

**WORKSHOP MEETING MINUTES
Of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 10, 2014**

Present: Mayor: Ronald G. Harting
Trustee Robert Bennett
Eileen Shelp-Olmstead
Thomas M. Skinner
Robert E. West, absent
Clerk/Treasurer: Patricia L. Harting
Attendees: 0

Call to Order: **Time:** 6:30 P.M.
 By: Mayor Ronald G. Harting

Budget - The proposed budget for the year 2015-2016 was discussed and a few changes were made. A public hearing will be set up to accept the proposed budget for 2015-2016 will be on January 6, 2015 at 7:30 p.m. at the regularly scheduled monthly meeting. The amount of taxes raised will be 1.62% over last years.

Motion: to hold a public hearing for the proposed 2015-2016 budget on January 6, 2015

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

Resolution #24-2014

RESOLUTION NO.24-2014

**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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #25-2014

RESOLUTION NO.25-2014

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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #26-2014

RESOLUTION NO.26-2014

**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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #27-2014

RESOLUTION NO.27-2014

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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #28-2014

RESOLUTION NO.28-2014

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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #29-2014

RESOLUTION NO.29-2014

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
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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

Resolution #30-2014

RESOLUTION NO.30-2014

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
ABSENT - Trustee Robert E. West

Resolution effective December 10, 2014

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

Fuel Oil - The Clerk stated that we need to order fuel oil but cannot get a call back from Benson Oil in Susquehanna. She has left several messages. She was instructed to order from James River, as they have state bid, but still try to contact Benson because it is much cheaper.

Motion: to adjourn at 8:10 P.M.

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

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer