

VILLAGE OF JORDAN
BOARD OF TRUSTEES
April 14th, 2025

PRESENT:

Mayor Brim	Deputy Mayor Gustafson
Clerk Trapp	Trustee Simko
Trustee Stapleton	Frederick DiRisio
Officer Healy	Superintendent Johnston
Water Operator Williams	

ABSENT

No one

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

Motion to approve the minutes of March 24th, 2025, by Deputy Mayor Gustafson, seconded by Trustee Bates, all voting in favor, motion carried.

AUDIENCE

Joe Pierce – Resides at 6 S. Chappell Street

Joe Pierce, residing at 6 S. Chappell Street addressed the Board requesting credit for his sewer bill that was extremely high due to there being an apparent leak, bill was \$335.50 over normal billing. Mayor Brim stated the Board will vote and we'll let him know the determination.

REGULAR MEETING

Clerk Trapp gave a report of Abstract #21 for a total of \$41,480.28: General \$13,160.52; Water \$5,400.85; Sewer \$5,787.82; Pool \$26.58; Trust & Agency \$514.50; Water Ban \$16,950.01 Trustee Stapleton. motioned to approve Abstract #21 in the amount of \$41,480.28 and seconded by Deputy Mayor Gustafson. All present voting in favor, motion carried.

REPORTS

Buildings & Grounds

Trustee Simko announced that Tim Stapleton, Elaine Peters, and she attended the Town of Elbridge Board Meeting to support the concept of going forward with the collaborative location and cooperative efforts of tall three Historians.

Trustee Simko reported that Ken with our DPW has competed installing the solar lights on the canal path and will be installing solar lighting for the new welcome signs next.

Trustee Simko stated that the "Garden Ladies" will be starting Wednesday, April 16th. This year Marissa Lathrop will also be joining them as a volunteer.

Trustee Simko also announced that she met with Tracy and Mike members of the Environmental Committee (the Planters of the Heritage flowers) and the "Garden Girls" and are excited to move forward together to find the perfect place for the garden and bring knowledge about the plants to the community and will be meeting again on Tures, April 29th at 6:00 pm for a walk around Jordan.

Water & Sewer

Water Operator Williams reported they have been chasing down a leak, water usage has been up.

Fred DiRisio reported that the sewer has been running well, no issues to report.

Public Safety

Mayor Brim reported that the Tower Ladder is ready for final inspection in May. We need to look into the bond.

Streets & Drainage

Superintendent Johnston reported that a resident residing at 13 Chappell Street states they have a tree that has damaged the sidewalk in front of their home and would like his driveway fixed as well. Superintendent Johnston will take a look at the damage and decide what needs to be done after.

General

Mayor Brim announced that this year's Concert in the Parks will begin on Wednesday, June 18th, 2025, with South Bound Train.

Mayor Brim stated that we will be looking for a Seasonal DPW Position for June – September, must be 18 years or older.

Mayor Brim reported that our DPW department will be on summer hours 6:00am – 3:30 pm starting April 23rd, 2025.

Unfinished Business

Company email – Officer Healy – nothing to report.

New Business

Mayor Brim requested the Board to approve the VFD Workers Compensation Policy through Comp Alliance for 2025/2026 in the amount of \$36,803.00. Deputy Mayor Gustafson motioned to approve and seconded by Trustee Bates, all voting in favor, motion carried.

Mayor Brim requested the Board to approve to schedule Public Hearing for the 2025/2026 Proposed Budget meeting to be held on April 28th, 2025, at 7:00 pm. Deputy Mayor Gustafson motioned to approve and seconded by Trustee Stapleton.

Mayor Brim requested the Board to approve payment for application No. 2 for the joint water project in the amount of \$76,571.34 to RB Robinson. Trustee Simko motioned to approve and seconded by Trustee Bates.

Mayor Brim requested the Board to approve of the 2025/2026 Annual Appointments. Trustee Simko motioned to approve and seconded by Deputy Mayor Gustafson.

VILLAGE OF JORDAN 2025-2026 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 Louis Romano
Reserve Officer(s)	Matt Farr
School Crossing Guards	Dale Burl
DPW Superintendent Laborer Laborer Water & Sewer Operator Lab & Wastewater Treatment Back-Up Operator Lab & Wastewater Treatment Back-Up Operator	Kenneth Johnston Donald Jetty 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
Joint ZBA/Planning Board	John Nevin, Jr. (Chair Matt McCabe (Co-Chair) Rob Meixner Christian Peters Gabe Roseti
Jordan Memorial Pool Committee	Michelle Phelps (Chair) Fred DiRisio Susan Tribble

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 st Assistant Chief C-2:	Steve Bryant
2 nd Assistant Chief C-3:	Open
Fire Captain:	John Waldon Sr.
1 st Lieutenant:	Don Jetty
2 nd Lieutenant:	Keith Salmonsens
2 nd Lieutenant:	Richard Bump

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

Deputy Chief – Admin/Safety:	Douglas Milton
Battalion Chief BC1:	Douglas E. Milton Jr.
Battalion Chief BC2:	Jeremy Chilson
Deputy Asst. Chief -EMS:	Dr. Michael Jorolemon
Ambulance/EMS Director:	Casey Brim

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
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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

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

Method

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

Estimated Amount of
Public Works Contract

\$250 - \$2,999

Method

2 Verbal Quotations

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

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.

Mayor Brim requested the Board to approve of the water application for 4507 Hamilton Street. This motion was tabled.

Mayor Brim requested the Board approve of the sewer credit request from Joe Pierce (6 S. Chappell St) in the amount of \$335.50. Deputy Mayor Gustafson. motioned to approve and seconded by Trustee Simko.

Mayor Brim requested the Board approve of closing the Village office on Good Friday April 18th, 2025, at noon. Trustee Bates. motioned to approve and seconded by Trustee Simko.

Mayor Brim requested the Board approve the Fiscal Year 2024/2025 Water and Sewer Tax Levy in the amount of \$53,775.32. Trustee Stapleton motioned to approve and seconded by Deputy Mayor Gustafson

A motion to pay the bills and file the correspondence was made by Deputy Mayor Gustafson seconded by Trustee Simko. All present voting in favor, motion carried.

Motion offered by Trustee Stapleton and seconded by Trustee Bates to adjourn the meeting. All present voting in favor. Motion carried out at 8:42 pm.

Respectfully Submitted,

Tina A. Trapp

Clerk/Treasurer