



## **TOWN OF CAIRO**

### **GENERAL/REGULAR MEETING AGENDA**

**June 26, 2013 @ 7PM**

**Location: Town Hall, Cairo**

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Attendance**

**Comments/Presentations: Greene County Youth Fair, Cairo Fire District, Cairo Historical Society**

**Approval of Minutes: June 12, 2013**

#### **Reports**

- |                          |                               |                  |
|--------------------------|-------------------------------|------------------|
| - Supervisor             | - Ambulance                   | -Reservoir       |
| - Highway Superintendent | - Planning Board              | -Summer Rec      |
| - Library                | - Police Department           | -Tax Collector   |
| - Assessor               | - Building & Code Enforcement | -Park Task Force |
| - Water & Sewer          | - Other Department(s)         |                  |

#### **Appointments & Resolutions**

#### **Unfinished Business**

- John Wernet Sr. Clean Up
- Board of Appeals
- Sidewalks
- Vendor's/Peddler's Law
- Water & Sewer
- Terrace Manor Mobile Home Park

#### **New Business**

- Cairo Fire District
- Cairo Historical Society
- Agreement with Jump-N-Fun Vendor
- Jurgens Letter of Resignation
- Bross Street Manufactured Home Park

#### **Correspondence**

#### **Adjournment**



## **Minutes**

**Town of Cairo**

**Town Board Work Session**

**Location: Town Hall Meeting Room @ 4:05 PM**

**June 12, 2013**

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, June 12, 2013 at the Town Hall, Main Street, Cairo, New York.

Supervisor Banta called the meeting to order at 4:05 PM and then asked the attendees to Pledge Allegiance to the flag. Councilperson Ostrander, Councilperson Joyce, Councilperson Suttmeier were present. Councilperson Puorro was absent.

The minutes from the May 22, 2013 Board Meeting was accepted by Councilperson Joyce and seconded by Councilperson Ostrander.

Kathy from the Water & Sewer Department reported that they are moving forward with the pumping of the septic tanks.

Janet from the Summer Recreation spoke to the Board members about charging the town residents to join the summer recreation program with her recommendation not to charge them. It was agreed upon not to charge them but to continue to charge the non residents. She also reported that the Sacred Heart Church would like to provide snacks to the children.

Stacy from the Code Enforcement reported that she had more violations. The Estate of Albert Pforte at 577 State Route 145. Attorney for the Town-Tal Rappleyea will inquire with the attorney for the Estate Aline Galgay about the status of the Estate and potential cleanup. Modelski at 15 Woodstock Drive she will be moving forward with the 60 Day notice. John Fremgen at 51 Kirwin Road a hearing will be set up for July 10, 2013.

**Resolution No. 135-13** - “Authorization for highway Superintendent to Attend Cornell Local Roads Highway Superintendent’s Annual School.” offered by Councilperson Joyce and second by Councilperson Ostrander.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Highway Superintendent to attend the Cornell Local Roads Highway Superintendent’s Annual School June 3-5, 2013

BE IT FURTHER RESOLVED, that hotel expenses will be reimbursed according to the Town of Cairo Travel Policy. All other expenses will be incurred by the Highway Superintendent.

All members in favor-carried

**Resolution No. 136-13** - “Authorize Town Supervisor to Sign Additional Services Agreement for Butler Towland Mays Architects, LLP” offered by Councilperson Joyce and seconded by Councilperson Ostrander.

WHEREAS, the original architectural services contract for the Library Project provided services through June 13, 2012 . The extension of services agreement dated May 31, 2012 and revised July 20, 2012 extended BRMA’s contract for architectural services through December 31, 2012; and

WHEREAS, it is necessary to extend the architectural services contract until September 30, 2013 the anticipated date of final completion provided by the USDA; therefore be it

RESOLVED, the Town Board of the Town of Cairo does hereby authorized the Town Supervisor to sign the BRMA additional services authorization dated May 31, 2013.

All members in favor – carried.

**Resolution No. 137-13**- “Authorize Amendments to the Library’s Capital Fund Project Form E” offered by Councilperson Ostrander and seconded by Council person Suttmeier.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the following amendments to the Library’s Capital Fund Project Form E:

Other Funding Source(s)

Local: reduce the amended value of \$58,516.98 the total amount of the local fundraising project to zero. The fundraising amount of \$58,579.10 was submitted to the town to use towards payment on BAN Principal

Total amount of Other Funding Source(s) is \$282,544.00 from (2) New York

State DLD Grants.

BE IT RESOLVED, that Administrative line items be amended as follows:

A.2 Administrative Bonding: Increase \$8,700.00 per Additional Services Agreement dated May 23, 2012 with Rapport Myers LLP making the Approved Budget \$21,700.00. The additional \$8,700.00 will be deducted from Contingency.

A.4 Fiscal Coordination: Reduce Fiscal from \$10,000.00 to Zero (\$0). A.8 Miscellaneous: Reduce Miscellaneous from \$13,000.00 to \$8,122.09.

BE IT FURTHER RESOLVED, that Technical Services line items be amended

As follows:

B.1.c Contract Administration: Increase Contract Admin (BRMA) to \$105,180.00 for the remaining contract administration. The additional \$11,775.00 will be deducted from Contingency.

B.1.f Misc. Operating Expenses & Insurances: Reduce from \$5,005.00 to \$2,947.00.

B.1.g General Administration: Reduce from \$12,000.00 to \$7,285.61.

BE IT FURTHER RESOLVED, that Construction line items be amended as follows:

C.1.i Contract 9 FFE: Reduce from \$200,871.00 to \$189,374.93.

C.2.a Collection Relocation/Start Up: Reduce from \$30,000.00 to \$5,338.00.

C.2.b IT/Data: Reduce from \$90,000.00 to \$69,667.14.

These increases and reductions will make the Contingency line item \$396,947.12, a net increase of \$57,666.23.

All Members in Favor-Carried

**Resolution No. 138-13** “Authorization for the Supervisor to Sign the Fireworks Contracts for 2013” offered by Councilperson Suttmeier and second by Councilperson Joyce

WHEREAS, the Town Board authorized the Town Supervisor on April 24, 2013, to sign the Fireworks Agreement with Misbehaven Fireworks, and since that time, the same agreement has been provided by Misbehaven Fireworks; therefore,

BE IT RESOLVED, that the Town Board of Cairo does hereby authorize the Town Supervisor to sign the updated Fireworks Contracts for 2013 for the July 4, 2013 Fireworks presentation with Misbehaven Fireworks Corp.

All members in favor – motion carried.

**Resolution No. 139-13** “Authorization for the Supervisor to Sign the Columbia-Greene Humane Society/SPCA Agreement for 2013” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier

WHEREAS, the Town Board of the Town of Cairo authorized the Town Supervisor on March 13, 2013, resolution 76-13 to sign the agreement between the Columbia-Greene Humane Society and the Town of Cairo for the calendar year 2013 for Dog Shelter Services; and at that time, the Town Board did not have a copy of the agreement to review, but approved the agreement under the same terms as 2012 for the new calendar year of 2013; and, further, on this date June 12, 2013, the Town Board has been presented with the 2013 agreement; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorized the Town Supervisor to sign the agreement between the Columbia-Greene Humane Society and the Town of Cairo for 2013.

All members in favor – motion carried.

**Resolution #140-13** “Addendum to the Agreement Paragraph 12 of the Columbia-Greene Humane Society/SPCA Agreement for 2013” offered by Supervisor Banta and seconded by Councilperson Ostrander.

HOWEVER, the Town of Cairo shall not incur financial responsibility for any animal unless a Town Board member or the Dog Control Officer shall approve the acceptance of the animal.

All members in favor - motion carried.

**Resolution #141-13** “Authorizing the Supervisor to enter into a six-month Agreement with Flora and Fauna for dog shelter services” offered by Supervisor Banta and seconded by Councilperson Ostrander.

Be it resolved, that in accordance with NYS Agriculture and Markets Law the Town of Cairo may enter into a contract with a contractor to provide dog sheltering services, as needed, tot the Town, and it is further

Resolved that the Supervisor is hereby authorized to execute the attached contract with Flora and Fauna effective for a period of six months from July 1, 2013 through December 31, 2013.

All members in favor – motion carried.

**Resolution #142-13** “Town of Cairo Hometown Heroes Banners Program” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier.

WHEREAS, on December 12, 2012, the Town Board agreed to support the Cairo Historical Society’s (CHS) Hometown Heroes Banners Program from mid-May to mid-July 2013 allowing banners to hang on the lampposts for the term indicated; and since that time, the

Cairo Historical Society has requested that the Banners be allowed to remain through October 2013; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo agree to allow the Hometown Heroes Banners to remain through October 2013.

All Members in favor – motion carried.

**Resolution #143-13** “Approve Trane U.S. Inc. Scheduled Service Agreement” offered by Councilperson Joyce and seconded by Councilperson Ostrander.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve the 2013 Agreement with Trane U.S. Inc. for the services stated in the agreement. The term of the agreement will be one year and will renew automatically until terminated by the Town of Cairo for an annual fee of \$1,248.00 with a thirty percent discount if paid in full.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo authorizes Robert F Hempstead, Director of Parks, Building and Grounds to sign said agreement.

All members in favor – motion carried.

Let the record show that Councilperson Suttmeier excused himself from the meeting.

**Resolution #144-13** “Authorization to surplus Green Building Inventory” offered by Councilperson Ostrander and seconded by Councilperson Joyce.

BE IT RESOLVED, that the Town Board of the Town of Cairo does Authorize Robert F. Hempstead, Director of Parks, Buildings and Grounds to surplus items from the Green Building.

All members in favor – motion carried.

A Zoning Board Meetings will be scheduled for June 18, 2013 at 4:00 PM and June 25, 2013 at 4:00 PM.

A meeting was scheduled for June 26, 2013 at 6:00 PM to discuss the Climate Smart Communities Program.

The Vendors/Peddlers Law will be discussed at the Zoning meeting.

A meeting was scheduled for July 10, 2013 @ 3:00 PM to discuss the Remote Net Metering.

**Resolution #145-13** “Board to Move into Executive Session” offered by Councilperson Ostrander and Seconded by Councilperson Joyce:

BE IT RESOLVED, Town Board of the Town of Cairo does hereby move into Executive Session at 5:50 PM to discuss medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

All members in favor - motion carried.

**Resolution No. 146-13** “Board to exit Executive Session” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit the Executive Session at 6:30PM.

All members in favor - motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to Adjourn the meeting at 6:32 PM.

Respectfully submitted,

Debbie Litchko  
Deputy Town Clerk

**Town of Cairo  
Ambulance Service**

PO Box 728  
512 Main Street  
Cairo, NY 12413  
518-622-2357

**Monthly Report  
June 26, 2013**

Total Calls for May..... 78  
Total Transported Calls.....59  
Total Non-transported Calls.....18

Total Amount Billed\_\_\_\_ \$ 49,540

**Miscellaneous Items of Interest:**

1. Base station repaired, and is in working condition.  
Problem was power supply not radio.
2. Radio ordered to replace the base radio will be used in 74-2 for hospital communication, as the original plan to tie into the radio in the driver compartment will not work.
3. Work orders to be placed for some electrical work which needs to be done in the crew quarters.
4. Equipment audit updated on 6-21-13.

**TOWN OF CAIRO BOARD MEETING**

**ASSESSOR'S MONTHLY REPORT**

**May 22, 2013**

**New Business: 19 Transfers for the month of April**

**CLOSING**

Janice Hull  
**Sole Assessor**



TOWN OF CAIRO  
BUILDING AND CODE ENFORCEMENT  
MONTHLY REPORT

May 21, 2014 – June 25, 2013

- (09) Building Permits Issued
  - (01) Certificates Of Occupancy Issued
  - (07) Certificates of Compliance Issued
  - (23) Violations & Complaints
  - (02) Violations Pending in Court
  - (03) Violation Pending with the Town Board
  - (42) Total Inspections were performed on current projects, violations, and fire inspections
- 

16 RailRoad Avenue, P.O. Box 728

Cairo, New York 12413

Phone (518) 622-9894 Fax (518) 622-3217

Hours Mon. – Thur. 10am – 3pm & Fri. 10am – 2pm

## Director's Report June 2013 for town

The tree in the parking lot has been replaced.

I have started the summer programming line-up: see calendar. The kick-off is July 5. Upcoming: Tai Chi, Introduction to Guitar, Learn How to Sing, and Swing Dance.

The landscape painting class will be having an exhibit in the community room; stay tuned for details.

The acrylic and knitting clubs are meeting on alternate Tuesdays.

The Wage/Working Jukebox has been installed in the teen room. It features interviews with local residents about their work, as well as locally produced sounds, music, and poetry! Created by Tennessee Watson and Laura Hadden artists in residence for free103point9.

The community room continues to get a lot of requests.

There is a 3-Sisters garden now next to the shed; created with Co-operative Extension and two gardens in the park, Dayhab and Toddlers.



## **TOWN OF CAIRO PLANNING BOARD**

**PO Box 728, Cairo, NY 12413**

**Chairman-Daniel A. Benoit - phone: 518 701-4823**

**Email: [planning@townofcairo.com](mailto:planning@townofcairo.com)**

June 18, 2013

To: Town Board Members

From: Planning Board

Re: Report of Regular Meetings of May and June, 2013

### **MAY, 2013.**

The Planning Board held its regular monthly meeting on May 14 at the town library. Three scheduled public hearings for minor subdivision projects were held. Two of those projects (the Vaughn and Torres projects) required additional material prior to a final vote and they were instructed to return at the June meeting with the requested material. The 3<sup>rd</sup> project, the Schneider Subdivision, received final board approval.

The board voted 5/2 to approve the hiring of Santo Associates, Catskill, N.Y., an outside engineering firm to assist the board with reviewing the Master Unit Retreat Site Plan Application.

The board entertained four new projects – three subdivision applications and one site plan modification. The three subdivision applications (Huzza Estates, Lampman & Adams) were scheduled for public hearings at the June meeting. The site plan modification was presented by Ed Schindler who requested the board waive review of a proposed modification to his existing car wash business. He advised the board that he wanted to move his car wash's automatic bay entrance from the front to the rear of the building to avoid a potential problem with vehicles waiting in line and backing up into a newly constructed Lake Ave. The board granted his waiver request.

### **JUNE, 2013**

The Planning Board held its regular monthly meeting on June 11 at the town library. The three subdivision public hearings scheduled were held and two of the three projects (Huzza Estates and Lampman) were approved. A decision on the Adams subdivision was tabled because the board wanted a legal opinion regarding whether it should proceed with its review while the existence of a depicted right-of-way remains the subject of an appellate level court review.

The board was satisfied with the additional materials and map changes made by the Vaughn and Torres subdivision proposals that were held over from the May meeting. The board approved both projects. The board also continued its review of the Master Unit Retreat project.

Two new site plan proposals came before the board. First, Mr. Naugle proposed re-building the structure he used in conjunction with his trucking business. The prior building, located on Ross Ruland Road by the NYS Police barracks, had burned down in January of this year. Because a portion of his building, even as rebuilt, would not meet the current setback requirement of 65ft. from the center of a roadway, his request was denied and he was referred to the Appeals Board to apply for a waiver. If successful, he was invited to return to the board at its July 9<sup>th</sup> meeting.

The second project was a request from Dr. Robert Schneider to re-use an existing office building and open an urgent care medical facility. The subject property was the former Schneider Law Office on CR 23B. Prior to that, it was Dr. Browne's medical office bldg. The applicant's authorized representative indicated the applicant would be updating and remodeling the building and constructing a small, paved parking lot. The applicant requested and was granted a waiver of review.

The board's next regularly scheduled meeting is 7:00 p.m., July 9, 2013 at the library meeting room.

Respectfully Submitted,

Daniel A. Benoit

Daniel A. Benoit, Chairman, Planning Board.

Cairo Police Department  
Town Hall  
P.O. Box 728  
Cairo, New York 12413

Phones (518)-622-2324  
Fax (518)-622-8418

e-mail [cairopd@mhcable.com](mailto:cairopd@mhcable.com)  
Cell (518) -965-1180

June 25th, 2013

From: Sergeant Richard A. Busch #110  
Town of Cairo Police Department

To: Ted Banta, Supervisor  
Town Board Members

Re: Report of Activities – Month of May 21st 2013 to June 25th 2013

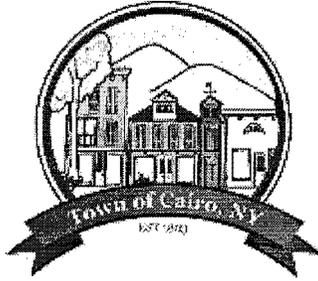
(A) Patrol Mileage: Patrol 574- 1680  
Vehicle 575- 1497  
576- 715  
577- 189- was down for 2 weeks  
578- 0

Total Miles 4081

(B) Criminal Incidents 37  
Non-Criminal 192  
Unclassified 0  
Dog / Animal Complaints 18  
Code Violations 0

Total Complaints 247

(C) Accident Investigations 11 Total  
(D) Parking Summons 0 Issued  
(E) Arrests 14 With 24 Charges  
(F) Vehicle & Traffic 20 Traffic Summons issued



Cairo Tax Collector  
PO Box 319  
Cairo, NY 12413  
518-622-9218  
[taxcollector@townofcairo.com](mailto:taxcollector@townofcairo.com)

June 25, 2013

To: Supervisor Banta & the Cairo Town Board

Re: Tax Collector's Monthly Update

- Second notice bills were sent out on May 3, 2013 to all property owners who have not yet paid their 2013 tax bills. As of today, there are 335 unpaid bills totaling a base amount of \$791605.85. This excludes the parcels that are in the state owned land section, the special franchise section, and the utility and R.R section as these are paid directly to the county.
- A check for May interest (\$40) and penalties (\$5393.02) as well as late notice fees (\$106) was paid to the town on June 12, 2013 in the amount of \$5539.02.
- A check was sent to the Greene County Treasurer on June 12, 2013 in the amount of \$190,000 to go toward the county tax warrant as mandated by law.
- All tax payments received to date have been recorded into the BAS system and are posted in the Warrant Book.
- Please let me know if you have any questions or concerns regarding the tax collector's office. Thanks for your continued support.

Respectfully submitted,

*Susan B. Hilgendorff*  
Susan Hilgendorff

Deputy Tax Collector

Town Board Meeting – June 26, 2013

Submitted by Kathy Jurgens – Administrator

**Water** – I am currently reading meters for a July 1<sup>st</sup> billing date. Dave Jennings has been flushing hydrants and has approximately 30 out of the 60 done as of this date. Hydrant water meter on loan from the Village of Catskill was returned to them on June 24<sup>th</sup>. I will be billing Bast Hatfield for the consumption used from the hydrant in front of the new complex. Highway Dept. will be reimbursing the Water District for approximate usage of 8,000 gallons taken from hydrant in Town Park for the road sweeper. One seasonal customer has been turned on since our last board meeting. Doug Ostrander and I toured most of the hydrants on the system last week.

**Sewer** – Sewer EDU billing mailed to customers on June 4<sup>th</sup>. Sewer Use penalties applied to unpaid accounts on June 17<sup>th</sup>. Resolutions submitted for both. Problems with the new pump station alarm system at Cumberland Farms is being addressed by Joe Myers and the contractor. Alan Tavenier is aware of the problem. Schoenecker Construction has returned to the WWTP to complete work that was not done. Joe Myers should have an update of this problem in his report. I have received paperwork from the Highway Dept. on tank work done by them. Of the 270 tanks connected to the system, 148 have been addressed. 118 tanks have been pumped. 9 tanks were pumped on Jerome Ave. These tanks are not included in the 148 count. We have therefore either pumped or addressed a total 157 tanks.

Each board member will be receiving a letter from me in their box today, June 25<sup>th</sup>.

## **Highway Report**

**June 26, 2013**

1. Purchased a freightliner tractor to pull our 20 ton trailer from Federal Surplus. Town emblem and numbers have been installed.
2. Crews are out with gradall repairing drainage/prepping roads for paving projects.
3. Town Hall renovations progressing.
4. Carrier air conditioner in Town Hall has been repaired.
5. Electric hand dryers installed in all restrooms at the Town Park to eliminate paper towel use/mess.
6. The New York Museum and The University of Sheffield, UK returned to the quarry the week of June 10<sup>th</sup> to continue with their research.
7. Culvert maintenance ongoing.
8. Main Street seasonal lighting/electrical access has been repaired.
9. Assessing roads for the 2013 paving season. Researching multiple types of resurfacing to facilitate the most beneficial/cost effective for our roads.
10. Storm damage - tree clean up on various roads.
11. Hudson Correctional inmates worked in Town Park painting picnic tables, benches and dugouts.
12. Debi attended a federal aid seminar on federal/state funding.
13. Roads are being patched/Trueing and Leveling for paving projects.
14. Provided equipment and services to the Cairo Historic Society for the Temperance and Tommy Guns Street Festival.
15. Roadside mowing and brush cutting continues. Expanded mowing and brush cutting at park.
16. Ongoing problems with heat pumps effecting air conditioner at the new library. Entered into service agreement with Trane for monitoring geothermal system.
17. Confering with various asphalt companies for 2013 paving estimates.
18. Traffic control maintenance program ongoing.
19. Working with Central Hudson and their affiliates to upgrade electrical work in town buildings to save energy costs. These upgrades will only cost the town 32% of the cost. The other 68% will be paid through a grant.
20. As a shared service we assisted the Town of Athens, Town of Coxsackie and the Town of Catskill with their motor paving. Assisted Village of Catskill with hoe/ram.
21. Cemetery maintenance progressing.
22. Cross training employees on equipment.
23. Inspected driveway/culvert requests.
24. Swept Main Street/sidewalks in preparation for the Memorial Day Parade.

25. Installed and painted a new pick up body on Truck#10.
26. Attended Cornell Local Roads Superintendent's Highway School in Ithaca, NY
27. Met with State representatives regarding the grants for the Route 23b sidewalk from Cairo Elementary to Hannaford's.
28. Additional out buildings and posts have been painted/color coordinated in park. The newly acquired (brush and weeds overgrown) parking area off of County Route 24 and Mountain Avenue has been mowed and trimmed. Upper field (future soccer field) has been mowed.
29. Provided service to the sewer department at Schindler Pump Station.
30. Provided manpower, trucks, and equipment (1000 gallon tank) at the well pump off County Route 24 Mountain Avenue flushing well to facilitate water testing.
31. Ongoing repairs on equipment.
32. Electrical outlets have been installed at park concession building to facilitate cold beverage/snack vending machines. RFP's for vending companies will let out.
33. RFP for electrical work completed, ready to be let out.



## **TOWN OF CAIRO SUPERVISOR'S REPORT**

**June 26, 2013 @ 7PM**

**Location: Town Hall of Cairo, Meeting Room**

### **Notification of Meeting:**

- Town Clerk's Board
- Town Hall
- Outdoor Bulletin Board
- Town Website
- Daily Mail
- Town Email from Clerk

### **Monthly Financial Report: May 2013**

### **Zoning:**

- Zoning Meetings 2013:
    - o January 8<sup>th</sup> @ 4pm
    - o January 15<sup>th</sup> @ 3:30pm
    - o January 28<sup>th</sup> @ 4pm
    - o February 4<sup>th</sup> @ 4pm
    - o February 15<sup>th</sup> @ 3pm
    - o February 26<sup>th</sup> @ 10am
    - o March 15<sup>th</sup> @ 9am
    - o March 26<sup>th</sup> @ 4pm
    - o April 8<sup>th</sup> @ 4pm
    - o April 15<sup>th</sup> @ 3:30pm
    - o April 22<sup>nd</sup> @ 3:30pm
    - o April 29<sup>th</sup> @ 3:30pm
    - o May 6<sup>th</sup> @ 3:30pm
    - o May 13<sup>th</sup> @ 3:30pm
    - o May 22<sup>nd</sup> @ 3:30pm
    - o May 31<sup>st</sup> @ 3:30pm
    - o June 18<sup>th</sup> @ 4pm
    - o June 25<sup>th</sup> @ 4pm (completed review of classification chart)
    - o Next meetings scheduled for: July 8<sup>th</sup> & 15<sup>th</sup> at 4pm
- [February 28<sup>th</sup> & March 19<sup>th</sup> meetings were cancelled]

\*Completed review of the text on 5/13; reviewed zones on 5/22

### **Employee Meetings 2013:**

- January 23rd

- March 27<sup>th</sup>
- April 24<sup>th</sup> (Employee Luncheon)
- May 29<sup>th</sup>
- Next meeting scheduled for June 27<sup>th</sup> @ 10:30am

#### **Parks:**

- County resolved on June 19<sup>th</sup> to transfer title of the Soccer Field property to the Town of Cairo under certain contingencies. I attended the legislative session and expressed our gratitude.
- Gazebo project:
  - o Wood to be donated by B&B Forest Products
  - o Metzger will donate labor and resources to cut the wood
  - o Town personnel will build the gazebo
- Grant Initiative:
  - o Will seek grants for the Town Park & the Soccer Fields

#### **Office Renovation:**

- Construction progressing in the Old Library
  - o Fixing multiple violations & deficiencies found in electrical and HVAC systems

#### **Annex Building Renovation:**

- Plans being prepared

#### **Hudson Estuary Watershed Project:**

- 10 minute Presentation at the Town Board meeting on May 8<sup>th</sup>
- Met with Coordinator from Cornell Coop Ext Elizabeth LioGuidice & Robert Hempstead on May 8<sup>th</sup> & May 29<sup>th</sup>.

#### **Memorial Day Parade:**

- Great success honoring our soldiers & hometown heroes

#### **July 4<sup>th</sup> Celebration:**

- Fireworks
- 98.5 will be on site from 1 to 3pm
- Vendors & rides: rides, mechanical bull, rock wall
- Music: DJ
- Softball game @ 5:30pm: Fire & Police Departments
- Chamber-M.A. Tarpinian & I are coordinating the event

#### **Cairo-Durham Teachers Association:**

- CDTA interested in a 5K in the Town of Cairo for a fundraiser
- Met on June 5<sup>th</sup> @ 4pm with Robert Hempstead

#### **Experience Works Personnel:**

- Maeve Bolger, new employee sponsored by Experience Works
  - o Assisting in multiple departments: Supervisor's office, Court, & Police

#### **Charity Bike Ride:**

- Anchor House Ride for Runaways
- Wednesday, July 17, 2013 9:30am to Noon
- Will be using Town Park

#### **Sidewalk Initiative:**

- Seeking funding & support for sidewalks down Main Street

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Receipt of Monthly Supervisor’s Report”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, it has been recommended by the NYS Comptroller’s Office in the Town of Cairo Report of Examination 2008M-175, that the Supervisor should present a Monthly Report to the Board Members consisting of cash receipts, cash disbursements, and a budget versus actual report for expenses and revenues, and it be documented in the minutes; therefore, be it,

RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for May, 2013.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_ CARRIED \_\_\_\_\_ DEFEATED \_\_\_\_\_

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Budget Amendments and Payment of Bills on Abstract #311”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, town law requires that no fund or appropriation account may be overdrawn; and

WHEREAS, payment of bills should be properly authorized and documented in the minutes; therefore be it

RESOLVED, the Town Board does hereby authorize the following budget amendments:

From	A-5010.4	H'way Super-Contractual	-94.95
To	A-5010.2	H'way Super - Equipment	+94.95

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #311, consisting of 2013 Vouchers #1680 through #1802 in the amount of \$127,795.67 is approved for payment.

The total amount to be paid from the:

General Fund -	\$92,834.58	Street Lighting -	
Highway Fund -	\$24,094.90	Sewer Fund -	\$4,964.03
Cap. Library Fund -	\$4,045.75	Water Fund -	\$1,662.18
Cap. Sewer Fund -		Trust & Agency -	\$194.23
Hydrant Fund -			

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_ CARRIED \_\_\_\_\_ DEFEATED \_\_\_\_\_

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZING TO SEEK REQUEST FOR PROPOSAL FOR ELECTRICAL, HVAC and SOLAR THERMAL REPAIRS**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, the Town of Cairo has determined that it is required to, from time to time, retain a licensed electrician to make on-call electrical, HVAC and/or thermal solar repairs on town-owned buildings and property and deems it appropriate to acquire proposals for such work, therefore,

Be it resolved, that the Supervisor of the Town of Cairo is hereby authorized to publish and provide copies of the attached RFP to licensed electricians and require the proposals to be submitted on or before 3:00 pm July 3, 2013, which shall be opened at the Town Board Zoning Draft Review meeting on July 8<sup>th</sup> at 4pm; if said meeting is cancelled then the proposals will be opened at the Town Board meeting on July 10<sup>th</sup> at 4:00pm.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILMAN OSTRANDER	AYE	NAY
COUNCILMAN PUORRO	AYE	NAY
COUNCILMAN JOYCE	AYE	NAY
COUNCILMAN SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_ CARRIED \_\_\_\_\_ DEFEATED \_\_\_\_\_

**Town of Cairo**  
**REQUEST FOR PROPOSAL (RFP)**  
**ELECTRICAL REPAIR/SERVICES**

The Town of Cairo is soliciting proposals from Licensed Electricians with HVAC certification and solar thermal training that are experienced in repairs and services for electric and data for commercial, industrial, and residential facilities.

If you have any questions, you may call the Town of Cairo at 518-622-9515 or stop at the Town Clerk's Office, 512 Main Street, Cairo, NY.

To submit a Request for Proposal, the submission must be **sealed and plainly marked "RFP for Electrical Repair/Services" on the outside of the mailing envelope**, addressed to: Town of Cairo, PO Box 728, Cairo, NY 12413. Proposals will be accepted until 3:00pm, July 3, 2013

The Town of Cairo reserves the right to reject any or all Proposals, to waive technical specifications or deficiencies and to accept any Proposal that it may deem to be in the best interest of the Town.

Continue on succeeding pages for the complete bid.

**Town of Cairo**  
**REQUEST FOR PROPOSAL (RFP)**  
**ELECTRICAL REPAIR/SERVICES**

The Licensed Electrician hereinafter referred to as “Contractor”, will be required to perform services specified herein.

During the course of a year, the Town of Cairo requires electrical repair and services for its municipal facilities. Some work is of a scheduled nature and other work is of an emergency nature. Service shall be provided by the Contractor on an as needed basis. By seeking proposals from contractors, the Town does not represent that it will utilize the successful bidder’s services any guaranteed number of times over the course of the year.

The Contractor must comply with all local and State laws, rules, and regulations for an electrician; possess a valid State of New York Master Electrician’s License; and provide their state contractor licensing information.

The Town of Cairo prefers that the Contractor be “on call” on a 24-hour basis for any emergency that may occur, including holidays. Response time to emergencies and routine requests is expected to be timely, and proposals will be reviewed based in part on the Contractor’s ability to provide such “on call” service.

It shall be the responsibility of the Contractor to supply all necessary tools and equipment to perform the work as requested to the extent that supplies, materials and parts are required to perform the work. The contractor shall be responsible for obtaining such supplies, materials and parts if not provided by the Town of Cairo. Such supplies, materials, and parts shall be of good quality and the cost of such shall be billed as reflected in the bid document.

The Contractor shall invoice the Town within 30 days of a completed service call at the rates submitted in this bid packet.

Contractor will be required to submit form W-9, Worker’s Comprehensive Insurance, General Liability Insurance in the amount of \$1,000,000.00 naming the Town of Cairo as additional insured. Contractor will be required to indemnify the Town against all suits, claims, judgments, awards, loss, cost or expense (including attorney’s fees without limitation) arising in any way out of the contractor’s performance or non-performance of its obligations.

**Town of Cairo**  
**REQUEST FOR PROPOSAL (RFP)**  
**ELECTRICAL REPAIR/SERVICES**

**SUBMITTAL REQUIREMENTS**

Proposals shall include the following:

1. Completed References form, containing at least three (3) professional references, including current contact name and phone number for similar contracts.
2. Completed Proposal Form, included in this document.
3. Copy of electrician's license for all electricians who may be assigned work under the contract.
4. Copy of State Contractor's license.

Contractor may submit such additional information as it deems necessary or helpful to the Town's evaluation process.

**EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria:

1. Qualifications of bidding Contractor's electricians.
2. Contractor's reputation for timely, quality performance.
3. Rates.
4. Contractor's willingness to commit to timely service.
5. Ability to provide 24-hour "on call" emergency service.

