

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 1, 2015**

Present:	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
	Attendees:	1

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 - Diane Wallick was present to thank the board for purchasing the carpet upstairs in the hallway. It looks very nice. She gave them a thank you card.

Code Enforcement Report, Gary Post present - A report was presented. 1) Gary presented the board with a new building plan for the Dollar General. He spent a lot of time in dealing with the county and the 239. They wanted new paperwork filed and he did it, but it is still going to move forward. He is concerned with LED lighting in the sign. We may want to change the sign permit law that won't allow them to change the light direction and the colors of the bulbs. We may want to limit the brightness where it might affect the safety. Trustee Skinner stated he's not sure that we should allow them to have LED light in the village.

Attorney Report - A report was submitted. Bob is making progress on the village green. Gary is meeting with Bob on Thursday to discuss the sign law.

Streets Report, David Decker present - 1) The salt spreader is not working right. We took it to Burr to have it looked at. Keith from Burr said the motor is shot. The motor will cost \$719.13 to replace and the other work needed will be a total cost of \$2394.04. It's stainless steel and they don't have any in stock. The cost is \$5510.00, BOSS brand. He stopped at Trucks Outfitters. They have a new Western stainless steel at a cost of \$4335. It's a new model and hasn't been tested yet. Burr stated they would not buy the old one

because it is in bad shape. We could sell it as is. David likes doing work with M&C because Keith will come out on off hours and will deliver the parts. Trustee Bennett would like David to get a price quote from both businesses on a stainless steel air flow. He will get the quotes to the board at the meeting next Monday. 2) We patched sidewalk on the Academy Street project. Broome Bituminous never got back to us so we did what we could but will have to take care of it next year. 3) ADA mats are down so CHIPS funding will go through. 4) The truck will be going in this week to Scott's Collision to be fixed.

Water Report, David Decker present - 1) We ordered meters but are waiting on them to come in and we will start replacing them. Gary asked David if we require a black flow unit for the new Dollar Store. David said no if it's a 1" line and being a Dollar Store they won't need one. 2) SRBC stuff should be wrapped up this week. 3) Rob Munson on Bridge Street put in his new meter last week.

Treasurer's Report, Patricia Harting present - 1) A report was presented.

Motion: to accept the Treasurer's Report

By: Robert E. West
2nd: Robert J. Bennett
Vote: AYE - All

Motion: to accept the Meeting Minutes of November 5, 2015

By: Robert E. West
2nd: Robert J. Bennett
Vote: AYE - All

Resolution #26-2015

RESOLUTION NO.26-2015

**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 J. Bennett
2nd 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 1, 2015

Resolution #27-2015

RESOLUTION NO.27-2014

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: Robert J. Bennett

2nd 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 1, 2015

Resolution #28-2015

RESOLUTION NO.28-2015

**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: Robert J. Bennett
2nd 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 1, 2015

Resolution #29-2015

RESOLUTION NO.29-2015

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: Robert J. Bennett
2nd 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 1, 2015

Resolution #30-2015

RESOLUTION NO.30-2015

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:** Robert J. Bennett
- 2nd 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 1, 2015

Resolution #31-2015

RESOLUTION NO.31-2015

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 Eric Weidner
- Other individuals as approved by the Board of Trustees

- Offered by:** Robert J. Bennett
- 2nd 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 1, 2015

RESOLUTION NO.32-2015

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 J. Bennett
- 2nd 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 1, 2015

A copy of the Village of Windsor Procurement Policy is on file in the Village Clerk's Office.

Reports of Committees: No committee reports.

Mayor's Report - 1) Carl Gordon submitted a letter and a layout for the building at 117 Main Street

Motion: to accept Carl Gordon's proposal and sell the front building at 117 Main Street at a price of \$15,000.00.

2) Elaine Card submitted a parade permit for First Knight. 3) Elaine asked if the board would allow Pepe's to set up behind the Community House on First Knight. The board said yes but he'll have to fill out a peddler's permit and pay the fee. 4) The mayor has gotten many comments about what a hard/good worker David is. Diane stated that many people come in the office remarking about the good job David and Eric do.

Organizational Committees:

- Mayor: Ronald G. Harting
- Trustees: Robert J. Bennett
- 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

Zoning Board of Appeals:	James Miller	Expires 12/2016
	Timothy Harting	Expires 12/2017
	William Wallick	Expires 12/2018
	Paul Noyd	Expires 12/2019
	Elaine Card	Expires 12/2020
Planning Board:	Chris Nagle	Expires 12/2016
	Don Sibley	Expires 12/2017
	James Sorenson	Expires 12/2018
	James Conrad	Expires 12/2019
	Grace Holton	Expires 12/2020
Committees:		
Code Enforcement:	Ronald G. Harting	
	Thomas M. Skinner	
Comm.House/RR:	Eileen Shelp-Olmstead	
	Thomas M. Skinner	
	Robert E. West	
Parks:	Robert J. Bennett	
	Eileen Shelp-Olmstead	
Fire Company:	Eileen Shelp-Olmstead	
	Ronald G. Harting	
Streets:	Robert J. Bennett	
	Robert E. West	
Water:	Ronald G. Harting	
	Thomas M. Skinner	

Motion: to accept Committee Organizations

By: Robert J. Bennett
2nd: Thomas M. Skinner
Vote: AYE - All

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

By: Robert J. Bennett
2nd: Eileen Shelp-Olmstead
Vote: AYE - All

Motion: to adjourn at 8:47 p.m.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer