

# TOWN OF JAY BOARD MEETING

NOVEMBER 14, 2013

7:00 P.M. @ TOWN OF JAY COMMUNITY CENTER

PRESENT: Supervisor Randy Douglas; Town Clerk Bea Pelkey; Councilman Archie Depo; Councilman Gerald Hall; Councilwoman Amy Shalton and Councilman Thomas McDonald

ABSENT: None

OTHERS: Chris Haley; Jody Hart; David Hart; and Paul Mintz; Ray Losso; and L. Shanfield

Supervisor Douglas called the meeting to order at 7:00 P.M.

PLEDGE TO THE FLAG: Led by Councilwoman Amy Shalton

APPROVE PAYMENT OF AUDITED BILLS: Motion made by Councilman McDonald, 2<sup>nd</sup> by Councilman Depo to approve the following audited bills: General \$77,764.84; Highway \$138,389.16; SW1 \$4,185.71; SW2 \$3,395.14; SW3 \$3,368.50; SS \$10,276.83; Henry's Trail \$1,283.95; Justice Rehab. \$4,320.00 and Sewer \$25,744.14. All in favor, none opposed, carried.

Res. # 111413-1

APPROVE MINUTES OF OCTOBER 10, 2013:

Motion made by Councilman Hall, 2<sup>nd</sup> by Councilman McDonald to approve the minutes with no additions or deletions. All in favor, none opposed, carried.

Res. #111413-2

CONDOLENCES TO THE FAMILY OF BARBARA AND FRANCIS GERO, Brother –In-Law and Sister-In Law to Town of Jay DPW Director Chris Garrow: Motion made by Councilman McDonald with a unanimous second to offer condolence to the family of Barbara and Francis Gero. They were wonderful, caring people and will be greatly missed. Our thoughts and prayers go out to the family.

Res. # 111413-3

AUDIENCE COMMENTS: NONE

CORRESPONDENCE OUT:

- a. Board of Elections Request: Some concerns about lights at JEMS and ballot marks going through.
- b. Thank YOU LETTERS for food pantry donations to : Tim Snow; Maxine Brow; Joe Rondeau; and Mr. & Mrs. Lisacchi.
- c. Job Recommendation –Rock
- d. Condolence Resolution – Family of Dubby Zaumetzer
- e. Mitigation Application Extension Request- NYS Homeland Security Commissioner Hauer
- f. Emergency Response Letter- Darlene La Mountain
- g. Water Line Request Answer-Mickey Danielle- Not Allowable
- h. Job Recommendation-Drake

CORRESPONDENCE IN:

- a. American Legion Post #504 1<sup>st</sup> Vice Commander Geoff Hewston-Cannon: Thank the Highway Dept. for helping with returning the cannon.
- b. David Napier- Easement Roadway- Attorney Manning will look this over and give an answer.
- c. Thank You Card- Jaime Rose
- d. NYS Public Service Commission Approving 5-year Charter Communication Agreement with the Town of Jay
- e. Thank You Letter- Madden Family

SUPERVISOR'S REPORT:

1. Meeting with Employees- November 14, 2013 at 9:00 A.M. re: Insurance Options: The meeting went well and we handed out the insurance options to be looked over by the employees.
2. Update- County Owned Bridges within the Town of Jay: Grove Bridge is going to be a 1-2 Million dollar project with a 2 lane bridge. The current bridge will be placed in Keene as a walking bridge.

Stickney Bridge will have complete re-decking with weight limits raised.

3. Request Approval for one Overnight Annual Meeting of AATV 12/8-12/9 in Lake George.

Motion made by Councilman Hall, 2<sup>nd</sup> by Councilwoman Shalton to approve the overnight travel for Supervisor Douglas from 12/08/2013 to 12/09/2013. All in favor, none opposed, carried.

Res. 111413-4

4. Shannon Stanley resignation as Chairperson For the Youth Commission: Motion made by Councilman McDonald, 2<sup>nd</sup> by Councilwoman Shalton to accept the resignation of Shannon Stanly as Chairperson for the Youth Commission. All in favor, none opposed, carried.

Res. #111413-5

5. Business Cards Announcement going out for New Brochure.

6. Discuss Deputies of Elected Officials: The Town Board has no say, (No Pay is budgeted for Tax Collector Deputy.)

7. Youth Commission Board of Directors Interviews- Update These will be set up soon.

8. Elizabethtown Hospital- Update: No longer interested in Aubuchon Hardware. They are definitely coming to Au Sable Forks and are looking at a few sites with Supervisor Douglas with the help of B.A. Straight.

9. Hydro Electric Power- Pulp Mill Dam Discussion: We will be having a conference call with people from a Canadian firm that are interested in the Pulp Mill.

10. Save The Hollywood Theatre – Update: Au Sable Valley School and Towns of Jay/Black Brook Revitalization committee are working on some ideas for raising money for the Hollywood Theatre.

11. Henry's Trail Update: We had a work day last Sunday from 10- 2 and thank everyone who came to help out. We had a good day even if it did rain again. We will be planning inside work days during the winter months putting things together.

12. Internal Audits: We will be holding internal audits after the first of the year. These are mandated by the NYS Comptroller's Office. Councilmen Depo and McDonald along with Susan Richards and Cathy Pearson will be conducting the audits.

13. Single Audit: We will be having a single audit which will be starting this week.

14. Tammy Madden Request: Mountain Lake Services is sponsoring a traveling day camp for children and teens ages 5-19. The camp operates six weeks out of the year during school vacations and summer break. Transportation, meals and admission costs are provided for. Camp sessions will be Monday thru Friday 9 A.M. to 3 P.M. Mountain Lake Services are currently seeking a public space to use as our base locations to operate from. Councilman McDonald would like to have a more detailed schedule before the Board makes a decision on use of the Community Center.

#### DEPARTMENT HEAD REPORTS:

a. Animal Control: Discuss Applications received so far. We have received 2 applications from the Town of Jay and 2 applications from out of Town. Councilwoman Shalton and Councilman McDonald will look over the applications and report back to the Board. The Town of Black Brook is also looking for and Animal Control person.

b. Assessor's Office- Donna Bramer

1. Two Cases upheld in Court-Hearing Officer agreed with Assessor and Board of Assessment review decisions. No changes.

2. Donna has been meeting with me regarding possible businesses wanting to locate in the Town of Jay and discussing tax break incentives.

c. Code Enforcement Officer Tom Worthington:

1. Approval to purchase software-State Contract- Two Year Plan.

Motion made by Councilman Depo, 2<sup>nd</sup> by Councilwoman Shalton to offer a Resolution to approve Tom Worthington to purchase new software through State Contract for the amount of \$5,370.00. This would be at 0% Interest for the rest of this year and next year. It would cost \$470.00 yearly for support and maintenance. All in favor, none opposed, carried.

Res. #111413-6

2. APPROVE NEW RATES: Motion made by Councilman McDonald, seconded by Councilman Hall to approve the new rates as presented by Tom Worthington. All in favor, none opposed, carried.

Res. #111413-7

d. YOUTH COMMISSION:

1. Basketball Sign Ups: Austin Depo is doing a good job with the basketball signups.

2. Appoint Ski Coordinator:

Motion made by Councilman Depo, unanimous second to appoint Shannon Stanley as Town of Jay and Black Brook Youth Commission Ski Program Coordinator. All in favor, none opposed, carried.

Res. # 111413-8

e. WATER/SEWER BILLER – Carol Greenley-Hackel

1. Water Turn On/Off List as presented by Jessie McDonald DPW Clerk:

a. Wayne McLean 14098 NYS Route 9N- Turn Off

b. Asa Darrah Sr. 14089 NYS Route 9N- Turn Off

c. John Dockum- 51 Rolling Mill Hill- Turn On

Motion made by Councilman McDonald, 2<sup>nd</sup> by Councilman Hall to accept the Water Turn On/Turn Off as presented. All in favor, none opposed, carried.

Res. # 111413-9

2. Water/Sewer Re-Levy for 2013:

Au Sable Forks Sewer- SS1 \$22,841.41

Au Sable Forks Water- SW1 \$ 5,962.52

Jay Water-SW2 \$ 5,810.48

Total 2013 Re-Levy \$40,077.90

Motion made by Councilman Depo, seconded by Councilwoman Shalton to approve the re-levy list for 2013 as submitted by Carol Greenly Hackel. All in favor, none opposed, carried.

Res. #111413-10

f. TOWN CLERK: Bea Pelkey

Approve Monthly Report: Motion made by Councilman Hall, seconded by Councilman McDonald to offer a Resolution to accept the Town Clerk Report as presented. All in favor, none opposed, carried.

Res. # 111413-11

g. BUDGET OFFICER- Susan Richards

1. Operating Statements: Motion made by Councilwoman Shalton, 2<sup>nd</sup> by Councilman McDonald to accept the Operating Statements as presented by Susan Richards, Budget Office. All in favor, none opposed, carried.

Res. # 111413-12

2. Budget Transfers: Motion made by Councilman Hall, 2<sup>nd</sup> by Councilman McDonald to accept the Budget Transfers as presented by Susan Richards, Budget Officer. All in favor, none opposed, carried.

Res. #111413-13

h. D.P.W. DEPARTMETNT: Chris Garrow

1. Speed Evaluation- Au Sable Drive Major Reynolds from the Essex County Sheriff Dept. has been out on Au Sable Drive doing a speed evaluation. There has been speeding by the pond and down through the corners. We could get the DATA and review it to see what can be done about this.

2. Trumbulls Corners Road Evaluation: Kelly Tucker requested an evaluation of this road.

3. Discuss Community Center Flag Pole Repairs: WE will look at this in the Spring.

4. NRCS Project Updates: The Bartlett and Straight Road repairs have been fully funded, no cost to the Town of Jay.

5. AES Approval for Supervisor Douglas to Sign Authorization of Sewer Project- FEMA Recovery: Motion made by Councilman McDonald, seconded by Councilman Depo to authorize Supervisor Douglas to sign the paperwork with AES for sewer project which is covered by FEMA recovery. All in favor, none opposed, carried.

Res. #111413-14

6. LOA- Styles Brook/Jay Mountain Road Project: Motion made by Councilman McDonald, 2<sup>nd</sup> by Councilwoman Shalton to authorize Supervisor Douglas to sign the paperwork for the Styles Brook/Jay Mountain Road Project. All in favor, none opposed, carried.

Res. # 111413-15

7. LOA- Covered Bridge/ Au Sable Forks River Project: Motion made by Councilman Hall, 2<sup>nd</sup> by Councilman McDonald to authorize Supervisor Douglas to sign paperwork for the Covered Bridge/Au Sable River Project. All in favor, none opposed, carried.

Res. #111413-16

8. Styles Brook Tributaries: Motion made by Councilman Hall, 2<sup>nd</sup> by Councilwoman Shalton to authorize Supervisor Douglas to sign the paperwork for Styles Brook Tributaries. All in favor, none opposed, carried.

Res. #111413-17

9. LOA- AES Approval for Sewer Line Cleanings & Manhole Installation FEMA 4020 Project (Now fully funded by NRCS/DEC: Motion made by Councilman Hall, 2<sup>nd</sup> by Councilman McDonald to authorize Supervisor Douglas to sign the paperwork for Sewer Line Cleanings and Manhole Installation FEMA 4020 Project. All in favor, none opposed, carried.

Res. # 111413-18

10. Screen Plant Out to Bid: Attorney Manning and Chris are discussing putting sand screening out to bid.

11. Wendy Rottner Requested Private Road Sign, "Jay Bird Way" on Jay Mountain Road. The Board doesn't believe the County will accept that name. Will get back to Wendy Rottner and have her give 3 other options and prioritize choices #1-3.

12. Update on Bartlett/Straight Roads (fully funded by NRCS/DEC.)

13. Oil Separator for tanks: It would cost \$4.50 a gallon to put in an oil/water separator. Chris asked permission from DEC to fill in the hole behind the garage. He is meeting with the Board and DEC regarding the mandate. When we plan what we want to do, the specs should be drawn up and put out to bid. Chris stated there are several different options that we can take. Councilwoman Shalton and Councilman Hall and McDonald will look at this issue.

