

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
February 1, 2024**

Present:	Mayor:	Ronald G. Harting
	Trustee	Edward C. McLean - Absent
		John R. McNulty
		James W. Miller
		Thomas M. Skinner
	Treasurer:	Patricia L. Harting
	Clerk:	Courtney J. Decker
	Streets & Water Supt:	David M. Decker
	Code Enforcement:	Richard Osborne
	Grant Writer:	Steven Contento
	Attendees:	5

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

Pledge of Allegiance

Welcome

Corrine Mott, Community Beautification – Corky Mott and Sue Rambo, were in attendance, representing the Garden Club. Corky first thanked the board for the whiskey barrels and flowers that we purchased for the Garden Club to put up and down Main Street the Village last spring. Corky was very happy with how the barrels turned out; she said they were beautiful! Trustee Skinner stated he enjoyed the mums; they were very nice. Corky asked, if possible, that the Village fund the purchase of flowers, for spring and fall again this year, as well as some dirt/fertilizer for planting the new flowers. She has already talked to David, who will be helping the Garden Club dispose of some of the old dirt to make room for the new dirt. Corky also made it a point to state that they would be purchasing all flowers / materials from local vendors. The board agreed that the barrels and flowers looked great and approved her request. Trustee McNulty also requested that flags be put out in the barrels for Patriotic Holidays. Corky and Sue agreed that they could do that and talked about what size flags they should use.

Motion: to approve the purchase of flowers / dirt / materials for barrels on Main Street

By: John R. McNulty

2nd: James W. Miller

Vote: AYE – All who were in attendance

Public Comment – 1.) Ruth Seward had some comments and concerns. She first wanted to say Thank You, on behalf of the bus garage and the drivers to the Sheriff's Department, for writing out tickets to the cars parked overnight on Main Street. She said that it was nice for the buses that were driving through to have room. 2.) She also brought up concerns about the large amounts of dog feces on the corner of Main Street and Elm Street. She inquired to see if the Village had a Code that would enforce pet owners to have to clean up after their dogs/pets. As someone who utilizes & walks our Village roads/sidewalks regularly, it is gross and the smell is disgusting. 3.) Ruth also stated that the garage at 53 Main Street was a mess and asked if something could be done about the garbage/debris

falling out of the garage as well as the chickens that roam free, at the same address. Our Code Enforcement Officer: Rich, said that there were codes, and he would look to give a verbal notice to the responsible parties if he was able, if not, he would be sending out written violations. Mayor Harting agreed that would be a good course of action. -Later in the meeting, Resident Seward re-visited a topic that she had initially brought up at our August Board Meeting as to why she was being charged on both her Village and Town taxes for EMS Services. Unfortunately, the board did not have a specific answer for her, the Village has been giving its support to the EMS prior to when the Town started. It was suggested that she ask the Town as to why that is since they have multiple accounts to separate such expenses. Ruth said that she had gone to the Town Meeting and wasn't really given an answer, only that she was told by Supervisor O'Dell that it was because the Village wanted to. Ruth also stated that she would like to see the funds that we give to the EMS go to the Fire Department instead.

Grant Writer Report, Steve Contento present – 1.) No grants were awarded or declined. 2.) There was a new grant that was submitted; SRBC Consumptive Use Mitigation Grant. This grant would mainly focus on the water availability and water quality during a drought. 3.) Steve and Mayor Harting have been talking with Fire Chief Terrell, working towards the submission of the NYS Fire Station Construction Grant. 4.) Steve is also looking into a NYS Local Government Records Management Improvement Fund Grant. We have previously gotten similar grants that bought boxes, shelves and storage materials to help in the preservation of our documents. This could possibly be a shared service with the Town, which would allow us to get a scanner, shredder and even potentially be able to digitize our documents. Mayor Harting stated that this would be a huge undertaking but would be great since there is little to no indexing currently. Supt. Decker said that the school had it done a few years ago and they had a third party take care of it since it is such a large project. Steve will continue to investigate this grant.

Code Enforcement Report, Richard Osborne present – 1.) Rich has been trying to address several property maintenance violations with limited success. 2.) Currently working on closing out open permits. 3.) The Annual Fire Inspections are underway and being scheduled. 4.) Multiple calls and conversations with residents who have property and zoning questions. 5.) Rich was also able to attend the Broome County Mitigation Action meeting, as representative for the Village and the Town. 6.) Rich also submitted the annual Uniform Code and Energy Code Administration and Enforcement Report.

Attorney Report – A report was given, no comments made, or discussion had.

Streets Report, David Decker present – 1.) The tree by Village Manor apartments was removed, the company CCR Outdoor Services, did a really nice job. The owners of the apartments called and thanked the Village for taking care of it, they were getting a bit nervous and concerned about the tree. 2.) The County is still in the process of removing the tree on Kent Street, all the limbs are off; just the stump remains. The weather hasn't been cooperating, so it has taken a little longer than they anticipated. 3.) Salt usage on these little storms adds up but we are still a bit below average for the year. We have been able to order the minimum salt required for the year, thanks to our new salt bin having extra room. 4.) The Fire Department is up and using our fuel depot; things are working out well. They are using both gasoline and diesel. 5.) Mirabito was here to do cleanings on all furnaces and boilers, they needed to order a motor for one of the overhead units at the fire station. 6.) The bathroom floor upstairs needs to be redone. The toilet is loose, and Eric was not able to find anything for the Jon bolts to hook into. The floor is either very weak or not there. 7.) Trustee Miller asked where we were, regarding the sidewalk grant with the school. Mayor Harting and Steve Contento, updated him, that we tabled it for now and would look to apply again later. We had a late start with the application / points process, and it just wasn't feasible at this time to continue with it. We will hopefully be able revisit it at a later time. Trustee Miller also asked if there was anything that we could do with sidewalks, or lack thereof on Grove Street. It has a lot of foot traffic for it to have no sidewalks. Supt. Decker stated that it would be a huge

undertaking since the residents own to the middle of the road, it has been tried before with no success. Trustee Miller also made mention of the DEC boat ramp / river access down by the pump house; there has been a lot of activity in the middle of winter. He suggested that we look to possibly put a gate in so there is only seasonal access.

Water Report, David Decker present – 1.) There was a water leak on Castle Drive, all went well with it. Prior to the fix we were losing about 50k gallons a day. We found it after one day of running high but had to wait for the storms to clear out so that the repairs could be made. 2.) It is looking like we will need new chlorine scales and we may possibly have to send out our current motor to be rebuilt or we may just have to buy a new one. Eric called me earlier this week and said that we had no chlorine and yet the scales said we had 76 pounds still. When Eric put a new tank on, he said he still had no chlorine. So, I had to walk him through changing over the motors over the phone. When I get back to work, I will take a look at them. 3.) The SRBC quarterly report has been submitted. When I return to work, I will be working on the NYSDEC and multiple other reports that will be coming due. 4.) Supt. Decker said that we may need to start looking into finding a new certified lab to use. He hasn't been happy with Microbac since they were taken over. We are missing some sample results that were taken over in the past year. I spoke to them about and they said that they have them, they're just not sent out yet. The Health Department is also waiting for the results as well. I will be calling again to follow up next week when I get back and hope to get this straightened out. Microbac is very backed up, the Health Department is even considering opening a drop off point for samples because they are so far behind.

Treasurer's Report, Patricia Harting present – Treasurer Harting went over the treasurer's report and our 4th Quarter Sales Tax check that we received. She also went over Resolutions #2-2024 - #6-2024.

Motion: to accept the Treasurer's Report

By: Thomas M. Skinner

2nd: John R. McNulty

Vote: AYE – All who were in attendance

Motion: to pay bills as authorized by vouchers signed by board members in the amount of \$39,919.80.

By: John R. McNulty

2nd: James W. Miller

Vote: AYE – All who were in attendance

Resolution #2-2024

RESOLUTION NO.2-2024 RE-LEVY OF UNPAID WATER

WHEREAS, the 2023/2024 Village of Windsor water bills have not been paid in full, and

WHEREAS, the balance is to be re-levied on the 2024/2025 Village Tax Roll; and

WHEREAS, the attached is a complete list of the properties with unpaid 2023/2024 Village water bills in the amount of \$12,810.69 and penalties in the amount of \$8,798.72 for a total relevy of \$21,60.41;

THEREFORE, BE IT RESOLVED, that the above detailed amount be sent to Broome County Department of Finance for re-levy as stated:

Offered by: John R. McNulty
Seconded by: James W. Miller

Vote: **AYE** - Mayor Ronald G. Harting
Absent - Trustee Edward C. McLean
AYE – Trustee John R. McNulty
AYE - Trustee James W. Miller
AYE – Trustee Thomas M. Skinner

Resolution effective February 1, 2024

Resolution #3-2024

**RESOLUTION NO.3-2024
RE-LEVY OF PROPERTY MAINTENANCE**

WHEREAS, the Village workers were instructed to mow resident’s lawns after proper notification to owners; and

WHEREAS, the Village workers were instructed to clean up the property from garbage and debris; and

WHEREAS, Village Local Law #1-2004 of the Code of the Village of Windsor, Chapter §197-3 states that such amount be charged to the owner and if not paid, a \$25.00 re-levy fee shall be added and such amount levied on to the following year Village taxes; and

WHEREAS, the attached is a complete list of the charges unpaid in 2023 to be relevied to the 2024/2025 Village taxes totaling \$2,183.02 for grass cutting and relevies of \$250.00 for a total of \$2,433.02 to be relevied

THEREFORE, BE IT RESOLVED that the above detailed amount be sent to Broome County Department of Finance for re-levy as stated.

Offered by: John R. McNulty
Seconded by: James W. Miller

Vote: **AYE** - Mayor Ronald G. Harting
Absent - Trustee Edward C. McLean
AYE – Trustee John R. McNulty
AYE - Trustee James W. Miller
AYE - Trustee Thomas M. Skinner

Resolution effective February 1, 2024

Resolution #4-2024

RESOLUTION NO.4-2024

BE IT RESOLVED that monies be transferred from the under-expended 2023/2024 Village Budget line items to the over-expended line items.

Offered by: John R. McNulty
Seconded by: James W. Miller

Vote: **AYE** - Mayor Ronald G. Harting
Absent - Trustee Edward C. McLean
AYE – Trustee John R. McNulty
AYE - Trustee James W. Miller
AYE - Trustee Thomas M. Skinner

Resolution effective February 1, 2024

Resolution #5-2024

**RESOLUTION NO.5-2024
RESOLUTION TO ESTABLISH A RESERVE FUND
FOR GRANT MONEY RECEIVED FOR FISCAL YEAR 2023/2024**

WHEREAS, the Village Board of Trustees wants to set up a reserve account for grant money received from Broome County; and

WHEREAS, these funds were to be used to support funding of the Village Soldiers Memorial; and

WHEREAS, this money was moved into reserve during the fiscal year 2022/2023 as the project was not finished; and

THEREFORE, these funds will be moved from the memorial reserves to cover the cost of the monument that was put in during the fiscal year 2023/2024

THEREFORE, BE IT RESOLVED that the Village Board of Trustees authorize a transfer from the Memorial Reserve to the general budget:

Estimated Appropriations	A889	\$7,000.00
--------------------------	------	------------

Estimated Appropriations	A522	\$7,000.00
--------------------------	------	------------

THEREFORE, BE IT RESOLVED, that said transfer hereby be adopted and established for the fiscal year beginning March 1, 2023.

Offered by: John R. McNulty

Seconded by: James W. Miller

Vote: **AYE** - Mayor Ronald G. Harting
Absent - Trustee Edward C. McLean
AYE – Trustee John R. McNulty
AYE - Trustee James W. Miller
AYE – Trustee Thomas M. Skinner

Resolution effective February 1, 2024

Resolution #6-2024

**RESOLUTION NO.6-2024
RESOLUTION AMENDING ANNUAL
VILLAGE BUDGET FOR 2023/2024**

WHEREAS, the Village of Windsor needed to install, maintain and improve water level monitoring equipment in the wells; and

WHEREAS, the Village of Windsor applied for a grant to the Susquehanna River Basin Commission; and

WHEREAS, the purpose of the Water Level Monitoring Grant Program is to provide funds to support the purchase and installation and improve equipment and systems used in the measurement and collection of water level data;

AND WHEREAS, the Village of Windsor’s needs met the requirements of the Water Level Monitoring Grant Program;

THEREFORE, an amount of \$5000.00 (five thousand dollars) was awarded to the Village

Estimated Revenues	A510	\$5,000.00	
Subsidiary Account		A2770 – Miscellaneous	\$5,000.00
Estimated Appropriations	A960	\$5,000.00	
Subsidiary Account		A8350.4 – Water Contractual	\$5,000.00

NOW, THEREFORE, BE IT RESOLVED, that said budget as amended, is hereby adopted on March 1, 2023

Offered by: John R. McNulty
Seconded by: James W. Miller

Vote: AYE - Mayor Ronald G. Harting
Absent - Trustee Edward C. McLean
 AYE – Trustee John R. McNulty
 AYE - Trustee James W. Miller
 AYE – Trustee Thomas M. Skinner

Resolution effective February 1, 2024

Clerk’s Report, Courtney Decker present – 1.) I called TDS to have them come and check our phone lines, they have been extremely staticky and there was random dialing while you were in the middle of a call. They did come out to the office and ended up replacing most of the wiring. They did come in the middle of a snowstorm, and I didn’t feel comfortable having them go up on the roof to replace the line to the library. So, I did check with Dave, and he said that he and/or Eric would run a new line when the weather was more cooperative. 2.) I sent out all the fire inspection letters and forms to all businesses / landlords who would need to schedule an inspection with Rich. 3.) Patti worked on and mailed out the W-2’s for all our employees. 4.) We prepared and sent all water/property maintenance relevies to the county. 5.) CHIPS paperwork was done and submitted. 6.) Requested that there be Public Hearings set for new contracts with Windsor EMS at 7:01 p.m. and the Windsor Fire Department at 7;20 p.m. at our next Board Meeting scheduled for March 7, 2024, at 7:00 p.m.

Motion: to approve the Meeting Minutes of January 4, 2024

By: Thomas M. Skinner
2nd: James W. Miller
Vote: AYE – All who were in attendance

Motion: to go into Executive Session for Legal Mitigation at 8:05 p.m.

By: Thomas M. Skinner
2nd: James W. Miller
Vote: AYE – All who were in attendance

Motion: to return from Executive Session at 8:21 p.m.

By: John R. McNulty
2nd: Thomas W. Skinner
Vote: AYE – All who were in attendance

Mayor’s Report – 1.) Trustee McNulty asked Mayor Harting if the Village had any AED machines and if they were up to date. It was discussed that yes, we do, here at the Community House and one at the concession stand at Klumpp Park. They are, however, very out of date. Trustee McNulty asked if we could look into getting

new ones. Or maybe even have Steve see if there was grant funds available. It was questioned if training would be needed to have the machines. John said that he didn't think so, that the machines walk you through what and when to do each step. Mayor Harting agreed that it would be good to have up to date AED machines available and we could look into obtaining them.

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

By: James W. Miller

2nd: John R. McNulty

Vote: AYE – All who were in attendance

Respectfully Submitted,

Courtney J. Decker, Village Clerk