

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 6, 2016**

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
Attendees: 7

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
By: Ronald G. Harting, Mayor

Administration of Oath of Office of Trustee

To: James W. Miller
By: Ronald G. Harting, Mayor

7:05 p.m. – Garbage bid openings – Bids were opened for garbage collection. Jeremy from Taylor Garbage was present. There were 2 bids submitted. They are as follows:

Taylor Garbage 1st year - \$ 48,236.16
 2nd year - \$ 48,236.16
 3rd year - \$ 48,236.16
 Cost of dumpsters included in this price

Bert Adams 1st year - \$ 58,800.00
 2nd year - \$ 59,800.00
 3rd year - \$61,000.00
 Cost of dumpsters are \$2,880 for each year

Motion: to accept the bid offer of Taylor Garbage for a cost of \$48,236.16 for all three (3) years

By: Ronald G. Harting
2nd: Robert E. West
Vote: AYE - All

Police – Lieutenant Ben Harting from the Broome County Sheriff’s Office and Captain Scott Heggelke and Sgt. Jason Cease of the NY State Police. Capt. Scott spoke of how the Sheriff’s Department and the State Police work together but yet work separately. We have double coverage. They back each other up. Sgt. Jason is in charge of the patrols out of Kirkwood. They both stated they are willing to help in any way they can. Just call them anytime. They also work with the Pennsylvania Police. Lt. Ben stated that they work together and share information. Trustee Eileen asked if he could talk about the drug issue in our community. Capt. Scott said it is everywhere. He stated that when people from outside the community come into our community it’s because there are people here that want them to come. This is a real big problem. All they can do is focus and keep working on it and come up with programs to help. Trustee Tom commended the police for all their hard work. He stated that a Trooper stopped and talked to the Lion’s Club last summer while they were doing a chicken barbeque. He was very happy that he took the time to stop and talk to them. Capt. Scott stated that it is one of the things that they stress to their officers that the towns they are in are their hometowns. Sgt. Jason lives in the Town of Windsor. Capt. Scott asked if we had any questions about Islamburg. He said they have been meeting with them and working with them. Trustee Jim asked if it’s true or not that they are taking up arms and training terrorist. Capt. Scott explained where they stand. They have more issues with them as victims. He personally does not believe they are a terrorist group. It was expressed that it would be nice if we as a community, are aware of issues that are going on. They said they could improve on it and a lot of information is provided by the neighbors and people around the community. Lt. Ben stated that an issue seems to be 4-wheelers driving around the village. He stated that they often get calls but a lot of the times by the time they get here, they are no longer here. They stated any repeated or common time that you notice the same thing would help them out. Trustee West stated that we have a lock-down law but haven’t been able to get the necessary reports for us to follow through. Capt. Scott stated that in the future, have the village attorney get in touch with him and he will do what he can. You can get reports but it has to go through the property channels. Lt. Ben stated the county does theirs right in the county offices. Capt. Scott stated that often times they can give you the information as long as it’s just an address but not if it includes names. The Clerk gave Sgt. Jason a key to the make door so they could put a key in all patrol cars so they have access to the Community House to use whatever facilities they may want to use. Sgt. Jason thanked them.

7:30 p.m. - Public Hearing for Local Law #2-2-16

Resolution #21-2016

**RESOLUTION NO.21-2016
ADOPTING LOCAL LAW NO.2 OF 2016**

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 7:30 p.m. on Tuesday, December 6, 2016, to hear all interested parties on a proposed Local Law No.2 for 2016 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 23, 2016; and posted on the Village Clerk’s Sign Board on November 17, 2016; and posted on the Village website on November 17,2016; and

WHEREAS, said public hearing was duly held at the Community House, 107 Main Street, Windsor, NY at 7:30 p.m. on December 6, 2016, 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; and

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, that the Village Board of Trustees of the Village of Windsor hereby adopts said Local Law as Local Law as Local Law No.2 of 2016, 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: 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

LOCAL LAW #2-2016

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, 2017 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 approved by a vote of sixty percent (60%) of said governing body.

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, 2017 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.

