

#### **GENERAL/REGULAR MEETING AGENDA**

January 25, 2012 @ 7PM Location: Town Hall, Cairo

Call to Order Pledge of Allegiance Attendance Meeting Notices

**Comments** 

Approval of Minutes: January 11, 2012 & January 17, 2012

#### **Reports**

- Supervisor
- Highway Superintendent
- Other Department(s)

#### **Appointments & Resolutions**

#### **Unfinished Business**

- Fee Schedule
- Fire Department
- Employee Manual Update/Revision
- Graphic Design: Logo, Letterhead, & Business Cards
- Zoning

#### **New Business**

- Greenville School District Invitation
- Civil Service Training
- Ethics Board & Code of Ethics Status Request
- Paychex
- Website
- Performance Standards & Reports
- Planning Board
- Cairo Golden Age Club

#### Correspondence

#### Adjournment



#### **Minutes**

#### Town of Cairo Town Board Meeting Work Session Meeting

#### **January 11, 2012**

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, January 11, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, Called the meeting to order at 4:03PM, then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Suttmeier, Councilperson Puorro, and Councilperson Joyce. Councilperson Ostrander was absent.

Motion was made by Councilperson Suttmeier to approve minutes from January 4, 2012 Reorganizational meeting, Councilperson Puorro seconded the motion. Motion carried – all members in favor.

# <u>Resolutions No. 38 – 42 were offered by Councilperson Puorro and were seconded</u> by Councilperson Joyce.

**Resolution No. 38-12** "Accepting Sewer Use Penalties Dated December 30, 2011" offered by Councilperson Puorro and seconded by Councilperson Joyce:

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.

All members in favor – Motion carried.

**Resolution No. 39-12** "Accepting Water Billings Dated January 4, 2012" offered by Councilperson Puorro and seconded by Councilperson Joyce:

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.

All members in favor – Motion carried.

<u>Resolution No. 40-12</u> "Authorization for Highway Department to Scrap Metal" offered by Councilperson Puorro and seconded by Councilperson Joyce:

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.

All members in favor – Motion carried.

**Resolution No. 41-12** "Authorization to Designate a Secretary/Clerk" offered by Councilperson Puorro and seconded by Councilperson Joyce:

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 starting January 10, 2012.

All members in favor – Motion carried.

**Resolution No. 42-12** "Authorization for Water District & Highway Department to Scrap Water Meters" offered by Councilperson Puorro and seconded by Councilperson Joyce:

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

Let the record show that Councilperson Suttmeier dismissed himself from the remainder of the work session meeting.

**Resolution No. 43-12** "Board to Move into Executive Session" offered by Councilperson Joyce and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 5:57PM 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 – Motion carried.

**Resolution No. 44-12** "Board to exit Executive Session" offered by Councilperson Joyce and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 6:42PM.

All members in favor - Motion carried

Supervisor Banta moved that if there were no objections the meeting will be adjourned. No objection made-meeting adjourned at 7:47PM.

Respectfully submitted,

Debra Sommer

Deputy Town Clerk



#### **Minutes**

#### Town of Cairo Special Town Board Meeting

#### **January 17, 2012**

The Town Board of the Town of Cairo met for a special meeting on Wednesday, January 17, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, Called the meeting to order at 8:04AM, then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Puorro, Councilperson Joyce, and Councilperson Ostrander. Councilperson Suttmeier was absent.

**Resolution No. 45-12** "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 8:07AM to discuss matters relating to collective negotiations under the Taylor Law.

All members in favor – Motion carried.

**Resolution No. 46-12** "Board to exit Executive Session" offered by Councilperson Ostrander and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 9:41AM.

All members in favor – Motion carried

Resolutions No. 47 – 49 were offered by Councilperson Puorro and were seconded by Councilperson Joyce.

**Resolution No. 47-12** "Parks, Buildings, and Grounds Director"

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Robert Hempstead as the Director of Parks, Buildings, and Grounds.

<u>Resolution No. 48-12</u> "Part-time/Seasonal Highway Department Employment" BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Brandon Gabrielle as a part-time Highway Department Employee.

Resolution No. 49-12 "Parks, Buildings, and Grounds Personnel"
BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Steven Rumph as a full-time Parks, Buildings, and Grounds Maintenance person/laborer.

All members in favor – Motion carried

Supervisor Banta moved that if there were no objections the meeting will be adjourned. No objection made-meeting adjourned at 9:49AM.

