



TOWN OF CAIRO
GENERAL MEETING AGENDA

August 3, 2015 @ 6:30PM

Location: Town Hall Meeting Room, Cairo

CAIRO...A Small Town with a BIG HEART!

Call to Order

Pledge of Allegiance

Attendance

Presentation:

Approval of Minutes: at next meeting

Appointments & Resolutions

Unfinished Business

- Kathoderay Media
- Route 32 Speed Limit
- Animal Control Law
- Zoning

New Business

- Insurance
- 404 County Route 23B
- Trane Service Agreement

Reports

Correspondence

Adjournment

Events:

BBQ to Support Disabled Veterans Saturday, August 8th @ 2pm @ Pot O Gold

TOWN OF CAIRO

August 3, 2015

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 Town 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 June, 2015.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

August 3, 2015

RESOLUTION NO. _____

“Authorization for Clerical Work”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Victoria Smith to work 3 hours per week for website, technology, and social media work.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

August 3, 2015

RESOLUTION NO. _____

“Authorization for Economic Development Work”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve Kathoderay Media’s proposals in the amounts of \$2,970 for Business Profile Development and \$5,325 for an updated website.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

August 3, 2015

RESOLUTION NO. _____

“Schedule Animal Control Law Public Hearing”

Councilperson _____ offered the following resolution and moved its adoption:

Be it resolved, that the Town Board of the Town of Cairo does hereby agree to schedule the Animal Control Law Public Hearing for a proposed revision for September 14, 2015 at 6:30pm.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

August 3, 2015

RESOLUTION NO. _____

“Schedule Continuation of Zoning Law Public Hearing”

Councilperson _____ offered the following resolution and moved its adoption:

Be it resolved, that the Town Board of the Town of Cairo does hereby agree to schedule the continuation of the Zoning Law Public Hearing for any new comment for August 20, 2015 at 7pm.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

August 3, 2015

RESOLUTION NO. _____

“Budget Amendments and Payment of Bills on Abstract #317”

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-1990.4	Contingent	-642.91
To	A-1010.4	Legislative-Contractual	+642.91
From		Fund Balance	-6,953.52
To	SW-8320.4	Source of Supply-Contractual	+6,953.52

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #317, consisting of 2015 Vouchers #1907 through #2022 in the amount of \$118,592.03 is approved for payment.

The total amount to be paid from the:

General Fund -	\$53,235.69	Hydrant -	\$7,500.00
Highway Fund -	\$31,161.98	Sewer Fund -	\$11,772.33
Cap. Water Fund -		Water Fund -	\$14,820.58
Cap. Sewer Fund -		Trust & Agency -	\$101.45

SECONDED BY COUNCILPERSON_____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc.
301 Old Niskayuna Road
Latham, NY 12110-2214
Phone: (518) 785-1315, Fax: (518) 785-4359
Service Dispatch: (518) 785-6486

May 11, 2015

Robert Hempstead
Town of Cairo
512 Main Street
CAIRO, NY 12413 U.S.A.

Site Address:
Cairo Library
512 Main Street
CAIRO, NY 12413

Attention: Robert Hempstead

Subject: Continuation of Service Agreement

Your Trane Service Agreement is scheduled for renewal on July 1, 2015. To assure that there will be no interruption of service and benefits to Cairo Town of your Service Agreement will be extended through June 30, 2016. The adjusted Service Fee for the renewal term is \$1,350.00 USD. If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

☐ A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued prior to the start of the Agreement and is due net 15 days prior to July 1, 2015. The discount would be \$ 40.50 USD if this option is selected. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

Scope of Service

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

Terms & Conditions

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

Clarifications

If Cairo Town of accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Matt Cross
Account Manager
(518)441-8561

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Acceptance Date_____

Purchase Order_____



TRANE BAS SCHEDULED SERVICE AGREEMENT

Executive Summary

Thank you for choosing Trane Building Services as your HVAC support partner. We are committed to working with you to help you ensure your building serves the needs of your organization. The details of that commitment are in the following pages.

A Trane Scheduled Service Agreement will provide planned maintenance for your HVAC systems. The agreement assures that factory recommended services are executed on scheduled intervals.

Beyond the benefits of a typical service plan, a Trane Scheduled Service Agreement can deliver enhanced value through an optional Performance Package. Trane is continuously collecting data from your HVAC system that can be streamed into a report to provide insight into the overall performance of your building. Based on a professional analysis of the report's findings, we can demonstrate opportunities for improvement, and recommend actions to help you achieve performance objectives for energy usage, operational efficiency, environmental impact, air quality and more.

Additionally, as a Trane customer you can count on:



- ☑ **Priority Response** – as a Trane Service Agreement customer you will have service priority, above time and materials customers.
- ☑ **Advanced Diagnostics** – Trane proprietary applications and technologies equip technicians to analyze system performance and make actionable service recommendations.
- ☑ **Trane OEM Service Delivery** – ensures the right services are completely and consistently performed to keep your equipment running efficiently and reliably.
- ☑ **Dedicated Trane Service Team** – a local service team consisting of a Service Coordinator, one or more Service Technicians and an Account Manager, all of whom will be familiar with your service requirements, your HVAC equipment and your facility.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO WORKING WITH YOU.





