent flooding and evacuations. Discussed concerns over ice jams.

**Wally Walters**-Shared that he gave up his chairmanship for the Au Sable River Association Board.

Next Meeting is February 15<sup>th</sup> @7pm. This meeting is to be held at the Town of Jay Community Center. Motion to leave for Executive Session to discuss employment matters made by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, left for Executive Session at 8:30pm

Returned at 8:45pm from Executive Session where no decisions had been made and no resolutions passed.

Motion to adjourn made by Councilman McDonald, second by Councilman Forbes.  
Meeting was adjourned at 8:46pm.

Minutes Submitted by:  
Tamber McCabe  
Deputy Town Clerk