

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 3, 2019**

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: Steve Contento
Attendees: 5

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

Civic Club, Jill Skinner present - Jill, Chair for the Windsor Band Concerts under the direction of the Windsor Civic Club, was present to thank the board for their past support of the band concerts during the summer of 2019. They appreciate having the Community House available to them. The concerts have been going on since 1880 when the band pagoda was built. They would like to continue the concerts during July and August this year. They receive funding from the Osterhout Funds but with the low interest rates, the endowment does not cover the total expenses. The Town of Windsor gives them \$100 and they receive small donations.

Motion: to allow the Band Concerts to continue this year and to give a \$200 donation to help cover expenses

By: James W. Miller
2nd: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee James W. Miller
RECUSE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Deputy Broome County Executive Kevin McManus – Kevin was present to talk to the village board about the new county budget. He said it has been good news the last couple years. County Executive Jason Garner works well with the other members and good things have been happening. In the new budget, there is a 1% tax cut and they have narrowed short term borrowing. They have hired 3 new deputies, two for road patrol and one civil warrant officer. With the new changes coming down from the state regarding no bail, they anticipate the need for more officers. They have put 22 million into emergency services, two security guards at the bus terminal, created a new Veteran’s center at the Vestal Country Club and more money for Meals on Wheels. Our fund balance has gone from \$250,000 up to 10 million. We are no longer on the stress list with the State Comptroller’s Office. They have a new coordinator for the Housing Committee. It’s to help the homeowners and landowners for safe housing environment, such as dealing with codes, tenants and the SODA program. Mike Decker has replaced Dave Hamlin in Real Property. Trustee Skinner stated that he was very pleased they brought a passport fair out to the village. He used it and it was great. The DMV here is also a good thing. He stated that any services they could bring out here to the rural community would be great as the parking downtown isn’t always the easiest. Kevin stated that he has tasked his people for the next month to come up with ideas of services that they could bring out to the communities. He is anxious to see what their ideas are going to be. Kevin thanked the board for having him at their meeting and the board expressed their thanks for him coming to meet with us.

Boy Scout Josh Stone - Josh was present to discuss an Eagle Project that he would like to do in the village. He would like to put up a sign for the museum on Depot Street. He had copies of the design of the sign and discussed the layout of the project. It’s a 6 X 6 post with cross supports. It will be an aluminum sign, 5’ diameter. It will be a circle. The mayor asked what his budget is. He stated approximately \$500. He would have to do some fundraising and donations. He will be asking the Museum Committee for a donation as they are the recipient of the project and they may do a bottle drive also. Trustee Skinner told Josh to get in touch with the Lion’s Club as they may donate. Trustee Miller asked if the village could give money to the project. Yes we can.

Motion: to give \$250 to Boy Scout Troop 68 towards Josh’s Eagle Project

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

Josh was also present to be able to receive his Citizenship in the Community Badge. The mayor wanted to recognize Josh for attending a Boys State Government set-up at the state level. Josh also is a cross country runner. He placed 2nd in the state semi-finals and last weekend during the state cross country run, he placed 5th in his class and he is going to nationals in Portland, Oregon this Saturday. Everyone wished him good luck.

Public Comment - RuthAnn had no comment.

Code Enforcement Report, Gary Post present - 1) The SEPP Project this year did not get the funding. The Project next year would include a one stall garage for the ambulance and an office at the back of the building. It is meeting an unmet need. The ambulance crew is cramped up in the fire station and this would be a good thing for them. We had to do another 239 SEQR on this project. A Planning Board meeting was held last Monday and it went through without any problems. Gary spent a tremendous amount of hours working on this because he thinks it would be a great asset to this community. 2) Gary was down in Maryland for 2 days and while he was gone there were problems at 116 Main Street. Broome County called him twice. He could not get ahold of the landlord. There were heating problems along with sewer backup in an apartment. He was here Sunday for a long time. The building is posted. The building is empty except for one resident. Gary got in touch with Red Cross but they won’t help her because she has a cat. The building is disgusting but her apartment was very clean. There are 7 apartments in the building all together. The building has some major rot in it.

Grant Report – Steve Contento present - 1) Steve has heard nothing from the state regarding the SAM grant. 2) The ambulance grant is further behind than the village one. 3) Our focus now is working on getting another water tank. Steve needs to spend some time with David to get more specific requirements for the project.

Attorney Report - A report was submitted. 1) Bob spoke with the mayor stating that they will be changing their rates. The mayor stated we don't have him on retainer and we are very pleased with Bob and won't be changing or looking for a new one.

Streets Report, David Decker present - 1) The new tractor will be here on Thursday. The cost will be \$130 more because they didn't have an 18' digger. They wouldn't be able to get it in until March. But they do have one with a 24" but it will be \$130 more. David told him he will take the 24". 2) The storm clean up went well. The wing motor is acting up. We need a new cutting edge for the wing. 3) We put in an electric water heater in the fire station. The boiler ran low on water so they spent a day working on that. They eventually had to call Mirabito. We might have to replace the circulator pump but so far haven't heard anything. 4) The stove broke in the Community House so we went to Olum's and bought a new stove and refrigerator (that has been not working correctly). On Saturday, the stove wasn't working so Mirabito came out and they believe that because we haven't got propane in a long time maybe there's water in there and are suggesting they replace the tank and the regulator. 5) We ran low on gas at the pumphouse. Called Mirabito on Saturday due of the pending snowstorm.

Water Report, David Decker present - 1) We are averaging about 200,000 a day, which is good. Some days as low as 170,000 and some a little higher.

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

Motion: to accept the Treasurer's Report

By: Robert E. West
2nd: James W. Miller
Vote: AYE - All

Motion: to accept the meeting minutes of November 7, 2019

By: James W. Miller
2nd: Robert E. West
Vote: AYE - All

Resolution #18-2019

**RESOLUTION NO.18-2019
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: James W. Miller
2nd by: Eileen Shelp-Olmstead
Vote: AYE - Mayor Ronald G. Harting
AYE - Trustee James W. Miller
AYE - Trustee Eileen Shelp-Olmstead
NAY - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 3, 2019

Resolution #19-2019

**RESOLUTION NO.19-2019
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: James W. Miller
2nd by: Eileen Shelp-Olmstead
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 3, 2019

Resolution #20-2019

**RESOLUTION NO.20-2019
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: James W. Miller
2nd by: Eileen Shelp-Olmstead
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 3, 2019

Resolution #21-2019

**RESOLUTION NO.21-2019
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: James W. Miller
2nd by: Eileen Shelp-Olmstead
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 3, 2019

Resolution #22-2019

**RESOLUTION NO.22-2019
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: James W. Miller
2nd by: Eileen Shelp-Olmstead
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 3, 2019

Resolution #23-2019

**RESOLUTION NO.23-2019
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 Diane Wallick
Streets & Water Superintendent David Decker
Assistant Streets & Water Superintendent Eric Weidner
Other individuals as approved by the Board of Trustees

Offered by: James W. Miller
2nd by: Eileen Shelp-Olmstead
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 3, 2019

Resolution #24-2019

**RESOLUTION NO.24-2019
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:** James W. Miller
- 2nd by:** Eileen Shelp-Olmstead
- 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 3, 2019

Resolution #25-2019

**RESOLUTION NO.25-2019
RESOLUTION AMENDING ANNUAL
VILLAGE BUDGET FOR 2019/2020**

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 sends them a bill on or about the 1st of each month;

WHEREAS, by Village Board motion, Windsor Emergency Services will be purchasing diesel and gaoline starting in the month of September;

AND WHEREAS, the following payments were made to the Village for fuel in February for \$885.17; March for \$1,343.12; April for \$1307.83; May for \$1,450.33; June for \$1,109.63; July for \$1,216.90; August for \$1,364.70; September for \$1,083.98 for a total of \$9,761.66

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

Estimated Revenues	A510	\$ 9,761.66	
Subsidiary Account		A2188-Ambulance diesel	\$ 9,761.66
Estimated Appropriations	A960	\$ 9,761.66	
Subsidiary Account		A5110.4-Streets Contractual	\$ 9,761.66

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, 2019.

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 3, 2019

Reports of Committees: No committee reports.

Organizational Committees:

Mayor: Ronald G. Harting
Trustees: James W. Miller
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:

Elaine Card	Expires 12/2020
David Florance	Expires 12/2021
Noreen Millen	Expires 12/2022
William Wallick	Expires 12/2023
Paul Noyd	Expires 12/2024

Planning Board:

Grace Holton	Expires 12/2020
Chris Nagle	Expires 12/2021
Don Sibley	Expires 12/2022
James Sorenson	Expires 12/2023
Ken Beckstead	Expires 12/2024

Committees:

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

Mayor's Report - 1) The First Knight Committee submitted a Parade Permit for New Year's Eve. Elaine was not able to attend. Nothing has changed from last year. The mayor asked if anyone had any questions or comments. No. The mayor signed the Parade Permit. 2) It was noted by Gary that the ZBA and the Planning Board need to have some training. Could we possibly get someone out to do this. Trustee Skinner suggested that maybe we could get other towns/villages to also come so we could share the costs. Gary will follow through on this with Bob McKirtich.

Motion: to have a Public Hearing on Thursday, December 12, 2019 at 6:00 p.m. to pass Local Law #4-2019 to override the Property Tax Cap Law

By: Thomas M. Skinner
2nd: Ronald G. Harting
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 8:12 p.m.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer