

MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 4, 2018

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
Grant Writer: Steven Contento
Attendees: 3

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

Pledge of Allegiance

Welcome

Administration of Oath of Office of Mayor

To: Ronald G. Harting
By: Patricia L. Harting, Clerk/Treasurer

Administration of Oath of Office of Trustee

To: Robert E. West
By: Patricia L. Harting, Clerk/Treasurer

Administration of Oath of Office of Trustee

To: James W. Miller
By: Patricia L. Harting, Clerk/Treasurer

Administration of Oath of Office of Clerk/Treasurer

To: Patricia L Harting
By: Ronald G. Harting, Mayor

Bill Wallick, Electric Consultant - Bill was present to give the board advice on their electric choices.

Motion: to move forward for another 2 year term with Constellation and move the Community House and Street lights account to the Seneca Solar

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

Public Comment - Civic Club member Jill Skinner was present to ask for use of the Village Green for the band concerts. They would also like support from the village board to allow them to use the bathrooms in the community house for those nights. She was told they could and thanked her. 2) Diane Wallick was present to ask if the village could buy a booster for the internet. Tom stated that Steve Goss set it up so there wasn't a lot of

outside use of it. It was also discussed at the cyber security training that Steve did for us a couple months ago. Also, the kitchen faucet is leaking. David will look at it.

Code Enforcement Report, Gary Post present - 1) We went through all the paperwork for the SEPP SEQR. It was approved. 2) Gary has been meeting with the new owners at the gas station on Main Street. 3) Alex has made some changes to his building but has been going through Gary. The barber plans on opening up in February. 4) We have a Planning Board and ZBA meeting on Thursday for 191 Main Street. 5) He has been meeting with the new owners of 24 Grove Street and 23 Maple Avenue.

Grant Writer Report, Steve Contento present - 1) The 2 grants that were submitted are moving forward. The one grant is requiring paperwork to be filled out. He spoke with Senator Akshar's office regarding the grant for the ambulance and it has been submitted. 2) Steve's been doing a little more work on looking for water improvements. It was suggested we put a file together with NYS for possible grants with low interest loans.

Attorney's Report - A report was submitted. The board was given a copy of the letter that Bob had written to be sent to Marc Holding regarding the park property.

Streets Report, David Decker present - 1) We went right from summer to winter. The first storm went okay except on the first road we plowed, the wing had an electrical fire. So we had to use both trucks. The wing definitely saves time. The only issue was that a few mailboxes were taken down by snow. 2) The wing is fixed and working and everything else is good. We need to get a cutting edge for the front plow of the dump truck. 3) The boilers and furnaces were all cleaned and serviced. The community house had a boiler sensor error again. Mirabito was coming out today to fix. The community house ran out of fuel once already. 4) As wet as it's been this year, we are dealing with more ice conditions than usual because of drainage, pumping or springs. We need to send a letter to the house at the bottom of Terrace for pumping water out onto the street. We've dealt with it before but for now we have driven on the edge of the road to create a rut to collect water. We should send a letter out to them. 5) We need to address the fines for garbage and rubbish. David thinks we need to re-look at our garbage and rubbish law. Gary will get something together and talk to the attorney.

Water Report, David Decker present - 1) We replaced a meter for Don Colpitts and are waiting for it to be tested as he's not paying because he thinks the meter is reading high. Unfortunately everyone's certified meter testers are broke. 2) We are still running below on daily totals than we were prior to Elm Street but the last 2 days were higher.

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

Motion: to accept the Treasurer's Report
By: Robert E. West, Jr.
2nd: James W. Miller
Vote: AYE - All

Accept Meeting Minutes of November 7, 2018

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

Accept Meeting Minutes of November 19, 2018

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

Resolution #18-2018

**RESOLUTION NO.18-2018
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: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #19-2018

**RESOLUTION NO.19-2018
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
2nd by: James W. Miller
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 4, 2018

Resolution #20-2018

**RESOLUTION NO.20-2018
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: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #21-2018

**RESOLUTION NO.21-2018
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 be the official website of the Village of Windsor.

Offered by: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #22-2018

**RESOLUTION NO.22-2018
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: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #23-2018

**RESOLUTION NO.23-2018
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 M. Skinner,
Robert E. West
Clerk/Treasurer/Tax Collector Patricia L. Harting
Deputy Clerk/Treasurer/Tax Collector Diane M. Wallick
Streets & Water Superintendent David Decker
Assistant Streets & Water Superintendent Eric Weidner
Other individuals as approved by the Board of Trustees

Offered by: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #24-2018

**RESOLUTION NO.24-2018
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: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Resolution #25-2018

**RESOLUTION NO.25-2018
RESOLUTION AMENDING ANNUAL
VILLAGE BUDGET FOR 2018/2019**

WHEREAS, the Village Board entered into an agreement with Windsor Emergency Services; and

WHEREAS, Windsor Emergency Services will be purchasing diesel for their vehicles from the Village Streets Department at State Bid price; and

WHEREAS, Windsor Emergency Services is billed monthly for diesel purchased by the village; and

WHEREAS, the Village Street Superintendent keeps record of all diesel pumped electronically and the clerk send them a bill on or about the 1st of each month;

AND WHEREAS, the following payments were made to the Village for diesel in July \$1,496.44, August \$1,462.21 and September \$1,637.15 for a total of \$4595.80;

THEREFORE, monies spent from streets need to be reimbursed from the monies paid

Estimated Revenues	A510	\$ 4,595.80	
Subsidiary Acct		A2188-Ambulance diesel	\$ 4,595.80
Estimated Appropriations	A960	\$ \$,595.80	
Subsidiary Acct		A5110.4-Streets Department	\$ 4,595.80

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, 2018.

Offered by: Ronald G. Harting
2nd by: James W. Miller
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 4, 2018

Organizational Committees

Mayor:	Ronald G. Harting
Trustees:	James W. Miller Eileen Shelp-Olmstead Thomas M. Skinner Robert E. West
Deputy Mayor:	Thomas M. Skinner
Clerk/Treasurer:	Patricia L. Harting
Deputy Clerk/Treasurer:	Diane Wallick
Streets & Water Superintendent:	David M. Decker
Village Attorney:	Robert McKirtich
Building Inspector:	Gary D. Post
Official Newspaper:	Windsor Standard
Historian:	Luella English

Zoning Board of Appeals

Paul Noyd	1 year term	expires 12/2019
Elaine Card	2 year term	expires 12/2020
David Florance	3 year term	expires 12/2021
Noreen Millen	4 year term	expires 12/2022
William Wallick	5 year term	expires 12/2023 - Chairman

Planning Board

Kenneth Beckstead	1 year term	expires 12/2019
Grace Holton	2 year term	expires 12/2020
Chris Nagle	3 year term	expires 12/2021
Don Sibley	4 year term	expires 12/2022
James Sorenson	5 year term	expires 12/2013 – Chairman

Committees

Code Enforcement	Ronald G. Harting Thomas M. Skinner
Community House/Railroad	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
Safety	James W. Miller David M. Decker Gary D. Post

Motion: to accept the Organizational Committees as appointed

Offered by: Thomas M. Skinner

2nd by: James W. Miller

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

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

Mayor's Report - 1) The mayor asked the clerk if there is anything on the books regarding no smoking in the park. She stated she has not found anything yet. Streets Superintendent David stated he remembered when we put signs up in the park. He believed it was the year 1998. He informed the board that there are 3 'no smoking' signs in the park now. They are up high on the poles because they get stolen if they are within arms reach. 2) Taylor Garbage has come to the village to make some changes with garbage pickup. They will be bringing us new totes for recycling. They will have a different color top. They will be about the size as the garbage totes but the recycle will be picked up every other week instead of every week like it is now. They purchased a new truck that will pick up the totes with minimal workers and time savers. They also want to move the garbage pickup from Friday's to Wednesday's. The board discussed it and are worried that residents will be confused and there will be several weeks of chaos. But, in light of the problems with recycling nation-wide and the expenses that the haulers now have with the cost of recycling, it's something that we need to move ahead on. Taylor will send out letters to all the residents to let them know of the changes. 3) The board needs to set up a Public Hearing to override the tax cap and a Public Hearing to approve the 2019/2020 proposed budget. The meeting for January needs to be changed due to the holiday.

Motion: to hold a Public Hearing to override the tax cap on Wednesday, December 19, 2018 at 6:00 p.m.

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

Motion: to hold a Public Hearing on Thursday, January 3, 2019 at 7:05 p.m. to approve the 2019/2020 Village Budget

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

Motion: to move the January 2019 meeting from Tuesday, January 1, 2019 to Thursday, January 3, 2019 at 7:00 p.m. due to the New Year's Day holiday

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

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

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

Motion: to adjourn at 8:31 P.M.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer