

Public Hearing & Regular Meeting of the Town Board
August 12, 2026 7:00 P.M.
Town of Windsor Town Hall
124 Main Streets, Windsor, NY 13865

MEETING CALLED TO ORDER: by Deputy Supervisor Eric A. Beavers, at 7:00 p.m.

PLEDGE OF ALLEGIANCE: was recited

ROLL CALL by Town Clerk Elizabeth Pfister:

Supervisor Tim Harting: Absent

Deputy Supervisor Eric A. Beavers: Present

Council Member Gary M. Hupman: Present

Council Member James Conrad: Absent

Council Member Matthew Hartwell: Present

Code Enforcement Officer Richard Osborne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Present

Also, present were: Khristine Breeding, Route 79; Kevin Houghtaling, Grove Street; Carolyn Price, Reagan Road; Anne Underwood, Honey Hollow Road; Diana Isham, Honey Hollow Road; Beverly Foster Bills, Route 79; Robert Fish, Buttercup Hill Road; Jackie Nabinger, North Road; Patty VanZandt, North Road; Fred & Fran Barrett, Blatchley Road; Robert Cunningham, Route 79; Amanda Jackson, Bearhouse Road; Sue Kohlbach, Atwell Hill Road; Barbara Fabrizi, Atwell Hill Road; Greg Bronson, Buell Road

PUBLIC HEARING: Deputy Supervisor Beavers opened the Public Hearing at 7:02 p.m. for Local Law to Exceed the Tax Cap. There were no public comments, the Public Hearing was closed at 7:02 p.m.

PUBLIC COMMENTS:

Jackie Nabinger, North Road. – Inquired about the Town looking into a grant to put public water in West Windsor, she feels residents should be surveyed. Deputy Supervisor Beavers explained there are no plans at this time to put public water in West Windsor, Beavers stated there has been inquiry about water for commercial property expansion but not for residents.

Kevin Houghtaling, Grove Street – Inquired if there has been any progress with the bank that is eroding in front of his house. Highway Supervisor Kithcart stated that there has been no change to the measurements in two years.

Anne Underwood, Honey Hollow Road. – Asked when the last mile of Honey Hollow Road to Williams Road will be paved and also complained that trucks weighing over the 10-ton weight limit drive on the road regularly. Highway Superintendent Kithcart stated funding is the main issue with the paving but it is still on his list for paving. The issue with overweight trucks has to be enforced by law enforcement.

Barb Fabrizi, Atwell Hill Road – Stated speed limit signs on Atwell Hill Road are only going up the road, there are none going down the hill. Kithcart said he would look into that.

Carolyn Price, Reagan Road – Expressed concern over Resolution #23-2026 on the agenda to transfer funds from the B Fund to the DB Fund for road paving. Secretary Breeding stated under the advice of the Comptrollers audit this was a way to spend down excess fund balance in the account.

APPROVAL OF MINUTES:

Motion By: Council Member Hartwell

Sec. By: Council Member Hupman

Motion to Approve the Minutes of the July 8, 2026 Public Hearing & Regular Meeting as submitted.

Vote of the Board:

Supervisor Harting - Absent

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Conrad - Absent
Council Member Hartwell - Aye
Motion Passed

FINANCIAL REPORT:

Motion By: Council Member Hupman Sec. By: Council Member Hartwell
Motion to Approve the August 2026 Bills for Payment

Vouchers for Payment

A & B Fund #299 - 344	\$ 69,606.29
DA Fund # 7 - 8	\$ 596.20
DB Fund # 192 - 230	\$ 385,147.98
SS3 Fund # 51 - 57	\$ 3,530.13
TA Fund # 11 - 15	\$ 7,588.63
Total	\$ 466,469.23

Vote of the Board:
Supervisor Harting - Absent
Deputy Supervisor Beavers - Aye
Council Member Hupman - Aye
Council Member Conrad - Absent
Council Member Hartwell - Aye
Motion Passed

The Board received the July 2026 Financials all accounts are still on track for this year.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Amend 2026 General Fund History Budget Resolution #20-2026

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

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 Hupman
Seconded By: Council Member Hartwell

WHEREAS, the Town of Windsor will use history reserve funds for the purchase of a book scanner and flash drives to preserve historical records.

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following budgetary adjustments be made in the 2026 Budget to expend these monies

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
	BUDGET JOURNAL ENTRIES:		
A890	Historical Reserve	\$250.00	
A7510.4	Historian - Contractual		\$250.00

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

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

Motion Approved
Resolution Adopted: August 12, 2026

Elizabeth Pfister, Town Clerk, Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution to Amend 2026 DA Fund Town Highway In/Out Budget Resolution #21-2026

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

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 Hupman
Seconded By: Council Member Hartwell

WHEREAS, the Town of Windsor will use unrestricted fund balance for the Town Engineer to review the Yellow Structural Flag for BIN 2226110-Seward Rd over Sage Creek, NY-17 at junction with NY-79 and provide recommendations for repairs.

IT IS HEREBY RESOLVED, by the Town Board of the Town of Windsor that the following budgetary adjustments be made in the 2026 Budget to expend these monies

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
	BUDGET JOURNAL ENTRIES:		
DA909	Fund Balance - Unreserved	\$3,000.00	
DA5120.4	Bridge - Contractual		\$3,000.00

BE IT FURTHER RESOLVED that this resolution take effect immediately.

CERTIFICATION

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

Motion Approved
Resolution Adopted: August 12, 2026

Elizabeth Pfister, Town Clerk, Town of Windsor

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Amending 2026 Budget A Fund for Receiving Revenue From JCAP Grant
Resolution #22-2026

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

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 Hartwell
Seconded By: Council Member Hupman

WHEREAS, the Town of Windsor has received monies from the State of New York in the amount of \$20,489.41; therefore

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

Increase Estimated Revenues
A3021 Revenue Other State Aid – JCAP Grant \$20,489.41

Increase Estimated Expenditures
A1620.4 Buildings – Contractual \$20,489.41

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

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

Motion Approved

Resolution Adopted: August 12, 2026

Elizabeth Pfister, Town Clerk, Town of Windsor

The Board decided to hold off on Resolution #23-2026 Resolution to Transfer Funds from B Fund to DB Fund for Road Paving, that was on the agenda until the September meeting after Public Comments from resident Price.

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: Deputy Supervisor Eric Beavers
Council Member Gary M. Hupman
Council Member Matthew Hartwell

ABSENT: Supervisor Timothy Harting
Council Member James Conrad

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 Hupman
Seconded By: Council Member Hartwell

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

Motion Approved

Resolution Adopted: August 12, 2026

Elizabeth Pfister, Town Clerk, Town of Windsor

OFFICIALS/DEPARTMENT REPORTS:

Supervisor - None

Highway Superintendent

Motion By: Council Member Hupman

Sec. By: Council Member Hartwell

Motion to Ratify the Resignation of Jonathan Lee, Motor Equipment Operator Effective July 27, 2026.

Vote of the Board:

Supervisor Harting - Absent
Deputy Supervisor Beavers - Aye
Council Member Hupman - Aye
Council Member Conrad - Absent
Council Member Hartwell - Aye

Motion Passed

Motion By: Council Member Hupman

Sec. By: Council Member Hartwell

Motion to Advertise for the Position of Motor Equipment Operator and Authorize Publication

Vote of the Board:

Supervisor Harting - Absent
Deputy Supervisor Beavers - Aye
Council Member Hupman - Aye
Council Member Conrad - Absent
Council Member Hartwell - Aye

Motion Passed

The Board received the McNair Road Bridge Progress Report for May 30th thru July 24th, Highway Superintendent Kithcart stated the project is currently out to bid with bids due August 18th.

The Board received a copy of a request for signage on Dunbar Road by resident Donna Frazier. Highway Superintendent Kithcart stated he has ordered the signs and will be installed.

Town Clerk/Registrar

The Board received the Town Clerk's July 2026 Report. Clerk Pfister let the Board know she would be on vacation September 2nd - 6th and also be out September 14th to attend a Regional training. Pfister shared that on opening day of hunting license sales, August 3rd her office had over \$1,000.00 in sales.

Code Enforcement

The Board received the Code Officer's July 2026 Report. Code Enforcement Officer Osborne shared it was a busy month. Osborne said he is working through the system on several property violations currently. Resident Rob Fish asked if anything was being done with a property on Buttercup Hill Road, Osborne said he had addressed it once but will follow up again.

Osborne told the Board he was served a formal complaint, a copy of which was included in the meeting packets, for 554 Hoadley Hill Road. Osborne explained the property has been a problem for years with an extensive history. Osborne has sent the information to the attorney at PMV Legal to determine the course of action to proceed.

Dog Control - None

Assessor's Office

The Board received the Assessor's July 2026 Report.

Wastewater Treatment Plant - None

Court

Judge Blythe completed his continuing education credits for 2026; the Board received a copy.

COMMITTEE REPORTS:

History & Cemeteries

Clerk Pfister shared with the Board what the summer intern was able to complete in the History Room this summer. A lot of records were scanned and digitized as well as photographs taken of displays.

Supervisor Beavers shared the program that the Old Onaquaga Historical Society is presenting on the "Archaeological Dig of 1831 Hotchkiss House" on August 17, 2026 at St. Luke's in Harpursville.

Council Member Hartwell said he was at Knox and South Windsor cemeteries and more veteran plaques are missing. Hartwell asked community members to keep an eye out if they live near a cemetery.

Economic Development

The Board received a copy of the flyer for the Windsor Partnership Corn Festival & Tractor Show, August 29, 2026, 12 p.m.–5 p.m. at Klump Park.

Public Safety

The Board received copies of EBES June 2026 & July 2026 Operation Update & Call Log. Deputy Supervisor Beavers noted that the Fly Car remains out of service, and the July report notes they have received a grant to purchase a new cardiac monitor.

Town Hall

The Board received information in regards to Sentry Alarms selling to Doyle Security who will be the new alarm company for the Town.

Youth and Recreation - None

Zoning/Planning

The Board received a copy of the Zoning Board Meeting Minutes from June 11, 2026

The Board received a copy of the Planning Board Meeting Minutes from June 24, 2026. Council Member Hupman asked Code Officer Osborne if the Farm Brewery had resolved the issue with parking. Osborne stated they had and it is currently at the County for the 239 Review.

Motion By: Council Member Hupman

Sec. By: Council Member Hartwell

Motion to Approve the Norman Colwell to the Planning Board effective June 10, 2026 thru June 9, 2031.

Vote of the Board:

Supervisor Harting - Absent

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Conrad - Absent

Council Member Hartwell - Aye

Motion Passed

UNFINISHED BUSINESS:

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Resolution Authorizing Millenium Pipeline Engineering Review Resolution #25-2026**

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

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 Hupman

SECONDED BY: Council Member Hartwell

WHEREAS, the Town Board previously appropriated funds for professional services relating to the valuation of the Millennium Pipeline; and

WHEREAS, Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC has submitted Proposal No. 2026.360.001, dated August 4, 2026, to prepare a review of the Millennium Pipeline and an estimate of its replacement cost for a lump-sum fee of \$12,320.00;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to execute Proposal No. 2026.360.001 with Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC, in an amount not to exceed \$12,320.00, to be paid from funds previously appropriated for this purpose; and

BE IT FURTHER RESOLVED, that the Town Board ratifies the prior authorization for Delta to commence the work described in the proposal pending formal execution of the agreement by the Supervisor.

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 124 Main Street, Windsor, New York on August 12th, 2026. Said resolution was adopted by the following vote:

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

Motion Approved
Resolution Adopted: August 12, 2026

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Discussion: Attorney Spinner reviewed that once Millenium Pipeline’s P.I.L.O.T. agreement ended they immediately filed an Article 7 challenging their tax assessment. Attorney Spinner reminded the Board that they previously agreed to set aside funding and see how the Town of Union made out with hiring Delta Engineers for their Article 7 preceding and it has been successful. Spinner said he is optimistic of settling for a fair amount by the end of the year with an engineering report from Delta.

Resident Carolyn Price stated the public should know how much money Millenium saved under the P.I.L.O.T. agreement on their taxes for 15 years especially since Williams has always paid 100% of their taxes. Resident Bev Foster Bills asked if the Board could have a report of that for September.

Deputy Supervisor Beavers asked if any of the present Board Members had any feedback on the Battery Storage Law that was distributed at the July meeting with a list of considerations from Attorney Spinner for the law. Council Member Hupman had emailed Spinner his comments and the Board was given a copy they will revisit at the September meeting.

Clerk Pfister updated the Board grant opportunities for historic markers through the William G. Pomeroy Foundation. Pfister is not certain if this circumstance would meet eligibility to receive a grant but the Town can apply in the next round of grant submissions opening October 7, 2026, closing December 7, 2026 with the grant evaluations taking up to 3 months. If a grant is not received the cost to purchase the sign through Catskill Castings is \$1,700.00 and the Highway Department can pick up and install as in the past.

NEW BUSINESS:
TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Approving the Adoption of an Acceptable Use Policy Resolution #26-2026

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

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 Hupman
SECONDED BY: Council Member Hartwell

The Town Board (hereinafter “Town Board”) of the Town of Windsor (hereinafter “Town”), duly convened in regular session, does hereby resolve as follows:

WHEREAS, the Town of Windsor desires to adopt and implement an Acceptable Use Policy (the “Policy”); and

WHEREAS, the Policy concerns Computer, Network Resource and Internet Usage and applies to all Town owned network facilities, computer systems and email accounts provided to Town employees and officials; and

WHEREAS, pursuant to the State Environmental Quality Review Act (“SEQRA”), it has been determined by the Town Board that this constitutes a Type II Action as defined under 6 NYCRR 617.5(20) and (27); and

WHEREAS, the Policy shall be reviewed on an annual basis and updated as needed.

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Windsor, after review and discussion, hereby approves the adoption of the Acceptable Use Policy; and it is

FURTHER RESOLVED that the Supervisor is hereby authorized to sign and deliver any documents necessary to effectuate the Policy and implement the same on behalf of the Town; and it is

FURTHER RESOLVED that this resolution shall take effect immediately.

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at 124 Main Street, Windsor, New York on August 12th, 2026. Said resolution was adopted by the following vote:

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

Motion Approved

Resolution Adopted: August 12, 2026
Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Acceptable Use Policy

Policy Statement- The Town of Windsor has adopted the following Town of Windsor Computer, Network Resource and Internet Usage Policy:

This policy shall be reviewed on an annual basis and updated as needed. This policy shall supersede and revoke all previous policies. Town computers, Town network resources, and internet access lines within the Town of Windsor Town Hall and within any other Town buildings are to be used only for official business of the Town. In no event are those computers, network resources or internet access lines to be used for the personal purposes. Prohibited personal purposes shall include, but not be limited to, the following of:

- (a) creating, sending or receiving any personal letters, personal messages, personal advertising, communications relating to personal commercial activities, jokes or other personal communications,
- (b) playing any card games or other games,
- (c) using any streaming video services e.g., Netflix, Hulu, YouTube, etc., unless directly related to Town business.
- (d) creating, sending, posting, displaying or receiving any pornographic or obscene pictures, text, graphics, images, or materials,
- (e) accessing any web sites that contain sexually explicit images and/or related materials, advocate illegal activity, and/or advocate intolerance of others,
- (f) creating, sending, posting, or displaying any sexually explicit images and/or related materials,
- (g) advocating or promoting any illegal activity, and/or advocating or promoting intolerance of others.
- (h) creating, sending, posting, displaying or receiving any offensive, abusive, slanderous, libelous, defamatory, vulgar, harassing or intimidating messages, text, graphics, images or materials,
- (i) creating or sending any viruses, worms, hoaxes or chain letters,
- (j) engaging in any unwarranted invasion of the personal privacy of any individual,
- (k) engaging in any unauthorized disclosure of sensitive or confidential information, or
- (l) violating any licensing or copyright restrictions.

Any misuse of a Town computer, network resource, or internet access line, or non-compliance with the Town's written computer and internet usage policies, may result in one or more of the following consequences:

1. Temporary loss of privileges and/or deactivation of computer/network access/internet access.
2. Permanent loss of privileges and/or deactivation of computer/network access/internet access.
3. Confiscation of Town laptop computer by the proper Town official.
4. Disciplinary actions (including proceedings for removal from office) by the appropriate Town board or Town officials and/or State boards or State officials.
5. Subpoena of data files and/or the application for and execution of a search warrant.
6. Legal prosecution under applicable United States, New York State, and/or Town of Windsor statutes, local laws, ordinances, codes, rules and/or regulations (hereinafter the "Laws").
7. Possible penalties under applicable Laws, including fines and/or imprisonment

The Town of Windsor owns all network facilities, computer systems and e-mail accounts that are provided to Town employees and officials. The Town reserves the right to monitor and audit all usage of Town-owned technology systems, including but not limited to hard drives, e-mails, computer files, and network traffic. No employee or Town official should have an expectation of privacy with regard to the use of Town-owned technology.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Approving the Adoption of Breach Notification Policy Resolution #27-2026

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

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 Hupman
SECONDED BY: Council Member Hartwell

The Town Board (hereinafter “Town Board”) of the Town of Windsor (hereinafter “Town”), duly convened in regular session, does hereby resolve as follows:

WHEREAS, the Town of Windsor desires to adopt and implement a Breach Notification Policy (the “Policy”); and

WHEREAS, the purpose of the Policy is to ensure the Town of Windsor complies with State and Federal laws, and minimizes the harm to individuals served or employed by the Town, when responding to a suspected breach of private and confidential information; and

WHEREAS, pursuant to the State Environmental Quality Review Act (“SEQRA”), it has been determined by the Town Board that this constitutes a Type II Action as defined under 6 NYCRR 617.5(20) and (27).

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Windsor, after review and discussion, hereby approves the adoption of the Breach Notification Policy; and it is

FURTHER RESOLVED that the Supervisor is hereby authorized to sign and deliver any documents necessary to effectuate the Policy and implement the same on behalf of the Town; and it is

FURTHER RESOLVED that this resolution shall take effect immediately.

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at 124 Main Street, Windsor, New York on August 12th, 2026. Said resolution was adopted by the following vote:

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

Motion Approved

Resolution Adopted: August 12, 2026

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Breach Notification Policy

Objective: To ensure that the Town of Windsor's response to any suspected breach of private and confidential information complies with State and Federal laws and minimizes harm to individuals served or employed by the Town of Windsor.

The Town values the protection of private information of individuals in accordance with applicable law and regulations. Further, the Town is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Town policy.

The Town shall educate all individuals who may come into contact with any of the information described below on the Town policy in order to increase IT security awareness. The Town desires to ensure each individual understands his or her responsibilities regarding any potential issues.

- a) "Private information" shall mean "personal information" in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
 - 1. Social security number;
 - 2. Driver's license number or non-driver identification card number; or
 - 3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

"Personal information" shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "Breach of the security of the system," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Town. Good faith acquisition of personal information by an employee or agent of the Town for the purposes of the Town is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Determining if a Breach has Occurred

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the Town may consider the following factors, among others:

- a) Indications that the information is in the physical possession or control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b) Indications that the information has been downloaded or copied; or
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or
- d) System failure

Notification Requirements

For any computerized data owned or licensed by the Town that includes private information, the Town shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures necessary to

determine the scope of the breach and restore the reasonable integrity of the data system. The Town shall consult with the State Office of Information Technology Services to determine the scope of the breach and restoration measures.

For any computerized data maintained by the Town that includes private information which the Town does not own, the Town shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one or more of the following methods:

- a) Written notice;
- b) Telephone Notification, with records of all calls being kept;

Additional Notices: in addition to one of the above forms of notice the Town may, at its discretion, perform the following additional forms of notice:

- a) E-Mail notice when the Town has an e-mail address for the subject individuals;
- b) Conspicuous posting of the notice on the Town's webpage, or any Town signs; and
- c) Notification to local media

Regardless of the method by which notice is provided, the notice shall include contact information for the Town and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the Town shall notify the New York State Attorney General (AG), the New York State Department of State, and the New York State Office of Information Technology Services as to the timing, content and distribution of the notices and approximate number of affected persons.

In the event that more than five thousand (5,000) New York State residents are to be notified at one time, the Town shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to Towns required to make a notification in accordance with State Technology Law Section 208(2), regarding notification of breach of security of the system.

TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK Approving the Adoption of Disaster Recovery Plan Resolution #28-2026

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

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 Hupman
SECONDED BY: Council Member Hartwell

The Town Board (hereinafter "Town Board") of the Town of Windsor (hereinafter "Town"), duly convened in regular session, does hereby resolve as follows:

WHEREAS, the Town of Windsor desires to adopt and implement a Disaster Recovery Plan; and

WHEREAS, the Disaster Recovery Plan defines acceptable methods for disaster recovery planning, preparedness, management, and mitigation of IT systems and services for the Town; and

WHEREAS, pursuant to the State Environmental Quality Review Act (“SEQRA”), it has been determined by the Town Board that this constitutes a Type II Action as defined under 6 NYCRR 617.5(20) and (27).

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Windsor, after review and discussion, hereby approves the adoption of the Disaster Recovery Plan; and it is

FURTHER RESOLVED that the Supervisor is hereby authorized to sign and deliver any documents necessary to effectuate the Disaster Recovery Plan and implement the same on behalf of the Town; and it is

FURTHER RESOLVED that this resolution shall take effect immediately.

CERTIFICATION

I, Elizabeth Pfister, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at 124 Main Street, Windsor, New York on August 12th, 2026. Said resolution was adopted by the following vote:

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

Motion Approved

Resolution Adopted: August 12, 2026

Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Disaster Recovery Plan

Policy Statement: This policy defines acceptable methods for disaster recovery planning, preparedness, management and mitigation of IT systems and services for the Town of Windsor (hereinafter the “Town”).

The disaster recovery standards in this policy provide a systematic approach for safeguarding the vital technology and data managed by the Town. This policy provides a framework for the management, development, and implementation and maintenance of a disaster recovery program for the systems and services managed by the Town.

Implementation: The Town shall establish as follows:

1. Appoint a Disaster Recovery Manager. The Disaster Recovery Manager shall be charged with implementing the Town’s Disaster Recovery Plan.

Scenarios: There are two planning scenarios that will enable the Town to effectively prepare for and recover from likely potential threats.

1. The main computer system fails due to a lightning strike, catastrophic equipment failure, etc.
2. The Town Hall is destroyed in a natural disaster. In this scenario the Town will simultaneously be responding to other effects of the incident at the same time they are trying to restore computer operations.

General Requirements: The Town shall:

- Continue the Town’s contractual relationship with The Computer Shop.
 - The Computer Shop has made accessible via remote access work stations of the Town Clerk and Secretary to the Supervisor
 - The Computer Shop maintains generators to maintain operations in the event of a power failure.
- Maintain rigorous backup routines that assure the data is available to restore. The backup shall entail secure off-site backup of data for the Town’s financial and other computer data.
 - Financial data shall be backed up by the third-party company the Town contracts with.

- The Town's computer data shall be backed up at least once a week.
- The Town's Disaster Recovery Manager or 3rd Party Provider shall attempt to restore the backup data, no less frequently than once a month, in order to ensure the validity of the backup data.
- Have redundant computer technician services to assure immediate response.
- The Town shall appoint a Disaster Recovery Manager who shall be responsible for remote restoration of Town computer data, in accordance with the then current Town Disaster Recovery Plan.
- The Town's financial data is maintained by a third-party software company. This financial data is remotely accessible in the event of a disaster.
 - The Town's Disaster Recovery Manager shall be responsible with coordinating remote access in the event of a disaster.

UPCOMING MEETING:

Zoning Board Public Hearing & Regular Meeting August 13, 2026 6:30 P.M. Windsor Town Hall
 Planning Board Meeting August 26, 2026 7:30 P.M. Windsor Town Hall
 Regular Board Meeting September 9, 2026 7:00 P.M. Windsor Town Hall

PUBLIC COMMENTS:

Greg Bronson, Buell Road – Spoke to Highway Superintendent Kithcart stating the guy doing the mowing on Buell Road is doing a great job! Bronson asked if the mower would be doing a second mowing this year and Kithcart said yes. Bronson also inquired if Brown and John White roads would be paved this year, Kithcart said they will be grater patched only this year due to cost.

ADJOURNMENT:

Motion By: Council Member Hupman
 Motion to Adjourn Meeting at 8:15 p.m.

Sec. By: Council Member Hartwell

Vote of the Board:

Supervisor Harting - Absent
 Deputy Supervisor Beavers - Aye
 Council Member Hupman - Aye
 Council Member Conrad - Absent
 Council Member Hartwell - Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister
 Town Clerk