

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 5, 2017**

Present: Mayor: Ronald G. Harting
Trustee James W. Miller
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: 7

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

Pledge of Allegiance

Welcome

Administration of Oath of Office of Trustee

To: Thomas M. Skinner
By: Patricia L. Harting, Clerk/Treasurer

Administration of Oath of Office of Trustee

To: Eileen Shelp-Olmstead
By: Patricia L. Harting, Clerk/Treasurer

Public Comment - Ron & Sue Rambo were present, as was Eric Weidner, the Streets & Water employee of the village.

First Knight - Sue Rambo was present to discuss First Knight on New Year's Eve. She stated the format is the same as last year. She would like benches brought to the Community House and will be having the fire pit again this year. David will work with Ron Rambo on that. They submitted a Parade Permit. It was signed by the mayor. Each venue will be doing their own luminaries.

Code Enforcement Report, Gary Post present - 1) OSHA was called in to look at the scaffolding work at 106 Main Street. Everything is fine. 2) We had received a letter from DEC regarding the sand piles over at the town garage. It has been taken care of. Gary will send Ms. Binder at DEC some pictures of the sand pile and a letter. 3) He's been dealing with Alex across the road regarding the barber shop. He wants to put an addition above the barber shop but it has to go through a 239 Review with the county, the ZBA and Planning Board. A meeting has tentatively been set up for January 4, 2018. 4) Sent out a letter to Bridge Street. If the house isn't torn down soon, we will be going to court. Mickey was in and will start on it soon. 5) Gary got called out for 116 Main Street. There were broken windows and holes in the floor. They have a new owner (although it is on land contract). The problem is they have put in an apartment in a space that does not allow an apartment in there. The previous owner had applied for an appeal but was turned down by the Zoning Board of Appeals. 6) The Sheriff's Department gave Gary notification of serious problems at 57 Chestnut Street. He posted the house and they have to be out in 7 days. It has no electricity, water and they had put in a

wood stove without going through the code. 7) Another grinder pump went at the Dollar Store. The septic tank was put in backwards. He sent them a violation.

Attorney Report - A report was submitted. No questions.

Streets Report, David Decker present - 1) Everything is set for winter. The spreader and the plows are on. We haven't had to use any salt yet. 2) Installed the new mailbox cluster and the post office has their locks installed. 3) New tires are on the dump truck and we ordered new ice chains. 4) One of the flag lights are out. It is on order. 5) The Christmas lights are up. The list of volunteers was given to the office so an article can go in the newspaper. 6) We started putting in new stop and street signs. We should be done by the end of the week. 7) The fuel tanks are in and will be programmed tomorrow or Thursday. The old ones were painted and they look like new.

Water Report, David Decker present - 1) We fixed Eleonor Danton's leak which affected Klumpps as well. It was $\frac{3}{4}$ plastic line sitting on huge rocks. It was our line. I still think next year we need to run a main line down Elm Street and hook everyone onto it. 2) The dialer and transducer acted up one weekend. Matco came in the following Monday and found some loose wires. A new transducer was ordered to have an extra on hand.

Treasurer's Report, Patricia Harting present - 1) A report was presented. There were no comments. 2) The Civic Club has requested \$100 to purchase new garland and ribbons for the Community House. Trustee Jim noted that we may want to consider giving them more, as they do a lot. All board members agreed. They would like to purchase them after Christmas when the sales are.

Motion: to give the Civic Club \$200 to replace the garland, ribbons and other decorations in and outside of the Community House.

By: James W. Miller
2nd: Thomas M. Skinner
Vote: AYE - All

Motion: to accept the Treasurer's Report

By: Robert E. West
2nd: Eileen Shelp-Olmstead
Vote: AYE - All

Resolution #19-2017

RESOLUTION NO.19-2017

RESOLUTION AMENDING ANNUAL VILLAGE BUDGET FOR 2017/2018

WHEREAS, in March of 2017, there was a snowstorm designated as Snowstorm Stella; and

WHEREAS, the Kubota tractor incurred damage due to the amount of snow we received and the hours worked; and

WHEREAS, a claim was filed with Selective Insurance to cover damage to the tractor;

AND WHEREAS, Selective Insurance issued a check in the amount of \$4,669.97 towards the damage done to the tractor;

THEREFORE, the following budget amendments be made; and

Estimated Revenues	A510	\$ 4,669.97	
Subsidiary Account	A2770-Miscellaneous	\$ 4,669.97	
Estimated Appropriations	A960	\$ 4,669.97	
Subsidiary Account	A5110.4-Streets Department	\$ 4,669.97	

NOW, 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, 2017.

Offered by: Robert E. West, Jr.
2nd by: James W. Miller
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
NAY - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #20-2017

RESOLUTION NO.20-2017

**RESOLUTION TO ESTABLISH DATE, PLACE AND TIME
OF REGULAR VILLAGE OF WINDSOR BOARD MEETINGS**

BE IT RESOLVED, that all regular meetings of the Board of Trustees of the Village of Windsor be held on the first Tuesday of every month at 7:00 p.m. in the Windsor Community House located at 107 Main Street Windsor, NY

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
NAY - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #21-2017

RESOLUTION NO.21-2017

RESOLUTION TO PERMIT PAYMENT IN ADVANCE OF AUDIT

BE IT RESOLVED, that payment may be made in advance of audit on claims for certain recurring expenses that include, but are limited to, public utility expenses, postage, freight and express charges, and such similar expenses.

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #22-2017

RESOLUTION NO.22-2017

RESOLUTION TO DETERMINE FIXED RATE FOR MILEAGE REIMBURSEMENT

WHEREAS, the Board of Trustees of the Village of Windsor has determined to pay a fixed rate for mileage as reimbursement to such Officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW, THEREFORE, BE IT RESOLVED, that the Board of trustees shall approve reimbursement to such Officers and employees at the rate of fifty-five cents (.55¢) per mile.

- Offered by:** James W. Miller
- 2nd by:** Eileen Shelp-Olmstead
- Vote:** AYE - Mayor Ronald G. Harting
- AYE - Trustee James W. Miller
- AYE - Trustee Eileen Shelp-Olmstead
- AYE - Trustee Thomas M. Skinner
- AYE - Trustee Robert E. West

Resolution effective December 7, 2017

Resolution #23-2017

RESOLUTION NO.23-2017

DESIGNATION OF OFFICIAL NEWSPAPER AND WEBSITE

WHEREAS, the Village Board of Trustees has determined that there needs to be an official newspaper for the Village; and

WHEREAS, the Windsor Standard publishes a weekly newspaper that has a broad distribution of the newspaper within the village; and

WHEREAS, the Village of Windsor has a website and will post all legal notices and public notices on their site; and

THEREFORE, BE IT RESOLVED, the Board of Trustees does designate that the Windsor Standard be the official newspaper and www.villageofwindsor.org be the official website of the Village of Windsor.

- Offered by:** James W. Miller
- 2nd by:** Eileen Shelp-Olmstead
- Vote:** AYE - Mayor Ronald G. Harting
- AYE - Trustee James W. Miller
- AYE - Trustee Eileen Shelp-Olmstead
- AYE - Trustee Thomas M. Skinner
- AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #24-2017

RESOLUTION NO.24-2017

DESIGNATION OF AUTHORIZED DEPOSITORIES

WHEREAS, the Village Board of Trustees of the Village of Windsor has determined that the Village Law §4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies; and

WHEREAS, NBT is located in Norwich, NY;

THEREFORE, BE IT RESOLVED, that the Board of Trustees does designate NBT as the depositories of all money received by the Village Treasurer, Clerk and Receiver of Taxes.

