

**MEETING MINUTES**  
**of the Village of Windsor, N.Y.**  
**107 Main Street**  
**Windsor, NY 13865**  
**December 3, 2013**

<b>Present:</b>	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
	Grant Writer:	Steven Contento
	Attendees:	2

**Call to Order:**      **Time:** 7:00 P.M.  
                          **By:** Mayor Ronald G. 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** - 1) Lawrence Hurd was present to ask if there were going to be signs put up by his house and where the signs will be put. He also asked if the village attorney was present when he went to court about the ticket he got for the dog. He feels the cost to the tax payer surely out-weighs the fine of \$25 that he paid. He wanted to know who paved in front of his house because where his driveway meets the road, it needs to be fixed. David said he can bring over some millings for it now and in the summer he can hot patch it. He's still unhappy about the sluice pipe that is on his property and he feels it is a devalue to his place, as he is considering splitting his property and selling it.

**First Night** - Debbie Menta was present to give the board a map. Trustee Skinner had drawn up a map according to Debbie's direction. Debbie and Dawn are meeting with the fire company and will take the map to them. David asked if we are providing the cones and barricades. We will need cones by Maple and barricades on College and the parking lot. She spoke with the State Police today regarding the roads that will be blocked. Trustee Skinner told her to contact Lt. Kate Newcomb at the Broome County Sheriff's Department. She sent out an email to all venues asking them to pick up the illuminaries near them and any illuminaries that are left, Debbie will pick up on New Year's Day. Debbie asked Bob Bennett if he will be Father Time. Bob stated that he would be more than happy to do it. Steve Schaffer of Pepe's Barbeque will be set up selling food behind the Community House. Debbie asked if he would be able to hook into the electric somewhere. David stated that the Nativity is plugged into an outlet on the side of the building so he'd have to plug in at the same place. She gave the Clerk a copy of Pepe's

insurance with the village listed as an additional insured. Trustee Skinner asked if there was any thought to no parking in certain areas. She will get back to him on that.

**Garbage Bids** - The Mayor, the Clerk and David met with Dennis Ede from Taylor Garbage. They will pickup every Friday even if there is a holiday during the week. They also offer extra pickup for larger items. It's \$2 for a sticker for a 50# item. Anything over 50#, it would require 2 stickers. It's up to the village's discretion what to charge for the sticker.

**Motion:** to accept the bid of Taylor Garbage Service, Inc. at a cost of \$49,248.00 for the 1<sup>st</sup> year, \$50,479.20 for the 2<sup>nd</sup> year, and \$51,741.18 for the 3<sup>rd</sup> year, going with a 3 year contract

**By:** Robert E. West  
**2<sup>nd</sup>:** Robert J. Bennett  
**Vote:** AYE - All

**Code Enforcement Report, Gary Post present** - 1) Gary stated that he is waiting until after Christmas before he starts sending any violations to 185 Main Street. 2) At 19 Academy Street, the garage is completed. The contractor did a great job. 3) Gary's keeping an eye on the house at 23 Academy Street but when he sites them, they pick up the garbage but not the toys. 4) Gary received a phone call from the office regarding a resident building snowmen that was in very bad taste. We cannot go on private property to take things down. We can only knock on their door and ask them to remove it. 5) Gary asked Dave to help him keep an eye out on 116 Main Street to make sure that the apartment that went before the Zoning Board of Appeals, does not go back into an apartment on the south side. 6) Got a call from Chris Gross in the old real estate building. He is looking into making it back into a resident. Zoning will allow it but he will have to meet all the NYS building codes, as the building is on stilts with no foundation. 7) We will be going after the house on Bridge Street. He hasn't come in to talk or tell us what his plans are. David said he believes he may be doing something because he was removing some stuff from the building. 8) There is a gentleman who is interested in buying Kenny Wild's place. He's looking for a place by the river to put their camper. We don't allow campers. It is zoned for commercial. Gary will call him back. 9) There was a fire at 74 Chapel Street, but did not involve a wood stove so there's no need for Gary to send a letter or get involved.

**Attorney's Report** - No report was submitted. 1) Mike Sherwood has the paperwork for the Village Green. There was a change in the contract made and should move forward.

**Streets Report, David Decker present** - 1) The Christmas lights were put up. In the process of putting lights out, one of the guys had put down the tailgate of the truck without him knowing and when I went to turn around, the tailgate was damaged from hitting the trailer. The cost to replace the tailgate is \$750.00. It still functions but it doesn't look nice. 2) The new outlets in the gazebo and working properly. 3) The rims on the dump truck are done. In the process of taking the other ones off, Steve noticed the other two rims are just as bad. I told him we would try to nurse it through until we get the new truck. 4) The plow on the dump truck was screwed up electrically. We had to replace some wires and as a result of the frame being so wore, we had to create a different ground. 5) We had to replace the battery in the backhoe. We've had to jump start it on two different occasions. Goodrich was going to see if some of it would be covered under warranty. If it is, they will credit our account. 6) The residents on Academy Street are getting upset because on the first Thursday of the month, there is a food drive/pickup at the Fire Station and the people are parking on lawns as early as the night before. Someone said their cat was stolen. David and Matthew were putting no parking notices on their cars but it didn't matter. Does someone want to talk to the fire company about this? If there was ever an emergency, the vehicles could not get down that road.

**Water Report, David Decker present** - 1) We shut off a handful of peoples water for the winter and for maintenance. 2) There is a leak near John Pioch's house. If it is on his service, it will be the third leak on his line in the last 6 years. We will work on it when weather permits us, not a huge leak. 3) There is a good possibility that we will be receiving a grant from the CDC for our fluoride system including new equipment and saturation tanks with secondary containment. I will keep you posted.

**Treasurer's Report, Patricia Harting present** - A report was presented. The treasurer stated that things are good. The NYS Retirement was paid this month and it was a little bit less this year than last.

**Motion:** to accept the Treasurer's Report

**By:** Robert J. Bennett  
**2<sup>nd</sup>:** Eileen Shelp-Olmstead  
**Vote:** AYE - All

### **Resolution #34-2013**

#### **RESOLUTION NO.34-2013**

##### **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:** Robert E. West  
**2<sup>nd</sup> 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 December 3, 2013**

### **Resolution #35-2013**

#### **RESOLUTION NO.35-2013**

##### **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:** Ronald G. Harting  
**2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #36-2013**

**RESOLUTION NO.36-2013**

**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:** Robert E. West
- 2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #37-2013**

**RESOLUTION NO.37-2013**

**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 cents (.50) per mile.

- Offered by:** Eileen Shelp-Olmstead
- 2<sup>nd</sup> by:** 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 effective December 3, 2013.**

**Resolution #38-2013**

**RESOLUTION NO.38-2013**

**DESIGNATION OF OFFICIAL NEWSPAPER**

**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**, that the Board of Trustees does designate that the Windsor Standard be the official newspaper and [www.villageofwindsor.org](http://www.villageofwindsor.org) be the official website of the Village of Windsor.

**Offered by:** Robert J. Bennett  
**2<sup>nd</sup> by:** 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

**Resolution effective December 3, 2013.**

**Resolution #39-2013**

**RESOLUTION NO.39-2013**

**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, New York

**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:** Robert E. West  
**2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #40-2013**

**RESOLUTION NO.40-2013**

**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 Robert Bennett, 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

**Offered by:** Eileen Shelp-Olmstead  
**2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #41-2013**

**RESOLUTION NO.41-2013**

**RESOLUTION FOR 2013/2014 BUDGET AMENDMENT**

**WHEREAS**, the Village Board of Trustees of the Village of Windsor signed an agreement with the Windsor Central School District for water testing to be done by our licensed water operator; and

**WHEREAS**, the agreement specified that school would be billed by the village for the time and mileage as agreed upon; and

**WHEREAS**, such funds have been billed and paid for the month of July;

**THEREFORE**, the following budget amendments be made; and

**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.

Estimated Revenues	A510	\$ 285.00	
Subsidiary Account		A1710-Public Work Chgs.	\$ 285.00
Estimated Appropriations	A960	\$ 285.00	
Subsidiary Account		A8310.1-Water Salary	\$ 240.00
Subsidiary Account		A5110.4-Streets Contractual	\$ 45.00

