

February 13, 2014

**Town of Jay Regular Town Board Meeting**  
**7:00 p.m. @ the Town of Jay Community Center**  
**AGENDA**

1. Pledge to the Flag - Councilman Tom Mc Donald
2. Approval to Pay Audited Bills
3. Approval of Town Board Minutes from 01/09/14
4. Audience Comments
5. Guest - Jim Dugan, AES with Sewer Plant Project Update
6. Supervisor's Report
  - a. Correspondence Out;
    - i. Legal Opinion-Residency Requirement for Elected Official
    - ii. Support Letter for North Country Chamber of Commerce Employee Training Programs
    - iii. Memo to Department Heads and Tenants - Utilize new Work Order Policy
    - iv. Business Card Solicitation - Notes of Interest
    - v. Jay/ Black Brook Youth Commission vacancies advertisement
    - vi. Letter to Black Brook about scheduling quarterly Meetings with their Town Board ( first suggested meeting Tuesday, February 25<sup>th</sup>)
    - vii. Letter to Black Brook requesting payment for Joint Sewer Project - Contract Agreement Provided by Black Brook - **Resolution Needed**
    - viii. Dog Control Officer advertisement - Discussion Needed
    - ix. Memo to Department Heads on Billing Procedures for Proper Auditing and Payment
    - x. Letter to Marty Mannix- Job Recommendation for Town Resident
    - xi. Letter to Engineer representing DEC for Emergency Action Plan for Taylor Pond Dam
    - xii. Oaths of Office Updates
  - b. Correspondence In;
    - i. Discussion - NYS DOH (3) Water District Inspection Reports
    - ii. Au Sable Forks Fire District Annual Financial Report - **Resolution Needed to Accept**

- iii. NYS Homes and Community Renewal Requesting Report on Housing Grant- HAPEC submitted on our behalf
- iv. Au Sable River Fish Stocking Report by Essex County
- v. Contract from Essex County to use Community Center for Elections in 2014
- vi. E-mail from Essex County that Stickney Bridge repairs will begin 3/3/14 and the bridge will be closed until 5/12/14
- vii. Approval for Ragnar Relay Race to utilize Town Roads 09/27/14 - **Resolution Needed**
- viii. NYS DOH Report - Senior Site Repairs Cited-Fixed by DPW
- ix. Stewarts Holiday Match- Application Received Notification, March Awards Announced
- x. Essex County Soil & Water Annual Tree & Shrub Order Form
- xi. Adult Basketball Program Sign in Sheets
- xii. Grove Road Park Improvement Project Grant Award announcement \$54,460 ( Susan Richards and Mike Mascarenas working on compiling paperwork needed to proceed)
- xiii. Essex County Homebuyer Program Announcement

7. Announcements;

- a. Phone scam regarding water line insurance
- b. Supervisor's Office will be shut down February 20<sup>th</sup> an 21<sup>st</sup> so that staff can reorganize, file and purge
- c. Upper Jay Fire Department Capitol Project Update
- d. Au Sable Forks Business District Meetings First Monday of every month at Mad River Pizza at 7pm
- e. Editorial-Adirondack Daily Enterprise praising Tom Worthington
- f. NY Rising Public Meeting for Keene/Jay, Wednesday February 26<sup>th</sup> at 6:30 pm at the Amos & Julia Ward Theatre

8. Resolutions Needed;

- a. Resolution of Condolence to the Family of Ray Thatcher-Former Essex County Emergency Services Director
- b. Resolution of Congratulations to Dan Sinopoli for winning the Dave Bryson Memorial Award
- c. Policy Manual Update - **Resolution Needed**

9. Department Heads Reports

- a. Town Clerk Bea Pelkey- December Report- **Resolution Needed** to Accept
- b. Sewer Biller Carol Greenley- Hackel
  - i. January 2014 Sewer Billing Report - **Resolution Needed** to Accept
  - ii. John Pattno/TOPS request - **Resolution Needed**
  - iii. Tom McDonald Request
  - iv. Water Turn on/Off - Hollywood Theatre
- c. DPW Director Chris Garrow
  - i. Discuss Sand Screening Unit
  - ii. Discuss County Grove Bridge Replacement work scheduled for April 2014 - Easements will be needed to relocate power poles
  - iii. Discuss NYS DOT Main Street Bridge Replacement
  - iv. Scoreboard Fixed
  - v. New Work Orders
  - vi. Discuss Johanson property swap request
  - vii. Discuss walk of Vanderwalker Property
  - viii. Pay off Principal amount on Excavator from Highway Reserve Account Funds in the amount of \$30,000 per SJR - **Resolution Needed**
  - ix. Permission for Chris to either go out to bid or purchase new truck on State Contract (update on truck being replaced)
  - x. **Letter of Authority Needed** for Box Culvert for Jay Mountain Road and John Fountain Road
  - xi. Approval for overnight travel to Albany for Grass Roots Advocacy Campaign (Roads & Bridges)- March 4<sup>th</sup> - **Resolution Needed**
- d. Clerk to the Supervisor Susan Richards
  - i. Financial Report - **Resolution to Accept Needed** .
  - ii. Single Audit Update
- e. Attorney Dan Manning
  - i. Discuss Long term plans to pay off guard rails
  - ii. Executive Session Possible-Land Deal Discussion
- f. Planning Board - Appointment Discussion
- 10. Board Comments
- 11. Events
- a. 25<sup>th</sup> Annual Missing Children's Basketball Tourney March 6-9
- 12. Adjourn

