



|                         |                     |
|-------------------------|---------------------|
| DB Fund Voucher#107-127 | \$48,960.64         |
| H Fund Voucher#22-26    | \$740,220.40        |
| SF1 Fund                | \$5,793.00          |
| SS3 Voucher#23-32       | \$18,310.28         |
| TA Fund Vcr#7           | \$961.69            |
| <b>Total:</b>           | <b>\$920,451.48</b> |

**Vote of the Board:**

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

**Motion Passed**

The April 2024 Financials were distributed to the Board.

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK**

Amend the SS3, Sewer District 2024 Budget for Cost of Pumping Out Reed Beds and Holding Tank to Reflect Federal ARPA Revenue and Expenditures

**RESOLUTION #17-2024**

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

**ABSENT:** Councilman Timothy Harting

At a Regular Meeting of the Town of Windsor Town Board, held at the Town Hall on the 8<sup>th</sup> day of May, 2024, the following resolution was:

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

**WHEREAS**, \$77,000 in expenses have been incurred for engineering reviews, consultations, testing, pumping of reed beds and holding tank. Motion was made and approved at the Regular Meeting of the Town of Windsor Town Board, on the 10<sup>th</sup> day of April 2024 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” SS3 fund to pay for the reed beds and holding tank pumping 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, SS3 fund budget.

| ACCOUNT    | ACCOUNT NAME                            | DEBIT    | CREDIT   |
|------------|---|----------|----------|
| SS3-201    | CASH-SAVINGS                            | \$77,000 |          |
| SS3-5031   | INTERFUND TRANSFER                      |          | \$77,000 |
|            | RECEIVE ARPA FUNDS HELD IN GENERAL FUND |          |          |
| A9901.9    | INTERFUND TRANSFER                      | \$77,000 |          |
| A201       | CASH-SAVINGS                            |          | \$77,000 |
| A688       | OTHER LIABILITIES - ARPA                | \$77,000 |          |
| A4089      | OTHER AID FROM ARPA                     |          | \$77,000 |
|            | REVENUE RECOGNITION FOR ARPA REED BEDS  |          |          |
|            | <b>BUDGET JOURNAL ENTRIES:</b>          |          |          |
| SS3-5031   | INTERFUND TRANSFER                      | \$77,000 |          |
| SS3-8130.4 | SEWER, CONTRACTUAL                      |          | \$77,000 |
|            | ARPA EXPENDITURE MOTION 4/10/2024       |          |          |
| A4089      | OTHER FEDERAL AID, ARPA                 | \$77,000 |          |
| A9901.9    | INTERFUND TRANSFER                      |          | \$77,000 |

**BE IT FURTHER RESOLVED** that this resolution 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 8<sup>th</sup> day of May, 2024. 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 - Absent |
| Councilman Daniel R. Price       | Voted - Aye    |

**Motion Approved**

**Resolution Adopted: May 8, 2024**

[Town Seal]

\_\_\_\_\_  
Elizabeth Pfister, Town Clerk  
Town of Windsor

**COMMITTEE REPORTS:**

**ENGINEER:**

Dan Griffiths from Griffiths Engineering gave an update on the Highway Garage project and the current change orders for the project.

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Hupman**

Motion to Accept Change Order #1, 5, 7, 8, 9, 13, 16, 17, 28 for work performed on Highway Garage Project

**Vote of the Board:**

Supervisor Odell - Aye

Deputy Supervisor Colwell - Aye

Councilman Hupman - Aye

Councilman Harting - Absent

Councilman Price - Aye

**Motion Passed**

**Discussion:** Dan Griffiths pointed out that the Town is currently looking at a credit of \$23,467.61 on the project

**ASSESSOR:**

The Board reviewed the Assessors April 2024 report and received the 2024 New Construction and Reassessment listing. The assessor noted that all stone quarries in the Town were reassessed and in total over 200 change of assessment notices went out in the mail.

**CEMETERIES:**

Councilman Hupman reported that a meeting was held in regards to the South Windsor cemetery, there was about 20 people in attendance. Noah & Lauren Colwell that had taken it over a couple of years ago were struggling to handle all that was entailed with taking care of the cemetery and raising their young family. The meeting was successful in finding new people to occupy the board Jeremie Dixon volunteered to be President of the association and 2 women that were previously on the Board volunteered to take over the other positions. Councilman Hupman said that within the week the Colwell's will meet with the new Board and take care of getting everything switched around, and it stops the cemetery from being abandoned and turned over to the Town. Councilman Hupman said that Jeremie Rounds, Joe & Laura Fiore and Rita Saunders also attended the meeting to let the association know about the work that they have been doing.

