



TOWN OF CAIRO

WORK SESSION MEETING AGENDA

JANUARY 11, 2012 @ 4PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Comments

Approval of Minutes: January 4, 2012

Reports

- **Supervisor**
- **Highway Superintendent**
- **Library**
- **Assessor**
- **Other Department(s)**

Appointments & Resolutions

Unfinished Business

- **Fee Schedule**
- **Fire Department**
- **Employee Manual Update/Revision**

New Business

- **Technology Services**
- **Website**
- **Performance Standards & Reports**
- **Graphic Design**
- **Picture**
- **Meeting with Highway Superintendent, Representative(s) and/or employees**
- **Reservoir**

Correspondence

Adjournment



Minutes

Town of Cairo Town Board Meeting Reorganizational Meeting

January 4, 2012

The Town Board of the Town of Cairo met for a re-organizational meeting on Wednesday, January 4, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 7:04 PM, then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Ostrander, Councilperson Suttmeier, Councilperson Puorro and Councilperson Joyce.

Resolutions No. 1 – 9 of 2012 were offered by Councilperson Ostrander and were seconded by Councilperson Joyce.

Resolution No. 1-12 “Meeting of the Town Board” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that there will be a Town Board Workshop/Work Session Meeting the second Wednesday of the month at 4 pm; and be it further

RESOLVED, that the regular meeting of the Town Board of the Town of Cairo will be held on the fourth Wednesday of the month at 7 pm.

All members in favor – Carried.

Resolution No. 2-12 “Setting 2012 Salaries for Elected Officials” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the following salaries for elected officials be approved as set

forth in the 2012 Budget:

Supervisor Ted Banta	\$14,617.00
Justice Leland Miller	13,500.00
Justice Tanja Sirago	13,500.00
Town Clerk Tara Rumph	28,200.00
Councilperson Douglas Ostrander	6,738.00
Councilperson Raymond Suttmeier	6,738.00
Councilperson Daniel Joyce	6,738.00
Councilperson Anthony Puorro	6,738.00
Tax Collector Emily Feeney	10,550.00
Superintendent of Highways Robert Hempstead	48,000.00
All members in favor – Carried.	

Resolution No. 3-12 “Designate a Bookkeeper and Historian” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Louann Arp to the full-time position of bookkeeper for 90 days, salary for the 90 days will be based on the annual salary of \$32,136.00; and be it further

RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Robert Uzzilla as Town Historian at an annual salary of \$930.00.

All members in favor – Carried.

Resolution No. 4-12 “Setting 2012 Salary for Sole Assessor” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that the annual salary for the position of Sole Assessor, Janice Hull, for the Town of Cairo, for the year 2012 be set at \$41,200.00.

All members in favor – Carried.

Resolution No. 5-12 “Other Town Appointments” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that the following individuals be appointed to the following positions and paid the respective amount shown:

Registrar of Vital Statistics	Tara Rumph	\$1,000.00
First Deputy Town Clerk	Debra Sommer	11.60 PH

Deputy Town Clerk		11.60 PH
Justice Clerk 1	April Fabiano	11.60 PH
Justice Clerk 2	Joan Vandenburg	11.10 PH
Court Officer	Thomas Murphy	10.75 PH
Security Guard	John DeRose	10.75 PH

All members in favor – Carried.

Resolution No. 6-12 “Designating the Town of Cairo Official Newspapers” offered

by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that “The Daily Mail” and the “The Greenville Mountain View Pioneer” be designated as the official newspapers for the Town of Cairo.

All members in favor – Carried.

Resolution No. 7-12 “Authorization to Certify Payrolls and Make Purchases”

offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that Robert Hempstead, Superintendent of Highways, is hereby authorized to certify payrolls in his department and to make purchases up to \$2,000.00 without the prior approval of the Cairo Town Board; and be it further

RESOLVED, that the Superintendent of Highways is hereby authorized to purchase tires, batteries, filters, fuel oil, diesel fuel, salt and any other items under New York State contract; and be it further

RESOLVED, that the Superintendent of Highways be authorized to purchase sand, calcium chloride, crushed stone, road oil, blacktop, culvert pipe, signs and sign posts, guard rails, ties and any other items under Greene County bid.

All members in favor – Carried.

Resolution No. 8-12 “Authorizing the Supervisor to Invest Town Funds” offered

by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that Ted Banta, Supervisor for the Town of Cairo, is hereby authorized to invest Town funds and purchase Certificates of Deposit when available or any other protected monetary instrument issued by the Bank of the Federal Government; and be it further

RESOLVED, that the Bank of Greene County, Cairo branch and the National Bank of Coxsackie, Cairo branch be the official depositories for the funds of the Town of Cairo.

All members in favor – Carried.

Resolution No. 9-12 “Appointing Clerk and Deputy to the Superintendent of Highways” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that Debra Sommer be appointed as Clerk to the Superintendent of Highways, Robert Hempstead, on a per diem basis at a rate of \$11.60 per hour; and be it further

RESOLVED, that Debra Sommer be appointed as Deputy to the Superintendent of Highways to serve as the Superintendent of Highways in his absence at a rate of one dollar an hour over her regular rate of pay.

All members in favor – Carried.

Resolutions No. 10 – 18 of 2012 were offered by Councilperson Ostrander and were seconded by Councilperson Suttmeier.

Resolution No. 10-12 “Animal Control” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the following Animal Control appointments be made: Flora and Fauna Friends of the Earth – Animal Control Shelter at a rate of \$500.00 per month and Christopher Sprague is appointed as Animal Control Officer at an annual salary of \$1,030.00.

All members in favor – Carried.

Resolution No. 11-12 “Association of Town Meetings and Conferences” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that elected and appointed officials be permitted to attend one association of Town Meeting or one conference meeting during the year and necessary expenses be paid as established by the Town of Cairo Travel Policy with prior approval of the Town Board.

All members in favor – Carried.

Resolution No. 12-12 “Appointment of Code Enforcement Officer, Building Inspector and Clerk” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Stacy Sprague as Code Enforcement Officer with an annual salary of \$24,800.00; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Richard Hilgendorff as Building Inspector/Fire Marshall at an annual salary of \$14,512.00; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Ashley Statham as the Clerk to the Building Department at a pay rate of \$10.75 per hour.

NOTE: After Executive Session, the salary for the Code Enforcement Officer was amended to \$27,300.00.

All members in favor – Carried.

Resolution No. 13-12 “Appointing Ambulance Administrator” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Reay Mahler as the 2012 Ambulance Administrator for 12 hours per week at a rate of \$17.50 per hour.

All members in favor - Carried.

Resolution No. 14-12 “Appointing Ambulance Clerk” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Patricia Asaro as Ambulance Clerk at a rate of \$11.60 per hour not to exceed 20 hours per week.

All members in favor – Carried.

Resolution No. 15-12 “Set Ambulance Personnel and Clerk Salaries” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the following hourly rates are hereby established for Ambulance Personnel:

AEMT \$14.55 per hour with an On Call Rate of \$45.00

EMT \$12.35 per hour with an On Call Rate of \$40.00

Driver \$11.35 per hour with an On Call Rate of \$35.00

Clerk \$11.60 per hour not to exceed 20 hours per week

All members in favor – Carried.

Resolution No. 16-12 “Appointing Attorney for the Town” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Tal G. Rappleyea, Esq. as Attorney for the Town of Cairo for a time period of 90 days at a monthly retainer of \$1,000.00 and at the rate of \$125.00 per hour for such further litigation, legislation and other representation that the Town Board shall deem to be outside the scope of the monthly retainer. The Attorney for the Town is not an employee but has the status of an independent contractor.

All members in favor – Carried.

Resolution No. 17-12 “Appointing Auditing Firm for the Town of Cairo” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Patterson, Koskey, Howe & Bucci, CPA, P.C, as the Auditing Firm for the Town of Cairo for a time period of 90 days according to the terms provided in the Letter of Understanding dated December 14, 2011.

All members in favor – Carried.

Resolution No. 18-12 “Water and Sewer Administrator” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Kathy Jurgens as Water and Sewer Administrator at the following salary:

Water \$12,360.00

Sewer \$5,000.00

All members in favor – Carried.

Resolutions No. 19 - 27 of 2012 were offered by Councilperson Suttmeier and were seconded by Councilperson Puorro.

Resolution No. 19-12 “Set Salaries for Board of Review” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the salaries of the Board of Review to be as follows:

Chairperson \$75.00 per meeting

Members 65.00 per meeting

Clerk 10.75 per hour

Time records will be approved for payment after receipt and approval of meeting minutes by Town Board. Meetings will be held the second Monday of each month as called for by the Chairperson.

All members in favor – Carried.

Resolution No. 20-12 “Appoint Summer Recreation Coordinator” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$15.00 per hour.

All members in favor – Carried.

Resolution No. 21-12 “Town Properties Cleaning Person” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Sharon Desco as the cleaning person for the town properties at a rate of \$10.55 per hour.

All members in favor – Carried.

Resolution No. 22-12 “Parks, Buildings and Grounds Personnel” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Paul MacNiven as a full-time Parks, Buildings, and Grounds Maintenance person at a rate of \$12.90 per hour; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Brandon Gabrielle as a part-time Recycling, Parks, Buildings and Ground Maintenance person at a rate of \$11.00 per hour.

All members in favor – Carried.

Resolution No. 23-12 “Appoint Town Health Officer for 2012” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Dr. Robert Schneider as Town of Cairo Health Officer with a term that expires December 31, 2012 at an annual salary of \$660.00.

All members in favor – Carried.

Resolution No. 24-12 “Set Holidays for 2012” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the dates of the 2012 holidays as follows:

New Year’s Day Monday, January 2, 2012

Martin Luther King Jr. Birthday Monday, January 16, 2012

President’s Day Monday, February 20, 2012

Memorial Day Monday, May 28, 2012

Independence Day July 4th Wednesday, July 4, 2012

Labor Day Monday, September 3, 2012

Columbus Day Monday, October 8, 2012

Election Day Tuesday, November 6, 2012

Veteran’s Day Monday, November 11, 2012

Thanksgiving Day Thursday, November 22, 2012

Christmas Day Tuesday, December 25, 2012

All members in favor – Carried.

Resolution No. 25-12 “Appoint Deputy Supervisor” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Douglas Ostrander as Town of Cairo Deputy Supervisor to serve in the absence of the Town Supervisor.

All members in favor – Carried.

Resolution No. 26-12 “Appoint Deputy Tax Collector” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Susan Hilgendorff as the Deputy Tax Collector at a rate of \$11.10 per hour.

All members in favor – Carried.

Resolution No. 27-12 “Appoint Assessor’s Clerk” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Elaine Martin as the Assessor’s Clerk at a rate of \$10.75 per hour.

All members in favor – Carried.

The Town Board accepted the resignation of Tony Puorro from the Cairo Planning Board.

Resolutions No. 28 - 32 of 2012 were offered by Councilperson Puorro and were seconded by Councilperson Ostrander.

Resolution No. 28-12 “Appoint 7 Year Member of the Planning Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Daniel Benoit as a Member of the Planning Board for a term of 7 years expiring on December 31, 2018.

All members in favor – Carried.

Resolution No. 29-12 “Appoint Chairman of the Planning Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Daniel Benoit as Chairman of the Planning Board for a term of 1 year.

All members in favor – Carried.

Resolution No. 30-12 “Appoint Planning Board Clerk” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Stephanie Morgan as the Planning Board Clerk at a rate of \$11.60 per hour.

All members in favor – Carried.

Resolution No. 31-12 “Set Salaries for Board of Assessment Review” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the salaries for the Board of Assessment Review to be as follows:

Chairperson \$350.00 per year

Members 200.00 per year

These rates reflect base pay for Grievance day and two additional deliberation days. Additional meetings beyond the three meetings are at a rate of \$25.00 per meeting when convened.

Clerk 9.00 per hour

All members in favor – Carried.

Resolution No. 32-12 “Set Salaries for Planning Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the salaries of the Planning Board to be as follows:

Chairperson \$85.00 per meeting

Members 70.00 per meeting

Clerk 11.60 per hour

All members in favor – Carried.

A motion made by Councilperson Suttmeier and seconded by Councilperson Joyce to postpone the resolution “Adopt Town of Cairo Fee Schedule”.

A motion made by Supervisor Banta and seconded by Councilperson Puorro to postpone the resolution “Appointing Liaison to Greene County EMS”.

Resolution No. 33-12 - “Board to Move into Executive Session” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby move into Executive Session at 7:40 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.

All members in favor – Carried.

Resolution No. 34-12 - “Board to exit Executive Session” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

Be it resolved that the Town Board of the Town of Cairo does hereby exit Executive Session at 8:15 pm.

All members in favor – Carried.

Resolution No. 35-12 “Appoint Member of the Planning Board” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Peter Kavakos as a Member of the Planning Board to fill the unexpired term of Anthony Puorro for a term of 1 year expiring on December 31, 2012.

All members in favor – Carried.

Resolution No. 36-12 “Appointing Police Chief and Setting Salaries for the Police Department” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby appoint Christopher Sprague as Police Chief for the Town of Cairo at an annual salary of \$15,450.00; and be it further

RESOLVED, that the following appointments to the Town of Cairo Police Department be made:

- Full-time Police Officer - \$14.91 per hour - Michael Gabrielle
- Part-time Police Officer - \$16.13 per hour - Richard Busch
- Part-time Police Officer - \$15.50 per hour - Daniel Braden
Sean Clevestine
Henry Frick
- Part-time Police Officer - \$14.91 per hour - Scott Schelling
- Part-time Police Officer - \$14.34 per hour - John Amoroso
Kristopher Danko
Steven Espel
Joseph Kralovich
Thomas Plank

Part-time Special Officers - \$11.00 per hour - Harry Sacco
Scott Yates

All members in favor – carried.

Resolution No. 37-12 “Appointing Chairman to Board of Review” offered by
Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby appoint Ed
Forrester as the Chairman of the Board of Review.

All members in favor – carried.

Supervisor Banta moved that if there were no objections the meeting will be adjourned. No
objections made-meeting adjourned at 8:30pm.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk



TOWN OF CAIRO

WORK SESSION-SUPERVISOR'S REPORT

JANUARY 11, 2012 @ 4PM

Location: Town Hall of Cairo-Meeting Room

Notification of Work Session:

- **Daily Mail Calendar**
- **PSA Midhudson Cablevision**
- **Great American PSA Recording**
- **Town Clerk's Board**
- **Front & Rear doors of Town Hall**
- **Post Office Bulletin Board**

Committee Appointments/Liaisons 2012:

Suggested:

- **Parks, Buildings, & Grounds: Banta & Ostrander**
- **Insurance: Joyce & Suttmeier**
- **Police: Puorro & Joyce**
- **Ambulance: Suttmeier & Banta**
 - o **Greene County EMS:**
- **Highway: Puorro & Banta**
- **Building Dept: Ostrander & Puorro**
- **Assessor: Banta & Suttmeier**
- **Planning Board: Ostrander & Puorro**
- **Library: Banta & Joyce**
- **Water & Sewer: O'Connor & Joyce**
- **Court: Banta & Ostrander**

Economic Development:

- **Eastern Gateway(Rt 23 to Mountain Ave): Banta & Joyce**
- **Historic Hamlet(Mountain Ave to Fountain): Banta & Suttmeier**
- **Western Gateway(Fountain to Rt 23): Puorro & Ostrander**

Zoning:

- **Need to schedule meetings to discuss zoning**

Technology:

- **Need to assess, review, and resolve poor Technology service & lack of plans, emergency management, document retention, restoration, & backup, etc**
- **See attached assessment from Glen Koopman**

- Will gain assessment from another IT company

Website:

- Status?
- We need a webpage to communicate our business, etc
- We need to release the current Web Designer if they do not provide a temporary website and recover deposit

Performance Standards & Reports:

- We need to apply performance standards & reports
- Please research your respective committee or department
- See attached Work Chart for Park, Buildings, & Grounds
 - o Developing system to direct & monitor work & employees
 - o Brandon requested additional hours

Fire House Meeting:

- Meeting with Fire Department & Robert Hempstead
 - o Request for Shared Services
 - Tal will draft a “Good Neighbor Agreement”
 - Waiting of scope of services from Fire Department
 - o Request for assistance to post Training Tower in Park
 - o We discussed the Fire Department presenting reports to the Town Board-quarterly

Graphic Design:

- I have approximately a \$550.00 credit with a local graphic designer that I will donate to the Town of Cairo for professional services associate with our Logo, Professional Package: letterhead, signage, etc., and Advertising

Picture:

- Need to take a picture of the new administration
- See attached estimate
 - o 2 Shots, prints, digital files: \$530 to \$600
- There was no picture taken for the 2010/2011 Town Board

Meeting with Highway Representatives:

- Need to schedule a meeting with the Highway Superintendent, Representative(s), and/or employees

Reservoir:

- Feasibility Study
- Commission an advisor or task force to prepare a feasibility study

Correspondence:

- See attached correspondence received from resident

Library Report: January 9, 2012

Library construction continues to progress (see Aug's report). The anticipated opening date is June.

A community celebration is being planned for the ribbon cutting celebration by the Library's Fundraising Committee, an arm of the Friends of the Cairo Public Library; details to follow.

The library recently received notification of a \$950 grant from the Greene County Council on the Arts for programming to include: Sketching with Stanley Maltzman, Calligraphy with Alice Tunison, and Watercolor Painting with Susan Story.

This adds to the \$750 the library received in November from Greene County for youth programming. Thanks to Bill Lawrence and Harry Lennon for their support of library programming in Cairo!

The library is running three children's programs per week: Babes in Bookland on Wednesday mornings, Babes, Too on Tuesday mornings, and Toddler Time on Friday afternoons. The library is working on ideas for teen programming with recent MLS graduate Christine Pacuk. Christine has experience at other libraries in working with teens and is the "voice" of the Cairo Library for WGXC's library storytime on Sunday mornings at 8:00am. Babes' instructors Fran Monahan and Dot Chadderdon have also participated in this program.

Library personnel are currently at work on applications for several other grants and have begun work on the 2011 Annual Report to be submitted to the state.

The Cairo Public Library is open 6 days a week plus Saturdays.

Freemann

Project Management Services

95 Cornell Ave.,

Cairo, NY 12413

518-622-2941

Cairo Public Library Construction Update #6

December 30, 2011

Geo Thermal: No change from report #4

Site work: No change from report #4

General Construction: Light gauge metal framing of walls is in place and the plywood sheathing is at 95%. No cement board sheathing is installed, but is on site. Roof trusses were delivered on December 30. They will begin setting them in place next Monday. At this time no real plan for making up the time has been officially presented only assurances that the schedule will be met. A plan has been requested by our company as well as the Architects office. Only another schedule has been forwarded to date.

Electrical: The light at the rear of the building is installed. Area lighting of the parking lot seem sufficient a this time.

The other trades are not scheduled to begin work until more of the actual building construction has been completed.

Letters requesting additional time have been received from the EC and PC/HC and will need to be addressed at the next project meeting.

Schedule:

Geothermal: No change

Site Work: On hold

Electrical: Delayed

Plumbing: Delayed

General Contractor: Behind about 4 weeks from the 9/23/2011 schedule. The promise to make up the lost time during framing did not happen and in fact the schedule slipped further with the roof trusses not arriving as planned and even missing the date they were moved to by 2 days.

At this time I am reluctant to believe the schedule we have been given and have no formal plan in hand to see how time can be really made up. Each chance to make up time has been missed and the schedules that have been issued are obsolete almost as soon as they arrive.

Submitted,
August H. Freemann Sr.

TOWN OF CAIRO

January 11, 2012

RESOLUTION NO. _____

**Accepting Sewer Use Penalties
Dated December 30, 2011**

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

Resolved, that the Town Board accepts the Sewer Use Penalties as presented from the Sewer Administrator in the amount of \$3,512.29, dated December 30, 2011.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

January 11, 2012

RESOLUTION NO. _____

**Accepting Water Billings
Dated January 4, 2012**

Whereas, it is necessary for the Water Billings be authorized by the Town Board and documented in the minutes; therefore, be it

Resolved, that the Town Board accepts the Water Billings as presented from the Water Administrator in the amount of \$45,222.46, dated January 4, 2012

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

January 11, 2012

RESOLUTION NO. _____

“Authorization for Highway Department to Scrap Metal”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Highway Superintendent to clean and scrap all metal in and around the highway garage.

Be it further resolved, that the Town Board of the Town of Cairo does hereby authorize the Highway Superintendent to scrap out of service sanders.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

January 11, 2012

RESOLUTION NO. _____

“Authorization to Designate a Secretary/Clerk”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Linda Kuever to the part time position of Secretary/Clerk for the Supervisor of the Town of Cairo at a rate of **\$10.75** per hour.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

January 11, 2012

RESOLUTION NO. _____

**“Authorization for Water District & Highway Department to
Scrap Water Meters”**

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Water District & the Highway Superintendent to scrap antiquated water meters at the Highway Department.

SECONDED BY COUNCILPERSON _____

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

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____



FAT DRAGON ENT.



Project Proposal

Prepared for: Ted Banta : Town Supervisor
Town of Cairo Municipality Building
Main Street Cairo, NY 12413

Prepared by: Glen Koopman - IT Consultant
FDE
733 Mountain Ave. Purling, NY 12470
M: 518.947.9284
E. Fatdragn@hotmail.com

EXECUTIVE SUMMARY

Objective

The town is seeking to establish standardized information technology services (IT) for the municipality. Within this project we are seeking to create a technology environment that improves user functionality and productivity while providing modern cross system security & disaster recovery procedures.

Problem

Currently the town of Cairo has no systems and procedures in place for IT services or disaster recovery, without these procedures a simple electrical brown out or minor water leak issue can turn into countless IT hours to recover and restore systems and data, not to mention major environmental issues such as Hurricane Irene or a building fire; in most cases data recovery becomes impossible without proper backups.

The towns network infrastructure is established hard wire category 6 cable to commercial switches (many port networking devices) however no power backups for these devices along with mixed residential class equipment provide a unstable solution to routing along with minor security leaks, an initial inspection found a major security problem - the ENTIRE network open to external (wifi) access and data shares: this problem was addressed immediately after it was found. None of the network is mapped and service to wiring would require tracing and many hours of work for what should be simple repairs.

Currently the file server operates without power backup, and is drawing power through a insufficient extension / surge strip raising concerns of electrical damage. This 24/7 unit also does not have record on age of data storage devices which can potentially fail due to normal over usage.

Systems across the network vary, older PCs some 9+ years are running slowly and are on the brink of replacement as the simple hardware requirements of basic software become greater. Other systems do have hardware issues that will need to be addressed on a system basis during the project. Other PCs are newer Windows 7 systems and need minor configuration during the project when network infrastructure is properly setup and configured.

Software has no media, or record of licenses; most systems are missing standardized software for basic functionality.

Solution

I would suggest a IT meeting with council members to begin this process, establish realistic timelines and budgets for entire Town of Cairo systems, the members personal goals or outlooks at technology usage for the Township.

Full technology inventory, including software and licenses owned by the town and estimated age of systems.

Create Network maps

Begin repair of hardware issues by priority / possibility of system failure and function

Repair network infrastructure bring both Internet speeds and routing up to commercial standards.

Establish temporary data backup systems for all departments

Repair / replace server hardware to bring function and reliability back to 99.9%

Encrypt data storage per department

Establish systems and procedures for disaster recovery for all departments

Setup per workstation backup software as part of Disaster recovery

Establish offsite and redundant procedures as part of Disaster recovery

Begin to reassess network infrastructure, township goals and procedures after the network is healthy.

Closing

I would like to thank the town for the opportunity to provide consultation and services and hope we can further our business relationship, and remedy the towns information and technology needs.

- Local technician
- Single point of contact - providing IT support and IT communication to warranty and software technical support for the township.
- 11 years in IT solutions, commercial, server, networking, and residential
- Reference letters available upon request
- Consultation, repair, service and training.
- Concerned with environmental impact, effectively reducing clients power consumptions and Technology waste.
- Forward thinking, edge of technology solutions.
- On call services available 4-8hr response times available
- Contract rates, without contract requirement
- Drop off location for hardware and non pertinent repairs locally on main street @ HW COFFEE CO.

Prepared by: Glen Koopman - IT Consultant

FDE

733 Mountain Ave. Purling, NY 12470

M: 518.947.9284

E. Fatdragn@hotmail.com



PARKS, BUILDINGS, & GROUNDS

TIME SHEET: JANUARY 9 – 13, 2012

Paul MacNiven: Monday-Friday 6:30am to 2:30pm & Brandon Gabrielle: M,T,W, & F 10:30 to 2:30pm, Sat. 8:30am to 2:30am

Codes: ACC-Acra Community Center, TH-Town Hall, PB-Park Buildings, AB-Annex Building, MS-Main Street

EMPLOYEES	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	P.M	B.G.	P.M.	B.G.	P.M.	B.G.	P.M.	B.G.	P.M.	B.G.
TOWN HALL										
PARK										
RECYCLING										
OTHER										
	HOURS		HOURS		HOURS		HOURS		HOURS	

COMMENTS:

ISSUES/QUESTIONS:

Supervisor/Liaison's Comments/Inquiries	WORK LIST:	WORK LIST:	WORK LIST:	WORK LIST:	WORK LIST:
Do we need Orange Plow at Park? Fencing to save prime		-Remove leaves from grounds at Town Hall. -Paint Bathrooms at			

<p>rate? Ask about request for tip cup.</p>		<p>Town Hall & clean paint off fixtures from previous painting, place base molding in men's bathroom. -Remove Christmas Tree & Fixtures from Town Hall Lawn. -Maintain recycling at Town Hall.</p>			
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Subject: Re: Pictures for the Cairo Town Board...

From: beth@bschneckphoto.com (beth@bschneckphoto.com)

To: tedbanta3@yahoo.com;

Date: Monday, January 9, 2012 10:17 AM

Hi Ted,

I went to the Cairo Town Court and saw the photos. It was helpful, thank you. You mentioned that you would like the 5 members to all be standing. I agree that this is much more visually appealing, and I am not a big fan of showing people's legs in these types of photos, but, it will turn the image into a horizontal image rather than a vertical one. Seeing as the line of photos on the wall is full, it might be ok to start another section with horizontal photos (just a thought). I noticed that the previous shots included a backdrop, with the most recent years being navy blue. I didn't think the dark navy color that was used was the most visually compelling, and I was thinking that a seamless paper background might be better. With this option we are able to choose from a wide array of colors. I was wondering if you/the Town were planning on completing the framing/matting, including the lettering? This estimate does not include any pricing for the frame, matte or lettering. I also have included prices for 8.5 x 11.5 prints and 5 X 7 prints regarding the 7 smaller prints you thought you would need (These are the actual paper sizes, the image will be printed slightly smaller on the paper - though the 10.5x13.5 is the actual image size). Also, do any of the board members wear glasses? It's just helpful in planning the lighting.

