

VILLAGE OF JORDAN
BOARD OF TRUSTEES
BUDGET WORKSHOP
APRIL 6th, 2022

PRESENT:

Mayor Brim
Trustee Bates

Deputy Mayor Gustafson
Trustee Simko

Trustee Stapleton
Clerk Powers

AUDIENCE PRESENT:

N/A

Clerk Powers led the Board in the Pledge of Allegiance at 7:06 pm.

REGULAR MEETING:

Motion to approve the minutes of March 28th offered by Trustee Stapleton, seconded by Trustee Bates. All voting in favor, motion carried.

Motion to approve the minutes of March 30th offered by Trustee Bates, seconded by Trustee Stapleton. All voting in favor, motion carried.

A motion was made by Deputy Mayor Gustafson and seconded by Trustee Simko, to approve the annual appointments as presented by Mayor Brim. All present voting in favor, motion carried. (The list appears at the end of the minutes.)

The Board of Trustees continued going through the General Budget and discussed line items and pay raises for employees. The Board then went through the Water and Sewer Budgets and discussed tentative changes as discussed with Superintendent Byrnes.

Motion offered by Deputy Mayor Gustafson and seconded by Trustee Simko to adjourn the meeting. All present voting in favor. Motion carried at 9:32 pm.

Respectfully Submitted,
Stephanie Powers
Clerk-Treasurer

VILLAGE OF JORDAN 2022-2023 ANNUAL MEETING APPOINTMENTS

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

Stephanie Powers
Redonna Geelan

Code Enforcement Officer

Harold Gilfus

Part-time Police Officers

Edward Healy
Sean Ennulat
Roberta Comerford
Michael Grajko
Kevin Robenolt
Tobias Shelley
John McQuaid
Matt Farr

Reserve Officer(s)

School Crossing Guards

Dale Burl
Mickey Geelan

Superintendent Water/Sewer/DPW
Lab & Wastewater Treatment Back-Up Operator
Assistant Superintendent of Streets & Drainage
Laborer
Laborer

Patrick Byrnes
Frederick DiRisio
Kenneth Johnston
Martin Williams
Donald Jetty

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

John Pickney
Mark Gustafson
Trustee Stapleton
Trustee Simko

Planning Board Members

Mathew McCabe (Chair) (3)
Jeffrey Ferris (4)
Suzanne McGinn (3)
Donald Meixner (3)
Open

Zoning Board of Appeals

John Nevin Jr. (Chair) (3)
Gabriel Rosetti Jr. (4)
Jamison Boonzha (4)
Christian Peters (3)
Open (3)

Jordan Memorial Pool Committee

Kathy Hanley
Jim Simko
Brad Waite

Memorial Day Parade Committee

Ken Bush Jr., Chairman
Brad Hamer

Ken Bush III

Village of Jordan Tree Committee

Cynthia Meixner (Chair)
Dana Anthonson
Paul Green
Daniel Phelps

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
Lieutenant:	Tom Stevens
2 nd Lieutenant:	Don Jetty
2 nd Lieutenant:	Jordan Osborn

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

Tax Rate for the Year \$ 7.96/1,000 assessed valuation

Assessed Valuation: 50,823,534

The Clerk Treasurer to collect Village Taxes.

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.

<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 annual organizational meeting from here on forward.

Motion adopted by voice vote.

Resolution # 41-2015 was thereupon declared adopted.

Respectfully Submitted,

Stephanie Powers

Clerk-Treasurer