

**Regular Meeting of the Town Board**  
**March 8, 2023 7:00 PM**  
**Town of Windsor Town Hall**  
**124 Main Streets, Windsor, NY 13865**

Supervisor Odell pointed out the exits in the room.

**MEETING CALLED TO ORDER:** by Supervisor Mark Odell, at 7:00 PM

**PLEDGE OF ALLEGIANCE:** was recited.

**ROLL CALL** by Town Clerk Elizabeth Pfister:

Supervisor Mark Odell: Present

Deputy Supervisor Daniel Colwell: Present

Councilman Gary M. Hupman: Present

Councilman Timothy Harting: Present

Councilman Daniel R. Price: Present

Code Enforcement Officer Richard Osbourne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Present

Also, present were: John Mastronardi, Griffiths Engineering; Bill Flynn, Griffiths Engineering; Don & Elizabeth Einstein, Windsor Standard; Kathy & John Knapp, Endwell; Gail Bagg, Shedd Rd; Laura & Joe Fiore, Afton; Tina & Dale Utter, Guilford, NY; Floyd Bronson, Thompson Rd; Carolyn Price, White Birch Lake Rd; Fran & Fred Barrett, Blatchley Rd; David E. Brown, Ostrander Rd; Ryan Glovich, Honey Hollow Rd

Supervisor Odell recognized Don & Elizabeth Einstein from the Windsor Standard, they have sold the newspaper and will be retiring at the end of March. Supervisor Odell thanked them for their dedication to the Town of Windsor. Councilman Price stated the new owners would have big shoes to fill. Deputy Supervisor Colwell shared his memories of them through the years as did Councilman Hupman. Don Einstein recalled coming to some of the first meetings and Board members being apprehensive about the media being at meetings but once Don assured them, he was just reporting to the people and they have been welcomed ever since.

**PUBLIC COMMENTS:** Fran Barrett, Blatchley Road – Expressed the need for reliable internet service, the lack of reliable internet combined with poor cell phone service in the area is a safety issue.

**APPROVAL OF MINUTES:**

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Hupman**

Motion to approve the minutes of the February 8, 2023 Public Hearing & Regular Meeting as submitted.

**Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

**Motion Passed**

**Motion By: Councilman Hupman**

**Sec. By: Councilman Harting**

Motion to approve the minutes of the February 21, 2023 Work Session as submitted.

**Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

**Motion Passed**

**FINANCIAL REPORT:**

**Motion By: Deputy Supervisor Colwell**  
Motion to approve March 2023 Bills for Payment.

**Sec. By: Councilman Harting**

**Vote of the Board:**

Supervisor Odell- Aye  
Deputy Supervisor Colwell- Aye  
Councilman Hupman- Aye  
Councilman Harting- Aye  
Councilman Price - Aye

**Motion Passed**

The Board was given the 2022 Year End Financials along with January & February 2023 Financials Supervisor Odell asked if the Board had questions or comments, there were none.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK  
Resolution to Amend the 2022 Budget to Reflect Actual CHIPS Revenue and Expenditures  
RESOLUTION #3-2023**

**PRESENT:** Supervisor Mark Odell  
Deputy Supervisor Daniel Colwell  
Councilman Gary M. Hupman  
Councilman Timothy Harting  
Councilman Daniel R. Price

**Offered By:** Councilman Harting  
**Second By:** Councilman Hupman

**WHEREAS,** the Town has received a total of \$513,643.66 in CHIPS reimbursements for the year 2022 when \$250,000.00 was originally budgeted; therefore

**IT IS HEREBY RESOLVED** by the Town Board of the Town of Windsor that the following budgetary adjustment be made, effective March 8, 2023:

DB960 – Estimated Appropriations \$ 369,346.60  
Subaccount: 5112.4 – Improvements – CHIPS

DB510 – Estimated Revenues..... \$369,346.60  
Subaccount: DB3501 – Consolidated Hwy – Gap

**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 8th day of March, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Mark Odell - Aye  
Deputy Supervisor Daniel Colwell - Aye  
Councilman Gary M. Hupman - Aye  
Councilman Timothy Harting - Aye  
Councilman Daniel R. Price - Aye

**Motion Approved**  
**Resolution Adopted: March 8, 2023**

\_\_\_\_\_  
Elizabeth Pfister,  
Town Clerk Town of Windsor

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK**  
 Amend 2023 Highway DB Fund Budget for transfer of DB Fund Balance to the Highway Garage  
 Project  
**RESOLUTION #4-2023**

**PRESENT:** Supervisor Mark Odell  
 Deputy Supervisor Daniel Colwell  
 Councilman Gary M. Hupman  
 Councilman Timothy Harting  
 Councilman Daniel R. Price

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of March, 2023, the following resolution was:

**Offered By:** Deputy Supervisor Colwell  
**Second By:** Councilman Hupman

**WHEREAS,** a \$1.5M in DB fund balance be transferred to the Highway Garage Capital Project for highway-related equipment, machinery and furnishings. Motion was made and approved at the Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8th day of February to use \$1.5M in surplus DB fund balance for transfer to the Highway Garage Capital Project, and

**WHEREAS,** the transfer of this \$1.5M will reduce the outside funding required for Bond Resolution 29-2022, approved on September 11, 2022, and

**IT IS HEREBY RESOLVED** by the Town Board of the Town of Windsor that the following budgetary amendment be made in the DB fund to cover the \$1.5M transfer to reduce BOND financing required for the Highway Garage Capital Project.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

Account	Account Name	Debit	Credit
H7-200	CASH-CHECKING	\$1,500,000	
H7-5031	INTERFUND TRANSFER IN		\$1,500,000
<i>RECEIVE MONIES FROM HIGHWAY UNRESERVED FUND BALANCE</i>			
DB599	<b>APPROPRIATED</b> FUND BALANCE- UNRESERVED	\$1,500,000	
DB201	CASH-SAVINGS		\$1,500,000
DB5031	INTERFUND TRANSFER	\$1,500,000	
DB9950.9	TRANSFER TO CAPITAL PROJECT FUND		\$1,500,000
<i>TRANSFER FUND BALANCE-UNSERVED FROM HIGHWAY SAVINGS (#3999) TO HIGHWAY GARAGE CAPITAL PROJECT CHECKING (#5762)</i>			

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 8th day of March, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Mark Odell	Voted - Aye
Deputy Supervisor Daniel Colwell	Voted - Aye
Councilman Gary Hupman	Voted - Aye
Councilman Timothy Harting	Voted - Aye
Councilman Daniel R. Price	Voted - Aye

**Motion Approved**  
**Resolution Adopted: March 8, 2023**

\_\_\_\_\_  
 Elizabeth Pfister, Town Clerk Town of Windsor

## **COMMITTEE REPORTS:**

### **ASSESSOR:**

The Board reviewed the Assessors February report Supervisor Odell wanted to point out two things on the report first that the exemption numbers increased and the equalization rate decreased. Councilman Price pointed out it is due to younger people leaving New York and the elderly staying, he feels the state needs to step in and help.

### **CEMETERIES:**

Councilman Hupman introduced Joe & Laura Fiore they had reached out to the Town about repairing headstones in Town owned cemeteries a few months ago and the Board wanted to hear more about what they are doing. They brought other family that works with them as well as their mentors Tina & Dale Utter. They will be working on some of their ancestors' stones in the cemetery on North Road but would like to get others involved that have an interest in this, all their repairs are done in a manner that do not harm the headstones.

### **DOG CONTROL:** None

### **ECONOMIC DEVELOPMENT:**

Carolyn Price and Cassie Robinson presented an update on the need for Broadband in the Town of Windsor. Carolyn informed the Board that the Federal grant that she applied for previously for the Town, that not one project in New York State was chosen for funding. Carolyn & Cassie have both worked with Broome County Planning and the independent company they hired to make sure the broadband map for Broome County is accurate. The County as well as New York state are both aware of the large area in the Town of Windsor and recognize it is the largest need in the state. Carolyn shared that soon New York State will be offering opportunities to apply for funding and Carolyn will be applying. Broome County has committed to set aside some of their ARPA funds to assist in funding the project. Carolyn approached the Board for a contribution from the Towns ARPA funds of \$25,000.00 in order to demonstrate on the grant application that the Town supports the project and recognizes the need as well.

**Motion By:** Councilman Harting

**Sec. By:** Deputy Supervisor Colwell

Motion that the Town Board hereby determines and directs \$25,000 to be utilized from the American Rescue Plan Act Funding (ARPA) to invest in projects designed to provide service to households and businesses with an identified need for additional broadband infrastructure investment

### **Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

### **Motion Passed**

**Discussion:** Supervisor Odell shared that when he was out with petitions he had heard these concerns from several residents as well and he recognizes the need within the Town. Councilman Harting thanked Carolyn and Cassie for all the work they have done on this project.

### **ENERGY:** None

### **ENGINEER:**

John Mastronardi, Bill Flynn and engineer gave an update on the Highway building design plans. John gave the results of the flow test for the fire suppression system that was done two weeks ago. The flow was sufficient however the pipe to the garage needs to be increased in size to a 6". There is no additional cost to the project but the Village needs to be approached about replacing approximately 700' of pipe and make sure they have no issue with it. Code Enforcement Officer Osborne volunteered to approach the Village for permission. Bill Flynn said small adjustments were made to a couple of the smaller rooms and he sent everything to the estimator to get an idea if there would be any red flags of cost increases with the changes they have made and at this time they don't see anything. At this time everything appears on target for plans to be complete by April 1, 2023 and plan to go out to bid April 7, 2023.

### **HIGHWAY:**

Highway Superintendent Kithcart shared with the Board a grant writer, Mari Giurastante that had shared her information with him.

**Motion By:** Deputy Supervisor Colwell

**Sec. By:** Councilman Hupman

Motion to Purchase a Western Star 49X and Viking Plow Package from Tracy Road Equipment on Onondaga County Contract# 8996 in the amount of \$293,424.90

### **Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

### **Motion Passed**

**Discussion:** Deputy Supervisor Colwell felt that the Western Star was a better choice than the lower amount quote from Allegiance Trucks for an International HX620 was the better warranty offered on the Western Star Truck.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK**  
Amend the 2023 General Fund Budget to Cover Clean – Up Day  
**RESOLUTION #6-2023**

**PRESENT:**     **Supervisor Mark Odell**  
                  **Deputy Supervisor Daniel Colwell**  
                  **Councilman Gary M. Hupman**  
                  **Councilman Timothy Harting**  
                  **Councilman Daniel R. Price**

At a Regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 8<sup>th</sup> day of March, 2023, the following resolution was:

**Offered By: Councilman Harting**  
**Second By: Councilman Hupman**

**WHEREAS**, the Town expects to incur \$5,000.00 in expenses are anticipated for the annual Clean – Up Day costs;

**IT IS HEREBY RESOLVED** by the Town Board of the Town of Windsor that the following budgetary adjustment be made, to take effect immediately:

Increase Estimated Revenues	
A8510.0 Contingency	\$5,000.00
Increase Estimated Expenditures	
A1990.4 Clean – Up Day	\$5,000.00

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 8<sup>th</sup> day of March, 2023.

**Vote of the Board:**

Supervisor Mark Odell	Voted - Aye
Deputy Supervisor Daniel Colwell	Voted – Aye
Council Member Gary Hupman	Voted - Aye
Council Member Timothy Harting	Voted - Aye
Council Member Daniel R. Price	Voted - Aye

**Motion Approved**  
**Resolution Adopted: March 8, 2023**

Elizabeth Pfister, Town Clerk Town of Windsor

**Discussion:** Deputy Supervisor Colwell pointed out that it was decided last year to move the money for clean – up day to the ambulance. Councilman Price stated he felt if it was said they were not going to do it that they shouldn't but he also knows what happens when there is no clean – up day, the highway ends up picking up a lot along the roadside. Highway Superintendent Kithcart asked that it be at Klumpp Park again with the Village because it was much easier and went very smooth.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK**  
Municipal Clean-Up Day  
**RESOLUTION # 7-2023**

**PRESENT:**     Supervisor Mark Odell  
                  Deputy Supervisor Daniel Colwell  
                  Councilman Gary M. Hupman  
                  Councilman Timothy Harting  
                  Councilman Daniel R. Price

**Offered By: Councilman Harting**  
**Sec. By: Councilman Hupman**

**IT IS HEREBY RESOLVED**, by the Town Board of the Town of Windsor, Broome County, New York, that, for the benefit of the residents of the Town of Windsor, the Town will have a Municipal Clean-Up Day, and

**IT IS RESOLVED**, that Saturday, May 13<sup>th</sup> 2023 from 8:00 am to 12:00 pm is designated for this purpose, and

**IT IS RESOLVED**, that disposable items may be deposited at either the Klumpp Park, Park Street, Windsor.

**IT IS FURTHER RESOLVED**, that the following materials will be accepted:

1. White goods – Stoves, washers, dryers, hot water heaters, refrigerators without freon.
2. Tires (\$3.00 per tire)
3. Furniture

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Supervisor Mark Odell - Aye  
Deputy Supervisor Daniel Colwell - Aye  
Councilman Gary M. Hupman - Aye  
Councilman Timothy Harting - Aye  
Councilman Daniel R. Price – Aye

**Motion Approved**  
**Resolution Adopted: March 8, 2023**

Elizabeth Pfister, Town Clerk Town of Windsor

**HISTORY:** None

**SENIOR CITIZENS:** None

**TOWN CLERK/REGISTRAR:**

The Board reviewed the Clerks report

**TOWN HALL:**

**Motion By:** Deputy Supervisor Colwell                      **Sec. By:** Councilman Hupman  
Motion to Accept the Quote for Appolo Heating for the heat pumps in the amount of \$25,681.00. Supervisor Odell put the motion out to the floor for comments there were none.

