

DRAFT
VILLAGE OF JORDAN
April 25th 2016

MEMBERS PRESENT: Mayor Platten, Trustees Ferris, Meixner, Gustafson, Chilson

MEMBERS ABSENT: none

POLICE OFFICER in ATTENDANCE: Officer Edward Healy

AUDIENCE: Elizabeth Zeiler, George Chester, Robert Herrmann Code Officer

PUBLIC HEARING: Annual Organizational Appointments

Mayor Platten opened the public hearing at 7:00pm with Trustee Ferris leading the Board in the Pledge of Allegiance.

Mayor Platten presented the Annual Appointments.

No one spoke in favor of or against the Annual Appointments made by the Mayor.

The public hearing was closed at 7:05pm.

REGULAR MEETING:

Mayor Platten opened the regular meeting of the Board of Trustees at 7:06pm

*Motion by Trustee Gustafson, seconded by Trustee Ferris, to waive the reading and approve as amended the minutes of April 11th, 2016 Voting: All present in favor –Motion Carried.

AUDIENCE:

Ms. Zeiler and Mr. Chester addressed the Board inquiring on the status of their earlier request to live downstairs in their building located in the Village Center; stating they want to make the village happy, so they are here to see how this could be made to work. The Board explained they had not changed their minds; the law still states there is no new first floor living in the Village Center. Ms. Zeiler explained they live on the first floor in another municipality and was unaware of the law when they purchased the beautiful building. They love the building and understand its historical structural limitations. Trustee Chilson asked if they had done their diligence and checked into the zoning regulations. Mr. Chester responded they have attended ZBA meetings. He explained they could not afford to work on the building unless they were allowed to live in it, due to the small amount of traffic through Jordan. They wish to rent out their current apartment and use the income for the renovations in this building. Trustee Meixner shared there was no support from the Comprehensive Planning Committee in regards to allowing first floor apartments in the Village Center. The Board stated the law has always allowed second floor living in the Village Center. Ms. Zeiler stated she has allergies; issues with dust and lead on the second floor prevent her from living on it. Mayor Platten stated there are lead abatement programs available through Onondaga County, perhaps they could check into those to see if they qualify.

Mr. Chester stated he has difficulties with stairs and there is not enough dollars available to them through the grant to install a lift. Mayor Platten reminded them of information shared earlier: the name of a company where a chair lift could be purchased and installed very reasonably. Mr. Chester responded that it would not help him carry sheet rock upstairs. Ms. Zeiler inquired if there was a special variance or temporary permit that they could receive which would allow them short-term first floor residency. The Board's response is "no, there is no such permit available".

Mr. Chester stated, "Time is running out, if the village has no flexibility they may have to sell." He inquired why the village allowed the bank a drive-thru on its land and why accommodations for concerts were allowed on Hamilton Street. Trustees Ferris and Chilson explained the land belonged to the property owners, not the village, and the uses are allowed within their respective zones. Mayor Platten stated he was trying to assist them (Liz and George) with their plans for either apartment rentals or a bed and breakfast on the second floor. He is looking into amending parking restrictions in the Village Center by removing the one and a half parking spaces per unit. Mayor Platten also stated the municipal parking lots are there to help everyone, residents and business owners alike, and the main reason the Clinton Street Pocket Park parking was created. Mr. Chester pointed out that Clinton Street had pavement cracking. The Board shared the plans for Clinton Street Drainage Phase II including repaving, curbing, and sidewalks scheduled for this summer.

Ms. Zeiler thanked the Board and stated she appreciated them listening to what she and George had to say. Mr. Chester asked how long it would take to secure a (building) permit. The Mayor responded it would depend on their architect, the liaison with the Main Street Grant, and the Codes Office approving their plans.

REPORTS:

Buildings & Grounds:

- The Code Officer, Bob Herrmann Jr. updated the Board regarding the issue with businesses on Route 31. He then asked the Board how they would like him to handle a complaint lodged by one of the businesses towards the other business. Trustee Meixner stated the process of amending regulations takes time and inquired of Codes if the Judge was aware of the Village's intentions to amend regulations in the highway commercial zone. The Board suggested that Mr. Herrmann tell the complainant that the process in the works and if they would like to speak with the Board of Trustees, they were welcome to.
- A resident called the village office to share large rodent sightings on their property. The Code Officer will drive by, investigate, and call the clerk. The Clerk will follow up with the resident to share exterminator numbers if necessary.
- Trustee Chilson stated the winter stone grit on the sidewalks along Clinton Street made it difficult to navigate a stroller. The DPW (Mr. Phelps) will sweep the area, as the project work will not commence until after the school year is completed.
- The ZBA requests for the amendments to the highway commercial zone received some discussion. Based on the lawyer's response, the decision was made to write up the proposed wording at the next meeting, then send it along to the lawyer for review and necessary rewriting. A public hearing will follow then off to the State for approval.

Water & Sewer & IT:

- The Annual Water Quality Report for 2015 is now available. Postcards are scheduled for mailing to residents stating with the online address to access the report. Hard copies are available in the village office.
- Trustee Meixner shared the RIC Tech Support Contract quote. He reference checked and received favorable response.

Public Safety:

- The monthly report was reviewed online prior to the meeting. No concerns, other than speeding on Mechanic and Beaver Streets received discussion. Officer Healy noted vehicles normally appear to be moving faster than they really are to pedestrians. He has sat with his radar gun to prove the point.
- Trustee Gustafson reported on the recent Mayors' Meeting. The former Village of Seneca Falls representatives attended to share their dissolution story. Apparently, there was rampant misinformation and incomplete information prior to the voting, which resulted in extreme disappointment with the outcome and voter remorse.

Streets and Drainage:

- A reminder the bid opening is May 10th.

General:

- The Syracuse Metropolitan Transportation Committee is hosting an ADA Transition Plans Workshop. Training is necessary for continued CHIPS funding. The Board agreed it would be most beneficial to send Pat Byrnes to the training on May 18th.
- The office has had three additional residents inquire about acquiring chickens. A brief discussion had on the requests. A concern expressed was over the improper care of feed and excrement calling rodents, especially in light of the earlier rodent complaint. Another was on who would oversee and enforce regulations. And finally, proper containment of chickens and concern over the safety of chickens from predators. Trustee Gustafson noted that fresh eggs from backyard chickens were superior to store purchased eggs and the excrement became fertilizer for home gardens. No positive decision was agreed upon.

OLD BUSINESS

Water & Sewer:

- There has been no progress made on the water contract. Trustee Meixner shared that Trustee DeCola is no longer handling the water contract negotiations; it appears a new Trustee in the Village of Elbridge is assigned to the contract. No meeting is scheduled to date.

General:

- Discussion had on the possibility of bonding for the capital improvements for the upcoming year. While everyone shared the same general agreement, bonding must wait until the costs are known.

NEW BUSINESS

General:

***Motion** by Trustee Meixner and seconded by Trustee Gustafson, to approve the 2016 -17 Appointments as proposed and presented by Mayor Platten for the Village of Jordan as follows:

VILLAGE OF JORDAN 2016 – 17 ANNUAL MEETING APPOINTMENTS

Clerk -Treasurer (Water & Sewer Depts.)	Cynthia Meixner
Deputy Clerk-Treasurer	Elizabeth Flynn
Code Enforcement Officer	Town of Elbridge
Part-time Police Officers	Edward Healy
	Sean Ennulat
	Kevin Robenolt
	Marvin Burdick
	Brett Leppard
	Russell Nemeti,Jr.
	Tobias Shelley
Reserve Officer(s)	Matt Farr
School Crossing Guards	Debra Marrero
	Dale Burl
Superintendent Water/Sewer/DPW	Frederick DiRisio
Laborer/Assistant Operator	Patrick Byrnes
Laborer	Patrick Byrnes
Laborer	Austin Clifford
Laborer	
Acting Justice	George Betts
Justice Clerk (<i>Appointed by the Justice</i>)	Cynthia Weirs
Village Historian	Jack Horner
Deputy Mayor	Catherine Ferris
Representative for Jordan Memorial Pool	Mayor Platten
Representative for Youth Activities	Trustee Meixner
Planning Board Members	Mathew McCabe (Chair) (3)
	Melissa Downing (2)
	John Nevin Sr. (1)
	Jeffrey Ferris (4)
Zoning Board of Appeals	John Nevin Jr. (Chair) (3)
	Ronald Hill (2)
	Gabriel Rosetti Jr. (5)
	Jamison Boonzha (4)
Comprehensive Planning/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
	Don Moore
	Mary Anne Baner
	Betsy Plucinik
Memorial Day Parade Committee	Ken Bush, Chairman

Melvin Brown
Brad Hamer
Dorothy Lee
Tara Dennee

Erie Canal Parkway Project Committee

Wilfred Schutt
Henrietta Schutt
Dorothy Lee

Village of Jordan Tree Committee

Cynthia Meixner (Chair)
Dana Anthonson
Daniel Phelps

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

Water & Sewer Meixner – Chilson
Building & Grounds Chilson – Ferris
Insurance/Business Gustafson – Platten
Streets & Drainage Ferris - Gustafson
Public Safety Gustafson – Meixner
Personnel Relations, OSHA, Funding – Platten - Ferris
Village Board will serve as the fire commissioners for the JVFD

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

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

Chief:	Douglas E. Milton
Battalion Chief:	Douglas E. Milton Jr.
Ambulance Director of Operations:	Casey Brim
Asst. Ambulance Director of Operations:	Michael Lane
Medical Doctor/Asst. Chief/Safety/EMS:	Dr. Michael Jorolemon
Fire Police Lieutenant:	Sean Ennulat
Fire Police:	Daniel Lindsay
Fire Police:	Richard Westcott
Fire Police:	Dale Burl

The elected officers of the Company are:

President:	Kenneth Bush III
Vice President:	Doug Milton, Jr.
Secretary:	Gail Teachout
Treasurer:	Tim Stapleton
Asst. Secretary/Treasurer:	Casey Brim
Chief:	Doug Milton, Sr.
1 st Assistant Chief:	David Milton
2 nd Assistant Chief:	Jeremy Chilson
Captain:	Ben Ecker
1st Lieutenant:	Keith Salmonsens
2 nd Lieutenant:	Patrick Karpinski
2 nd Lieutenant:	Joseph Lazore

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 –

The Firm MacKenzie Hughes, LLC

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

Tax Rate for the Year \$ 6.9639/1,000 assessed valuation

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. No officers or employees of the Village of Jordan shall 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 were 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.
- 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 Contract</u>	<u>Method</u>	<u>Purchased</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:

- 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.

All present voting in favor. Motion Carried

***Motion** by Trustee Chilson and seconded by Trustee Gustafson, to approve the IT Service Contract as presented by Trustee Meixner and submitted by the RIC.

All present voting in favor. Motion Carried

***Motion** by Trustee Meixner and seconded by Trustee Gustafson to approve to tax levy the following delinquent charges and fees totaling \$46,180.82: delinquent water \$10,915.12, delinquent LT2 \$3,065.14, delinquent sewer \$31,873.06, unpaid rental inspections \$105.00, unpaid building permit extensions \$35.00, and mowing charges \$187.50. The charges are to appear on the respective village tax bills in June.

All present voting in favor. Motion Carried

*** Motion** by Trustee Meixner and seconded by Trustee Gustafson, to approve the 2016 General, Water, Sewer, and Pool Budgets.

All present voting in favor. Motion Carried

***Motion** by Trustee Meixner and seconded by Trustee Gustafson, to approve the Clerks to attend the Tax Collectors’ Meeting on May 11th in Solvay.

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 9:48 pm

Respectfully Submitted,
Cynthia Meixner, Clerk-Treasurer