

**Work Session of the Town Board
October 22, 2025 6:00 P.M.
Town of Windsor Town Hall
124 Main Streets, Windsor, NY 13865**

Supervisor Harting pointed out the exits in the room.

MEETING CALLED TO ORDER: by Supervisor Tim Harting, at 6:00 P.M.

PLEDGE OF ALLEGIANCE: was recited.

ROLL CALL by Town Clerk Elizabeth Pfister:

Supervisor Tim Harting: Present

Deputy Supervisor Eric A. Beavers: Present

Council Member Gary M. Hupman: Present

Council Member Mark Odell: Present

Council Member Daniel Colwell: Present

Code Enforcement Officer Richard Osborne: Present

Highway Superintendent Michael Kithcart: Present

Attorney Mark Spinner: Present

Also, present were: Khristine Breeding, Route 79; Jim Conrad, Red Harvest Lane; Carolyn Price, Reagan Road; David Brown, Ostrander Road

Supervisor Harting made the announcement that this meeting is a work session to discuss the 2026 Tentative Budget and asked if anyone in attendance had specific questions regarding the budget before the Board got started so they could be sure to answer them as they review the budget.

Jim Conrad – Red Harvest Lane – Stated he was interested in information pertaining to some of the salaries and the percentage increase shown on the budget document, Supervisor Harting stated that he would address them as they went through the departments as some percentages are due to a change in the amount of hours and some are the result of wage increases, himself and the Budget Officer have the information to provide on that.

Supervisor Harting directed the Board to the “Summary of Fiscal Budget by Fund” that shows the use of fund balance in each account. Council Member Colwell asked first about the Fire District Budgets and the use of Fund Balance, Supervisor Harting explained that these funds should not have Fund Balance lines, so half of the Fund Balance was applied to offset the 2% contract increase this year and the other half will be used next year at the request of both fire companies. Council Member Odell and Colwell questioned why not issue one-time payments to each department to deplete the Fund Balance so there is not a tax hike in a couple years, Budget Officer Khristine Breeding had looked into the tax increase and on an average home it is less than a \$5.00 difference. All Board members were in agreement that it was important to increase the Fire Budgets so they have the necessary funds needed to operate.

The Board reviewed the A Fund Budget Supervisor Harting pointed out there is no Fund Balance being used in the account. Discussion over salaries in the A Fund was had Council Member Odell voiced concern over discussing salaries publicly because it can create hard feelings, Supervisor Harting agreed that because we are so small it can be easy to determine at times who the salary is tied to and the percentages on the report are not only a reflection of wage increases some are also due to changes in the number of hours allotted. The Town Clerk and the Secretary to the Supervisor are the only person specific salary discussions that would be had both the Clerk and Secretary stated they had no problem with the public discussion.

Supervisor Harting pointed out salary increases for the board and justices each with a 5% increase, he then pointed out the 13.46% increase to the line for clerk salaries for the justices. Supervisor Harting explained that percentage is for an increase in the number of hours for the clerks plus a 10% salary increase that the Justices had requested on their budget worksheet. Council Member Odell wanted to point out that the highway contract is coming up for negotiation this year and the union representative will use these numbers to push for salary increases for the highway workers to that scale, Odell said he was not saying that anyone was not worth their suggested increase he just wanted Supervisor Harting to be aware these are things that will be used for leverage in those negotiations. Budget Officer Breeding pointed out that the highway workers were all given significant increases in 2024 to match the standard pay rate for competitive positions locally and some of those workers received 22% increases at that time. The next department was the Supervisor and the secretary/bookkeeper line showing an 18.07% increase, Budget Officer Breeding explained that a separate line had been put into the budget previously for the overtime that was being worked by the secretary. Looking at the 2025 budget, the *secretary/bookkeeper* line was \$54,203.00 and the *sec overtime* line was \$10,000.00 for 2026 the lines have been consolidated to the *secretary/bookkeeper* line in the amount of \$64,000.00 which is \$200.00 less than was budgeted in 2025. Council Member Colwell asked if any overtime has been worked this year, Breeding said to date she has worked 50 hours of overtime this year. Council Member Odell explained that historically since he has

been on the board salaries have been discussed in executive session even though it is public information it is an uncomfortable discussion in front of the public and it can give the impression that some employees are more important than others, etc. Budget Officer Breeding stated she had increased the salaries in the budget lines after email discussions between Board members after she had sent out the initial salary increase suggestions and board members voiced their disagreement so she went back and put in suggested 5% increase for elected officials and employees, excluding highway across the Board and a 10% increase for the secretary/bookkeeper, Town Clerk and court clerks to be more inline with what other municipalities are paying for equivalent jobs. Council Member Colwell suggested that in the future the Supervisor should set the salaries with the board and then be given to the Budget Officer, because the perception is that the budget officer gave themselves a large increase in pay and that can cause bad feelings between employees and that is the concern he wants to point out. It was decided that going forward the format of the budget that is distributed could be broken down as to what costs are paid out of the budget lines so it is more transparent to the public as to what the increases and decreases are for, Breeding agreed she could put that information on the report going forward.

Council Member Colwell questioned the large increase in the Attorney Contractual Extras line it is for the Millenium Pipeline proceedings.

Council Member Odell questioned the 80% increase to the Buildings Contractual and the telephone for 2026 Supervisor Harting explained contractual was adjusted to be more in line with the actual costs the Town has had in recent years and the Breeding said the this has been the past increase for phones.

Council Member Colwell asked about the reduction in the Unallocated Insurance, Supervisor Harting explained that a portion of the highway vehicles insurance was being incorrectly billed to the A Fund and should have been under the highway and they will the reflected increase in that budget.

Supervisor Harting pointed out the increase to the salary line under dog control historically DCO Bronson has exceeded the budgeted salary line. The increase is to increase hours, salary increase and includes extra money, due to the DCO's health, to keep Dave Brown on as backup for now.

Council Member Odell asked about Ambulance Service and Supervisor Harting stated he decided to give a \$2,000.00 increase, the last increase give was 2022 of \$3,000.00

Council Member Odell asked about the 32.14% decrease to the personal services line under Garage, Supervisor Harting explained that this line had been increased a couple years ago in anticipation of looking into training a replacement for the current Highway Secretary but that is not necessary at this time.

Supervisor Harting pointed out under cemeteries contractual that the amount was reduced from the draft budget amount because the increase in 2025 was for reserve funds that were used for the removal of two trees, it now reflects the actual contractual amount for mowing.

Supervisor Harting moved to the B Fund, Council Member Hupman questioned whether or not the Youth Sports Program should have an increase and it was agreed that they are doing well generating revenues and has not requested an increase. Supervisor Harting said he would like to look into whether or not there is any funding available for youth sports, at one time there was and the Town had a person on payroll to run the program. Supervisor Harting stated he did not want the Town to run the program but wanted to determine if there was funding to possibly fund the budget line in the future. Council Member Colwell asked if the money spent this year for the new Dog Control vehicle was being replenished in some way to start saving for the future purchase, Budget Officer Breeding explained that all Reserve Funds are currently full and we cannot currently add more to those accounts and allowable amounts will be kept in the unexpended fund balance as well. Council Member Odell asked about the increase in the Zoning Contractual, Supervisor Harting explained this was the expense for the Code 360 program.

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Increase B Fund Budget Line *Planning Board B8020.4* \$180.00 in Order to Increase Meeting Stipend for Planning Board Members by \$5.00/ea. and the Chair \$10.00

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

Discussion: The Board discussed increasing the stipend for Zoning Board members as well but Budget Officer Breeding who serves as Secretary on the Zoning Board said the majority of members do not want to be paid for their service and she has in fact stopped paying them at their request.

The DA Fund is one of the only funds using appropriated fund balance use and it is for the McNair Road Bridge project. Council Member Colwell asked what else comes out of the bridge fund, Carolyn Price, former Town Supervisor offered that she had been told by the highway superintendent that money needed to be set aside because the Town is responsible for half of the Old Ouaquaga bridge and painting could cost around \$400,000.00 which the Town would have to pay half of so the Town has tried to keep money in that fund. Budget Officer Breeding explained that the intention is that over the next few years the account will be replaced at \$75,000.00 a year for the Ouaquaga Bridge or any other bridge that needs repair in the future.

