

TOWN OF JAY  
REGULAR TOWN BOARD MEETING MINUTES  
November 13, 2025 – 7:00 PM  
Town of Jay Community Center

**Present for the Board:** Attorney Manning, Councilor Dwyer, Councilman Sauer, Supervisor Stanley, Councilman McDonald, Councilman Forbes, Deputy Town Clerk Tamber McCabe

**Others Present:** Water & Wastewater Department Superintendent Paul Mintz, Deputy Highway Superintendent Cody Garren, Highway Superintendent Chris Sorrell, Jaycee Hart, Lauryn Saltus-Paul, Hannah Bates, Sue Young, Dave Hart, Jody Hart, Stephanie Battisti, Michael Rafferty, Donna Darrah, Gerald Newman, Linda Preston, Sybil LaFlamme, Kenneth Fisher, Wally Walters, John Jansen, John Licari, Robin Licari, Lynn LaDieu, Sarah Duheme

**Present Via Go-To:** Bob, Larry Hartson, K, Chris Garrow, Guest, Jason Andrew, Bill Campbell

**Call to Order:** Supervisor Stanley called the meeting to order at 7:00 PM. The Pledge of Allegiance was previously completed during the public hearing and was therefore waived.

**Resolution #2025-246 for the approval of audited bills:**

Abstract 11-25A, covering Vouchers #2025-1075 through #2025-1171, was reviewed and approved with the following totals:

- General Fund: \$31,794.46
- Highway Fund: \$37,922.58
- Water District No. 1: \$10,161.00
- Water District No. 2: \$8,371.57
- Water District No. 3: \$6,554.85
- Sewer Fund: \$3,569.34
- Wastewater Treatment Project: \$51,589.79
- Grove Road Culvert: \$2,745.00
- Salt Shed Project: \$178,643.14
- Riverbank Restoration: \$9,394.00
- Au Sable Forks Volunteer Ambulance Squad: \$97,136.25
- Emergency Services: \$8,363.44
- Food Pantry: \$488.84

**For a Total of \$446,734.26**

Motion by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, motion carries.

**Approval of Minutes:**

**Resolution #2025-247**-Approval of October 8, 2025 Budget Workshop Minutes

Motion by Councilman Forbes, second by Councilman Sauer, all in favor, none opposed, motion carries.

**Resolution #2025-248**-Approval of October 9, 2025 Regular Town Board Minutes

Motion by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, motion carries.

**Resolution #2025-249**-Approval of October 22, 2025 Budget Workshop Minutes

Motion by Councilman Sauer, second by Councilor Dwyer, all in favor, none opposed, motion carries.

**Resolution #2025-250**-Approval of November 6, 2025 2026 Preliminary Budget Public Hearing Minutes

Motion by Councilman McDonald, second by Councilor Dwyer, all in favor, none opposed, motion carries.

**Resolution #2025-251**-Acceptance of 2026 Adopted Budget

**2026 Budget:** There has been a 2026 increase by \$4,000 by the Jay Fire Department. Instead of being \$242,400 their budget will now be \$246,400.

Motion to accept the 2026 preliminary budget as the 2026 adopted budget made by Councilor Dwyer, second by Councilman McDonald, all in favor, none opposed, motion carries.

This budget has a tax levy of \$2,385,893

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes.

**Resolution #2025-252**

ADOPTION OF LOCAL LAW NO. 1 OF 2025 – Redefining income for persons 65 years of age or older to qualify for partial real property tax exemption.

Motion by Councilman Sauer, second by Councilman McDonald, to adopt proposed Local Law No. 1 of 2025 which redefines income for persons 65 years of age or older to qualify for partial real property tax exemption.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

**Audience Comment:**

**Robin Licari and Lynn Ladieu** addressed the Board regarding inadequate cellular service within the town. A petition containing 444 resident signatures was formally presented requesting exploration of infrastructure solutions. Supervisor Stanley noted previous action at the county level and town level seeking accountability from telecommunications providers and affirmed continued efforts. The FCC has not been involved at all.

**Department Heads:**

**Water & Wastewater Superintendent Paul Mintz:**

- Replaced the old fire hydrant at 1288 Route 9N and we moved it to a safer location away from a garage
- An extension for the hydrant was needed due to a change in grade and this cost just under \$1,400
- W-1 needs new tires and we will more than likely source them from Warren Tire under state contract for around \$1,150 split between the districts
- We have installed reflective markers at the Village Green at each sprinkler head along the perimeter, we hope this will avoid damage to them while removing snow up there
- We have been documenting all of the taps and any underground work we have been completing. If we don't have a map to do this on we have been taking pictures of the area to document on. We are completing a database of these on a google drive
- All parks and facilities that we maintain have been winterized
- We are looking to send Dan to a "B" water operator class, unfortunately our program of choice has lost their instructor. We will be keeping our eyes open for a future class.
- Down the road we will be looking to send Trevor Karl to a grade one wastewater class and grade "C" class so he can get those licenses as well

**Highway Superintendent Chris Sorrell:**

- Due to a problem with a section of Green Street (about a mile long) when it was paved, it needs to be milled and repaved. A lengthy discussion occurred on the best approach to correct this. The quote from Jointa Lime under county contract is \$90,000 to correct this.

**Resolution #2025-253**

Motion by Councilman Forbes, second by Councilman Sauer to approve the Green Street milling and repaving repair with Jointa Lime.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

- The J-15 case loader needs a new set of forks, after a brief discussion occurred, this was tabled until another time to allow for more quotes to be obtained
- The J-21 needed an emergency repair at Charlebois to replace the radiator

- We are in the process of getting all the equipment winter weather ready for the season
- An update on the Grove Road project was provided
- The highway is back to their regular winter work schedule
- Last storm updates were provided

## **Committees:**

**Economic Development update by Supervisor Stanley:** There wasn't a meeting this month, but there is an update on our Microenterprise Grant that is being administered through the Essex County IDA. There will be a couple of applications going to the grant review committee. A resolution is needed so that the Essex County IDA can help the small businesses see their money faster. Essex County IDA would fund it and then be reimbursed by us when we get the grant money. The next Economic Development meeting will be November 19<sup>th</sup>.

### **Resolution #2025-254**

Motion by Councilman Sauer, second by Councilor Dwyer acknowledging reimbursement procedures for Microenterprise Grant program, all in favor, none opposed, motion carries.

**Youth Commission update by Supervisor Stanley:** Basketball signups are occurring now and soccer is now over.

**Parks and Open Spaces Committee update by Councilor Dwyer:** Our last meeting was held at the end of October. Some brush hogging has been occurring at the FEMA property in Upper Jay and it's starting to look nice and tidy up there. With the shutdown over we should be receiving some communication from the EPA on our Recreation Economy for Rural Communities technical assistance program. The Town of Jay was one of 25 communities selected nationally to participate in this program. Councilor Dwyer shared what this means with more updates to come. Another topic of discussion has been a dog park for the Town of Jay. Sarah Duheme and Larry Hartson have really taken on the initiative for this and possible sites for it have been being explored. Our spring volunteer day is currently being planned for Saturday, April 25, 2026. Our next parks meeting is November 20<sup>th</sup>. A brief discussion occurred on a water table for the children's park.

**Climate Smart Task Force update by Councilman Sauer:** Solar panels at the Highway Garage are waiting on Frontier to do hook ups so NYSEG can do their part. The community center had their site visit and energy audit last week. We hope to have their report next month to see what energy efficient improvements we can make. A discussion occurred on the compost pilot program grant and the 8 quotes that were received. A discussion on the costs to taxpayers at the end of the program occurred. There is a 25% match component to this grant.

### **Resolution #2025-255**

Motion by Councilman Sauer, second by Councilor Dwyer to accept the quotes from Compost for Good and River Valley Regeneratives,

## **ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—No. Four in favor, one opposed, motion carries.

**Human Services Committee update by Robin Licari:** Information was provided on the Essex County Suicide Prevention Team 5K that is on June 7<sup>th</sup> in the Town of Jay. We are continuing to look at opportunities for childcare in town and the area of expanding healthcare. We are collaborating with Mercy Care as well. We are working with the Upper Jay Art Center to do an event in February or March. A lengthy discussion occurred on the newly opened food bank that is located at the St James Episcopal Church in Au Sable Forks. There are currently 14 volunteers and we are working on new outdoor lighting and getting the word out that we are open.

The Board provided thanks for the new food bank, all they have done and all they have to offer. A discussion occurred on if some emergency food funds should be held back. The Red Cross or food bank volunteers could use the town site to prepare or provide food in the event of an emergency so funds would not need to be held back. The community can reach out to Robin if needed when the food bank is not open.

### **Resolution #2025-256**

Motion by Councilman Sauer, second by Councilor Dwyer authorizing the donation of food pantry funds (\$4,500) and supplies to the St. James Episcopal Church Food Bank.

## **ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

**Comprehensive Plan Special Board update by Wally Walters:** Since the last meeting the results of survey number two have been posted on the website. An arts and culture community focus working group survey that was conducted in September has also been posted. The work that is being completed now by the committee and consultant was shared. The next meeting will be November 17<sup>th</sup>. We are looking for some students to join our committees.

**Supervisors Report:**

- An email was received from Rob Fountain wanting to use the Community Center for an Arts in the Forks Festival on September 5<sup>th</sup> for Labor Day weekend. A contract would have to be signed and insurance will be required. This will be the first time they have had this festival.

**Resolution #2025-257**

Motion by Councilman Sauer, second by Councilor Dwyer to allow the use of the community center and grounds for an Arts in the Forks Festival, all in favor, none opposed, motion carries.

- Chris Dresser reached out to see if the AuSable Bandits can use the community center gym once a week for offseason summer softball workouts. This has been tabled for now.
- The AuSable Theater in collaboration with JEMS is requesting the use of the Community Center gym for its 4<sup>th</sup> annual Drag Christmas Special on Sunday December 28<sup>th</sup>. This event will be a fundraiser for both entities. This is due to renovations occurring at the theater and at JEMS.

**Resolution #2025-258**

Motion by Councilman Sauer, second by Councilor Dwyer to allow the use of the community center by the AuSable Theater and JEMS for a Drag Christmas Special show.

A lengthy discussion occurred on if there would be a fee to use the gym for this event.

A revised motion by Councilman Sauer, second by Councilor Dwyer to allow the use of the community center by the AuSable Theater and JEMS for a Drag Christmas Special show without charging a fee.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—No; Councilman Forbes—No. Three in favor, two opposed, motion carries.

- NY Class updates were provided
- August and September's Financial Reports are in the packets. Our Auditor has also resigned and Michelle is going to be receiving some training from Chesterfield as a result.
- Waste Water Facility Upgrade Update- We are nearing the end of the project and it will be turning over to EFC short-term financing while the grant is being closed out and then turning over to long term financing. Resolutions are required for some prepaids.

**Resolution #2025-259**

Motion by Councilman McDonald, second by Councilman Forbes to prepay Weydman Electric Invoice No. 5 in the amount of \$10,283.75.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

**Resolution #2025-260**

Motion by Councilman Forbes, second by Councilman McDonald to prepay MJ Engineering Invoice No. 15 in the amount of \$36,711.25.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

**Resolution #2025-261**

Motion by Councilman McDonald, second by Councilman Forbes to prepay MCJ Construction Invoice No. 3 in the amount of \$231,325.00

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

- There are no updates at this time on the DEC water meter mandate and water upgrades
- Upper Jay Parking Area Sign and EV Charger-grant extension has been granted through 9/30/2026 and today we got the MWBE waiver approval from DEC
- AuSable Forks Historic District-Public Information session was held and we are awaiting state approval
- River Road Reconstruction is complete and after the material has settled we will contact the homeowner in the spring to ensure everything looks good
- There is no update on Main Street and are awaiting the announcement of the grant that we applied for
- Microenterprise Grant-We should be able to award the grant to the sub-recipients next month
- Grove Road Update-The road will be open by December 1<sup>st</sup> and ready to go. There are two prepays for this to approve tonight

**Resolution #2025-262**

Motion by Councilman Forbes, second by Councilman Sauer to prepay H&T Invoice No. 8 in the amount of \$4,085.50.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

**Resolution #2025-263**

Motion by Councilman McDonald, second by Councilor Forbes to prepay Kubricky invoice No. 1 in the amount of \$260,723.87

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

- Solar Panel Update-like previously discussed by Councilman Sauer this is waiting on Frontier to hook up the phone line so NYSEG can come in and do their hook up
- Salt Shed update-Finalizing invoicing to OCR for WQIP money. We have been working with community resources from the county and are close to getting the entire \$600,000 of grant money which will be paid out by the end of the year. We need to do an as built site plan for an APA permit and we have a quote from MJ Engineering to do that, but other quotes will need to be obtained still. Tabled until another time
- Community Center Energy Audit-resolution needed for a prepay, these are fully funded grants, but we have to prepay them

**Resolution #2025-264**

Motion by Councilman Sauer, second by Councilor Dwyer to prepay L&S invoice No. 251151 in the amount of \$3,460.00 for the energy audit.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

- Hazard Mitigation Plan-A resolution to amend the date of adoption of the Essex County Hazard Mitigation Plan update is needed as well as a resolution to adopt the Essex County Hazard Mitigation Plan with today's date

**Resolution #2025-265**

Motion by Councilman Forbes, second by Councilor Dwyer to amend the date of adoption for the Essex County Hazard Mitigation Plan Update. All in favor, none opposed, motion carries.

**Resolution #2025-266**

Motion by Councilman Sauer, second by Councilman McDonald adopting the Essex County Hazard Mitigation Plan. All in favor, none opposed, motion carries.

- AuSable Forks Volunteer Ambulance Service-Resolution is needed to approve the 2026 contract and to give Supervisor Stanley the ability to sign it with Black Brook.

**Resolution #2025-267**

Motion by Councilman McDonald, second by Councilman Forbes to approve the 2026 contract with the AuSable Forks Volunteer Ambulance Service and to give Supervisor Stanley the ability to sign it with Black Brook. All in favor, none opposed, motion carries.

- North Country SPCA-Resolution is needed to approve the 2026 contract with them

**Resolution #2025-268**

Motion by Councilman Sauer, second by Councilman McDonald to approve the 2026 contract with the North Country SPCA. All in favor, none opposed, motion carries.

- Requesting approval to pay stipends and insurance buyouts the first week of December.

**Resolution #2025-269**

Motion by Councilman Forbes, second by Councilor Dwyer for the approval to pay stipends and insurance buyouts in the first week of December. All in favor, none opposed, motion carries.

- Requesting approval for overnight travel for a AATV meeting in Lake George for 12/7-12/8 for Supervisor Stanley

**Resolution #2025-270**

Motion by Councilman McDonald, second by Councilor Dwyer for the approval for overnight travel for Supervisor Stanley to attend a AATV meeting in Lake George. All in favor, none opposed, motion carries.

- Resolution needed to accept the 2025 water and sewer relevy with the amounts being SS \$20,902.38, W1 \$7,175.95, W2 \$8,088.49, W3 \$3,880.97 for a total amount of \$40,047.79

**Resolution #2025-271**

Motion by Councilman Forbes, second by Councilman McDonald to accept the 2025 water and sewer relevy. All in favor, none opposed, motion carries.

- Resolution needed to prepay Attorney Manning \$960.00 for October/November 2025 legal services.

**Resolution #2025-272**

Motion by Councilman Sauer, second by Councilor Dwyer to prepay Attorney Manning \$960.00 for his October/November 2025 legal services.

**ROLL CALL VOTE:**

Councilor Dwyer—Yes; Councilman Sauer—Yes; Supervisor Stanley—Yes; Councilman McDonald—Yes; Councilman Forbes—Yes. All in favor, none opposed, motion carries.

- There is a request to use the covered bridge on 2/7/2026 for a wedding ceremony-resolution needed

## **Resolution #2025-273**

Motion by Councilman McDonald, second by Councilman Forbes to approve the use of the covered bridge for a wedding ceremony on February 7, 2026

### **Events:**

- Christmas in the Forks Vendor Market will be held at the Community Center on 12/6 from 10a-2p
- Upper Jay Art Center has their opening night for their new play this weekend and next weekend and more information can be located on their website
- JEMS pie sale November 22<sup>nd</sup> 9a-1pm

### **Board Comments:**

- **Councilman Forbes:** Thanks to Robin and her husband for all they have been doing with the food bank. Congratulations to all of the candidates on their re-elections, it can be very stressful during that process. I am glad that everyone got their signs down in a timely manner.
- **Councilman McDonald:** Congratulations to everyone that was elected and everyone who ran, this year was a tight race.
- **Councilman Sauer:** Congratulations to everyone that ran even if you didn't win you stepped up to run. We use a lot of paper and I would like us to look into some type of a pad that isn't that expensive to use instead of all of the printed out documents. Looking at everything electronically would save on paper and the environment, but also save on time to print and put the packets all together.
- **Councilor Dwyer:** To echo what everyone else has said thank you to all of the candidates who ran and who won. We are very fortunate to have so many people in the town who serve or want to serve our community in various ways. Thank you
- **Attorney Manning:** Nothing at this time

### **Audience Comments:**

- Sarah Duheme spoke about a dog park for the town. A lengthy discussion occurred on this topic and there will be more to come in the future in regards to a dog park and the startup costs that maybe associated with it.

### **Next Meeting:**

- December 11<sup>th</sup> at 7pm at the Community Center

There is not a need for Executive Session tonight.

Motion to adjourn made by Councilman McDonald, second by Councilman Forbes, all in favor, none opposed, meeting adjourned at 9:11p.

Minutes submitted by,

Tamber McCabe  
Deputy Town Clerk