



## **Minutes**

**Town of Cairo**

**Town Board Meeting @ 7:00pm**

**Location: Town Hall Meeting Room**

**March 5, 2018**

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday, March 5, 2018 at the Town Hall, Main Street, Cairo, New York.

Supervisor Benoit called the meeting to order at 7:06 pm and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Benoit, Councilperson Cords, Councilperson Joyce and Councilperson Watts were present. Councilperson Warner was absent.

Supervisor Benoit updated the board that the water meters would start being installed the week of March 12<sup>th</sup>. Michael Lamanec added that many of the customers have already been contacted and have appointments for the meters to be installed.

Supervisor Benoit stated that regarding the sidewalk project, the contractors are working on the design.

Supervisor Benoit stated that the soccer field's ground breaking is scheduled in April and will take approximately five to six weeks.

Supervisor Benoit was informed by Joe Castle, Parks Buildings and Grounds Director that the Annex is moving right along and will be ready by sometime in May.

Supervisor Benoit stated that there were no updates on the Town's Fee Schedule at this time.

Supervisor Benoit stated that the Economic Development Committee ran an ad in the newspaper for interested parties to join the committee. There were about 10 to 12 people that were interested. There will be a meeting in March for the interested parties.

Councilperson Joyce met with Highway Superintendent Hempstead on the issues with Maple Ave condition. Highway Superintendent Hempstead stated paving was not feasible, but they were going work on the sides of the roadway then oil and stone it.

Councilperson Cords gave the report on the Cairo Library. Councilperson Cords stated that there were several programs and events that were held in February. March has many programs planned.

Supervisor Benoit spoke of the current monthly correspondence received from the Greene County Department of Human Services. They will be honoring the senior citizens on Old American Month.

The Greene County Department of Human Services will be holding their 8<sup>th</sup> Annual Senior Citizen Day with a Mardi Gras on Friday, May 18, 2018, between 12PM -3PM at the Historic Catskill Point, Main Street, Catskill.

Dee Dee Thorpe of Haines Falls, NY and Bernice Hoyt of Hunter, NY are nominees for Senior Citizen of the Year.

The Town Officials and the public were in discussion on the Commercial Solar farms. There were many opinions that varied.

Supervisor Benoit set a date for the public hearing on April 2, 2018 at 7:00 pm on the 6-month Solar Farm Moratorium.

**RESOLUTION NO. 2018-66 "Purchase One (1) One-Way Plow"** offered by Councilperson Joyce and seconded by Councilperson Cords

**RESOLVED**, the Town Board does hereby authorize the Highway Superintendent to purchase one (1) One-Way Plow from Viking Cives under Oneida County contract number 1889.

**BE IT FURTHER RESOLVED**, that the purchase price will not exceed \$7,000.00.

Supervisor Benoit – Aye, Councilperson Cords –Aye, Councilperson Joyce-Aye, Councilperson Watts-Aye, Councilperson Warner-Absent. Motion carried

**RESOLUTION NO. 2018-67 “Authorization to Apply for USDA Grant Funding for Ambulance Building Renovations”** Offered by Councilperson Cords and seconded by Councilperson Watts;

**WHEREAS**, the Town of Cairo desires to obtain grant funding to offset the costs of renovating the town’s ambulance building and garage, and

**WHEREAS**, such grant funding is currently available from the United States Department of Agriculture (USDA), now therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize the town supervisor to apply for USDA grant funding to assist in funding the renovation costs of the town’s ambulance building and garage.

Supervisor Benoit – Aye, Councilperson Cords –Aye, Councilperson Joyce-Aye, Councilperson Watts-Aye, Councilperson Warner-Absent. Motion carried

**RESOLUTION NO. 2018-68 “Authorization to Apply for USDA Grant Funding for Community Center Acquisition and Renovations** offered by Councilperson Watts and Councilperson Cords;

**WHEREAS**, the existing Town of Cairo Community Center currently located in the part of Cairo commonly known as Acra requires substantial renovations and remodeling, and

**WHEREAS**, the Town of Cairo desires to relocate the community center closer to Main St. to provide better community access in a more modern facility, and

**WHEREAS**, the Town of Cairo desires to obtain grant funding to offset the costs of purchasing an existing building and renovating it to serve as the town’s Community Center, and

**WHEREAS**, such grant funding is currently available from the United States Department of Agriculture (USDA), now therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize the town supervisor to apply for USDA grant funding to assist in funding the purchase of property and renovation costs associated with the relocation and modernization of the town’s community center.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-69** “Authorization to Attend 2018 PERMA Conference” offered by Councilperson Joyce and seconded by Supervisor Benoit;

**WHEREAS**, the Public Employee Risk Management Association’s (PERMA) 2018 Conference will be held on May 24 and May 25 in Lake George, NY, and

**WHEREAS**, the purpose of PERMA is to improve workplace safety and promote employee wellness, and

**WHEREAS**, employees Debi Sommer and Louann Arp have expressed an interest in attending the conference and have stated the training offered would assist them in the performance of their duties, and

**WHEREAS**, the cost to attend the conference is \$175.00 for both employees; now therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize employees Debi Sommer and Louann Arp to attend the 2018 PERMA conference in Lake George on May 24 and May 25 at a cost not to exceed \$175.00, plus applicable mileage reimbursement in accordance with established town policies.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-70** “Authorization for Computer System Maintenance and Upgrades” offered by Councilperson Cords and seconded by Councilperson Watts;

**WHEREAS**, the Town of Cairo’s computer system, including its server, workstations, e-mail system, SSL Certificate and operating system and programs have not been updated in the past couple of years, and

**WHEREAS**, failure to update and upgrade the system has resulted in outdated e-mail information and addresses, the inability to add new users to the system, and vulnerability to hacking, now therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize Intelligent Technology Solutions, Inc., the town’s IT company, to renew the town’s SSL Certificate for one year at a cost of \$ 120, plus perform all necessary server, workstation, e-mail and other system updates at a cost not to exceed \$ 1620.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-71 “Authorize Signing of Rental Agreement for Acra Community Center with Greene County”** offered by Supervisor Benoit and seconded by Councilperson Cords;

**WHEREAS** the Greene County Department of Human Services wishes to lease the Acra Community Center for the preparation, service and distribution of meals to senior citizens, and use the premises to conduct other individual and group services and activities for senior citizens, Monday through Friday, each week, from 7:30 a.m. to 1:00 p.m. each day, for a rental amount of \$1,000.00 per month, now therefore,

**BE IT RESOLVED**, the town board does hereby authorize the Town Supervisor to sign a rental agreement between the Town of Cairo and Greene County Department of Human Services for \$1,000.00 per month for the rental of the Acra Community Center, Monday through Friday, each week, from 7:30 a.m. to 1:00 p.m. each day, for the period January 1, 2018 through December 31, 2018.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-72 “Amend 2018 Budget to Reflect Receipt of Justice Court Assistance Program (JCAP) Grant Monies and Expenses”** offered by Councilperson Cords and seconded by Councilperson Joyce

**WHEREAS**, the town received a JCAP Grant for the purchase of equipment for the Justice Court; and

**WHEREAS**, it is necessary for accounting purposes to track the expenses and revenues associated with this grant; therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A-1110.401 Contractual Grant to reflect the increase in General Fund Appropriations \$2,328.04 and to increase the revenue line item A-3021 Court Facilities to reflect the increase in General Fund Revenue in the amount of \$2,328.04 in the 2018 budget.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-73** “Assessor Continuing Education” offered by Supervisor Benoit and seconded by Councilperson Cords

**WHEREAS**, Janice Hull, Assessor, wishes to attend a one-day seminar, “Bar & Scar Preparation,” being held at Columbia Greene Community College in Hudson, NY, on March 23, 2018, at a cost of \$110.00 for (6) credit hours of continuing education for NYS certification; therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby authorize the Assessor to attend the one-day seminar, and all costs including tolls and mileage will be reimbursed by NYS Office of Real Property Services.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-74** “Receipt of Monthly Supervisor’s Report” offered by Councilperson Cords and seconded by Councilperson Watts

**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 February 2018.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-75** “Budget Amendments and Payment of Bills on Abstract #303” offered by Councilperson Joyce and seconded by Councilperson Cords

**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 that Abstract #303, consisting of 2018 Vouchers #102212 through #102323 in the amount of \$371,653.99, is approved for payment.

The total amount to be paid from the:

General Fund -	\$77,723.64	Hydrant -	
Highway Fund -	\$74,653.31	Sewer Fund -	\$5,834.80
Special Fire -		Water Fund -	\$1,765.58
Street Lighting -		Capital Water-	\$198,508.63
Trust & Agency -	\$146.56	Sidewalk -	\$13,021.47

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

Councilperson Joyce brought up the publicity with Councilperson Watts. Councilperson Watts said he would talk about it when the matter was settled. The discussion was shut down.

**RESOLUTION NO. 2018-76** “Board to Move into Executive Session” offered by Councilperson Cords and seconded by Supervisor Benoit

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 8:08 PM to discuss possible litigation.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce – Aye, Councilperson Watts – Aye, Councilperson Warner -Absent. Motion carried.

**RESOLUTION NO. 2018-77** “Board to Exit Executive Session” offered by Supervisor Benoit and seconded by Councilperson Cords:

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby exit Executive Session at 9:01 PM.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried

**RESOLUTION NO. 2018-78** “Raise Town Clerk Salary” offered by Supervisor Benoit and seconded by Councilperson Cords

**WHEREAS**, the position of Town Clerk has been vacant since the former town clerk retired effective September 30, 2017, and

**WHEREAS**, for a variety of reasons, the town board has been unable to find a suitable candidate to fill the position on an interim basis, and

**WHEREAS**, the town board believes one of the reasons it cannot fill the position is due to an inadequate salary that has not been raised in several years, now therefore,

**BE IT RESOLVED**, in order to attract a suitable candidate the town board does hereby set the yearly salary of Town Clerk at \$38,000.00, effective immediately.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Nay, Councilperson Warner - Absent. Motion carried.

**RESOLUTION NO. 2018-79 “Appoint Interim Town Clerk”**

**WHEREAS**, the position of Town Clerk has been vacant since the former town clerk retired effective September 30, 2017, and

**WHEREAS**, the town board has considered a number of individuals to fill the vacancy, now therefore,

**BE IT RESOLVED**, the town board does hereby appoint Lysandra Ann Braden, an elector of the town, as interim town clerk to serve in that position until such time as the person elected as town clerk in the November, 2018 general election shall assume the office on January 1, 2019.

Supervisor Benoit – Aye, Councilperson Cords – Aye, Councilperson Joyce - Aye, Councilperson Watts - Aye, Councilperson Warner - Absent. Motion carried.

Supervisor Benoit called for a Special Meeting on March 12, 2018 @ 7:00 pm for the acquisition of land for the water department.

Supervisor Benoit made a motion at 09:07 PM to adjourn, and Councilperson Joyce seconded the motion. All members present in favor, Councilperson Warner Absent. Motion carried.

Respectfully submitted,

Kathleen Rockefeller  
Deputy Town Clerk