Respectfully submitted,

Tara Rumph, RMC, CMC Town Clerk



#### **SUPERVISOR'S REPORT**

**JANUARY 25, 2012 @ 7PM** 

**Location: Town Hall of Cairo-Meeting Room** 

#### **Notification of General/Regular Meeting:**

- Daily Mail Calendar
- PSA Midhudson Cablevision
- Great American PSA Recording
- Town Clerk's Board
- Front & Rear doors of Town Hall
- Post Office Bulletin Board
- **Radio Ad:** Hi, I'm Ted Banta, Town Supervisor for the Town of Cairo. On Wednesday, January 25<sup>th</sup> at 7pm the Town Board for the Town of Cairo will have its general meeting. Please join us on January 25<sup>th</sup> at 7pm for the Town Board of Cairo's General Meeting. For more information contact the Town Clerk at 622 3120 or the Supervisor's office at 622 2060. Established in 1803. We are Cairo and we care...

#### Financial Report submitted for December 2011

#### **Appointments & Resolutions:**

Fee Schedule:

- Spoke with Janet S. on 1/24 to gain some background

- Be prepared to finalize fee schedule at the work session on 2/8

Stacey S. to provide recommendations

#### **Fire House Request:**

- See Request for Shared Services

Tal will research/draft a "Good Neighbor Agreement"

#### **Employee Manual Update/Revision:**

Be prepared to discuss on 2/8

#### **Graphic Design:**

- See attached updated logo, new letterhead, & new business card

#### **Zoning:**

Prepare to set meeting schedule at work session on 2/8

#### **Greenville School District Invitation:**

- Meeting 1/28 from 10am-12pm
- Discussion: Town Comprehensive Planning

#### **Civil Service Training:**

- Civil Service Training Opportunity
- 2/16 from 9am-12pm
- Overview of civil service administration

#### **Ethics Board & Code of Ethics Status:**

- Received letter on 1/23 asking about whether the Town has adopted a Code of Ethics & an Ethics Board

#### Paychex:

- I asked the bookkeeper to gather information & present paychex to us on 2/8 at the work session

#### Website:

- Meeting on 1/24 at 11:00am with Doug O. & website company rep
- Launch date 2/3

#### **Performance Standards & Reports:**

- Please apply & implement performance standards & reports to your committees & departments
- Please research your respective committee or department
- Be prepared to report on your respective committees and/or departments

#### **Committee Appointments/Liaisons 2012:**

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

#### **Planning Board:**

- Pambianchi Resignation Letter tendered
- 2 positions available that we need to fill

#### **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
- \*\*\*Please create 1 business other than your own for your respective areas

#### **Correspondence:**

- See attached correspondence received from resident

## CAIRO HOSE COMPANY PO BOX 500 CAIRO, NY 12413

January 14, 2012

Cairo Town Board Ted Banta, Town Supervisor Main Street Cairo, NY 12413

Dear Mr. Banta and Cairo Town Board:

Cairo Hose Company is requesting the assistance of the Cairo Town Highway Department during the upcoming year.

Their assistance is needed in the areas of:

- -tree removal
- -flooding
- -excavating at a fire scene

Your consideration in this matter will be greatly appreciated.

Sincerely,

Gerry Buckley Chief

## **January 25, 2012**

<b>RESOLUTION NO.</b>	

## ls"

"Setting Pay for Direct	or of Parks, H	Buildings	, & Ground	s''
Councilpersonadoption:	_offered the follow	wing resolut	ion and moved	its
BE IT RESOLVED, that the Town B Robert Hempstead will perform the one additional pay.			• •	
SECONDED BY COUNCILP	ERSON			
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COUNCILPERSON OSTRAN	NDER	AY E	NAY	
COUNCILPERSON PUORRO	)	AYE	NAY	
COUNCILPERSON SUTTMI	EIER	AYE	NAY	
SUPERVISOR BANTA		AYE	NAY	
AYE NAY ABSENT	CARRIED	DEFEAT	ED	

## January 25, 2012

RESOLUTION NO.	

"Setting Pay for Par	rt-time/Season	al Highwa	y Employee <sup>5</sup>	"
Councilpersonadoption:	offered the foll	lowing resolut	ion and moved i	.ts
BE IT RESOLVED, that the Tow rate for Brandon Gabrielle at \$11.		n of Cairo doe	es hereby set the	pay
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SECONDED BY COUNC	ILPERSON			
COUNCILPERSON JOYC	Œ	AYE	NAY	
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COUNCILPERSON PUOF		AYE	NAY	
COUNCILPERSON SUTT	MEIER	AYE	NAY	
SUPERVISOR BANTA		AYE	NAY	
AYE NAY ABSE	NT CARRIED _	DEFEAT	ED	

## January 25, 2012

RESOLUTION NO.	

## "Setting Pay Rate & Benefits for Maintenance Person/Laborer"

"Setting Pay Rate	& Benefits	s tor Maint	enance i	Person/Lai	orer ·
Councilpersonadoption:	off	fered the follov	ving resolu	tion and move	d its
BE IT RESOLVED, that the rate for Steven Rumph at \$				es hereby set t	he pay
RESOLVED, that the Town benefits for the Maintenance					following
3 personal days per y Eight hours sick time Vacation time after o Position requires 20%	e per month one year with a	a schedule in th	ne Employe		
SECONDED BY CO	OUNCILPERS	SON			
COUNCILPERSON	JOYCE		AYE	NAY	
COUNCILPERSON	<b>OSTRANDE</b>	R	AY E	NAY	
COUNCILPERSON	PUORRO		AYE	NAY	
COUNCILPERSON	SUTTMEIER	₹	AYE	NAY	
SUPERVISOR BAN	NTA		AYE	NAY	
AYE NAY	ABSENT	_CARRIED	DEFEAT	ED	

## **January 25, 2012**

RESOLUTION NO.	

## "Authorization for Assessor to Attend Continuing Education Classes"

Classes			
Councilpersonadoption:	offered the	e following resoluti	on and moved its
BE IT RESOLVED, that the Thull, Assessor, to attend the forcertification of 24 credits by S by NY State:	ollowing continuing	g education classes	as required for yearly
February 3, 2012 Subdifebruary 10, 2012 Wetl March 2, 2012 Commun	land & Conservation	on Easements, Alba	•
SECONDED BY COU	NCILPERSON		
COUNCILPERSON JO COUNCILPERSON OS COUNCILPERSON PU	STRANDER	AYE AY E AYE	NAY NAY NAY
COUNCILPERSON FO COUNCILPERSON SU SUPERVISOR BANTA	JTTMEIER	AYE AYE	NAY NAY

AYE \_\_\_\_\_ NAY\_\_\_\_ ABSENT \_\_\_\_ CARRIED \_\_\_\_ DEFEATED \_\_\_\_

## January 25, 2012

RESOLUTION NO.	

## "Authorizing Official Logo, Letterhead, & Business Card"

Aumo	rizing (	Jiliciai Lo	go, Lettern	ieau, & D	usiness Ca.	ru
Councilperson_ adoption:			offered the follo	owing resolut	ion and moved	d its
BE IT RESOLV submitted logo, the official logo	letterhead	d, & business	card by Devise	Construct or	January 25, 2	_
SECONE	DED BY (	COUNCILPE	RSON			
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COUNC	LPERSO	N OSTRANI	DER	AY E	NAY	
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#### Cheryl A. Dudley

Superintendent of Schools

Jacqueline O'Halloran

District Clerk

#### CENTRAL SCHOOL DISTRICT

Date:

January 10, 2012

To:

Town Boards and Planning Boards

From:

Greenville Central School District

Board of Education

This letter serves as a follow-up to information previously provided by our District Clerk through your respective Town Clerk.

We would like to invite you to join the members of the Greenville Central School District Board of Education along with Town Boards and Town Planning Boards of the eleven (11) Towns of the GCS District to a Board of Education Workshop.

When:

Saturday

January 28, 2012 10:00 am to 12:00 pm

Where:

Greenville MS/HS Library Media Center

Topics:

Discussion:

Town Comprehensive Planning

Shared Services for School Districts ~ CASDA study

Property Tax Cap

State Aid ~ The Statewide School Finance Consortium

We look forward to you joining us and to the exchange of ideas and dialogue.

Please RSVP by Wednesday, January 18, 2012 to Jacqueline O'Halloran, School District Clerk at <a href="mailto:ohalloranj@greenville.k12.ny.us">ohalloranj@greenville.k12.ny.us</a> or call 518-966-5070 extension 501. Thank you.



#### Greene County Civil Service Commission

411 Main Street, Suite 340 Catskill, New York 12414

<u>Michele Guerin</u> Civil Service Administrator

Commissioners
Frank Porto, Chairman
Frederick Donovan
Richard Lorenz

#### **MEMORANDUM**

TO: APPOINTING AUTHORITIES

FROM: Michele Guerin, Civil Service Administrator

RE: New York State Civil Service Training Opportunity

DATE: January 11, 2012

New York State Civil Service has informed this department that they have scheduled a "Training Opportunity" that is opened to all appointing authorities under Greene County Civil Service's jurisdiction. This training will be held on Thursday, February 16, 2012. State Civil Service is recommending and encouraging any new appointed or elected officials to attend the training, as well as current appointing authorities. There is no cost associated with attending.

The training session will consist of Civil Service 101, which will focus on the basics of the merit system administration. Attached is a flyer with detailed information. Pre-registration will be done through my office. As seating is limited to 80 participants, please contact my office no later than Thursday, January 26, 2012 if you plan to attend. You may respond via phone, 719-3253, e-mail: <a href="majuerin@discovergreene.com">majuerin@discovergreene.com</a> or by mail.



#### TRAINING OPPORTUNITY

## Civil Service 101 Thursday, February 16, 2012

**Target Audience:** 

Staff of Municipal Civil Service Agencies and Municipal Employers

The New York State Department of Civil Service will provide an overview of civil service administration to appointing authorities and local civil service personnel staff. Newly elected officials are encouraged to attend. The objective of the session is to increase awareness of the local government civil service system and to answer questions about civil service administration.

Time:

9:00 am - noon

How to register:

Appointing authorities must register through their municipal civil service agency.\* Seating is limited to 80 participants. Reservations will be made on a first-come, first-served basis as received by the New York State Department of Civil Service through each municipal civil service agency. Please include your name, title, municipal employer, and an e-mail address when registering.

Deadline to register: February 1, 2012

Location:

Town of Colonie Public Operations Center

347 Old Niskayuna Road Latham, NY 12110-2290

- 1. ALBANY COUNTY
- 2. CITY OF ALBANY
- 3. TOWN OF COLONIE
- 4. CITY OF COHOES
- 5. CITY OF WATERVLIET
- 6. RENSSELAER COUNTY
- 7. CITY OF RENSSELAER
- 8. CITY OF TROY
- 9. SCHENECTADY COUNTY
- 10. SARATOGA COUNTY
- 11. CITY OF SARATOGA SPRINGS
- 12. CITY OF MECHANICVILLE
- 13. COLUMBIA COUNTY
- 14. GREENE COUNTY
- 15. WARREN COUNTY
- 16. WASHINGTON COUNTY

<sup>\*</sup>Open to staff of municipal civil service agencies and appointing authorities under the jurisdiction of the following civil service agencies in the Greater Capital Region:



# STATE OF NEW YORK OFFICE OF THE ATTORNEY GENERAL THE CAPITOL ALBANY, NY 12224

ERIC T. SCHNEIDERMAN ATTORNEY GENERAL (518) 474-7330

January, 2012

Dear Town Supervisor:

I am following up on a letter I sent you in November, 2011.

New York State law provides for local conflict of interest issues to be resolved by local governments through local ethics boards. Specifically, General Municipal Law § 806(1)(a) requires that the local governing body for each county, city, town and village adopt a code of ethics setting forth a standard of conduct that is expected of its municipal officers and employees. In addition, pursuant to General Municipal Law §§ 808(1) and 808(3), the governing body of any county, city, town and village is authorized to establish Boards of Ethics.

As part of the Attorney General's effort to serve the citizens of the State of New York, we are gathering data from each county, city, town and village regarding its local ethics laws and Boards of Ethics.

In this regard, I am requesting again for you to please advise this Office as to whether your town has adopted a Code of Ethics. If so, please provide this Office with a copy of the Code with your response. Please also advise us as to whether your town has an established Ethics Board, or as the law permits, ethics matters are generally referred to your county Ethics Board. If your town does have an established Ethics Board, we would appreciate if you would provide us with contact information for the Board. If your town has not established a Code of Ethics, we are available to assist you in such an effort.

Please mail your response to Martin J. Mack, Executive Deputy Attorney General, Division of Regional Offices, Office of the Attorney General, The Capitol, Albany, New York 12224-0341.

Thank you for your cooperation.

Sincerely,
Markey Mack

MARTIN J. MACK

Executive Deputy Attorney General Division of Regional Affairs

ivision of Regional Ama

Frank Pambianchi 839 Edison Timmerman Rd Acra, New York 12405

The Town of Cairo Planning Board PO Box. Cairo, New York 12413

January 22, 2012

Town of Cairo, Supervisor, T. Banta

Dear Mr. Banta; Planning Board Chairman Dan Benoit, and fellow Cairo Planning Board members,

Due to the State reduction of workforce and Correctional Facilities closures, I can no longer maintain my position as a Planning Board member. My position with the New York Department of Corrections has been changed and I am force back to shift work. I am unable to serve the Town of Cairo and its citizens effectively with the conflicts of my work schedule and Planning Board meetings. It was in great hope that I had when I joined as a Planning Board member 5 years ago to help the community of Cairo move in a better direction, through stringent adherence to the Town of Cairo Comprehensive Plan and newly adopted Town of Cairo Planning Board Rules & Regulations.

While serving the Town and its people I can say that, I was honored to be able to protect residents from projects that might have had a negative effects on the environment and homeowners property values. I can personally attest to that.

If my work schedule in the future allows for me to rejoin the Planning board, (if a seat is available); I would respectfully request to serve Cairo again. I would like to thank the Town of Cairo, the Town Board and each and every one of the Planning Board members that I have worked with for allowing me the privilege of serving the people of Cairo.

Frank Pambianchi

ANTHONY PATASSO JAMPAPY 06, 2012 173 MAIN STREET POBOX730 CAIRO, NEW YORK 12413-0780 Telephone # 622-0184 Fap, 1-718-918-2610 OFFICE 1-718-918-9844 CAIRD TOWN SUPERVISOR, I AM WRITING THIS TO KET SUPERUISOR TED BANTA, Councilmon Tony Puroces, And COUNCILMAN DANTOYEE, WISHING All of you GENTLEMEN THE BEST. I APPRECIATE YOUR CONCERN TO IMPROVE LOCAL ECONOMY. ALSO REVITALIZING MAIN STREET. RECREATING COMMERCIAL AND SMAIL BUSSINESSES. TO INVEST AND REINVEST, ALSO, TO STRIVE TO GET DECENT REOPLE TO RESIDE HERE. IN THE LOWN OF AIRO THE AMOUNT OF EMPTY COMMERCIAL SPACE ON MAIN STREET IS UNBELIEVABLE APPROXIMATELY FIFTEEN-TO SEVENTED LOCATIONS. I REMEMBER! WHEN All BUSSINESSES ON MAIN STREET WERE occupieD. WHY AT PRESENT WOULD ANY BUSSINGS WHAT TO LOCATE OR RESOUTE ON MAINSTREET. FIRST GLANCE LOOKS LIKE A GHOST TOWN Low Bless ace - my Guttory Patasso.

Print Page 1 of 1

Subject:	Steve Rumph
From:	William Lawrence (wblawrence2001@yahoo.com)
То:	tedbanta3@yahoo.com;
Date:	Tuesday, January 24, 2012 7:43 PM

#### Ted,

I hear tell that you have offered a position at the Town Park to Steve Rumph and that, out of nowhere, you are getting grief for that decision and a push back to reverse the offer.

I just wanted to let you know that I think the decision to hire Steve at the park is a good and just one. Steve is a hard worker and has a lot of skills that the Town of Cairo will be getting rather cheaply. He did not make for a good Supt. of Highways not because he was a bad worker, but because he was a poor leader. He did keep meticulous records and I think you will find that his budget was correctly kept, but the men got away.

To those naysayers at the meeting tomorrow, you might want to point out that he will be working at the pleasure of the town board and if he slips up, and he should at least be given the opportunity to show what he can or cannot do, then he can be replaced. The money he will be making is a hell of a lot less than he made as Highway Super and he will be working under someone else, taking directions, not giving them.

He will work his butt off to show that he can do the job and to repay you for your consideration. The Rumph name has always been a lightening rod for negative comments from those that have hated the name and no doubt they will be the loudest tomorrow night. I would ask that you stand your ground and give the man a chance to redeem his name.

Thanks for listening,

Bill Lawrence

December 15, 2011-12-15

Mr. John Coyne, Town Supervisor, Town of Cairo Cairo Town Hall Main Street Cairo, NY 12413

Supervisor Coyne,

This memo is to inform you that the members of The New York State Law Enforcement Officer's Union, Council 82, Local 2766, employed by The Town of Cairo Police Department, wish to begin negotiations for a new and current collective bargaining agreement. Please contact myself or Officer Henry Frick at your earliest convenience to begin this process. The contact information is listed below. Thank you in advance for your consideration.

Respectfully,

Sean W. Clevenstine

Council 82, AFSCME, AFL-CIO

Local 2766 - President Phone (518) 965-2865

CC: Richard Stevens – Council 82 Officer Henry Frick (518) 821-4819 Chief Christopher Sprague file