

Public Hearing & Regular Meeting of the Town Board
April 9, 2025 7:00 P.M.
Town of Windsor Town Hall
124 Main Streets, Windsor, NY 13865

Supervisor Harting pointed out the exits in the room.

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 Present

Council Member Gary M. Hupman: Present

Council Member Mark Odell: Absent

Council Member Daniel Colwell: Present

Code Enforcement Officer Richard Osborne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Present

Also, present were: Scott B. Clarke, Dodd Road; Norman Colwell, NY Route 79; Jim Brown, NY Route 79; Ruth Seward, Main Street; Doug Saunders, Garrett Road; Janelle Smith, Columbia Grove Road; Fred & Fran Barrett, Blatchley Road; David Brown, Ostrander Road; Patti Harting, Pine Street; Jack Skutnik, Columbia Grove; Greg Bronson, Buell Road; Matt & Donna Zaleski, Columbia Grove Road

RECOGNITION:

Supervisor Harting began the meeting with recognition of Outstanding Service to Doug Saunders for serving on the Planning Board for 18 years. Supervisor Harting on behalf of the Town Board thanked Doug for his commitment and recognized that his 18 years of service was longer than any of the current Board members have served.

PUBLIC HEARING:

Supervisor Harting began the continuance of Public Hearing on Local Law 2 of 2025 at 7:06 P.M. asking for Public Comments.

Janelle Smith, Columbia Grove Road – Reviewed the NYS guidance on campgrounds, trailers and mobile homes in which they strongly suggest that parks of similar size to that of Pine Crest Campground have a second egress point for evacuation and due to the location in proximity to the river a second egress point is necessary.

There were no other comments, the Public Hearing will remain open until next month.

Supervisor Harting opened the Public Hearing for the Pine Crest Campground Expansion at 7:09 P.M. for public comments.

Janelle Smith, Columbia Grove Road – Shared concern after review of documents on file for the campground the plans name use of Columbia Grove Road as a second egress point for the campground and wanted to make the Board aware that residents of Columbia Grove have erected a fence that has no pass through because there is no right of way on Columbia Grove Road which the home owners pay to maintain. She respectfully asked the Board that any approved plans remove any language regarding the use of Columbia Grove Road from them.

Attorney Spinner explained that currently no document has been provided by the Planning Board with their comments so it depends on the Planning Board and this is part of the reason the he has suggested that the Public Hearing will remain open until next month.

Council Member Colwell shared his disagreement with what was taking place stating that Ms. Smith is trying to prolong the approval of the expansion. Council Member Colwell stated the issue is a property owner dispute and that he has the abstract for the property and will have proof that it is not a “right of way” but a deeded access to the last parcel on Columbia Grove Road which Colwell owns.

Supervisor Harting stated at this point the Board has no document from the Planning Board with any information as this is the procedure and for that reason Supervisor Harting and Attorney Spinner agreed that the Public Hearing be left open until those documents are received so the Board can make an informed decision.

Code Officer Osborne cleared up the issue of the right of way; the Planning Board had recommended that a second access is favorable but the Town's current law does not require it therefore it is not required nor can the Planning Board require them to have one at this point.

Jack Skutnik, Columbia Grove Road – Had a question regarding the use of Columbia Grove Road if the property owner has access and is grandfathered in to the use of Columbia Grove does his access to that road grant campers' access to use it to come and go from the campground. Supervisor Harting said that only reason for the possible use of this road was for a secondary emergency access. Skutnik asked about the previous meeting he attended for the last expansion of the campground and he recalled the owner had stated they had no further plans to expand. Code Officer Osborne clarified that any future expansions had to go through the same process each time and at that time they had no plan for future expansion. Columbia Grove residents voiced further concern for the culvert on their road would not withstand the weight of fire trucks or other emergency vehicles without doing significant damage to that culvert pipe.

Dave Zeleski, Columbia Grove – Asked why if the project is not approved why has the campground owner completed almost all the work for the expansion already. Code Officer Osborne explained that the septic and electrical work that has been completed are not under the Towns control, the County and utilities have approved that work.

Attorney Spinner clarified that each parcel of property the campground owner should acquire, if he chooses to use for further expansions each time the same process has to be done in order to do so. Supervisor Harting moved on from this public hearing at 7:39 P.M. after all were heard.

Supervisor Harting introduced Sheriff Fred Akshar who informed those in attendance that he and his officers were in attendance to share data specific to the Town of Windsor since he took office in January 2023 and answer any safety related questions for the public. Fran Barrett from Blatchley Road asked about a number of break-ins recently on roads around Blatchley as well as on Blatchley and the vehicles speeding in the area she asked what the Sheriffs office is doing about that. The Sheriff asked if the incidents had been reported and Barrett did not know if the victims had contacted or not, the Sheriff stressed the importance of reporting any incidents to them in order for them to be aware of what is happening. Barrett stated she had noticed an increase in the presence of the Strategic Response Team (SRT) in the area.

Janelle Smith asked who was responsible for any concerns with recreation on the river, the Sheriff stated that their office can respond to these calls. Lieutenant Davidson spoke in regards to Blatchley Road concerns, he explained that the SRT are aware of "key players" in that area and they are on the radar. SRT asks that if anyone believes they have information about incidents or stolen items that they contact the Sheriffs office to let them know but do not post to social media. Captain Harting distributed packets to the Board with statistical data showing what the Sheriffs office has done in the Town from 2022 to present. The SRTs presence is a contributing factor for the increase in ticketing. Their focus is on the issues they have heard from the community such as UTV & ATV activity on the roads in Town, motorcycles and speeding in the Town, activity at Klumpp Park and Hawkins Pond. The Sheriff's office reiterates to residents that the biggest assistance they can be is to make note of the time that they experience these incidents so that the Sheriffs office can use that information along with their statistical data to pinpoint times to have officers in the area to police these incidents. There are currently two speed trailers on Route 79, one at the bottom of Edson Road and one on Main Street monitoring speeding vehicles. Captain Harting was able to look at the data from the trailers from 3/31/2025 – 4/6/2025 and the numbers look very good in comparison to other problematic roads he has seen in the County. The trailer in the Village observed 15 vehicles traveling 20 or miles an hour over the speed limit and the trailer by Edson Road observed 9. The Edson Road trailer was just picked up and taken in for routine service but will be back in place in a day or so.

PUBLIC COMMENTS: Scott Clarke, Dodd Road – Steward for the Waterman Conservation Education Center for the Pettus Hill Preserve located at 135 Abbey Road, Windsor - announced there will be two hikes coming up Saturday May 3, 2025 10:00 a.m. with Triple Cities Hiking Club and Sunday May 4, 2025 1:00 p.m. with Office of the Aging all are welcome to join. May

Jim Brown, NYS Route 79, Pine Crest Campground – Asked why the holdup when he was told by the Planning Board in February that the project was approved to move forward. The campground season begins April 25th and the sites that are in the expansion are booked which creates a major problem for him if the Town Board does not approve this project until next month.

Motion to Schedule a Special Meeting Tuesday April 15, 2025 at 7:00 p.m. for the Purpose of Continuing the Public Hearing for the Pine Crest Campground Expansion

Motion Passed

Motion Passed

A & B Fund #126-166	\$ 54,363.38
DA Fund #2	\$ 80,884.08
DB Fund #99-133	\$ 54,125.01
SS3 Fund #14-20	\$ 4,420.68
TA Fund #27-31	\$ 6,269.10
Total	\$ 200,062.25

Motion Passed

Council Member Hupman informed the Board that NYSDOT came and put a small driveway in for the Old South Windsor Cemetery on Route 79 just past the golf course. Hupman asked Highway Superintendent Kithcart if it was possible to add to what the state had done because they did not consult with anyone from the Town and what they did was only big enough for one car to pull into and it is on a blind corner. Highway Superintendent Kithcart said he

The Board received the March 2025 Bridge NY Updates for the McNair Road bridge project, the Public Information meeting was held March 2nd and there were a couple of residents in attendance to hear the explanation of the project and they left the engineering drawings.

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Deem 2010 Volvo Dump Truck Vin# 4V5KC9EH8AN293251 as a Total Loss and Keep as Salvage at a Value of \$270,000.00 Less Insurance Deductible of \$1,000.00 and Less Salvage \$4,040.55 and Accept Insurance Payout Amount of \$264,959.45

Vote of the Board:

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

Motion Passed

Motion By: Council Member Hupman

Sec. By: Council Member Colwell

Motion to Authorize the Purchase of 1 - 2025 Hitachi ZX135US-7H Excavator with Hydraulic Pin Grab Coupler, Main Pin Thumb, 36” Digging Bucket and 60” Tilting Ditching Bucket from Tracey Road Equipment on Sourcewell Contract# 011723-HTI in an Amount not to Exceed \$192,476.00 of Which \$130,000.00 to Come From Fund Balance of Money Left Over Equipment Insurance Monies from Fire

Vote of the Board:

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

Motion Passed

Discussion: Council Member Hupman questioned if this would be a piece of equipment that they put on rotation purchasing. Highway Superintendent Kithcart said they might it depends on how many hours are put on the machine, but he will be monitoring to see if that will be the best way going forward. Supervisor Harting explained he spoke with Kithcart and the Town currently rents a machine from the County on their schedule and at their fees and this provides the Town the opportunity to have this piece of equipment all the time and alleviate those costs for renting.

HISTORY:

Clerk Pfister shared that Eileen Ruggieri will be presenting for the Broome County Historical Society on April 16, 2025 6:30 P.M. at the Broome County Library a program on “Notable Women of Colesville and Windsor”

SENIOR CITIZENS: None

TOWN CLERK/REGISTRAR:

The Board received the Clerk’s March 2025 report, there were no questions. Clerk Pfister shared that tax collection has ended highlighting that the Town was 89.32% collected and settlement will be made with the County later this month. The Clerk let the Board know that Deputy Clerk Lori Hunt-Cunningham would be returning on May 1, 2025 and that the Clerk will be attending the NYSTCA Conference in Syracuse April 27 – 30th this month. Clerk Pfister let the Board know that she spoke with the coordinator from BOCES for the summer interns and they will be placing 1 to 2 students at the Town again this year from July 7th – August 7th

TOWN HALL:

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Hire Chelsea Wheeler as Clerk to the Justice Beginning April 21, 2025 at a Rate of \$18.50 per Hour

Vote of the Board:

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

Motion Passed

The Clerk let the Board know she had submitted an application to try and get funding for a chair lift to the second floor through the Broome County Small Communities Grant. The history volunteers had made a request for a chair lift due to the difficulty for many seniors or persons with disabilities to be able to make it upstairs to the history room to see the displays during events and to look at materials when doing research.

WASTEWATER TREATMENT PLANT: None

YOUTH & RECREATION: None

ZONING, PLANNING & CODE ENFORCEMENT:

Code Officer Osborne asked if the Board had any questions on his March 2025 report, there were none. Osborne shared that he is currently working on getting letters mailed out to owners of problem properties that have “junk” to kindly point out the upcoming cleanup day and after that he will begin ticketing those property owners after May 10th.

PUBLIC SAFETY:

Council Member Colwell asked what is being done or what can the Town do in regards to Ouaquaga Fire Department as far as them not being an active fire department at this point in time. Colwell questioned if it would be better use of tax payer dollars to redistribute the allocated monies to the active fire companies. Supervisor Harting explained that there would be no difference for tax payers in cost to change it and currently all funds that the Ouaquaga Fire receives are redistributed to the active fire companies to cover the area for them and all equipment has been reassigned to active fire companies with the agreement to keep it located in the Ouaquaga Fire building so that those fire companies are able to respond out of the Ouaquaga building, if it is the closer location until the time the NYS redistricts the fire districts.

UNFINISHED BUSINESS: None

NEW BUSINESS:

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
A Resolution Acknowledging Standard Work Day and Reporting for Elected and Appointed Officials Resolution #16-2025

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

At a Regular Board Meeting of the Town of Windsor Town Board, held at the Windsor Town Hall on the 9th day of April 2025, the following resolution was:

OFFERED BY: Council Member Colwell
SECONDED BY: Council Member Hupman

A Corrected Standard Work Day Reporting Resolution for Elected and Appointed Officials RS 2417-A

Office of the New York State Comptroller
NYSLRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001
Please type or print clearly
in blue or black ink

Employer Location Code
30243

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials
RS 2417-A
(Rev. 11/19)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Town of Windsor / 30243 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Daniel Colwell			Councilman	1/1/2021-12/31/2024	6	1.92	☐	Bi-Weekly	☐
Elizabeth Pfister			Town Clerk/Registrar/Tax Collector	1/1/2023-12/31/2026	8	19.11	☒	Bi-Weekly	☐
Appointed Officials:									
							☐		☐
							☐		☐
							☐		☐

I, Elizabeth Pfister, secretary/clerk of the governing board of the Town of Windsor, of the State of New York, (Name of Secretary or Clerk) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 9th day of April, 2025 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Windsor on this 9th day of April, 2025. (Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Elizabeth Pfister being duly sworn, deposes and says that the posting of the Resolution began on 4/10/2025 and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

☒ Employer's website at: www.windsorny.org

☒ Official sign board at: 124 Main Street, Windsor, NY 13865

☐ Main entrance Secretary or Clerk's office at: _____

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(seal)

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 St., Windsor, NY on 9th day of April 2025 said resolution was adopted by the following vote:

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

Motion Approved
Resolution Adopted: April 9, 2025
Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Discussion: Clerk Pfister explained that as a result of the audit by the Comptroller’s office a letter came from NYLRS stating that the amounts being reported to the retirement system for the two officials was not correct and the Town needed to pass a new resolution to correct it.

The Board was distributed a copy of the New York State Public Employer Health Emergency Plan. The Clerk explained that in review of the current plan she found nothing that needed to be updated in the plan.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Adoption of the NYS Public Employer Health Emergency Plan Resolution #17-2025

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

At a regular meeting of the Town Board of the Town of Windsor, held at Windsor Town Hall, 124 Main Street, Windsor, New York on the 9th day of April, 2025, the following resolution was:

Offered By: Council Member Hupman
Second By: Deputy Supervisor Beavers

WHEREAS, a Public Employer Health Emergency Plan (the “Plan”) has been developed in accordance with NYS legislation S8617B/A10832 Promulgation, and amended New York State Labor Law section 27-c, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease; and

WHEREAS, the Plan is pertinent to a declared public health emergency in the State of New York which may impact the Town’s operations, and it is in the interest of the safety of the Town’s residents and employees, and the continuity of the Town’s operations; and

WHEREAS, the Town Board holds the authority to direct the implementation of the Plan should a public health emergency be declared within the territorial limits of the Town of Windsor.

IT IS THEREFORE RESOLVED that the Town of Windsor hereby implements the Public Employer Health Emergency Plan and, pursuant to the Plan, the Supervisor shall be authorized and empowered to use any and all facilities, equipment, supplies, personnel, or other resources of the Town of Windsor to cope with any disaster or emergency which may arise; and

IT IS FURTHER RESOLVED that the Supervisor of the Town of Windsor may modify the Plan as reasonably necessary to address the public health emergency and comply with any and all changes in applicable state, federal and local laws, regulations, and guidance within the Town of Windsor; and

IT IS FURTHER RESOLVED that a copy of this Plan is on file in the Office of the Town Clerk, a copy of which is attached to and made a part of these minutes; and

IT IS FURTHER RESOLVED that Plan shall be reviewed on an annual basis to ensure the continuity, updating or revising of the plan; and

IT IS THEREFORE RESOLVED, by the Town Board of the Plan is enacted effective April 9th, 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 Windsor Town Hall, 124 Main Street, Windsor, New York on the 9th day of April, 2025. Said resolution was adopted by the following vote:

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

Motion Approved
Resolution Adopted: April 9, 2025

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

The Board received a copy of the Town of Windsor Emergency Response Plan, the Clerk explained that sections of the plan that need to be updated have been highlighted for the Board to look over, the Clerk was not sure if the current council members assignments in the plan needed to be changed or if everyone was comfortable with their assignments. The Clerk requested that all Board members verify that their contact information is correct and if it is not to notify the Clerk's office prior to the May meeting.

UPCOMING MEETING:

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

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

Special Meeting & Public Hearing Town Board April 15, 2025 7:00 P.M. Windsor Town Hall

Public Hearing & Regular Board Meeting May 14, 2025 7:00 P.M. Windsor Town Hall

PUBLIC COMMENTS:

Greg Bronson, Buell Road – Asked what the Board is doing with the issue of reopening Barnes Road at the top. Supervisor Harting said that the Town has to investigate what the status of a legal issue with a former landowner that had taken place there many years ago. Bronson stated that before he retired eight years ago, he had done work with the previous Highway Superintendent to begin repairs on the road and the road was never legally abandoned by the Town. Bronson stated that he has spoken with other residents that feel reopening Barnes Road would be a preferred route rather than taking Trim Street to Place Road. Bronson stated that Place Road's conditions are poor and getting worse with Gorick Construction using it as a haul route. Supervisor Harting said the Town has some investigating to do to find out the status of the lawsuit that was previously filed, Highway Superintendent Kithcart said he already sent the attorney all the documentation that he had on it.

The Board went over language changes for the proposed Local Law No. 2 of 2025

§64-22 Campground Requirements

B. Recreational Vehicle Campsites

f. No campground shall allow for more than 30% of campsites to be used for recreational vehicle storage or seasonal campsites.

Code Officer Osborne stated this was what he had received the majority of calls about on the proposed law. Almost all of the campgrounds store 90% of their seasonal camper's RVs onsite for the winter that are unoccupied. The Board agreed to eliminate this portion of the proposed law. Attorney Spinner created a separate section of the law in regards to permanent occupancy at any of the campgrounds that he read aloud to the Board. The biggest concern to the Board is that no one is allowed to create a permanent residence within a campground. Attorney Spinner questioned if the Board wanted to have requirement in the law for any campgrounds that have only cabins be required to get a license as well and the Board agreed that yes, they want them to apply for a license also. Attorney Spinner will have the updated draft ready for the Special meeting so the Board can look at it prior to Mays meeting and hopefully the County will have comments back so the law can be voted on.

ADJOURNMENT:

Motion By: Council Member Hupman

Sec. By: Deputy Supervisor Beavers

Motion to Adjourn Meeting at 9:15 P.M.

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Councilmember Hupman - Aye

Councilmember Odell - Absent

Councilmember Colwell - Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister, Town Clerk