The shoot pricing includes the photo shoot as well as the necessary post production (editing, photoshop, writing to DVD, etc.). You had asked about a couple different versions for the shoot, here are my interpretations of what you are looking for and the pricing. Please let me know if you have any questions.

1a. One shot all 5 standing, one shot all sitting at Board Table, digital file, 2 - 10.5 x 13.5 prints, 7 - 5 x 7 prints: \$530

1b. One shot 3 standing 2 sitting, one shot all sitting at Board Table, digital file, 2 - 10.5 x 13.5 prints, 7 - 5 x 7 prints: \$530

1c. One shot all 5 standing, one shot all sitting at Board Table, digital file, 2 - 10.5 x 13.5 prints, 7 - 8.5 x 11.5 prints: \$600

1d. One shot 3 standing 2 sitting, one shot all sitting at Board Table, digital file, 2 - 10.5 x 13.5 prints, 7 - 8.5 x 11.5 prints: \$600

2. Outdoor photos would be an additional \$200

If you decide to go with a seamless background, a 9' roll is approximately \$50. I have a black velvet background that I don't think is appropriate for this shoot, but unfortunately do not have any other large cloth backdrops.

Thank you!

Beth

--

Beth Schneck Photography
www.bSchneckPhoto.com

Beth Schneck Photography
www.bschneckphoto.com

----- Message from tedbanta3@yahoo.com -----

Date: Fri, 6 Jan 2012 07:13:10 -0800 (PST)
From: Ted Banta <tedbanta3@yahoo.com>
Reply-To: Ted Banta <tedbanta3@yahoo.com>
Subject: Re: Pictures for the Cairo Town Board...
To: "beth@bschneckphoto.com" <beth@bschneckphoto.com>

Hi,

Please come down and visit, there is usually someone there till 4 or 5pm. The Town Clerk's office will be closed early today.

The pictures of the Town Board are in the meeting room, court room. I would defer to your creative expertise but I would almost prefer a picture of the Board & Clerk standing rather than half sitting and half standing and a picture of us at the Board Table and as mentioned a picture of us outside in town.

Let me know your thoughts.

Thank you,

Ted



PREMIER REALTY SERVICES

"We Make Your Real Estate Dreams Real"

**Ted Banta III @ Premier Realty Services, Inc
Broker**

cell: (518) 466-1219
fax: (866) 466-9172
PO Box 1030
Cairo, NY 12413

www.premierrealtyservices.com

President of The Columbia-Greene Board of REALTORS® 2011
Columbia-Greene Board of REALTORS® 2008 REALTOR® of The Year
Licensed New York State Real Estate Instructor
President of The Greene County Multiple Listing Service 2007-2009
Vice-President of The Columbia-Greene Board of REALTORS® 2010
President of The Cairo Rotary Club 2008-2010
Member of The 2009 & 2010 REALTORS® Honor Society
Member of The NYSAR Professional Standards Committee
Graduate REALTOR® Institute Candidate
HUD Registered Broker

From: "beth@bschneckphoto.com" <beth@bschneckphoto.com>
To: Ted Banta <tedbanta3@yahoo.com>
Sent: Thursday, January 5, 2012 12:35 PM
Subject: Re: Pictures for the Cairo Town Board...

Hi Ted,

I apologize for the delay, I had a photo shoot yesterday and it consumed all my time. I was wondering if it would be possible for me to come and look at the photos that you mention are in the Cairo courtroom (I'm assuming it's in the Town Hall)? This will help me know more specifically what look already exists (and that you are trying to recreate with this years members), as well as get the specific size of the prints so that I can give you a more accurate price for those. I am available tomorrow at any time to drop by, and it will only take a few minutes.

Thanks!
Beth

Beth Schneck Photography
www.bschneckphoto.com

----- Message from tedbanta3@yahoo.com -----

Date: Tue, 3 Jan 2012 20:57:12 -0800 (PST)

From: Ted Banta <tedbanta3@yahoo.com>

Reply-To: Ted Banta <tedbanta3@yahoo.com>

Subject: Re: Pictures for the Cairo Town Board...

To: "beth@bschneckphoto.com" <beth@bschneckphoto.com>

- > Hi,
- > Ok, give me multiple prices for the following packages/requests:
- > 1. Picture with us in Town Hall-one row standing and one sitting perhaps-this is the way its always been done, although they didn't do a picture for 2009-2010.
- > Need with this a digital photo for website and other paper and online publicity. There are 5 of us. Need at least 2 prints, the size that's in our court room(do not have the size), and smaller prints, say 7
- > 2. What we have in #1 plus pictures of us in Town on the street in front of businesses, at the town park, etc.
- > Let me know, thank you,
- > Ted
- >
- >
- >
- > Ted Banta III @ Premier Realty Services, Inc
- > Broker
- >
- > cell: (518) 466-1219
- > fax: (866) 466-9172
- > PO Box 1030
- > Cairo, NY 12413
- >
- > www.premierrealtyservices.com
- >
- > President of The Columbia-Greene Board of REALTORS® 2011
- > Columbia-Greene Board of REALTORS® 2008 REALTOR® of The Year

- > Licensed New York State Real Estate Instructor
- > President of The Greene County Multiple Listing Service 2007-2009
- > Vice-President of The Columbia-Greene Board of REALTORS® 2010
- > President of The Cairo Rotary Club 2008-2010
- > Member of The 2009 & 2010 REALTORS® Honor Society
- > Member of The NYSAR Professional Standards Committee
- > Graduate REALTOR® Institute Candidate
- > HUD Registered Broker

>
>
>
>
>
>

-
- > From: "beth@bschneckphoto.com" <beth@bschneckphoto.com>
 - > To: Ted Banta <tedbanta3@yahoo.com>
 - > Sent: Tuesday, January 3, 2012 1:13 PM
 - > Subject: Re: Pictures for the Cairo Town Board...

>

> Hi Ted,

>

> Happy New Year! Congratulations on your election win!

>

> I would be happy to take a picture of the Cairo Town Board. In order to determine a dollar amount I need a little more info... How many people are on the Town Board? Are you envisioning a group image where everyone is standing, similar to the one we took of the Democrat candidates (though I'm assuming you would want it shot indoors in the Town Hall)? This will help me determine what lighting equipment I will need. How do you plan on using the photo? Also, do you need prints of the image, and if so, how many? Do you need a digital copy? This will all help me determine how much time will be involved.

>

> Thank you for thinking of me for the photo shoot.

>

> Best Regards,

> Beth

>

> -----

> Beth Schneck Photography

> www.bschneckphoto.com

>

>

>

> ----- Message from tedbanta3@yahoo.com -----

> Date: Sun, 1 Jan 2012 12:06:26 -0800 (PST)

> From: Ted Banta <tedbanta3@yahoo.com>

> Reply-To: Ted Banta <tedbanta3@yahoo.com>

> Subject: Pictures for the Cairo Town Board...

> To: Beth Schneck <beth@bschneckphoto.com>

>

>

>> Hi Beth,

>> Happy New Year. Hope you are well.

>> What would be your fees to take a picture of the Cairo Town Board?
>> Thank you and best regards,
>> Ted
>>
>>
>>
>> Ted Banta III @ Premier Realty Services, Inc
>> Broker
>>
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>> fax: (866) 466-9172
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>> Member of The NYSAR Professional Standards Committee
>> Graduate REALTOR® Institute Candidate
>> HUD Registered Broker
>
>
> ----- End message from tedbanta3@yahoo.com -----

----- End message from tedbanta3@yahoo.com -----

----- End message from tedbanta3@yahoo.com -----

ANTHONY PATASSO JANUARY 06, 2012
173 MAIN STREET P.O. BOX 730
CAIRO, NEW YORK 12413-0730
Telephone # 622-0184
Fax. 1-718-918-2610
office 1-718-918-9844

CAIRO TOWN SUPERVISOR,

I AM WRITING THIS TO LET SUPERVISOR
TED BANTA, COUNCILMAN TONY PIRORRO, AND
COUNCILMAN DAN JOYKE, WISHING ALL OF YOU
GENTLEMEN THE BEST. I APPRECIATE YOUR
CONCERN TO IMPROVE LOCAL ECONOMY. ALSO
REVITALIZING MAIN STREET. RECREATING
COMMERCIAL AND SMALL BUSINESSES. TO INVEST
AND REINVEST. ALSO, TO STRIVE TO GET DECENT
PEOPLE TO RESIDE HERE. IN THE TOWN OF CAIRO,
THE AMOUNT OF EMPTY COMMERCIAL SPACE
ON MAIN STREET IS UNBELIEVABLE APPROXIMATELY
FIFTEEN-TO SEVENTEEN LOCATIONS. I REMEMBER
WHEN ALL BUSINESSES ON MAIN STREET WERE
OCCUPIED. WHY AT PRESENT WOULD ANY BUSINESS
WANT TO LOCATE OR RELOCATE ON MAIN STREET. FIRST
GLANCE LOOKS LIKE A GHOST TOWN

Respectfully,
m Anthony Patasso.

God Bless all -