

**Town of Windsor, County of Broome, State of New York**  
**A RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WINDSOR APPROVING**  
**THE ADOPTION OF DISASTER RECOVERY PLAN**  
**Resolution #26-2021**

**PRESENT:** Supervisor Mark Odell  
Deputy Supervisor Daniel Colwell  
Councilman Gary M. Hupman  
Councilman Timothy Harting  
Councilwoman Kennedy-Tierno

At a regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 10<sup>th</sup> day of August, 2022, the following resolution was:

**OFFERED BY:**  
**SECONDED BY:**

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 the Windsor Town Hall, 124 Main Street, Windsor, NY on August 10, 2022 Said resolution was adopted by the following roll call vote:

Supervisor Mark Odell -  
Deputy Supervisor Daniel Colwell -  
Councilman Gary M. Hupman -  
Councilman Timothy Harting -  
Councilwoman Kennedy - Tierno

Motion

**Resolution Adopted:**

Town of Windsor Seal

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Elizabeth Pfister, Town Clerk  
Town of Windsor

## **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 Broome County.
  - The County’s data catalogue is accessible via remote access.
  - The County 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 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 3<sup>rd</sup> 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.