TRANE BAS SCHEDULED SERVICE AGREEMENT

Added Value

Proper maintenance can save an estimated 12-18%* of your budget compared to a run-to-fail approach. A Service Agreement is structured to help you capture those savings.



Research has shown that regular maintenance can:

Cut unexpected breakdowns by	70-75%*
Reduce downtime by	35-45%*
Lower equipment repairs and maintenance costs by	25-30%*
Reduce energy consumption by	5-20%*

* Source: FEMP O&M Guide – July 2004

In addition to financial value, when you partner with Trane you can expect:

Dependability and Consistency

Assigned Service Team - Your service team will consist of our professional Service Coordinator, Service Technicians, and Account Manager with extensive HVAC experience. Our technicians have a thorough understanding of controls, heating, refrigeration, and airside systems.

Priority Response - Cairo Library will receive preferred service status. Priority Emergency Response is available on a 24-hour-per-day basis.

Automated Scheduling System - Trane utilizes a computerized scheduling program to ensure that all services included in the agreement are performed.

Superior Service Delivery

Trane's OEM Service Delivery Process ensures consistent quality through:

- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on Safety & Environments





Superior Service Delivery (continued)

Service Work Flow - Trane's industry exclusive service flow process includes detailed procedures that identify steps for: safety, parts, materials, tools, and sequence for execution. Trane's procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. Trane's exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

Where applicable, Trane's exclusive service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

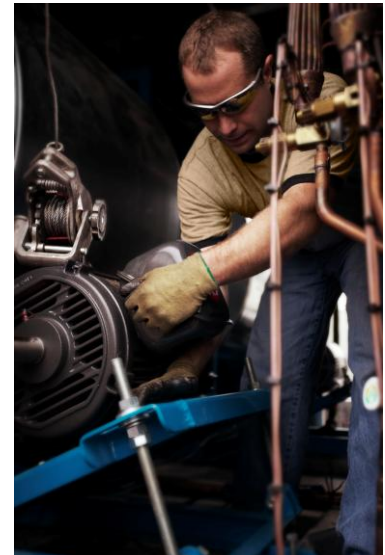
Trane's proprietary program is unequalled in the industry.

Knowledge Transfer

Documentation - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

Operational System Optimization - Trane Technicians will review operating sequences and practices for the equipment covered by the agreement and advise you of operational improvement opportunities.

Training for Facility Staff - Concurrent with annual start-up, your Trane Technician will instruct your operator how to operate the equipment covered by the agreement.



Health and Safety

Safety Management Program - Trane Building Services employs several full time Occupational Safety and Health Administration (OSHA) 30-hr certified safety managers who are available to perform safety consultations related to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses, and other key risk assessments and control strategies.

Personal Safety - Trane service technicians are, at a minimum, OSHA 10-hr certified, or equivalent with yearly retraining on all key occupational safety and health topics. Most of our technicians have participated in "Smith Safe" driver training and are Department of Transportation (DOT) Hazmat certified. They are provided with up to date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

Drug-Free Workplace - Trane service maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.



Environmental Management

Refrigerant Policy - Trane Building Services practices and procedures are compliant with all Federal and State laws and regulations concerning the proper handling, storage, and repair of leaks of ozone-depleting refrigerants and their substitutes according to Environmental Protection Agency regulation 40 CFR Part 82. Trane service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Program - Trane Building Services maintains and uses Trane Refrigerant Management Software (RMS) to capture, manage and report Refrigerant Activity. The Refrigerant Activity Report Form is used by the technician to record all refrigerant activity that has occurred on each piece of equipment. The form data is entered into RMS after it is submitted to and checked by central office personnel. Annually, Trane prints a report from RMS of all Refrigerant activity that has occurred at each site. The report details all refrigerant activity performed by Trane Building Services Technicians for each piece of equipment, and can be used to satisfy reporting requirements.

Oil Disposal - Trane Building Services removes used oil from your refrigeration units and disposes of it in accordance with applicable environmental regulations. Trane has a national contract with a leading provider of used oil services to recycle used oil where allowed and properly dispose of used oil which does not meet recycling requirements (in states where used oil is a hazardous waste, Trane will remove used oil from refrigeration units for the customer to arrange disposal).

Trane Intelligent Services

With an active Trane service agreement and Tracer™ Building Automation System or other qualified controls, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements.

Trane Scheduled Maintenance

Scheduled number of specific service events and associated labor performed during Trane normal business hours as outlined in the Equipment Coverage and Services section of this Agreement. Basic materials and supplies determined necessary by the Trane Technician for the normal performance of Scheduled Maintenance are covered by the annual fee and include grease, cleaning solvents, and wiping cloths.

Trane Intelligent Services

Establishing connectivity between the building automation system and our Intelligent Services Center enables Trane to monitor performance and collect data from the facility 24 hours a day, 365 days a year. Trane integrates continuous monitoring, data analysis and Trane professional insight to offer a continuum of service enhancements. Included in this service agreement: Alarm Notification

Note: Customer is responsible for providing a Trane approved connection to enable Trane Intelligent Services capabilities.



TRANE BAS SCHEDULED SERVICE AGREEMENT

Equipment Coverage and Services



Trane will perform the following scheduled services on the described equipment located at:

Cairo Library

The following "Covered Equipment" will be serviced at Cairo Library:

Equipment	Qty	Manufacturer	Model Number	Serial Number
Tracer UC600 Controller	1	Trane	BMUC600AA01	E12F51223
Tracer UC400 Controller	1	Trane	BMUC400AA01	TBD
Tracer UC400 Controller	1	Trane	BMUC400AA01	TBD
Tracer SC Building Controller	1	Trane	BMSC000AAA	E12D31026

TRANE BAS SCHEDULED SERVICE AGREEMENT

Customer Service Flows

An Introduction to Controls Maintenance

There is no doubt that proper operation and maintenance of the facility controls systems is a critical component to ensuring that a building operates at the lowest possible costs, while still providing a level of comfort that is conducive to high productivity.

Tracer SC – Controller Building Control Unit – Annual Maintenance Visit – (QTY 1)

The Trane Building Control Unit (BCU) is at the heart of the Trane family of building automation controllers. The BCU coordinates communications between all of the individual unit controllers throughout the building, maintains trend records and alarms, and provides system level integration and optimization for groups of equipment. The BCU evaluation allows the Trane technician to check out all aspects of operation of the BCU including firmware and software versions, volatile and non-volatile memory capacities and communications with all devices listed on the riser diagram. Transmit and receive activity will be checked to verify proper operation and processor idle time will be recorded.

This is one of the most critical reviews since the BCU is typically controlling and coordinating the majority of building operations. By performing this review the Trane Building Services technician will ensure that all aspects of the building are coordinating and communicating properly.



This review can reduce energy and maintenance costs by ensuring that all equipment is operating in an optimized fashion and has not failed back to 'default' states. In addition, by confirming that trends and alarms are being properly collected, this review ensures that all the information necessary to run a trouble-free building with a minimum of troubleshooting effort is being gathered. As appropriate for each visit, Trane's Building Services technician will review and record the following items:

Scheduled Review Tasks:

- Confirm and upgrade to current software version.
- Review volatile and non-volatile memory usage, along with processor loading conditions.
- Review device communications history logs and events.
- Review device fault history logs and events.
- Inspect device cabinet and circuit boards for physical or electrical damage.
- Confirm external communications capabilities.
- Make any necessary adjustments.
- Back-up system data and give to system operator for safe storage.
- Check power supply input and output voltages. Validate appropriate electrical grounding.
- Provide a written report outlining findings and any recommendations.

Tracer UC600 & UC400 Controllers – Annual Maintenance Visit – (QTY 1)

Services technician will review and record the following items:

Scheduled Review Tasks:

- Inspect device cabinet, wiring connections, and circuit boards for physical and/or electrical damage.
- Check power supply input and output voltages. Validate appropriate electrical grounding.
- Connect controller to Tracer TU Service Tool and check controller settings.
- Validate configuration of date, time, units of measure, device ID, and baud rate.
- Review device communications history of events and logs.
- Check resistance to ensure that no faults exist in the system.
- Verify proper reporting of sensors and energizing of outputs make any necessary adjustments.
- Confirm external communications capabilities.
- Back-up system data and give to system operator for safe storage.
- Provide a written report outlining findings and any recommendations.

Trane Intelligent Services

Alarm Notification

Alarm Notification plus diagnostics and analysis by Trane technical specialists reduces downtime through faster resolution of system alarms.

- 24/7/365 automated alarm notification
- Diagnostics and alarm detailing
- Alarm documentation and reporting (weekly)

Town of Cairo
Ambulance Service

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

Monthly Report

August 3, 2015

Total calls for June.....64
Total Transported calls.....38
Total Non-transported calls..... 26

Total amount billed: \$ 34,160

Miscellaneous items of Interest:

1. Need to hire a new EMT. Have selected Stanley Dushane, who has applied and is currently in the Advanced EMT class. Need Board approval.
2. Had significant problems with both ambulances being out of service for mechanical reasons on July 16th. Thanks to Durham Ambulance for the use of their ambulance for the day, as well as to the highway mechanics for getting one up and running quickly.
3. Have begun the process to spec a new ambulance. Will need to know how we will finance the new purchase, as we still owe 2 more years on 74-2.

TOWN OF CAIRO

ANIMAL CONTROL

AUG.1,2015

THE TOWN OF CAIRO ANIMAL CONTROL OFFICE HAS BEEN VERY BUSY THE MONTH OF JULY , WITH A TOTAL OF 42 CALLS , I HAD MANY COMPLAINTS AS FAR AS , LOOSE DOGS, BARKING DOGS, MISSING CATS , 2 LOST LAMBS , PIDGEONS ON CARS , AND LOOSE LLAMAS .

I ONLY HAD 1 DOG IN THE SHELTER THIS MONTH AND WAS TAKEN TO CGHS, HOPE THEY FIND A GOOD HOME FOR HIM . I HAVE SEVERAL MEETINGS WITH CAIRO PD AND TOWN OFFICIALS TO GO OVER THE ANIMAL CONTROL LAWS AND REVAMPING THE SHELTER .

I ALSO HAD TWO DOG BITES WHICH TURNED OUT TO BE NOT SERIOUS

BRIAN FEML

CAIRO ACO

TOWN OF CAIRO BOARD MEETING

ASSESSOR'S MONTHLY REPORT

August 3, 2015

New Business: 24 property transfers for the month of May

5 valid sales

Old Business:

CLOSING

Janice Hull
Sole Assessor



TOWN OF CAIRO
BUILDING AND CODE ENFORCEMENT
MONTHLY REPORT

July 1, 2015- July 31, 2015

(19) Building Permits Issued

(05) Certificates of Occupancy Issued

(10) Certificates of Compliance Issued

(24) Violations & Complaints

(03) Violations Pending Court

(01) Pending cleanup ordered by the Town Board

(43) Total Inspections were performed on current projects, violations, and fire inspections

GOALS & Accomplishments:

- Organize
- Continue to work on violations & Fire Inspections
- Work on office procedures files so that the office runs in an efficient matter

512 Main Street, P.O. Box 728

P. (518) 622-3120 ext. 253 F. (518) 622-3415

Cairo, New York 12413

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



Robert F. Hempstead
Town of Cairo Highway Superintendent

755 Route 145
Cairo, NY 12413
518-622-9515
518-622-3185 Fax
518-965-1266 Cell

highwaysuper@townofcairo.com

Highway Report

August 3, 2015



Mattress left in center of road by Hannaford



South Road



South Rd. being prepped using Leeboy paver.

Highway Daily Tasks Performed:

1. Crews are out cold/hot patching pot holes as weather permits utilizing recently purchased trucks and lee boy paver. 703 tons to date.
2. Routine repairs/service on equipment.
3. Town wide road side trash pickup continues.
4. Sign replacement/maintenance ongoing.
5. All temporary easements have been acquired for the two large culvert replacement FEMA projects: Sandy Plains and Harold Myers. Harold C. Myer is now closed for culvert replacement. Contacted all emergency services involved: fire, police, ambulance, fire control, school, post office, etc.
6. Culvert maintenance continues
7. Tree/brush cutting.
8. Receiving quotes for the 2015 paving season: South Rd, Sandy Plains, and Canniff Road
9. Yard waste program use is increasing.
10. Gradall out ditching/drainage on various roads
11. Town wide roadside mowing ongoing. Halfway through second cutting.
12. Assisted Town of Athens with trucks for motor paving
13. Culvert installed on South Road in preparation for August paving





Park Maintenance:

1. New playground equipment/adaptive swing has been installed
2. Repaired horse see saw
3. Mowing and weed trimming continues daily.
4. Pop Warner handicap restrooms renovations complete.
5. Prepped town park for Greene County Youth Fair, brought in additional staffing for day and night time, rolled sports fields after event
6. Installed 300 feet of drainage (culvert and catch basin) at the new proposed soccer field
7. Prepped the park for Claude Haton benefit concert
8. Brought in additional staff for nighttime music under the stars events





Meeting & Miscellaneous:

1. Still pending: F450 purchase, plow for F350 Unit 1, skid steer with snow blower, and tandem dump trucks with snow and ice equipment.
2. Still pending: Repairs to salt building.
3. Repaired/replaced compressor and relays on large ground mounted air conditioner that services court room.
4. Main Street sidewalks hand weeded.
5. Mowing/weed control of town owned cemeteries
6. Ongoing mowing of deserted/town acquired properties on Main Street, Acra Community Center, St. Edmunds (warehouse), Cumberland Farms (Welcome to Cairo)
7. Bottle redemption for 2015 to date \$335.90. Total to date \$2081.95
8. New York State Museum is conducting more research in the quarry
9. Trailered new ambulance to Latham Mercedes dealer for repairs. Repaired old ambulance.
10. Replace Tyvek wrap on Annex garage.
11. Weeded Mountain Avenue (Purling Sidewalks)
12. Market Days on front lawn of Town Hall
13. Repaired library ERU-2-AHU-2 (roof top air conditioner/handler unit that services the community room)
14. Repaired duct work (air conditioning) in conference room and IT Room.



Cairo Police Department
Town Hall
P.O. Box 728
Cairo N.Y. 12413

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

e-mail Cairopd@mhcable.com
Cell (518)-965-5553

From: Sergeant Busch #110
Town of Cairo Police Department

To: Ted Banta
Town Board Members

Re: Report of activities-Month July 1st to July 31st, 2015

(A) Patrol mileage:

Ford Crown Victoria	574- 1223
Dodge Durango All wheel drive	575- 84
Dodge Charger	576- 369
New Ford Interceptor	577- 2764

Total Miles- All - 4440

(B) Criminal Incidents 30

Non Criminal 123
Unclassified

Total Complaints 153

(C) Accident Investigations **Total 8**

(D) Parking Summons 0 Issued

(E) Arrest **Total = 5, Charges = 7 misdemeanor, 3 violation, 2 Felony**

(F) Vehicle and Traffic 7 Issued Summons



TOWN OF CAIRO

SUPERVISOR'S REPORT

August 3, 2015 @ 6:30PM

Location: Town Hall of Cairo, Meeting Room

CAIRO...A Small Town with a BIG HEART!

Monthly Financial Report:

- June 2015
- Sent via email to the Board & provided a copy at this evening's meeting

Zoning Law Adoption:

- County Planning Board approved the Zoning Law
- Held public hearing on July 30th @ 7pm
- Continue & complete the public hearing on August 20th @ 7pm for any new comment.
- Complete SEQRA Review Process
- Move to adopt law

Employee Meetings 2015:

- January 21st @ 11am
- April 1st @ 11am
- April 22nd @ noon-employee & volunteer luncheon
- June 3rd @ 11am
- August tbd

Angelo Canna Park:

- Senior Recreation Area:
 - o Applied for a \$10,000 Grant from The Alexander & Marjorie Hover Foundation
 - Letter of Inquiry submitted by July 1, 2015 and accepted
 - Permission was granted to submit a full grant application by August 1, 2015
 - Grant Application submitted August 1, 2015
 - The American Legion Post 983 sponsored the grant application for us as we needed a 501©3 organization
- Gazebo project:
 - o Doug O., Elizabeth B., & Dave I. are working on Gazebo building
 - Plans have been donated by GNH Lumber
 - Materials have been donated by B&B Forest Products
 - Milling has been donated by Bill Metzler
 - \$1,000 donated from the Bank of Greene County for the roof
 - Partnering with the School District Technology Dept to complete project
 - \$500 from the Fortnightly Club for the Gazebo
 - We are eligible to apply again in September

- Soccer Fields:
 - o Work commenced
 - o Town offering in-kind services; drainage work completed
- Basketball Court:
 - o Need to line basketball court after some adjustments to the court
- Tennis Court:
 - o Pickle Ball lines requested
- Ribbon Cutting Ceremony July 28th @ 5pm
 - o Greene County Youth Grant Playground equipment Ribbon Cutting Ceremony
 - Honeycomb Climber
 - Adaptive swing
 - Legislators present: Harry Lennon & Bill Lawrence
 - Thank you to our Legislators, Elizabeth Brinckerhoff, Janet Mckee, Tara Rumph, our 3 bears-the Rumphs, Doug Ostrander, Rose Lennon, and the Bantas for attending
 - Thank you to Robert Hempstead & staff for preparation & installation
 - Thank you to Janet Mckee & Elizabeth Brinckerhoff for coordinating the event.

Annex Building Renovation:

- Renovations have commenced
- Annex Building Dedication: will plan a dedication for the Police Department building in honor of Floyd Hempstead in the Fall of 2015.

Sidewalk Initiative:

- Seeking funding & financial resources for sidewalks down Main Street
 - o The Town of Cairo has received a \$75,000 grant from the NYSDEC Catskill Park Smart Growth Implementation Grant.
- May incorporate a Rails to Trails phase along William Dinger Rd to the corner of Railroad Ave where the Cairo Historical Society has commenced their Railroad project.
- Will schedule a meeting soon

Well supply/drilling:

- Objectives:
 - o Upgrade water supply line(s) on Jerome Ave and any other insufficient lines
 - o Replace Water Tank
 - o Find another well source
 - o Expand Water District
- Seeking funding; working with the County & Assemblymember Lopez's office.
- Meeting for Water Source funding 7/8/15 2pm with Water Administrator & engineer
- Meeting held on July 29th @ 10am to discuss a well water source with private landowners of a local property considered.

Labor Negotiations:

- Highway Department Labor Agreement & Negotiations:
 - o Meetings in progress
- Police Department Labor Negotiations:
 - o Negotiations complete
- Ambulance Department Labor Negotiations:
 - o Meeting scheduled for August 13th @ 10am

Police Manual:

- Working on an update for the Police Manual

Meetings/Events:

- Meeting for Water Source funding 7/8/15 2pm
- Labor Negotiations Meeting 7/9/15 9am
- Meeting for Animal Control 7/14/15 10am
- Meeting with clerk for website updates 7/21/15 1pm
- Greene County Youth Fair Opening Ceremony 7/23/15 9:30am
- Attended Little League Meeting 7/23/15 7pm
- Attended Youth Fair 7/23-7/26/15
- Attended Park Playground Ribbon Cutting Ceremony 7/28/15 5pm
- Meeting for Well Water Source with property owners 7/29/15 10am
- Attended Annual Senior Barbecue 7/29/15 1pm
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- o Doug O. and I are continuing with research & meetings
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- Will be choosing a new vendor that will enable the Towns to participate at no cost
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- Town officials are invited to the meetings

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- Thank you to Robert Hempstead & staff for the preparation
- Thank you to Cairo Emergency Services: Police and Ambulance for providing assistance
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Dog Law Request:

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Ambulance Building:

- Building design underway

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- Cairo did not receive the Community Block Grant from the State that was submitted at the beginning of the Year.
- We have funds leftover from the previous grant in the early 2000s similar to this one for income qualified residential owners that we can disburse.
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404 County Route 23B/Main St-Donated Property:

- Donation and property transfer complete
- Need to execute an agreement with the School District for the property

Economic Development Work:

- Kathoderay Media: Business Development Profile & new website

DARE Day:

