

**Special Meeting of the Town Board  
December 21, 2023 6:00 PM  
Town of Windsor Town Hall  
124 Main Streets, Windsor, NY 13865**

**MEETING CALLED TO ORDER:** by Supervisor Mark Odell, at 6:01 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: Absent  
Councilman Daniel R. Price: Present  
Code Enforcement Officer Richard Osbourne: Present  
Highway Superintendent Michael Kithcart: Present  
Attorney Mark Spinner: Absent

Also, present were: Khristine Breeding, Route 79; Eric King, LeChase; Kirk Armstrong, LeChase; John Mastronardi, Griffiths Engineering

Supervisor Odell called Councilman Harting from his cell phone so he could participate in the question and comment portion of the meeting with concerns he may have with the change.

John Mastronardi started the meeting by explaining that approximately a week prior LeChase, the General Contractor was contacted by the manufacturer of the steel building panels, All Weather that an error had been made by All Weather when ordering the steel coil to produce the panels for the Towns project with their supplier Iron City Structures, LLC. Initially LeChase had been notified of potential delay with the panels and they expressed the need to have panels as quickly as possible.

Last week All Weather contacted LeChase about the material ordering error. The original design specs for the metal wall and roof panels were for 22/22-gauge panels for both the interior and exterior of the wall and roof panels. The manufacturer ordered 24/26-gauge coil in error for the wall and roof panels and offered a discount for their error in the amount of \$32,624.00. Griffiths ran a comparison of the 2 materials and all specs are equivalent as far as warranty, performance, and structural needs. LeChase brought a sample of each panel for the Board to inspect and visibly see the difference. All Board members raised concerns they had in regards to the change and all agreed that this error was not the fault of the Town or the Contractor however the delay in the project to order the correct materials and wait to arrive was too long when essentially the two products would perform comparably. Councilman Price did ask LeChase to look into energy savings that the change in roof color from Bronze to White could potentially have on energy efficiency and LeChase said they would get that information back to the Board.

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Hupman**

Motion to Accept the Change in Materials with a Counter Offer for a Credit of the Materials of \$40,000.00 instead of the proposed \$32,624.00 Originally Offered

**Vote of the Board:**

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

**Motion Passed**

**Discussion:** LeChase agreed to contact the manufacturer with the counter offer and let the Board know the outcome as soon as they had a response.

**ADJOURNMENT:**

**Motion By: Councilman Hupman**

**Sec. By: Deputy Supervisor Colwell**

Motion to Adjourn Meeting at 6:28 PM

**Vote of the Board:**

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

**Motion Passed**

Respectfully Submitted,

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Elizabeth Pfister  
Town Clerk