Human Development - Jeff Olin and Larry Sanford from Human Development were present to discuss having a car/tractor show at Klumpp Park sometime in late September. All proceeds would go to benefit Human Development. It would be called Tail Lights & Tractors. Jeff stated they would have about 30 antique tractors and 80-90 cars. Larry stated that he has been the Executive Director of Human Development for 4 years. They provide food to 140-145 household and the numbers continue to rise. They are looking for ways to raise money to help with the 4% increase of families they support each year, not only with food, but with clothing and other necessary needs. They do 7-8 fundraisers every year. The Board was enthusiastic about the event and all agreed it would be a good thing. Larry thanked the Village for all of their support over the years.

First Knight - Elaine Card was present. The parade will start at 7:30 p.m. A permit was issued. Pepe’s will be here again in the back of the Community House. She asked David if she could

have benches around the fire and if they can have cones to block off the parking lot and to close off streets. Elaine told the board what all the events are going to be. She asked the Mayor to be the announcer for the evening. He gladly accepted.

Public Comment - No general public was present.

Code Enforcement Report, Gary Post present - 1) The Dollar General will be opening on this Sunday providing they finish doing what Gary instructed them to do before the inspection on Saturday. 2) Gary & Mayor Ron are still working on the DEC issues. 3) The house on Maple Ave is still an issue. Gary met with the main contractor. He told them the east and west walls have to be redone. The concrete guys used the neighbors hose and left it on and it left the neighbor with a huge water bill. He will not issue a certificate of occupancy. 4) The owner of a house on Bridge Street is putting in a garage but did not get a building permit. Because he also is building in the flood zone, he has to jump through all the loopholes of the DEC. As of now, Gary told him he can do no more work on the project. 5) The DEC was down looking at the boat launch. Hopefully it will move along.

Attorney Report - A report was submitted. No questions.

Streets Report, David Decker present - 1) The plow, wing and spreader are working great so far. 2) The sidewalk project looks great. He will be back in the spring to do the painting of crosswalks. 3) The zero-turn is up to Oliver's. He's working on a trade in price. 4) Trees were cut on Grove Street. He did all three (3) trees for \$550.00. 5) The tree fell on wires on New Street. NYSEG cut tree up and another one down. We cleared it off the road and hired Colwell's to come pick it up because of the truck being outfitted and weather and also with my foot injury.

Water Report, David Decker present - 1) Colwell's fixed an owner's service leak. 2) We fixed a 6" main leak on Castle Drive. The valve ended up being good. With both of those leaks fixed, we saved 200,000 gallons of water per day. 3) Eric has to get a lab class before taking his final exam for his first water license. The guy who does the labs is supposed to call me back this week.

Treasurer's Report, Patricia Harting present - 1) A report was presented. 2) The Clerk stated that the vacuum cleaner is broke so we need a new one. There was discussion that maybe we should buy one that will last longer but we risk it being stolen. Trustee Tom suggested going to Northgate Vacuum to look at a good used one.

Motion: for David to purchase a vacuum cleaner at a cost not to exceed \$400.00

By: Ronald G. Harting
2nd: Thomas M. Skinner
Vote: AYE - All

Motion: to accept the Treasurer's Report

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

Motion: to accept the Meeting Minutes of November 1, 2016

By: Robert E. West
2nd: Thomas M. Skinner
Vote: AYE - All

Motion: to accept the Meeting Minutes of November 10, 2016

By: Robert E. West
2nd: Thomas M. Skinner
Vote: AYE - All

Motion: to accept the Meeting Minutes of November 16, 2016

By: Robert E. West
2nd: Thomas M. Skinner
Vote: AYE - All

Resolution #22-2016

RESOLUTION NO.22-2016

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 E. West, Jr.
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 6, 2016

Resolution #23-2016

RESOLUTION NO.23-2016

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
2nd by: Robert E. West, Jr.
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 6, 2016

Resolution #24-2016

RESOLUTION NO.24-2016

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 6, 2016

Resolution #25-2016

RESOLUTION NO.25-2016

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 E. West, Jr.
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 6, 2016

Resolution #26-2016

RESOLUTION NO.26-2016

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: 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 6, 2016

Resolution #27-2016

RESOLUTION NO.27-2016

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: Robert E. West, Jr.

2nd by: Thomas M. Skinner

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 6, 2016

Resolution #28-2016

RESOLUTION NO.28-2016

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 E. West, Jr.

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 6, 2016

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

Resolution #29-2016

RESOLUTION NO.29-2016

Authorizing the implementation, and funding in the first instance 100% of the Federal-aid and State "Marchiselli" Program-aid eligible costs, of a Transportation Federal-aid project, and

WHEREAS, a Project for the Village of Windsor's Safe Routes to School Pedestrian Improvements, P.I.N. 9830.10 (the Project" is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 100% Federal funds for phases 9830.10.321 and 9830.10.322, 80% Federal funds and 20% Non-federal funds for phase 9830.10.323 and 100% Local funds for phase 9830.10.NPC; and

WHEREAS, the Village of Windsor desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the costs of the Construction and Construction Supervision and Inspection work and the Non-Infrastructure work.

NOW, THEREFORE, the Village of Windsor's Board of Trustees, duly convened does hereby

RESOLVE, that the Village of Windsor's Board of Trustees hereby approves the above-subject project; and it is hereby further

RESOLVED, that the Village of Windsor's Board of Trustees hereby authorizes the Village of Windsor to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Construction and Construction Supervision and Inspection work and the Non-Infrastructure work for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$146,677 is hereby appropriated from A8989.4 and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full Federal and non-Federal share costs of the project exceeds the amount appropriated above, the Village of Windsor's Board of Trustees shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Mayor of the Village of Windsor be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the Village of Windsor with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs and all Projects costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately

Offered by: Robert E. West, Jr.
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 6, 2016

Resolution #30-2016

**RESOLUTION AMENDING ANNUAL
VILLAGE BUDGET FOR 2016/2016**

WHEREAS, the Village of Windsor has received a grant from the Broome County Land Bank Corporation for the demolition of 117 ½ Main Street and to put in a parking lot; and

WHEREAS, the Village of Windsor hired LCP Construction to demolish the building at a cost of \$17,900.00; and

WHEREAS, the Village of Windsor hired Urda Engineering to do site work and planning at a cost of \$1,143.27; and

WHEREAS, the Village Board paid LCP Construction \$17,900.00 and Urda Engineering \$1,143.27; and

WHEREAS, the Broome County Land Bank Corporation reimbursed the Village of Windsor with Check#1227 for \$17,900.00 and Check #1228 for \$1,143.29;

THEREFORE, the following budget amendments be made; and

Estimated Revenues	A510	\$ 17,900.00	
Subsidiary Account	A1570-Demo of Unsafe Bldg		\$ 17,900.00
Estimated Appropriations	A960	\$ 17,900.00	
Subsidiary Account	A3650.4-Demo of Unsafe Bldg		\$ 17,900.00
Estimated Revenues	A510	\$1,143.27	
Subsidiary Account	A1570-Demo of Unsafe Bldg		\$ 1,143.27
Estimated Appropriations	A960	\$ 1,143.27	
Subsidiary Account	A3650.4-Demo of Unsafe Bldg		\$ 1,143.27

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, 2016.

Offered by: Robert E. West, Jr.
2nd by: Thomas M. Skinner
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 6, 2016

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	
<u>Zoning Board of Appeals:</u>	Timothy Harting	Expires 12/2017
	William Wallick	Expires 12/2018
	Paul Noyd	Expires 12/2019
	Elaine Card	Expires 12/2020
<u>Planning Board:</u>	Don Sibley	Expires 12/2017
	James Sorenson	Expires 12/2018
	James Conrad	Expires 12/2019
	Grace Holton	Expires 12/2020
	Chris Nagle	Expires 12/2021
 <u>Committees:</u>		
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	
Streets:	James W. Miller	
	Robert E. West	
Water:	Ronald G. Harting	
	Thomas M. Skinner	
	James W. Miller	

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

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

Motion: to adjourn at 9:38 p.m.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer