

## VILLAGE OF JORDAN

April 10th, 2017

**MEMBERS PRESENT:** Mayor Platten, Trustees Gustafson, Stapleton, Chilson, and Simko

**MEMBERS ABSENT:** none

**POLICE OFFICER in ATTENDANCE:** Healy

**STAFF:** Superintendent Byrnes, Lab director/Back-up operator Fred DiRisio (7:35pm)

**AUDIENCE:** Debra Stapleton, George Betts (7:50pm)

Mayor Platten led the Board in the Pledge of Allegiance at 7:00pm.

### **Public Hearing:** Tentative Budget & Organizational Meeting

Mayor Platten open the public hearing at 7:01pm.

No one attended to speak for or against the tentative budget as proposed.

Mayor Platten closed the public hearing at 7:08pm

### **Organizational Meeting:**

Mayor Platten presented the 2017-18 appointments for all departments.

Attached at bottom of the minutes.

### **Regular Meeting:**

The Mayor asked for a motion to waive the reading and approve the March 27th, 2017 minutes;

Motion offered by Trustee Chilson and seconded by Trustee Gustafson, motion carried.

## **REPORTS:**

### **Buildings & Grounds:**

-Sidewalk flooding complaints from on North Main Street and another on North Hamilton Street.

North Main Street is a state road, the problem stems from a recent paving and the lack of catch basins.

The North Hamilton Street problem is mainly a topographical issue, but is thought to be enhanced by lack of sufficient green space on the property. Research is necessary.

-Reminder that the Canal Clean Sweep event is April 22<sup>nd</sup>, 23<sup>rd</sup>. Cub Pack 102 will be joined by Girl Scout Troop # 40439. The Cubs will collect on Saturday and the girls will on Sunday.

-The judging for floats in the Memorial Day Parade will be handled by the Parade Committee.

-Trustee Chilson noted the Arts Building on the four corners, looks nice with its new paint.

-Trustee Chilson asked to have the tree on West Lawrence trimmed to prevent contact with the plow truck.

-DPW will provide the clerk with addresses of current problematic street lights.

### **Water & Sewer:**

-The March monthly report was reviewed and discussed.

-Trustee Stapleton shared information from the Zombie Property and Foreclosure Prevention Law workshop he attended. Highlight points: Once notified, the property owner has 90 days to investigate, secure the building and report, then must revisit every 20 days. The property owner, which is most often the mortgage company, can be \$500 per day for not responding. Necessary ground work can also be back charged/levied to the property. The "catch-22" is the mortgage company can "release" the lien back to the previous owners thus relieving the company from financial obligations. Usually the previous owner does not return and the municipality has no recourse for three years or more till the property is allowed to be placed on the delinquent tax list for auction.

The Mayor recognized George Betts, thanked him for patiently waiting and gave him the floor at 8:08 pm. George was reappointed as the village's Acting Justice for 2017-18. It was explained the title was renamed 'Associate Justice' with the State; the Village will change the title name in the organizational listing. He welcomed the two new Board members and congratulated them on their elections.

### **Public Safety:**

-Officer Healy and Ennulat attended training in Albany and dropped their radar unit with the Criminal Justice Center for recalibration/recertification. The unit was old enough to make it difficult to certify. Luckily, there was a grant program we qualified for which provided the Department with a brand-new Falcon HR unit from Kustom Signals. The gift of the new unit saved the Department between \$800 – \$1,500. Many thanks!

### **Streets and Drainage:**

- The March monthly report was reviewed and discussed. It was noted spring restoration work is underway, and Trustee Stapleton learned there is 6.7 center lane miles within the village.
- Trustee Gustafson shared the tree removal on Mechanic Street today cracked the sidewalk and requested the DPW please check it out.
- A meeting is scheduled with Maxian & Horst on Thursday @ 10:00 am to review the tentative drawings for Elbridge Street drainage. Another meeting is slated for Tuesday the 25<sup>th</sup>. After the village's reviews, the drawings will be sent to the State for the necessary approval.
- Mayor Platten quickly reviewed the immediate spring work schedule with Superintendent Byrnes.

### **General:**

- Reminder of the upcoming Mayors' Association meeting on April 19<sup>th</sup>.
- NYCOM Boot Camp for Municipal Officials is scheduled for April 27<sup>th</sup> in East Syracuse. RSVP required. Free workshops, April 11<sup>th</sup> in Honeoye Falls and May 19 at Orchard Park, will explain "The Powers & Responsibilities of Municipal Officials".

### **UNFINISHED BUSINESS**

#### **General:**

- The clerk has called to check on references regarding GOVPAY and only heard favorable accounts and praise for its ease of use from other municipalities. Besides swiping their cards in the village office, residents will also be able to call into a 24-hour call-center to make payments. Once the new village website is functional, a link will be activated to allow for on-line payments. The fee to utilize any of the card payment options are charged to the person using the card not the municipality.
- \***Motion** offered by Trustee Chilson and seconded by Trustee Gustafson, to authorize the clerk to enter into agreement and sign necessary papers to allow GOVPAY to provide credit card payment services within the village.  
All present voting in favor, motion carried.

### **NEW BUSINESS:**

#### **General:**

- Discussion to set the tax rate. The facts that the village assessment has decreased and that we stayed within the tax cap limit for the past three years while only raising taxes slightly, if at all, over the previous years resulted unfavorably on the fund balance.  
Again, this year's tax cap is much less than 2% and only would net an increase of a little over \$5000. The rebate incentive program to homeowners is no longer in effect.  
The planned projects for the upcoming year include Elbridge Street drainage and Clinton Terrace stabilization, both which require village dollars to be spent over the \$150,000 secured in grant monies.  
As with previous years, the costs of services and goods have risen beyond the allotted tax cap limit resulting in a much larger expenditure from fund balance.  
The Board was presented with options and charts depicting various tax levy amounts and resulting outcomes. Lengthy discussion and a final determination to increase the rate \$0.55 over the current rate. The Board of Trustees must adopt a new local law to override the property tax levy limit.

- \***Motion** offered by Trustee Stapleton and seconded by Trustee Chilson, to establish a local law to override the tax levy limit established in the General Municipal Law § 3-c, pursuant to subdivision 5 of General Municipal Law § 3-c, which authorizes the Board to override the property tax cap for the coming year by the adoption of a local law, drafted by the village attorney, and approved by a vote of sixty percent of the Board. The tax rate will then be set at \$7.5139 per thousand for the 2017-2018 fiscal budget year.  
It is hereby resolved that the Board of Trustees will hold a public hearing on April 24<sup>th</sup> at 7:00 pm at the Village Hall, 7 Mechanic Street, Jordan, New York to consider said proposed local law entitled "A local law authoring a property tax levy in excess of the limit established in the General Municipal Law § 3-c".  
All present voting in favor, motion carried and dated April 10<sup>th</sup>, 2017.

- The Organizational appointments were presented by Mayor Platten earlier in the meeting. The appointments and policies were reviewed by the Board of Trustees.

- \***Motion** offered by Trustee Gustafson and seconded by Trustee Chilson, to accept and approve all

appointments and policies in the Annual Appointments for the 2017-18 year as presented by Mayor Platten.  
All present voting in favor, motion carried and dated April 10<sup>th</sup>, 2017.

-The police department received the annual Onondaga County Use and Dissemination Agreement that requires the signature of the Mayor. The County maintains and keeps secure the basic hardware and software for the reporting, storage, and retrieval of information that constitutes a system commonly referred to as "CHAIRS2," which is an information storage and retrieval system currently used by Criminal Justice and Law Enforcement Agencies. It also maintains CNYLEADS, a system of hardware, software, and domain names to augment CHAIRS2. The agreement has been reviewed by the attorney and the required rider issued by insurance in the amount of one-million dollars holding Onondaga County harmless from actions resulting from use of the system.

**\*Motion** offered by Trustee Gustafson and seconded by Trustee Chilson, to authorize Mayor Platten to sign the Onondaga County Use and Dissemination Agreement.

All present voting in favor, motion carried.

-The current budget did not include allowance for the hiring of an additional DPW laborer as the date of retirement for the Superintendent was unknown. The Superintendent officially retired the end of December 2016 and rehired in a part-time position with the Village. The Superintendent position was filled and another individual hired into a DPW laborer position. Transfers are necessary to complete the DPW payroll's fiscal year.

**\*Motion** offered by Trustee Chilson and seconded by Trustee Gustafson, to approve the transfer of funds from contingency for the purpose of payroll and authorize the clerk to make the necessary transfers from water, sewer and general contingency (A1990.4, F1990.4, G1990.4) into respective DPW payrolls (A5110.1, F8310.1, G8110.1) for the Superintendent, and the Lab director/Back-up operator.

All present voting in favor. Motion Carried

**\*Motion** to pay the bills and file the correspondence offered by Trustee Chilson and seconded by Trustee Gustafson. All present voting in favor. Motion Carried

**\*Motion** to adjourn offered by Trustee Chilson and seconded by Trustee Gustafson.

All present voting in favor. Motion Carried at 9:44 pm.

Respectfully Submitted,  
Cynthia Meixner, Clerk-Treasurer

### VILLAGE OF JORDAN 2017- 18 ANNUAL MEETING APPOINTMENTS

Clerk -Treasurer, including Water & Sewer Depts.  
Deputy Clerk-Treasurer

Cynthia Meixner  
Elizabeth Flynn

Code Enforcement Officer

Town of Elbridge

Part-time Police Officers

Edward Healy  
Sean Ennulat  
Kevin Robenolt  
Marvin Burdick  
Brett Leppard  
Russell Nemetti,Jr.  
Tobias Shelley  
Robert Smith

Reserve Officer(s)  
School Crossing Guards

Matt Farr  
Dale Burl  
Mickey Geelan  
Patrick Byrnes

Superintendent Water/Sewer/DPW

Lab & Wastewater Treatment Back-Up Operator  
Laborer  
Laborer

Frederick DiRisio  
Kenneth Johnston  
Austin Clifford

Associate Justice  
Justice Clerk (*Appointed by the Justice*)

George Betts  
Cynthia Weirs

Village Historian  
Deputy Mayor  
Representative for Jordan Memorial Pool  
Representative for Youth Activities

Jack Horner  
Mark Gustafson  
Mayor Platten  
Trustee Simko

Planning Board Members

Mathew McCabe (Chair) (2)  
John Nevin Sr. (4)  
Jeffrey Ferris (3)  
Robert Meixner (5)

Zoning Board of Appeals

John Nevin Jr. (Chair) (2)  
Gabriel Rosetti Jr. (3)  
Jamison Boonzha (3)

Climate Smart Committee(s)

Robert Meixner  
Matthew McCabe  
Todd Platten  
Peg Mirra  
Linda Boehm  
William Skardinski  
Suzanne McGinn  
Mark Fietta  
Jim Simko  
Karen Simko  
Wayne Fuller  
Miranda Collier  
Jeffrey Collier

Jordan Memorial Pool Committee

Richard Strauss  
Naomi McIntyre  
Mary Anne Baner  
Bethany Pelmear  
Susan Tribble

Memorial Day Parade Committee

Ken Bush, Chairman  
Melvin Brown  
Brad Hamer  
David Zehner

Erie Canal Parkway Project Committee

Wilfred Schutt  
Henrietta Schutt  
Cynthia Meixner (Chair)

Village of Jordan Tree Committee



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 insure 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 \$10,000 and public works contracts under \$20,000; 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

\$10,000 and public works contracts over \$20,000; 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.

- 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>
\$250 - \$2,999	2 Verbal Quotations
\$3,000 - \$9,999	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:

- The organization from whom the grant is being sought.
- 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.
- The specific uses of the grant money.
- An approximate timetable, which specifies dates for the acceptance, the receiving of the money and closing time for the grant.
- A brief overview of the anticipated benefits to the village.
- 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 annual organizational meeting from here on forward.

Motion adopted by voice vote.

Resolution # 41-2015 was thereupon declared adopted.