14. Councilman Depo would like to get ahold of him regarding the cost for the ariators.

15. Chris would like approval to have someone do screening of sand for the Town of Jay in exchange for 3,000 yards of sand. We will table any decision until next month. Chris is also researching used cost of a used screen plant. Would like authorization to put out to bid and possibly get other Towns to go in with the Town of Jay. Motion made by Councilman Depo, 2<sup>nd</sup> by Councilwoman Shalton to authorize Chris to put out to bid for a used screen plant. All in favor, none opposed, carried.

Res. # 111413-19

CRP- Scott McDonald:

1. Update on Public Meeting of 11/13/13. Had a meeting last night, very informational meeting prioritizing needs on the river.

2. Expenses Discussion: The CRP with Scott McDonald is moving in the right direction, getting things done.

Jody Hart: We need input from Jay residents along with Keene residents. We need better participation from residents in both Towns.

Chris Garrow asked if we could look at Engineering Services for Hazard Mitigation for 7 projects. The Board asked him to get a list to the Board for the December meeting and then put out to bid.

Motion made by Councilman Depo, 2<sup>nd</sup> by Councilwoman Shalton to reimburse Scott McDonald and Committee members for travel and meals. All in favor, none opposed, carried.

Res. #111413-20

BOARD MEMBER COMMENTS:

Councilman Hall: Just want to congratulate everyone who won the recent election. I look forward to working with all of you.

Councilman McDonald: None

Councilwoman Shalton: A sign in Jay needs to be repaired. I am also thankful that I can work for the Town as Councilperson for another 4 years. I am proud to be a part of the Board.

Councilman Depo: I want to congratulate everyone who ran in the recent election and thank everyone who supported me. I look forward to the next 4 years. It is a pleasure to work with all of you.

Chris Garrow: Over the years we have had things donated to the Town like wheelchairs, hospital beds, etc. Chris is able to get more items and will pick up a new mattress and other things we might need.

Have an appointment with Debbie Boyce on harvesting property that belongs to the Town of Jay.

Supervisor Douglas:

1. There will be a Flu Clinic at Holy Name School Saturday November 16, 2013 from 5 P.M. to 7 P.M. The cost is \$29.99, most insurances are covered. Must be at least 18 years old. Refreshments by Knights of Columbus Council 2301.

2. I sent a letter to Supervisor Nolan regarding a meeting with both Towns and Bill Minogue regarding re-constructing the Ambulance Contracts, call volume, cost and look over the out dated agreement with the Towns of Jay and Black Brook.
3. We are looking into a key pad for the door locks on Community Center, automatically lock both doors at 4:30 P.M.
3. Our current Comprehensive plan needs to be updated.
4. At our Organizational Meeting we will re-vamp the disaster committee; we will meet with Supervisor Nolan of Black Brook and share ideas.

ADOPT 2014 BUDGET- RESOLUTION NEEDED:

Motion made by Councilman Hall, 2<sup>nd</sup> by Councilman McDonald to pass a Resolution to adopt the 2014 Budget as presented by the Town Board. All in favor, none opposed, carried.

111413-21

AUDIENCE:

Jody Hart asked what part of the Ambulance budget goes to Mutual Aid? We need to look at the number of Mutual Aid Calls.

Ray Losso:

1. I apologize for not helping out with Henry's Trail on Sunday.
2. Had question regarding tax breaks for new businesses.
3. Why was walsomite used on Henry's Trail? Chris stated it was dropped off at the Highway Garage, this will only be used for a base and will be covered up.

Next Meeting Date- December 12, 2013 at 7:00 P.M.

Events: Christmas in the Forks/Tree Lighting- December 7<sup>th</sup> at 6:00 P.M. (Lots of Surprises this year.)

Motion made by Councilman McDonald, 2<sup>nd</sup> by Councilwoman Shalton to go into Executive Session for a personnel problem at 8:45 P.M. All in favor, none opposed.

Res. #111413-22

The meeting re-convened at 9:15 P.M. with nothing more to bring before the Board. No decisions made in executive session.

Motion made by Councilman Hall, 2<sup>nd</sup> by Councilwoman Shalton to adjourn the meeting at 9:18 P.M.

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Supervisor, Randy Douglas

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Town Clerk, Bea Pelkey

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Councilman, Archie Depo

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Councilman, Gerald Hall

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Councilwoman, Amy Shalton

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Councilman, Thomas McDonald