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 #23-2023

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 9th day of August, 2023, 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 there of held at the Windsor Town Hall, 124 Main Street, Windsor, NY on August 9, 2023 Said resolution was adopted by the following vote:

Supervisor Mark Odell	VOTED
Deputy Supervisor Daniel Colwell	VOTED
Councilman Gary Hupman	VOTED
Councilman Timothy Harting	VOTED
Councilman Daniel R. Price	VOTED

Motion
Resolution Adopted:

Town of Windsor Seal

_____
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 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.
  - o The Town's Disaster Recovery Manager shall be responsible with coordinating remote access in the event of a disaster.