- Angelo Canna Town Park, September 26th from 10am to 4pm



From the desk of
Town of Cairo Tax Collector

July 31, 2015

June Monthly Report

To: Supervisor Banta & the Cairo Town Board

Re: Tax Collector's Monthly Report

- A check for June penalties and interest was paid to the town on July 10, 2015 in the amount of \$7106.08.
- A check was sent to the Greene County Treasurer on July 10, 2015 in the amount of \$150,000.00 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 have been posted to the Warrant Book. Linda and I have also recorded all payments onto the yellow duplicate bills.
- Today, July 31, 2015 is the final day I receive payments in this office. As of this morning, there are 297 parcels in roll 1 that remain unpaid equaling \$839,774.02. I am sure there will a few payments coming in today, so this number will be a bit less in the end.
- The remaining amount due on the warrant is from rolls 3, 5, & 6. These bills are paid directly to the County.
- My appointment with the County Treasurer for reconciliation is on Tuesday, August 4. According to my figures as of today, I will be reconciling to the penny which is always a good thing!
- Please refer to the summary page which I have attached for your information.
- As always, please let me know if you have any questions or concerns.

Respectfully submitted,

Susan Hilgendorff
Tax Collector

Town of Cairo Town & County 2015 Collection Summary

All Inclusive

District:	Taxes Collected:	Penalty:	Surcharge:	Notice Fee:	Remaining Uncollected:
Town & County 2015	5875766.71	25476.45	0.00	260.00	1119244.53
Totals:	5875766.71	25476.45	0.00	260.00	1119244.53

Collection Statistics:

Number of Postings:	4032
Percentage Collected:	84%
Number of Adjustments:	3
Number of Voids:	89
Number of Returned Payments:	9
Number Refunded Duplicate Pmnts:	16
Notice Handling Fees Collected:	260.00
Received Via:	
On-Line:	86
Mail:	2544
Counter:	418
At BOGC:	913

Cash:	44715.55
Check:	5712593.73
Other:	144193.88
Total:	5901503.16
Minus Duplicate/Over Payments:	0.00
	5901503.16
Taxes:	5875766.71
Penalty:	25476.45
Surcharge:	0.00
Ret. Check Fees:	0.00
Notice Fees:	260.00
Total:	5901503.16
Minus Direct / Under Payments:	
0 Direct:	0.00
0 Under:	0.00
	5901503.16

Other Payment Type Breakout:

Credit Card:	8	15182.08
Money Order:	4	2889.82
Online Payment:	86	126121.98



TOWN OF CAIRO WATER & SEWER

MONTHLY REPORT

JULY 2015

112 PHONE CALLS RECEIVED AND RESPONDED TO

15 DIG SAFELY REQUESTS AND RESPONDED TO

1 WATER SERVICES TURNED ON

0 WATER SERVICES TURNED OFF

4 ALARMS RECEIVED AND RESPONDED TO

WATER DEPARTMENT

Water System Maintenance – After our repairs to the water mains during June, our average daily use has lowered from the crisis high of 230Kgpd to 94Kgpd. The 94Kgpd is slightly reduced from our 2014 average of 101Kgpd. Consequently, our water system average pressure has increased by 4%.

Water Turn-On/Offs – We had 1 water turn-ons: #0300 a seasonal account.

Water Billing – John Orso and I concluded the water meter readings and the water bills were mailed in the total of \$47,777.41

Hydrant Flushing – We completed some of our hydrant flushing at night. We still have many to do and expect to complete in first week of August.

Grant Expectations – We compiled data and have been working with Delaware Engineering in pursuit of available funding for water system repairs and expansion. Target projects include; an additional source, the Jerome Avenue water line, the Bross/Railroad/Grove street line and the water tower.

Additional Water Sources – We have begun discussions with land owners of potential well sites. Contractual agreements and substantial water testing (quality & quantity) will follow.

Youth Fair – Additional water testing, research and filing necessary for the agricultural fair were completed for the Greene County Youth Fair. Changes to the Agricultural Fair Permit application and guidelines had added additional work. Back flow preventers are required for agricultural fairs and we worked with NYS DOH to insure that they were not applicable to our situation. Our park water sources are used all year, and vacuum breakers are installed annually at the hose bibs, and we have met with their approval. The installation and maintenance of back flow preventers is now an element that the NYS DOH would like to see implemented on all buildings.

Curb Stop Issues – Account #0090 had an internal water emergency. In order to do the repair, water service needed to be turned off. The curb stop was dysfunctional and needed repair in order to restore water service to the account. Gemini Construction was already on site to do the internal repairs and after conveying with the town board, we agreed to have Gemini do the curb stop repair at the Water Department's expense. Once the outside repair was concluded, the inside work was done, and water was restored to the account. This necessary repair was relevant as the issue of curb stop responsibility is an important factor in our current Water Rules that are currently under scrutiny.

Water Rules & Regulations Review – An amendment (or total rewrite) to the current 1990 version of the Cairo Water District Rules & Regulations is in order. There are parts of the regulations that are outdated and in need of clarification. Issues regarding the responsibility of water service line ownership and maintenance should be reviewed. The responsibility of the Highway Department should also be reviewed. A committee is necessary to review and make adjustments. A similar committee is required for the certain aspects of the sewer system as well.

SEWER DEPARTMENT

Septic Tank Pump-Outs – #5255, #5251, #5253 & #5245 our largest commercial tanks were pumped in July.

PS8 Failure Alarm – July 2nd the alarm at PS8 was sounding, the pump station had failed. PS8 is a dual pump system, pump #1 failed from corrosion in the float control junction box. Pump #2 had totally failed and would not function in auto nor hand. We pumped the wet well and the connecting tanks. Emmons Pump arrived after the holiday weekend and rewired the float controls and did wiring repairs in the junction box which had been submerged. Emmons returned later in the month and connected the repaired pump.

PS1 Maintenance – As Emmons was in town doing the repair at PS8 we discussed an issue at PS1. An aging belt has been squealing loudly and starting to slip. We ordered a replacement belts for both the pumps at PS1, they have yet to arrive. The generator at this station is in need of maintenance.

PS4 Maintenance – A dual pump station, pump #1 has pulled away from its connection allowing fluid to spray back into the wet well. This failure is causing the pumps to run much more than they are intended to. The check valve to isolate this pump has also failed, and it is inside the wet well requiring a confined

space technician and a having the pump truck on scene to do the repair. Pump #2 at this location has pulled away from the inside wall of the wet well, it is astonishing that it is still working properly. The control box has deteriorated and has taken extensive damage from corrosion, I have asked Emmons for a quote to replace the box. We have a tentative date to do all repairs at this location at the same time this month.

PS3 Alarm Failure- PS3 is a dual pump station. One of the two pumps has failed. These are very large Chicago pumps that required extensive effort to remove. Pump #1 had a seal failure and shorted itself out, Emmons has taken the pump to attempt a repair. The junction boxes inside the wet well have deteriorated to the point of being useless. It is a harsh environment and most materials cannot hold up under those conditions. We plan on doing away with the junction boxes and hard wiring the pumps to the control panel. This will require digging and laying in new larger conduit. Much of PS3 needs some repairs, the generator still needs to be connected, the fencing needs to be increased, the control panel needs to be raised and we would like to build a concrete riser around the wet well to protect against any future floods. The majority of these repairs should be covered by FEMA funds from hurricane Irene. Highway Superintendent Hempstead has spearheaded the project and I will be working with the highway department to further facilitate these repairs.

PS9 Failure Alarm - We have an E-One pump that sends waste water from account #5245 to our PS1 station. Our single E-One pump is designed to pump against pressure over great distances, but it is not capable of handling the volume of waste water that it is collecting from two pumps owned by the account. We had LaPlante replace our pump. Our pump at this station has failed on numerous occasions and it will continue to do so as it is not designed to handle the load. We plan on replacing the two account owned pumps in their wet well with new pumps that can handle the distance and quantity. The new pumps will be owned, maintained and monitored by this department. We will remove our E-One station and keep it in storage as it is compatible as a replacement for some of our other pumps in the system.

Main Street Air Release Valve – On July 28th we had a report of a surcharging manhole on Main Street. After investigation, we had the wet well pumped to witness a spraying air release valve. We were able to isolate the line and attempt a repair. Joe Myers was able to close the valve to the release and then we put it system back online. The air release is currently closed, we will need to repair the valve before we can restore it to operation. As with Grove Street, the air release valves are not in our drawings. I do not know if there are other air release valves on the system that should be inspected and maintained. Delaware engineering is working with me on this. A backflush of these air release valves may be periodically necessary, we are researching if it can be done with an air compressor or we may need to use a water truck.

Grove Street Force Main – We had received complaints of septic odors on Grove Street near the intersection of Ross. There were never as-built drawings done for the new force main that was installed in 2012, Delaware Engineering is drawing them now. There is an air release valve in the line in a manhole, it requires maintenance. This valve has been an issue once before. I am working with Alan Tavenner looking for a solution. We pumped the wet well and have yet to determine why the air

release valve had failed. This and the air release valve on Main Street are not in our drawings. I do not know if there are other air release valves on the system that should be inspected and maintained. Delaware engineering is working with me on this. A backflush of these air release valves may be periodically necessary, we are researching if it can be done with an air compressor or we may need to use a water truck.

Septic Pump Stations- John Orso and I have been monitoring the pump stations. The stations are to be monitored to avoid system failure.

Sewer Use Law – We are guided by the current 2010 Sewer Use Law, there are some items that were not properly addressed, and other items that contradict themselves. Previous versions of the law allowed property owners to continue using their own private wastewater disposal system and would be forced to connect to the system if their system failed. Although there is not a clear definition of failure. Current law dictates that (Section 307) connection is required by everyone. We have numerous buildings in the district that are not connected to the system. Conflicting (Sections 406) areas refer to the owner maintained wastewater disposal systems. As with the water rules, there should be a review, clarification and adjustment to the current 2010 law. I propose a review committee is formed for the task.

The State of the Water & Sewer Department –

Personnel –John Orso continues to do the majority of the water testing and chemical treatments, he has also been assisting with the water meters and the septic tank projects. Albert Gasparini will no longer be available to doing the water meter reading. John Orso can now handle the meter reading task. Joe Myers continues to be a most valuable asset in the mechanics of both the water and waste-water systems. Valarie Payton is learning well and is tasked with the organization of our filing system. Both John and Valarie have made a first draft of their respective SOPs. Establishing SOPs (standard operating procedures) for various aspects of this department is an important goal we continue to work towards.

Administrative Insight- Same as every month. Both of the departments are in serious need of assistance. I am only slightly slowing the dilapidation of the systems. Time and financial restraints cannot adequately compete with the maintenance requirements. There are many vacant accounts that no longer use the departments systems. As the systems deteriorate the maintenance costs continue to grow. The majority of incoming funds are already used to pay off old debt. I don't know that getting a grant or another interest free loan is the answer, albeit we can't have the departments go backwards. I regret I don't have a more positive plan to propose. As I have frequently stated, this position requires more time than I can afford it. The Town needs to have a different plan for future of these departments; I cannot effectively do this job given financial and time constraints.

Michael Lamanec

Town of Cairo Water & Sewer Administrator



TOWN OF CAIRO SUPERVISOR'S REPORT

August 3, 2015 @ 6:30PM

Location: Town Hall of Cairo, Meeting Room

CAIRO...A Small Town with a BIG HEART!

Monthly Financial Report:

- June 2015
- Sent via email to the Board & provided a copy at this evening's meeting

Zoning Law Adoption:

- County Planning Board approved the Zoning Law
- Held public hearing on July 30th @ 7pm
- Continue & complete the public hearing on August 20th @ 7pm for any new comment.
- Complete SEQRA Review Process
- Move to adopt law

Employee Meetings 2015:

- January 21st @ 11am
- April 1st @ 11am
- April 22nd @ noon-employee & volunteer luncheon
- June 3rd @ 11am
- August tbd

Angelo Canna Park:

- Senior Recreation Area:
 - o Applied for a \$10,000 Grant from The Alexander & Marjorie Hover Foundation
 - Letter of Inquiry submitted by July 1, 2015 and accepted
 - Permission was granted to submit a full grant application by August 1, 2015
 - Grant Application submitted August 1, 2015
 - The American Legion Post 983 sponsored the grant application for us as we needed a 501©3 organization
- Gazebo project:
 - o Doug O., Elizabeth B., & Dave I. are working on Gazebo building
 - Plans have been donated by GNH Lumber
 - Materials have been donated by B&B Forest Products
 - Milling has been donated by Bill Metzler
 - \$1,000 donated from the Bank of Greene County for the roof
 - Partnering with the School District Technology Dept to complete project
 - \$500 from the Fortnightly Club for the Gazebo
 - We are eligible to apply again in September

- Soccer Fields:
 - o Work commenced
 - o Town offering in-kind services; drainage work completed
- Basketball Court:
 - o Need to line basketball court after some adjustments to the court
- Tennis Court:
 - o Pickle Ball lines requested
- Ribbon Cutting Ceremony July 28th @ 5pm
 - o Greene County Youth Grant Playground equipment Ribbon Cutting Ceremony
 - Honeycomb Climber
 - Adaptive swing
 - Legislators present: Harry Lennon & Bill Lawrence
 - Thank you to our Legislators, Elizabeth Brinckerhoff, Janet Mckee, Tara Rumph, our 3 bears-the Rumphs, Doug Ostrander, Rose Lennon, and the Bantas for attending
 - Thank you to Robert Hempstead & staff for preparation & installation
 - Thank you to Janet Mckee & Elizabeth Brinckerhoff for coordinating the event.

Annex Building Renovation:

- Renovations have commenced
- Annex Building Dedication: will plan a dedication for the Police Department building in honor of Floyd Hempstead in the Fall of 2015.

Sidewalk Initiative:

- Seeking funding & financial resources for sidewalks down Main Street
 - o The Town of Cairo has received a \$75,000 grant from the NYSDEC Catskill Park Smart Growth Implementation Grant.
- May incorporate a Rails to Trails phase along William Dinger Rd to the corner of Railroad Ave where the Cairo Historical Society has commenced their Railroad project.
- Will schedule a meeting soon

Well supply/drilling:

- Objectives:
 - o Upgrade water supply line(s) on Jerome Ave and any other insufficient lines
 - o Replace Water Tank
 - o Find another well source
 - o Expand Water District
- Seeking funding; working with the County & Assemblymember Lopez's office.
- Meeting for Water Source funding 7/8/15 2pm with Water Administrator & engineer
- Meeting held on July 29th @ 10am to discuss a well water source with private landowners of a local property considered.

Labor Negotiations:

- Highway Department Labor Agreement & Negotiations:
 - o Meetings in progress
- Police Department Labor Negotiations:
 - o Negotiations complete
- Ambulance Department Labor Negotiations:
 - o Meeting scheduled for August 13th @ 10am

Police Manual:

- Working on an update for the Police Manual

Meetings/Events:

- Meeting for Water Source funding 7/8/15 2pm
- Labor Negotiations Meeting 7/9/15 9am
- Meeting for Animal Control 7/14/15 10am
- Meeting with clerk for website updates 7/21/15 1pm
- Greene County Youth Fair Opening Ceremony 7/23/15 9:30am
- Attended Little League Meeting 7/23/15 7pm
- Attended Youth Fair 7/23-7/26/15
- Attended Park Playground Ribbon Cutting Ceremony 7/28/15 5pm
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