

Public Hearing & Regular Meeting of the Town Board
May 14, 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.

Supervisor Harting started the meeting with a moment of silence for LeWayne Colwell who served as a Town Council Member from 1981 – 2012 and Frank Willis who worked for the Highway Department from 1967 – 1999 both passed away this month.

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: Present
Council Member Daniel Colwell: Present
Code Enforcement Officer Richard Osborne: Absent
Highway Superintendent Michael Kithcart: Present
Attorney Mark Spinner: Present

Also, present were: Kevin Houghtaling, Grove Street; Rita Saunders, Garrett Road; Fred & Fran Barrett, Blatchley Road; David E. Brown, Ostrander Road; Robert Cunningham, NY Route 79; Becky Herzog-Ottens, Town Line Road

The Public Hearing on Local Law No 2 of 2025 A Local Law Amending Chapter 93 – Zoning to Update Provisions Related to Manufactured Home, Trailer, and Recreational Vehicle Parks; Campgrounds and Repealing and Replacing Chapter 64 – Mobile Homes and Trailers was continued. Supervisor Harting asked the Public if there were any comments for the Public Hearing, there were none the Public Hearing was closed at 7:04 p.m. Attorney Spinner updated the Board that Broome County had sent their comments on the 239-review indicating that the State code uses the term “manufactured home” not “mobile home” so he changed that throughout the text of the law and a couple other minor housekeeping items. Attorney Spinner told the Board that the law was reviewed as a Type I action so they have to go through the SEQR to give a negative declaration.

Motion By: Council Member Colwell Sec. By: Council Member Hupman
Motion to Issue a Negative SEQR Declaration on Local Law No. 2 of 2025

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
RESOLUTION APPROVING LOCAL LAW NO. 2 OF 2025
Resolution #19-2025

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

At a Public Hearing & Regular meeting of the Town Board of the Town of Windsor, held at Town Hall, 124 Main Street, Windsor, New York on the 14th day of May, 2025, the following resolution was

Offered By: Council Member Colwell

Seconded By: Council Member Odell

WHEREAS, the Town Board scheduled a public hearing for March 12, 2025 at 7:00 p.m., and continued it on April 9, 2025 and May 14, 2025, for Local Law No. 2 of the Year 2025 entitled “A LOCAL LAW AMENDING CHAPTER 93-ZONING TO UPDATE PROVISIONS RELATED TO MANUFACTURED HOME, TRAILER AND RECREATIONAL VEHICLE PARKS; CAMPGROUNDS; AND REPEALING AND REPLACING CHAPTER-64 MOBILE HOMES AND TRAILERS”; and

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

WHEREAS, the Local Law was referred to the Town Planning Board and the Planning Board has issued a report thereon; and

WHEREAS, the Broome County Planning Department reviewed the Local Law pursuant to GML § 239-m and has issued a report thereon; and

WHEREAS, said public hearing was commenced on March 12, 2025 at 7:00 p.m. at Town Hall, 124 Main Street, Windsor, New York, and continued on April 9, 2025 and May 14, 2025, 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 Part 617 of the implementing regulations of the State Environmental Quality Review Act, it is determined by the Town Board that adoption of the proposed Local Law constitutes a Type I Action, as defined under said regulations. The Town Board has declared itself Lead Agency and notice was sent to all Involved/Interested Agencies. The Town Board has considered the possible environmental impacts of the Local Law. The adoption of said Local Law will not have a significant adverse impact on the environment and the Town Board adopts a negative declaration with respect to the Local Law; 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. 2 of the Year 2025 entitled “A LOCAL LAW AMENDING CHAPTER 93-ZONING TO UPDATE PROVISIONS RELATED TO MANUFACTURED HOME, TRAILER AND RECREATIONAL VEHICLE PARKS; CAMPGROUNDS; AND REPEALING AND REPLACING CHAPTER-64 MOBILE HOMES AND TRAILERS”, 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 14th day of May, 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted - Aye
Deputy Supervisor Eric Beavers	Voted – Aye
Council Member Gary Hupman	Voted - Aye
Council Member Mark Odell	Voted - Aye
Council Member Daniel Colwell	Voted - Aye

Dated: May 14, 2025
Town of Windsor Seal

Elizabeth Pfister, Town Clerk

PUBLIC COMMENTS: Kevin Houghtaling, Grove Street – He came to the Board 2 years ago about erosion of the front bank on his property. He looked up the minutes from then and it was not noted that he had mentioned the problem numerous times to the prior Highway Superintendent. Prior to the 2006 flood there was no ditch on the road side in front of his home, since one was put in the bank in front of his home has been eroding. Highway Superintendent Kithcart stated he marked the bank with stakes and measured it last year and there was no change in the measurement. Supervisor Harting asked Highway Superintendent Kithcart to check the measurements again and price out what putting in a retaining wall would cost

APPROVAL OF MINUTES:
Motion By: Council Member Hupman **Sec. By: Deputy Supervisor Beavers**
Motion to approve the minutes of the April 9, 2025 Public Hearing & Regular Meeting as submitted.

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

Motion By: Council Member Colwell **Sec. By: Council Member Odell**
Motion to approve the minutes of the April 15, 2025 Public Hearing & Special Meeting as submitted.

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

FINANCIAL REPORT:
Motion By: Council Member Hupman **Sec. By: Council Member Colwell**
Motion to Approve the May, 2025 Bills for Payment

Vouchers for Payment	
A & B Fund #168-214	\$ 142,283.37
DA Fund #3	\$ 19,527.15
DB Fund #134-172	\$ 59,777.66
SS3 Fund #21-26	\$ 15,092.34
TA Fund #32	\$ 968.97
Total	\$ 237,649.49

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

The Board received the April 2025 Financials, there was no discussion

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Amending 2025 Budget DB Fund for Receiving Revenue From an Insurance
Recovery Resolution #20-2025

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

Offered By: Council Member Colwell
Seconded By: Council Member Odell

WHEREAS, the Town of Windsor has received monies from NYMIR in the amount of \$264,959.45 for the total loss of Volvo dump truck VIN *3250;

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following budgetary adjustments be made in the 2025 Budget to expend these monies on a replacement truck:

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
	BUDGET JOURNAL ENTRIES:		
DB2680	INSURANCE RECOVERY	\$264,959.45	
DB5130.2	MACHINERY: EQUIPMENT		\$264,959.45

BE IT FURTHER RESOLVED that this resolution 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 14th day of May 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted - Aye
Deputy Supervisor Eric Beavers	Voted - Aye
Council Member Gary M. Hupman	Voted - Aye
Council Member Mark Odell	Voted - Aye
Council Member Daniel Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister, Town Clerk
Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Accept Funds Transfer From DA to DB Resolution #21-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

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

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to repay sales tax revenues that were improperly recorded in the Town Highway 2 In/Out funds from 2020 to 2024.

Journal Entries			
a/c #	Account Name	Debit	Credit
DA9901.9	TRANSFER TO OTHER FUNDS	13,864.00	
DA201	CASH - SAVINGS		13,864.00
DB201	CASH - SAVINGS	13,864.00	
DB5031	INTERFUND TRANSFER		13,864.00

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

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

Discussion: Supervisor Harting explained that this was in the Comptrollers audit that the funds were in the wrong account and needed to be moved

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Fund Town Out Capital Non-Highway Vehicle Equipment Reserve Accounts
#23-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

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

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to fully fund **Non-Highway Vehicle** Reserve, using fund balance.

B909 – Fund Balance.....	\$60,000.00
B878 – Capital Reserve	\$60,000.00

IT IS ALSO RESOLVED, that the Supervisor of the Town of Windsor is authorized to invest, from time to time, the moneys of the fund pursuant to Section 6-f of the General Municipal Law, and

IT IS ALSO RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c

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 May 14th, 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 - Aye
Council Member Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

Discussion: Supervisor Harting explained that this and the next three resolutions were also from the audit. At a previous meeting the Board voted to approve Capital Improvement Funds, these resolutions are designating the actual amount and a broad intended use for each fund

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Fund Sewer District Reed Bed Maintenance Reserves Account #24-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

Offered By: Deputy Superintendent Beavers
Seconded By: Council Member Odell

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to establish a specific reserve account for reed bed maintenance, using fund balance.

SS3909 – Fund Balance\$20,000.00
SS3879 – Reed Bed Maintenance Reserve\$20,000.00

IT IS ALSO RESOLVED, that the Supervisor of the Town of Windsor is authorized to invest, from time to time, the moneys of the fund pursuant to Section 6-f of the General Municipal Law, and

IT IS ALSO RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board.

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 May 14th, 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 - Aye
Council Member Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Fund Town Highway Capital Reserve Accounts #25-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

Offered By: Council Member Hupman
Seconded By: Deputy Superintendent Beavers

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to fully fund **Highway Vehicle and Equipment Reserve**, using fund balance.

DB909 – Fund Balance\$999,000.00
DB878 – Capital Reserve.....\$999,000.00

IT IS ALSO RESOLVED, that the Supervisor of the Town of Windsor is authorized to invest, from time to time, the moneys of the fund pursuant to Section 6-f of the General Municipal Law, and

IT IS ALSO RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c

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 May 14th, 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 - Aye
Council Member Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Fund Sewer District Capital Equipment Reserves Account #26-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

Offered By: Council Member Odell
Seconded By: Council Member Colwell

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to fully fund Sewer District Capital Equipment Reserve, using fund balance.

SS3909 – Fund Balance\$150,000.00
SS3878 – Capital Equipment Reserve\$150,000.00

IT IS ALSO RESOLVED, that the Supervisor of the Town of Windsor is authorized to invest, from time to time, the moneys of the fund pursuant to Section 6-f of the General Municipal Law, and

IT IS ALSO RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c

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 May 14th, 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 - Aye
Council Member Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Fund Town Wide Capital Reserves Accounts #27-2025

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

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of May, 2025, the following resolution was

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

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following financial transfer of funds be made to fully fund **Non-Highway Vehicle** Reserve, Town-wide Equipment and Town-wide major repairs, using fund balance.

A909 – Fund Balance.....	\$575,000.00
A878a – Non-Hwy Vehicle Reserve.....	\$50,000.00
A878b – Capital Town Equipment <i>(Garage & Town Hall)</i> ..	\$275,000.00
A882 - Major Repairs <i>(Garage & Town Hall)</i>	\$250,000.00

IT IS ALSO RESOLVED, that the Supervisor of the Town of Windsor is authorized to invest, from time to time, the moneys of the fund pursuant to Section 6-f of the General Municipal Law, and

IT IS ALSO RESOLVED, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c

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 May 14th, 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 - Aye
Council Member Colwell	Voted – Aye

Motion Approved
Resolution Adopted: 5/14/2025

Elizabeth Pfister
Town Clerk Town of Windsor

COMMITTEE REPORTS:

ASSESSOR:

The Board received the Assessor's April 2025 report and the reassessment listing for the year. Assessor Herzog-Ottens was in attendance to answer questions from the Board. Herzog-Ottens shared that she received her tentative assessment rolls later than ever before from the County. Herzog-Ottens let the Board know that she had 180-200 reassessments this year, and she has finally completed a detailed list which she has available now if anyone wanted to review it. Grievance Day will be on Tuesday, May 27, 2025 from 2:00 p.m. – 4:00p.m. and 6:00p.m. – 8:00p.m.

CEMETERIES:

DOG CONTROL:

Supervisor Harting reminded everyone of the Rabies Clinic at the Highway Garage on June 18, 2025 5:30 p.m. – 7:00 p.m. the cost is \$5.00. Supervisor Harting wanted to commend DCO Bronson for organizing this for our resident.

The Board received the April 2025 Municipal Shelter Inspection Report from Ag & Markets; the shelter received a satisfactory score.

ECONOMIC DEVELOPMENT:

ENERGY:

ENGINEER:

HIGHWAY:

Motion By: Councilmember Odell

Sec. By: Councilmember Hupman

Motion to Ratify the Appointment of Jonathan Lee as Motor Equipment Operator at a Rate of \$21.50/hr. in the Highway Department Effective April 28, 2025

Vote of the Board:

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

Motion Passed

Highway Supervisor Kithcart shared with the Board that there are some bad spots on the concrete apron at the highway garage. Parts of the concrete are delaminating and flaking exposing some of the aggregate. Highway Supervisor Kithcart has reached out to John Mastronardi at Griffiths Engineering about issue. Council Member Odell asked who poured and sealed the concrete, Pritchard was the contractor. Kithcart has requested that an inspection be done with Pritchard, LeChase, Griffith and himself. Attorney Spinner advised that once the Town has the findings of the inspection and if the contractor is willing to repair or not, if they are not then he will carry out any recourse action that was stated in the contract.

HISTORY:

Town Historian Rita Saunders gave an update report of what is happening in the History room at the Town Hall.

- This year was the 74th year of National Day of Prayer, the Town of Windsor started celebrating in 1994. Windsor has 12 churches, with the Presbyterian Church being the oldest and they hosted this year's Day of Prayer.
- The New York State Path Through History weekends are in June and October. June 14th will be the weekend for event it will start at the South Windsor Grange, come up Route 79 to the FFA at Windsor High School, where the Windsor Key Club will be hosting a craft fair as well. The Train Museum, and hopefully the Stone Museum, will be open across the bridge, back on Main Street the Windsor Whip Works building will have a display of whip making which was 97 years in Windsor, across the street the Windsor Farmer's Market, which began in 1992 and is the longest running farmer's market in Broome County. The path will continue on Route 79 to St. Luke's church in Harpursville and Eileen Ruggieri will be dedicating a historic marker along Route 79 as well on that Saturday. The next NYS Path Through History weekend will be Saturday, October 11, 2025 and the Transfiguration Monastery will be added as a stop and Rita will be recreating Windsor's Main Street to the early 1900's. This will give her the opportunity to talk to the business owners on Main Street and update the history room files.

- Rita shared that The Waterman Conservation Center hosted an evening at the Community House last week to share about Mr. Charles Pettus. Pettus was a Windsor resident that put his 105-acre wooded hilltop property into a conservancy with The Waterman Conservation Center when he died with the provision it be kept forever and wild for the education and enjoyment of the community. The Pettus Hill Preserve is located at the top of Abbey Hill Road in the Town of Windsor and has hiking trails for the public to enjoy.
- Windsor has 19 cemeteries which Rita has created listings of the burials and veterans in each that are available on line. Rita asks that everyone review them for accuracy if they have any relatives in the cemeteries.
- The Windsor Standard is 150 years old and the first 100 years of the Windsor Standard has been microfilmed and is available to look at, at the Broome County Library as well as online at the Fulton postcard site. The remaining 50 years; Rita has purchased the equipment and is working on scanning at home so all copies are available online. This serves as one of the primary sources of Windsor history.

SENIOR CITIZENS:

The Wednesday Senior Group sent a Thank You card to the Board for their monetary contribution to their group

TOWN CLERK/REGISTRAR:

The Board received the Town Clerks April 2025 report, there was nothing to note. Clerk Pfister let the Board know she would be attending the Archives conference in Callicoon June 1st – 3rd

TOWN HALL:

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Ratify the Supervisor's Execution of a Contract with Broome Tioga BOCES for the Summer Youth Employment Program Starting July 7, 2025 through August 7, 2025

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

WASTEWATER TREATMENT PLANT:

Council Member Odell asked Supervisor Harting what was going on with the lights at the Wastewater Treatment Plant. Supervisor Harting advised he had requested quotes from NYSEG and Matco for three different types of lighting replacements and was waiting for Matco's response. The Clerk advised she had come across information from OGS in regards to green energy upgrades that she would pass onto the Supervisor.

YOUTH & RECREATION:

ZONING, PLANNING & CODE ENFORCEMENT:

The Board received the Code Officers April 2025 Report; Supervisor Harting pointed out that Osborne had sent letters to 41 property owners about cleaning up their properties prior to Cleanup Day and about 25% took advantage of the day. Code Officer Osborne was not in attendance at the meeting but had sent a note with a couple items for discussion, one item was setting a fee for opening the road to connect to the Sewer since there are now 2 individuals requesting to know so they can build new homes.

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Set the 'Road Opening Permit' Fee for the Sewer District at \$250.00 and Update Fee Schedule for Zoning

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

Discussion: Highway Superintendent Kithcart told the Board they should find out how much it will cost to do the work, because it is not something the highway department has the knowledge to do. Council Member Colwell pointed out that this permit should not be issued unless a permit has been issued for the building of the home

Since the motion was not on the agenda Supervisor Harting asked for public comments. Dave Brown, Ostrander Road, former Code Officer told the Board that he is aware that Code Officer Osborne has been unable to locate the hookup for this parcel on the blue prints but every lot in the sewer district had a tie in installed during the initial installation so there should be one there

The minutes of the May 2025 Zoning Board meeting were given to the Board, Council Member Odell wanted to make note that they are continuing to work on the solar law

PUBLIC SAFETY:

The Board received March & April 2025 Operation Update & Call Logs from Eastern Broome Emergency Services. Supervisor Harting shared that they had recently lost one of their Board Members, Rick Smith so they are working to fill that spot. Eastern Broome is planning to have an open house ribbon cutting for their new facility in July.

UNFINISHED BUSINESS:

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK Pinecrest Campground Expansion Site Plan Approval Resolution #18-2025

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

Council Member Daniel Colwell

At a Meeting of the Town Board of the Town of Windsor, County of Broome, New York, held at the Town Hall, 124 Main Street, in the Town of Windsor on the 14th day of May 2025, there were:

Offered By: Council Member Odell
Seconded By: Deputy Supervisor Beavers

WHEREAS,

- A. James Brown, on behalf of Pine Crest Campground, has applied for site plan approval to expand an existing campground on an adjacent parcel by 16 additional camp sites located at 280 NY-79, Windsor NY, tax parcel 232.01-1-28. Applicant has submitted a site plan application, sketch plans, septic system renderings and a Short Environmental Assessment Form (EAF). In addition, applicant and the County of Broome have supplied confirmation that the project's final engineering design is undergoing approval by the Broome County Department of Health.
- B. The Town Planning Board, having considered the application complete and in conformance with the commercial site plan requirements of the Code of the Town of Windsor (Code) §93.21.1, referred said application with its recommendation to the Town of Windsor Town Board pursuant to Code §93.21.1(B); and
- C. The Broome County Planning Department has reviewed the application pursuant to §239 (l), (m), and (n) of the New York State General Municipal Law; and
- D. In a letter dated March 21, 2025, the Broome County Planning Department determined that the proposed action will have no significant county-wide or inter- community impact; and
- E. Pursuant to the New York State Environmental Quality Review Act ("SEQRA") and its implementing regulations at 6 NYCRR Part 617, the Town Board of the Town of Windsor has, on April 15, 2025, determined the project does not meet or exceed a threshold contained in the Type I list in section 617.4 and is not contained in the Type II list in section 617.5, and is therefore an unlisted action; and
- F. A Public Hearing was held on April 9, 2025, and thereafter continued to April 15, 2025, with public comments registered in the meeting minutes and considered by this Board, and
- G. Following closure of the Public Hearing on April 15, 2025, the Town Board voted to approve the site plan effective April 15, 2025, with the understanding that the Town Attorney would prepare a written resolution for formal adoption with conditions as outlined herein; and
- H. The Town Board has reviewed all materials submitted in support and in review of this action and site plan application relative to the considerations and standards found in the Town Code, including Code §93.21.1 for site plan review, as well as applicable state law and regulation.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. Pursuant to Part 617 of the SEQRA implementing regulations, it has been determined by the Town Board that Applicant's application constitutes an Unlisted Action as defined under said regulations. The Town Board having considered all applicable agency input and the possible environmental impacts of the action, following a declaration of lead agency with respect to this action, hereby determines that Applicant's site plan will not have a significant adverse impact on the environment, and is hereby adopting a negative declaration with respect to the same; and
- 2. The Town Board has reviewed this application relative to the considerations and criteria found in the Town Code, Chapter 93, specifically Articles IV (Agriculture District) and V (Commercial Site Plan Review) as well as Chapter 64 Sections 64-21 and 64-22 with respect to trailer campground licensing and requirements; and
- 3. The proposed use is compatible with current existing uses in this zoning district as this

project is a modest expansion of an existing trailer campground and given the nature of the business and expected traffic at the site, the proposed project is not expected to negatively impact surrounding uses; and

4. The proposed use is compatible with adjoining properties and with the natural and manmade environment; and
5. Parking, vehicular circulation, and infrastructure for the proposed use is adequate provided the applicant adheres to the permitting and Town Code requirements for trailer campgrounds as set forth in Windsor Town Code, Chapter 64, Sections 64-21 and 64-22; and
6. The overall impact on the site and its surroundings considering the environmental, social and economic impacts of traffic, noise, dust, odors, release of harmful substances, solid waste disposal, glare, or any other nuisances has been considered and found to be minor, based on the expected volume of traffic associated with this project, and the project is not expected to generate excessive noise, dust, odors or release of harmful substances; and
7. The Town Board approves the sketch plan documents, submitted with the application and amended with supplemental submissions, as site plan for 280 NY-79, Windsor NY, tax parcel 232.01-1-28, conditioned on the following:
 - a. Applicant shall coordinate permitting with the Town of Windsor Code Enforcement Officer and ensure all project permitting obligations are met, and applicable permits obtained prior to the commencement of construction of the permitted action. Applicant further agrees to provide copies of all project permits to the Code Enforcement Officer on an ongoing basis, and
 - b. Applicant will advise the Code Enforcement Officer of any proposed changes or modifications of the Site Plan documents as approved, and agrees that any modifications deemed material by the Code Enforcement Officer may be subject to review and approval by the Town Planning Board and Town Board; and
 - c. Applicant shall comply with all applicable Town Code provisions and local laws including but not limited to property maintenance and noise control both during construction and operation of the proposed action; and
 - d. Applicant shall comply with all trailer campground and camp site licensing requirements set forth in Town of Windsor Code Chapter 64-MOBILE HOMES AND TRAILERS, specifically §64-21 and §64-22; and
 - e. Ingress and egress to and from the expanded campground and camp sites from NY-79 shall be limited solely to the private roadway and service roads contained wholly within the parcel; and
 - f. Applicant shall obtain a floodplain development permit as more fully set forth in Town of Windsor Code Chapter 51-FLOOD DAMAGE PREVENTION, Article IV-§51-13; and
 - g. Up to and including the date that work is complete and final stabilization of the graded soil is achieved, applicant shall, as necessary, utilize all appropriate erosion control measures including, but not limited to silt fencing and a concrete washout area as more fully set forth in the New York State Department of Environmental Conservation (NYDEC) New York State Standards and Specifications for Erosion and Sediment Control publication; and
 - h. None of the expanded camp sites shall be occupied until applicant provides the Broome County Department of Health and the Town of Windsor Code Enforcement officer with the following:
 1. Final engineer inspection of the on-site septic system placed according to the submitted site plans,
 2. Final engineer's inspection of the proposed water well and submittal of all testing requirements pursuant to NYS Sanitary Code Part 5,

3. Certificate of approval provided by a qualified electrical inspector for the installation of electrical service, wiring and fixtures as set forth on the submitted site plans; and
 - i. No subsequent phases or further expansion of the Pine Crest Campground shall be undertaken without applicant's submission of a new site plan application subject to all applicable procedures, reviews and legal requirements set forth in the Town Code, and all federal, state and local laws and regulations.
8. The Town Board, finding that the applicant is in compliance with all other provisions of the Code and other applicable ordinances, approves this Site Plan for an expansion of a trailer campground at 280 NY-79, Windsor NY, tax parcel 232.01-1-28 subject to the conditions set forth herein.

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 14th day of May 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted – Aye
Deputy Supervisor Eric Beavers	Voted – Aye
Council Member Gary Hupman	Voted – Aye
Council Member Daniel Colwell	Voted – Abstain
Council Member Mark Odell	Voted – Aye

Motion Approved

Resolution Adopted: 5/14/2025

Elizabeth Pfister, Town Clerk
Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK Adoption of the Town of Windsor Disaster Emergency Preparedness Plan Resolution #22-2025

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

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 14th day of May, 2025, the following resolution was:

Offered By: Council Member Hupman

Seconded By: Council Member Odell

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor, Broome County, State of New York that Pursuant to Section 23, Article 2-B of the Executive Law of the State of New York, that the Supervisor of the Town of Windsor, may proclaim a local state of emergency within any part of, or all of the territorial limits of the Town of Windsor, and

IT IS RESOLVED, that the Supervisor of the Town of Windsor is 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 RESOLVED, that the Supervisor of the Town of Windsor will be responsible for the interpretation of the procedures set forth in this Plan in responding to natural or man-made disasters within the Town of Windsor, and

IT IS FURTHER RESOLVED, that a copy of this Disaster Emergency Preparedness 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 The Town of Windsor Disaster Emergency Preparedness 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 Town of Windsor that this Disaster Emergency Preparedness Plan is enacted effective May 14, 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 14th day of May, 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 - Aye
Council Member Colwell	Voted - Aye

Motion Approved

Resolution Adopted: 5/14/2025

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

NEW BUSINESS:

Motion By: Council Member Hupman

Sec. By: Deputy Supervisor Beavers

Motion to Accept the Resignation of Anne Weaver from the Planning Board Effective May 1, 2025

Vote of the Board:

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

Motion Passed

Discussion: Supervisor Harting asked if Anne could be invited to the June meeting so the Board can thank her. Clerk Pfister pointed out that this leaves the Planning Board with only three members and if any new projects are submitted, they do not have enough members for a quorum.

Motion By: Council Member Hupman

Sec. By: Council Member Colwell

Motion to Appoint Robert Cunningham to the Board of Assessment Review Effective May 14, 2025 – May 14, 2030

Vote of the Board:

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

Motion Passed

Discussion: Supervisor Harting acknowledged Rob and Thanked him for serving in this role

EXECUTIVE SESSION:

Motion By: Council Member Colwell **Sec. By: Council Member Hupman**

Motion to Enter into Executive Session for Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person or Persons, and to Recess for Legal Advice at 8:10 P.M.

Vote of the Board:

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

Motion Passed

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Return From Executive Session for Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person or Persons, and to Recess for Legal Advice at 8:34 P.M.

Vote of the Board:

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

Motion Passed

UPCOMING MEETING:

Planning Board Meeting May 28, 2025 7:30 P.M. Windsor Town Hall
Regular Board Meeting June 11, 2025 7:00 P.M. Windsor Town Hall
Zoning Board Meeting June 12, 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 8:36 P.M.

Vote of the Board:

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

Motion Passed

Respectfully Submitted,

Elizabeth Pfister
Town Clerk