**Offered by:** Ronald G. Harting  
**2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #42-2013**

**RESOLUTION NO.42-2013**

**RESOLUTION FOR 2013/2014 BUDGET AMENDMENT**

**WHEREAS**, the Village Board of Trustees of the Village of Windsor signed an agreement with the Windsor Central School District for water testing to be done by our licensed water operator; and

**WHEREAS**, the agreement specified that school would be billed by the village for the time and mileage as agreed upon; and

**WHEREAS**, such funds have been billed and paid for the month of August and September;

**THEREFORE**, the following budget amendments be made; and

**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.

Estimated Revenues	A510	\$ 765.00	
Subsidiary Account		A1710-Public Work Chgs.	\$ 765.00
Estimated Appropriations	A960	\$ 765.00	
Subsidiary Account		A8310.1-Water Salary	\$ 660.00
Subsidiary Account		A5110.4-Streets Contractual	\$ 105.00

- Offered by:** Ronald G. Harting
- 2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #43-2013**

**RESOLUTION NO.43-2013**

**RESOLUTION FOR 2013/2014 BUDGET AMENDMENT**

**WHEREAS**, the Village Board of Trustees of the Village of Windsor has need for an emergency notification system; and

**WHEREAS**, the Village has researched this matter and the cost would be \$1,000.00 through Global Connect; and

**WHEREAS**, the Stillson Memorial Fund has graciously given the Village a grant to fund the emergency notification system;

**THEREFORE**, the following budget amendments be made; and

Estimated Revenues	A510	\$ 1,000.00	
Subsidiary Account		A2770-Miscellaneous	\$ 1,000.00
Estimated Appropriations	A960	\$ 1,000.00	
Subsidiary Account		A8350.4-Water Contractual	\$ 1,000.00

**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:** Eileen Shelp-Olmstead  
**2<sup>nd</sup> 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 December 3, 2013.**

**Resolution #44-2013**

**RESOLUTION NO.44-2013**

**RESOLUTION AMENDING ANNUAL  
VILLAGE BUDGET FOR 2013/2014**

**WHEREAS**, the Village Board of Trustees of the Village of Windsor having previously adopted annual budget for the fiscal commencing March 1, 2013;

**WHEREAS**, the Village has received a check from Broome County Landfill in the amount of \$213.40 for an overpayment; and

**THEREFORE**, the following budget amendments be made; and

Estimated Revenues	A510	\$ 212.40	
Subsidiary Account		A2770-Miscellaneous	\$ 212.40
Estimated Appropriations	A960	\$ 212.40	
Subsidiary Account		A5110.4-Streets Contractual	\$ 212.40

**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  
**2<sup>nd</sup> 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 December 3, 2013.**

**Accept Meeting Minutes of November 7, 2013**

**By:** Ronald G. Harting  
**2<sup>nd</sup>:** Thomas M. Skinner  
**Vote:** Aye - All

**Accept Meeting Minutes of November 19, 2013**

**By:** Ronald G. Harting  
**2<sup>nd</sup>:** Thomas M. Skinner  
**Vote:** Aye - All



**Reports of Committees:**

**Code Enforcement Committee - No report**

**Community House Committee - No report**

**Fire Company Committee - No report**

**Parks Committee - No report**

**Pool Committee - No report**

**Streets & Water Committee - No report**

**Motion:** to hold a public hearing on January 7, 2013 for Local Law #1-2014 for the Cold War Veteran's Exemption

**By:** Ronald G. Harting

**2<sup>nd</sup>:** Robert J. Bennett

**Vote:** AYE - All

**Motion:** to go into Executive Session at 8:56 p.m. to discuss a legal matter.

**By:** Ronald G. Harting

**2<sup>nd</sup>:** Robert J. Bennett

**Vote:** AYE - All

**Motion:** to return from Executive Session at 9:12 p.m.

**By:** Ronald G. Harting

**2<sup>nd</sup>:** Eileen Shelp-Olmstead

**Vote:** AYE - All

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

**By:** Eileen Shelp-Olmstead

**2<sup>nd</sup>:** Thomas M. Skinner

**Vote:** Aye - All

**Motion: to adjourn at 9:15 P.M.**

**By:** Robert E. West

**2<sup>nd</sup>:** Robert J. Bennett

**Vote:** Aye - All

**Respectfully Submitted,**

---

**Patricia L. Harting, Village Clerk / Treasurer**