**Town of Cairo  
REQUEST FOR PROPOSAL (RFP)  
ELECTRICAL REPAIR/SERVICES**

**REFERENCES**

**Reference #1**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Reference #2**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Reference #3**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email \_\_\_\_\_

**Town of Cairo  
REQUEST FOR PROPOSAL (RFP)  
ELECTRICAL REPAIR/SERVICES**

**PROPOSAL FORM**

**Electrical Repair/Service Rates**

- A. LICENCED ELECTRICIAN –Hourly Cost \$\_\_\_\_\_per hour
- B. APPRENTICE/HELPER-Hourly Cost \$\_\_\_\_\_per hour
- C. TRAVEL TIME/EXPENSE: \$\_\_\_\_\_per hour
- Or Flat Rate: \$\_\_\_\_\_per hour
- D. MATERIALS COST:
- Mark up \_\_\_\_\_% (expressed as percentage over cost)

**Availability**

1. Can the contractor provide 24-hour “on call” emergency coverage? (Y/N)
2. Response time to an emergency call? \_\_\_\_\_
3. Response time for non-emergency request for service? \_\_\_\_\_

**Submission Acknowledgement**

Contractor Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Business Name \_\_\_\_\_

Date \_\_\_\_\_

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Learning Technology Visions, LLC”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, there was an approved amended contract in the amount of \$9,950.00 between the Cairo Town Board , Cairo Public Library and Learning Technology Visions, LLC for the professional technology project management services; and

WHEREAS, the contractor will provide additional technology project management services to assist in completing a video security system; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$750.00; therefore be it

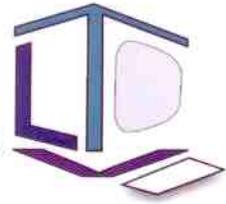
RESOLVED, that this change order for Learning Technology Visions, LLC be approved in the amount of \$750.00 for a total contract price of \$10,700.00.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_ NAY \_\_\_\_ ABSENT \_\_\_\_ CARRIED \_\_\_\_ DEFEATED \_\_\_\_

# Learning Technology Visions, LLC



1 MYTON LANE  
ALBANY, NY 12204-1309  
(518) 462-2811  
(518) 859-6387

To: Debra Kamecke  
From: Michael Radlick  
Date: June 26, 2013  
Subject: Revision to Proposal Dated March 20, 2012  
Addendum to Contract with Cairo Public Library Dated April 20, 2012

Debra, I would like to propose an amendment to the total amount of \$9,950 of my original contract dated April 20, 2012 to add an additional \$750.00 for extended consulting services to assist you in completing your video security system implementation. I would review the video security installation of the electrician and provide final configuration of the video security system on the network.

**APPROVED**

**CAIRO LIBRARY BOARD OF TRUSTEES**

NAME DEAN V LAVIN

SIGNATURE Dean V Lavin

DATE 6/26/13

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

“Authorize Amendments to the Library’s Capital Fund Project Form E”

Supervisor/Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that Technical Services line items be amended as follows:

B.1.h Technology Consulting: Increase \$750.00 per Additional Services Agreement dated June 26, 2013 with Learning Technology Visions making the Approved Budget \$20,300. 00. The additional \$750.00 will be deducted from Contingency.

BE IT FURTHER RESOLVED, that Construction line items be amended as follows:

C.1.i Contract 9 – FFE: Increase \$401.57 to cover additional miscellaneous purchase expenses making the Approved Budget \$189,776.50. The additional \$401.57 will be deducted from Contingency.

C.2.b IT/Data: Increase \$1,364.18 to cover additional miscellaneous purchase expenses making the Approved Budget \$71,031.32. The additional \$1,364.18 will be deducted from Contingency.

These increases will make the Contingency line item \$394,431.37, a decrease of \$2,515.75.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_ NAY \_\_\_ ABSENT \_\_\_ CARRIED \_\_\_ DEFEATED \_\_\_

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Accepting Sewer Use Penalties  
Dated June 17, 2013”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, it is necessary for the Sewer Use Penalties to be authorized by the Town Board and documented in the minutes; therefore, be it

RESOLVED, that the Town Board accepts the Sewer Use Penalties as presented from the Sewer Administrator in the amount of \$2,482.30, dated June 17, 2013.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_ CARRIED \_\_\_\_\_ DEFEATED \_\_\_\_\_

**TOWN OF CAIRO**

**June 26, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Accepting Sewer EDU Billings  
Dated June 3, 2013”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, it is necessary for the Sewer EDU Billings to be authorized by the Town Board and documented in the minutes; therefore, be it

RESOLVED, that the Town Board accepts the Sewer EDU Billings as presented from the Sewer Administrator in the amount of \$58,950.00, dated June 3, 2013.

SECONDED BY COUNCILPERSON \_\_\_\_\_

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_ CARRIED \_\_\_\_\_ DEFEATED \_\_\_\_\_

# Appeal to the Building and Planning Board of Appeals Form

1. I (we) hereby appeal to the Town of Cairo Building Code and Planning Board of Appeals from the decision of the Building Inspector whereby the Building Inspector:

granted or  denied an application to  Use  Erect  Alter  Add to  Occupy

Land only  Structure or building, year erected: \_\_\_\_\_, Parcel ID # \_\_\_\_\_

For use as:  Family Residence  Accessory building  Business  Industry

2. **Location of affected premises: Address:** \_\_\_\_\_

Located on the  N  S  E  W side of \_\_\_\_\_ Street  
 \_\_\_\_\_ Feet  N  S  E  W side of \_\_\_\_\_ Street

SBL # \_\_\_\_\_

Title of Subdivision Map \_\_\_\_\_ Lot No. \_\_\_\_\_

Section of Town: \_\_\_\_\_ Building Zone \_\_\_\_\_ Lot No. \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant(s): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

3. **Previous Appeals** have been made with respect to this property as follows:

Application No(s): \_\_\_\_\_ Dates: \_\_\_\_\_

4. **This Appeal Relates To**  Use  Lot Size  Height  Road Frontage  Area  Other

**Describe Briefly:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. **VARIANCE** of the following section(s) of the Building Code or Sub-Division Regulations is (are) requested:

a. Strict application of the regulation would produce **UNIQUE HARDSHIP** because:

b. The Hardship created is unique and not shared by all properties alike in the neighborhood because:

c. The variance would not change the Character of the Neighborhood because:

6. All Owners whose property bounds upon any portion of subject property including the property directly across the street and bordering it.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

7. \_\_\_\_\_  
 Owner's Signature Applicant's Signature Agent's Signature

Contact Person's Telephone No. ( ) \_\_\_\_\_

Application fee paid

Receipt no.

I hereby submit an appeal for an alternative method or a modification of the requirements of the Building Codes of the Town of Cairo as outlined in the attached information. I shall, at my own expense indemnify, defend and hold harmless the Town of Cairo, its officers, agents, officials and employees against any and all claims, demands, actions and suits, including attorney's fees and costs brought against any of them arising out of or resulting from approval of any of these appealed items. I hereby further acknowledge that I am submitting this appeal as the property owner or the property owner's authorized representative.

Agreed and acknowledged

Date: \_\_\_\_\_

Appellant Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Appellant Address \_\_\_\_\_

Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Appellant Phone \_\_\_\_\_

Email Address \_\_\_\_\_

TOWN OF CAIRO  
APPLICATION FOR EXPANSION OF TERRACE MANOR MOBILE HOME PARK  
JUNE 2013

The Town Board must refer the application to the Planning Board which must review and give the Town Board a report within 30 days of receipt. The Town Board then reviews the application and the report of the Planning Board and make a decision within 60 days of receipt of the Report.

Both Boards must review the application for proof and sufficiency of the application relating to the following:

- Size of the individual lot(s) proposed
- Accessibility to the proposed lots
- Parking on the proposed lots
- Size, location and configuration of the mobile home stands
- Availability of drinking water and proof of sufficiency of flow
- Availability of septic and proof that existing system can accept the new proposed flow



The Contractor shall furnish the above insurances to the Town and shall also name the Town as an additional named insured in said policies.

(c) Any accident shall be reported to the office of the Supervisor as soon as possible and not later than twenty-four (24) hours from the time of such accident. A detailed written report must be submitted to the Town as soon thereafter as possible and not later than three (3) days after the date of such accident.

### ARTICLE 3. PERMITS AND REGULATIONS

The Contractor shall procure and pay for all permits and licenses necessary for the services to be rendered hereunder.

### ARTICLE 4. INDEMNITY AND SAVE HARMLESS AGREEMENT

The Contractor agrees to indemnify and save the Town, its officers, agents and employees harmless from any liability imposed upon the Town, its officers, agents and/or employees arising from the negligence, active or passive, of the Contractor.

### ARTICLE 5. NO ASSIGNMENT

In accordance with the provisions of section 109 of the General Municipal Law, the Contractor is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement, or of its right, title or interest in this Agreement, or its power to execute this Agreement, to another person or corporation without the previous consent in writing of the Town.

### ARTICLE 6. AUTHORITY FOR EXECUTION ON BEHALF OF THE TOWN

The Supervisor has executed this Agreement pursuant to a Resolution adopted by the Town Board of the Town Cairo at a meeting thereof held on \_\_\_\_\_ . Ted Banta, Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an Agreement on behalf of the Town. This instrument shall be executed in duplicate. At least one copy shall be permanently filed, after execution thereof, in the office of the Town Clerk of the Town.

### ARTICLE 7. NOTICES

Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To Town: Town of Cairo, Town Hall, Main Street, Cairo, NY 12413

To Contractor: FRANK CARHART DBA JUMP-N-FUN, \_\_\_\_\_.

ARTICLE 8. WAIVER

No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

ARTICLE 9. MODIFICATION

This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

ARTICLE 10. APPLICABLE LAW

This Agreement is governed by the laws of the state of New York.

IN WITNESS WHEREOF, the Town of Cairo has caused its corporate seal to be affixed hereto and these presents to be signed by Ted Banta, Supervisor, duly authorized to do so, and to be attested to by Cairo Town Clerk, and the Contractor has caused its corporate seal to be affixed hereto and these presents to be signed by its President or other authorized officer, agent or representative, the day and year first above written.

\_\_\_\_\_  
TED BANTA, SUPERVISOR

\_\_\_\_\_  
FRANK CARHART DBA JUMP-N-FUN,  
CONTRACTOR

State of New York)  
County of Greene) ss.:

On the     day June in the year 2013 before me came, the undersigned, a Notary Public in and for the said State, personally appeared Ted Banta personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

State of New York)  
County of            ) ss.:

\_\_\_\_\_  
Notary Public

On the     day of     in the year 2013 before me came, the undersigned, a Notary Public in and for the said State, personally appeared FRANK CARHART DBA JUMP-N-FUN and Individually, personally known to me or proved to me on the basis of satisfactory evidence to the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

PO Box 38  
Cairo, New York 12413

June 25, 2013

Mr. Ted Banta, Supervisor & Members of the Cairo Town Board  
512 Main Street  
Cairo, New York 12413

Dear Ted:

Please accept this letter of resignation as Water and Sewer Administrator effective July 15th, 2013, at the close of business. I will be retiring from the Town on that date.

I have enjoyed working for the Town of Cairo since August of 1990; however, it is now time for me to move on and retire.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Jurgens".

Kathy Jurgens

*812 Enterprises, LLC*

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80 Birch Hill Drive  
Cairo, New York 12413  
Tel. (518) 622-2123  
Fax (888) 349-8688

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April 29, 2013

Town of Cairo  
Main Street  
Cairo, NY 12413

Re: Mobile Home Park License  
Bross Street Manufactured Home Park

To Whom It May Concern:

We would like to request for a license for the mobile home park located on Bross Street. Currently there are 6 trailers located on the premises of which 5 are occupied. If you need anything additional, kindly contact me at the phone number listed above

Very truly yours,



Dawn Coluccio  
For 812 Enterprises, LLC