

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Authorizing Payment of Certain Utility Claims in Advance of Audit
and Certain Contractual Obligations Without Prior Audit Resolution #24-2026

PRESENT: Supervisor Timothy Harting
Deputy Supervisor Eric Beavers
Council Member Gary M. Hupman
Council Member James Conrad
Council Member Matthew Hartwell

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 12th day of August, 2026, the following resolution was

Offered By: Council Member
Seconded By: Council Member

WHEREAS, the Town of Windsor incurs recurring public utility charges that must be paid promptly to avoid late fees, penalties, or disruption of essential services; and

WHEREAS, New York Town Law § 118(2) permits the Town Board, by resolution, to authorize the payment in advance of audit of claims for public utility services, including electric, gas, water, sewer, fuel oil, and telephone services; and

WHEREAS, Town Law § 118(2) requires all utility claims paid in advance of audit to be presented at the next regular meeting of the Town Board for audit; and

WHEREAS, New York Town Law § 125(1) permits the Town Supervisor, without prior audit, to pay amounts becoming due under lawful contracts for periods exceeding one year, provided that payment has been included in the Town's annual budget; and

WHEREAS, the Town Board desires to establish appropriate procedures for the timely payment of these obligations while maintaining proper documentation, budgetary controls, and Town Board oversight;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Town Law § 118(2), the Town Board hereby authorizes the Town Supervisor to pay, in advance of audit, claims for public utility services, including electric, gas, water, sewer, fuel oil, and telephone services; and be it further

RESOLVED, that each public utility claim paid in advance of audit shall be supported by an invoice or other appropriate documentation and shall be presented to the Town Board for audit at its next regular meeting; and be it further

RESOLVED, that pursuant to Town Law § 125(1), the Town Supervisor may pay, without prior audit, amounts becoming due under lawful contracts having a term exceeding one year, provided that:

1. The payment is due in accordance with the terms of the contract;
 2. Sufficient funds have been appropriated in the annual Town budget for the payment;
- and
3. The payment is supported by the applicable contract, invoice, or other appropriate documentation; and be it further

RESOLVED, that this authorization shall not apply to contractual obligations having a term of one year or less, or to any other claim not expressly permitted by law to be paid without prior audit; and be it further

RESOLVED, that the bookkeeper/secretary to the Supervisor is authorized to prepare and process such payments from the appropriate Town accounts, subject to the approval and execution of the Town Supervisor and the availability of sufficient appropriated funds; and be it further

RESOLVED, that payments made pursuant to this resolution shall be identified in the Supervisor's regular report of Town disbursements, with utility claims paid pursuant to Town Law § 118(2) separately presented to the Town Board for audit at its next regular meeting.

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 the 12th day of August, 2026. Said resolution was adopted by the following vote:

Supervisor Timothy Harting	Voted -
Deputy Supervisor Eric Beavers	Voted -
Council Member Gary M. Hupman	Voted -
Council Member James Conrad	Voted -
Council Member Matthew Hartwell	Voted -

Motion

Resolution Adopted:

Elizabeth Pfister, Town Clerk, Town of Windsor