

## **Town of Jay Town Board Meeting Minutes**

October 9, 2025 – 7:00 PM

Town of Jay Community Center, Au Sable Forks, NY

### **Present:**

Supervisor Matt Stanley  
Councilor Dwyer  
Councilman Sauer  
Councilman McDonald  
Councilman Forbes  
Deputy Town Clerk Tamber McCabe  
Dan Manning  
Superintendent of Water/Wastewater Paul Mintz  
Wally Walters  
Cody Garren  
Gerald Newman

### **Present Via Go-To:**

Tim Rowland  
Bill Campbell  
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### **Call to Order:**

Supervisor Stanley called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

### **Resolution No. 2025-229-A**

Motion by Councilman McDonald, seconded by Councilor Dwyer, to approve payment of audited bills included in Abstract 10-25A, Vouchers #2025-972 through #2025-1074, totaling \$254,373.00, as presented by Supervisor Stanley. All in favor and duly passed.

### **Resolution No. 2025-229-B**

Motion by Councilman Sauer, seconded by Councilman McDonald, to approve the minutes of the September 11, 2025 regular board meeting, as amended to state that Councilman Sauer provided the Climate Task Force reports and not Councilman Forbes. All in favor and duly passed.

### **Resolution No. 2025-229-C**

Motion by Councilman McDonald, seconded by Councilman Forbes, to approve the minutes of the October 2, 2025 Special Board Meeting as presented. All in favor and duly passed.

### **Audience Comments**-None

Guest Christine Bush from AARCH was unable to make it. Supervisor Stanley provided an update. On October 23<sup>rd</sup> at 6pm at the Community Center there will be a public information

meeting to discuss the proposed Au Sable Forks Historic District nomination with representatives from the New York State Historic Preservation Office (SHPO).

### Department Head Reports

**Water & Wastewater Department:** Superintendent Mintz provided a written report and a verbal summary of what it said. The water tap on Valley Road has been completed with assistance from Wilmington. Communication loss at the Nugent Water Plant was discussed as well as recommended updates and costs for that. All of the hydrants in the three hamlets have been flushed and serviced in the last two years. All of the hydrants are also operational and in service. However, out of those about half a dozen have some deficiencies that at some point will need repair or replacement. Any black cap hydrants are marked that way to indicate they are no longer in use. ASF household characteristics surveys are still occurring, but we may not reach the necessary responses needed for the survey to be legitimate until Spring. In the next week or so the water systems at the parks and cemeteries will be drained and winterized.

**Highway Department:** Deputy Superintendent Garren provided a written report and verbal summary of what it said. Two culverts have been replaced on Green Street, the Grove Road project is moving along, the River Road project has been completed. John is attending CV-TECH to upgrade his CDL B. Egglefield Ford was able to repair the old green ford and it should last a few more years, but won't be able to be used to plow with. The salt building light will be installed next week and then we will continue to screen the stocked sand to place in the new building. We have hauled 6,000 yards of sand stock from the Straight Pit. We also received paving assistance for the salt shed from near-by towns, which was great. Due to the burn ban and the brush collection currently already at the highway we would like to temporarily stop collecting brush for a bit. Repairs are needed for our J-8 truck and we would like to purchase 4 hand held radios as well. Request was made for executive session later on to discuss personnel items.

### Resolution No. 2025-230

Motion by Councilman McDonald, seconded by Councilman Forbes, to authorize repairs to Truck J-8 in the amount of \$4,186.78. Roll Call Vote:

Councilor Dwyer – Yes

Councilman Sauer – Yes

Supervisor Stanley – Yes

Councilman McDonald – Yes

Councilman Forbes – Yes

Motion carried.

### Resolution No. 2025-231

Motion by Councilman McDonald, seconded by Councilor Dwyer, to approve the purchase of four (4) portable radios from Bearcom out of the Machinery EQ at a total cost of \$4,240.00.

Roll Call Vote:

Councilor Dwyer – Yes

Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

## **Committee Reports**

**Economic Development Committee:** Supervisor Stanley reported on the CDBG Home Grant and Microenterprise Grant progress, noting that two home repair applications were qualified and as repairs are made if there is still money then they will move on to the next applicants. On Tuesday we held our Microenterprise grant training day and several small business applications are in process. There was also a meeting this morning with HCR to touch base on our progress.

**Youth Commission:** The fall soccer program continues to move right along. Recently new portable soccer goals were purchased and are now in use. A \$7,500 Essex County Youth Grant was recently awarded and we can look to purchase additional goals with that grant.

**Parks and Open Space Committee:** Councilor Dwyer provided updates on the Recreation Economies for Rural Communities (RERC) planning program administered by the EPA. The Town of Jay was selected as one of 25 national participants, with the steering committee of 12 people nearly finalized. We did not meet in September, but will be meeting later on in October.

**Climate Smart Task Force:** Councilman Sauer reported progress on the energy efficiency audit. The solar panel project is complete pending inspection and NYSEG payment and hook up. Updates were given on the awarded grant for the pilot program for composting and on the EV charger grant program and extension.

**Comprehensive Plan Committee:** Chairperson Walters reported that Survey #2 received 238 responses, whereas survey #1 had 434. An overview of the survey responses and what the committee is currently working on was provided. The committee is drafting the next phase of the plan and continues public engagement and outreach efforts. The next meeting is October 20<sup>th</sup>.

## **Supervisor's Report**

Supervisor Stanley provided an update on NY Class with earnings of \$13,090.79 in interest for the month of September.

Waste Water Facility upgrade update was provided and the black top was not as thick as originally thought and the sub base needed to be thickened with stone. Weydman Electric invoice was discussed with a motion to pre-pay along with some final invoices to be pre-paid to MJ Engineering for the water meter mandate and water upgrades (there are no late fees).

As Councilman Sauer mentioned we have requested an extension on our EV charger grant.

Mention was made again on the upcoming informational meeting with the State Historic Preservation Office.

River Road reconstruction project completed pending homeowner approval with an invoice needing to be approved and paid.

We have pictures to share on how the Grove Road project is currently coming along. Invoice for this project from H&T was discussed with a motion to pre-pay. Final invoice (including tariff charges) for the salt shed was discussed with a motion to pre-pay HYBRID made. We have also met our 25% match for this grant.

A discussion occurred on a fund balance policy.

He commended all departments for collaboration on the Salt Shed project, paving efforts, and water system maintenance.

Essex County Land bank is requesting a resolution to endorse and approve the Essex County Land Bank's on its application to New York State Homes and Community Renewal for the Move in New York program for the cross-mod home on the property acquired on 9N and Jay.

Our yearly maintenance was done by FM Generator for the Community Center generator. They had several recommendations for us afterwards. A resolution to complete the required work is needed for the community center and for repairs for water and sewer generator as well.

Discussion occurred on the issues the ambulance service has been having with both of their ambulances. The ambulance service got a quote on a new ambulance. A lengthy discussion occurred on how to proceed. Attorney Manning will look further into the process to follow to acquire a new one. This has been tabled for now.

### **Resolution No. 2025-232**

Motion by Councilman Forbes, seconded by Councilor Dwyer, to prepay Weydman Electric (Invoice 1E) in the amount of \$51,689.79 for the Wastewater Facility project, contingent on engineer certification, as presented. Roll Call Vote:

Councilor Dwyer – Yes

Councilman Sauer – Yes

Supervisor Stanley – Yes

Councilman McDonald – Yes

Councilman Forbes – Yes

Motion carried.

### **Resolution No. 2025-233**

Motion by Councilman McDonald, seconded by Councilman Forbes, to prepay MJ Engineering invoices totaling \$8,410.00 for final engineering reports related to the water meter mandate and upgrades. Roll Call Vote:

Councilor Dwyer – Yes

Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

#### **Resolution No. 2025-234**

Motion by Councilman Sauer, seconded by Councilor Dwyer, to prepay Invoice 2025.10.08 to the Au Sable Freshwater Center in the amount of \$4,394.00 from the River Restoration Fund.

Roll Call Vote:

Councilor Dwyer – Yes  
Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

#### **Resolution No. 2025-235**

Motion by Councilman McDonald, seconded by Councilman Sauer, to prepay H&T Engineering Invoice #2969 in the amount of \$1,205.00 from the Grove Road Project Fund.

Roll Call Vote:

Councilor Dwyer – Yes  
Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

#### **Resolution No. 2025-236**

Motion by Councilman Sauer, seconded by Councilman McDonald, to prepay Hybrid (salt shed) invoice in the amount of \$162,039.50 as presented. Roll Call Vote:

Councilor Dwyer – Yes  
Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

#### **Resolution No. 2025-237**

Motion by Councilman Forbes, seconded by Councilman Sauer, to endorse and approve the Essex County Land Bank on its application to New York State Homes and Community Renewal for the Move in New York program for the cross-mod home on the property acquired on 9N and Jay. All in favor and duly passed.

**Attorney Manning:** Attorney Manning presented Local 1 of 2025 to the board. This is a local law redefining income for persons 65 years of age or older to qualify for partial real property tax exemption. Brief discussion occurred. The public hearing for this will be on November 13<sup>th</sup> at 6:45pm.

### **Resolution No. 2025-238**

Motion by Councilor Dwyer, seconded by Councilor McDonald, to introduce a local law titled 'Redefining income for persons 65 years of age or older to qualify for partial real property tax exemption' and set a public hearing prior to the next meeting. All in favor and duly passed.

### **Resolution No. 2025-239**

Motion by Councilman McDonald, seconded by Councilman Forbes, for authorization for FM Generator repairs to not-to-exceed the amount of \$2,000.00 for two generators. Roll Call Vote:

Councilor Dwyer – Yes  
Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

### **Resolution No. 2025-240**

Motion made by Councilman McDonald, seconded by Councilman Sauer, to accept the 3<sup>rd</sup> quarter sewer billing in the amount of \$18,325.00. All in favor and duly passed.

### **Resolution No. 2025-241**

Motion made by Councilman Forbes, seconded by Councilor Dwyer to prepay Adirondack Auto \$1,224.08 for the work that was completed on the parks truck. Roll Call Vote:

Councilor Dwyer – Yes  
Councilman Sauer – Yes  
Supervisor Stanley – Yes  
Councilman McDonald – Yes  
Councilman Forbes – Yes  
Motion carried.

### **Events:**

- October 14<sup>th</sup> Entrepreneurship night in the gym at the CC from 6p-8p in conjunction with the SHIPLEY center
- On October 13<sup>th</sup> we had our first budget workshop
- On October 22<sup>nd</sup> at 7pm we are having our 2<sup>nd</sup> Budget workshop
- On October 23<sup>rd</sup> at 6pm at the Community Center there will be a public information meeting to discuss the proposed Au Sable Forks Historic District nomination with representatives from the New York State Historic Preservation Office (SHPO).

## Board Comments:

**Councilman Forbes:** On September 16th the drinking water source protections meeting was held. We will meet every 2 months with more information to come.

**Councilman McDonald:** Brief dog license discussion occurred

**Councilman Sauer:** I look forward to our budget sessions

**Councilor Dwyer:** Thank you to my fellow board members for the budget workshop last night and helping me to learn. Thank you to everyone involved in working on the drinking water protections plan. The work on the hydrants is also appreciated.

**Attorney Manning:** Thank you to all members of the board, committee members and department heads for all you do, it's nice to see.

## Audience Comments:

Water & Wastewater Department Superintendent Mintz requested to discuss the generator repairs again. As a result, an amended resolution for FM Generator repairs was needed.

### Resolution No. 2025-242

Motion by Councilman McDonald, seconded by Councilman Forbes, for amended authorization to a previous resolution for FM Generator repairs to not-to-exceed the amount of \$2,500.00 for two generators. Roll Call Vote:

Councilor Dwyer – Yes

Councilman Sauer – Yes

Supervisor Stanley – Yes

Councilman McDonald – Yes

Councilman Forbes – Yes

Motion carried.

## Next Meeting Dates:

- **October 22<sup>nd</sup> Budget workshop at 7pm**
- **November 6<sup>th</sup> 2026 Budget Public Hearing at 7pm**
- **November 13<sup>th</sup> Public Hearing on Local Law at 6:45pm**
- **November 13<sup>th</sup> Regular Board Meeting at 7pm**

### Resolution No. 2025-243

Motion by Councilman Sauer, seconded by Councilman Forbes, to go into executive session at 8:57pm for legal advice and appointments. All in favor and duly passed.

The board returned from executive session at 10:04pm with no decisions made during that time.

**Resolution No. 2025-244**

Motion by Councilman McDonald, seconded by Councilman Forbes, to adjourn meeting at 10:05pm. All in favor and duly passed

Submitted by,

Tamber McCabe Deputy Town Clerk