

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 4, 2025**

Present:	Mayor:	Ronald G. Harting
	Trustee	Elaine L. Card
		John R. McNulty
		James W. Miller
		Thomas M. Skinner
	Clerk	Courtney J. Decker
	Treasurer:	Patricia L. Harting
	Streets & Water Supt.:	David M. Decker
	Code Enforcement:	Richard Osborne, Absent
	Attendees:	0

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: Courtney J. Decker, Clerk

Administration of Oath of Office of Trustee

To: John R. McNulty
By: Courtney J. Decker, Clerk

7:02 P.M. - Public Hearing for Local Law #1-2025

A public hearing was held for the adoption of Local Law #1-2025 regarding allowing the Village to adopt a budget for the fiscal year commencing March 1, 2026, that requires a real property tax levy in excess of the “tax levy limit” defined by General Municipal Law §3-c.

Resolution #15-2025

RESOLUTION NO.15-2025

ADOPTING LOCAL LAW NO.1 OF 2025

WHEREAS, a resolution was duly adopted by the Village Board of Trustees of the Village of Windsor for a public hearing to be held by said Board at the Community House, 107 Main Street, Windsor, New York at 7:02 p.m. on Thursday, December 4, 2025, to hear all interested parties on a proposed Local Law No.1 for 2025 authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c; and

WHEREAS, notice of said public hearing was duly advertised in the Windsor Standard on November 14, 2025; and posted on the Village Clerk’s Sign Board on November 7, 2025; and posted on the Village website on November 7, 2025; and

WHEREAS, said public hearing was duly held at the Community House, 107 Main Street, Windsor, NY at 7:02 p.m. on December 4, 2025, and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof;

WHEREAS, the Village Board of Trustees of the Village of Windsor, after due deliberation, finds it in the best interest of the Village to adopt said Local Law,

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Windsor hereby adopts said Local Law as Local Law No.1 of 2025, a copy of which is attached hereto and made a part hereof, and

RESOLVED that the Village Clerk be and she is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Village of Windsor, and to give due notice of the adoption of said Local Law to the Secretary of State; and

RESOLVED that this Resolution will take effect immediately.

Offered by: Thomas M. Skinner

2nd by: James W. Miller

Vote: AYE - Mayor Ronald G. Harting

AYE - Trustee Elaine L. Card

AYE - Trustee John R. McNulty

AYE - Trustee James W. Miller

AYE - Trustee Thomas M. Skinner

Resolution effective December 4, 2025

LOCAL LAW #1-2025

A LOCAL LAW OVERRIDING THE PROPERTY TAX CAP FOR THE FISCAL YEAR 2026-2027

Be it enacted by the Village Board of the Village of Windsor as follows:

Section 1. Legislative intent

It is the intent of this local law to allow the Village of Windsor to adopt a budget for the fiscal year commencing March 1, 2026, that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing board.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Windsor, located in the County of Broome, is hereby authorized to adopt a budget for the fiscal year commencing March 1, 2026, that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

Opening of Sealed Garbage Bid – We only received one bid, from Taylor/Casella garbage. They are happy to be continuing their service with the Village and they have always been great to work with. Their bid covers a three-year contract from March 1, 2026 – February 28, 2029. Year-one is from March 1, 2026 – February 28, 2027, for \$61,605.61. Year-two is from March 1, 2027 – February 29, 2028, for \$64,069.83. And year-three is from March 1, 2028 – February 28, 2029, for \$66,632.62.

Code Enforcement Report, Richard Osborne not present. No report given.

Attorney Report - A report was presented, no comments made, or discussion had.

Streets Report, David Decker present – A report was presented. 1.) Mirabito came out to clean and service all of the furnaces and boilers at the Community House, the pump house and the fire station. They also replaced the control board at the Community House, and it seems to be working much better now. We may have to look into getting the chimney either repaired or replaced at the Community House, it is in pretty rough shape down in the basement. 2.) CCR Outdoor Service was able to take down a few trees in the Village on Lona Drive and Maple Avenue. Chris does great work and is always available when we call. 3.) The first round of salt was delivered. We were able to use up all of last year's salt during the last storm. We ordered another sixty-six tons of salt that should be delivered within the next few days. 4.) All of the equipment operated well during the first snowstorm of the season. 5.) New tires were put on the pick-up truck and the dump truck. Thank you for getting the studded tires on the dump truck. They made such a huge difference during the storm, especially going up and down Terrace Drive. 6.) A few small trees came down on Chestnut Street with the heavier winds recently, they have all been cleaned up. 7.) We spent multiple days working on Christmas decorations. Most of them are in rough shape and are becoming harder to repair or we are not able to repair them anymore. It would also be nice to see if we could qualify for another grant to help with the cost of replacing decorations. A few of our residents that help us put up the decorations every year, mentioned raising money for new ones. Especially since each decoration costs between five to eight hundred dollars. They mentioned taking donations and/or a go fund me page; I told them I was not sure how we would be able to account for that and one of our groups may have to help out. A big thank you to those that did come out to help repair and put up decorations this year! Bill, Deb, Mike, Margie, Emma, Lane, Charlotte and Billy DePersis; Vienna McCombs; Christina, Alyssa and Delaney Ayres; Sean, Kara, Ellie Rye Clarke and a special thank you to Jim Tuttle and Pacemaker Steel.

Water Report, David Decker present – A report was presented. 1.) We will be finishing up all required samples this upcoming month. Still waiting on hearing back from the lab as we did not receive results on some of our radiological samples; they are trying to locate those results and will be in touch. We will also have to provide another twenty samples to test for lead. 2.) We had to dig up and replace the curb stop down at the park that goes to the concession stand. 3.) Finished fixing up a few lawn areas from previous leak sites. 4.) We had to replace the water heater at the pumphouse and the fire station. 5.) We also winterized the concession stand and the museum.

Treasurer's Report, Patricia Harting present – A report was presented. 1.) A report was presented and Treasurer Harting made note that we did receive the 3rd Quarter Sales Tax.

Motion: to accept the Treasurer's Report

By: Elaine L. Card
2nd: John R. McNulty
Vote: AYE – All

Motion: to pay bills of \$74,734.27 as authorized by vouchers signed by board members

By: John R. McNulty

2nd: James W. Miller

Vote: AYE – All

Clerk's Report, Courtney Decker present – A report was presented. 1.) Clerk Decker requested that the January board meeting be changed from the Thursday the 1st to Tuesday the 6th of January due to the holiday. A motion was made to change the board meeting date.

Motion: to change the January board meeting to Tuesday January 6th, 2026

By: John R. McNulty

2nd: James W. Miller

Vote: AYE – All

2.) Clerk Decker presented all of the annual year-end Resolutions to the board. Mayor Harting went over each of the Resolutions; Resolutions #16-2025 - #22-2025. Motions were made to accept all of the annual year-end Resolutions.

Motion: to accept all annual year-end Resolutions #16-2025 - #22-2025

By: John R. McNulty

2nd: James W. Miller

Vote: AYE – All

Resolution #16-2025

RESOLUTION NO.16-2025

**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 Thursday of every month at 7:00 p.m. in the Windsor Community House located at 107 Main Street Windsor, NY

Offered by: John R. McNulty

2nd by: James W. Miller

Vote: AYE – All

Resolution effective December 5, 2024

Resolution #17-2025

RESOLUTION NO.17-2025

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: John R. McNulty

2nd by: James W. Miller

Vote: AYE – All

Resolution effective December 5, 2024

Resolution #18-2025

RESOLUTION NO.18-2025

RESOLUTION TO PAY MILEAGE

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 sixty-seven cents (.67¢) per mile.

Offered by: John R. McNulty
2nd by: James W. Miller
Vote: AYE – All

Resolution effective December 5, 2024

Resolution #19-2025

RESOLUTION NO.19-2025

DESIGNATION OF OFFICIAL NEWSPAPER AND WEBSITE

WHEREAS, the Board of Trustees of the Village of Windsor 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 Clerk's Bulletin Board; and

THEREFORE, BE IT RESOLVED that 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: John R. McNulty
2nd by: James W. Miller
Vote: AYE – All

Resolution effective December 5, 2024

Resolution #20-2025

RESOLUTION NO.20-2025

DESIGNATION OF AUTHORIZED DEPOSITORYIES

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: John R. McNulty
2nd by: James W. Miller
Vote: AYE – All

Resolution effective December 5, 2024

Resolution #21-2025

RESOLUTION NO.21-2025
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 Elaine L. Card, John R. McNulty, James W. Miller, Thomas M. Skinner
Treasurer Patricia L. Harting
Clerk Courtney J. Decker
Streets & Water Superintendent David Decker
Assistant Streets & Water Superintendent Eric Weidner
Other individuals as approved by the Board of Trustees

Offered by: John R. McNulty
2nd by: James W. Miller
Vote: AYE – All

Resolution effective December 5, 2024

Resolution #22-2025

RESOLUTION NO.22-2025
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.

PROCUREMENT POLICY FOR THE VILLAGE OF WINDSOR

1.
 - a. Every prospective purchase of goods to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. A purchase contract pertains to purchases of materials, supplies, equipment or apparatus. A public works contract encompasses contracts for services, labor or construction. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.
 - b. The following items are not subject to competitive bidding pursuant to section 103 of the General Municipal law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts, surplus and second-hand purchases from another government entity and Sole Source purchases when the product or service is available from one source only, the product or service is uniquely required in the public interest or if there is no substantial equivalent.
 - c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchase indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.
2. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFPs), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

3.
 - a. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated amount of purchase contract</u>	<u>Method</u>
\$250 to \$1,000	Discretion of purchaser
\$1,000 to \$3,000	Oral request for the goods and oral/fax quotes from two vendors.
\$3,000 to \$20,000	A written RFP and written/fax quotes from three vendors
<u>Estimated amount of public works contract</u>	<u>Method</u>
\$500 to \$3,000	Discretion of purchaser
\$3,000 to \$10,000	Written RFP and written/fax proposals from two contractors
\$10,000 to \$35,000	Written RFP and written/fax proposals from three contractors.

3.
 - b. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.
 - c. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or

quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

d. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Village of Windsor and its taxpayers to make an award to someone other than the low proposer. If a proposer is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
5. Pursuant to General Municipal Law section 104-b(2)(f), the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances where proper qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures;

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth.

In determining whether a service shall fit into this category, the Village Board of Trustees shall take into consideration the following guidelines:

- (I) Whether the services are subject to state licensing or testing requirements;
- (ii) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (iii) Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and delay in order to seek alternate proposals may threaten life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village of Windsor is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods under \$250 and public works contracts for less than \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and therefore not be in the best interest of the taxpayer. In addition, it is not likely that such *de minimis* contracts would be awarded based on favoritism.

6. No portion of this resolution shall be construed as preventing the competitive bidding of purchase contracts under \$20,000 or public works projects under \$35,000, if so desired.

7. This policy shall be reviewed annually by the Village Board of Trustees at its organizational meeting or as soon thereafter is reasonably practicable.

Offered by: John R. McNulty
2nd by: James W. Miller
Vote: AYE – All

Resolution effective December 5, 2024

3.) The grant paperwork for the 2025 Broome County Small Community Fund, is complete. Clerk Decker asked that Mayor Harting approve and sign payment request form so that all paperwork can be submitted to Broome County for payment. 4.) The office has been steadily busy this month with water payments and year-end preparations. 5.) Although Code Enforcement Office Rich Osborne was not in attendance and no report was given, Clerk Decker did let the board know that a violation was given for a couch left out on Grove Street. Two building applications had been submitted; one for an addition and one for a deck. 6.) Clerk Decker requested a motion to approve the Meeting Minutes for the November 6, 2025, meeting.

Motion: to accept the Meeting Minutes of November 6, 2025

By: Thomas M. Skinner
2nd: James W. Miller
Vote: AYE - All

Mayor's Report, Ronald G. Harting present – 1.) Mayor Harting wanted to address the recent election of our Trustees and the tie that occurred. After much discussion and clarification between Mayor Harting, our attorney Robert McKertich and three NYCOM attorneys, it was clarified that if there is a tie, the current Trustee will stay on the board for a one-year term, since there was technically no winner. At the time of the next Trustee elections, along with those running for a two-year term, there will also be a slot for a one-year term candidate as well. 2.) Mayor Harting requested to go to Executive Session to discuss personnel matters.

Motion: to go into Executive Session at 7:48 p.m. to discuss personnel matters

By: John R. McNulty
2nd: James W. Miller
Vote: AYE - All

Motion: to leave Executive Session at 8:12 p.m.

By: Elaine L. Card
2nd: James W. Miller
Vote: AYE - All

Motion: to adjourn at 8:13 p.m.

By: James W. Miller
2nd: Elaine L. Card
Vote: AYE – All

Respectfully Submitted,

Courtney J. Decker, Village Clerk