

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
July 2, 2013**

Present:	Mayor:	Ronald G. Harting
	Trustee	Robert Bennett
		Eileen Shelp-Olmstead
		Thomas M. Skinner
		Robert E. West
	Clerk/Treasurer:	Patricia L. Harting
	Streets & Water Suptdnt:	David M. Decker
	Code Enforcement:	Gary Post
	Attendees:	1

Call to Order: **Time:** 7:00 P.M.
 By: Mayor Ronald G. Harting

Pledge of Allegiance

Welcome

Public Comment - Sue Rambo was present to discuss the Window on the Arts Festival. She submitted the agreement for reservation and use of the park. Mayor Harting asked Sue if she had ever been to the Maple Festival because they had a lot of vendors there and they are local. Sue told David that they were blowing fuses all day last year. Possibly Matco could make a board like they did in the past. Mayor Harting told her to speak to Bob Pessarchick.

Code Enforcement Report, Gary Post present - 1) The Planning Board and the Zoning Board denied the request at 116 Main Street. They also denied 185 Main Street. They have 30 days to appeal the ruling to the Supreme Court. If nothing has been done to either properties, a violation will be sent out the 15th of July. We'll give them 10 days then send them a final violation notice and then we'll go to court if that is what the board chooses. Trustee West stated that we really don't have a choice. The board agreed. 2) Gary sent out a violation to Bridge Street. He spoke with the owner in the past and he's been trying to work with them. He sent them a letter 2 years ago. He gave them 10 days on the violation to get back to him. 3) Gary sent out several violations. One being 48 Grove Street, one at 21 Main Street, 135 Main Street and 23 Academy Street. 4) We have a couple properties on Maple Avenue that are getting pretty run down and they are vacant. Gary stated that he will start the process with them, as he will be dealing with banks on those 2 houses.

Attorney's Report - No report was submitted. 1) Beth has been working with the Town Attorney and the attorney that represents the S.E.P.P. housing agreement. There is a question raised regarding the P.I.L.O.T. She also has left numerous messages for Wendy at Adam's Cable. They sent a contract to the Village. Clerk Harting's phone calls also were unanswered.

Streets Report, David Decker present - 1) Nobody around here carries the concrete siding that they want to put on the back of the Community House. In order to get it, ABC has to have a \$500 minimum order.

Motion: to have David purchase the siding.

By: Robert E. West
2nd: Thomas M. Skinner
Vote: AYE - All

Dan Burdick is doing the crown molding and the painter will put that up. David will do the siding on the lower back. 2) The Welcome to Windsor signs that blew over this winter are replaced. 3) The dumpster over at Jim Dickinson 's place will be moved this week. David helped him clean up some of the garbage. 4) The Patriot Riders would like a portion of the parking lot blocked off for the event on the green on the 12th of July. 5) We had vandalism at the park. One rainy night, there was a car driving around the minor field. Sheriff's Deputy Morgan caught the kid and he confessed. The young man was charged and we are awaiting information. Last Thursday night, the port-a-john, a table, benches, garbage cans and 140 feet of pipe was all thrown in the creek. There were empty cans of Rolling Rock beer left behind. David spoke with the manager at the convenience store and he is checking his tapes to see if he can find the person that bought that particular beer between 11:00 to 1:00 a.m. Suburban Septic brought out a replacement and the village is responsible for the damaged/missing one at a cost of \$550. Another piece of railroad rail is missing from the park.

Streets Report, David Decker present -1) The fittings for the blow off at Kilb's broke and David had received the new parts. 2) They had to fix a leak at Grausgruber's. They needed to use Colwell's for the one on Chestnut Street so they had them help them out with the one on Maple Avenue. 3) Mark Stimak from the school, was the licensed water operator for the school. He has left employment with the school so they need someone with a water license. The school asked if the village would be interested in entering into a municipal agreement for David to do their water checks a couple times a week over at C.R.Weeks School. There is a gentleman that does the water daily and David would oversee this gentleman with his license. The agreement has to be short term and there has to be an out for both parties in case something is amiss with the issue and David's license needs to be protected. They will try to set up a meeting for Monday.

Treasurer's Report, Patricia Harting present - A report was submitted.

Motion: to accept the Treasurer's Report

By: Robert J. Bennett
2nd: Eileen Shelp-Olmstead
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Motion: **at accept the Meeting Minutes of June 4, 2013**

By: Thomas M. Skinner
2nd: Robert E. West
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution #22-2013

RESOLUTION NO.22-2013

CLEAN-UP DAY METAL REIMBURSEMENT

WHEREAS, on May 11th, the Village of Windsor held a Clean-Up Day at the park; and

WHEREAS, Gary’s U-Pull It was hired to pick up metals on that day; and

WHEREAS, the Village of Windsor was reimbursed in the amount of \$326.61 by Gary’s U-Pull It for the metal material collected;

BE IT RESOLVED, that said annual budget approved and filed as aforesaid, be amended as follows:

Estimated Revenues	A510	\$ 326.61	
Subsidiary Account		A2770-Miscellaneous	\$ 326.61
Estimated Appropriations	A960	\$ 326.61	
Subsidiary Account		A8161.4-Cleanup Day Exp.	\$ 326.61

THEREFORE, BE IT RESOLVED, that said budget as amended, is hereby adopted and established as the amended annual budget for this Village for the fiscal year beginning March 1, 2013.

- Offered by:** Robert E. West
- Seconded by:** Robert J. Bennett
- Vote:** **AYE** - Mayor Ronald G. Harting
- AYE** - Trustee Robert J. Bennett
- AYE** - Trustee Eileen Shelp-Olmstead
- AYE** - Trustee Thomas M. Skinner
- AYE** - Trustee Robert E. West

Resolution effective July 2, 2013

Resolution #23-2013

RESOLUTION NO.23-2013

WHEREAS, the Village Board of Trustees having previously adopted an annual budget for the fiscal year commencing March 1, 2013; and

WHEREAS, Selective Insurance has sent the Village of Windsor a refund of \$1,940.00 for changes made to the policy;

BE IT RESOLVED, that said annual budget approved and filed as aforesaid, be amended as follow:

Estimated Revenues	A510	\$ 1,940.00	
Subsidiary Account		A2680-Ins.Recovery	\$ 1,940.00
Estimated Appropriations	A960	\$ 1,940.00	
Subsidiary Account		A1910.4-Unallocated Ins.	\$ 1,940.00

THEREFORE, BE IT RESOLVED that said budget as amended, is hereby adopted and established as the amended annual budget for this Village for the fiscal year beginning March 1, 2013.

- Offered by:** Ronald G. Harting
- Seconded by:** Thomas M. Skinner
- Vote:** **AYE** - Mayor Ronald G. Harting
- AYE** - Trustee Robert J. Bennett
- AYE** - Trustee Eileen Shelp-Olmstead
- AYE** - Trustee Thomas M. Skinner

AYE - Trustee Robert E. West

Resolution effective July 2, 2013

Resolution #24-2013

RESOLUTION NO.24-2013

AMENDMENT TO VILLAGE BUDGET FOR FISCAL YEAR 2013/2014

WHEREAS, THE Village Board of Trustees having previously adopted an annual budget for the fiscal year commencing March 1, 2013; and

WHEREAS, Zurich American Insurance is no longer insuring the village workers for long term disability insurance; and

WHEREAS, Zurich American Insurance has sent the Village of Windsor a refund of \$27.84 for refund of cancellation of policy; and

THEREFORE, BE IT RESOLVED, that said annual budget approved and filed as aforesaid, be amended as follows:

Estimated Revenues	A510	\$ 27.84	
Subsidiary Account		A2770-Insurance Recovery	\$ 27.84
Estimated Appropriations	A960	\$ 27.84	
Subsidiary Account		A9055.8-Disability Ins.	\$ 27.84

THEREFORE, BE IT RESOLVED, that said budget as amended, is hereby adopted and established as the amended annual budget for this Village for the fiscal year beginning March 1, 2013.

- Offered by: Thomas M. Skinner
- Seconded by: Robert J. Bennett
- Vote: AYE - Mayor Ronald G. Harting
- AYE - Trustee Robert J. Bennett
- AYE - Trustee Eileen Shelp-Olmstead
- AYE - Trustee Thomas M. Skinner
- AYE - Trustee Robert E. West

Resolution effective July 2, 2013

Resolution #25-2013

RESOLUTION NO.25-2013

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WINDSOR AUTHORIZING THE ADOPTION OF THE BROOME COUNTY MJULTI-JURISDICTIONAL ALL-HAZARD MITIGATION PLAN

WHEREAS, all of Broome County has exposure to natural hazards that increase the risk to life, property, environment and the County’s economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post- disaster hazard mitigation programs; and

WHEREAS, a coalition of Broome County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Broome County; and

WHEREAS, the coalition has completed a planning process that engages the public assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Windsor:

- 1) Adopts in its entirety, the Broome County Multi-Jurisdictional All-Hazard Mitigation Plan (the "Plan") as the jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post- disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.

Offered by: Thomas M. Skinner

Seconded by: Robert J. Bennett

Vote: **AYE** - Mayor Ronald G. Harting

AYE - Trustee Robert J. Bennett

AYE - Trustee Eileen Shelp-Olmstead

AYE - Trustee Thomas M. Skinner

AYE - Trustee Robert E. West

Resolution effective July 2, 2013

Reports of Committees:

Code Enforcement Committee - No report

Community House Committee - No report

Fire Co Committee - No report

Parks Committee - No report

Pool Committee - No report

Streets & Water Committee - No report

Museum Open House - On Saturday, June 15th, we had an Open House over at the museum/railroad station. Over 100 people attended. The Partnership sold hot dogs, soda and baked goods outside. They donated the proceeds of \$133.50. Special thanks to Elaine Card for all her hard work in putting this together.

Boat Launch - The DEC will be meeting with Mayor Harting, Trustee Skinner, County Planning Member Frank Evangelisti and David on Monday to look at the boat launch. The DEC is definitely interested in making that a boat launch.

Main Street Grant - Elaine Miller from Broome County held a public hearing in regard to the Main Street Grant. It was well attended.

NBT Bank - Clerk Harting was asked to get more information from NBT Bank in regard to the deposit machine. Patti spoke with John Deirelein from NBT. He stated that when the check is run through the machine, it gets printed on so it cannot be cashed. The checks have to be held on to for 30 days and then they must be shredded. Trustee Skinner is concerned with the security of the checks that are just sitting for 30 days. The checks can't be cashed but possibly someone could get the information off the check if someone was ever to break in. Also, the machine holds no information or account number in the machine. It goes directly to the bank. Clerk Harting was asked to keep the checks in a locked drawer.

Motion: to proceed forward with obtaining a deposit machine from NBT Bank.

By: Ronald G. Harting
2nd: Thomas M. Skinner
Vote: AYE - All

Credit Cards - Clerk Harting was asked to do more research on accepting credit cards. There is company called Muncipay. Their rate is 2.45% or a minimum of \$3.00. PayGov is \$2.00 fee if it's under \$67 and 3% if it's over \$67, if it's swiped at the counter and if it's under \$64, a fee of \$2.60 and 3.95%. PayGov works through NBT Bank. This is of no cost to the village. Mayor Harting was concerned with how residents would know there is a fee. Patti stated that the Village Newsletter is almost done and it needs to be sent out to the village residents because of the website for the CCR Water Report and we can put that information in the newsletter, as it will go to all village residents and water users. Code Enforcement Officer Gary Post stated that the Town of Union tells people when they come in the office to use it that they are going to be paying a charge to the credit card company.

Motion: to move forward with accepting credit cards for payment using PayGov

By: Thomas M. Skinner
2nd: Robert J. Bennett
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
NAY - Trustee Robert E. West

Resolution #26-2013

RESOLUTION NO.26-2013

RESOLUTION AUTHORIZING PAYMENT OF TAXES BY CREDIT CARD AND BY INTERNET

At a regular meeting of the Board of Trustees of the Village of Windsor, Broome County, New York, held at the Community House on the 2nd day of July, 2013, the following resolution was offered by Trustee Skinner, who moved for its adoption, seconded by Trustee Bennett,

WHEREAS, pursuant to §5 of the New York State General Municipal Law (“the GML”_), the Board of Trustees of the Village of Windsor (“the Village”) is authorized to enter into an agreement with one or more financing agencies or credit card issuers to provide for the acceptance of credit cards as a means of payment of fines, civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments or interest, owed to the Village; and

WHEREAS, pursuant to §5-b of the GML, the Board of Trustees of the Village is also authorized to provide for the acceptance of civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments of interest owed to the village via a municipal internet website or the website of a third-part vendor that has contracted with the Village to receive such payments on its behalf; and

WHEREAS, the Board of Trustees has determined that it is in the public interest to allow for payment of fines, civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments of interest by credit card or by internet payment because such methods of payment are convenient for the public, provided such methods of payment can be accomplished in a safe and secure manner;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Windsor hereby authorizes the Mayor of the Village to enter into an agreement with one financing agency or credit card issuer or credit card processor to provide for the acceptance of credit cards as a means of payment of fines, civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments or interest, owed to the Village, subject to the following terms and conditions:

1. Any such agreement shall be in compliance with the Village's procurement policy and with the GML and prior to entering into any such agreement, the Village shall first obtain written quotes and references from at least two financing agencies or credit card issuers or credit card processors or third-party vendors who provide such services to New York State municipalities;
2. Any such agreement shall govern the terms upon which a credit card proffered as a means of payment shall be accepted or declined;
3. Any such agreement shall govern the manner in and conditions upon which the financing agency or credit card issuer or credit card processor or third-party vendor shall remit such payments to the Village;
4. If any such agreement requires a fee for such service, then as a condition of accepting payment by credit card, any person offering payment by credit card shall pay a service fee to the Village, sufficient to cover any fee that the Village may be required to pay to the financing agency or credit card issuer or credit card processor; and
5. The Board of Trustees hereby designates the Village Treasurer (and deputy) as the Village officer charged with the duty of collecting or receiving such credit card payments on behalf of the Village.

BE IT FURTHER RESOLVED, that pursuant to §5-b of the GML, the Board of Trustees of the Village of Windsor hereby authorizes the Mayor the Village to enter into an agreement with one third-party vendor to provide for the acceptance of civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments or interest owed to the Village via the internet, subject to the following terms and conditions;

1. Any such agreement shall be in compliance with the Village's procurement policy and with the GML and prior to entering into any such agreement, the Village shall first obtain written quotes and references from at least two third-party vendors who provide such services to New York State municipalities;
2. The method of payment of civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations or other amounts, including penalties, special assessments or interest, shall not be the sole method for the collection of such payments;
3. Any such agreement shall include the manner and condition os such payments via the internet, which shall comply with article three of the New York State Technology Law and any regulations or guidelines promulgated thereunder and

shall, at a minimum (a) authenticate the identity of the sender; and (b) ensure the security of the information transmitted;

4. Any such agreement shall require the third-party vendor to provide a confirmation page to the payor following the completion of the internet transaction, which confirmation page shall include; (a) the date the internet transaction was completed and sent by the payor; (b) the amount paid; (c) a unique confirmation number; and (d) a notice advising the payor to print out and retain the confirmation page as a receipt;

5. Any such payments made via the Internet shall be considered received by the Village and paid by the payor at the time the internet transaction is completed and sent by the payor;

6. The Board of Trustees hereby designates the Village Treasurer (and deputy) as the Village officer charged with the duty of collecting or receiving such internet payments on behalf of the Village.

The question of the adoption of the foregoing resolution was duly put to vote on roll call which resulted as follows:

AYE - Trustee Bennett
AYE - Trustee Shelp-Olmstead
AYE - Trustee Skinner
NAY - Trustee West
AYE - Trustee Harting

The resolution was thereupon declared duly adopted.

Motion: to pay bills as authorized by vouchers signed by board members

By: Eileen Shelp-Olmstead
2nd: Thomas M. Skinner
Vote: Aye - All

Motion: to adjourn at 8:32 P.M.

By: Robert J. Bennett
2nd: Eileen Shelp-Olmstead
Vote: Aye – All

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer