

Town of Jay

Organizational Board Meeting Minutes

Date: January 8, 2026

Time: 7:00 PM

Location: Community Center, Town of Jay, New York

CALL TO ORDER

The Organizational Board Meeting of the Town of Jay was called to order at 7:00 PM by Supervisor Matthew Stanley.

SALUTE TO THE FLAG led by Supervisor Matthew Stanley

ROLL CALL

Present:

- Olivia Dwyer, Councilor
- Knut Sauer, Councilman
- Matthew Stanley, Supervisor
- Thomas McDonald, Councilman / Deputy Supervisor
- Stephen Forbes, Councilman
- Daniel Manning Town Attorney
- Tamber McCabe Deputy Town Clerk
- Paul Mintz Water and Waste Water Superintendent
- Chris Sorrell Highway Superintendent
- Cody Garren Deputy Highway Superintendent

Also Present:

- Michael Rafferty
- Tammy Santo
- R. Andrew
- Gerald Newman

Present via Go-To:

- K
 - Guest
 - K
 - MM
 - B. Campbell
 - Upper Jay Regulate STR's
-

APPROVE AUDITED BILLS

Resolution 2026-1

On a motion by Councilman McDonald, seconded by Councilman Forbes, the Town Board approved payment of audited bills as presented from vouchers #2025-1259 through #2026-090 totaling \$561,351.14.

All in favor, none opposed, motion carried.

APPROVE MINUTES

December 11, 2025 Regular Board Meeting

Resolution 2026-2

On a motion by Councilman Sauer, seconded by Councilman McDonald, the Town Board approved the minutes of the December 11, 2025 Regular Board Meeting as submitted.

All in favor, none opposed, motion carried.

AUDIENCE COMMENTS

- **Tammy Santo**-addressed the board on several topics
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ORGANIZATIONAL RESOLUTIONS (see attached for each)

Resolution 2026-3

On a motion by Councilman Sauer, seconded by Councilman McDonald, The Town Board approved the 2026 Town of Jay Appointments.

A discussion to add Councilman Forbes as an alternate as an Ambulance Board Liaison occurred. Councilman Forbes was added as such after the discussion.

All in favor, none opposed, motion carried.

Resolution 2026-4

On a motion by Councilman McDonald, seconded by Councilman Sauer, The Town Board approved the 2026 authorization for salary payments.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-5-A-Z

On a motion by Councilman McDonald, seconded by Councilor Dwyer, The Town Board approved the 2026 Town of Jay Organizational Resolutions.

A discussion occurred on the amount of the mileage reimbursement and if the petty cash amount was enough for the tax collector. No changes occurred during the discussion.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

DEPARTMENT HEAD REPORTS

Code Enforcement Officer –Supervisor Stanley reviewed the building permit report provided by the Code Enforcement Officer in advance of the meeting. For 2025 there were 103 building permits issued.

Dog Control Officer – No report this month

Assessor – No report this month

Water/Wastewater Department – Paul Mintz Water and Waste Water Superintendent provided an update for the WWTF and some electrical issues with #2's motor starter that an electrician will need to diagnose and quote. A discussion on the aerator deficiencies at the WWTF occurred. With phase 2 of the lagoon upgrades the need for these aerators should be reduced. The automatic standby power back up at the ASF, WTP and WWTF has been great when its been needed. Mr. Mintz provided updates on other projects at the WWTF and shared what's next on the list of things to be done such as several annual reports coming due.

Highway Superintendent – Chris Sorrell Highway Superintendent discussed needing plow wing blade equipment for the J-1 and J-9 tandems as well as the J-8 single axle. Mr. Sorrell asked for approval to provide the Town of Jay Highway equipment list to Essex County DPW. That list is used for our pay outs when we do contracted work for them. Equipment and road maintenance updates were provided to the board. We are researching brine for the sidewalks to reduce how much salt we are using on them. Our salter on the Mahindra is also in need of replacement, but I want to get some prices on brine and a new salter before deciding how to proceed. Mr. Sorrell requested board approval to carry over 2025 accrued time. Personal time would move to sick time, any remaining vacation time would carry over to 2026 and any comp time would get paid out at the end of the year.

Resolution 2026-6

On a motion by Councilman Forbes, seconded by Councilor Dwyer, the Town Board authorized the purchase of plow wing blade equipment from Winter in the amount of \$9,744.90.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-7

On a motion by Councilman McDonald, seconded by Councilor Dwyer, the Town Board approved providing the Town of Jay Highway equipment list to Essex County DPW.

All in favor, none opposed, motion carried.

Resolution 2026-8

On a motion by Councilman Forbes, seconded by Councilor Dwyer, the Town Board approved the carry-over of 2025 accrued time as discussed for the Highway Department.

A brief discussion occurred on accrued hours

All in favor, none opposed, motion carried.

COMMITTEES

Economic Development – Supervisor Stanley reported on ongoing economic development initiatives, including recent grant activity and project coordination. He highlighted the Town’s successful award of a \$315,000 Main Street grant for façade and building improvements, to be administered by the NCRD, with additional implementation details forthcoming. The next committee meeting is January 14th at noon.

Resolution 2026-9

On a motion by Councilor Dwyer, seconded by Councilman McDonald, the Town Board accepted the New York Main Street grant in the amount of \$315,000.00 to be administered by North Country Rural Development.

All in favor, none opposed, motion carried.

Youth Commission – Supervisor Stanley shared that youth commission basketball is underway and there are 4 teams total with 2 of the teams using the CC gym for practices and games with the other 2 teams using Holy Name. Games will be held on Saturday in the CC for home games. The ski program is also underway at Whiteface.

Parks – Councilor Olivia Dwyer shared that the last meeting was on December 18th. We are continuing to explore a dog park. Our Parks and Trails Volunteer Day is April 25th. On January 22nd is our next Parks and Open Space meeting and we will be advertising to have the community come and join us for it. An update was provided on the Recreation Economy for Rural Communities grant with the needed next steps as it gets started.

Climate Smart Task Force – Councilman Knut Sauer shared that the energy audit for the CC came back and is a heavy document and we are going to be having a meeting with L&S Engineering and NYSERDA to better understand it all.

Human Services Committee – Supervisor Stanley shared an update on Robin Licari’s behalf. They did not have a meeting in January. The food bank is doing well, however the federal pause on SNAP has continued to create a pause for them with the Adirondack Food Bank. As a result they are running solely on donations at this time. Ward Lumber will be donating 1/3 of the money they raise during the Big Change Round Up to the food bank. Donations can also be made through Cornell Cooperative Extension as well.

Comprehensive Plan Special Board – Supervisor Stanley shared an update on Wally Walter’s behalf. Stakeholder interviews are underway for the comprehensive plan. We should be seeing a draft of the plan in the spring. The next meeting will be January 19th at the CC.

SUPERVISOR’S REPORT

Correspondence:

- Supervisor Stanley was contacted by the APA to go present at one of their board meetings on several topics
- Request from Robin Licari for the Essex County Suicide Prevention Team to use the Jay Green on June 7, 2026 for an annual race.
- Wally Walters wrote a memo to the board regarding the Howitzer Testing Range in Lewis in hopes of the board opposing it with the APA. A lengthy discussion occurred. Making a decision was tabled at this time and a special board meeting will be arranged with Unconventional Concepts to gather more information before proceeding.

Updates:

- NYCLASS interest updates were provided.
- Supervisor’s Financial Report: December report is not final as we wait for the rest of 2025 bills to come in. There will be a more complete report next month.

Wastewater Facility Upgrade Update:

- The project is approaching substantial completion. Work continues on the Bond Anticipation Note (BAN) and grant closeout. EFC and Attorney Manning have been on several calls with us. We do need a resolution to pre-pay Pipeline Mechanical invoice #4 in the amount of \$2000.94.

DEC Water Meter Mandate and Water Upgrades:

- Discussions were held with Community Resources regarding applying for Water Infrastructure Improvement Act (WIIA) funding and listing the project with EFC for a financing plan. It was noted that bonding of the project, estimated to exceed \$5 million, would be required prior to applying for WIIA. We could apply for a hardship grant as a result of the household income surveys that Mr. Mintz has been working on.

Au Sable Forks Historic District:

- Letters have been sent to owners of contributing buildings within the Historic District. The owners of the buildings can reach out to SHPO at the state to see what benefits are out there for their buildings.

River Road River Reconstruction:

- We need to go out in the spring to see if any lawn repair will be needed as well as work on repairing the road.

Main Street Grant:

- As discussed earlier in the meeting the town was awarded a \$315,000 grant

Microenterprise Grant:

- Recommendations have been made by the Grant Review Committee for the applicants that applied. A Resolution is needed to be able to award this as such.

Jay and Upper Jay EV Chargers:

- Jay and Upper Jay EV Chargers are ready to be installed and a resolution is needed to pre-pay Apex Energy. These invoices are reimbursable by the grant. Brief Discussion occurred on reaching out to Chris and Paul when they are ready to dig.

Grove Road Update:

- Grove Road is done and now open. Resolution is needed to pay for final invoice.

Solar Panel Project:

- The solar panel system is installed and operational. More training will be scheduled once all required parties are available.

Salt Shed:

- The contract that was approved last month has been signed with M&J Engineering.

Fund Balance Policy:

- The recommendations from the committee require a few updates and then they will be sent out to the board via email to be moved on for next month.

Community Center Energy Audit:

- The next meeting with L&S is scheduled for January 20, 2026

NY AOT Training and approval for overnight travel

- Approval was requested for overnight travel for the NY AOT training in NYC for the Judge Pat Devlin, Supervisor Matthew Stanley, Supervisors Clerk Michelle Axtell and Councilman Forbes. Followed by a lengthy discussion.

2026 Insurance Premiums:

- Insurance policy renewals need a resolution for pre-payment for a total of \$93,953.75.

Sliding Scale Exemption:

- There needs to be an adjustment to the previously approved Local Law for the Sliding Scale Exemption. The public hearing for this will be February 12, 2026 at 6:45pm at the CC right before the regular board meeting at 7pm

Landbank Tax Auction:

- There are two properties in the Town of Jay that the Landbank is interested in bidding on. The Landbank obtaining them at auction would drastically reduce costs for the Town of Jay in having to tend to them. The Landbank also has access to grant money to assist in what's needed for these locations. A lengthy discussion occurred.

NYS Retirement:

- A resolution is needed to prepay NYS retirement \$955.00 for the annual bill due to them saying they didn't receive our postmarked payment by the due date of December 15th to receive the early payment discount. This is the difference between what we paid and what is now still owed as a result.

4th Quarter 2025 Sewer Billing:

- A resolution is needed to accept the 4th quarter 2025 sewer billing in the amount of \$18,375.00.

Accrued time in the Supervisor's Office:

- A resolution is needed to move personal to sick, rollover sick time and payout any comp time for 2025.

EMR:

- A resolution is needed to prepay EMR November invoice for patient revenue \$1,751.14

G Works:

- This was Pub Works and is now G Works. It's moving from being computer based to being cloud based. As it moves to the cloud there is going to be a two-year commitment that is going to cost \$10,000 over the next two years to keep this program. As a result, I am shopping around for other software programs and wanted to bring this to the boards attention.

Procurement Policy:

- I would like a resolution to update the Procurement Policy so that all Department Heads (not just the Highway) have the ability to make purchases with out board approval up to the amount of \$2,500.

RESOLUTIONS

Resolution 2026-10

On a motion by Councilman McDonald, seconded by Councilman Sauer, the Town Board approved the use of the Jay Village Green for a race on June 7, 2026 with a completed permit and insurance.

All in favor, none opposed, motion carried.

Resolution 2026-11

On a motion by Councilor Dwyer, seconded by Councilman McDonald, the Town Board approved grant awards funded through the Microenterprise Grant Program as recommended by the Grant Review Committee. The amounts of the awards are \$16, 653.46 and \$12, 636.92 to be paid out to the applicants.

All in favor, none opposed, motion carried.

Resolution 2026-12

On a motion by Councilman Sauer, seconded by Councilor Dwyer, the Town Board authorized prepayment of APEX Energy Invoice #18624 in the amount of \$3,398.00 for Jay Green and APEX Energy Invoice #18263 in the amount of \$13,073.00 for Upper Jay.

Roll Call Vote:

- Councilor Dwyer – Aye
- Councilman Sauer – Aye
- Supervisor Stanley – Aye
- Councilman McDonald – Aye
- Councilman Forbes – Nay

Four in favor, one opposed, motion carried.

Resolution 2026-13

On a motion by Councilman McDonald, seconded by Councilman Forbes, the Town Board authorized prepayment of H&T Invoice #3109 in the amount of \$1,580.00 related to the Grove Road project.

Roll Call Vote:

- Councilor Dwyer – Aye
- Councilman Sauer – Aye
- Supervisor Stanley – Aye
- Councilman McDonald – Aye
- Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-14

On a motion by Councilman McDonald, seconded by Councilman Forbes, the Town Board authorized prepayment of Pipeline Mechanical Invoice #4 in the amount of \$2,000.94.

Roll Call Vote:

- Councilor Dwyer – Aye
- Councilman Sauer – Aye
- Supervisor Stanley – Aye
- Councilman McDonald – Aye
- Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-15

On a motion by Councilman McDonald, seconded by Councilor Dwyer, the Town Board authorized overnight travel to the NY AOT training for the Judge, Supervisor, Supervisors Clerk and one Councilman.

A lengthy discussion occurred on costs and what the future of this training might look like.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-16

On a motion by Councilman McDonald, seconded by Councilman Sauer, the Town Board authorized prepayment of insurance invoices #45945 through #45948 in the total amount of \$93,953.75 for 2026 policy renewals.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-17

On a motion by Councilman Sauer, seconded by Councilman McDonald, the Town Board authorized Supervisor Stanley to sign an agreement with the Landbank to reimburse them up to \$20,000 of occupancy tax funds to bid on two Town of Jay properties.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-18

On a motion by Councilman Forbes, seconded by Councilman McDonald, the Town Board authorized prepayment of the NYS Retirement annual bill in the amount of \$955.00.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-19

On a motion by Councilman Sauer, seconded by Councilman Dwyer, the Town Board accepted the 4th Quarter 2025 sewer billing in the amount of \$18,375.00.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-20

On a motion by Councilman Sauer, seconded by Councilor Dwyer, the Town Board approved the carry-over of 2025 accrued time as discussed for the Supervisor's Office.

A brief discussion occurred.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-21

On a motion by Councilman Forbes, seconded by Councilman McDonald, the Town Board authorized prepayment of the November EMR invoice for patient revenue in the amount of \$1,751.14.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

Resolution 2026-22

On a motion by Councilman McDonald, seconded by Councilman Forbes, the Town Board approved the Procurement Policy updates as discussed.

Roll Call Vote:

Councilor Dwyer – Aye
Councilman Sauer – Aye
Supervisor Stanley – Aye
Councilman McDonald – Aye
Councilman Forbes – Aye

All in favor, none opposed, motion carried.

EVENTS

- January 22nd is the Outdoor Recreation Community Meeting at the CC at 7pm and the Parks and Open Spaces Committee invites the community to join.

BOARD COMMENTS

- **Councilman Stephen Forbes:** Discussed the project he has been working on. Dan Manning will be assisting with this.

- **Councilman Thomas McDonald:** Discussed the clothing allowance update and the personnel policy. Carol has kept track of resolutions made to the policy binder and will assist with updating the binder.
 - **Councilman Knut Sauer:** Discussed the December operating statement and asked for clarification on the Roost/Occupancy Tax section. Discussion also occurred on AIM funds and the Upper Jay Arts Center. Short term rentals, the laws pertaining to STR's and a STR task force were also discussed.
 - **Councilor Olivia Dwyer:** Happy New Year and looking forward to a productive 2026.
 - **Attorney Manning:** Please bring a copy of the new procurement policy to every meeting to have as a handy reference.
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AUDIENCE COMMENTS

- Gerald Newman and Tammy Santo addressed the board
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NEXT MEETING

The next Regular Town Board Meeting will be held on **February 12, 2026**.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Resolution 2026-23

On a motion by Councilman McDonald, seconded by Councilor Dwyer, the meeting was adjourned at 9:55pm.

Respectfully submitted,

Tamber McCabe
Deputy Town Clerk, Town of Jay