



Minutes

Town of Cairo
Town Board Meeting @ 7:00 pm
Location: Town Hall Meeting Room

April 3, 2017

The Town Board of the Town of Cairo met for a monthly Board Meeting on Monday, April 3, 2017 at the Town Hall, Main Street, Cairo, New York.

Supervisor Dan Benoit called the meeting to order at 7:05 PM and asked the attendees to Pledge Allegiance to the Flag. The following Town Board Members were present: Councilperson Cords, Councilperson Joyce and Councilman Warner. Councilperson Ostrander was absent.

The minutes from March 6, 2017 were approved as amended by Councilperson Joyce and seconded by Councilperson Cords.

Resolution No. 71 -17 “Annual Examination of Records of Town Clerk and Tax Collector” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, Town Law § 62,123 requires on or before January 20th of each year for the Town Clerk and Tax Collector to file statements of all receipts and disbursements for the previous fiscal year for audit by the Town Board; and

WHEREAS, the Town Board has engaged the services of a certified public accountant instead to make an agreed-upon procedures engagement conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants to be completed within 60 days after the close of the town’s fiscal year; therefore be it

RESOLVED, the Town Board does hereby accept the Independent Accountants' Report for the Town Clerk and Tax Collector as presented for fiscal year end 2016.

All members in favor – motion carried.

Resolution No. 72 -17 “Annual Examination of Records of Justice Court”

offered by Councilperson Joyce and seconded by Councilperson Cords:

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets on or before January 20th of each year for examination or audit by the Town Board; and

WHEREAS, the Town Board has engaged the services of a certified public accountant to make an agreed-upon procedures engagement conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants to be completed within 60 days after the close of the town's fiscal year; therefore be it

RESOLVED, the Town Board does hereby accept the Independent Accountants' Report for the Justice Court as presented for fiscal year end 2016.

All members in favor – motion carried.

Resolution No. 73 -17 “Assignment of Maintenance, Repair and Snow Removal

of Town Property to the Highway Superintendent” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, Section 32 of the Town Law and section 140 of the Highway Law prescribe the general powers and duties of the town superintendent of highways; and

WHEREAS, Section 32(1) of the Town Law provides that the town highway superintendent shall have “such further duties as the town board may determine not inconsistent with law[;]” and

WHEREAS, pursuant to Town Law Section 32(1) the town board may assign additional duties to the town superintendent of highways that are within the general scope of his employment and that do not interfere with his ordinary duties; and

WHEREAS, based upon an opinion of the Office of The State Comptroller, a copy of which is annexed hereto, the maintenance, repair of and snow removal from the parking lots of town property would clearly be within the general scope of employment of the highway superintendent and would not conflict with his ordinary duties; and

WHEREAS, the opinion of the State Comptroller further states that the expenses for such duties would be chargeable to the highway fund, now therefore

BE IT RESOLVED, the Town Board does hereby assign the duties of maintenance, repair, resurfacing, and snow and ice removal of all town parking lots, exterior building walkways, and access driveways to all town properties, and the roadways, walkways and parking areas within the Angelo Canna Park, to the highway superintendent, and

BE IT FURTHER RESOLVED that the charges for said maintenance, repair, resurfacing and snow and ice removal of said properties shall be chargeable against the town highway fund.

All members in favor – motion carried.

Resolution No. 74 -17 “Assignment of Maintenance, Repair and Now Removal from Sidewalks Adjacent to County Highways to the Highway Superintendent” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, Highway Law, Section 140(18) provides that it shall be the duty of the highway superintendent to “maintain all sidewalks in the town constructed . . . by the county adjacent to county roads and, when authorized by the town board, cause the removal of snow therefrom, and the cost thereof shall be paid from the miscellaneous or other town funds.” and

WHEREAS, Highway Law, Section 141(4) provides that the highway superintendent shall include the estimate for such activities in his report submitted prior to September 20 of each year, pursuant to Town Law, Section 104, now therefore

BE IT RESOLVED, the Town Board does hereby remind the highway superintendent that the maintenance of all sidewalks within the Town of Cairo and adjacent to County Route 23-B and County Route 24 are the responsibility of the highway superintendent and not the Parks Buildings and Grounds Department, and

BE IT FURTHER RESOLVED, that the Town Board does hereby assign the town highway superintendent the duty of removing snow and ice from all sidewalks within the town of Cairo adjacent to all county highways within the town, and

BE IT FURTHER RESOLVED, that all charges for said maintenance, repair and snow and ice removal from said sidewalks shall be chargeable against the miscellaneous highway funds.

All members in favor – motion carried.

Resolution No. 75 -17 “Assessor Office Furniture” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize the purchase of SET of 4 office chairs for \$89.98 for the Assessor’s Office.

All members in favor – motion carried.

Resolution No. 76 -17 “Accept Sewer Penalties” offered by Councilperson Warner and seconded by Councilperson Joyce:

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

RESOLVED, that the Town Board does hereby accept the Sewer Penalties from the Sewer Administrator in the amount of \$2,719.18 dated March 21, 2017.

All members in favor – motion carried.

Resolution No. 77 -17 “Sprouts Program” offered by Councilperson Cords and seconded by Councilperson Warner:

WHEREAS, the Greene County Counsel on the Arts sponsors a free summer arts workshop serving the children of the Town of Cairo and Greene County in the month of July, therefore be it;

RESOLVED that the Town Board of the Town of Cairo does hereby agree to give the budgeted amount of \$350.00 to the Greene County Counsel on the Arts “Sprouts Program”.

All members in favor – motion carried.

Resolution No. 78 -17 “Town Board to Move Meeting” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby move the May 1, 2017 meeting to May 8, 2017.

All members in favor – motion carried.

Resolution No. 79 -17 “Approval for Zoning to Purchase Desk” offered by Councilperson Joyce and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby approve the purchase of a Sauder Edgewater Collection Executive desk in the amount of \$299.00, plus shipping fees.

All members in favor – motion carried.

Resolution No. 80 -17 “Inter-fund Transfer from Water Fund to General Fund”

offered by Councilperson Warner and seconded by Councilperson Joyce:

WHEREAS, the Cairo Water District received a reimbursement for expenses related to developing a new water source from the NYS Environmental Facilities Corporation in the sum of \$50,464.52; and

WHEREAS, the Cairo Water District owes, through inter-fund borrowing, the sum of \$43,724.67 to the General Fund; and

WHEREAS, there is sufficient Water District Funds to pay off the full amount owed to the General Fund; therefore be it

RESOLVED, that the Town Board of the Town of Cairo does hereby authorize an inter-fund transfer of \$43,724.67 from the Water Fund to the General Fund.

All members in favor – motion carried.

The Town of Cairo received 4 bids for the Annex Siding Estimates:

1) Harvey Building Products	Total Costs	\$8,727.75
2) Herrington’s Building Supplies	Total Costs	\$10,574.45
3) GNH Lumber	Total Costs	\$10,523.93
4) Acra Building Supply	Total Costs	\$8,128.56

Resolution No. 81 -17 “Accept Annex Siding Bid” offered by Councilperson

Warner and seconded by Councilperson Joyce:

Be it Resolved, that the Town Board of the Town of Cairo does hereby accept the bid from Acra Building Supply in the amount of \$8,128.56 for the Siding for the Annex.

All members in favor – motion carried.

The Town of Cairo received 2 bids for New Sign Electrician

1) Stone Creek	Total Costs	\$1,850.00 – Sign and materials
2) Holdridge	Total Costs	\$2,150.00 Sign and materials 500.00 Building Employee to do work

Resolution No. 82 -17 “Accept New Sign Electrician Bid” offered by

Councilperson Joyce and seconded by Councilperson Cords:

Be it Resolved, that the Town Board of the Town of Cairo does hereby accept the bid from Stone Creek in the amount of \$1,850.00 for the New Sign Electrician.

All members in favor – motion carried.

The Town Board had a cleaning done on the alarm system at the Town Library. The Board wants to wait on a yearly cleaning contract because there hasn't been any more false alarms at the Library.

Resolution No. 83 -17 “Refer the 2017 Zoning Law revisions to the Town and County Planning Board” offered by Supervisor Benoit and seconded by Councilperson Cords:

Whereas, the Town of Cairo Zoning Law provides that any proposed revisions to the law will be referred to the Town's Planning Board for their review and comment prior to adoption; and

Whereas, the General Municipal Law provides that any proposed revisions to the Town Zoning Law should be referred to the County Planning Board for their review and comment prior to adoption; now therefore,

Be it resolved, the Town Board does hereby refer the Town's proposed revised 2017 Zoning Law to the Town and County Planning for their review and comment as required by law.

All members in favor – motion carried.

Supervisor Benoit explained the Planning Board has 30 days from the date the Town Board submits the revised 2017 Zoning Law to review the proposed Zoning Law.

Superintendent of Highways Robert Hempstead is updated fleet. He informed Board that new trucks have had problems during the big storm.

He also informed Board he is looking into HDTV Cameras for the Highway Dept. as there was an injury at the Highway Department recently.

The Board discussed the heating system at the Annex. They will get three quotes for the work.

The Board is also looking into changing the heating system at the Acra Community Center. They need a bigger system.

Alan Tavener of Delaware Engineering gave the following report:

CAIRO WATER IMPROVEMENTS – PROJECT UPDATE
DELAWARE ENGINEERING, DPC – Alan Tavener

WATER METERS

- Metering system – digital drive-by readers (Badger, Neptune or Sensus)
- Bid Alternative to Upgrade to a “fixed” or auto-reading system; allows more information such as freezing and leaks to be detected when they happen.
- Advertise for Bids next week 4/14; Award based on:
 - Initial Bid Price for meters.
 - Annual fees/hardware costs x 20-year

WELL DRILLING

- Requested proposal from five drillers, received two (summary attached).
- Smith Well Drilling (Niverville, NY) was low bidder - \$56,999 total. Itemized as:
 - Existing 2 wells, 8-hour pump test on each \$ 7,860
 - Pounded Well 6” x 200’ deep 3 @ \$12,380 each \$37,139
 - New 3 wells, 8-hour pump test on each \$12,000(Rotary drilled wells \$6,583 each, saving \$17,400 is an option.)
Drilling subcontracted through Delaware and originally budgeted as \$78,000.
Will get Smith Well Drilling

SURVEY

- Initial proposal 1400-acres for \$20,000 (included in Engineering Budget) - \$14/acre.
- Revised budget to extend survey to Catskill Creek 2400-acres for \$28,000.
- May be helpful if wells or water lines have to be located nearer to the Creek; \$8,000 addition to costs. If we have to re-do separately at a later date, would be more like original (\$14,000).
- Needs to be authorized before leaves are on trees.

WATER TANK REPLACEMENT

- Plan to bid in May for construction in 2017.
- Need test pits and foundation testing – working with Mike L. to arrange.
- May need property survey if old survey cannot be found.
- Will increase height 15’ to improve pressure approximately 10-psi

ANNEX HEATING

- B&G Quote was most thorough – mid price of three quotes. Working with B&G to increase AC unit size from 3T to 4T and clarify ductwork plans and details. Owner ill, so delayed discussions.
- For Historian Office, the 12,000 BTU 22.7 (Mr. Slim) Wall Mount Ductless Mini Split Air Conditioner Heat Pump is the best option. We recommend the Town purchase the unit directly and install since it is entirely separate from the other main heat system.

- Police indicated to Steve they were not expecting heat in garage, so existing Buderus boiler is adequate for Annex.

Resolution No. 84 -17 “Budget Amendments and Payment of Bills on Abstract #306” offered by Councilperson Warner and seconded by Councilperson Cords:

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

RESOLVED, the Town Board does hereby authorize that Abstract #306, consisting of 2017 Vouchers #100431 through #100531 in the amount of \$90,129.43 is approved for payment.

The total amount to be paid from the:

General Fund -	\$57,539.62	Hydrant -	
Highway Fund -	\$22,574.12	Sewer Fund -	\$6,115.20
Special Fire -		Water Fund -	\$3,870.59
Street Lighting -		Trust & Agency -	\$29.90

All members in favor – motion carried.

Resolution No. 85 -17 “Authorizing the Conveyance of 404 County Route 23B to the Cairo-Durham School District” offered by Councilperson Joyce and seconded by Councilperson Cords:

WHEREAS, the Wells Fargo Bank previously donated certain lands located at 404 County Route 23B, Cairo, NY to the Town of Cairo with the express intention of conveying such lands to the Cairo-Durham School District, and

WHEREAS, the Town Board hereby determines that it is in the best interest of the residents of the town to proceed with such conveyance to the School District, and

WHEREAS, pursuant to the agreement between the Town and the School District, the parties have agreed that fair and appropriate consideration herein is the total cost incurred by the Town in the acquisition and preparation of such real property.

NOW THEREFORE IT IS HEREBY RESOLVED that pursuant to the requirements of General Municipal Law Section 72-h, the Town Board of the Town of Cairo hereby authorizes the conveyance of 404 County Route 23b to the Cairo-Durham School District, and it is further

RESOLVED, that the Supervisor of the Town of Cairo is hereby authorized to execute the all necessary documents to complete the conveyance of 404 County Route 23B, Cairo, NY to the Cairo-Durham School District.

Councilperson Ostrander	Aye	Nay	<u>Absent</u>
Councilperson Warner	Aye	Nay	<u>Abstain</u>
Councilperson Joyce	<u>Aye</u>	Nay	
Councilperson Cords	<u>Aye</u>	Nay	
Supervisor Benoit	<u>Aye</u>	Nay	

Motion passed.

Resolution No. 87 -17 “Approve Attorney for Town to Write to ” offered by Councilperson Warner and seconded by Councilperson Cords:

Be it resolved, the Town Board of the Town of Cairo does hereby approve Attorney for the Town to write letter indicating that if in fact Cyprus Creek Renewables came to the Town of Cairo with an application that the Cairo Planning Board would likely act as lead agency in any SEQR review.

All members in favor – Motion passed.

Resolution No. 86 -17 “Modify Resolution No. 51-17 “Hire Deputy Town Clerk” offered by Supervisor Benoit and seconded by Councilperson Cords:

Be it Resolved, that the Town Board of the Town of Cairo does hereby modify Resolution No. 51-17 by removing Marianne Warner from the position of Deputy Town Clerk and reinstating Debra Sommer to the position of Deputy Town Clerk effective April 4, 2017.

Town Board Members Benoit, Cords, and Joyce were in favor.

Town Board Member Gary Warner recused himself from the vote.

Motion Carried.

Greene County Pop Warner wants to a rummage sale as a fund raiser on June 4, 2017. Contact Supervisor’s Clerk Sherry True tomorrow and see if the date is open.

A motion was made by Councilperson Warner and seconded by Councilperson Joyce to adjourn the meeting at 8:45 PM.

Respectfully submitted,

Tara A. Rumph, RMC
Cairo Town Clerk