The DB Fund Council Member Colwell asked if the insurance increase was the result of the reduction in the A Fund and Supervisor Harting confirmed it is. Budget Officer Breeding stated that DB Fund Line Contractual DB5110.4 is where she will be taking the \$200.00 from to fund the increase to the Planning Board members. Council Member Colwell asked Highway Supervisor Kithcart what equipment he was planning to purchase, Kithcart said a 25-ton tag trailer, double drum roller, and possibly a brush cutter, and tamp compactor for excavator. Supervisor Harting did point out to the Board that under the retirement line the increase is for the Tier 6 employee costs.

The Fire District Budgets were reviewed Supervisor Harting pointed out that the unexpended fund balance that is in those accounts there should not be fund balance in these accounts so over the next two years it will be used to fund those budgets until it is expended. Carolyn Price offered information to the Board in regards to fund balance in the fire budgets she shared that the Town had received a bill from the County due to a foreclosed property in a fire district and if the budget has no buffer it can be a problem and she shared that the fund balance that is in those accounts was from Williams who had not been billed for fire protection a couple of years and they were contacted and paid the amount.

Review of the Sewer Budget Supervisor Harting explained that this budget shows the use of \$10,904.22 which \$10,000.00 is being used to fund the Reserve Account for future repairs and reed bed maintenance over the next 10 years. Supervisor Harting explained that as all Board members are aware that something will have to change in this district because it will run out of money eventually. Council Member Odell asked if the Town was exploring any development, Supervisor Harting shared that Plant Operator, Don Sherwood was looking into possible expansion on Fox Farm Road is a need in that area as well as refinancing the current bond. Council Member Odell shared that the real need is for commercial development in the exit 77 area, the current hurdle is the lack of water in that area for development. Supervisor Harting explained that he has compared what we charge to users for sewer is much more than other municipalities locally and what he would like to explore is a cost analysis to have water in that area and the cost of adding additional users. Council Member Odell suggested Board members actively seek companies looking to develop. Code Officer Osborne said he has a little interest in the lot next to the Dollar General.

Council Member Odell thanked Supervisor Harting for scheduling this work session for the Board to review the budget together, it was suggested that maybe next year the Board can get explanations of what is expended out of lines in the budget to assist with any questions Board members may have.

Motion By: Council Member Odell Sec. By: Council Member Hupman
Motion to Accept 2026 Tentative Budget with Approved Change in the B Fund Budget Line *Planning Board B8020.4* from Tonight

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Council Member Hupman - Aye
Council Member Odell - Aye
Council Member Colwell - Aye

Motion Passed

EXECUTIVE SESSION:

Motion By: Council Member Odell Sec. By: Deputy Supervisor Beavers
Motion to Enter into Executive Session for Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person or Persons at 8:26 P.M.

Vote of the Board:

Supervisor Harting - Aye
Deputy Supervisor Beavers - Aye
Council Member Hupman - Aye
Council Member Odell - Aye
Council Member Colwell - Aye

Motion Passed

Motion By: Council Member Odell

Sec. By: Deputy Supervisor Beavers

Motion to Return From Executive Session for Matters Leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal or Removal of a Particular Person or Persons at 8:35 P.M.

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

Motion By: Council Member Colwell

Sec. By: Council Member Hupman

Motion to Sell the Salvage Volvo Plow Truck VIN# 4V5KC9EH8AN293251 to the Town of Colesville in the Amount of \$5,000.00

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

ADJOURNMENT:

Motion By: Council Member Colwell

Sec. By: Deputy Supervisor Beavers

Motion to Adjourn Meeting at 8:38 P.M.

Vote of the Board:

Supervisor Harting - Aye

Deputy Supervisor Beavers - Aye

Council Member Hupman - Aye

Council Member Odell - Aye

Council Member Colwell - Aye

Motion Passed

Respectfully Submitted,

Elizabeth Pfister

Town Clerk