

**MEETING MINUTES
of the Village of Windsor, N.Y.
107 Main Street
Windsor, NY 13865
December 4, 2012**

Present: Mayor: Ronald G. Harting
Trustee: Robert Bennett
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: Steven Contento
Attendees: 7

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

Administration of Oath of Office of Trustee

To: Robert J. Bennett
By: Patricia L. Harting, Clerk/Treasurer

Public Comment - Debbie Menta was present to ask for 4 parking spots in the parking area and 2 for in front of the Potter's House for parking. She would like 3 parking spots closed off. They are not going to do the Chinese lanterns. Mayor Harting stated that he talked to the fire company about that and it is doable. David and Ron Rambo are working on the bonfire and how they're going to do it. Trustee Skinner called the state in regard to the parade permit. As long as the village ok's the permit, the state has no problem with it.

Motion: to approve the parade permit and accept the route that it will follow.

By: Robert J. Bennett
2nd: Eileen Shelp-Olmstead
Vote: AYE - All

Grant Writer Report, Steve Contento present - 1) We have not heard about the Safe Routes to School grant. He's looking at another local foundation for the RR station grant. NYSERDA grant is still available for appliances if we want to apply for them. They'll pick up 75% of the cost. It has to be an energy efficient appliance.

Code Enforcement Report, Gary Post present - 1) A letter was sent to the owner at 116 Main Street regarding making a first floor apartment after a one year vacancy. The apartment on the south side was vacant because of the health department closing for 2 years. The owner is upset because it wasn't his fault that the building was empty. The village law doesn't state about any circumstances of the vacancy, just that it's a year. Gary told him he could go to the village board if he wanted. Trustee Skinner asked if the health department has cleared the building. Gary stated that he called the Broome County Health Department and at this time, he does not know. Tom also asked if he had gotten a building permit. Gary stated yes. 2) Gary got a call from a lady regarding McBride's. She is considering purchasing the building and opening it back up as a restaurant. 3) The parsonage for the Methodist will be getting a new garage. It will depend upon when Colwell's has the time. It will be moved over a little from the present one. They have a permit. 4) Sent out some violations. 5) Haven't heard anything from 185 Main Street. 6) We received a written complaint regarding 23 Academy Street. Gary wrote them up last Saturday.

Attorney's Report - No report was submitted.

Streets Report, David Decker present - 1) The new Kubota is in. The cab will be here in about 4 weeks. 2) Had to get a couple new batteries for the dump truck. 3) Everything is ready for the winter. The salt spreader is in. 4) The zero-turn is up to Oliver's. They are going to give us a price for a new one. 5) the John Deere will go out to bid for bids to be opened up at the January meeting. It was suggested to put in newspapers other than the Windsor Standard.

Water Report, David Decker present - 1) The hydrants are all flushed and ready for the winter. The parts for the bleed-offs are still not here. 2) Jim Masser from the NYSDOT sent a Memorandum of Understanding for us to use the state salt bin that is located on Rt.17 west, out of the village. This MOU describes the hours, salt usage and equipment hour usage. We would pay the cost of the salt plus 10% for use of equipment to use their tractor. For this year, we will finish up what salt we have on Bridge Street. The NYSDOT is still working on possibly us using the property across the road from the pumphouse.

Treasurer's Report, Patricia Harting present - A report was presented.

Motion: to accept the Treasurer's Report

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

The Clerk/Treasurer would like to attend a one day seminar on Labor Laws on January 17th in Elmira. The cost is \$159.00. Trustee West said he would be willing to go also.

Motion: to allow Clerk Harting to attend the Labor Law seminar on January 17th.

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

Resolution #42-2012

RESOLUTION NO.42-2012

WHEREAS, this Board having previously adopted annual budget for the fiscal year commencing March 1, 2012, and

WHEREAS, the Village received a refund from Cargill Salt in the amount of \$1,159.17 for an overpayment of salt, and

WHEREAS, the budget needs to be amended to reimburse the streets account for an overpayment.

THEREFORE, BE IT RESOLVED, that said budget approved and filed as aforesaid, be amended as follows:

Estimated Revenues	A510	\$ 1,159.17	
Subsidiary Account	A2770-Miscellaneous	\$ 1,159.17	
Estimated Appropriations	A960	\$ 1,159.17	
Subsidiary Account	A5110.4-Streets Contractual	\$ 1,159.17	

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, 2012.

Offered by: Robert E. West
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012

Resolution #43-2012

RESOLUTION NO.43-2012

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: Eileen Shelp-Olmstead
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012

Resolution #44-2012

RESOLUTION NO.44-2012

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: Eileen Shelp-Olmstead
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012.

Resolution #45-2012

RESOLUTION NO.45-2012

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: Eileen Shelp-Olmstead
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012.

Resolution #46-2012

RESOLUTION NO.46-2012

**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: Eileen Shelp-Olmstead
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012.

Resolution #47-2012

RESOLUTION NO.47-2012

DESIGNATION OF OFFICIAL NEWSPAPER

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;

THEREFORE, BE IT RESOLVED, that the Board of Trustees does designate that the Windsor Standard be the official newspaper of the Village of Windsor.

- Offered by:** Thomas M. Skinner
- 2nd by:** Robert J. Bennett
- Vote:**
 - AYE** - Mayor Ronald G. Harting
 - AYE** - Trustee Robert J. Bennett
 - AYE** - Trustee Eileen Shelp-Olmstead
 - AYE** - Trustee Thomas M. Skinner
 - AYE** - Trustee Robert E. West

Resolution effective December 4, 2012.

Resolution #48-2012

RESOLUTION NO.48-2012

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, New York

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:** Eileen Shelp-Olmstead
- 2nd by:** Robert J. Bennett
- Vote:**
 - AYE** - Mayor Ronald G. Harting
 - AYE** - Trustee Robert J. Bennett
 - AYE** - Trustee Eileen Shelp-Olmstead
 - AYE** - Trustee Thomas M. Skinner
 - AYE** - Trustee Robert E. West

Resolution effective December 4, 2012.

Resolution #49-2012

RESOLUTION NO.49-2012

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 L. Harting
Deputy Clerk/Treasurer Diane Wallick
Streets & Water Superintendent David Decker
Assistant Streets & Water Superintendent
Grant Writer Steven Contento

Offered by: Eileen Shelp-Olmstead
2nd by: Robert J. Bennett
Vote: **AYE** - Mayor Ronald G. Harting
AYE - Trustee Robert J. Bennett
AYE - Trustee Eileen Shelp-Olmstead
AYE - Trustee Thomas M. Skinner
AYE - Trustee Robert E. West

Resolution effective December 4, 2012.

Accept Meeting Minutes of November 1, 2012

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

Accept Meeting Minutes of November 15, 2012

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

Organizational Committees

Village Board of Trustees

Mayor:	Ronald G. Harting
Trustees:	Robert J. Bennett Eileen Shelp-Olmstead Thomas M. Skinner Robert E. West
Deputy Mayor:	Thomas M. Skinner
Clerk/Treasurer:	Patricia L. Harting
Deputy Clerk/Treasurer:	Diane Wallick
Streets & Water Superintendent:	David M. Decker
Village Attorney:	Beth E. Westfall
Building Inspector:	Gary Post
Official Newspaper:	Windsor Standard
Historian:	Luella English
Grant Writer:	Steven Contento

Zoning Board of Appeals

William Wallick	-	1 year term	-expires 12/2013
Thomas Phillips-	-	2 year term	-expires 12/2014
		3 year term	-expires 12/2015
James Miller	-	4 year term	-expires 12/2016
	-	5 year term	-expires 12/2017

Planning Board

James Sorenson	-	1 year term	-expires 12/2013
	-	2 year term	-expires 12/2014
Grace Holton	-	3 year term	-expires 12/2015
Nicole Cappello	-	4 year term	-expires 12/2016
	-	5 year term	-expires 12/2017

Committees

Code Enforcement

Ronald G. Harting
Thomas M. Skinner

Community House/Railroad

Eileen Shelp-Olmstead
Thomas M. Skinner
Robert E. West

Parks

Robert J. Bennett
Eileen Shelp-Olmstead

Fire Company

Eileen Shelp-Olmstead
Ronald G. Harting

Streets

Robert J. Bennett
Robert E. West

Water

Ronald G. Harting
Thomas M. Skinner

Motion: to accept the Organizational Committees

By: Thomas M. Skinner

2nd: Robert J. Bennett

Vote: AYE - All

Reports of Committees:

Code Enforcement Committee - No report

Community House Committee - No report

Fire Company Committee - No report

Parks Committee - No report

Pool Committee - No report

Streets & Water Committee - No report

Mayor's Report - The county real property office said they would have the taxable valuation for the village budget. So we need to set up a village workshop. It was determined to be on Friday, December 14th at 6:00 p.m. 2) The January meeting will need to be changed to Tuesday, January 8th because the 1st is a holiday. 3) The clerk asked if the village wanted to do the lighting contest. It was suggested that possibly the First Night Committee members do the judging. Clerk Harting will call Chase to see if they will donate the money.

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

By: Robert J. Bennett

2nd: Thomas M. Skinner

Vote: Aye – All

Motion: to adjourn at 8:45 P.M.

By: Robert E. West

2nd: Robert J. Bennett

Vote: Aye - All

Respectfully Submitted,

Patricia L. Harting, Village Clerk / Treasurer