

Town of Jay

Town Board Meeting Minutes

September 11, 2025 – 7:00 PM
Town of Jay Community Center

Call to Order

Supervisor Matthew Stanley called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. A moment of silence was observed in remembrance of all those lost and affected by the September 11, 2001 attacks.

Roll Call

Councilman Sauer – Present
Supervisor Stanley – Present
Councilman McDonald – Present
Councilman Forbes – Present
Town Clerk Carol Greenley Hackel- Present
Highway Superintendent Chris Sorrell- Present
Deputy Highway Superintendent Cody Garren – Present
Waste Water/Water Operator Paul Mintz – Present

Councilor Dwyer- Absent

A quorum was established.

Others

Gerald Newman
Michael Rafferty

Attending Via “Go To Meetings”

Guest
CJ Young
Lh
B Campbell

Approval of Audited Bills

Supervisor Stanley presented Abstract #09-258 covering vouchers #2025-892 through #2025-2025-971

Motion to authorize payment with one change- Climate Smart should be \$450 changing the total to \$768,430.59-made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed

Resolution # 2025-205-APPROVED-audited bills for September 2025

Approval of Minutes

Resolution #2025-206: Approval of the minutes from the August 14, 2025 regular Town Board meeting as submitted.

Motion to accept August 2025 Minutes as presented made by Councilman McDonald, second by Councilman Sauer, all in favor, none opposed

Resolution # 2025-206-APPROVED – August 2025 Minutes

Audience Comments

No public comments were offered.

Department Head Reports

Code Enforcement, Dog Control, and Assessor – No reports submitted.

Water & Wastewater Department (Mr. Mintz) – New blower delivered to wastewater plant; installation pending weather. Tank inspections stable. Hydrant maintenance ongoing. Security gate installed at Au Sable Forks tank. Discussion of septic riser costs and possible mini excavator. Department of Health inspection upcoming. Canvassing for grant eligibility planned.

Highway Department (Mr. Sorrell) – Salt shed nearly complete; maintenance schedule discussed. Solar installation at highway garage nearly complete. Equipment repairs authorized. Road repairs completed on Au Sable Drive and Covered Bridge Lane; culvert replacements scheduled. River Road reconstruction project to begin around October 1.

Motion to surplus yellow site trailer made by Councilman Sauer, second by Councilman McDonald, all in favor, none opposed

Resolution # 2025-207-APPROVED- Surplus job trailer

Motion pay Charlebois in the total amount of \$3112.46 for repairs to J8 made by Councilman McDonald, second by Councilman Forbes

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-208-APPROVED – Charlebois payment-J8

Committee Reports

Economic Development (Stanley)– Main Street Grant application submitted. CDBG Home Grant progressing. Microenterprise grant pending.

Youth Commission (Stanley)– Soccer season underway. New aluminum soccer goals purchased with grant and budgeted funds.

Climate Smart Task Force (Forbes) – Solar projects advancing. Energy audit RFP issued and project designated Type II SEQR action.

Formal Resolution to designate the project pending from Attorney Manning.
Motion to approve upon receipt made by Councilman Sauer, second by Councilman McDonald, all in favor, none opposed

Resolution # 2025-209 – APPROVED – Project designation

Comprehensive Plan Committee(Stanley) – Survey closed with ~200 responses; draft results to be presented at upcoming meeting.

Supervisor's Report

Playground Equipment – Purchase approved for replacement sand/water table.

Motion to approve up to \$1000.00 to replace the water feature at the Jay Playground (playgrounds EQ) made by Councilman McDonald, second by Councilman Sauer,

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-210 – APPROVED- water feature purchase

Financial Report – Interest income for August: \$14,568.21; YTD \$136,757.39.

Wastewater Treatment Facility – Invoice from M.J. Engineering (\$11,865) approved for prepayment.

Motion to prepay MJ #14 in the amount of \$11,865.00 made by Councilman Forbes, second by Councilman McDonald

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-211-APPROVED-MJ prepay

EV Charger Project – Contracts signed; extension needed. Location approved along Jay Green

Historic District Project – Ongoing progress; public information hearing scheduled October 23, 2025. ARCH invoice (\$8,400) approved for prepayment.

Motion to prepay AARCH invoice #2 (Preserve NY Grant) in the amount of \$8400.00 made by Councilman Sauer, second by Councilman McDonald

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-212-APPROVED – AARCH prepay

River Road reconstruction update- JB Construction plans to be in the river within the next month to repair riverbank and road

Motion to prepay H&T #6 in the total amount of \$2866.40 (AARPA) for Grove Road engineering made by Councilman McDonald, second by Councilman

Forbes

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-213- APPROVED- prepay H&T

Motion to appoint Chris Garrow as Clerk of the Works for Grove Road project (same rate of pay currently paid as consultant) made by Councilman Forbes, second by Councilman McDonald, all in favor, none opposed

Resolution # 2025-214- APPROVED – appointment of Chris Garrow-Clerk of the Works

Motion to prepay APEX Energy #18455 in the total amount of \$74,606.000 made by Councilman Sauer, second by Councilman McDonald

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution #2025-215-APPROVED-prepay APEX Energy

Fund Balance Committee has presented Attorney Manning a draft policy for his review

Motion to approve \$2000.00 (Occupancy Tax) to be divided between two contracts for Jay share of fireworks for Christmas in the Forks made by Councilman McDonald, second by Councilman Forbes

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution #2025-216-APPROVED- Fireworks payment

Motion to authorize Supervisor Stanley to enter into contract with Night Sky for fireworks at Christmas in the Forks, and prepay the first invoice in the total amount of \$1000.00 (part of approved \$2000) once contract is reviewed and revised by Attorney Manning made by Councilman Forbes, second by Councilman Sauer

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution #2025-217-APPROVED – Night Sky contract

Motion to authorize Supervisor Stanley enter contract with Santore Fireworks and prepay the total amount of \$1600.00 made by Councilman Sauer, second by Councilman McDonald

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution #2025-218-APPROVED-Santore contract

- Christmas in the Forks to repay the Town of Jay \$1000.00

After discussion, a motion to apply for the Essex County EMS Stabilization Program made by Councilman Sauer, second by Councilman McDonald, all in favor, none opposed

Resolution # 2025-219 – APPROVED- EMS- Stabilization Program

Motion to formally adopt the Essex County Multi-Jurisdictional Hazard Mitigation Plan Update made by Councilman Sauer, second by Councilman Forbes, all in favor, none opposed.

Resolution #2025-220-APPROVED- E Cty Hazard Mitigation

Motion to increase Town of Jay dog licensing fees to \$10 for a spayed or neutered dog and \$20 for an unspayed or unneutered dog made by Councilman McDonald, second by Councilman Sauer, all in favor, none opposed

Resolution #2025-221 –APPROVED- dog license fee increase

Motion to move costs of summer flowers and new picnic tables originally charged to PARKS CE line to Occupancy Tax line made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed

Resolution # 2025-222 – APPROVED- line transfer parks to occupancy

Motion to prepay EMR #0185 \$906.68 and # 0229 \$1659.11 (AFAS acct) made by Councilman Sauer, second by Councilman McDonald,

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-223 – APPROVED – prepay EMR

Motion to reimburse (prepay) Councilman Sauer in the total amount of \$467.15 to repay expenses for the Energy Fair made by Supervisor Stanley, second by Councilman McDonald

Roll call vote- Sauer – yes, Stanley –yes, McDonald-yes, Forbes – yes

Resolution # 2025-224-APPROVED – reimburse Councilman Sauer

Board Member Comments

Councilman Forbes – Announced Wilmington's Fall Foliage event being held Saturday. Also, please remember the fallen from 9-11

Councilman McDonald – noted the similarities of everyone knowing where they were when JFK was shot and now everyone knows where they were on 9-11 and acknowledged those lost

Supervisor Stanley- jokingly warned Councilman McDonald to be ready to take over as Deputy if anything happened to him when he repelled off a Plattsburgh building as part of a fundraiser for the United Way on Saturday

Councilman Sauer-jokingly responded that we would be in good hands with Councilman McDonald as Deputy

Audience Comments

No public comments offered

Announce next meeting- October 9th-7p @ C. center

Executive Session

Motion to leave for executive session at 8:30 PM for personnel matters made by Councilman McDonald, second by Councilman Sauer. Reconvened at 9:38 PM. No decisions made.

Resolution # 2025-225-APPROVED – Executive Session

Adjournment

Motion to adjourn at 9:39 PM. Motion by Councilman McDonald second by Councilman Sauer, adjourned

Respectfully,

Carol Greenley Hackel
Town of Jay Town Clerk

RESOLUTIONS SUMMARY-SEPTEMBER 2025

Resolution # 2025-205-APPROVED-audited bills for September 2025

Resolution # 2025-206-APPROVED – August 2025 Minutes

Resolution # 2025-207-APPROVED- Surplus job trailer

Resolution # 2025-208-APPROVED – Charlebois payment-J8

Resolution # 2025-209 – APPROVED – Project designation

Resolution # 2025-210 – APPROVED- water feature purchase

Resolution # 2025-211-APPROVED-MJ prepay

Resolution # 2025-212-APPROVED – AARCH prepay

Resolution # 2025-213- APPROVED- prepay H&T

Resolution # 2025-214- APPROVED – appointment of Chris Garrow-Clerk of the Works

Resolution #2025-215-APPROVED-prepay APEX Energy

Resolution #2025-216-APPROVED- Fireworks payment

Resolution #2025-217-APPROVED – Night Sky contract

Resolution #2025-218-APPROVED-Santore contract

Resolution # 2025-219 – APPROVED- EMS- Stabilization Program

Resolution #2025-220-APPROVED- E Cty Hazard Mitigation

Resolution #2025-221 –APPROVED- dog license fee increase

Resolution # 2025-222 – APPROVED- line transfer parks to occupancy

Resolution # 2025-223 – APPROVED – prepay EMR