

VILLAGE OF JORDAN
BOARD OF TRUSTEES
April 10th, 2023

PRESENT:

Mayor Brim	Clerk-Treasurer Johnston	Ken Johnston
Trustee Bates	Officer Healy	Marty Williams
Deputy Mayor Gustafson	Trustee Simko	Trustee Stapleton

Elain Peters – Historian

Jeremy Chilson – FDC

Steven Bryant – 2nd FC

Duane Milton -

Vince and Ranney D'Arrigo – 48 Clinton St.

ABSENT: None

Trustee Stapleton led the Board in the Pledge of Allegiance at 7:00 pm.

PUBLIC HEARING:

Trustee Bates motioned to start the Public Hearing: Local Law No. A of 2023 - A local law to amend the zoning map of the Village of Jordan to designate certain property as being zoned Highway Commercial at 7:01 pm, seconded by Trustee Stapleton. The floor was open for discussion with no one saying anything for or against. Trustee Stapleton motioned to end the public hearing at 7:02 pm, seconded by Trustee Simko.

Trustee Bates motioned to start the Public Hearing: Local Law No. B of 2023 - A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c at 7:02 pm, seconded by Trustee Stapleton. The floor was open for discussion with no one saying anything for or against. Trustee Stapleton motioned to end the public hearing at 7:04 pm, seconded by Trustee Bates.

AUDIENCE PRESENT:

Elain Peters, our new village historian, had handouts for the board members with different topics and things she will be working on in the coming months. A few of the things coming are brochures for sites on the Towpath through the village, this will be good for the YMCA Folks march this coming weekend Saturday 4/15 at 9 am and Sunday 4/16 at 1 pm starting at the Jordan Community center. She also has 4 scheduled talks for the summer on different historical things within the community, we will make sure to have these posted on the village website along with her blog and Facebook page. She will be working with the Bramley Library to put on

different children's programs, including an archeology workshop during the summer. We are looking forward to the many things to come from our new historian.

REGULAR MEETING:

Motion to approve the minutes of March 27th, 2023, by Deputy Mayor Gustafson, seconded Trustee Simko, all voting in favor, motion carried.

Clerk-Treasurer Johnston gave report of Abstract #21 for a total of \$19,010.19 Deputy Mayor Gustafson motioned to approve Abstract # 21 and seconded by Trustee Bates, all voting in favor, motion carried.

Buildings & Grounds:

Trustee Simko had handouts provided to all board members. The grant for the Kissing Bridge has been submitted just waiting to hear. Trustee Stapleton will follow up with Evan's Sandblasting to see where we stand with them. We need to have the bridge done and ready for Ricky Evans Crane to be put back by the end of April. The DPW guys will set the foundation once we have a date for installation. We will also be putting the deck on once it is placed. We hope to have everything set for the Memorial Day parade. We will be sealing the ramp outside of the village hall this spring or summer. The date for the village wide garage sale will be Saturday July 8th, 2023. John Ventura did a great job on the clock tower stonework. Please go take a look when you are in the downtown area.

Water & Sewer:

The monthly report was given by Marty with everything in order. He is working on getting the last 20% of the manual reads switched over to radio reads. Fred should be back next week for sewer testing, if not Marty will do it. The joint water meeting with the Village and Town of Elbridge is scheduled for Tuesday April 25th, 2023, at 7 pm at the Jordan Community center.

Public Safety:

Jeremy Chilison, the fire department chief, gave the annual fire report. He then informed the board that Engine 1 failed that sate inspection. Now even though this is not a requirement by law, it is something that we have required of all of our fire vehicles. The double frame rail has a crack in it. The board recommends utilizing engine 2 as our main engine for all calls, especially outside the village. They also told Jeremy to come up with a plan to either get engine 1 repaid or replaced. Mayor Brim will reach out to our lawyer to see what the liability is if we absolutely have to use engine 1.

Streets & Drainage:

Ken Johnston gave the monthly report with everything in order. Our new lawn mower should be here by the end of April. The dead tree at the east side of the canal park has been taken down. We will be ordering new posts for the railings along the canal from Barber Welding. There is a tree in front of Michael Milton's house that needs to come down. We will also be looking at how many new flags we need along the parade route.

General:

The FY 2023 – 2024 Community Development Grant has been submitted. Mayor Brim passed out the 2023 – 2024 annual appointments for the board to review.

Unfinished Business:

New Business:

Deputy Mayor Gustafson motioned to approve 2023-2024 Annual Appointments, seconded by Trustee Simko.

VILLAGE OF JORDAN 2023-2024 ANNUAL MEETING APPOINTMENTS

Clerk -Treasurer, including Water & Sewer Depts.	Ashleigh Johnston
Deputy Clerk-Treasurer	Redonna Geelan
Code Enforcement Officer	Harold Gilfus
Part-time Police Officers	Edward Healy Sean Ennulat Roberta Comerford John Clochessy Michael Grajko John McQuaid Kevin Robenolt
Reserve Officer(s)	Matt Farr
School Crossing Guards	Dale Burl Michael Marerro
DPW Superintendent	Kenneth Johnston
Laborer	Donald Jetty
Laborer	Gordon Pitre
Water & Sewer Operator	Martin Williams
Lab & Wastewater Treatment Back-Up Operator	Patrick Byrnes
Lab & Wastewater Treatment Back-Up Operator	Frederick DiRisio
Village Historian	Elaine Peters
Deputy Mayor	Mark Gustafson
Representative for Jordan Memorial Pool	Trustee Stapleton
Representative for Youth Activities	Trustee Simko
Planning Board Members	Mathew McCabe (Chair) Jeffrey Ferris

Suzanne McGinn
Donald Meixner
Open

Zoning Board of Appeals

John Nevin Jr. (Chair)
Gabriel Rosetti Jr.
Jamison Boonzha
Christian Peters
Sandra Leader

Jordan Memorial Pool Committee

Michelle Phelps (Chair)
Jeff Clifford

Memorial Day Parade Committee

Ken Bush Jr. (Chair)
Brad Hamer
Ken Bush III
Scott Brim

Committee Appointments (*Mayor is member of all committees*)

Water & Sewer	Stapleton	–	Brim
Building & Grounds	Simko	–	Brim
Insurance/Business	Gustafson	–	Brim
Streets & Drainage	Bates	–	Gustafson
Public Safety	Gustafson	–	Stapleton
Personnel Relations, OSHA, Funding	–	Brim	– Gustafson
Village Board will serve as the fire commissioners for the JVFD			

Mayor Brim made the following appointments for the Jordan Volunteer Fire Co., Inc.:

Elected Chief Officers and fire police squad: the officers were appointed by Chief Chilson

Chief C-1:	Jeremy Chilson
1 st Assistant Chief C-2:	Mark Fietta
2 nd Assistant Chief C-3:	Steve Bryant
Fire Captain:	Keith Salmonsens
2 nd Lieutenant:	Don Jetty
2 nd Lieutenant:	Matt Ilacqua

Appointed Officers and fire police squad: the officers were appointed by Chief Chilson

Battalion Chief BC1:	Douglas E. Milton Jr. - Admin/Training
Special Operations Battalion Chief BC2:	Ben Ecker – Special Ops/Training
Deputy Asst. Chief -EM:	Dr. Michael Jorolemon
Health & Safety Officer (Car 400):	Doug Milton
Ambulance/EMS Director:	Casey Brim
Deputy Ambulance/EMS Director:	Mike Lane

The elected Executive Officers of the Company are:

President:	Kenneth Bush III
Vice President:	Doug Milton, Jr.
Secretary:	Gail Teachout
Treasurer:	Tim Stapleton
Asst. Secretary/Treasurer:	Dan Phelps
Fire Police Captain:	Sean Ennulat
Lt. Fire Police:	David Leigh, Sr.

Board of Directors:

Fred DiRisio, David Milton, Doug Milton, Mark Ramsden, Tim Stapleton

The Post Standard shall be the official newspaper of the Village of Jordan.

Official Undertakings of the Village of Jordan – Eastern Shore Associates,
State Insurance Fund, Reagan Agency Insurance

Legal Advisors – Special Projects and Special Litigation Representatives –
Costello, Cooney, Fearon PLLC.

Meeting Day of each month: 2nd & 4th Monday @ 7:00pm

Allowed rate per mile for official business will be consistent with federal guidelines.

Fixed Asset Policy

The Village of Jordan pursuant to NYS General Municipal Law, Section 36 shall have a fixed asset policy. Any item purchased having a dollar value of \$500.00 will be recorded. An inventory will be taken yearly by department heads to ensure accuracy. Maintaining adequate fixed asset records and fairly reporting fixed assets is important for two key reasons. First, it allows local governments to meet the requirements under Generally Accepted Accounting Principles (GAAP) for fairly reporting fixed assets in our general-purpose financial statements. Second, fixed asset accounting provides management with a valuable tool for controlling fixed assets and planning replacements.

Code of Ethics Policy adopted June 4, 1970

The following Code of Ethics to govern all officers and employees of the Village of Jordan

- A. No officer or employee of the Village of Jordan shall represent private interests before any agency, board, or court of the Village of Jordan.
- B. All officers and employees of the Village of Jordan shall disclose any interests in legislation before any governing body on which provisions of Section 801 and 802 of the General Municipal Law.
- C. No officer or employee of the Village of Jordan shall receive any gift or favor from any private person or organization contracting, dealing, or applying for any license or authorization to the Village.

- D. All officers or employees of the Village of Jordan shall not disclose any confidential information peculiarly derived from their position with the Village to any other agency or person who might obtain a benefit from such information to the detriment of the Village.
- E. No officers or employee of the Village of Jordan shall hold any interest or investment in any organization contracting or dealing with the Village excepting if such investment be so small a proportion of the total capitalization of the organization that no direct benefit could derive to the said officer or employee.
- F. No officer or employee of the Village of Jordan shall accept or continue employment with any person or organization dealing with the Village unless such employment has no relationship with the dealings of the said person or organization with the Village and no officer or employee of the Village shall accept or continue employment with any person or organization in any position wherein any advantage could be derived from the relationship of the said employer or officer.
- G. No officer or employee of the Village of Jordan shall make any agreement or understanding relating to future employment with any person or agency dealing with the Village unless such employment shall be in a position unrelated to dealings with the Village and conferring no benefit on the employer of employee by reason of any relationship of the said officer or employee with the Village.

Procurement Policy

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, the Village will determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases under State and County contracts; and surplus and second-hand purchase from another governmental entity.
2. The individual making the purchase will document the decision that a purchase is not subject to competitive bidding in writing. This documentation may include written or verbal quotes from vendors, a memo from the Village Employee or officer indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the Village employee or officer detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.
3. All goods and services will be secured by use of written request for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances; purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance law; goods purchased from correctional institutions pursuant to Section 186 of the Correctional Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal law; or purchases pursuant to subdivision 6 of this policy.

4. The following method of purchase will be used when required by this policy in order to achieve the highest savings.

<u>Estimated Amount of Purchased Contract</u>	<u>Method</u>
\$750- \$2,999	2 Verbal Quotations
\$3,000 - \$20,000	3 Written/Fax Quotations or 3 Written Requests for Proposals

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$250 - \$2,999	2 Verbal Quotations
\$3,000 - \$4,999	2 written/Fax Quotations
\$5,000 - \$19,999	3 Written/Fax quotations or 3 Written Requests for Proposals

Proposed Grant Application Management Policy for Board Review and Modification

Prior to submission of any and all grant applications a brief grant summary must be submitted to the Board of Trustees and Mayor.

The Summary should include:

1. The organization from whom the grant is being sought.
2. The amount of money being sought- also detailing the particulars of payment – e.g. Is it a lump sum distribution, is it prepaid then returned by voucher, is it 100% grant or a 80/20 split, etc.
3. The specific uses of the grant money.
4. An approximate timetable, which specifies dates for the acceptance, the receiving of the money and closing time for the grant.
5. A brief overview of the anticipated benefits to the village.
6. Who is submitting the grant?

Resolution # 21-2015

*Motion by Trustee Meixner, seconded by Trustee Ferris,

WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies.

NOW THEREFORE BE IT RESOLVED:

Section 1: The official depository for funds of the Village of Jordan shall be Lyons National Bank and the Manufacturers and Traders Trust Company.

Section 2: That this resolution is effective immediately.

Motion adopted by voice vote.

Resolution # 21 -2015 was thereupon declared adopted.

Resolution # 22-2015

*Motion by Trustee Meixner, seconded by Trustee Ferris,

WHEREAS the Board of Trustees has determined to authorize payment in advance, pursuant to Village Law § 5-524(6), of audit claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1: That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2: That this resolution is effective immediately.

Motion adopted by voice vote.

Resolution # 22-2015 was thereupon declared adopted.

Resolution # 41-2015

* Motion by Trustee Ferris, seconded by Trustee Chilson,

It is hereby resolved, to approve the public employee dishonesty bond covered by Eastern Shores Associates as “the blanket undertaking bond” covering village employees, including the Justice and Acting Justice, as required by Village Law §§3-306,3-312:

Further, resolve to include this resolution in the minutes of the annual organizational meeting from here on forward.

Motion adopted by voice vote.

Resolution # 41-2015 was thereupon declared adopted.

Deputy Mayor Gustafson motioned to approve the resolution to approve/enact Local Law No. A of 2023 - A local law to amend the zoning map of the Village of Jordan to designate certain property as being zoned Highway Commercial, seconded by Trustee Bates.

Resolution 1-2023

*Motion by Trustee Gustafson, seconded by Trustee Bates,

Resolved: To approve/enact Local Law No. A of 2023. A local law to amend the zoning map of the Village of Jordan to designate certain property as being zoned Highway Commercial.

Motion adopted by roll call vote.

Resolution # 1-2023 was thereupon declared adopted.

Trustee Stapleton motioned to approve the resolution to approve/enact Local Law No. B of 2023 - A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c, seconded by Trustee Bates.

Resolution 2-2023

*Motion by Trustee Stapleton, seconded by Trustee Bates,

Resolved: To approve/enact Local Law No. B of 2023. A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c.

Motion adopted by voice vote.

Resolution # 2-2023 was thereupon declared adopted.

Deputy Mayor Gustafson motioned to approve notice of sale for \$335,000 Bond Anticipation Notes - Sell on May 3, 2023, close on May 17, 2023, seconded by Trustee Bates.

Deputy Mayor Gustafson motioned to approve 2023 Workers Compensation Allowance Renewal for the Village of Jordan for 3 years at \$ 39,738 and for the Village of Jordan VFD for 1 year at \$ 36,979, seconded by Trustee Bates.

Deputy Mayor Gustafson motioned to approve utilization of Village funds for 25% match of Onondaga County Community Development Grant for FY 2024, seconded by Trustee Bates.

Trustee Stapleton motioned to approve the resolution to approve the submission of Onondaga Community Development Grant for FY 2024, Trustee Bates.

Deputy Mayor Gustafson motioned to set a public hearing for April 24, 2023, for the FY 2023-2024 Village Budget, seconded by Trustee Bates.

Deputy Mayor Gustafson motioned to file and pay bills, seconded by Trustee Bates, motion carried.

Trustee Stapleton motioned to adjourn the meeting at 8:51 pm, seconded by Deputy Mayor Gustafson.

Respectfully Submitted,
Ashleigh Johnston
Clerk-Treasurer