



Minutes

Town of Cairo

Town Board Work Session

Location: Town Hall Meeting Room @ 4:00 PM

February 13, 2013

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, February 13, 2012 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 with all board members present.

Supervisor Banta asked for a moment of silence in Honor of Emily Feeney.

The minutes from the January 23, 2013 Board Meeting was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

The Town Board had a hearing with John Wernet Sr. regarding clean up of unsafe and dangerous conditions at his residences. A sixty day extension was given with a returnable Town Board Hearing date of April 10th 2013. More time will be granted at that time as long as progress has been made.

Councilperson Joyce spoke briefly in regards to the old Game Farm property.

Resolution No. 53-13 "Ethics Policy Re-Adoption" offered by Supervisor Banta r and seconded by Councilperson Ostrander:

WHEREAS, the Town of Cairo previously adopted a stand-alone Ethics Policy; and

WHEREAS, the Town of Cairo thereafter adopted an Employee Handbook which contained a brief Ethics Policy which may be inconsistent with the previous adopted policy.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town Cairo does hereby re-adopt and reaffirm the Ethics policy. To the extent that any inconsistencies may exist within the Employee Handbook, the requirements of the attached Ethics Policy shall control.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo does hereby direct a copy of the Ethics Policy be attached to and made a part of the Town Employee Handbook.

All members in favor – motion carried.

Resolution No. 54-13 “Increase Master Card Credit Limit” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, a Master Card credit card was established for the Town Supervisor with a credit limit of \$2,000.00

WHEREAS, numerous departments are using the credit card for purchases such as hotel reservations, pre-printed and stamped envelopes, etc. and;

WHEREAS, the amount has been found insufficient to conduct business; therefore be it

BE IT RESOLVED, that the Town Supervisor, Ted Banta is authorized to increase the credit limit from \$2000.00 to \$5,000.00.

All members in favor – motion carried.

Resolution No. 55-13 “Additional Stipened for Deputy Tax Collector” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

WHERE AS, Susan Hilgendorff, Deputy Tax Collector, Perform the duties of Tax Collector in addition to the duties of Deputy Tax Collector for the time period of January 26th 2013 through January 31st, 2013with the passing of Emily Feeney, Tax Collector; therefore be it

BE IT RESOLVED, that Susan Hilgendorf shall receive the Tax Collector pro-rated salary of \$159.75 for the time period January 26th through January 31. 2013 in addition to her hourly rate for Deputy Tax Collector of \$11.35 per hour; and be it further

RESOLVED, that effective February 1, 2013, Susan Hilgendorff shall remain the Deputy Tax Collector and assume the duties of the Tax Collector for a bi-weekly salary of \$411.01 for the remainder of the 2013 fiscal year. In Honor of Emily Feeney, who served the Town of Cairo for 22 years, the Town Board will not fill the Tax Collector position.

All members in favor – motion carried.

Resolution No. 56-13 “Linda Kuever to Assist Deputy Tax Collector.”

offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

WHEREAS, Susan Hilgendorff, Deputy Tax Collector, needs temporary assistance with Tax Collection duties with the passing of Emily Feeney, Tax Collector; therefore be it

RESOLVED, that Linda Kuever will give assistance as needed to Susan Hilgendorff at an hourly rate of \$10.75 per hour effective as of January 30, 2013.

All members in favor – motion carried.

Resolution No. 57-13 “Authorize Amendments to the Library’s Capital fund Project Form E” offered by Supervisor Banta and seconded by Councilperson Joyce

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 original value of \$100,206 to \$58,516.98 the total amount of the local fundraising project.

Local: add the New York State DLD Grants that were received in the amount of \$282,544.00.

Making the total amount of Other Funding Source(s) to be \$341,060.98

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

B.1.c Contract Administration (BRMA): Increase \$8,905.00 per Additional

Services Agreement dated July 20, 2012 for Contract Time Extension through 12/31/12, making the Approved Budget \$93,405.00.

B.1.d Resident Inspection (Freemann Project Management): Increase \$12,982.50 per Additional Services Agreement dated June 1, 2012 for Contract Time Extension through 7/31/12, making the Approved Budget \$127,382.50.

B.1.h Technology Consulting: Increase \$9,950.00 per Proposal from Learning Technology Visions dated March 20, 2012, making the Approved Budget \$127,382.50.

These increases of \$35,152.93 will reduce the Contingency funds to \$348,799.44

All members in favor – motion carried.

Resolution No. 58-13 “Authorizing the Supervisor to Execute an addendum to the Collective Bargaining Agreement Between the Town of Cairo and the Teamsters Union (Highway Employees) Regarding Commercial Diver License (CDL) Positions” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, the Town Board of the Town of Cairo and the Teamsters Union Local 294. Representing the members of the Town Highway Department have previously entered into a Collective Bargaining Agreement (CBA) between the parties, which was ratified by the Town Board by resolution December 20, 2012, and

WHEREAS, both the Union and the Town Board deem it necessary and appropriate to enter into an addendum to address Commercial Driver License (CDL) position as part of the CBA, therefore

BE IT RESOLVED, that the Supervisor is hereby authorized to execute the addendum to the CBA.

BE IT FURTHER RESOLVED, Pay rate increase of \$0.25 will take effect February 20, 2013

All members in favor – motion carried.

Resolution No. 59-13 “Support & Authorization for the Town Supervisor & Park Task Force to Develop Soccer Fields & Negotiate Those Means with Greene County” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

WHEREAS, the Town of Cairo leased the land identified as tax map no. 101:00-6-5-1 on Mountain Ave. in May of 2006 for 10 years from Greene County; and

WHEREAS, the Town of Cairo identified the same land to develop multi-use soccer fields with local support, funding and grants, and began a process on or about the year 2008; and,

WHEREAS, the Town of Cairo with the assistance of its Park Task Force wants to renew the project to develop multi-use soccer fields on said land; therefore,

BE IT RESOLVED, that the Town Supervisor is hereby authorized with the Park Task Force to Negotiate the means to provide for said project development with Greene County subject to applicable approvals by the Town Board.

All members in favor – motion carried.

Resolution No. 60 -13 “Accept Annex Building Plans Proposal” offered by Supervisor Banta and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby accept the proposal from Scott A. Lane, PE in the sum of \$2,500.00 for design plans for the Annex Building renovation; and,

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Ted Banta to execute the contract.

All members in favor – motion carried.

Resolution No. 61-13 “Declaring Town Board as Lead Agency for Seqra Review of New Well in Connection with the Municipal Drinking Water System” offered by Councilman Ostrander and seconded by Councilperson Suttmeier:

WHEREAS, the Town Board of the Town of Cairo has determined that it is necessary to project the health and safety of residents with the Town of Cairo to finance and construct a new well with associated infrastructure to add more water capacity to the current municipal water system, and

WHEREAS, pursuant to NYS law, a State Environmental Quality Review (SEQR) must be performed at the earliest possible point of the process, and

WHEREAS, the Town Board of the Town of Cairo believes that it is the appropriate body to act as “Lead Agency” for the purpose of the completion of the SEQR process, including a coordinated review of same is necessary.

NOW THEREFOR BE IT RESOLVED, that the Town Board of the Town of Cairo declares its intention to be “Lead Agency” for the SEQR process, including a coordinated review, if same is necessary, and it is further,

RESOLVED, that the Town shall circulate a letter to all known involved and/or interested agencies notifying those agencies of such intention.

All members in favor – motion carried

Resolution No. 62-13 “Board to Move into Executive Session” offered by Councilperson Suttmeier and Seconded by Councilperson Puorro:

BE IT RESOLVED, Town Board of the Town of Cairo does hereby move into Executive Session at 5:25 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 or corporation within the Town of Cairo, and to interview for the Library Board.

All members in favor - motion carried.

Resolution No. 63-13 “Board to exit Executive Session” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit the Executive Session at 7:20 PM.

All members in favor - motion carried.

Resolution No. 64-13 “Appoint to Town of Cairo Planning Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander.

BE IT RESOLVED, that Jessica Dillion be appointed as a member of the Cairo Planning Board to fill Seat F.

All members in favor – motion carried.

Resolution No. 65-13 “Appoint to Town of Cairo Library Board” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

BE IT RESOLVED, that Maureen Forrester and Richard Booth be appointed as members of the Cairo Library Board.

All members in favor – motion carried

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 7:25 PM.

Respectfully submitted,

Debbie Litchko
Deputy Town Clerk