Supervisor Odell questioned funds from the Bluestone Wind project that were to be put towards removing trees in cemeteries. The Clerk shared that according to the Cultural Mitigation Plan there are 2 cemetery trees that are to come down, one in the Edwards Cemetery and one in the Ostrander Road cemetery.

**DOG CONTROL:**

The Board received the April 2024 Municipal Shelter Inspection Report still stating status of "Unsatisfactory." Supervisor Odell asked what the Board is supposed to do with these notices each month, Attorney Spinner advised it is just notification until the issues have been rectified.

Dog Control Officer Bronson is trying to find a veterinarian that will administer rabies vaccines so the Town can host their own rabies clinic since the County is only offering rabies clinics at The Humane Society this year. The County will provide the vaccine and needles but it must be a licensed vet or vet tech to administer. He has spoken with a veterinarian and is working to find a date.

**ECONOMIC DEVELOPMENT:** None

**ENERGY:** None

**HIGHWAY:**

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Hupman**

Motion to Ratify the Highway Supervisor's Cancellation of the Purchase Order Approved by the Board by Motion on March 8, 2023, for the Purchase of a Western Star 49X and Viking Plow Package from Tracy Road Equipment

Under Onondaga County Contract #8996 in the Amount of \$293,424.90, as Said Truck Has No Confirmed Delivery Date, Which is Deemed Unreasonable Given the Time Elapsed Since the Order Was Placed, and it Being in the Best Interest of the Town to Cancel Said Order

**Vote of the Board:**

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

**Motion Passed**

**Motion By: Councilman Hupman**

**Sec. By: Councilman Price**

Motion to Purchase an International 2026 HX520 6x4 Chassis and Viking Plow Package from Allegiance Trucks on Onondaga County Contract# 10914 in the amount of \$268,790.00

**Vote of the Board:**

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

**Motion Passed**

**Discussion:** Councilman Hupman commented that this truck is cheaper, and a confirmed tentative delivery date.

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Price**

Motion to Declare (1) 1989 Model 7710 Ford Tractor as Surplus; to be Disposed of by the Town in a Commercially Reasonable Manner by a Method that is in the Best Interests of the Town

**Vote of the Board:**

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

**Motion Passed**

**Discussion:** Deputy Supervisor Colwell asked how the Town would dispose of, Highway Superintendent Kithcart stated that an online auction would be the best place.

**HISTORY:**

The Town Clerk informed the Board that 3 signs have been ordered from Catskill Castings. 2 – Historic markers; 1 for the Whip Works building on Main Street and 1 for the George Caitlin home on Route 79. Eileen Ruggieri and Holly Gardineer did the wording for the plaques and there will be an event once they are installed with the history room. There is also a replacement plaque for the Ouaquaga Bridge that was stolen on order. This was part of the Bluestone Wind Project Cultural Mitigation Funds that were given to the Town.

**SENIOR CITIZENS:**

The Board received a “Thank You” card from the Wednesday Seniors group thanking the Town for their yearly contribution to their program.

**TOWN CLERK/REGISTRAR:**

The Board received the Town Clerk’s April 2024 report, there were no questions. The Clerk shared that she attended the NYSTCA conference in April and was nominated to be one of the District 6 Directors. This position acts as a liaison between the Towns in District 6 and the State Association, Supervisor Odell congratulated Clerk Pfister on the opportunity.

**TOWN HALL:**

**Motion By: Councilman Hupman**

**Sec. By: Deputy Supervisor Colwell**

Motion to Approve the Supervisor or his Designee to Sign a Contract with Broome Tioga BOCES for the Summer Youth Employment Program Starting 7/8/2024 through 8/8/2024

**Vote of the Board:**

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

**Motion Passed**

Code Officer Osborne explained to the Board after the problem with bids in March, he walked the building and determined a number of bricks that need replacement and a square footage of repointing in order to go back out for bids. Since that time Broome County released the list of shared services vendors and Aztec Masonry Construction, the company that had submitted the only bid is on the list, so there is no need to go out to bid now. The Clerk has reached out to Aztec Masonry Construction and he will be calling to schedule the work.

Shingles have been found coming off the roof of Town Hall, the Code Officer Osborne said Weather Master, the company that did roof work in 2017 has been out to see if this was part of the work they had done, it was not. We are currently waiting for them to get back to the Supervisors Secretary with measurements so the Town can go out to bid on the repairs. Supervisor Odell thanked Code Officer Osborne for taking care of this.

**WASTEWATER TREATMENT PLANT:**

The work on the reed beds has started this week, there was a small hiccup at the start but everything is underway now.

**YOUTH & RECREATION:** None

**ZONING, PLANNING & CODE ENFORCEMENT:**

The Board reviewed the Code Officers April 2024 report, Code Officer Osborne reported that it is getting busier and he approved 5 new home permits in the Town – the most he has ever had in one month. Code Officer Osborne reported that he has spoken with a gentleman that recently purchased property on Barnes Road in the Town and is working with the Planning Board about possibly putting in a campground. Code Officer Osborne mentioned that there could be a potential issue with the abandonment of Barnes Road.

The Minutes of the April 11, 2024 ZBA meeting showed more progress updating the Town Code including recommendations for the sections they had reviewed. Bob Williams, Zoning Board Chair, attended the meeting he said the ZBA is trying to make everything relevant to todays world and they are working through one section at a time.

**PUBLIC SAFETY:**

The Board received the EBES April 2024 Operation Update and Call Log

**UNFINISHED BUSINESS:**

**Town of Windsor, County of Broome, State of New York**  
Adoption of the Town of Windsor Disaster Emergency Preparedness Plan  
**Resolution #18-2024**

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

**ABSENT:** Councilman Timothy Harting

At a regular meeting of the Town Board of the Town of Windsor, held at Windsor Town Hall, 124 Main Street, Windsor, New York on the 8<sup>th</sup> day of May, 2024, the following resolution was:

**Offered By: Councilman Hupman**

**Seconded By: Councilman Price**

**IT IS HEREBY RESOLVED**, by the Town Board of the Town of Windsor, Broome County, State of New York that Pursuant to Section 23, Article 2-B of the Executive Law of the State of New York, that the Supervisor of the Town of Windsor, may proclaim a local state of emergency within any part of, or all of the territorial limits of the Town of Windsor, and

**IT IS RESOLVED**, that the Supervisor of the Town of Windsor is authorized and empowered to use any and all facilities, equipment, supplies, personnel, or other resources of the Town of Windsor to cope with any disaster or emergency which may arise, and

**IT IS RESOLVED**, that the Supervisor of the Town of Windsor will be responsible for the interpretation of the procedures set forth in this Plan in responding to natural or man-made disasters within the Town of Windsor, and

**IT IS FURTHER RESOLVED**, that a copy of this Disaster Emergency Preparedness Plan is on file in the Office of the Town Clerk, a copy of which is attached to and made a part of these minutes, and

**IT IS FURTHER RESOLVED**, that The Town of Windsor Disaster Emergency Preparedness Plan shall be reviewed on an annual basis to ensure the continuity, updating or revising of the plan, and

**IT IS THEREFORE RESOLVED**, by the Town Board of the Town of Windsor that this Disaster Emergency Preparedness Plan is enacted effective May 8, 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 Windsor Town Hall, 124 Main Street, Windsor, New York on the 8<sup>th</sup> day of May, 2024. 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 – Absent |
| Councilman Daniel R. Price       | Voted -Aye     |

**Motion Approved**

**Resolution Adopted: May 8, 2024**

Town of Windsor Seal

\_\_\_\_\_  
Elizabeth Pfister, Town of Windsor  
Town Clerk

**Town Of Windsor, County of Broome, State of New York**  
Resolution Introducing a Proposed Local Law  
**Resolution #19-2024**

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

At a regular meeting of the Town Board of the Town of Windsor, held at Windsor Town Hall, 124 Main Street, Windsor, New York on the 8<sup>th</sup> day of May, 2024, the following resolution was:

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

**WHEREAS**, a local law entitled “A LOCAL LAW ENACTING A PROPERTY TAX EXEMPTION FOR VOLUNTEER FIREFIGHTERS AND AMBULANCE WORKERS PURSUANT TO SECTION 466-a OF THE REAL PROPERTY TAX LAW” was introduced at this meeting; and

**WHEREAS**, the Town Board desires to hold a public hearing with respect to the adoption of said Local Law.

**NOW, THEREFORE, BE IT RESOLVED** that a public hearing will be held by the Town Board of the Town of Windsor with respect to the adoption of the aforesaid Local Law on June 12, 2024 at 7:00 p.m.; and it is further

**RESOLVED**, that the Town Clerk is hereby authorized and directed to cause public notice of said hearing to be given as provided by law.

**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 8th day of May, 2024. 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 - Absent |
| Council Member Daniel R. Price   | VOTED - Aye    |

**Motion Approved**

**Resolution Adopted: May 8, 2024**

Town of Windsor Seal

\_\_\_\_\_  
Elizabeth Pfister, Town of Windsor  
Town Clerk

**Discussion:** Councilman Hupman asked what the requested speed limit is and it is 30mph

**Motion By: Deputy Supervisor Colwell**

**Sec. By: Councilman Hupman**

Motion to Schedule a Public Hearing for Local Law No. 1 of 2024 for June 12, 2024 at 7:00 P.M., and

Authorize Publication

**Vote of the Board:**

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

**Motion Passed**

**NEW BUSINESS:**

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK  
A Resolution to Improve Traffic Safety by Reducing the Speed Limit on Baker Road in the Town of Windsor  
Resolution #20-2024**

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

At a regular meeting of the Town Board of the Town of Windsor, held at the Windsor Town Hall, 124 Main Street, Windsor, New York on the 8<sup>th</sup> day of May 2024 the following resolution was

**OFFERED BY: Councilman Hupman  
SECONDED BY: Councilman Price**

**WHEREAS**, the community and the Town of Windsor are concerned about traffic safety and the safety of residents; and

**WHEREAS**, The Town has been contacted by residents urging that a reduction in the speed limit is necessary for Baker Road, a Town highway; and

**WHEREAS**, currently Baker Road is unposted and has a speed limit of 55 miles per hour; and

**WHEREAS**, it is the Town's position that the current speed limit is too high, unsafe and presents a danger to the public on Baker Road; and

**WHEREAS**, the community and the Town of Windsor want appropriate action taken to mitigate the public health and safety risk posed by current conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Windsor hereby recommends to the County of Broome and the New York State Department of Transportation ("NYSDOT") that the speed limit for the entirety of Baker Road between the location of New York State Route 79 and Stone Road/Hawk Road junction be reduced from 55 miles per hour to 30 miles per hour; and be it further

**RESOLVED**, that a maximum speed of 30 miles per hour is best suited for Baker Road inasmuch as the road is a main thoroughfare through a residential community in which several families reside; and be it further

**RESOLVED**, that copies of this resolution and the completed, attached NYSDOT form shall be forwarded to the offices of NYS Senator Peter Oberacker, NYS Assemblyman Joe Angelino, the Broome County DPW Commissioner and the NYSDOT Region 9 Director at 44 Hawley Street Binghamton, NY 13901; and be it 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 Town Hall on the 8th day of May, 2024. Said resolution was adopted by the following vote:

|                                  |                 |
|----------------------------------|-----------------|
| Supervisor Mark Odell            | Voting – Aye    |
| Deputy Supervisor Daniel Colwell | Voting - Aye    |
| Councilperson Gary M. Hupman     | Voting - Aye    |
| Councilperson Daniel Price       | Voting - Absent |

Councilperson Timothy Harting

Voting - Aye

The resolution was thereupon declared duly adopted by a vote of 4 – Ayes & 1 - Absent.

Dated: May 8, 2024  
Town of Windsor Seal

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Elizabeth Pfister, Town Clerk  
Town of Windsor

**UPCOMING MEETING:**

Zoning Board Meeting May 9, 2024 6:30 P.M. Windsor Town Hall  
Planning Board Meeting May 29, 2024 7:30 P.M. Windsor Town Hall  
Public Hearing & Regular Board Meeting June 12, 2024 7:00 P.M. Windsor Town Hall

**PUBLIC COMMENTS:**

Penny Spaid, Hargrave Road – Thanked Board for listening when they came to the March meeting about the condition of their road. They are very happy that paving is underway and they currently have the most bookings they have ever had.

Bob Williams, Kent Street – Asked Town Board what their role is in having collapsing buildings taken down on abandoned properties around the Town. Code Officer Osborne said there is a process that he has to be involved in, and the Board has some authority once Code has condemned the building but it is only to remove any hazard from a property.

LeWayne Colwell, Route 79 – Shared with the Board that when he was a councilman there was a resident at the top of Barnes Road that built a house and then came to the Board stating that the road went through his property and wanted the Town to pay for it so the Town abandoned the road. Code Officer Osborne has discovered that the abandonment was not done correctly and now has 3 property owners requesting driveway access and he cannot issue any of them. Highway Superintendent Kithcart stated the last thing they have at the highway is a court order to stay off property.

**ADJOURNMENT:**

**Motion By: Councilman Hupman**  
Motion to Adjourn Meeting at 7:59 P.M.

**Sec. By: Councilman Price**

**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