

**Public Hearing & Regular Meeting of the Town Board
March 12, 2025 7:00 P.M.
Town of Windsor Town Hall
124 Main Streets, Windsor, NY 13865**

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

Deputy Supervisor Eric A. Beavers Absent

Council Member Gary M. Hupman: Present

Council Member Mark Odell: Present

Council Member Daniel Colwell: Present

Code Enforcement Officer Richard Osbourne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Present

Also, present were: Ruth Seward, Main Street; Renee Conklin, Eastern Broome Emergency Services; Juliet Cole, Broome County Health Dept.; Michelle Bertoni, Broome County Health Dept.; David Brown, Ostrander Road; Ryan Lipari, Barnes Road; Tony & Penny Spaid, Hargrave Road; Collin Spaid, Hargrave Road; Jim Brown, Route 79

PUBLIC HEARING:

Supervisor Harting opened the Public Hearing for Local Law No. 1 of 2025 at 7:01 P.M. there were no comments, the Public Hearing at 7:01 P.M.

**TOWN OF WINDSOR
LOCAL LAW NO. 1 OF THE YEAR 2025
A LOCAL LAW AMENDING CHAPTER 48-SEWER INSTALLATION AND USE LAW**

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

Section 1. Purpose.

The purpose of this Local Law is to amend certain provisions of Chapter 48, Article I, "Sewer Installation and Use Law," and to renumber Chapter 48 in its entirety as Chapter 75, including all articles, sections, and subsections as follows:

1. Chapter 48 is hereby renumbered as Chapter 75, and all references to Chapter 48 in the Town Code and official documents shall be deemed to refer to Chapter 75.
2. Article I through Article IV shall be renumbered accordingly as Article I through Article IV of Chapter 75.
3. Sections and subsections previously numbered as 48-1, 48-2, etc., shall be renumbered as 75-1, 75-2, etc.
4. Former Section 48-3, titled "Permits," is hereby renumbered as Section 75-3 and repealed and replaced with the following:

§ 75-3. Permits.

No person, firm or corporation shall make an excavation in a public street or sewer district easement for the purpose of connecting a lateral sanitary sewer with trunk sewer, and no person, firm or corporation shall connect a lateral sewer line with a trunk line, without first having applied for and received a permit from the inspector, allowing such excavation and allowing said connection to the trunk line at the place indicated on the permit. Permit fees shall be set by resolution of the Town Board from time to time.

All work shall be so conducted as to comply with all Local, State, and Federal ordinances, laws, and regulations. A written permit shall be obtained from the Superintendent of Highways before working on any Town street or highway that has been accepted for maintenance by the Town or in any case where required by the "Ordinance Covering Excavations in Town Streets and Highways" or any other Town Ordinance or local law, as

specified in the Town of Windsor Highway Construction Standards.

All permits shall be issued to the owner of the premises who shall be responsible for compliance with this Ordinance. All such connections shall be made in conformity with this Ordinance and under the supervision of the Inspector.

5. Add New Section 75-4(A) titled “Connections, Laterals” as follows:

§ 75-4(A). Connections; Laterals.

The connection of the building sewer to the public sewer system shall be made at the property line. The property owner is responsible for the installation and maintenance of the building sewer from the structure to the property line, including any portion extending to the curb. If a lateral connection to the public sewer trunk line has not previously been provided, the sanitary sewer district will construct the lateral from the property line to the trunk line upon receipt of a written application from the property owner. The cost of constructing the lateral from the property line to the trunk line shall be borne by the sanitary sewer district.

The Inspector is responsible for ensuring compliance with respect to the lateral connection to the trunk line. The sanitary sewer district is responsible for the maintenance of the lateral sanitary sewer connection from the property line to the trunk line. The method of connection of the lateral to the public sewer will depend on the type of sewer material used and, in all cases, shall be subject to approval by the Inspector.

Improper or unauthorized installation of laterals from the trunk line to the property line by a property owner, which causes repairs to become necessary or interferes with the main sewer lines, will result in the proper installation of the lateral from the trunk line to the property line being at the expense of the property owner. Proper installation of the lateral shall be done by the district and shall comply with the standards defined elsewhere in this chapter. The property owner is responsible for securing all necessary permits for the connection and street excavations.

Section 2. Authority.

This local law is enacted pursuant to the provisions of New York’s Town Law and Municipal Home Rule Law.

Section 3. Separability.

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 4. Repealer.

All ordinances, local Laws and parts thereof inconsistent with the Local Law are hereby repealed; specifically, Section 48-3 is repealed in its entirety.

