

**Regular Meeting of the Town Board
September 10, 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 Present
Council Member Gary M. Hupman: Present
Council Member Mark Odell: Present
Council Member Daniel Colwell: Present
Code Enforcement Officer Richard Osborne: Present
Highway Superintendent Michael Kithcart: Present
Attorney Mark Spinner: Present

Also, present were: Khristine Breeding, NY Route 79; Carolyn Price, Reagan Road; Norman Colwell, NY Route 79; Robert Cunningham, NY Route 79; Michael & Erica Beamer, Atwell Hill Road; David Brown, Ostrander Road; Bryan Dunbar & Barolo Morales, Abundant Solar; Jeramie Rounds, NY Route 79

MOMENT OF SILENCE
Supervisor Harting started the meeting with a moment of silence for former Town Council Person Jeffery Olin (2009-2012).

PUBLIC COMMENTS:
Michael Beamer, Atwell Hill Road – Requested an update on the situation with his neighbor’s property that presented the Board with at last meeting. Code Officer Osborne explained to the Board that he has met with Mr. Beamer a few times this week. They are still trying to find a legal mailing address to serve the homeowner with paperwork. Supervisor Harting commented that he was invited to come look at the property by the tenants, but they did not show up. Council Member Odell asked Attorney Spinner what had been done since last meeting to locate the property owner. Attorney Spinner explained he had used available avenues to locate actual property owner but was unsuccessful. Code Enforcer Osborne said the next step is to issue an appearance ticket, but that requires Osborne to physically serve the owner. Supervisor Harting asked Attorney Spinner to look into a process server to serve the resident.

APPROVAL OF MINUTES:
Motion By: Council Member Odell Sec. By: Council Member Hupman
Motion to approve the minutes of the August 13, 2025 Public Hearing & Regular Meeting as submitted.

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

FINANCIAL REPORT:
Motion By: Council Member Colwell Sec. By: Council Member Odell
Motion to Approve the September 2025 Bills for Payment

Vouchers for Payment	
A & B Fund #342-375	\$ 85,350.89
DA Fund #284-315	\$162,905.07
DB Fund #45-46	\$ 30,700.00
SS3 Fund #54-60	\$ 7,559.99
TA Fund #40	\$ 542.43

Total	\$287,058.48
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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 August 2025 Financials; Supervisor Harting asked Budget Officer Khristine Breeding if there was anything to note in the report, Breeding said everything was tracking to be on budget still.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Amending 2025 Budget A Fund for Receiving Revenue From Broome County
Resolution #38-2025**

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 Hupman

WHEREAS, the Town of Windsor has received monies from the Broome County Small Communities Grant in the amount of \$11,590.00 for a chair lift; therefore

IT IS HEREBY RESOLVED by the Town Board of the Town of Windsor that the following budgetary adjustment be made:

Increase Estimated Revenues		
A2706 County Grants	\$11,590.00	
Increase Estimated Expenditures		
A1620.4 Buildings - Contractual	\$11,590.00	

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 10th day of September 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: September 10, 2025

Elizabeth Pfister, Town Clerk
Town of Windsor

The Board received the draft 2026 Tentative Budget, Council Member Colwell expressed his concern about not increasing fees in the sewer district since costs are always increasing and there will inevitably be repairs that are needed and they are always costly. Council Member Odell pointed out the notes that the budget officer had in the draft budget stating this fund continues to

draw from fund balance for regular operation. Supervisor Harting and Budget Officer Breeding explained that increasing sewer fees will not scratch the surface of what the bond payment will be in 7 years. Budget Officer Breeding shared that she has been looking into refinancing the bond but the way the current loan is structured it restricts the options.

Council Member Colwell asked for an explanation about paying off the 30-year bond for the Highway early. Budget Officer Breeding explained the Town will pay the principal and interest until 2031, the current amount in debt services is \$810,000.00 that was left over from the bond and there is \$741,000.00 in insurance money that was received later. Budget Officer Breeding explained the Town cannot prepay the bond, the left-over money is in debt services and at the end of this year the remaining insurance money can be rolled into that line as well. Currently the insurance money is in the Town's savings earning 4% interest and at the end of the year it can be determined how much will need to be put into that fund to pay off the loan in 7-years. Supervisor Harting stated that former Council Member Dan Price should be thanked for the Board looking into better interest rates at the bank which is helping in this situation.

Council Member Odell asked about the fund balance in the Fire budgets. Budget Officer Breeding, explained fund balance has been in those accounts but it should not be there, so increases in the fire budgets will be funded from that account.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Adopting Local Law No. 3 of 2025
Resolution #39-2025

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, 124 Main Street, Windsor, NY, on the 10th day of September, 2025, the following resolution was offered by

Offered By: Council Member Odell

Seconded By: Council Member Hupman

WHEREAS, the Town of Windsor Town Board ("Town Board") scheduled a public hearing for August 13, 2025 at 7:00 P.M. for Local Law No. 3 of 2025 entitled "A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C"; and

WHEREAS, notice of said public hearing was duly advertised in the Official Newspaper of the Town, on August 1, 2025 and August 8, 2025, posted on the Town Clerk's Sign Board on July 10, 2025, and posted on the Town's official website on July 10, 2025, and

WHEREAS, said public hearing was duly held at the Windsor Town Hall at 7:00 P.M. on August 13, 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 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(26) and (33); and

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

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby adopts said Local Law as Local Law No. 3 of 2025 entitled "A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C," a copy of which is attached hereto and made a part hereof, and be it further

RESOLVED that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and to give due notice of the adoption of said Local Law to the Secretary of State; and be it further

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

CERTIFICATION

I, Elizabeth Pfister, Clerk of the Town of Windsor, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Town Board of the Town of Windsor, Broome County, New York on the 10th day of September, 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: September 10, 2025

[Town Seal]

Elizabeth Pfister, Town Clerk
Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Amending 2025 Budget DB Fund Resolution #43-2025

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 Odell
Seconded By: Council Member Hupman

WHEREAS, the Town of Windsor will use unrestricted fund balance to patch town roads in critical need of repair an estimated total of \$200,000.00

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

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
	BUDGET JOURNAL ENTRIES:		
DB909	Unrestricted Fund Balance	\$200,000.00	
DB5110.4	General Repairs - Contractual		\$200,000.00

BE IT FURTHER RESOLVED that this resolution take effect immediately.

CERTIFICATION

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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: September 10, 2025

Elizabeth Pfister, Town Clerk Town of Windsor

Discussion: Council Member Odell asked Highway Superintendent Kithcart to explain what this was for, Superintendent Kithcart explained it is the anticipated cost to complete the road patching this year. Council Member Colwell asked why this was not part of the regular highway budget, Highway Superintendent Kithcart explained that this is for the extra patching the Town needs to do on roads that really need it and the money is available. Budget Officer Breeding explained that when the Town setup the fund balance accounts based on the adopted policy the current balance needs to be reduced. Council Member Colwell expressed that the Board should have input on the use of fund balance before it is decided to be spent. Council Member Colwell and Odell both stated they do not agree with the Comptroller's advice in regards to the Town's fund balance and voiced concern about not having funds in the future should something happen unexpected. Budget Officer Breeding explained that moving forward money to replenish fund balance will be built into the budget and the Town will keep it at the appropriate amount moving forward.

OFFICIALS/DEPARTMENT REPORTS:

Supervisor

NYS Comptroller Audit 2025M-52 Highway Garage Capital Project

Discussion: Supervisor Harting made the Board aware that the Town Clerk will be putting out the Public Notice on the second audit by the Comptroller's Office for the Capital Project at the Highway and pointed out where the Board's response to the audit had been annexed as part of the report.

Highway Superintendent

The Board received a list of roads that work was completed on in August and a list for September and October of roads the Highway Department anticipates completing.

Fischer Associates advised that the State has approved the design for McNair Road Bridge project and has been authorized to proceed through BridgeNY.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK

Resolution Scheduling Public Hearing and Authorizing Solicitation of Quotes for Paving Work at Highway Garage #44-2025

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 Odell

Seconded By: Deputy Supervisor Beavers

WHEREAS, the Town of Windsor has established a Repair Reserve Fund pursuant to General Municipal Law § 6-d for the financing of repairs of capital improvements or equipment not recurring annually; and

WHEREAS, the Town Board has been advised by the Highway Superintendent that repairs and paving work are necessary on the paved area surrounding the Town Highway Garage, and that such work is an appropriate use of said Repair Reserve Fund; and

WHEREAS, before expending monies from the Repair Reserve Fund, the Town Board is required to hold a public hearing in accordance with General Municipal Law § 6-d; and

WHEREAS, the paving work to be undertaken by outside contractors, exclusive of Town-furnished materials, is anticipated to be less than thirty-five thousand dollars (\$35,000), and thus subject to the Town's procurement policy adopted pursuant to General Municipal Law § 104-b;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Windsor hereby schedules a Public Hearing for October 1, 2025, at 7:00 p.m. at the Town Hall, 124 Main Street Windsor, NY 13865, for the purpose of hearing all persons interested in the proposed expenditure of funds from the Repair Reserve for the paving of the area surrounding the Town Highway Garage; and

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to solicit written quotes for said paving work in accordance with the Town's procurement policy, with the understanding that no contract shall be awarded, and no funds shall be expended until after the Public Hearing has been held and the Board has thereafter authorized such expenditure; and

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 10th day of September 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting

Voted - Aye

IT IS RESOLVED, that the term of office for said Appointed Assessor shall be for six (6) years, beginning October 1st, 2025 and terminating on September 30th, 2031.

Adopted at a regular meeting of the Town Board of the Town of Windsor held on the 10th day of September, 2025.

CERTIFICATION

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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: September 10, 2025

Elizabeth Pfister, Town Clerk
Windsor, New York

Wastewater Treatment Plant

Supervisor Harting informed Superintendent Kithcart that after speaking with Don Sherwood at the Sewer Plant, that there is a manhole cover on Fairview Drive that needs to be replaced and asked Highway Supervisor Kithcart if he would take care of that.

Supervisor Harting noted that next year the Town will have to replace the UV bulbs at the plant, last time the cost was around \$2000.00

Court: None

COMMITTEE REPORTS:

History & Cemeteries

NYS Path Through History is the Weekend of October 11th “Main Street 100. Council Member Hupman announced the South Windsor Grange will be participating again, Town Clerk Pfister mentioned that Transfiguration Monastery and the Windsor School F.F.A. will also be participating.

Jeremie Rounds, who has been working in the town cemeteries said the cemetery group has carved 7 Revolutionary War soldiers’ headstones. Six have been installed and are standing in the Mountain View Cemetery and one is for the Higley Family Cemetery on Laga Road, however it is on private property and they have been unable to contact the property owner. Rounds asked the Town Board if they would consider another location in the Town to install the stone, Supervisor Harting said they would think about it. Rounds said Joe Fiore and himself are working on 9 more stones, which they have been carving themselves. Rounds also acknowledged the Windsor Lions Club for paying for the bluestone for them to make these.

Economic Development - None

Public Safety

The Board received EBES August 2025 Operation Update & Call Log – Supervisor Harting mentioned there were a lot of calls.

Town Hall

Supervisor Harting asked if the repointing is done on the Town Hall yet, Clerk Pfister said it’s still be worked on.

Youth and Recreation - None

Zoning/Planning - None

UNFINISHED BUSINESS:

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Award Bid to Alta Equipment Company for one (1) CB95 by LB Performance Self Propelled Broom in the Amount of \$82,809.00 with Specifications Submitted in Bid Packet as Lowest Responsible Bidder.

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

EXECUTIVE SESSION:

Motion By: Council Member Odell

Sec. By: Council Member Colwell

Motion to Enter into Executive Session for Personnel Matters at 8:24 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 Personnel Matters at 9:06 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

NEW BUSINESS:

Motion By: Council Member Hupman Sec. By: Deputy Supervisor Beavers

Motion to Appoint Richard Sands as Second Deputy Town Clerk at a Rate of \$17.50 per hour
Effective September 15, 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

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Authorizing Town of Windsor Representatives as Signers Regarding Bank Accounts
RESOLUTION #40-2025**

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 10th day of
September 2025, the following resolution was

Offered By: Council Member Colwell

Second By: Council Member Odell

IT IS HEREBY RESOLVED by the Town Board of the Town of Windsor that the following individuals
are authorized parties/signers for the following Bank Accounts, **effective 9/15/2025:**

Chemung Canal Trust Company (Town Clerk Checking Account(s)):

Elizabeth Pfister, Town Clerk

OR

Lori Hunt, Deputy Town Clerk **OR** Richard Sands, 2nd Deputy Town Clerk

Chemung Canal Trust Company (DEC – Hunting/Fishing Checking Account):

Elizabeth Pfister, Town Clerk

OR

Lori Hunt, Deputy Town Clerk **OR** Richard Sands, 2nd Deputy Town Clerk

Chemung Canal Trust Company (Tax Collection Account):

Elizabeth Pfister, Town Clerk

OR

Lori Hunt, Deputy Town Clerk **OR** Richard Sands, 2nd Deputy Town Clerk

CERTIFICATION

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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: September 10, 2025

[TOWN SEAL]

Elizabeth Pfister, Town Clerk
Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution To Increase the Second Notice Fee for Notice of Unpaid Taxes #42-2025

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 Odell

Seconded By: Council Member Hupman

WHEREAS, the Town of Windsor is required to send a notice of unpaid taxes to all property owners with delinquent taxes at least fifteen (15) days prior to the end of the tax collection period, in accordance with Real Property Tax Law 987(1), therefore

IT IS HEREBY RESOLVED that the Town Board of the Town of Windsor authorizes the Office of Real Property Tax to impose a fee of Two Dollars (\$2.00) for each Notice of Unpaid Taxes sent to property owners who are delinquent on their Town & County tax bills; and

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 10th day of September 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: September 10, 2025

Elizabeth Pfister, Town Clerk
Town of Windsor

Discussion: Clerk Pfister explained that by law up to \$2.00 can be charged for mailing out of required second notices, currently the charge is \$1.00 and all towns in the County are going to pass this resolution in order to increase the fee.

UPCOMING MEETING:

Zoning Board Meeting September 11, 2025 6:30 P.M. Windsor Town Hall

Planning Board Meeting September 24, 2025 7:30 P.M. Windsor Town Hall

Public Hearing & Regular Board Meeting October 1, 2025 7:00 P.M. Windsor Town Hall

PUBLIC COMMENTS: None

ADJOURNMENT:

Motion By: Council Member Odell

Sec. By: Council Member Hupman

Motion to Adjourn Meeting at 9:09 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