

**Special Meeting of the Town Board
May 23, 2023 6:00 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 6:00 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 (Arrived at 6:16 P.M.)

Councilman Daniel R. Price: Present

Code Enforcement Officer Richard Osbourne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Absent

Also, present were: John Mastronardi, Griffiths Engineering; Khristine Breeding, Route 79

Supervisor Odell opened the meeting with discussion of the plans for the new Highway Garage building. After speaking with a local electrician that has done work on a couple new municipal buildings locally that have switched to complete electric that those municipalities were unable to afford the electric bills afterwards and are now installing propane equipment. The Board asked John Mastronardi from Griffiths to remove radiant floor heating from the design and quote overhead hanging propane heat units. John agreed to get a cost of engineering study for electric versus the propane heat, to check with NYSEG to see if that would alleviate the service upgrade for the building, and also reduce the size for the backup generator. John said he would also need to check with the architect and mechanical engineer to see if rebidding would be required for the entire project or just the electrical and plumbing. John asked if the Board would be ready to approve the General Construction bid at the June 14, 2023 meeting so that at least that portion of the project can get under way, the Board agreed that if there would be no change to their work, they would be prepared to vote on that.

Councilman Price asked if the Town should look at other banks in the area that are possibly offering higher interest rates than our current bank, he had figures from a couple institutions. Supervisor Odell asked his secretary Khristine to reach out to Chemung Canal to see if they would offer anything. The Clerk reminded the Board that municipalities can only bank with institutions that meet certain criteria and to also be mindful of the distance of the bank.

**Town of Windsor, County of Broome, State of New York
RESOLUTION AUTHORIZING TOWN OF WINDSOR
TO PARTICIPATE WITH BROOME COUNTY STEERING COMMITTEE
UPDATE OF BROOME COUNTY HAZARD MITIGATION PLAN
Resolution #14-2023**

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

At a special meeting of the Town Board of the Town of Windsor, held at the Town Hall, 124 Main Street, Windsor, NY on the 23rd day of June, 2023, the following resolution was:

**Offered By: Councilman Hupman
Sec. By: Deputy Supervisor Colwell**

WHEREAS, in 2008 all Broome County municipalities adopted the Broome County Hazard Mitigation Plan (the “HMP”) and it was approved by FEMA, and

WHEREAS, by federal regulation the HMP must be formally updated every five years in order for participating municipalities to be eligible for various FEMA grant programs, and

WHEREAS, the Broome County Department of Planning and Economic Development is willing to lead such HMP update effort, and

WHEREAS, the Town of Windsor is desirous of participating in the steering committee charged with preparation of portions of the updated HMP,

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Windsor in special session duly convened that the Supervisor be and is hereby authorized to execute the attached Letter of Intent to participate in the Broome County Hazard Mitigation Plan Update Project.

IT IS THEREFORE, RESOLVED, that this Resolution shall take effect immediately.

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 23rd day of May, 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: May 23, 2023

Elizabeth Pfister, Town Clerk Town of Windsor

Broome County Department of Planning & Economic Development
Stephanie Brewer, Senior Planner
60 Hawley Street Fifth Floor
Binghamton, NY 13902

Subject: Broome County Hazard Mitigation Plan Update - Authorization and Letter of Intent to Participate

Town of Windsor

Dear Ms. Brewer:

This is to confirm that the Town of Windsor is committed to participating in the Broome County Hazard Mitigation Plan (HMP) update project. By way of this letter, the Town of Windsor:

1. Authorizes Broome County Department of Planning & Economic Development and the Broome County Hazard Mitigation Steering Committee (“Steering Committee”), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of municipal participation (a.k.a. the Planning Partner Expectations), specifically:
 - Execute and return this “Authorization and Letter of Intent to Participate” letter to Broome County Department of Planning & Economic Development, attention: Stephanie Brewer.

- Identify municipal representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at municipal Planning Committee meetings (~ 4 meetings over 8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
- Provide data and information about your community as requested by the Steering Committee or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on your municipal website with links to a County project website
 - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area
 - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
- Involve a variety of representatives from your community to assist with the plan update. This includes but not limited to: municipal engineer, public works, floodplain administrator, planning, emergency management, building/codes department, municipal clerk, elected officials (mayor, administrator, etc.), and any other departments you would like to involve.
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
- Completing data and information collection survey forms in a timely manner.
- Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to your community.
- Involve your local NFIP Floodplain Administrator in the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.
- Adopt the Plan by resolution of their governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at municipal Planning Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC: Mark Odell	Position/Department: Town Supervisor
Phone Number: Cell: 607-206-4558 Office: 607-655-5443	Email Address: Supervisor.tow@gmail.com

Alternate/Secondary POC: Elizabeth Pfister	Position/Department: Town Clerk
Phone Number: Office: 607-655-5440 Cell: 607-624-0391	Email Address: Windsortc1@echoes.net

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA: Richard Osborne	Position/Department: Code Enforcement Officer
Phone Number: Office: 607-655-5452 Cell: 585-944-9601	Email Address: windsorcode@echoes.net

5. Meet participation expectations by including representatives from our community in the planning process. They will be invited to attend meetings, provide required information, and review the jurisdictional annex. Contact information for the different municipal representatives are included below.

Name (Engineer): Dan Griffiths, Griffiths Engineering	Position/Department: Engineer
Email Address: dan@griffithsengineering.com	

Name (Lead Planner/Planning POC): Shelly Bennett	Position/Department: Planning Board Chair
Email Address: Shelly.johnson@co.delaware.ny.us	

Name (Public Works/Highway): Michael Kithcart	Position/Department: Highway Superintendent
Email Address: windsorgarage@echoes.net	

Name (Emergency Management):	Position/Department:
Email Address:	

Name (Elected Official/Administrator):	Position/Department:
Email Address:	

Name (Building Department/Code Enforcement): Richard Osborne	Position/Department: Code Officer
Email Address: windsorcode@echoes.net	

Name (Municipal Clerk): Elizabeth Pfister	Position/Department: Town Clerk
Email Address: Windsortc1@echoes.net	

Name (Other Representative): Jerry Launt	Position/Department: West Windsor Fire Chief
Email Address: jlaunt@gmail.com	

Name (Other Representative): Craig Terrell	Position/Department: Windsor Fire Chief
Email Address: Cheif28@tds.net	

6. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Sincerely,

Mark Odell
Town Supervisor
Town of Windsor

ADJOURNMENT:

Motion By: Deputy Supervisor Colwell
Motion to Adjourn Meeting at 6:41 PM

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

Respectfully Submitted,

Elizabeth Pfister
Town Clerk