Section 5. Effective Date.

This local law shall take effect immediately upon filing with the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law of the State of New York.

Discussion: Highway Superintendent Kithcart questioned Section 1.A, second paragraph referencing a “....a permit shall be obtained from the Superintendent of Highways....” he does not have any permit application for this type of permit or know what the fee is for this. Attorney Spinner said he would create an application and the Board determined they would set a fee at a later date for it.

PRESENT: Supervisor Timothy Harting
Council Member Gary M. Hupman
Council Member Mark Odell
Council Member Daniel Colwell
ABSENT: Deputy Supervisor Eric Beavers

At a regular meeting of the Town Board of the Town of Windsor, held at Town Hall, 124 Main Street, Windsor, New York on the 12th day of March, 2025, the following resolution was

Offered By: Council Member Hupman
Seconded By: Council Member Odell

WHEREAS, the Town Board scheduled a public hearing for March 12, 2025 at 7:00 p.m. for Local Law No. 1 of the Year 2025 entitled “A LOCAL LAW AMENDING CHAPTER 48-SEWER INSTALLATION AND USE LAW”; and

WHEREAS, notice of said public hearing was duly advertised in the official newspaper of the Town and posted on the Town Clerk’s signboard; and

WHEREAS, said public hearing was duly held at Town Hall 124 Main Street, Windsor, New York on the 12th day of March, 2025 at 7:00 p.m. 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, pursuant to the State Environmental Quality Review Act, it has been determined by the Town Board that adoption of the proposed Local Law constitutes a Type II Action as defined under 6 NYCRR 617.5(c)(26) and (33); and

WHEREAS, the Town Board, after due deliberation, finds it in the best interest of the Town to adopt said Local Law.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Windsor hereby adopts said local law as Local Law No. 1 of the Year 2025 entitled “A LOCAL LAW AMENDING CHAPTER 48-SEWER INSTALLATION AND USE LAW”, a copy of which is attached hereto and made a part hereof; and further

RESOLVED that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting; and it is further

RESOLVED that the Local Law will take effect immediately upon filing with the Department of State.

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 12th day of March, 2025. Said resolution was adopted by the following vote:

Supervisor Harting	Voted - Aye
Deputy Supervisor Beavers	Voted - Absent
Council Member Hupman	Voted - Aye
Council Member Odell	Voted - Aye
Council Member Colwell	Voted - Aye

Motion Approved
Resolution Adopted: March 12, 2025

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Supervisor Harting opened the Public Hearing for Local Law No. 2 of 2025 at 7:01 P.M.

Public Comments: Code Officer Osborne explained to the Board that Tony & Penny Spaid from Lakeside Campground had emailed the Town Clerk prior to the meeting with questions regarding the proposed law. Most of their questions were clarification on definitions, Council Member Colwell questioned where the Code Officer came up with these answers, Osborne stated these were determined by the Planning Board. A couple items that the Spaid's had questioned would not pertain to existing campgrounds they would be requirements for new campgrounds. Osborne did point out "*§ 64-22. Campground requirements. B. Recreational Vehicle Campsites f.*" he received calls from 3 different campgrounds pertaining to the 30% all the campgrounds that contacted him currently winter store well over that percentage, and feels the board may want to adjust that amount. Supervisor Harting said "storage" is self-explanatory what the Board is concerned about is "occupancy." Code Officer Osborne agreed. Council Member Colwell disagreed and questioned why it was a concern of the Town. Supervisor Harting explained that once someone has stayed more than 180 days it falls under a different section of Building Code and would require assessments, etc. It was determined that the language needs to be worked on before adopting the law.

**TOWN OF WINDSOR
LOCAL LAW NO. 2 OF THE YEAR 2025
A LOCAL LAW AMENDING CHAPTER 64-MOBILE HOMES AND TRAILERS**

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

Section 1. Purpose

A. The purpose of this local law is to amend sections of Chapter 64, "Mobile Homes and Trailers" as follows:

1. This title of this Chapter shall now be "Mobile Homes, Recreational Vehicle Parks and Campgrounds.
2. In the initial list of enumerated sections, § 64-22 shall now be titled "Campground requirements."
3. The following definitions shall be added to § 64-2, "Definitions and word usage:"
 - a. CAMPING – Overnight occupancy by visitors of facilities or space.
 - b. CAMPGROUND – Any parcel or tract of land including buildings or other structures, under the control of any person(s), corporation, limited liability corporation or like organization, where five (5) or more campsites are available for temporary or seasonal overnight occupancy.
 - c. CAMPING CABIN – A hard sided, fully enclosed structure constructed for habitation on a temporary basis and is part of a campground. Cabins may be of rudimentary rough construction or may be framed in the same manner as a single-family dwelling with or without kitchen and/or bathroom facilities as per the New York State Building Codes.
 - d. CAMPING CABIN CLUSTERS – A site layout of two (2) to six (6) camping cabins grouped on one campsite and sharing common public areas including but not limited to fire pits/rings, picnic space, outdoor cooking areas and parking spaces.
 - e. CAMPING UNIT – A tent, camping cabin, recreational vehicle or other type of portable shelter intended, designed or used for temporary human occupancy.
 - f. CAMPSITE – A portion of a campground, with or without connections to water supply, electrical service or sewage systems, used by one camping unit.
 - g. CAMPSITE, SEASONAL – A campsite intended to be occupied by the same individual or group for 30 days or more.
 - h. LEAN-TO – A rustic, three-sided shelter built for the comfort of campers and hikers.

- i. POTABLE WATER - Water suitable for human consumption, food preparation, lavatory, culinary, bathing or laundry purposes.
 - j. RECREATIONAL VEHICLE – A vehicular camping unit primarily designed as temporary living quarters for recreational, camping, travel or seasonal use that either has its own motive power or is mounted on or towed by another vehicle. Recreational vehicles include, but are not limited to, camping trailers, fifth wheel trailers, motor homes, park trailers, travel trailers and truck campers.
 - k. SELF-CONTAINED RECREATIONAL VEHICLE - A recreational vehicle equipped with at a minimum a toilet, a holding tank for sewage, a holding tank for drinking water and/or a connection through which the vehicle can be connected to a campground's water supply. These vehicles may also have electrical connections, showers, or other appliances.
 - l. TENT - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
 - m. TENT PLATFRM - A raised surface for pitching tents on. It can be made from a variety of materials, including wood, metal, or stone. They can be permanent or portable, and come in different sizes to accommodate one or more tents.
 - n. TRAVEL TRAILER--Any portable vehicle which is designed to be transported on its own wheels, and which is designed and intended to be used for temporary living quarters for travel, recreation or vacation purposes.
4. The first sentence of § 64-4. Issuance of license, shall be amended as follows:

The Town Clerk of the Town of Windsor shall issue a license to be effective from the day of issuance, to and including December 31 of that same year. Prior to issuance, however, the Town Clerk shall receive the following:

5. § 64-9 shall be amended as follows:

§ 64-9. Application procedure.

Each application for a mobile home park license shall be filed in triplicate with the Town Clerk, shall be in writing and signed by the applicant and shall contain all the information and data required by § 64-10 of this chapter.

- A. The Town Clerk shall promptly transmit one (1) copy of the application to the Zoning Enforcement Officer, one (1) copy of the application to the Town Planning Board and retain one (1) copy in his office.
- B. The Zoning Enforcement Officer, upon receipt of the application, shall check the same for compliance with the Zoning Ordinance of the Town of Windsor and determine whether the proposed sewage disposal plan has been approved by the Broome County Department of Health. After such investigation, the Zoning Enforcement Officer shall transmit the application to the Town Board with his written findings within fifteen (15) days after the date of the receipt of the application by the Zoning Enforcement Officer.
- C. Upon receipt of the application from the Town Clerk, the Planning Board shall review the application of the mobile home park, which review shall include a determination and an analysis of all the requirements under §§ 64-11 through 64-18 of this chapter. The Planning Board shall, within sixty-two (62) days of the receipt of the application, transmit the application to the Town Board, together with a written report as to its findings. Failure to act within sixty-two (62) days of receipt of the application shall permit the Town Board to act upon the application without recommendation of the Planning Board.

D. The Town Board shall review the findings of the Zoning Enforcement Officer and the Planning Board and, after a public hearing, by resolution, indicate its approval or disapproval of the application. Such public hearing shall be held by the Town Board within thirty-one (31) days of the receipt of the application from the Planning Board. The application shall then be returned to the Town Clerk and the applicant notified in writing by the Town Clerk of the decision of the Town Board, which notification shall be rendered within ten (10) days of the date of the decision of the Town Board.

6. § 64-10 C. shall be amended as follows:

C. The number of lots to be provided in such park, including size and dimensions.

7. A new § 64-10 D. shall be added as follows, with subsequent section numbering amended accordingly:

D. Location and dimensions of any common areas including, but without limiting, community mailboxes, park club house/community/room or laundry, common use playgrounds or lawns, picnic areas, swimming pools or beaches.

8. The section now identified as § 64-10 E. shall be amended as follows:

E. Location of all natural features, including, but not limited to watercourses, marshes, wetlands, areas subject to flooding and wooded areas.

9. A new § 64-10 F. shall be added as follows, with subsequent section numbering amended accordingly:

F. A USGS Topographic Map of the Property.

10. A new § 64-10 G. shall be added as follows, with subsequent section numbering amended accordingly:

G. A floodplain map and floodplain development permit application with an elevation certificate, certified by a New York State licensed engineer or surveyor, if necessary.

11. § 64-11 A. shall be amended as follows:

A. Site. (1) The proposed park shall be located in areas where grade slope conditions are suitable for use a mobile home site. (2) The park shall be located on a well-drained site, properly graded to ensure rapid drainage and be free at all times from stagnant pools of water. (3) The park shall be at least five (5) acres in size with a one-hundred-foot frontage on a public road. (4) The park shall not be developed within the intermediate regional flood line established by the Corps of Engineers.

12. § 64-12 A. shall be amended as follows:

A. Any mobile home shall not be parked or otherwise located nearer than a distance of: (1) At least thirty (30) feet from an adjacent mobile home in any direction. (2) At least fifty (50) feet from the park property line. (3) At least seventy-five (75) feet from the right-of-way line of a public street or highway. (4) At least twenty (20) feet from the nearest edge of any roadway located within the park.

13. § 64-21 shall be renamed §64-21. License for campgrounds, and be amended as follows:

No person being the owner or occupant of any land within the Town of Windsor shall use or allow the use of such land for a campground unless a license has been obtained therefore as herein provided. The issuance of a license, the application procedure therefore, and the application data required shall be the same as those set forth in § 64-3 through § 64-10 of this chapter, except that references therein to requirements for a campground as set forth in § 64-22.

14. § 64-22. Trailer campground requirements shall be repealed in its entirety and replaced with the following:

§ 64-22. Campground requirements.

A. General Campground Requirements.

- a. Each camp site within the campground shall have a minimum area of two thousand five hundred (2,500) square feet with a minimum dimension of forty (40) feet.
- b. The design of roads and walkways within the campground must indicate measures taken to separate the vehicle and pedestrian traffic. Walkways will be designed wherever possible to avoid crossing roads to reach service buildings and recreation areas.
- c. Vehicular Access - Each campground area shall be provided with two means of access from public roads. Sight distance at each entrance and exit shall be unobstructed for a distance of three hundred (300) ft. in either direction and approved by the Town, State or County highway officials. An adequate turnaround for emergency vehicles will be provided on non-through streets.
- d. Roads shall be at least fourteen (14) feet wide for one-way roads and twenty (20) feet wide for two-way roads, and all roads shall be maintained in a well-graded and well-drained condition.
- e. All entrance and exit roads shall intersect public roads at an angle between eighty (80) degrees and ninety (90) degrees and at a grade not to exceed three percent (3%) for the first seventy-five (75) feet of camp road.
- f. There shall be a conveniently located service building which shall include toilets and lavatories for both sexes. Women's facilities shall be provided at the rate of one (1) toilet for each (10) camping sites. Men's facilities shall have one (1) urinal per each twenty (20) camping sites and one (1) toilet for each twenty (20) camping sites. Campsites with cabins equipped with lavatories shall not be counted toward the required number of service building facilities. A service building shall also include a public telephone.
- g. Shower - One shower facility for each 15 campsites without utilities shall be provided. Each shower must be served with hot and cold water. Two showers must be provided for each sex per shower facility. Campsites with cabins equipped with showers shall not be counted toward the required number of service building shower facilities.
- h. An adequate supply of potable water for drinking and cooking purposes shall be readily available to each camp site. The campground, if serviced by a private water system, shall provide a minimum rate of two hundred (200) gallons per day per campsite and shall provide for a minimum pressure of twenty (20) pounds per square inch at peak demand. An adequate supply of potable water shall be provided within two hundred fifty (250) ft. of all campsites. One water spigot with soakage pit or other disposal facilities shall be provided for each ten (10) campsites without water facilities.
- i. Solid Waste - Trash and garbage shall be stored in enclosed, covered, waterproof containers and removed at least weekly. A dumpster or compactor shall be provided on site, enclosed in a fenced secure area approved by the Code Enforcement Officer.
- j. Landscaping - The entire site except areas covered by structures, service or parking areas shall be landscaped so as to serve as screening for neighboring properties. All landscaping shall be approved by the Planning Board after recommendation from the Code Enforcement Officer and properly maintained after planting.

B. Recreational Vehicle Campsites.

- a. Parking – A fourteen (14) ft. by sixty-five (65) ft. strip shall be constructed, as a minimum. A forty-five (45) degree pull through camper, recreational vehicle, motor home parking space shall be constructed, as a minimum with a gravel base and a water-bound macadam surface.

- b. A sewage dump station shall be provided for the convenient emptying of recreational vehicle sewage tanks. Such dump station shall provide a connection with an approved sewage treatment system approved by the Broome County Health Department and a water outlet for the flushing of sewage tanks.
- c. Installation of electrical service, wiring, and fixtures shall conform to the Uniform Code. A certificate of approval provided by a qualified electrical inspector shall be submitted for all new electrical work.
- d. Electrical Service – the electrical service, wiring and fixtures shall be in good repair and safe condition. Where conditions indicate a need for inspection, the electrical service and wiring shall be inspected by a qualified electrical inspector, and a copy of the inspection report and certificate of approval shall be submitted to the permit-issuing official.

All electrical service to individual recreational vehicle campsites shall be buried and daylighted at a box located on the campsite.
- e. Recreational Vehicle Storage – All recreational vehicle seasonal campsites where a recreational vehicle remains on the site for the off season shall be winterized and disconnected from all utilities prior to closure of the campground for the season.
- f. No campground shall allow for more than 30% of campsites to be used for recreational vehicle storage or seasonal campsites.

C. Cabins and Cabin Clusters.

- a. Rustic cabins constructed as overnight shelters, but not including kitchen or bathroom facilities, shall be constructed in accordance with all appropriate New York State Building Codes.
- b. Cabins built to include bathroom and kitchen facilities shall be constructed to all appropriate New York State Building Codes, New York State Sanitary Codes and Broome County Health Department approval for sanitary waste disposal.
- c. All utilities, including but not limited to water, sewer and electric, provided to cabins, shall be buried and properly installed as per all New York State Codes.
- d. Cabin Clusters:
 - i. No more than 6 cabins are allowed per cabin cluster campsite.
 - ii. No cabin cluster campsite shall have more than one (1) fire pit/ring
 - iii. All common space per cluster shall be accessible and useable by all cabins within the cluster.
 - iv. If a pavilion or gazebo is included in a cluster, it shall count as one cabin space.
 - v. A minimum of one (1) parking space shall be provided for each cabin in the cluster, either in a common parking area or as a space adjacent to each individual cabin.
 - vi. Utilities including sewer, water and electric shall have a master shut off installed for each cabin cluster.
 - vii. No tent or lean-to sites shall be allowed within any cabin cluster.
- e. No cabin approved as part of a campground shall be used as a single-family dwelling on a year-round basis. All cabins shall be used on a temporary short-term basis and are subject to inspection by the Town of Windsor Code Enforcement Officer.

D. Tent and Lean-to Campsites.

- a. All tent or lean-to campsites require one (1) vehicular parking space.
- b. Tent platforms or decks, if installed, must be constructed in accordance with any relevant NYS Codes and shall be inspected by the Town of Windsor Code Enforcement Officer.

- c. Lean-tos constructed for overnight accommodations shall be constructed to all applicable New York State Codes and shall be inspected by the Town of Windsor Code Enforcement Officer prior to habitation.
- d. No more than three (3) tents or lean-tos shall be allowed on each tent campsite.
- e. There shall be only one fire pit or fire ring allowed per tent and lean-to campsite.

E. Swimming Pools and Bathing Beaches.

- a. A swimming pool or bathing beach operated as a part of a campground for the use of occupants, guests, invitees or employees shall be constructed, maintained and operated so as to comply with the provisions of the New York State Department of Health requirements.
- b. If the general public is permitted to use the pool or swimming area and are not guests of the campground the campground owner shall provide appropriate bath-house facilities for public use.
- c. All New York State Department of Health and emergency services requirements for public use as well as lifeguard hours or in lieu of lifeguards clearly marked signage that it is an unmanned swim area shall be required.

F. Noise.

- a. No excessive noise will be permitted between the hours of 10 P.M. and 7 A.M. Compliance with Chapter 68 of this Code – Noise Controls shall be required.

G. Events, Parties, Gatherings.

- a. No large events/parties/gatherings or fireworks are permitted unless previously approved by the Town Board as per Chapter 30 of this Code – Public Assemblies.

15. The current § 64-24 will be amended to correct the labeling of subsections. Specifically, two subsections are currently marked as “C,” and the second of these shall be re-designated as “D” to maintain proper numbering and clarity. The amended language will read as follows:

- D. A modular house, which is prefabricated in sections, transported to the building site, then fastened together at a place on a permanent masonry foundation which has a minimum width of eighteen (18) feet for its entire length and contains a minimum of seven hundred twenty (720) square feet of usable living space.

Section 2. Authority.

This Chapter is adopted pursuant to the authority and provisions of Section 10 of the Municipal Home Rule Law of the State of New York, and Sections 261-265 of the Town Law which authorizes the Town of Windsor (“Town”) to adopt land use provisions that advance and protect the health, safety and welfare of the community,

Section 3. Separability.

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 4. Repealer.

All ordinances, local Laws and parts thereof inconsistent with the Local Law are hereby repealed; specifically, Section 64-22 is repealed in its entirety.

Section 5. Effective Date.

This local law shall take effect immediately upon filing with the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law of the State of New York.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
A RESOLUTION RESCINDING TYPE II SEQRA CLASSIFICATION
RESOLUTION#12-2025**

PRESENT: Supervisor Timothy Harting
 Council Member Gary M. Hupman
 Council Member Mark Odell
 Council Member Daniel Colwell

ABSENT: Deputy Supervisor Eric Beavers

At a regular meeting of the Town Board of the Town of Windsor, held at Town Hall, 124 Main Street, Windsor, New York on the 12th day of March, 2025, the following resolution was

Offered by: Council Member Odell
Seconded by: Council Member Hupman

WHEREAS, on February 12, 2025, the Town Board of the Town of Windsor classified the proposed local law entitled “A Local Law Amending Chapter 64-Mobile Homes and Trailers” as a Type II action under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, upon further review and consultation, the Town Board has determined that the proposed local law constitutes a Type I action under SEQRA, requiring a coordinated review; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Windsor hereby rescinds its prior determination that the proposed local law was a Type II action; and

BE IT FURTHER RESOLVED that 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 Town Hall, 124 Main Street, Windsor, NY on the 12th day of March, 2025. Said resolution was adopted by the following vote:

Supervisor Harting	Voted - Aye
Deputy Supervisor Beavers	Voted - Absent
Council Member Hupman	Voted - Aye
Council Member Odell	Voted - Aye
Council Member Colwell	Voted - Aye

Motion Approved
Resolution Adopted: March 12, 2025

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Discussion: Attorney Spinner informed the Board that comments from Broome County Planning had not been received for tonight’s meeting so the Public Hearing cannot be closed. Attorney Spinner explained he had received an email from Broome County Planning advising for the Town to change this from a Type I action to a Type II action. Once the SEQR is completed there must be 30 days’ notice for anyone to make comments on it before the law can be voted on. The Public Hearing will remain open until at least the May meeting in order for all agencies to have

an opportunity to respond.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
A RESOLUTION OF INITIAL SEQRA CLASSIFICATION
AND INTENT TO DECLARE LEAD AGENCY STATUS
RESOLUTION#13-2025**

PRESENT: Supervisor Timothy Harting
 Council Member Gary M. Hupman
 Council Member Mark Odell
 Council Member Daniel Colwell
ABSENT: Deputy Supervisor Eric Beavers

At a regular meeting of the Town Board of the Town of Windsor, held at Town Hall, 124 Main Street, Windsor, New York on the 12th day of March, 2025, the following resolution was

Offered by: Council Member Colwell
Seconded by: Council Member Odell

WHEREAS, the Town of Windsor is considering adoption of a local law entitled “A Local Law Amending Chapter 64-Mobile Homes and Trailers; and

WHEREAS, the application requires review under the State Environmental Quality Review Act (“SEQRA”).

NOW THEREFORE, the Town Board of the Town of Windsor hereby resolves as follows:

1. The Town Board hereby determines that the action is subject to SEQRA; and
2. The Town Board hereby makes a preliminary classification of the action as a Type I action pursuant to 6 NYCRR 617.4(b)(2); and
3. The Town Board hereby determines that it intends to serve as Lead Agency with respect to the SEQRA review and, in that capacity, will determine if the proposed local law will have a significant adverse impact on the environment; and
4. A copy of this Resolution, the Environmental Assessment Form, and the application will be sent to Involved Agencies and Interested Agencies, as applicable; and
5. Involved Agencies shall be given 30 days from the mailing of the Lead Agency Notice to challenge the Town Board’s Lead Agency designation and to provide written comments on the full Environmental Assessment Form.

BE IT FURTHER RESOLVED that 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 Town Hall, 124 Main Street, Windsor, NY on the 12th day of March, 2025. Said resolution was adopted by the following vote:

Supervisor Harting	Voted - Aye
Deputy Supervisor Beavers	Voted - Absent
Council Member Hupman	Voted - Aye
Council Member Odell	Voted - Aye
Council Member Colwell	Voted - Aye

Motion Approved

Resolution Adopted: March 12, 2025
Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Chris Zacharias and Renee Conklin from Eastern Broome Emergency Services gave the Board their yearly update. Chris shared they had completed 1,199 calls for service, the call volume was down from the previous year since they chose not to provide mutual aid to calls that were further away. They replaced 2018 ambulance and their fleet is in good shape. Renee shared about the new space the EBES has moved into on Chapel Street. The space provides them with a more professional space to interface with the public and also has amenities for the first responders that were needed. Renee said their will be an open house scheduled in the spring time for the public to see the facility. Chris commended Jamie Forbidussi, their landlord for being accommodating to them and making the space what they needed.

Scott Spicer, Michelle Bertoni and Jules Cole from Broome County Overdose Prevention gave a presentation on the Nalox box campaign that they are working to get distributed around the County for the public to have access to Naloxone in order to prevent overdoses in the community. Renee Conklin from EBES shared that they partner with the Health Department in a leave behind program. Anytime they respond to a call that is an overdose they leave a kit behind with the family for future use.

PUBLIC COMMENTS: NONE

APPROVAL OF MINUTES:

Motion By: Council Member Colwell Sec. By: Council Member Hupman
Motion to approve the minutes of the February 12, 2025 Regular as submitted.

Vote of the Board:

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

Motion Passed

FINANCIAL REPORT:

Motion By: Council Member Odell Sec. By: Council Member Colwell
Motion to Approve the March, 2025 Bills for Payment

Vouchers for Payment

A & B Fund #79 - 125	\$ 51,113.18
DA Fund #1	\$ 22,183.68
DB Fund #62 - 98	\$ 67,253.06
SS3 Fund #10 - 13	\$ 4,233.72
TA Fund #25 - 26	\$ 1,910.33
Total	\$ 146,693.97

Vote of the Board:

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

Motion Passed

The Board received the January and February 2025 Financial reports, there was no discussion.

COMMITTEE REPORTS:

ASSESSOR:

The Board received the Assessors February report, Council Member Odell asked what the lower equalization rate means for the Town. Supervisor Harting has taken some phone calls about rising assessments and he would like to have Assessor Herzog – Ottens come to a meeting and share with the Board her methodology for assessments and reassessments so they can understand the process.

CEMETERIES:

Supervisor Harting shared that he reached out to NYS DOT about the road shoulder in front of Wake Cemetery in South Windsor and we can wait for NYS to repair when they have time or a form can be submitted and our highway department can perform the repair.

DOG CONTROL:

Supervisor Harting announces the Rabies Clinic June 18, 2025 5:30 p.m. – 7:00 p.m. at the Highway Garage. Council Member Odell asked if Supervisor Harting had gotten anymore information in regards to the Front Street shelter and a vet, Harting stated he was informed that the County does have a vet and DCO Bronson can use.

ECONOMIC DEVELOPMENT:

The Board received notice from Adams Cable of a 10% rate increase for cable channel services

ENERGY:

ENGINEER:

HIGHWAY:

The Board received the weekly updates from Fisher Associates for February, showing everything on schedule

Supervisor Harting announced the Public Information meeting about the McNair Road Bridge project April 2, 2025 6:00 p.m. at Town Hall

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Approve the Purchase of Two (2) Hx520SFA 6x4 Chassis with Viking Plow Package on Onondaga Contract# 10914 for \$295,842.00 Each

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

Discussion: Highway Supervisor Kithcart explained the reason for ordering 2 trucks now will avoid a 30% cost increase due to having to conform to the stricter EPA regulations and it is anticipated that the cost of steel will be increasing. This will save the Town substantial money by ordering now since the trucks will not be delivered for 18 months. Highway Superintendent Kithcart explained one of the trucks had been in an accident a couple weeks ago that totaled the truck. The intention was to sell the truck when the new one arrived but that will not be an option now, but there will be insurance monies to go towards this purchase.

