

**Public Hearing & Regular Meeting of the Town Board
December 13, 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: Doug Saunders, Garrett Road; Don & Elizabeth Einstein; David Cox, Passero Associates; David Brown, Ostrander Road; Holly Gardinier, Maple Avenue; John Mastronardi, Griffiths Engineering; Fred & Fran Barrett, Blatchley Road; Duane Durst, Assemblies of God; Ben Harting, Broome County Sheriff's Office

PUBLIC HEARING: Supervisor Odell continued the Public Hearing for The Hills of Windsor project at 7:01 P.M. there were no comments the Public Hearing was Closed at 7:01 P.M.

Attorney Spinner began the SEQRA Type II review, to discuss whether or not the environmental impact is moderate to large and any other impacts the site may have. Attorney Spinner reviewed the Full Environmental Assessment Form (FEAF) and identified 5 items that could have a large to moderate environmental impact. Attorney Spinner asked David Cox from Passero Associates; to respond with mitigation steps that have been taken in regards to each question. Spinner asked John Mastronardi from Griffiths Engineering to let the Board know if the mitigation steps taken are adequate for the project. Attorney Spinner reviewed SEQR Part 2 questions; 1 - Impact on Land, 3 – Impacts on Surface Water, 4 – Impact on groundwater, 14 – Impact on Energy, 15 – Impact on Noise, Odor, and Light, where large to moderate environmental impact was noted. David Cox addressed all questions and informed the Board that the design work has been done to meet regulatory guidelines, John Mastronardi confirmed that items incorporated in design meet guidelines set forth by the Town and State agencies. Attorney Spinner asked the Board if they felt after the SEQRA review if there will be a significant environmental impact and all Board member agreed that it will not.

Supervisor Odell read aloud the following Resolution:

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Hupman

**RESOLUTION REGARDING STATE ENVIRONMENTAL QUALITY REVIEW (SEQR)
TYPE I ACTION #46-2023**

WHEREAS, the Town of Windsor (the “Town”) has considered the impacts to the environment of the Scope of Work (The Hills at Windsor) to be completed at 200 Garrett Road, Windsor, New York (the “Proposed Action”). The Scope of Work shall include, but is not limited to, construction of a lodge containing 60 hotel style rooms and a worship sanctuary; 22 Recreational Vehicle sites with water, sewer and electric service and various recreation areas including sports fields and courts, a playground and a zipline; and

WHEREAS, the Board at its meeting on June 14, 2023, reviewed the Proposed Action with respect to the Type I and II criteria set forth in 6 NYCRR Parts 617.4(b) and 617.5(c) and concluded that it qualified as a Type I action, declared itself lead agency, directed all involved agencies be notified of its intent to act as lead agency, and directed preparation of Part 1 of a Full Environmental Assessment Form (FEAF); and

WHEREAS, all involved agencies have consented to the Town acting as lead agency, Part 1 of the FEAF has been prepared regarding the Proposed Action, and the Board has reviewed it and other documents and materials prepared regarding the same, and consulted with its architects and engineers regarding the Proposed Action and its potential impacts, and reviewed and completed Parts 2 and 3 of the FEAF and determined that the Proposed Action will not have a significant adverse environmental impact.

NOW THEREFORE BE IT RESOLVED by the Town of Windsor as follows:

1. Based upon an examination of the FEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the Board's knowledge of the area surrounding the Proposed Action and such further investigation of the Proposed Action and its respective potential environmental impacts as the Board has deemed appropriate, the Board makes the following findings and determinations:

- a. (i) No significant adverse environmental impacts are noted in the FEAF for the Proposed Action in response to all questions except 1, 3, 4, 14 and 15. The Town Board determined that questions 1, 3, 4, 14 and 15 would need further evaluation as they identified impacts that could potentially be moderate to large. After further review, the Town Board has decided that the impacts will be avoided or mitigated, and thus small in magnitude and unlikely to occur and are not significant, because the action as designed, and overseen by New York State regulatory agencies, will appropriately and properly mitigate the potential impacts, such that no significant adverse environmental impact is anticipated. Therefore, the Board hereby determines that the action will not have a significant adverse environmental impact, and the Board will not require preparation of an environmental impact statement with respect to the Proposed Action.
- b. The Board's determination of significance, and reasons in support therefore are more fully set forth and certified in the FEAF, Part 3 Determination of Significance.
- c. As a consequence of the foregoing, the Town Supervisor is directed to prepare a Negative Declaration for the Proposed Action;
- d. The Board hereby directs that all SEQRA documents and notices, including but not limited to the FEAF and Negative Declaration, are to be maintained in files that are readily accessible to the public and made available upon request, subject only to the limitations established by the Freedom of Information Law.

2. The Board hereby directs that a certified copy of this resolution, the FEAF, the Negative Declaration, and a completed Scope of Work be filed and distributed pursuant to 6 NYCRR 617.2 as required by law.

3. The Board hereby directs that all necessary SEQRA documents and notices, including the FEAF and Negative Declaration and any Notices be filed with the chief executive officer of the political subdivision where the action is located, the lead agency, all involved agencies and persons or parties who have requested it.

4. Pursuant to SEQRA, the name and address of the lead agency is The Town of Windsor, 124 Main Street, Windsor, New York, 13865 and its telephone number is (607) 655-2023, and the name of a person who can provide additional information at that address and telephone number is Mark Odell, Town Supervisor; and a brief description of the action, the SEQRA classification, and the location of the action are indicated above.

5. The Board hereby finds and states that the Negative Declaration has been prepared in accordance with article 8 of the Environmental Conservation Law

6. The Board hereby finds that this Negative Declaration must be published in the Environmental Notice Bulletin (ENB), and that notice of a negative declaration must be incorporated once into any other subsequent notice required by law; and

7. 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 Town Hall, 124 Main Street, Windsor, NY on the 13th day of December, 2023. Said resolution was adopted by the following roll call vote:

Supervisor Mark Odell	VOTED - Aye
Deputy Supervisor Daniel Colwell	VOTED - Aye
Council Member Gary Hupman	VOTED - Aye

Council Member Timothy Harting
Council Member Daniel R. Price

VOTED - Aye
VOTED - Aye

Dated: December 13, 2023
Town of Windsor Seal

Elizabeth Pfister, Town Clerk

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Harting

Motion that the Windsor Town Board grants approval to the site plan for the Hills of Windsor project, subject the incorporation of the following conditions including but not limited to:

1. All Permitting to go through Town Code Enforcement Officer
2. Comply with Town of Windsor Noise Ordinance
3. Signage on Garrett Road stating "Emergency Use Only"

I further move that a detailed resolution containing these specific conditions will be considered and adopted at the next regular board meeting of the Windsor Town Board.

I authorize the Applicant to proceed with the project in accordance with this preliminary approval, pending the final resolution at the next meeting.

Vote of the Board:

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

Motion Passed

Discussion: Attorney Spinner informed the Board that he had spoken with Duane Durst, Assembly of God President and he has agreed to pay the Town an amount to be determined for fire protection prior to breaking ground on the project.

John Mastronardi updated the Board that the steel has started being put up this week, project is on schedule at this time. John Mastronardi presented the Board with the current list of change orders on the project. Change from electric radiant heating to propane heating is a savings of \$7,500.00. The General Contractor proposed a different system to finish the concrete with that will be far more durable than what was originally chosen for the project this has a savings of \$44,818.00. Both Mastronardi and Highway Superintendent Kithcart after looking into it think the Green/Ice finish is a far more durable option than a polished floor and feel it is a better option. This was more of an oversight in design and planning, Highway Superintendent Kithcart said the temporary bathroom that was put in the pole barn to be used until new building was up and operational makes no sense to unhook water and sewer and have the facility there and not connected for no reason, might as well keep it there and functional. This is an additional 2" water connection that is needed so water to that building can be metered and has a cost of \$2,059.00. John made the Board aware of a charge that has been submitted that he does not agree with which was the removal of the old septic tanks. John has asked the contractor for more documentation to be provided for the removal of the tank and the rerouting of the pole barn plumbing to the new tank, John feels the cost is quite high for the work done. The design called for a bridge crane for two of the garage bays and the General Contractor has suggested a bridge crane that does not require additional footings to be installed as the one chosen for the design had required and would be a savings of \$3,000.00 to the project. The last item that had quite a bit of discussion was the addition of 2 add on "man doors" to two of the overhead doors with an additional cost of \$4,362.00 each. Supervisor Odell reminded Highway Superintendent Kithcart that every addon we decide we want adds to the cost of the building even with all of these savings' items listed. Deputy Supervisor Colwell voiced his disappointment that it was overlooked in the original planning and design but recognized the importance of having the doors.

Motion By: Deputy Supervisor Colwell

Sec. By: Councilman Harting

Motion to Approve Change Orders for the Radiant Heating (\$7,500.00), Green/Ice Floor Finish (\$44,818.00), Making Temporary Water Connection Permanent \$2,059.00, Removal of Bridge Crane Footers (\$3,000.00) and 2 Man Door Overhead Doors \$4,362.00 x 2 = Totaling (\$44,535.00) Savings

Vote of the Board:

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

Motion Passed

Discussion: John Mastronardi will report back on Septic Tank Removal and Tie In Costs. Councilman Harting questioned if there would be any change order costs associated with these and John Mastronardi stated there would not.

Captain Ben Harting from the Broome County Sheriff's Office spoke to the Board and residents about the Sheriff Akshar's new initiative to ensure outreach to all municipalities and local officials so they have a point of contact at the Sheriff's office and bring everyone up to date on changes that have been made at the Sheriff's office. Noting this is the first significant upgrade since the 1940's and 1950's.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES:

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

Motion to approve the minutes of the November 1, 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

FINANCIAL REPORT:

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

Motion to approve December 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 October and November 2023 Financials, there were no comments or questions.

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

Motion to D. Motion to Set Wastewater Treatment Plant Operator Hourly Rates Effective January 1, 2024

- DEC Certificate 2: \$ 28.79 per hour
- DEC Certificate 2A: \$28.79 per hour
- DEC Certificate 3: \$29.84 per hour
- DEC Certificate 3A: \$29.84 per hour
- DEC Certificate 3A with Extra Responsibilities: \$31.98 per hour
- DEC Certificate 4: \$ 30.92 per hour
- DEC Certificate 4A: \$30.92 per hour

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 Set Casual Laborers' Hourly Rate at \$18.00, Effective January 1, 2024

Vote of the Board:

Supervisor Odell- Aye

Deputy Supervisor Colwell- Aye

Councilman Hupman- Aye

Councilman Harting- Aye

Councilman Price - Aye

Motion Passed

Discussion: This is for seasonal workers at the Highway Department

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Amend the Sewer District 2023 Budget for Cost of Submersible Pump to Reflect Federal
ARPA Revenue and Expenditures
RESOLUTION #39-2023**

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 13th day of December, 2023, the following resolution was:

Offered By: Deputy Supervisor Colwell

Second By: Councilman Harting

WHEREAS, \$11,566.25 in expenses have been incurred to purchase a replacement submersible non-clog pump for \$11,300.00 + Delivery. Motion was made and approved at the Regular Meeting of the Town of Windsor Town Board, held at the Town Hall on the 12th day of April 2023 to be funded with Federal ARPA funds, and

WHEREAS, Federal ARPA funds held on deposit in the townwide general fund bank account will need to be transferred to the Sewer District fund to pay for the submersible non-clog pump from Koester Sulzer ABS as required by accounting bulletin guidance issued by the New York State Comptroller's Office;

IT IS HEREBY RESOLVED by the Town Board of the Town of Windsor that the following budgetary adjustments be made, to cover the cost of this outlay in the sewer district fund.

BE IT FURTHER RESOLVED that this resolution take effect immediately.

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
SS3-201	CASH-SAVINGS	\$11,566.25	
SS3-5031	INTERFUND TRANSFER		\$11,566.25
	RECEIVE ARPA FUNDS HELD IN GENERAL FUND		
A9901.9	INTERFUND TRANSFER	\$11,566.25	
A201	CASH-SAVINGS		\$11,566.25
A688	OTHER LIABILITIES - ARPA	\$11,566.25	
A4089	OTHER AID FROM ARPA		\$11,566.25
	REVENUE RECOGNITION FOR ARPA Submersible Pump		
	BUDGET JOURNAL ENTRIES:		
SS3-5031	INTERFUND TRANSFER	\$11,566.25	
SS3-8130.2	SEWER EQUIPMENT, REPAIRS		\$11,566.25

	<i>ARPA EXPENDITURE MOTION 4/12/2023</i>		
A4089	OTHER FEDERAL AID, ARPA	\$11,566.25	
A9901.9	INTERFUND TRANSFER		\$11,566.25

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 13th day of December, 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: December 13, 2023

[Town Seal]

Elizabeth Pfister, Town Clerk
Town of Windsor

COMMITTEE REPORTS:

ASSESSOR:

The Board received the Assessors November 2023 report, there were no comments or questions.

CEMETERIES:

Councilman Hupman made the Board aware that Joe & Laura Fiore are busy working on grants to get headstones for Revolutionary War and Civil War Veterans in Mountain View Cemetery over the winter months. Councilman Hupman had reached out to Highway Superintendent Kithcart to see if the headstones could be delivered to the Highway Garage, it was no issue.

DOG CONTROL:

The Board received the Dog Control Officer Inspection Report that was completed on 11/29/2023, all was Satisfactory. Supervisor Odell questioned Attorney Spinner on where things were in regards to the fees charged by the Dog Shelter that were questioned during the inspection. Attorney Spinner stated he was still in talks with the County but it was not anything the Town could control.

ECONOMIC DEVELOPMENT:

Supervisor Odell read the flyer for The Windsor Partnership’s First Knight event being held in the Village on New Year’s Eve from 7:00 P.M. until Midnight.

ENERGY:

HIGHWAY:

It was announced that Fisher Associates had been chosen as the firm for the Bridge NY Project for the Rehabilitation of McNair Road Bridge. Highway Supervisor Kithcart advised they were hard at work on the proposal in order to meet the deadline.

HISTORY:

SENIOR CITIZENS:

TOWN CLERK/REGISTRAR:

The Board reviewed the Clerk’s November 2023 Report, there were no questions and the Clerk had nothing to note.

TOWN HALL:

The Town was awarded \$19,000.00 from Broome County’s Small Community Fund Grants for the work needed on the Town Hall gutter system and masonry repair. Supervisor Odell thanks Holly Gardinier and Town Clerk Pfister for their work on the application. Attorney Spinner directed the Clerk to follow up with Broome County on the contract that is referenced in the award letter so that time is wasted chasing it later.

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

Motion to Accept Bid “Option A” for new gutters and downspouts at a cost of \$11,500.00 with “Add-on Option” replace up to a 12’ section of aluminum fascia that is missing for an additional \$800.00 for a Total of \$12,300.00 from Seamless Gutter & Supply Company of Endicott, NY.

Vote of the Board:

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

Motion Passed

Discussion: One estimate for replacement of the gutter system on the Town Hall was received, the Town Clerk and Code Officer said they called around and locally contractors do the majority of this work and it is out of season. Attorney Spinner advised that due diligence had been done and there was no need for additional quotes.

Supervisor Odell announced that there would be a holiday luncheon at the Town Hall Monday December 18, 2023 at 12:00 P.M., bring a dish to pass.

WASTEWATER TREATMENT PLANT:

The Board was given the Unpaid, Delinquent 2023 Sewer Charges totaling \$52,512.90 a total of 6 properties are located in the Town of Kirkwood with a total of \$4,924.92 and remainder in the Town of Windsor totaling \$47,587.98

The Board was given a copy of the insert that was sent to municipal sewer users in regards to the rate increases to be expected in March 2024.

The West Windsor Wastewater Treatment Plant received its SPDES Permit for 8/1/2023 – 7/31/2028

YOUTH & RECREATION:

ZONING, PLANNING & CODE ENFORCEMENT:

The Board reviewed the November 2023 Code Report Code Officer Osborne said nothing to note.

Motion By: Councilman Hupman Sec. By: Councilman Harting

Motion to Approve Renewal of 10 Mobile Home Park Licenses

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 a copy of a Mining Permit for the Renewal of the Kohlbach Quarry on Barton Road being transferred to SharonVanZandt.

The Minutes of the November 29, 2023 Planning Board Meeting were distributed to the Board.

PUBLIC SAFETY:

The Board received the June and July 2023 Transport Revenues, and the November 2023 Operational Update and Call Log from Eastern Broome EMS.

UNFINISHED BUSINESS:

Town of Windsor, County of Broome, State of New York

A RESOLUTION ACKNOWLEDGING THAT AN EXAMINATION OF THE JUSTICE COURT'S RECORDS WAS CONDUCTED RESOLUTION #40-2023

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

At a Regular Board Meeting of the Town of Windsor Town Board, held at the Town Hall on the 13th day of December, 2023, the following resolution was

OFFERED BY: Deputy Supervisor Colwell

SECONDED BY: Councilman Price

WHEREAS, Uniform Justice Court Act Section 2020-a partially sets forth the following:
“It shall be the duty of every such justice, at least once a year and upon the last audit day of such village or town, to present his records and docket to the auditing board of said village or town, which board shall examine the said records and docket, or cause same to be examined and a report thereon submitted to the board by a certified public accountant, or a public accountant and enter in the minutes of its proceedings the fact that they have been duly examined, and that the fines therein collected have been turned over to the proper officials of the village or town as required by law. Any such justice who shall willfully fail to make and enter in such records and docket forthwith, the entries by this section required to be made or to exhibit such records and docket when reasonably required, or present his records and docket to the auditing board as herein required, shall be guilty of a misdemeanor and shall, upon conviction, in addition to the punishment provided by law for a misdemeanor, forfeit his office.”

WHEREAS, On or about the 5th day of December, 2023, the Justice Court of the Town of Windsor presented its records and docket to the auditing board of the Town of Windsor.

WHEREAS, On or about the 5th day of November, 2023, the auditing board of the Town of Windsor duly examined the records and docket of the Justice Court of the Town of Windsor, for the timeframe of November 1, 2022 – November 30, 2023.

WHEREAS, the auditing board of the Town of Windsor found no issues during its examination.

NOW, THEREFORE, this 13th day of December, 2023,

BE IT RESOLVED by the Town Board of the Town of Windsor, as follows:

RESOLVED, The Town Board acknowledges that the required examination of the Town Justice books was conducted and that no issues were identified during the examination.

RESOLVED, The Town Clerk is asked to send a copy of this resolution to: Internal Audit Services Unit, Attn: Joan Casazza 2500 Pond View, Suite LL01, Castleton – on – Hudson, NY 12033 or via email at: jcasazza@nycourts.gov

IT IS THEREFORE, RESOLVED, 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 13th day of December, 2023. Said resolution was adopted by the following vote:

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: December 13, 2023

Elizabeth Pfister, Town Clerk

**Town of Windsor, County of Broome, State of New York
A RESOLUTION ACKNOWLEDGING AN EXAMINATION OF THE RECORDS OF
THE TOWN CLERK WAS CONDUCTED RESOLUTION #41-2023**

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

At a Regular Board Meeting of the Town of Windsor Town Board, held at the Town Hall on the 13th day of December, 2023, the following resolution was

OFFERED BY: Councilman Harting

SECONDED BY: Councilman Price

WHEREAS, Town Law Section 123 requires each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the Town Board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled checks or check images as authorized by General Municipal Law Section 99-b;

WHEREAS, on or about the 1st day of December, 2023, the Town Clerk of the Town of Windsor presented her records and docket to the Town of Windsor’s auditing board;

WHEREAS, on or about the 1st day of December, 2023, the Town’s auditing board duly examined the records and docket of the Town Clerk Elizabeth Pfister, for the timeframe of December 1, 2022 – November 30, 2023.

