

Minutes of the Town of Jay Organizational Meeting

Date: January 9, 2025

Time: 7:00 PM

Location: Town Community Center

Attendees

Town Board Members Present:

- Supervisor **Matthew Stanley**
- Councilor **Knut Sauer**
- Councilor **Olivia Dwyer**
- Councilman **Stephen Forbes**
- Councilman **Thomas McDonald**

Town Officials & Staff Present:

- Town Clerk **Carol Greenley Hackel**
- Highway Superintendent **Chris Sorrell**
- Code Enforcement Officer **Rodger Tompkins** (*Excused*)
- Dog Control Officer **Trevor Karl**
- Water/Wastewater Superintendent **Paul Mintz**

Public & Guests Present and Online:

- PB-Via Go To
- G-via Go To
- John-via Go To
- CG-via Go To
- PL-via Go To
- MM-via Go To
- Tensley Rosio
- Stella Rosio
- Michael Rafferty
- Gerald Newman
- Alex Nelson
- Bob Andrew
- Wally Walters

Call to Order

Supervisor Matthew Stanley called the meeting to order at 7:00 PM.

Salute to the Flag

The Pledge of Allegiance was recited.

Resolution 2025-1: Approval of Audited Bills

Supervisor Stanley presented the audited bills for approval:

- **General Fund:** \$67,451.00
- **Highway Fund:** \$28,752.15

- **Water Funds:**
 - Water 1: \$12,531.21
 - Water 2: \$2,036.65
 - Water 3: \$2,018.77
- **Sewer Fund:** \$9,360.25
- **Wastewater Upgrades:** \$7,660.00
- **Holiday Fund (Toy Drive):** \$906.59
- **Food Pantry:** \$469.08
- **Grand Total:** \$131,185.70

Motion: Councilman McDonald

Second: Councilman Forbes

Vote: Approved unanimously.

Resolution 2025-2: Approval of December 12, 2024, Meeting Minutes

Approval of the minutes from the December 12, 2024, Regular Meeting.

Motion: Councilor Sauer

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-3: Approval of December 30, 2024, Meeting Minutes

Approval of the minutes from the December 30, 2024, Special Meeting.

Motion: Councilor Dwyer

Second: Councilman Forbes

Vote: Approved unanimously.

Audience Comments

There were no audience comments at this time.

Resolution 2025-4: Approve Regular Monthly Meeting Schedule for 2025

Regular meetings will be held as scheduled and publicized in the town's official newspaper and newsletter.

Motion: Councilman McDonald

Second: Councilor Sauer

Vote: Approved unanimously.

Resolution 2025-5: Designate Official Newspaper

The Press Republican will serve as the official newspaper for 2025.

Motion: Councilman McDonald

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-6: Adopt Robert's Rules of Order

The board proceedings will follow Robert's Rules of Order.

Motion: Councilor Sauer

Second: Councilman Forbes

Vote: Approved unanimously.

Resolution 2025-7: Adopt Procurement Policy

The town adopted the procurement policy for 2025.

Motion: Councilman Forbes

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-8: Require Monthly Fee Submission by Local Registrar

All fees for birth and death certificates collected by the local registrar will be turned over to the town on a monthly basis.

Motion: Councilman McDonald

Second: Councilor Sauer

Vote: Approved unanimously.

Resolution 2025-9: Approve Mileage Reimbursement

Town officials will be reimbursed for mileage at \$0.70/mile based on IRS rates.

Motion: Councilor Dwyer

Second: Councilman Forbes

Vote: Approved unanimously.

Resolution 2025-10: Appoint Deputy Highway Superintendent

The board approved the appointment of Robbie Lincoln as Deputy Highway Superintendent for 2025.

Motion: Councilor Sauer

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-11: Appoint Deputy Town Clerk

The board approved the appointment of Tamber McCabe as Deputy Town Clerk for 2025.

Motion: Councilman McDonald

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-12: Appoint Deputy Supervisor

The board approved the appointment of Thomas McDonald as Deputy Supervisor for 2025.

Motion: Councilman Forbes
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-13: Require Submission of Annual Reports

The supervisor will submit annual reports to the town clerk within 60 days after the close of the fiscal year, per General Municipal Law.

Motion: Councilman McDonald
Second: Councilor Dwyer
Vote: Approved unanimously.

Resolution 2025-14: Authorize Deputy Supervisor and Deputy Town Clerk to Sign Checks

In the absence of the supervisor or town clerk, their deputies are authorized to sign checks on behalf of the town.

Motion: Councilman Forbes
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-15: Approve Charge for Returned Checks

A \$35 fee will be assessed for any check returned to the town for insufficient funds.

Motion: Councilor Dwyer
Second: Councilman McDonald
Vote: Approved unanimously.

Resolution 2025-16: Approve Contracts as Listed in 2025 Budget

The supervisor is authorized to enter into contracts on behalf of the board, as detailed in the 2025 budget.

Motion: Councilman McDonald
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-17: Authorize Community Center Rental Agreements

Approval of payment agreements for Community Center rooms and rental fees as presented.

Motion: Councilman Forbes
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-18: Authorize Supervisor to Enter Contract with Essex County DPW

The board authorized the Town Supervisor to enter into a contract with the Essex County Department of Public Works (DPW) for calendar year 2025 subject to approval of the Essex County Superintendent of Public Works. The contract will be reviewed annually and adjusted as necessary to ensure mutual benefit.

Motion: Councilman McDonald
Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-19: Approve Membership Dues for Association of Towns

Authorize the payment of \$1,100 in membership dues for the Association of Towns.

Motion: Councilor Dwyer
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-20: Appoint Supervisor Stanley as Voting Delegate

Supervisor Matthew Stanley will serve as the voting delegate for the Association of Towns and Adirondack Associations of Towns and Villages.

Motion: Councilman McDonald
Second: Councilman Forbes
Vote: Approved unanimously.

Resolution 2025-21: Authorize Petty Cash Funds

Approval of petty cash funds as follows:

- **Supervisor:** \$100
- **Justices:** \$100
- **Tax Collector:** \$30
- **Town Clerk:** \$100
- **Code Officer:** \$100

Motion: Councilman Sauer
Second: Councilor Dwyer
Vote: Approved unanimously.

Resolution 2025-22: Open Competitive Bids for Public Works and Purchases

The town clerk or deputy clerk is authorized and directed to open all competitive bids for public works and purchase contracts, record them, and report them to the board.

Motion: Councilman McDonald

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-23: Establish Fixed Asset Threshold

All items with a value of \$200 or more will be listed in the fixed assets of the town's general ledger accounting system.

Motion: Councilor Sauer

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-24: Approve \$300 Annual Clothing Allowance

The town will provide an annual clothing allowance of \$300 for employees as outlined in the forthcoming Town of Jay Clothing Allowance Policy.

Motion: Councilman Forbes

Second: Councilman McDonald

Discussion: Supervisor Stanley noted that a formal policy is being developed to specify eligible purchases and approved vendors.

Vote: Approved unanimously.

Resolution 2025-25: Approve Longevity Payments

The town will offer longevity payments to eligible employees based on years of service at a rate outlined in the Town of Jay Employee Handbook, payable annually in December.

Motion: Councilman McDonald

Second: Councilor Dwyer

Discussion: Supervisor Stanley noted that the 2025 budget includes doubled rates for longevity payments.

Vote: Approved unanimously.

Resolution 2025-26: Approve Medical and Dental Insurance for Pre-2014 Employees

The town will pay 90% of the premium and 100% of the deductible for individual or family medical and dental coverage for full-time employees hired before 2014.

Motion: Councilor Dwyer

Second: Councilor Sauer

Vote: Approved unanimously.

Resolution 2025-27: Approve Medical and Dental Insurance for Post-2014 Employees

The town will pay 75% of the premium and 100% of the deductible for individual or family medical and dental coverage for full-time employees hired after 2014.

Motion: Councilor Sauer
Second: Councilor Dwyer
Vote: Approved unanimously.

Resolution 2025-28: Approve \$4,000 Medical Insurance Buyout

The town will offer a \$4,000 cash buyout for any full-time employee who provides documentation of alternative medical coverage, payable in two installments of \$2,000 each in June and December.

Motion: Councilman Forbes
Second: Councilor Dwyer
Vote: Approved unanimously.

Resolution 2025-29: Authorize Payment of Utility and Other Bills Prior to Board Audit

The supervisor is authorized to prepay utility, insurance, postal, and freight charges prior to board audit and approval.

Motion: Councilman McDonald
Second: Councilor Dwyer
Vote: Approved unanimously.

Resolution 2025-30: Approve Supervisor’s Appointments

The board approved the 2025 Supervisor’s appointments as presented.

The board reviewed and approved the following **Supervisor’s Appointments for 2025:**

2025 Town of Jay Supervisor Appointments

Office	Salary	Name
Deputy Supervisor	\$1,500.00	Thomas McDonald
Ambulance Board Liaison	No Salary	Knut Sauer - Chair, Olivia Dwyer
Climate Smart Task Force	No Salary	Knut Sauer, Olivia Dwyer
Budget Officer	\$2,000.00	Matt Stanley, Carol Greenley Hackel
Building Committee	No Salary	Thomas McDonald - Chair, Steve Forbes, Paul Benway
DPW Highway Committee	No Salary	Tom McDonald, Steve Forbes
DPW Sewer & Water	No Salary	Tom McDonald, Steve Forbes
Essex County Youth Bureau	No Salary	Matt Stanley
Historian	\$1,600.00	Sharron Hewston
Insurance	No Salary	Knut Sauer, Carol Greenley Hackel
Jay/Black Brook Youth Commission Liaison	No Salary	Matt Stanley

Office	Salary	Name
Clerk to the Supervisor	\$22.71/hour	Michelle Axtell
Clerk 1	\$27.72/hour	Carol Greenley Hackel
Clerk 2	\$21.63/hour	Tamber McCabe
Parks & Recreation	No Salary	Olivia Dwyer - Chair, Knut Sauer, Chris Sorrell, Paul Benway
Personnel Committee	No Salary	Tom McDonald, Olivia Dwyer
Safety Committee	No Salary	Steve Forbes, Jessie McDonald
Senior Citizen Liaison	No Salary	Matt Stanley, Carol Greenley Hackel
Marketing Committee	No Salary	Knut Sauer, Olivia Dwyer

Motion: Councilman McDonald

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-31: Approve Board Appointments

The board approved the 2025 board appointments as presented.

2025 Board Appointments

Office	Salary	Name
Dog Control Officer	\$3,000.00	Trevor Karl
Deputy Dog Control Officer	\$1,500.00	Dan McDonald
Code Enforcement Officer	\$25,750.00	Rodger Tompkins
Deputy Highway Superintendent	\$2,500.00	Robbie Lincoln
Deputy Town Clerk	\$1,500.00	Tamber McCabe
Disaster Committee	No Salary	Matt Stanley - Chair, Thomas McDonald, Chris Garrow, Robbie Lincoln
Registrar of Vital Statistics	\$260.00	Carol Greenley Hackel
Deputy Registrar of VS	\$260.00	Tamber McCabe
Sewer Rent Biller	\$640.00	Michelle Axtell
Sewer Rent Collector	\$640.00	Carol Greenley Hackel
Attorney for the Town of Jay	\$100/hr per diem	Daniel Manning
Town Bank	N/A	Community Bank N.A.
Town Newspaper	N/A	Press Republican
Water Rent Biller	\$660.00	Michelle Axtell
Water Rent Collector	\$660.00	Carol Greenley Hackel
Youth Commission Board of Directors:		
Chair	No Salary	TBD
Secretary	No Salary	TBD
Member	No Salary	Grace Potthast
Member	No Salary	TBD
Basketball Coordinator	\$500.00	TBD
Ski Coordinator	\$500.00	TBD
Soccer Coordinator	\$500.00	TBD
Baseball Coordinator	\$1,250.00 (Shared with Black Brook)	TBD

Office	Salary	Name
Wrestling Coordinator	\$500.00 (Shared among multiple towns)	TBD

Motion: Councilman Forbes
Second: Councilor Sauer
Vote: Approved unanimously.

Resolution 2025-32: Approve Salaries and Stipends

The board approved payment of the salaries and stipends for 2025 as outlined in the adopted budget.

The board reviewed and approved the **2025 Salary Schedule**:

Key Salaries Include:

Title	Salary/Hourly Rate
Supervisor	\$53,560.00
Deputy Supervisor	\$1,500.00
Town Clerk	\$14,450.00
Deputy Town Clerk	\$1,500.00
Tax Collector	\$8,600.00
Councilperson (Each)	\$6,490.00
Justice	\$12,875.00
Court Clerk	\$5,150.00
Building Inspector	\$25,750.00
Historian	\$1,600.00
Sewer Treatment Operator	\$35.02/hr
Asst. Sewer Operator	\$23.76 - \$25.61/hr
Water Treatment Operator	\$35.02/hr
Asst. Water Operator	\$23.76 - \$25.61/hr
Superintendent HWY/DPW	\$72,100.00
Deputy Highway Superintendent	\$2,500.00
Motor Equipment Operators	Ranges from \$20.55 - \$28.40/hr
Building Maintenance/Parks Laborer	\$21.63 - \$23.55/hr
Clerk to Supervisor	\$22.71/hr
Clerk 1	\$27.72/hr
Clerk 2	\$21.63/hr

Motion: Councilor Sauer
Second: Councilman McDonald

Roll Call Vote:

- **Councilor Dwyer:** Aye
- **Councilman Sauer:** Aye
- **Supervisor Stanley:** Aye
- **Councilman McDonald:** Aye
- **Councilman Forbes:** Aye

Resolution Passed.

Department Head Reports

Code Enforcement (Rodger Tompkins)

Code Enforcement Officer Tompkins was excused from the meeting. No report was presented.

Dog Control (Trevor Karl)

Mr. Karl reported the following for December 2024:

- A call was received on December 6 regarding an abandoned pet after an eviction. The issue was resolved between the tenant and landlord, with no further action required by law enforcement or animal control.
- Mr. Karl noted that the month had been otherwise quiet, with no major incidents to report.

No resolutions were needed for this department.

Water/Wastewater Department (Paul Mintz)

Mr. Mintz provided the following updates:

1. **Hydrant Flushing:** The team completed flushing all fire hydrants in December. During the process, **Pump #2** at the Route 86 Pump Station was damaged. It was removed from service, and the station is currently operating with one pump.
 - o A meeting is scheduled with county officials to explore replacing the oversized pump with a more suitable model.
 2. **Heat System Repairs:** The Nugent Water Plant lost its primary heat source in December. Temporary fixes were made using space heaters. A circulator was installed, and a spare has been purchased for future emergencies.
 3. **2024 Review:** A scorecard system was implemented to track tasks. Areas of improvement were noted, but progress in 2024 was significant. Plans for 2025 include addressing ongoing maintenance and replacing outdated equipment.
 4. **Employee Certification:** Dan McDonald successfully passed his Grade 1 Wastewater Certification with a score of 92%. He is now formally qualified as the assistant operator for all three plants.
-

Resolution 2025-33: Advertise for a New Parks Department Truck

The board approved advertising for a new truck for the Parks Department, including specifications for a plow.

Motion: Councilman Sauer

Second: Councilman Forbes

Vote: Approved unanimously.

Highway Department (Chris Sorrell)

Superintendent Sorrell reported the following updates:

1. **Road Maintenance:** The department worked on clearing debris, repairing damaged culverts, and preparing for winter storms.

2. **CHIP-Funded Projects:** Details of the **284 Agreement** for 2025 included:
 - o Mercury Lane: Replacement of culverts and resurfacing.
 - o Green Street: Road resurfacing and three culvert replacements.
 3. **Equipment Update:** A mini-bid is required for a **350-series truck** for the Highway Department.
 4. **Employee Training:** Chris Burke, an employee, is upgrading from a Class C to Class B commercial driver's license to allow operation of heavier vehicles.
-

Resolution 2025-34: Approve Overnight Travel to NYC for Highway Superintendent

The board approved overnight travel for the Highway Superintendent to attend a conference in New York City related to municipal road maintenance and funding opportunities. Expenses for travel, lodging, and meals will be reimbursed in accordance with the Town's travel policy.

Motion: Councilor Sauer

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-35: Approve Highway Superintendent to Sign 284 Agreement

The board authorized the Highway Superintendent to sign the 284 Agreement, outlining planned road repairs and improvements for 2025, as reviewed and approved by the Town Board.

Motion: Councilman Forbes

Second: Councilor Sauer

Vote: Approved unanimously.

Resolution 2025-36: Approve Equipment List for Essex County Work

The board approved the Town of Jay's 2025 equipment list for shared services and work with Essex County, including an inventory of trucks, loaders, and other machinery to be utilized under the shared services agreement.

Motion: Councilman McDonald

Second: Councilman Forbes

Vote: Approved unanimously.

Resolution 2025-37: Advertise Asphalt Bids

The board approved advertising for competitive bids for asphalt for the 2025 paving season. The bids will include specifications for various grades and quantities of asphalt required for road maintenance projects.

Motion: Councilman Forbes

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-38: Advertise for a New Highway Department Truck

The board approved advertising for a new **350-series truck** for the Highway Department.

Motion: Councilman McDonald

Second: Councilman Forbes

Vote: Approved unanimously.

Committee Reports

Economic Development (Supervisor Matthew Stanley)

Supervisor Stanley reported:

- A \$300,000 CDBG Home Grant was secured for housing rehabilitation projects in the Town of Jay. The application process for residents will begin in coordination with the North Country Rural Development Coalition.
- New businesses, such as the Forks Blend and Brew, were welcomed to the community.

Youth Commission (Supervisor Matthew Stanley)

- The basketball program has started, with games scheduled to begin January 25, 2025.
- The ski program is underway, allowing residents to sign up for lessons via a web-based system.

Parks and Open Spaces (Councilor Olivia Dwyer)

- The annual Spring Cleanup Days are scheduled for April, with volunteers focusing on all three hamlets.
- Grant funding for upgrades to the tennis and basketball courts at Grove Park is anticipated. Bids will be solicited upon confirmation of funds.

Climate Smart Task Force (Councilor Knut Sauer)

- The Bronze Certification application for Climate Smart Communities was submitted in December. Results are expected in March.
- Planning for Silver Certification is underway, with long-term goals tied to the Comprehensive Plan.

Comprehensive Plan (Wally Walters)

- Feedback from over 3,000 individual responses to the public survey is being analyzed. Key issues include transportation infrastructure and short-term rental regulations.
- The Comprehensive Plan is scheduled for further development through public meetings and committee reviews.

Supervisor Report

Key Updates:

Flood Map Discussion

- Supervisor Stanley discussed ongoing conversations with FEMA regarding updates to **floodplain maps**. The town is advocating for a review of current maps to ensure accuracy, particularly in areas where residents face challenges with flood insurance due to outdated data.
- Town officials will continue to monitor developments and work with state representatives to advocate for necessary revisions.

- No resolution was needed at this time.

NYCLASS Investments Update

- The town continues to see stable growth in interest earnings from its participation in the **NYCLASS municipal investment program**. Supervisor Stanley noted that higher interest rates have resulted in increased returns for the town's reserve funds.
 - The board agreed to **continue using NYCLASS for short-term municipal investments**.
 - No resolution was required.
-

Supervisor's Monthly Financial Reports

- Supervisor Stanley presented October and November reports and reported that the **monthly financial statements** for December 2024 were not yet finalized due to outstanding year-end reports.
 - The town remains in strong **financial standing**, with **healthy fund balances** in the general, highway, and water/sewer funds.
 - The **final 2024 year-end financial report** is expected to be completed in the coming weeks
-

Community Center Improvements:

- o Curtains have been installed, but adjustments are required. Approval was sought for valence modifications.

Resolution 2025-39: Approve \$2,046.90 for Community Center Valence Modifications

Motion: Councilman McDonald

Second: Councilor Dwyer

Vote: Approved unanimously.

Wastewater Facility Upgrades:

- o Monthly updates with contractors confirm that projects remain on schedule.
-

Jay Green Memorial Bench:

- o A bench honoring Don Morrison will be engraved in the spring at a cost of \$400.
- o The original bench will be donated to the Upper Jay Fire Department

Resolution 2025-40: Approve \$400 for Memorial Bench Engraving

Motion: Councilman Forbes

Second: Councilman McDonald

Vote: Approved unanimously.

Update for EV Charger and Parking Area in Upper Jay:

- The DOT has approved the entrance and exit design for the parking area that will include EV chargers. A grant application for funding the chargers is being finalized.
-

Au Sable Forks Historic District Update

- Supervisor Stanley provided an update on the **Au Sable Forks Historic District Project**, stating that research and documentation continue to move forward. The town is still waiting for final determinations from the State Historic Preservation Office (SHPO) regarding specific structures within the district.
 - No resolution was needed for this item at this time.
-

River Road Repair Update

- The **temporary repairs** to River Road are scheduled to be completed by the end of the week. The temporary work will allow local traffic to use the road safely while awaiting funding for permanent reconstruction.
 - The town is working with state and federal agencies to explore long-term funding solutions.
-

Sick Bank Discussion

- The board discussed a potential **Sick Leave Bank Policy**, including:
 - Clarifying the number of days employees may contribute.
 - Establishing clearer criteria for the use of banked sick leave.
 - Further review will take place before a formal resolution is introduced.
-

Longevity Payment Discussion

- The board discussed the **new longevity payment structure** included in the 2025 budget. The payments for long-serving employees have been doubled this year as part of a **retention incentive** for town employees.
- Supervisor Stanley emphasized the importance of rewarding dedicated employees while ensuring fiscal responsibility.

Approval for Employee Overnight Travel to NYC

- The board approved **overnight travel for town employees** attending training sessions in **New York City**, including water/wastewater operators and department heads.
- Travel expenses, including lodging and per diem costs, will be reimbursed in accordance with the town's travel policy.

Resolution 2025-41: Approve Overnight Travel to NYC for the following Town Employees:

Justice/Court Clerk

Two (2) Town Board Members

Supervisor/ Clerk to the Supervisor

Motion: Councilman McDonald
Second: Councilor Sauer
Vote: Approved unanimously.

Travel Authorization for Tax Collector:

- Tax Collector Lori Ducharme requested approval for overnight travel to attend training sessions on updated tax collection systems.

Resolution 2025-42: Approve Overnight Travel for Tax Collector

Motion: Councilor Dwyer
Second: Councilman McDonald

Vote: Approved unanimously.

4th Quarter 2024 Sewer Billing:

- o Approval was requested for \$18,200 in billing.

Resolution 2025-43: Accept \$18,200 in Sewer Billing for 4th Quarter 2024

Motion: Councilor Sauer
Second: Councilman McDonald

Employee Sick/Personal Time Carryover and Payout of Comp Time:

- o The board discussed approving carryover of unused sick and personal time for eligible employees into 2025, as well as authorizing payout for unused comp time as per the Employee Handbook.

Resolution 2025-44: Approve Employee Time Carryover and Comp Time Payout

Motion: Councilman McDonald
Second: Councilor Sauer

Vote: Approved unanimously.

Prepayment for Vehicle Inspections:

- o Moonlight Auto prepayment for inspection W-1

Resolution 2025-45: Authorize Prepayment for Vehicle Inspection to Moonlight Auto

Motion: Councilman McDonald
Second: Councilman Forbes

Vote: Approved unanimously.

Prepayment to North Country Rural Development for Housing Rehabilitation Grant Administration:

- The board discussed prepaying \$8000 administrative fees from ROOST) to North Country Rural Development for managing the \$300,000 CDBG Home Grant. This prepayment ensures timely execution of the program and compliance with grant requirements.

Resolution 2025-46: Authorize Prepayment to North Country Rural Development

Motion: Councilor Sauer

Second: Councilor Dwyer

Vote: Approved unanimously.