HISTORY:

SENIOR CITIZENS:

TOWN CLERK/REGISTRAR:

The Board received the Clerk's February report there were no questions, Clerk Pfister shared she would be attending a Regional training through NYSTCA on March 17 about Cybersecurity. Supervisor Harting shared that the insurance renewal came up recently and in reviewing it was able to remove the cybersecurity insurance on the policy because the Town is covered under the Computer Shops insurance as part of the agreement with them.

TOWN HALL:

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Accept the Resignation of Alicia Gosney, Court Clerk Effective March 5, 2025

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Councilmember Hupman - Aye

Councilmember Odell - Aye

Councilmember Colwell - Aye

Motion Passed

Motion By: Council Member Odell

Sec. By: Council Member Colwell

Motion to Advertise for the Position of Court Clerk and Authorize Publication

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Councilmember Hupman - Aye

Councilmember Odell - Aye

Councilmember Colwell - Aye

Motion Passed

Discussion: Judge Blythe has told Supervisor Harting that they are okay for now without any temporary help, if anything changes, he will advise

Motion By: Choose an item.

Sec. By: Choose an item.

Motion to Declare Four (4) Dell, Model# D11S P.C.s as Surplus in the Town Justice Office and to Dispose of Properly

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Councilmember Hupman - Aye

Councilmember Odell - Aye
Councilmember Colwell - Aye

Motion Passed

WASTEWATER TREATMENT PLANT:

Supervisor Harting shared that there is potentially an employee looking to leave and may need to find a replacement. Council Member Odell asked about changing the lighting at the plant, Supervisor Harting shared he had reached out to NYSEG but had not received a response yet, he may seek money from the Broome County Small Communities Grant for the project. Attorney Spinner will send information about programs available through NYSEG also.

YOUTH & RECREATION:

ZONING, PLANNING & CODE ENFORCEMENT:

The Board received the Code Officers February report, Code Officer Osborne shared that he has been busy working with the Planning Board on a proposed campground expansion.

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Schedule a Public Hearing for the Expansion of Pine Crest Campground for April 9, 2025 7:00 p.m.
Windsor Town Hall and Authorize Publication

Vote of the Board:

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

Motion Passed

Supervisor Harting asked for any public comments since this was not on the agenda, there were none.

Code Officer Osborne made the Board aware of a subdivision he approved on Piper Hill for a resident

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Ratify the Supervisor's Execution of an Escrow Agreement with the Lost Hamptons Project Applicant to Reimburse the Town for Costs Incurred in the Town Review of the Campground Development Application for 79 Barnes Road, Windsor NY

Vote of the Board:

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

Motion Passed

Planning Board is working on the solar law and Code Officer Osborne is discussing with Planning Chair Bennett looking at writing the law for "renewable energy" that way it would be a blanket to cover all aspects of renewable energy not a specific type and have to do this each time something comes up

PUBLIC SAFETY:

The Board received the February 2025 EBES report there were no comments

UNFINISHED BUSINESS:

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Accept the Resignation of Doug Saunders from the Planning Board Effective 3/10/2025 with Deepest Gratitude for Service

Vote of the Board:

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

Motion Passed

Discussion: Clerk Pfister advised she would invite Doug to the April meeting for recognition by the Board

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Reappoint Anne Weaver to the Planning Board Effective 3/10/2025 thru 3/10/2030

Vote of the Board:

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

Councilmember Colwell - Aye

Motion Passed

NEW BUSINESS:

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Appoint Ruth Seward to the Position of Zoning Board Alternate Beginning March 12, 2025 thru March 12, 2030

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Councilmember Hupman - Aye

Councilmember Odell - Aye

Councilmember Colwell - Aye

Motion Passed

Discussion: The Board thanked Ruth

Motion By: Council Member Hupman

Sec. By: Council Member Odell

Motion to Appoint Colton Perry to the Planning Board Beginning March 12, 2025 thru March 12, 2030

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Councilmember Hupman - Aye

Councilmember Odell - Aye

Councilmember Colwell - Aye

Motion Passed

Supervisor Harting announced the Zoning Board of Appeals meeting for March 13, 2025 is canceled

UPCOMING MEETING:

Planning Board Meeting March 26, 2025 7:30 P.M. Windsor Town Hall

Public Hearing & Regular Board Meeting April 9, 2025 7:00 P.M. Windsor Town Hall

Zoning Board Meeting April 10, 2025 6:30 P.M. Windsor Town Hall

PUBLIC COMMENTS: None

ADJOURNMENT:

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Adjourn Meeting at 8:30 P.M.

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Absent

Councilmember Hupman - Aye

Councilmember Odell - Aye

Councilmember Colwell - Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister
Town Clerk