

**JANUARY 9, 2014**

**TOWN OF JAY TOWN BOARD MEETING  
2014 ORGANIZATIONAL**

**5:00 P.M. @ TOWN OF JAY COMMUNITY CENTER**

**AGENDA**

- 1.** Pledge to the Flag – Councilwoman Amy Shalton
- 2.** Approve Minutes of 12/12/13
- 3.** Approval to Pay Audited Bills
- 4.** Resolution of Condolence-Bob Purdy
- 5.** Supervisor's Report:
  - a.** Correspondence Out:
    - i.** Memo to all Appointed/Elected Officials Needed to do New Oaths of Office
    - ii.** Letter to HAPEC – Housing Grant (CDBG) Status Submissions
    - iii.** Food Pantry Donation Thank You Letter-Treasurer John Ryan, Rotary Club
    - iv.** Food Pantry Donation Thank You Letter-Dave Comegys/St. James Church
    - v.** Letter to John Pattno – Storm Recovery Business Grant Information
    - vi.** Youth Commission Applicant Letters
    - vii.** Bethany Kosmider Job Recommendation
    - viii.** Dave Wilson Letter on Town of Jay Information
    - ix.** Albany Law School Recommendation
    - x.** Basketball Youth Commission Coordinator Austin Depo- New Keys Community Center
  - b.** Correspondence In:
    - i.** Adirondack Tobacco Free Network-Newsletter
    - ii.** Burnham Financial - \$250 Donation
    - iii.** Thank You Card- Mr. & Mrs. Norat
    - iv.** Thank You Card – ANCA
- 6.** Discussions:
  - a.** Community Center Key Control
  - b.** Stickney Bridge Update
  - c.** Arranging Sexual Harassment Training/ Workplace Violence Training for All Employees
  - d.** Certificate of Designation
- 7.** Approvals:
  - a.** 2014 Town Board Appointments

- b.** 2014 Town of Jay Contracts, Payments and Resolutions
- c.** 2014 Supervisor's Appointments
- d.** 2014 Authorization for Payment
- e.** Overnight Travel to New York City Association of Towns Training in February
  - i.** Supervisor's Office
    - 1. Randall Douglas
  - ii.** Justice Court (2)
    - 1. Dan Deyoe
    - 2. Jaime Rose Douglas
  - iii.** Town Board
    - 1. To Be Determined
  - iv.** Approve 2014 Rental Contract for ACAP
- 8.** Department Heads
  - a.** Clerk to Supervisor Susan Richards – Approve Policy Manual Update
  - b.** Codes Officer Tom Worthington – Cleaning, Sorting of Room and Filing, Etc.
  - c.** Tax Collector Val Coolidge-
    - i.** Set Hours
    - ii.** Met with Susan Richards, Supervisor Douglas and Jessie McDonald
  - d.** DPW Director Chris Garrow
    - 1. Ice Storm
    - 2. Flood Prep
    - 3. Power Outages
    - 4. Snow & Ice- Remarkable Job by All Employees
  - e.** Dog Control Officer
    - 1. Update
    - 2. Permission to Re-Advertise
  - f.** Buildings & Parks
    - 1. Plans/Tools Needed
  - g.** Attorney Daniel Manning
    - 1. BANS – Resolutions Needed
    - 2. Scriver Property Update
  - h.** Town Emergency Services – Great Job Over the Last Few Weeks
    - i.** Water/Sewer-Water Turn On/Off- Resolution Needed
- 9.** Supervisor Douglas- State of the Town Highlights
- 10.** Board Comments
- 11.** Next Meeting – February 13<sup>th</sup>, 2014 @ Community Center, 7:00 p.m.
- 12.** Adjourn