

Public Hearing & Regular Meeting of the Town Board
August 9, 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: Richard Blythe - Route 79, Linda Burghardt – Lisle, David Cox – Passero Assoc., Don & Elizabeth Einstein – Windsor Standard, Mark Bailey – Windsor Co., Kristine Breeding – Route 79, Kurt & Julia Weber – Beaver Lake, Dan Griffiths – Griffiths Engineering, Jerry Launt – West Windsor Fire Co., Fred & Fran Barrett – Blatchley Road, June White – Beaver Lake, Sue Baron – Beaver Lake, Mario Walling – Beaver Lake, David Brown – Ostrander Road, John West – Marys Road, Jeremie Rounds – Route 79

PUBLIC HEARING:

Supervisor Odell opened the Public Hearing for Local Law to Exceed the Tax Cap at 7:01P.M., there were no comments, the Public Hearing was adjourned until September 13, 2023 Regular Meeting at 7:01P.M.

Supervisor Odell opened the Public Hearing for The Hills of Windsor Proposed Project at 7:02 P.M., David Cox from Passero Associates gave an overview of the 480-acre project located on Garrett Road on behalf of The Hills of Windsor, Inc. David spoke about changes to the design that the Planning Board had requested. Councilman Hupman asked if the project had encountered any issues with the placement of the new access road, Cox said they are waiting for a survey but he is confident that their will not be an issue. Attorney Spinner questioned if the results of the geotechnical survey had been received, Cox said they are reworking the gradient of the pond but did not foresee an issue. Supervisor Odell stated the Town will be required to provide fire protection and since this property will be tax exempt the Town will have to cover those costs, he questioned if the scope of the project changes since they will be renting out use of the facility. Cox explained that the rental fees will be to cover operating costs this is not a for profit group. Attorney Spinner made Cox aware that the Town Engineer had requested that the grading of the access road be reviewed to make sure it was appropriate. Dave Brown from Ostrander Road questioned the depth of the lake and how they would be accessing power on a private road, Cox stated the project will comply with all local and state laws. Fred Barrett from Blatchley Road asked why for a project this size they would not put in their own treatment plant and what will this project do the Town aquifers for the rest of the residents and how does the community benefit from having this development in their community since they are tax free and what will be the long-term damage caused as a result of this project. Attorney Spinner stated that is why Public Hearings are done to look into concerns. Attorney Spinner suggested adjourning the Public Hearing until September 13, 2023 Regular Meeting so the developer can the get the results from the environmental testing. The public hearing was adjourned until September 13, 2023 Regular Meeting at 7:24 P.M.

PUBLIC COMMENTS:

June White, Beaver Lake Community – Wanted to address the Board about the quarry on Beaver Lake Road and the effects of the clear cutting that has been done. To date the clear cutting has caused silt to run off of the property into the lake causing the formation of a sand bar on the East side of the lake as well as causing a hazardous algae plume. White thanked Code Enforcement

Officer Osborne for always being responsive and the Town Board for addressing these issues, she also gave photos of the problems to Code Officer Osborne and Attorney Spinner said he would use these photos to supplement the information presented in the letter that has been sent out already. White stated she has spoken with D.E.C. Officer McCormick who has been to the lake to see the issues numerous times as well.

Kurt Weber, 236 Beaver Lake Road – Having issues with a quarry blasting that borders his property, it causes issues with the water supplies to the homes. Councilman Price asked if any of the residents called the D.E.C. about the blasting, when he received a complaint of this nature before he contacted the D.E.C. and the blasting was stopped.

Mario Walling, 124 Beaver Lake Circle – Twice this week there has been a layer of silt across the lake. Understands that businesses should have the right to do their work, just feels they should have to do it responsibly.

Linda Burghardt, Lisle – Asked the Board to support New York Citizens Audit demanding that New York State Board of elections follow the Federal Law, and support a resolution to audit the 2022 election. The Board was provided with information detailing discrepancies found across the state.

APPROVAL OF MINUTES:

Motion By: Deputy Supervisor Colwell Sec. By: Councilman Hupman
Motion to approve the minutes of the July 12, 2023 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

FINANCIAL REPORT:

Motion By: Councilman Harting Sec. By: Councilman Hupman
Motion to approve August 2023 Bills for Payment.

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 July 2023 Financials, there were no questions.

The Board reviewed the Proposed 2024 Sewer Budget and Fire Budgets. Councilman Price asked if expansion of the Sewer District had been investigated at all in order to keep costs down to residents. Supervisor Odell said this has been looked into and it would be extremely costly requiring the Town to take out another Bond, he encouraged Councilman Price that if he could find monies available to pay the costs to pursue it.

COMMITTEE REPORTS:

ASSESSOR: None

CEMETERIES:

Councilman Hupman shared he has been in contact with the Fiore's that have been a lot of repairs on cemetery stones of their family members, mostly in the Mountain View Cemetery.

Jeremy Rounds, who was in attendance at the meeting shared that he started a Facebook Group for the "19 Cemeteries of Windsor" and a lot of community members are getting interested and involved through that group.

DOG CONTROL: None

ECONOMIC DEVELOPMENT:

Supervisor Odell read a letter from Tish Butler at BOCES for participating in the 2023 Summer Youth Employment Program. Town Clerk Pfister shared that the last day of work for the students would be August 10th and the program was successful and looks forward to continue participating in years to come.

ENERGY: None

ENGINEER:

Dan Griffiths from Griffith's Engineering reported that the revised bids had come in and were reviewed from the change order. The electrical contractor Upstate Companies I, LLC. original bid was \$717,717.00 the rebid from the change order is \$657,094.00 a difference of -\$60,623.00. The mechanical contractor J&K Plumbing & Heating Co. Inc. original bid \$562,000.00 bid for change order \$494,500.00 difference of -\$67,500.00. Griffith's recommendation is to accept revised bids as both are reasonable and both companies are reputable. Preconstruction meeting scheduled for August 14, 2023 to get the project under way.

Supervisor Odell asked about the reed beds at the West Windsor Treatment Plant, Dan Griffiths advised that the sludge testing is being done, cannot do any estimations for cost until they know where it will need to be hauled to.

Motion By: Deputy Supervisor Colwell Sec. By: Councilman Hupman

Motion to Accept Upstate Companies I, LLC., bid for Electrical Contractor and J&K Plumbing & Heating Co. Inc. bid for Mechanical Contractor for the Highway Garage Project and to authorize the Supervisor to execute each of the respective contracts

Vote of the Board:

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

Motion Passed

HIGHWAY:

Motion By: Deputy Supervisor Colwell Sec. By: Councilman Harting

Motion to Declare 2008 Ford F150 Pickup Truck Vin#1FTPX14V18KD28193, Mileage 361225 as Surplus

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 Advertise Sale of Surplus 2008 Ford F150 Pickup Truck Vin#1FTPX14V18KD28193, Mileage 361225 and Authorize Publication

Vote of the Board:

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

Motion Passed

HISTORY:

The Clerk shared that a representative from Westfield Whips in Connecticut was visiting yesterday to make arrangements for a piece of equipment to be on loan to the Town from the original whip manufacturing factory.

SENIOR CITIZENS: None

TOWN CLERK/REGISTRAR:

The Board reviewed the July 2023 Clerk's Report, the Clerk shared that the work in the Clerk's office should be completed early next week.

TOWN HALL: None

WASTEWATER TREATMENT PLANT: None

YOUTH & RECREATION: None

ZONING, PLANNING & CODE ENFORCEMENT:

Code Officer Osborne, Councilman Hupman and Councilman Price met with the D.E.C. onsite today about two quarries that are in the planning stages, on McAllister Road and Beaver Lake Road. The owner of the McAllister Road quarry is being receptive to complying with the Town's requests as well as a road use agreement or road bonding but the Town has nothing on the books at this time.

Code Officer Osborne met with the Planning Board; Planning Chair Bennett is working on a proposal to bring to the Board for permitting quarries. They are trying to model it in the same way that neighboring towns have so it is hard for the D.E.C. to deny the Town as the final authority. Planning Chair Bennett has worked on reworking the Town Code several times over the years but it has not been passed by the Board in the past. Code Officer Osborne has spoken with the Zoning Board and Planning Board to schedule a time to all meet together to go over revisions to the Town Code in order to bring to the Board for approval.

Councilman Price asked if the quarry on McAllister Road is the only quarry that imports out of state stone. Code Officer Osborne stated one of the major things he wants to stop is the importing of stone by all quarries because it adds to the heavy traffic on Town roads. As each quarries permit comes up for renewal the Town can then enforce any newly adopted laws.

PUBLIC SAFETY:

The Board reviewed the July 2023 Operation Update and Call Log

UNFINISHED BUSINESS:

The Board reviewed the letter that was drafted by Attorney Spinner and the Haul Route from Highway Superintendent Kithcart, for the Beaver Lake Road Quarry. Deputy Supervisor Colwell questioned the weight limit stated in the Haul Route letter, because he did not believe the Town could enforce it. Attorney Spinner agreed that the Town could not enforce but the Town is within it's right to ask.

Code Officer Osborne shared that they had tried to view the Beaver Lake Road quarry today with D.E.C. but they were not open and operating today. Code Officer Osborne did give the D.E.C. officer the items of concern that the Town wants addressed when he does meet with the quarry owner.

NEW BUSINESS:

**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 AN ACCEPTABLE USE POLICY
Resolution #21-2023**

**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: Councilman Harting
SECONDED BY: Councilman Hupman**

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 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 - Aye
Deputy Supervisor Daniel Colwell	VOTED - Aye
Councilman Gary Hupman	VOTED - Aye
Councilman Timothy Harting	VOTED - Aye

Motion Approved
Resolution Adopted: August 9, 2023

Town of Windsor Seal

Elizabeth Pfister, Town Clerk
Town of Windsor

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
A RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WINDSOR APPROVING
THE ADOPTION OF BREACH NOTIFICATION POLICY
Resolution #22-2023

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: Councilman Hupman
SECONDED BY: Deputy Supervisor Colwell

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 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 - 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: August 9, 2023

Town of Windsor Seal

Elizabeth Pfister, Town Clerk
Town of Windsor

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
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: Councilman Harting
SECONDED BY: Councilman Hupman

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 - 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: August 9, 2023

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

The Board received Justice Blythe's completed 2023 Continuing Judicial Education Training

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Hupman

Motion to Ratify the Bi-Weekly Salary for Honorable James Dadamio at \$899.42 Retroactive to July 10, 2023

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 Recess for Legal advice at 8:15 P.M.

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 Hupman

Motion to Return from Legal advice at 8:39 P.M.

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 Hupman

Motion to Authorize the Supervisor or Designee to Sign a Memorandum of Agreement with Teamsters Local 317 to Modify the Existing Collective Bargaining Agreement

Vote of the Board:

Supervisor Odell- Aye
Deputy Supervisor Colwell- Aye
Councilman Hupman- Aye
Councilman Harting- Aye
Councilman Price - No

Motion Passed

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Hupman

Motion to Approve Stacey Thatcher as an Independent Consultant to the Court, Effective Immediately

Vote of the Board:

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

Motion Passed

UPCOMING MEETING:

Planning Board Meeting August 30, 2023 7:30 P.M. Windsor Town Hall
Regular Board Meeting September 13, 2023 7:00 P.M. Windsor Town Hall

PUBLIC COMMENTS: None

ADJOURNMENT:

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Hupman

Motion to Adjourn Meeting at 8:43 P.M.

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