

MEETING CALLED TO ORDER: by Supervisor Tim Harting, at 7:00 P.M.

PLEDGE OF ALLEGIANCE: was recited.

ROLL CALL by Town Clerk Elizabeth Pfister:
 Supervisor Tim Harting: Present
 Councilmember Gary M. Hupman: Present
 Councilmember Mark Odell: Present
 Councilmember Daniel Colwell: Present
 Deputy Supervisor Eric A. Beavers Present
 Code Enforcement Officer Richard Osbourne: Present
 Highway Superintendent Michael Kithcart: Present
 Attorney Mark Spinner: Present

Also, present were: LeWayne Colwell, Route 79; John McNulty, Locust Street; David Brown, Ostrander Road; Norman Colwell, Route 79; Ruth Seward, Main Street; Mirria Florance, Main Street; Patti & Ron Harting, Pine Street; James Donahue, Route 79; Carolyn Price, Reagan Road; Fred & Fran Barrett, Blatchley Road; Heather Noyd, Academy Street

Supervisor Harting began the meeting by congratulating the other officials starting a new term of office.

PUBLIC COMMENTS:

James Donahue – Route 79 – Wanted to ask Supervisor Harting & Councilmember Beavers what they have done to transition and prepare for serving in this capacity as board members. Councilmember Beavers responded that he generally takes all information into consideration and looks at all angles into consideration before making any decisions.

James asked a second question of Supervisor Harting as to why he chose Councilmember Beavers as his choice for Deputy Supervisor and not one of the other Councilmembers with more experience. Supervisor Harting explained that the role of Deputy Supervisor varies from Supervisor to Supervisor and is called to serve in different capacities, the Supervisor agreed that the other three Councilmembers were sufficiently qualified but the choice is his to make and he feels confident with it.

APPROVAL OF MINUTES:

Motion By: Councilmember Hupman **Sec. By: Councilmember Odell**
Motion to approve the minutes of the December 23, 2024 Special Meeting as submitted.

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers – Abstain
Councilmember Hupman - Aye
Councilmember Odell - Aye
Councilmember Colwell - Aye

Motion Passed

FINANCIAL REPORT:

Motion By: Councilmember Colwell **Sec. By: Councilmember Hupman**
Motion to Approve the Remaining 2024 Bills for Payment

Vouchers for Payment	
A & B Fund #482-503	\$ 50,516.63
DA Fund #	\$
DB Fund #363-395	\$ 3,7274.45
SS3 Fund # 91-95	\$ 2,369.29
TA Fund # 21-23	\$ 6,384.08
Total	\$ 96,544.45

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Councilmember Hupman - Aye
Councilmember Odell - Aye
Councilmember Colwell - Aye

Motion Passed

Motion By: Councilmember Odell Sec. By: Councilmember Colwell

Motion to Approve the January 2025 Bills for Payment

Vouchers for Payment	
A & B Fund #1 - 21	\$ 187,029.06
DA Fund #	\$
DB Fund # 1 – 5	\$ 28,101.93
SS3 Fund # 1 - 2	\$ 632.32
TA Fund #	\$
Total	\$ 215,763.31

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Councilmember Hupman - Aye
Councilmember Odell - Aye
Councilmember Colwell - Aye

Motion Passed

The Board received the December 2024 Financial Report, there were no questions or discussion.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Accept 2024 End of Year Budget Amendments
Resolution #1-2025

PRESENT: Supervisor Timothy Harting
 Councilmember Gary M. Hupman
 Councilmember Mark Odell
 Councilmember Daniel Colwell
 Councilmember Eric Beavers

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of January, 2025, the following resolution was

Offered By: Councilmember Hupman
Seconded By: Councilmember Odell

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following year end budgetary adjustments be made:

<u>Account Number</u>	<u>Account Name</u>	<u>Overdrawn Accounts</u>
SS3-8130.2	SEWER DISTRICT3-EQUIPMENT/REPAIRS	\$11,126.52
SS3-8130.4	SEWER DISTRICT3-CONTRACTUAL	\$2,700.40
	Total	<u>\$13,826.92</u>
<u>To be Funded with:</u> <u>Unspent Appropriations</u>		<u>Funding Amount</u>
SS3-8120.4	SEWAGE COLLECTION	\$4,060.00
SS3-8197.0	EQUIPMENT	\$3,100.00
SS3-599	APPROPRIATED FUND BALANCE	\$6,667.00
	Total	<u>\$13,827.00</u>
<u>Account Number</u>	<u>Account Name</u>	<u>Overdrawn Accounts</u>

DB1930.4	JUDGEMENTS AND CLAIMS	\$28.21
DB5112.4	IMPROVEMENTS CHIPS-CAPIAL- CONTRACT	\$291,098.20
DB9040.8	EMPLOYEE BENEFIT-WORKMANS COMP	\$7,687.00
	TOTAL	<u>\$298,813.41</u>
<u>To be Funded with:</u>		<u>Funding Amount</u>
DB3501	CONSOLIDATED HWY-GAP	\$292,000.00
DB9060.8	MEDICAL INSURANCE	\$6,813.41
	TOTAL	<u>\$298,813.41</u>
<u>Account Number</u>	<u>Account Name</u>	<u>Overdrawn Accounts</u>
B3620.1	SAFETY INSPECTION - PERSONAL SERVICES	\$4,948.00
B3620.11	CODE ENFORCEMENT	\$250.00
B3620.4	SAFETY INSPECTION - CONTRACTUAL	\$310.00
	TOTAL	<u>\$5,508.00</u>
<u>To be Funded with: Unspent Appropriations</u>		<u>Funding Amount</u>
B3620.2	SAFETY INSPECTION - EQUIPMENT	\$5,508.00
	TOTAL	<u>\$5,508.00</u>
<u>Account Number</u>	<u>Account Name</u>	<u>Overdrawn Accounts</u>
A1220.11	SUPERVISOR- SECRETARY/BOOKEEPER	\$176.00
A1355.1	ASSESSORS-PERSONAL SERVICES	\$3,447.06
A1355.4	ASSESSORS-CONTRACTUAL	\$714.09
A1410.1	TOWN CLERK - PERSONAL SERVICES	\$1,343.05
1410.4	TOWN CLK/TAX COLL- CONTRACTUAL	\$1,792.73
A1420.41	ATTORNEY-CONTRACTUAL EXTRAS	\$4,343.84
A1440.4	ENGINEER-CONTRACTUAL	\$526.62
A1610.4	COURIER SERVICES	\$203.50
A1620.1	BUILDINGS-PERSONAL SERVICES	\$46.50
A1680.4	INFORMATION TECHNOLOGY	\$64.67
A4020.1	VITAL STATISTICS-PERSONAL SERVICES	\$28.64
A5010.1	SUPT OF HWY-PERSONAL SERVICES	\$2,120.22
A5132.1	GARAGE PERSONAL SERVICES	\$854.40
A9030.8	EMPLOYEE BENEFITS-SOCIAL SECURITY	<u>\$686.40</u>
	TOTAL	<u>\$16,347.72</u>
<u>To be Funded with: Unspent Appropriations</u>		<u>Funding Amount</u>
A9060.8	MEDICAL INSURANCE	<u>\$16,347.72</u>

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held on January 8th, 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting

Voted - Aye

Councilmember Gary M. Hupman

Voted - Aye

Councilmember Mark Odell	Voted - Aye
Councilmember Daniel Colwell	Voted - Aye
Councilmember Eric Beavers	Voted – Aye

Motion Approved

Resolution Adopted: January 8, 2025

Elizabeth Pfister

Town Clerk, Town of Windsor

Discussion: These are end of year budget adjustments so the Secretary to the Supervisor can close out the 2024 books

COMMITTEE REPORTS:

YOUTH & RECREATION:

Heather Noyd, President of WYSR, expressed condolences to the Board on behalf of WYSR for the loss of Councilman Price. Mirria Florance Vice President of WYSR expressed appreciation to the Board for all the support they have given the program over the years. The program continues to offer 10 regular season sports throughout the year for ages 4-12 years old, and continue to offer off-season opportunities for most sports up to age 18.

Heather Noyd gave project updates that WYSR has been working on, the biggest highlight being the renovations to the softball field at Klumpp Park that they partnered with the Village to get grant monies for and they recently made upgrades to the softball dugouts replacing benches and adding storage. Looking ahead to the spring they are looking to replace the fencing on the baseball field and move it in about 20 feet from where it currently is, and will be completed prior to the start of the 2025 season. They are partnering with a Mosaic Tile Artist to put a mosaic on the concession stand wall, grant funding in being looked into to complete. Heather also highlighted the positive feedback they have received surrounding the changes made to the basketball program from parent and coach feedback last year. Councilmembers Odell & Colwell wanted to express their appreciation for how hard all the members of WYSR work for the youth. Councilmember Colwell asked if they would share how and where the AED units that the Town purchased for WYSR are being utilized. They have placed one in the concession stand at the park, and the concession stand at the middle school, the high school football concession has one already and they are looking at keeping on at the soccer field at the high school. Councilmember Odell asked if they looked into who maintains the units and checks them, Councilmember Beavers shared that BOCES maintains many of the school ones. John McNulty from Windsor Fire explained that the units audibly notify when they need service and the pads in the unit have dates for replacement on them. Supervisor Harting asked what budget challenges they may be aware of that could be coming up for them, Noyd explained that WYSR members that oversee a program create a budget and work to keep their programs within those constraints, and as they look to do larger projects the Board looks for funding sources to assist with them. Florance expressed that the biggest challenge is supporting the children whose families are unable to afford the program.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Accept and Authorize the Supervisor to Execute the Attached Agreement with
Windsor Youth Sports & Recreation, Inc.
RESOLUTION #2-2025

PRESENT: **Supervisor Timothy Harting**
 Councilmember Gary M. Hupman
 Councilmember Mark Odell
 Councilmember Daniel Colwell
 Councilmember Eric Beavers

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of January, 2025, the following resolution was

OFFERED BY: Councilmember Hupman
SECONDED BY: Councilmember Odell

WHEREAS, the Town of Windsor had a Youth Board and Director, which previously ran the Town’s Youth programs; and

WHEREAS, in an attempt to better run the Town’s Youth Programs, members of the community incorporated a not for profit, 501(c)(3), entity called “Windsor Youth Sports & Recreation Inc. (“WYS&R”); and

WHEREAS, the attached Agreement between the Town of Windsor (“Town”) and the and WYS&R, and would allow WYS&R to continue the Town’s Youth programs; and

WHEREAS, the Town, after discussion believes that the attached Agreement and the relationship between the Town and WYS&R is good for all residents of the Town and especially the youth of the Town; and

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Windsor, after review and discussion, hereby approves the attached Agreement; and be it

FURTHER RESOLVED, the Supervisor is hereby authorized to sign and deliver any documents necessary to effectuate the terms and conditions of this Resolution and implement same on behalf of the Town; and be it

FURTHER RESOLVED, this resolution shall take effect immediately

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at the Windsor Town Hall, 124 Main Street, Windsor, NY on the 8th day of January, 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted - Aye
Councilperson Gary M. Hupman	Voted - Aye
Councilperson Mark Odell	Voted - Aye
Councilperson Daniel Colwell	Voted - Aye
Councilperson Eric Beavers	Voted - Aye

Motion Approved
Resolution Adopted: January 8, 2025

[TOWN SEAL]

Elizabeth Pfister
Town Clerk, Town of Windsor

AGREEMENT

THIS AGREEMENT, made and entered into this 8th day of January, 2025 between the Town of Windsor, a municipal subdivision of the State of New York situated in the Town of Windsor, County of Broome, State of New York, with its offices at Windsor Town Hall, 124 Main Street, Windsor, NY 13865, party of the first part (hereinafter referred to as “Town”), and Windsor Youth Sports & Recreation Inc., a 501(c)(3) not for profit organization with a mailing address of: P.O. Box 412, Windsor NY 13865, party of the second part (hereinafter referred to as “Contractor”),

WITNESSETH, that the Town and Contractor, in consideration of the promises and the mutual covenants and agreements contained herein, do hereby mutually agree as follows:

- 1. Services.**
Contractor agrees to provide those services previously provided by the Windsor Youth Board. More specifically, Contractor agrees to conduct youth sports and youth recreation in the Town of Windsor, in same type and number; as has conducted in the prior years. No child will be discriminated against or refused enrollment without just cause. The Contractor is authorized to conduct these activities; and shall do so in in conformance with all relevant laws, rules and regulations.
- 2. Term.**
This Agreement shall begin January 1, 2025 and end December 31, 2025. This contract may be renewed upon mutual consent.
- 3. Payment.**
Contractor shall receive payment from the Town in the total amount of \$23,100.00 The Contractor may receive partial payments for Contractor's services on a bi-annual basis. Contractor shall send to the Town a signed voucher for the amount of \$11,550.00, to be paid to the Contractor in February and August. No sum described shall be due and payable by the Town until the Town has received a voucher and has audited and approved for payment the signed voucher to be submitted by the Contractor at a regularly scheduled Town Board Meeting. The Town Board shall process any vouchers received from Contractor as expeditiously as possible. Vouchers shall be presented to the Town Clerk no later than the Monday, which proceeds the date of the February and August Town Board Meetings at which such vouchers are to be audited.
- 4. Termination.**
This agreement shall terminate immediately in the event that (a) Contractor files a Petition in Bankruptcy Court or, Petition is filed against Contractor in Bankruptcy Court, or a Contractor is adjudged bankrupt or makes as assignment for the benefit of creditors, or (b) A Receiver or Liquidator is appointed for Contractor and or/ Contractor's Property and is not dismissed with-in the said 20 days.

In the event that the Contractor refuses or fails to provide the services required with due diligence, or refuses or fails to comply with applicable statutes, laws or ordinances, or is guilty of a substantial violation of any provision of this agreement, Town shall send Contractor written notice that Contractor has 2 days to cure said default; and if at the end of said 2 day period, Contractor has not cured said default, Town may then terminate this agreement on 5 days prior written notice to Contractor.

5.

Skills of Contractor.

Contractor represents that Contractor has the requisite skills and experience to perform the services hereunder and shall.
6.

Independent Contractor Status.

Contractor and Town agree that in performance of Contractor's service hereunder, Contractor is an independent contractor and shall not be deemed to be an employee or agent of the Town for any purpose whatsoever.
7.

Prohibition Against Assignment.

Contractor is hereby prohibited from assigning, transferring, conveying, subletting or other-wise disposing of this agreement or Contractor's right, title or interest in this agreement. Con-tractor is authorized to use employees and volunteers in the manner that it sees fit.
8.

Compliance with Statutes.

Contractor agrees that Contractor shall comply with all statutes, ordinances, local law, codes, rules and regulations which are or may be applicable to Contractor's services, activities, and duties set forth in this agreement.
9.

Notices.

Any and all notices, vouchers, and payments required hereunder shall be addressed to the par-ties at their respective addresses set forth on page 1 hereof, or to such other address as may hereafter be designated in writing be either party hereto.
10.

Waiver.

No waiver of any breach of any condition of the agreement shall be binding unless the same shall be in writing and signed by the party waiving the said breach. No such waiver shall affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall expressly include the same.
11.

Construction of Agreement.

This agreement shall be constructed and interpreted in accordance with the laws of the State of New York.
12.

Completed Agreement; Modification.

There are no terms, conditions, or obligations other than those contained herein and there are no written or verbal statements or representations, warranties, or agreements with respect to this agreement which have not been embodied herein.

This agreement constitutes the complete understanding of the parties with respect to the subject matter hereof. No modification or amendment of any provisions of this agreement shall be valid unless in writing and signed by all parties.
13.

Reimbursement For Damages.

Contractor agrees to reimburse Town for any damage to any real property or personal property of Town that may be caused, directly or indirectly, from the negligence, acts or omissions of Contractor.
14.

Insurance.

Contractor does hereby agree to obtain and thereafter continue to keep in full force and effect as part of its general liability insurance, public liability insurance relative to this agreement during all phases of the performance of the various provisions to be performed herein. And Con-tractor agrees to name the Town of Windsor and the Village of Windsor as additional insureds (on a primary noncontributory basis) on its insurances.

IN WITNESS WHEREOF, THE TOWN OF WINDSOR has caused its corporate seal to be affixed hereto and these presents to be signed by Timothy Harting, Supervisor, duly authorized to do so, and to be attested to by Elizabeth Pfister, Town Clerk, of the Town of Windsor, and the said Contractor has signed this agreement, the day and year first above written.

[TOWN OF WINDSOR SEAL]

TOWN OF WINDSOR

Attest:

Timothy Harting
Supervisor

Elizabeth Pfister, Town Clerk
Town of Windsor

Heather Noyd,
President, WYS&R

Discussion: Councilmember Colwell questioned why the resolution was so wordy and asked if it could be shortened going forward, Attorney Spinner said he could change it for next year

ASSESSOR:

The Board received the Assessors report for December, Councilmember Colwell wanted to recognize Assessor Herzog – Ottens for her diligence. Colwell shared he had apportioned his property in September when the school tax bill came out and at that time the Assessor had advised it would need to be done again in December when the Town & County bills came, and he was surprised when he didn't have to call it was just done and mailed to him.

CEMETERIES: None

DOG CONTROL:

The Board received the December 10, 2024 Municipal Shelter Inspection Report, Supervisor Harting pointed out that NYS Ag & Markets is finding less issues during their inspections. Supervisor Harting made the Board aware that he had not heard back from anyone at the County yet about finding an on-call vet that could assist the shelter and municipalities that utilize the shelter in order to meet compliance. Councilman Colwell asked if the County was receptive to the idea. Supervisor Harting stated they were and it would take 6 or more municipalities willing to participate for the County to do this. Supervisor Harting stated when he spoke with DCO Bronson there were 6 or more municipalities in the same situation. Councilmember Odell pointed out that the issues on the report were not critical items that put the animals at any risk.

ECONOMIC DEVELOPMENT: None

ENERGY:

Supervisor Harting pointed out that the Assessor had mentioned Bluestone in her report and the Clerk clarified that due to the PILOT, the Assessor must send out an invoice for their portion of the Fire District expense each year. Councilmember Odell asked if the fire agreement was ever negotiated for the Hills of Windsor Project. Attorney Spinner stated that the project was currently on hold due to funding for the project, Attorney Spinner stated he let Code Officer Osborne know that the fire agreement should be negotiated prior to them beginning any work.

ENGINEER:

Supervisor Harting informed the other Board members that he spoke with John Mastronardi earlier in the day and John is stating the Highway Garage Project is complete, however several Councilmembers are aware of the ongoing issue with the HVAC system not working correctly for a couple months now and they all wanted the status of that repair. According to Code Officer Osborne as of this morning John is stating the unit is fixed but due to the subzero temperatures Code Officer Osborne said they are waiting to sign off on the building as complete, until there is some time to see how the HVAC system performs since it has been such a problem. Osborne had also asked the question of Mastronardi as to when the warranty begins on the system weather upon installation or once it is working correctly and Mastronardi is researching and will get back to him with an answer, Code Officer Osborne thought that was important due to the ongoing issues with the unit and he is still awaiting a couple letters of compliance for the project from the engineer.

HIGHWAY:

Highway Supervisor Kithcart wanted remind residents not to park on roadways during snowstorms, this makes it difficult for the plow operators to get the roads clear and can at times also result in property damage.

Highway Superintendent Kithcart made the Board aware that 3 of the Town's 10 – wheelers broke down this past week, 2 are still waiting on parts to arrive. Kithcart stated the Town of Kirkwood had given some assistance plowing the West Windsor area to help out.

Highway Superintendent Kithcart announced that the International truck that was ordered in February 2024 was delivered but they have not received the paperwork yet to put it on the road.

Councilmember Colwell asked if they were still looking for Motor Equipment Operators, Kithcart said when he returned from medical leave, he has 9 applicants but he has not looked through the applications yet to setup interviews but he will be reaching out soon to setup times with the Highway committee to do interviews in the coming weeks.

HISTORY:

Councilmember Colwell shared that the History volunteers did a wonderful job for First Knight on New Years Eve with their display at the Town Hall. Councilmember Hupman invited the public to come in the mornings to the Town Hall if they did not get to see it. The display is still up for a few more weeks.

SENIOR CITIZENS: None

TOWN CLERK/REGISTRAR:

The Board received the Clerks report for December 2024, there was nothing out of the ordinary Clerk Pfister reported that tax collection was off to a smooth start and Deputy Theleman would be working with her for the season.

TOWN HALL: None

WASTEWATER TREATMENT PLANT: None

ZONING, PLANNING & CODE ENFORCEMENT:

Supervisor Harting pointed out on the Code Officers Report that only 3 permits were issued, C.O. Osborne stated that December is typically slow and it was enjoyed as now all the year end reports are required to be done and that keeps him busy.

Clerk Pfister had included for the Board the timeline schedule from Code 360, since it had been asked about last month.

PUBLIC SAFETY:

The Board received EBES December 2024 Operation Update and Call Log, Supervisor Harting pointed out their call rate was 92.25% and that they are looking to purchase a new ambulance that is a Ford Transit Type II

UNFINISHED BUSINESS:

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
A Resolution Confirming the Appointment of Daniel Colwell to the Town Board and
Ratifying Actions taken at the December 23, 2024 Special Meeting
Resolution #3-2025**

PRESENT: Supervisor Timothy Harting
Councilmember Gary M. Hupman
Councilmember Mark Odell
Councilmember Daniel Colwell
Councilmember Eric Beavers

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of January, 2025, the following resolution was

**Offered By: Councilmember Hupman
Seconded By: Councilmember Odell**

WHEREAS, a vacancy existed on the Town Board of the Town of Windsor due to the untimely passing of Councilman Daniel Price on December 8, 2024; and

WHEREAS, pursuant to Town Law §64(5), the Town Board is empowered to appoint a qualified individual to fill such a vacancy until the next general election; and

WHEREAS, the Town Board scheduled a special meeting for December 23, 2024, to address the vacancy; and

WHEREAS, the Town solicited letters of interest from qualified individuals for the vacant Town Board seat, in the notice of the special meeting posted on the Clerk's signboard and transmitted to the designated Town newspaper;

WHEREAS, Although the Town fully complied with its notice requirements of the special meeting pursuant to Public Officers Law §104, due to circumstances beyond the Town's control, the notice was not published by the Town designated newspaper;

WHEREAS, at a duly convened special meeting of the Town Board on December 23, 2024, at 7:00 pm, Supervisor Odell made a motion, seconded by Councilman Hupman, to appoint Daniel Colwell to the vacant seat, effective January 1, 2025. Mr. Colwell abstained from voting on his own appointment, and the three remaining voting board members unanimously approved the appointment, with Councilman Harting's objection to the notification process duly noted in the meeting minutes;

NOW, THEREFORE, BE IT RESOLVED:

1. The Town Board of the Town of Windsor hereby formally appoints Daniel Colwell to fill the vacant Town Board seat, effective January 1, 2025, to serve until the next general election as provided by Town Law §64(5);
2. The Town Clerk shall ensure that appropriate notices are filed in accordance with applicable New York State Law;
3. The Town Board acknowledges that the notification process raised concerns and will review and improve procedures for future vacancies and appointments, as necessary.

BE IT FURTHER RESOLVED that this resolution formally ratifies the actions taken at the December 23, 2024, special meeting of the Town Board; and

BE IT FURTHER RESOLVED that Daniel Colwell is authorized to take the oath of office and perform all duties and responsibilities associated with the Town Board seat in accordance with applicable law, effective January 1, 2025.

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at Town Hall, 124 Main Street, Windsor, NY on the 8th day of January, 2025. Said resolution was adopted by the following roll call vote:

Supervisor Timothy Harting	Voted - Aye
Councilperson Gary M. Hupman	Voted - Aye
Councilperson Mark Odell	Voted - Aye
Councilperson Daniel Colwell	Voted - Abstain
Councilperson Eric Beavers	Voted - Abstain

Motion Approved
Resolution Adopted: January 8, 2025

[TOWN SEAL]

Elizabeth Pfister
Town Clerk, Town of Windsor

The Board reviewed the proposed changes to Chapter 48 Sewer Installation and Use Law, Attorney Spinner reviewed the suggested changes he had sent after speaking with former Supervisor Odell, they were to sections 48-3 and 48-3a regarding residence that have sewer pumps and where the financial responsibility shall lie if pumps need to be replaced for simply wearing out the original law stipulated the district would provide them for free. The other portion of the law being looked at was the connecting a new home to the lateral what is the process and who is responsible for the cost which came about when a party interested in purchasing an approved lot in the district with no existing connection contacted the Code Officer to find out what the procedure is and the Code Officer determined there was no real procedure since this had not been done in the past. It should be the homeowner’s responsibility to pay for connections to the lateral however the Town should have connections available from the main line to where the homeowner would connect and the current law references a “road opening permit” which the Town does not have, therefore making it impossible for any of this to happen. Attorney Spinner will clarify this in the new language and will develop the road opening form to be used as well and will have prepared for the February meeting to introduce and schedule the public hearing to correct this law.

The Board also discussed proposed changed to Chapter 64 Mobile Homes, Trailers and Campgrounds in town law, Supervisor Harting asked Board member to review the suggested revisions that Planning Board Chair Bennett spent a lot of time on and get any comments to Attorney Spinner before the February meeting, he would like to have the same time line with this as the sewer law. Attorney Spinner shared there were a couple things he wanted to word a little differently and he would send his suggestions out and urged the Board to communicate with him about those or any other suggestions so that he can have the proposed law prepared for next month.

NEW BUSINESS:
The Board received the Supervisor Appointments for 2025, Councilmember Odell asked if he could replace Councilmember Colwell serving on the History & Cemetery committee and everyone agreed.

	<u>Supervisor Appointments:</u>	
Deputy Town Supervisor		Eric Beavers
Budget Officer		Khristine Breeding
Historian		Rita Saunders

	<u>Town Board Committees:</u>	
Council of Government		All Board Members
Banking		Supervisor Harting & Deputy Supervisor Beavers
Dog Control		Councilman Hupman & Councilman Odell

Economic Development	Supervisor Harting & Councilman Hupman
Highway	Supervisor Harting & Councilman Colwell
History & Cemetery	Councilman Hupman & Councilman Colwell Odell
Insurance	Supervisor Harting & Councilman Odell
Personnel	Supervisor Harting & Deputy Supervisor Beavers
Public Safety	Supervisor Harting & Deputy Supervisor Beavers
IT Development	Councilman Odell & Deputy Supervisor Beavers
Town Hall	Councilman Hupman & Councilman Colwell
Youth & Recreation	Councilman Odell & Councilman Colwell
Zoning/Planning/Code Enforcement	Supervisor Harting & Deputy Supervisor Beavers

Motion By: Councilmember Odell Sec. By: Councilmember Hupman
 Motion to Approve 2025 Board Appointments

Registrar of Vital Statistics	Elizabeth Pfister
Marriage Officer	Elizabeth Pfister
Dog Control Officer	Floyd Bronson
Deputy Dog Control Officer	Richard Osborne
Bingo Inspector	Richard Osborne
Upstate New York Towns Association	All Board Members
Newspaper	The Windsor Standard
Attorney for The Town	Coughlin & Gerhart
Engineer for The Town	Griffiths Engineering
Games of Chance, Multiple Residence Inspector & Zoning Enforcement Officer	Richard Osborne

Bank:
 The Town of Windsor is authorized to utilize the banking services from any bank authorized to do business in and having offices in the State of NY (Resolution 1995-3)

Monthly Town Board Meeting:
 2nd Wednesday of the Month* 7:00 P.M. Windsor Town Hall
**Except for the Months of October & November, meetings are the 1st Wednesday to meet state budget deadlines*

Special Meeting:
 As needed with Notice in the Windsor Standard

Planning Board Meeting:
 Last Wednesday of Month 7:30 P.M. Windsor Town Hall

Zoning Board:
 2nd Thursday of the Month 6:30 P.M. Windsor Town Hall

Vote of the Board:
 Supervisor Harting - Aye
 Deputy Supervisor Beavers - Aye
 Councilmember Hupman - Aye
 Councilmember Odell - Aye
 Councilmember Colwell - Aye

Motion Passed

Motion By: Councilmember Odell Sec. By: Councilmember Hupman
Motion to Approve the 2025 Federal Holidays
2025 Federal Holidays for The Town of Windsor

Date	Holiday
Monday, January 20	Martin Luther King Day
Monday, February 17	President’s Day
Monday, May 26**	Memorial Day
Thursday, June 19	Juneteenth Day
Friday, July 4**	Independence Day
Monday, September 1**	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27**	Thanksgiving Day **The Town Clerk’s Office Will be Closed Friday 11/28 & Saturday 11/29
Thursday, December 25	Christmas Day
Thursday, January 1, 2026	New Year’s Day

**The Town Clerk’s Office will be Closed the Saturday of Holiday weekends

Vote of the Board:
Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Councilmember Hupman - Aye
Councilmember Odell - Aye
Councilmember Colwell - Aye
Motion Passed

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Authorizing Town of Windsor Representatives as Signers Regarding Bank Accounts
RESOLUTION #4-2025

**PRESENT: Supervisor Timothy Harting
Councilmember Gary M. Hupman
Councilmember Mark Odell
Councilmember Daniel Colwell
Councilmember Eric Beavers**

At a regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of January 2025, the following resolution was

**Offered By: Councilmember Hupman
Second By: Councilmember Odell**

IT IS HEREBY RESOLVED by the Town Board of the Town of Windsor that the following individuals are authorized parties/signers for the following Bank Accounts, **effective immediately:**

Chemung Canal Trust Company (Trust and Agency Checking, General Fund Checking and Savings, Highway Fund Checking and Savings, Sewer Checking and Savings):

Timothy Harting, Town Supervisor

OR

Eric Beavers, Deputy Supervisor

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held on January 8th, 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted - Aye
Councilperson Gary M. Hupman	Voted - Aye
Councilperson Mark Odell	Voted - Aye
Councilperson Daniel Colwell	Voted - Aye
Councilperson Eric Beavers	Voted - Aye

Motion Approved

Resolution Adopted: January 8, 2025

[Town of Windsor Seal]

Elizabeth Pfister, Town Clerk Town of Windsor

Councilmember Hupman and Councilmember Beavers will conduct an audit of the Chief Financial Officers Records for December 1, 2023 – December 31, 2024 before the February meeting

Motion By: Councilmember Odell

Sec. By: Councilmember Hupman

Motion to Change the Date of the Regular February Meeting from February 12, 2025 to February 5, 2025 at 7:00 P.M.

Discussion: Councilmember Colwell disagreed stating it's unfair to the public to change the meeting, also vendors plan to submit invoices based on the date of the meeting. Colwell stated it starts a slippery slope changing meeting dates frequently and that he has scheduled vacation during the week of February 5, 2025. Supervisor Harting stated all he could do was ask and it's the Boards right to vote it down, his biggest concern was for Deputy Supervisor Beavers and it only being his second meeting. Councilmember Odell said these things happen and people can't attend meetings the rest of the Board and the Clerk would help the Deputy Supervisor through the meeting.

Councilmember Hupman withdrew his second, Councilmember Odell withdrew his motion and there was no vote of the Board.

UPCOMING MEETING:

Zoning Board Meeting January 9, 2025 6:30 P.M. Windsor Town Hall

Planning Board Meeting January 29, 2025 7:30 P.M. Windsor Town Hall

Regular Board Meeting February 12, 2025 7:00 P.M. Windsor Town Hall

PUBLIC COMMENTS:

Jim Donahue – Route 79 – Questioned why the Board had not discussed agenda item 8.B Memorial Bench for Daniel Price, Councilmember Odell stated he had asked to have that put on the agenda without fully thinking it through, of course the Board would like to pay tribute to the former Councilman however a bench is impractical and that he was paid honor to on the plaque in the Board room already.

ADJOURNMENT:

Motion By: Councilmember Odell

Sec. By: Councilmember Hupman

Motion to Adjourn Meeting at 8:21 P.M.

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Councilmember Hupman - Aye
Councilmember Odell - Aye
Councilmember Colwell - Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister
Town Clerk