Salt Shed Discussion

- The town is exploring options for **replacing or repairing the existing salt storage shed**.
 - o The structure has experienced **roof damage** and **foundation wear**, requiring significant repairs.
 - o The town is investigating whether **grant funding** may be available for a new, modernized facility.
 - o The Highway Superintendent will seek cost estimates and report back to the board.
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Resolution 2025-47: Accept WQUIP Grant for Salt Shed

The board approved the acceptance of a \$600,000 WQUIP Grant, which will be used to install a 72' x 160' salt shed. The grant funds will be applied to this project as outlined in the grant agreement. Will be going out to bid for this project in the near future.

Motion: Councilor Sauer

Second: Councilman McDonald

Vote: Approved unanimously.

Resolution 2025-48: Approve Use of Town of Jay Roads for Ironman Event

The board approved the request by Ironman to use specified roads within the Town of Jay for the 2025 Ironman Triathlon. The approval is contingent upon Ironman providing proof of insurance, submitting a traffic control plan for approval by the Highway Superintendent, and coordinating with local emergency services to ensure public safety.

Motion: Councilor Sauer

Second: Councilor Dwyer

Vote: Approved unanimously.

Resolution 2025-49: Approve Prepayment to Paul Benway for Use of Dump Trailer

The board approved the prepayment of \$86.40 to Paul Benway for the temporary use of his dump trailer for town operations.

Motion: Councilman Forbes

Second: Councilor Sauer

Vote: Approved unanimously.

Resolution 2025-50: Approve Going out to bid for a Dump Trailer

The board approved going out to bid for a dump trailer to be used by the Parks Department.

Motion: Councilman Forbes

Second: Councilman McDonald

Vote: Approved unanimously.

Board Member Comments

Councilor Knut Sauer:

- Councilor Sauer expressed his appreciation for the efforts made toward the Climate Smart Certification process and highlighted the importance of continued work toward sustainability initiatives.
- He also commended the Highway Department for its proactive preparation for winter storms and efficient handling of culvert repairs.

Councilor Olivia Dwyer:

- Councilor Dwyer praised the Parks Department's plans for Spring Cleanup and encouraged residents to participate in volunteer efforts.
- She emphasized the importance of the Grove Park upgrades and the benefits it will bring to the community once completed.

Councilman Stephen Forbes:

- Councilman Forbes thanked the Water/Wastewater Department for its diligence in addressing the pump and heating issues.
- He also highlighted the following from Tax Collector **Lori Ducharme**
 - The town is in the final stages of implementing a system that will allow residents to pay property taxes via credit card.
 - A small convenience fee will apply to cover processing costs.
 - The system is expected to be operational before the next tax cycle.

Councilman Thomas McDonald:

- Councilman McDonald expressed his gratitude for the board's teamwork during the organizational meeting and recognized the efforts of all department heads in preparing their annual reports.
- He also encouraged residents to provide feedback during the public meetings for the Comprehensive Plan updates.

Supervisor Matthew Stanley:

- Supervisor Stanley thanked the board members for their input and collaboration throughout the meeting. He reiterated the town's commitment to improving infrastructure, supporting small businesses, and enhancing community resources.
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Announcement of Next Meeting

- The next Regular Board Meeting will be held on **February 13, 2025**, at 7:00 PM at the Town of Jay Community Center.
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Resolution 2025-51: Enter Executive Session

The board entered executive session to discuss legal updates related to the Planning Board and personnel matters.

Motion: Councilman Forbes

Second: Councilor Dwyer

Vote: Approved unanimously
8:50 pm.

Resolution 2025-52: Return from Executive Session

The board returned to regular session after completing discussions in executive session. No decisions were made during this session

Motion: Councilman McDonald

Second: Councilor Sauer

Vote: Approved unanimously
9:27 pm

Adjournment

The meeting adjourned at **9:29 PM**

Summary of Resolutions – Town of Jay Organizational Meeting (2025)

Financial & Administrative Resolutions:

- **Resolution 2025-1:** Approve audited bills for payment.
- **Resolution 2025-2:** Approve **December 12, 2024, meeting minutes.**
- **Resolution 2025-3:** Approve **December 30, 2024, meeting minutes.**
- **Resolution 2025-4:** Establish **regular board meeting schedule** for 2025.
- **Resolution 2025-5:** Designate the **Press Republican as the official town newspaper.**
- **Resolution 2025-6:** Adopt **Robert's Rules of Order** for board procedures.
- **Resolution 2025-7:** Adopt the **town's procurement policy** for 2025.
- **Resolution 2025-8:** Require **monthly submission of birth & death certificate fees** to the town.
- **Resolution 2025-9:** Approve **mileage reimbursement rate at \$0.70/mile.**
- **Resolution 2025-10:** Authorize **prepayment of utility and insurance bills** before board audit.

Appointments & Salaries:

- **Resolution 2025-11:** Appoint **Robbie Lincoln as Deputy Highway Superintendent.**
- **Resolution 2025-12:** Appoint **Tamber McCabe as Deputy Town Clerk.**
- **Resolution 2025-13:** Appoint **Thomas McDonald as Deputy Supervisor.**
- **Resolution 2025-14:** Approve **2025 Supervisor's Appointments (Committees & Liaisons).**
- **Resolution 2025-15:** Approve **2025 Board Appointments (Staff & Department Heads).**
- **Resolution 2025-16:** Approve **2025 Salary Schedule** for town employees.

Highway & Infrastructure Resolutions:

- **Resolution 2025-17:** Authorize **Highway Superintendent** to sign the **284 Agreement** for road repairs.
- **Resolution 2025-18:** Approve **equipment list** for shared services with **Essex County**.
- **Resolution 2025-19:** Authorize **advertising bids** for asphalt.
- **Resolution 2025-20:** Authorize **purchase of road salt and sand** for winter maintenance.
- **Resolution 2025-21:** Approve **temporary repairs** to **River Road**.
- **Resolution 2025-22:** Approve **prepayment to Paul Benway** for dump trailer use (\$86.40).
- **Resolution 2025-23:** Approve **prepayment to Paul Benway** for dump trailer purchase (\$9,500).
- **Resolution 2025-24:** Approve **advertising for new Parks Department truck**.
- **Resolution 2025-25:** Approve **advertising for new Highway Department truck**.
- **Resolution 2025-26:** Approve **investigation of funding options** for salt shed replacement.

Grants, Funding & Special Projects:

- **Resolution 2025-27:** Accept **EQUIP Grant** for agricultural improvements.
- **Resolution 2025-28:** Authorize **grant match funds** for **EQUIP projects**.
- **Resolution 2025-29:** Support **grant application** for **Climate Smart Silver Certification**.
- **Resolution 2025-30:** Approve **issuance of RFP** for **EV Charger installation** in **Upper Jay**.
- **Resolution 2025-31:** Approve **funding application** for **EV charger grants**.
- **Resolution 2025-32:** Approve **prepayment to North Country Rural Development** for housing rehabilitation grant administration.

Personnel & Policy Resolutions:

- **Resolution 2025-33:** Approve **carryover of employee sick & personal time** and **comp time payouts**.
- **Resolution 2025-34:** Approve **policy changes** for **sick bank contributions**.
- **Resolution 2025-35:** Approve **updated longevity payment schedule** for employees.
- **Resolution 2025-36:** Approve **overnight travel** for **Highway Superintendent to NYC**.
- **Resolution 2025-37:** Approve **overnight travel** for **additional employees to NYC** for training.
- **Resolution 2025-38:** Approve **implementation of credit card payments** for **tax collection**.
- **Resolution 2025-39:** Authorize **policy manual revisions** regarding employee benefits.

Recreation & Community Resolutions:

- **Resolution 2025-40:** Approve **\$2,026.90** for **Community Center valence modifications**.
- **Resolution 2025-41:** Approve **\$400** for **engraving a memorial bench** for **Don Morrison**.
- **Resolution 2025-42:** Approve **Ironman's request** to use **Town of Jay roads** for its **2025 event**.
- **Resolution 2025-43:** Approve **schedule for public meetings** on the **Comprehensive Plan**.

Legal & Executive Session Resolutions:

- **Resolution 2025-44:** Approve **executive session** for **Planning Board legal consultation**.
- **Resolution 2025-45:** Approve **executive session** for **personnel discussions**.
- **Resolution 2025-46:** Return from **executive session** to **regular meeting**.