**Vote of the Board:**

Supervisor Odell- Aye  
Deputy Supervisor Colwell- Aye  
Councilman Hupman- Aye  
Councilman Harting- Aye  
Councilman Price - Aye

**Motion Passed**

**Discussion:** Supervisor Odell, Deputy Supervisor Colwell, Councilman Hupman and Councilman Harting all agreed that Appolo has done business with the Town and have been reliable.

**WASTEWATER TREATMENT PLANT:** None

**YOUTH & RECREATION:** None

**ZONING, PLANNING & CODE ENFORCEMENT:**

The Board reviewed the Zoning report

**PUBLIC SAFETY:**

The Board reviewed the EMS report

**Motion By: Councilman Hupman                      Sec. By: Deputy Supervisor Colwell**  
Motion to Recess for Legal advice at 8:31 PM

**Vote of the Board:**

Supervisor Odell- Aye  
Deputy Supervisor Colwell- Aye  
Councilman Hupman- Aye  
Councilman Harting- Aye  
Councilman Price - Aye

**Motion Passed**

**Motion By: Deputy Supervisor Colwell      Sec. By: Councilman Harting**  
Motion to Return from Legal advice at 9:25 PM

**Vote of the Board:**

Supervisor Odell- Aye  
Deputy Supervisor Colwell- Aye  
Councilman Hupman- Aye  
Councilman Harting- Aye  
Councilman Price - Aye

**Motion Passed**

**UNFINISHED BUSINESS:**

The Board received the decision of Broome County Planning on next month public hearing on adding additional alternates on the ZBA.

**NEW BUSINESS:**

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Harting**

Motion to Authorize the Supervisor or His Designee to Terminate an Employee Pursuant to CSL 71 for One Year Leave of Absence

**Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

**Motion Passed**

NYS Public Employer Health Emergency Plan was given to the Board to review and make the Clerk aware of any updates for the April meeting so the plan can be readopted.

**Town of Windsor, County of Broome, State of New York  
RETIREMENT OF NANCY BOWMAN, COURT CLERK  
Resolution #5-2023**

**PRESENT:** Supervisor Mark Odell  
Deputy Supervisor Daniel Colwell  
Councilman Gary M. Hupman  
Councilman Timothy Harting  
Councilman Daniel R. Price

**Offered, With Deepest Regret, By: Supervisor Odell  
Second By: Deputy Supervisor Colwell**

**WHEREAS**, Nancy Bowman has served the Town of Windsor faithfully and continuously since June 29, 1998, as Court Clerk; and

**WHEREAS**, Nancy Bowman has submitted her intention to retire effective at the end of the day April 7, 2023; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town of Windsor Board does and hereby accepts her request for retirement; and

**BE IT FURTHER RESOLVED** that the Town of Windsor Board extends to Nancy Bowman its sincere thanks and the thanks of the community for her efforts on behalf of the residents of the Town; and

**BE IT FURTHER RESOLVED**, that the Town of Windsor Board extends to her its sincere best wishes for a long, happy and prosperous retirement.

**CERTIFICATION**

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Supervisor Mark Odell - Aye  
Deputy Supervisor Daniel Colwell - Aye  
Councilman Gary M. Hupman - Aye  
Councilman Timothy Harting - Aye  
Councilman Daniel R. Price – Aye

**Motion Approved**  
**Resolution Adopted: March 8, 2023**

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Elizabeth Pfister Town Clerk, Town of Windsor

**UPCOMING MEETING:** Public Hearing & Regular Meeting April 12, 2023 7:00 PM,  
Windsor Town Hall

**PUBLIC COMMENTS:** None

**ADJOURNMENT:**

**Motion By: Councilman Hupman**

**Sec. By: Councilman Harting**

Motion to Adjourn Meeting at 9:29 PM

**Vote of the Board:**

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

**Motion Passed**

Respectfully Submitted,

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Elizabeth Pfister, Town Clerk