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #25-2017

RESOLUTION NO.25-2017

EMPLOYEE ATTENDANCE AT CONFERENCES

WHEREAS, there is to be held during the coming official year, training and meetings for municipal officers and employees; and

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools, benefits the municipality;

THEREFORE, BE IT RESOLVED, that the following officers and employees are hereby authorized to attend these events:

Mayor Ronald G. Harting
Trustees James W. Miller, Eileen Shelp-Olmstead, Thomas Skinner, Robert West
Clerk/Treasurer Patricia Harting
Deputy Clerk/Treasurer Diane Wallick
Streets & Water Superintendent David Decker
Assistant Streets & Water Superintendent Eric Weidner
Other individuals as approved by the Board of Trustees

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Resolution #26-2017

RESOLUTION NO.26-2017

RESOLUTION TO ADOPT PROCUREMENT POLICY

WHEREAS, section 104-b of the General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing all procurement of goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Village of Windsor involved in the procurement process,

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees of the Village of Windsor, in a regular session duly convened that the Village of Windsor does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 5, 2017

Motion: to accept the Meeting Minutes of November 2, 2017

By: Robert E. West
2nd: Ronald G. Harting
Vote: AYE - All

Reports of Committees: No committee reports.

Motion: to accept the Organizational Committees

By: Ronald G. Harting
2nd: James W. Miller
Vote: AYE - All

Organizational Committees:

Mayor:	Ronald G. Harting	
Trustees:	James W. Miller	
	Eileen Shelp-Olmstead	
	Thomas M. Skinner	
	Robert E. West, Jr.	
Deputy Mayor:	Thomas M. Skinner	
Clerk/Treasurer:	Patricia L. Harting	
Deputy Clerk/Treasurer:	Diane M. Wallick	
Streets & Water Superintdt:	David M. Decker	
Village Attorney:	Robert McKertich	
Code Enforcement Officer:	Gary D. Post	
Official Newspaper:	Windsor Standard	
Historian:	Louella English	
Grant Writer:	Steven Contento	
<u>Zoning Board of Appeals:</u>	William Wallick	Expires 12/2018
	Paul Noyd	Expires 12/2019
	Elaine Card	Expires 12/2020
	David Florance	Expires 12/2021
	Noreen Millen	Expires 12/2022
<u>Planning Board:</u>	James Sorenson	Expires 12/2018
	James Conrad	Expires 12/2019
	Grace Holton	Expires 12/2020
	Chris Nagle	Expires 12/2021
	Don Sibley	Expires 12/2022
Committees:		
Code Enforcement:	Ronald G. Harting	
	Thomas M. Skinner	
Comm.House/RR:	Eileen Shelp-Olmstead	
	Thomas M. Skinner	

	Robert E. West
Parks:	James W. Miller
	Eileen Shelp-Olmstead
Fire Company:	Eileen Shelp-Olmstead
	Ronald G. Harting
	James W. Miller
Streets:	James W. Miller
	Robert E. West
Water:	Ronald G. Harting
	Thomas M. Skinner
	James W. Miller

Mayor's Report - 1) The state is requiring us to set up volunteer firefighters cancer insurance. PERMA does not provide this but we need to seek insurance for that. 2) PERMA believes the volunteer ambulance workers are covered under our firefighters volunteer provided they are a volunteer firefighter also. Their underwrite will get back in touch with Patti tomorrow morning to confirm this. 3) A public hearing needs to be set up to pass a local law for overriding the tax cap and a public hearing needs to be set up for a public hearing to pass the new budget.

Motion: to hold a public hearing on Tuesday, December 19, 2017 at 6:30 to pass Local Law #3-2017 pertaining to override the tax cap

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

Motion: to hold a public hearing on Tuesday, January 2, 2018 for the 2018/2019 Budget

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

Motion: to go into Executive Session at 8:10 p.m. to discuss a personnel matter

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

Motion: to return from Executive Session at 8:22 p.m.

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

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

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

Motion: to adjourn at 8:32 p.m.

By: Eileen Shelp-Olmstead
2nd: James W. Miller
Vote: AYE - All

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer