

**MEETING MINUTES**  
**of the Village of Windsor, N.Y.**  
**107 Main Street**  
**Windsor, NY 13865**  
**December 1, 2020**

**Present:** Mayor: Ronald G. Harting  
Trustee: James W. Miller, via Zoom  
Eileen Shelp-Olmstead, absent  
Thomas M. Skinner  
Robert E. West  
Clerk/Treasurer: Patricia L. Harting  
Streets & Water Suptdnt: David M. Decker  
Code Enforcement: Gary Post  
Attendees: 0

**Call to Order:**      **Time:** 7:00 P.M.  
                                 **By:** Mayor Ron 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, Jr.  
**By:** Patricia L. Harting, Clerk/Treasurer

**Administration of Oath of Office of Clerk/Treasurer**

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

**Welcome**

**Public Comment** - No public comment

**Code Enforcement Report, Gary Post present** - 1) Permits were issued to Red Harvest Lane and Pine Street. 2) Gary called the Attorney in regard to 5 Pine Street. At this time, we don't know who owns it. Several violations have been sent out but nothing is being done. 3) A year is up for the empty apartments at 116 Main Street. So if the building is purchased or rented out again, no one can live in the bottom floor apartments. 4) There is a new hairdresser at 110 Main Street. She's open now. The board members commented that they are very happy to see a new business come into the village. 5) Gary received a call from S.E.P.P. There is a bridge that has been built over a small creek that goes to the Senior Housing project. It is on the village property. After much discussion as to the village's legal responsibility for this, it will have to be removed. 6) Gary had to come down several times for work being done on Kent Street. There have been some problems with the contractor.

**Attorney Report** - A report was submitted. There were no comments.

**Streets Report, David Decker present** - 1) The plows and equipment is all ready for the winter. 2) The Community House painting is completed. 3) We put in the drain pipe for the sump pump in the Community House. We brought it out 45' and backfilled with stone. 4) The roof over the mayor's portion will be done on Thursday. 5) George does want the truck. He would like to take it for a test drive. David told him anytime. 6) David had a conference call with the County Emergency Services in regard to COVID and plowing. We will work together in the event of quarantines and such with the State and County. It was stated that if we are quarantined but are not symptomatic, we may work as essential employees. If symptomatic, we cannot work and must get tested and be in isolation for 10 days. The County forwarded the information to me. We are supposed to be doing temperature checks daily and filling out well-being questionnaires. I will move forward on the appropriate actions. 7) A couple village residents, Corky & Miracle, would like to start a Go-Fund-Me on social media to raise money to purchase new Christmas decorations. The ones we have now need replacing. The board was fine with this idea. 8) We received a quote from Chenango Supply for the new Husqvarna mower. The bid assist price is \$8,400 with a credit for old mover of \$5,450 leaving a balance of \$2950. Right now, the mower is stored at their place – which gives us more room.

**Motion:** to purchase the new mower in the spring for \$2950 from Chenango Supply

**By:** Thomas M. Skinner

**2<sup>nd</sup>:** Robert E. West, Jr.

**Vote:** AYE - All present

**Water Report, David Decker present** - 1) David is working on year end reports and starting the Annual Water Quality Report. 2) We've replaced some of the meters and still have some more to replace. 3) We had a handful of water shut offs for repairs internally by the owners. 4) Do we want to shut the water off at 144 Main Street? After discussion with Gary and the board members, it was decided to move forward with posting the property and turning the water off. 5) Trustee Miller asked if we could start putting money away for the purchase of a salt bin. The other members, along with David, thought it would be a good idea.

**Treasurer's Report, Patricia Harting present** - 1) A report was presented. There were no questions.

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

**By:** Thomas M. Skinner

**2<sup>nd</sup>:** Ronald G. Harting

**Vote:** AYE - All present

**Motion:** to accept the meeting minutes of November 5, 2020

**By:** Ronald G. Harting

**2<sup>nd</sup>:** Robert E. West

**Vote:** AYE - All present

#### **Resolution #24-2020**

### **RESOLUTION NO.24-2020 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:** Thomas M. Skinner

**2<sup>nd</sup> by:** Robert E. West, Jr.

**Vote:** AYE - Mayor Ronald G. Harting

ABSTAIN - Trustee James W. Miller

ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #25-2020**

**RESOLUTION NO.25-2020  
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:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #26-20**

**RESOLUTION NO.26-2020  
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:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #27-2020**

**RESOLUTION NO.27-2020  
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](http://www.villageofwindsor.org) be the official website of the Village of Windsor.

**Offered by:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #28-2020**

**RESOLUTION NO.28-2020  
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:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #29-2020**

**RESOLUTION NO.29-2020  
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 Skinner, Robert West  
Clerk/Treasurer Patricia Harting  
Deputy Clerk/Treasurer  
Streets & Water Superintendent David Decker  
Assistant Streets & Water Superintendent Eric Weidner  
Other individuals as approved by the Board of Trustees

**Offered by:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Resolution #30-2020**

**RESOLUTION NO.30-2020  
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:** Thomas M. Skinner  
**2<sup>nd</sup> by:** Robert E. West, Jr.  
**Vote:** AYE - Mayor Ronald G. Harting  
ABSTAIN - Trustee James W. Miller  
ABSENT - Trustee Eileen Shelp-Olmstead  
AYE - Trustee Thomas M. Skinner  
AYE - Trustee Robert E. West

**Resolution effective December 1, 2020**

**Reports of Committees:** No committee reports.

**Mayor's Report** - 1) The lights under the highway on Main Street need to be replaced. Mayor Harting got a quote for the work from Matco Electric. The cost would be \$1,060.00.

**Motion:** to have Matco replace the fixtures and bulbs with LED's.

**By:** Robert E. West, Jr.  
**2<sup>nd</sup>:** Thomas M. Skinner  
**Vote:** AYE - All present

**Motion:** to have a Public Hearing on Wednesday, December 16, 2020 at 6:00 p.m. to pass Local Law #4-2020 to override the Property Tax Cap Law

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

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

**By:** Robert E. West, Jr.

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

**Vote:** AYE – All present

**Motion:** to adjourn at 8:12 p.m.

**By:** Thomas M. Skinner

**2<sup>nd</sup>:** Robert E. West, Jr.

**Vote:** AYE – All present

**Respectfully Submitted,**

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