TOWN OF JAY
Office of the Town Clerk
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Town of Jay Regular Board Meeting Minutes

Date: Thursday, October 8, 2026
Time: 7:00 PM
Location: Community Center

1. Present

- **Town Supervisor:** Matthew Stanley
- **Councilman:** Tom McDonald
- **Councilman:** Steve Forbes
- **Councilman:** Knut Sauer
- **Councilor:** Olivia Dwyer
- **Deputy Town Clerk:** Tamber McCabe
- **Town Attorney:** Daniel Manning
- **Water/Sewer Superintendent:** Paul Mintz
- **Highway Superintendent:** Chris Sorrell
- **Deputy Highway Superintendent:** Cody Garren

Absent

- **Town Clerk:** Carol Greenley Hackel

Present Via Go To Meeting:

- Michael Miller
- B.C.
- K
- Guest
- J

Other Guests in Attendance:

- Wally Walters
- Gerald Newman
- Larry Hartson
- Sarah Duheme
- Michael Rafferty

2. CALL TO ORDER & SALUTE TO THE FLAG

- Called to order at 7:00 PM by Supervisor Stanley
- Pledge to the flag led by Supervisor Stanley

3. APPROVE AUDITED BILLS

Abstract #10-26A (Vouchers #2026-1082 – #2026-1180, including prepaids):

Fund / Category	Amount
1. General	$30,874.25

Fund / Category	Amount
2. Highway	$97,783.18
3. SW1	$1,354.44
4. SW2	$1,985.97
5. SW3	$1,049.81
6. SS	$13,948.17
7. Trust & Agency	$935.61
8. Jay EV	$246.33
9. Upper Jay EV	$154.12
10. Climate Smart	$821.92
11. Community Assistance	$23.00
TOTAL ABSTRACT AMOUNT	**$148,876.80**

Motion to approve made by Councilman McDonald, second by Councilor Dwyer, all in favor, duly passed.

Resolution #2026-206

4. INTRODUCTION OF SPECIAL GUESTS

- None present.

5. AUDIENCE COMMENTS

- Sarah Duheme and Larry Hartson gave an update on the proposed dog park and a lengthy discussion was held

6. ACCEPT MINUTES

- September 10, 2026 – Regular Board Meeting Minutes

Motion to approve made by Councilman Sauer, second by Councilman McDonald, all in favor, duly passed.

Resolution #2026-207

7. DEPARTMENT HEAD REPORTS

- **Code Enforcement** – *Rodger Tompkins*
  - **September Activity:** Report was provided and Supervisor Stanley discussed it in Rodger's absence
- **Dog Control** – *Dan McDonald*
  - **September Activity-**Report was provided and Supervisor Stanley discussed dog control calls and other items of interest as listed in the report such as the DCO possibly having a town issued cell phone for calls. Brief discussion amongst the Town Board occurred on the DCO position.
- **Assessor** – *Tim Gay*
  - No report submitted.

- **Water / Wastewater** – *Paul Mintz*
  - Upper Jay hydrant flushing completed (1 valve repaired); located and raised 5 valves (12"–18" below grade, 2 under pavement
  - Black Brook purchasing water temporarily starting Oct 6 during well development.
  - Precision Trenchless on-site Oct 14–16 for septic tank repairs
  - Attended DEC workgroup in Albany on 10/2 on state wastewater operator shortages and we had some great discussions
  - Hosted a public tour of ASF Wastewater Facility On 10/5 (9 attendees).
  - Worked with the Highway Dept on 9/22 to hot-patch Springfield Rd, Park Side Dr and John Fountain Rd

  - Joint bid through Essex County for generator service: Stark Tech ($10,811.13) vs. Patriot Onsite ($11,299.18).

Motion authorizing a contract with Stark Tech for town-wide generator preventative maintenance and service made by Councilman Forbes, second by Councilor Dwyer

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-208

- **Highway Superintendent** – *Chris Sorrell*
  - **Rolling Mill Hill Road Drainage Study:**
    - Tabled from 9/10/26; reviewed quotes to work on Rolling Mill Hill Road. Discussion occurred on the quotes.

Motion to accept quote from MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to perform the Rolling Mill Hill Road Drainage Assessment Engineering Study in the total amount of $16,000 made by Councilman McDonald, second by Supervisor Stanley.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-209

  - **gWorks Cloud Operations Migration:** The current software that the highway uses, PubWorks is migrating to gWorks. As a result, an ordering document is required prior to scheduling migration.

Motion to authorize the Highway Superintendent to execute the gWorks ordering document with an annual subscription of $2,684.00 made by Councilman Sauer, second by Councilor Dwyer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-210

  - **Tire Purchase:** J-9 & J-21 tandem trucks are in need of new tires, 8 for each truck for a total of 16 needing to be purchased. Quotes were reviewed.

Motion to accept the quote and approve the purchase of 16 Hercules Strong Guard HMD tires from All Seasons Tire for $8,237.68 total made by Councilman Forbes, second by Councilman Sauer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-211

- **Equipment Trailer Replacement:** Our current trailer is in need of replacement. Discussion on why this was the case occurred**.** Quotes were reviewed, followed by a brief discussion.

Motion to accept quote and authorize purchase of a Hillcrest Steel Partial Tilt Trailer from Taylor Rental for $8,499.00 made by Councilman McDonald, second by Councilman Forbes.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-212

- **Surplus Declaration:** Discussion to surplus miscellaneous items, Highway Department equipment and unopened flooring from the CC occurred. (2013 Ford M-3, 2019 Sure Trac Tailer J-23, Quincy Air Compressor, Flail Mower for J-20, old paper towel, hand soap, toilet paper dispensers, caution lights, solar lights, various oils, air filters, parts books, old plow wings and plows, old truck headboard and unopened boxes of flooring at the Community Center)

Motion to declare Highway Department equipment, miscellaneous items, and unopened Community Center flooring as surplus property made by Councilman McDonald, second by Councilman Sauer.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-213

- **Miscellaneous Items**: Completed paving on Orchard Lane, Murcray Lane, and Bartlett Road; screening and filling sand sheds at Highway Pit before moving to Harkness Pit; continuing grading/raking/ditching in Acres. We have one Highway position open at this time.

8. COMMITTEES

- **Economic Development (Supervisor Stanley):** Our meeting was held on Sept 16th and G&G Consulting (DRI lead and will be initiating the local stakeholder outreach) joined us. We have 6 NY Main Street projects with an $100k award for Au Sable Theater, there are 10 total vacant rental property units receiving VRP money within AuSable Forks, 5 in the 1st round and 5 in the 2nd round, Landbank updates were provided, Comprehensive Plan open house set. We did not receive any bids for the Community Center Building project bid opening that was set for today. We did receive one bid for the tennis and basketball court resurfacing in Jay. We are closing out the first round of the EV chargers and advancing on the grant. We also reissued the RFP

for the elementary school closure economic impact study. We also launched the STR Task Force.

- **STR Task Force (Supervisor Stanley):** Initial meeting was held on Sept 29th and we discussed what that committee would like to do, there are currently around 240 active listings generating roughly $900k sales tax. Our next meeting is Oct 27th and we plan to create a best practice guide.
- **Parks and Open Spaces (Councilor Dwyer):** Recreation Economy for Rural Communities (RERC) workshop was held Sept 25–26 and was well attended with federal/state agencies joining as well, virtual follow-up set for Oct 14th. A lengthy discussion occurred sharing details of the workshop and feedback. Thanks to everyone for all your support.
- **Climate Smart Task Force (Councilman Sauer):** Sourcing 40-foot container for food scrap composting initiative ($5k base cost; reviewing local door/frame fabrication options) NYSERDA presentation occurred at our last meeting on battery energy storage systems.
- **Human Services (Robin Licari):** No report for this month
- **Comprehensive Plan Special Board (Wally Walters):** Food bank is providing an amazing service and are seeing a lot of people each month. The Draft Comprehensive plan is now ready for the community to view and a copy of it can be found in the Town Clerks office. The public open house is scheduled for Oct 22nd with a formal public hearing being planned for Nov 17th.

9. SUPERVISOR'S REPORT

- **Dog Park Discussion (Revisited with Attorney Manning):**
  - Attorney Manning answered some questions and provided some clarification with finances, roles and legalities as we move forward with the dog park. A lengthy discussion occurred.

Motion to officially name the dog park the "Kendall Hartson LeMay Dog Park" made by Councilman Sauer, second by Councilor Dwyer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-214

- **Correspondence:**
  - **Black Brook Youth Basketball:** Requesting the use of CC gym (Jan 2 – Mar 10) for youth basketball, all set to proceed with these dates

  - **Christmas in the Forks:** Email received from Christmas in the Forks (along with their insurance and the facility use paperwork) for property use in the Grove. They are also requesting $2,000 in support of Christmas in the Forks.

Motion to approve the use of Town Property on Grove Road for the Christmas in the Forks fireworks display made by Councilman McDonald, second by Councilor Dwyer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-215

Motion to authorize the expenditure of $2,000.00 in occupancy tax funds to support Christmas in the Forks made by Councilman Forbes, second by Councilman McDonald.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-216

- **Updates:**
  - **NY CLASS:** interest earned in September: $10,375 ($91,331.30 YTD).
  - **Supervisor's Financial Report:** Issue with the tables in the system for when we went to do the report. Calls have been made to get the accounting software fixed so this issue is corrected and our balances reflected accurately.
  - **Waste Water Facility Upgrade Update:** This project has been closed out before Hannah left the county. There was a seeding issue that is being covered under warranty and will be fixed.
  - **DEC Water Meter Mandate and Water Upgrades-**No Updates at this time

  - **Jay and Upper Jay EV Chargers:**

Motion to prepay final contract invoices to APEX Energy for the Jay and Upper Jay EV Charger installations, ($3,398.00 Jay; $13,073.00 Upper Jay) made by Councilman Sauer, second by Councilor Dwyer.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-217

  - **Public WIFI initiative:** No real updates at this time
  - **Main Street**: NRDC is still accepting applications for the NY Main Street Grant. Grant award should be happening soon. Initial meeting with G&G occurring during the EDC meeting.
  - **Comprehensive Plan:**

Motion to prepay AES Northeast invoice in the amount of $20,090.00 and then reimbursed from the DEC Smart Growth Grant made by Councilman Forbes, second by Councilor Dwyer.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-218

  - **Micro Enterprise Grant:** Having a 5th round scheduled for 10/16 and will be virtually.

  - **Community Center Energy Grant (Roof/Windows):**
    - Received no bids; determined scope was too combined. Brief discussion occurred.

Motion to authorize re-bidding the window and roof insulation components as separate bids made by Councilman Sauer, second by Councilman Forbes, all in favor, motion carries.

Resolution #2026-219

- **Community Center Boiler:** The old boiler is not salvageable, may want to consider a backup heat source at some point.
- **Financial Software Update:** Waiting on bid specs from Essex County Purchasing and then with Attorney Manning to get those out.

- **Douglas Memorial Park Tennis/Basketball Court Bids:**
  - One bid received from Fuller Excavating ($222,000 total; $167,000 with electrical/lighting omitted).
  - Funded via $125,000 DASNY grant and $42,000 occupancy tax

Motion to accept bid and award contract for the Douglas Memorial Park court upgrades to Fuller Excavating for $167,000.00 (electrical and lighting excluded) for execution in 2027 with no cost-escalation contingencies, funded via $125,000 DASNY grant and $42,000 occupancy tax, made by Councilman Sauer, second by Councilman McDonald.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-220

- **AuSable Drive Property Purchase:**
  - Phase 1 complete; owners not open to extend contract for Phase 2 completion out to Feb/March.
  - Property suitable for planned Highway salt shed/garage with other potential uses even without Phase 2

Motion to waive contract contingencies and proceed with purchasing the Church Lane property made by Councilman McDonald, second by Councilman Forbes.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-ABSTAINED
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-221

- **AVCS-Elementary School:** No bids were received for the Economic Impact Study. Ann Holland shared some reasons with Supervisor Stanley as to why that might have been. Brief discussion occurred.

- **Tax Cap Override Local Law Introduction:**

Motion to introduce proposed Local Law No. 3 of 2026 to override the Tax Levy Limit and set public hearing for **November 12, 2026, at 6:15 PM** made by Councilman McDonald, second by Councilman Forbes.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-222

- **Flood Damage Prevention Local Law Introduction:**

Motion to introduce proposed Local Law No. 4 of 2026 Flood Damage Prevention and set public hearing for **December 10, 2026, at 6:30 PM** made by Councilman Sauer, second by Councilman McDonald.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-223

- **SEQRA:**

Motion to adopt resolution declaring The Town of Jay Board's intent to serve as Lead Agency for the coordinated environmental review of the proposed local law for flood prevention (type 1 action) and authorize 30-day agency notification circulation made by Councilman Sauer, second by Councilman McDonald.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-224

- **3rd Quarter 2026 Sewer Billing:** Resolution needed to accept for $18,325.00

Motion to accept the 3rd quarter sewer billing for $18,325.00 made by Councilman Forbes, second by Councilor Dwyer.

With a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-225

- **Voyent Alert Renewal:** Need approval for 2027 renewal for $2,800.00

Motion made by to approve renewing Voyent Alert for 2027 for $2,800.00 made by Councilor Dwyer, second by Councilman McDonald.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-226

10. EVENTS

- **Comprehensive Plan Open House:** October 22nd from 5:30pm – 8:00pm
- **A2I Entrepreneurship Meetup:** October 28th, at Tahawus Cultural Center.
- **Virtual RERC Workshop:** October 14th , from 6:00pm – 7:30pm.
- **Arts in the Forks Event:** October 10th 11am-1pm at Visitor Center

11. BOARD COMMENTS

- **Councilman Forbes**: Next week is going to be a busy with our budget workshops
- **Councilman McDonald:** Nothing at this time
- **Councilman Sauer:** AuSable River Valley Business Association (ARVBA) will manage the Christmas Market this year on December 5th (gym reserved).
- **Councilor Dwyer**: Thank you to everyone who supported the RERC workshops, especially Brooke Paries and Paul Benway for their help.

12. AUDIENCE COMMENTS

- Sarah Duheme re-approached the board and discussion occurred on allowing the work to begin on the trail from the parking lot to the proposed area

Motion to approve the location and the start of the trail, as well as the value of the work to be done by High Peaks made by Councilman Sauer, second by Councilor Dwyer, all in favor, motion carries.

Resolution #2026-227

13. NEXT MEETINGS

- **Budget Workshops:** October 13th and October 15th at 7:00pm.
- **Public Hearing (2027 Preliminary Budget):** November 5th at 7:00pm.
- **Public Hearing (Local Law #3 Tax Cap Override):** November 12th at 6:15pm
- **Regular Board Meeting:** November 12th at 7:00pm
- **Public Hearing (Local Law #4 Flood Damage Prevention):** December 10th at 6:30pm

14. EXECUTIVE SESSION

- Executive Session requested for legal advice regarding tax assessment litigation, FOIL requests, and property acquisition contract timelines

Motion to leave for Executive Session made by Councilman Forbes, second by Councilman McDonald, all in favor, left at 10:00pm.

Resolution #2026-228

- Returned to Regular Session at 10:48pm with no decisions made during Executive Session.

15. POST-EXECUTIVE SESSION

- **Assessment Settlement Authority:**

Motion to authorize the Town Supervisor and Town Attorney to negotiate a settlement in Essex County Supreme Court bearing Index Nos. CV24-5345, CV26-0518 and CV26-0622, including an article 7 proceeding, made by Councilor Dwyer, second by Councilman McDonald.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-229

- **Harkness Pit Boundary Survey Contract:**

Motion to authorize a contract for Supervisor Stanley to sign, with ADK Surveying for a boundary survey of the Harkness Sand Pit for an amount not to exceed $9,500.00 made by Councilman Forbes, second by Councilman Sauer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-230

- **Electric Supply Contract Renewal (Constellation NewEnergy):**

Motion to authorize Supervisor Stanley to execute a 1-year electric supply contract at ~10.2¢/kWh made by Councilman McDonald, second by Councilman Sauer.

A brief discussion occurred with a roll call vote as follows:

Councilor Dwyer-YES
Councilman Sauer-YES
Supervisor Stanley-YES
Councilman McDonald-YES
Councilman Forbes-YES

Resolution #2026-231

16. ADJOURNMENT

Motion to adjourn made by Councilman McDonald, second by Councilman Sauer, meeting adjourned at 10:59 PM

Resolution #2026-232

Submitted by,

Tamber McCabe

Deputy Town Clerk