

**VILLAGE OF JORDAN 2024-2025 ANNUAL MEETING APPOINTMENTS**

Clerk -Treasurer, including Water & Sewer Depts. Deputy Clerk-Treasurer	Tina Trapp 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 Laborer Laborer Water & Sewer Operator Lab & Wastewater Treatment Back-Up Operator Lab & Wastewater Treatment Back-Up Operator	Kenneth Johnston Donald Jetty Gordon Pitre Martin Williams Patrick Byrnes Frederick DiRisio
Village Historian Deputy Mayor Representative for Jordan Memorial Pool Representative for Youth Activities	Elaine Peters Mark Gustafson Trustee Stapleton 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.  
Christian Peters  
Sandra Leader  
Open

Jordan Memorial Pool Committee

Michelle Phelps (Chair)  
Jeff Clifford  
Fred DiRisio

Memorial Day Parade Committee

Ken Bush Jr. (Chair)  
Brad Hamer  
Ken Bush III  
Julie Bush  
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 Fietta

Chief C-1:	Mark Fietta
1 <sup>st</sup> Assistant Chief C-2:	Steve Bryant
2 <sup>nd</sup> Assistant Chief C-3:	Ben Ecker
Fire Captain:	John Waldon Sr.
1 <sup>st</sup> Lieutenant:	Don Jetty
2 <sup>nd</sup> Lieutenant:	Matt Ilacqua
2 <sup>nd</sup> Lieutenant:	Richard Bump

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

Battalion Chief BC1:	Douglas E. Milton Jr. - Admin/Training
Special Operations Battalion Chief BC2:	Jeremy Chilson
Deputy Asst. Chief -EMS:	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: Open

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 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 \$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.

Estimated Amount of  
Purchased Contract

Method

\$750- \$2,999  
\$3,000 - \$20,000

2 Verbal Quotations  
3 Written/Fax Quotations or  
3 Written Requests for Proposals

Estimated Amount of  
Public Works Contract

Method

\$250 - \$2,999  
\$3,000 - \$4,999  
\$5,000 - \$19,999

2 Verbal Quotations  
2 written/Fax Quotations  
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 annual organizational meeting from here on forward.

Motion adopted by voice vote.

Resolution # 41-2015 was thereupon declared adopted.