WHEREAS, the Town’s auditing board completed its review and filed its report in the Clerk’s office; and

NOW, THEREFORE, this 13th day of December, 2023,

BE IT RESOLVED by the Town Board of the Town of Windsor, as follows:

RESOLVED, the Town Board acknowledges that the required examination of the Town books was conducted; the report is on file in the Clerk’s Office;

IT IS THEREFORE, RESOLVED, 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 13th day of December, 2023. Said resolution was adopted by the following vote:

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: December 13, 2023

Elizabeth Pfister, Town Clerk

Town of Windsor, County of Broome, State of New York
A RESOLUTION ACKNOWLEDGING THAT AN EXAMINATION OF THE CHIEF FISCAL OFFICER’S RECORDS WAS CONDUCTED RESOLUTION #42-2023

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

At a Regular Board Meeting of the Town of Windsor Town Board, held at the Town Hall on the 13th day of December, 2023, the following resolution was

OFFERED BY: Deputy Supervisor Colwell

SECONDED BY: Councilman Hupman

WHEREAS, Town Law Section 123 requires each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the town board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled checks or check images as authorized by General Municipal Law Section 99-b.

WHEREAS, On or about the 5th day of December, 2023, the Chief Fiscal Officer of the Town of Windsor presented her records and docket to the auditing board of the Town of Windsor.

WHEREAS, On or about the 5th day of December, 2023, the auditing board of the Town of Windsor duly examined the records and docket of the Chief Fiscal Officer of the Town of Windsor, for the timeframe of November 12, 2022 – November 30, 2023.

WHEREAS, the auditing board of the Town of Windsor found no issues during its examination.

NOW, THEREFORE, this 13th day of December, 2023,

BE IT RESOLVED by the Town Board of the Town of Windsor, as follows:

RESOLVED, The Town Board acknowledges that the required examination of the Chief Fiscal Officer’s books was conducted and that no issues were identified during the examination.

IT IS THEREFORE, RESOLVED, 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 13th day of December, 2023. Said resolution was adopted by the following vote:

Supervisor Mark Odell	Voted - Aye
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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: December 13, 2023

Elizabeth Pfister, Town Clerk

Town of Windsor, County of Broome, State of New York
A RESOLUTION ACKNOWLEDGING AN EXAMINATION OF THE RECORDS OF
THE TAX COLLECTOR FOR 2023 WAS CONDUCTED RESOLUTION #43-2023

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

At a Regular Board Meeting of the Town of Windsor Town Board, held at the Town Hall on the 13th day of December, 2023, the following resolution was

OFFERED BY: Councilman Hupman
SECONDED BY: Councilman Harting

WHEREAS, Town Law Section 123 requires each town officer and employee who received or disbursed any moneys in the previous fiscal year shall account with the Town Board for such moneys and shall produce all supporting books, records, receipts, warrants, vouchers, and cancelled checks or check images as authorized by General Municipal Law Section 99-b;

WHEREAS, on or about the 1st day of December, 2023, the Tax Collector of the Town of Windsor presented her records and docket to the Town of Windsor’s auditing board;

WHEREAS, on or about the 1st day of December, 2023, the Town’s auditing board duly examined the records and docket of the Tax Collector, for the timeframe of January 1, 2023 – November 30, 2023;

WHEREAS, the Town’s auditing board completed its review and filed its report in the Clerk’s office; and

NOW, THEREFORE, this 13th day of December, 2023,

BE IT RESOLVED by the Town Board of the Town of Windsor, as follows:

RESOLVED, The Town Board acknowledges that the required examination of the Tax Collector’s books was conducted and that no issues were identified during the examination.

RESOLVED, this resolution shall take effect immediately.

IT IS THEREFORE, RESOLVED, 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 13th day of December, 2023. Said resolution was adopted by the following vote:

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: December 13, 2023

Elizabeth Pfister, Town Clerk

Motion By: Councilman Harting

Sec. By: Councilman Hupman

Motion to Set Public Hearing for Revised 2024 Fire Contracts January 10, 2024 7:05 P.M. 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

NEW BUSINESS:

The Board did the annual review of the Procurement Policy #23-2013, there were no changes. Councilman Harting remarked that with trends in costs the Board may need to adjust the dollar amount threshold in coming years.

Motion By: Councilman Harting

Sec. By: Councilman Hupman

Motion to Advertise for the Position of Planning Board Alternate 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

Motion By: Councilman Harting

Sec. By: Councilman Hupman

Motion to Confirm Jamie B. Boerner to West Windsor Fire Company, Inc.

Vote of the Board:

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

Motion Passed

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK
Authorizing Town of Windsor Representatives as Signers Regarding Bank Accounts
RESOLUTION #44-2023**

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

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

IT IS HEREBY RESOLVED by the Town Board of the Town of Windsor that the following individuals are authorized parties/signers for the following Banks/Accounts, effective 1/1/2024:

Chemung Canal Trust Company (Windsor Town Court Town Justice Colpitts Checking):

Dennis T. Colpitts, Town Justice

OR
Mark Odell, Town Supervisor

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 13th day of December, 2023. Said resolution was adopted by the following 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: December 13, 2023

Elizabeth Pfister,
Town Clerk Town of Windsor

**Town of Windsor, County of Broome, State of New York
AUTHORIZING THE SUPERVISOR TO EXECUTE A RETAINER
AGREEMENT AND THE HIRING OF LEGAL COUNSEL**

Resolution #45-2023

**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 13th day of December, 2023, the following resolution was

**OFFERED BY: Councilman Hupman
SECONDED BY: Deputy Supervisor Colwell**

WHEREAS, the Town Board has determined that it wishes to retain Coughlin & Gerhart LLP to provide its general legal services; and

WHEREAS, a proposed retainer agreement was received by the Town Board; in which the proposed services and fee structure are outlined; and

WHEREAS, the Town Board deems it necessary to secure legal counsel;

NOW, THEREFORE, this 13th day of December, 2023,

BE IT RESOLVED by the Town Board of the Town of Windsor, as follows:

RESOLVED, that Coughlin & Gerhart, LLP, is hereby retained effective January 1, 2024 for a term ending on December 31, 2024 and that Supervisor or his designee is authorized to execute the retainer agreement.

RESOLVED, this resolution shall take effect January 1, 2024.

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 the 13th day of December, 2023. Said resolution was adopted by the following vote:

Supervisor Mark Odell - Aye
Deputy Supervisor Daniel Colwell – Aye
Councilman Gary M. Hupman - Aye

Town of Windsor Seal

Councilman Timothy Harting - Aye
Councilman Daniel R. Price - Aye

Motion Approved
Resolution Adopted: December 13, 2023

Elizabeth Pfister Town Clerk,
Town of Windsor

Motion By: Deputy Supervisor Colwell **Sec. By: Councilman Harting**
Motion to Ratify the Appointment of Robert Williams to the Zoning Board of Appeals as
Chairman for a 5 Year Term Beginning June 13, 2023 – June 13, 2028

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 Ratify the Appointment of Khristine Breeding to the Zoning Board of Appeals as
Secretary for a 5 Year Term Beginning December 11, 2023 – December 11, 2028

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 December 27, 2023 7:30 PM Windsor
Town Hall
Town Board Meeting January 10, 2024 7:00 PM Windsor Town Hall

PUBLIC COMMENTS: None

ADJOURNMENT:
Motion By: Councilman Hupman **Sec. By: Councilman Harting**
Motion to Adjourn Meeting at 9:05 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,

Elizabeth Pfister
Town Clerk