

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
March 15, 2020**

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 Supt: David Decker
Attendees: 0

Call to Order: **Time:** 7:10 P.M.
 By: Mayor Ron Harting

An Emergency Meeting was called to discuss the Corona Virus Pandemic. Streets Superintendent David is concerned with Eric and himself working together. His concern is if they are together, they could get sick at the same time and then the village would have no one to run the public works department. The same for the office with Patti and Diane. After much discussion, the board decided to have Eric stay home and David work. David says he has a lot of paperwork to do and he will lock the pumphouse door so no one can come in. It was emphasized that David is to have no contact with the public. But Eric would have to be available for an emergency, if needed. If he was needed during the regular working hours, he would be paid regular time. It was decided to do the same with the office staff. Patti will work, as she is behind in paperwork, and Diane will not come in. Both Eric and Diane will be paid their regular hours.

There was discussion if the office should remain open. Right now taxes are being paid with no penalty and water payments are being accepted. After much discussion, it was decided by the board that the office would be open to accept cash payments but will be closed for all services pertaining to notaries, faxes and copies. The front door will be left unlock instructing people that these services are not open and they can leave their payment in the locked box on the front porch but they can come to the office door for cash payments. The office door will be locked and the doors closed to the other rooms.

It was decided that the Community House will be closed. This includes the Library, the Job Center, all public events and meetings. The clerk will notify any private party rentals scheduled.

At this time, things will remain closed for at least two (2) weeks and we will evaluate the situation as it goes along.

Motion: to implement this plan of action as discussed by the Village Board of Trustees

Motioned by: Ronald G. Harting
Seconded by: Eileen Shelp-Olmstead
Vote: YES – Mayor Ronald G. Harting
 YES – Trustee James W. Miller
 YES – Trustee Eileen Shelp-Olmstead
 NO – Trustee Thomas M. Skinner
 YES – Trustee Robert E. West

Motion: to adjourn at 8:00 p.m.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer