



## **TOWN OF CAIRO**

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

**FEBRUARY 22, 2012 @ 7PM**

**Location: Town Hall, Cairo**

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Attendance**

#### **Comments/Presentations**

- Website
- Highway Recycling
- Park Plan

#### **Approval of Minutes: January 25, 2012 & February 8, 2012**

#### **Reports**

- Supervisor
  - o January 2012 Financial Report
- Highway Superintendent
- Library
- Assessor
- Water & Sewer
- Police Department
- Other Department(s)

#### **Appointments & Resolutions**

- Water
- Website Training

#### **Unfinished Business**

- Fire Department
- Technology Services

#### **New Business**

- Flood Buyout Program
- Technology Services

#### **Adjournment**



## **Minutes**

### **Town of Cairo Town Board Meeting**

**January 25, 2012**

The Town Board of the Town of Cairo met for a regular/general meeting on Wednesday, January 25, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 7:05 PM and then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Ostrander, Councilperson Suttmeier, and Councilperson Joyce. Councilperson Puorro was absent.

The minutes for the January 11, 2012 Workshop was accepted by Councilperson Joyce and seconded by Supervisor Banta.

The minutes for the January 17, 2012 Special Meeting was accepted by Councilperson Joyce and seconded by Councilperson Ostrander.

The Fee Schedule will be discussed and worked on at the Workshop in February.

The Employee Handbook update will be discussed and worked on at the Workshop.

The Board discussed and approved of the new logo for the Town.

The Board discussed the status of the Ethics Board. It needs to be politically broken down. Get information to Supervisor Banta about Ethics Board.

The Town Board discussed the Town of Cairo Website [www.townofcairo.com](http://www.townofcairo.com) . There will be training on February 8<sup>th</sup> for employees, and the website will be up and running on February 10<sup>th</sup>.

Planning Board member Frank Pambianchi submitted his resignation due to conflicts with work. The Town Board accepted his resignation and will advertise for the vacancies on the Planning Board.

Superintendent of Highways Robert Hempstead is bringing in part-time / seasonal employees during the day to get orientated with the department.

Supervisor Banta handed out the financials for the Town. The Town Board will review them and go over them at the workshop.

Fire Chief Gerry Buckley asked the Town Board for assistance from the Town to clean roads in case of accident and to assist in bad weather.

**Resolution No. 45-12** “Setting Pay for Director of Parks, Buildings & Grounds” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby accept that Robert Hempstead will perform the duties as Director of Parks, Buildings & Grounds for no additional pay.

All members in favor – Carried.

**Resolution No. 46-12** “Setting Pay for Part-time/Seasonal Highway Employee” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the pay rate for Brandon Gabrielle at \$11.00 per hour.

All members in favor – Carried.

**Resolution No. 47-12** “Setting Pay Rate & Benefits for Maintenance Person/Laborer” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set for pay rate for Steven Rumph at \$11.50 per hour; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby accept the following benefits for the Maintenance Person/Laborer as per the Employee Handbook:

3 Personal days per year, not to be carried over to the following year

Eight hours sick time per month

Vacation time according to the Employee Handbook

Position requires 20% payment towards health insurance

Roll Call:

|                         |     |        |
|-------------------------|-----|--------|
| Councilperson Joyce     | Aye |        |
| Councilperson Ostrander | Aye |        |
| Councilperson Puorro    |     | Absent |
| Councilperson Suttmeier | Nay |        |
| Supervisor Banta        | Aye |        |

Motion Carried.

**Resolution No. 48-12** “Authorization for Assessor to Attend Continuing Education Classes” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

Be it resolved, that the Town Board of the Town of Cairo does hereby permit Janice Hull, Assessor, to attend the following continuing education classes as required for yearly certification of 24 credit by September 30, 2012, of which the Town will be reimbursed by New York State:

February 3, 2012 - Subdivision Analysis, Fishkill – 6 credits

February 10, 2012 – Wetlands & Conservation Easements, Albany – 6 credits

March 2, 2012 – Communications & Public Relations, Hudson – 6 credits.

All members in favor – Carried.

**Resolution No. 49-12** “Authorizing Official Logo, Letterhead, and Business Card” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby accept the submitted logo, letter, and business card by Devise Construct on January 25, 2012 as the official logo, letterhead, and business card templates for the Town of Cairo.

All members in favor – Carried.

**Public Comment**

John Jarvis does not feel the Town should have hired Steven Rumph for the Parks Dept.

Art Zeh asked if Main Street would be repaved. The drainage is not working correctly.

The Town Board is looking into town owned land for a cell tower.

Melinda Metzger asked if Superintendent of Highways Hempstead would have the highway phone in his home. Hempstead said he would not have the highway phone in his home. In case of emergency, the control center would contact him.

Rudy Reinwald asked if new Superintendent of Highways would help him with problems on his road. (Bogardus Road)

**Resolution No. 50-12** “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 8:45 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 – Motion carried.

**Resolution No. 51-12** “Board to exit 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 exit Executive Session at 9:50 PM.

All members in favor – Motion carried.

**Resolution No. 52-12** “Budget Amendments 2011 and Payment of Bills on Abstract #325” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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-         | Fund Balance                   | -1,298.70 |
| To   | A-1110.103 | Court-Persl Ser-Clerk II       | +1,298.70 |
| From | A-1110.105 | Court-Persl Ser-Security       | -172.84   |
| To   | A-1110.4   | Court-Contractual              | +172.84   |
| From | A-1220.107 | Supervisor-Persl Ser-Secretary | -612.40   |
| To   | A-1220.4   | Supervisor-Contractual         | +612.40   |
| From | A-1355.113 | Assessor-Persl Ser-Clerk       | -1,431.90 |
| To   | A-1355.4   | Assessor-Contractual           | +1,431.90 |
| From | A-1410.4   | Town Clerk-Contractual         | -1,000.00 |
| To   | A-1410.2   | Town Clerk-Equipment           | +1,000.00 |

|      |             |                                |           |
|------|-------------|--------------------------------|-----------|
| From | A-1620.2    | Buildings-Equipment            | -3,172.76 |
| To   | A-1620.15   | Buildings-Persl Ser            | +3,172.76 |
| From | A-1680.418  | Central Data Process-Computer  | -331.03   |
| To   | A-1680.416  | Central Data Process-Copier    | +331.03   |
| From | A-3010.15   | Public Safety-Persl Ser        | -55.23    |
| To   | A-3010.46   | Public Safety-Contractual      | +55.23    |
| From | A-3320.4    | Traffic Control-Parking        | -7.92     |
| To   | A-3310.4    | Traffic Control-Signs          | +7.92     |
| From | A-3620.4    | Safety Inspect-Contractual     | -422.00   |
| To   | A-3620.134  | Safety Inspect-Bldg. Inspector | +422.00   |
| From | A-5132.4    | H'way Garage-Contractual       | -186.50   |
| To   | A-5010.136  | H'way Admin-Hwy Clerk          | +186.50   |
| From | A-5182.2    | Street Lighting-Equipment      | -1,996.68 |
| To   | A-5182.4    | Street Lighting-Contractual    | +1,996.68 |
| From | A-          | Fund Balance                   | -203.00   |
| To   | A-8760.136  | FEMA-Hwy Clerk                 | +203.00   |
| From | A-9060.8    | Employee Benefits-Medical      | -1,600.00 |
| To   | A-9089.803  | Employee Benefits-Uniforms     | +1,600.00 |
| From | DA-5130.2   | Machinery-Equipment            | -1,862.12 |
| To   | DA-5130.4   | Machinery-Contractual          | +1,862.12 |
| From | DA-5142.15  | Snow-Persl Ser                 | -1,938.44 |
| To   | DA-5142.425 | Snow-Contractual Gas           | +1,464.44 |
| To   | DA-5142.438 | Snow-Contractual Calcium       | +474.00   |
| From | SS-8110.45  | Sewer Admin-Contractual        | -567.09   |
| To   | SS-8110.451 | Sewer Admin-Contractual        | +567.09   |
| From | SS-8120.4   | Sanitary Sewers-Contractual    | -2,814.30 |
| To   | SS-8760.4   | Emerg Work – FEMA              | +2,814.30 |

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #325, consisting of 2011 Vouchers #2708 through #2806 in the amount of \$269,093.89 is approved for payment.

The total amount to be paid from the:

|                     |              |                   |            |
|---------------------|--------------|-------------------|------------|
| General Fund -      | \$35,446.33  | Street Lighting - | \$3,914.01 |
| Highway Fund -      | \$40,494.51  | Sewer Fund -      | \$3,352.55 |
| Cap. Library Fund - | \$26,357.50  | Water Fund -      | \$554.70   |
| Cap. Sewer Fund -   | \$151,705.11 | Trust & Agency -  | \$19.18    |
| Hydrant Fund -      | \$7,250.00   |                   |            |

**Resolution No. 53-12** “Payment of Bills on Abstract #301” offered by

Councilperson Ostrander and seconded by Councilperson Joyce:

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                     | -5,000.00 |
| To   | A-3620.130 | Safety Inspection-Code Officer | +5,000.00 |

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #301, consisting of 2012 Vouchers #1001 through #1069 in the amount of \$210,401.03 is approved for payment.

The total amount to be paid from the:

|                     |              |                   |            |
|---------------------|--------------|-------------------|------------|
| General Fund -      | \$174,732.11 | Street Lighting - |            |
| Highway Fund -      | \$30,810.94  | Sewer Fund -      | \$4,401.98 |
| Cap. Library Fund - |              | Water Fund -      | \$456.00   |
| Cap. Sewer Fund -   |              | Trust & Agency -  |            |

A motion to pay bills was made by Councilperson Joyce and seconded by Councilperson Ostrander.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 10:15 pm.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## Minutes

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

**February 8, 2012**

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, February 8, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, Called the meeting to order at 4:05PM, then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Suttmeier, Councilperson Puorro, Councilperson Joyce and Councilperson Ostrander.

Supervisor Ted Banta stated that the board will have to table the approval of minutes until the next meeting.

**Resolution No. 54 -12** “Appointing Special Counsel to the Library Project” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Jim Keefe as Special Counsel to the Library Project *pro bono publico*.

All members in favor – Motion carried.

**Resolution No. 55 -12** “Authorizing Supervisor to Sign Inter-Municipal Agreement with The County of Greene” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor for the Town of Cairo, Ted Banta to sign the Inter-Municipal Assistance Agreement with the County of Greene intended to cover recent flood damages and future catastrophic events.

All members in favor – Motion carried.



**Resolution No. 56 -12** “Authorizing Supervisor to Sign the Municipal Agreement with the Greene County Youth Fair” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor for the Town of Cairo, Ted Banta to sign the Municipal Agreement with The Greene County Youth Fair for 2013-2014

All members in favor – Motion carried.

A resolution regarding the Library’s Capital Fund Project was brought before the board. Councilperson Joyce made a motion to postpone the resolution till the next board meeting, Councilperson Puorro seconded the motion.

All members in favor – Motion carried.

**Resolution No. 57 -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 5:45PM 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. 58 -12** “Terminate Town Employee” offered by Councilperson Puorro and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby terminate Elaine Martin, clerk to the assessor.

All members in favor – Motion carried.

**Resolution No. 59 -12** “Hire full time police officer” offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Richard Bush to the full time position of police officer.

All members in favor – Motion carried.

**Resolution No. 60 -12** “Board to exit Executive Session” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 6:20PM.

All members in favor – Motion carried.

***Let the record show that Councilperson Suttmeier excused himself from the meeting at 6:40PM.***

Supervisor Banta moved that if there were no objections the meeting will be adjourned. No objection made-meeting adjourned at 7:20PM.

Respectfully submitted,

Debra Sommer

Deputy Town Clerk



## **TOWN OF CAIRO**

### **SUPERVISOR'S REPORT**

**FEBRUARY 22, 2012 @ 7PM**

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

#### **Notification of Meeting:**

- **Daily Mail Calendar**
- **PSA Midhudson Cablevision**
- **Great American PSA Recording**
- **Town Clerk's Board**
- **Front & Rear doors of Town Hall; Meeting Room Door**
- **Outdoor Bulletin Board**
- **Radio Ad on 98.5**
- **Town Website**

#### **Monthly Financial Report:**

- **Please note that I am submitting the January 2012 Financial Report. Last month, in January you received the December 2011 Financial Report**

#### **Committee Work:**

**\*Meet with your respective departments & committees, evaluate, set & improve standards & performance and report monthly at the Work Sessions\***

- **Parks, Buildings, & Grounds: Banta & Ostrander**
- **Insurance: Joyce & Suttmeier**
- **Police: Puorro & Ostrander**
- **Ambulance: Suttmeier & Banta**
  - o **Greene County EMS: 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**

#### **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:**

- Prior to each Work Session we have agreed to meet at 3pm to review the proposed zoning plan

**Technology:**

- IT issue, see attached

**Website:**

- Launched on 2/10 & available on 2/13
- More data, forms, and information to input
- Great vehicle for Town communication

**FedEx:**

- FedEx box placed at front of Town Hall

**Work Session on 3/14:**

- To be accomplished:
  - o Fee Schedule
  - o Employee Manual Update/Revision
  - o Clothing Bins on Main Street
  - o Reservoir
  - o Accountant's Reports
  - o Residential & Commercial Tax Incentives

**Ethics Board:**

- Was the Ethics Policy approved?
- Ethics Board established in 7/21/10:
  - o Members still willing to serve:
    - Donald Gibson, Sr
    - Denise Daly
    - Joseph Kames
    - Kathleen Passaro

\*Need one additional member to complete Board

**Flood Buyout Program:**

- See attached info

**Tax Collector:**

- Balance of Town Tax Warrant completed/submitted on 2/6/12 from the Tax Collector

**Quarry Fossil Tree Site:**

Dear Mr. Banta,

Thank you so much for returning my phone call last week - I'm sorry that I wasn't here to receive it.

The Cairo quarry fossil tree site is very important and I was wondering if it would be possible to cordon off that particular area with some of the large concrete slabs that are back in the quarry or some such thing in an effort to keep the ATV riders off the surface. They are doing quite a bit of damage to the area - it would be nice to preserve it for other researchers.

The other thing that I wanted to mention is that we have a colleague from Cardiff University, Wales, who's been working with us on the Cairo site. He wants to do some additional work there this summer and at some point Bill Stein from Binghamton University and I would like to come and talk with you about it. We need more particulars concerning the new project but when we get them I'd like to make an appointment at your convenience to go over it. Would that be okay?

Sincerely,

Linda VanAller Hernick

Paleobotany Collections Manager

New York State Museum

**TOWN OF CAIRO**

**February 22, 2012**

**RESOLUTION NO. \_\_\_\_\_**

**Accepting Sewer Use Billings  
Dated February 1, 2012**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, it is necessary for the Sewer Use Billings be authorized by the Town Board and documented in the minutes; therefore,

BE IT RESOLVED, that the Town Board accepts the Sewer Use Billings as presented from the Sewer Administrator in the amount of \$38,327.36, dated February 1, 2012.

SECONDED BY COUNCILPERSON \_\_\_\_\_

|                         |     |     |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE     | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO    | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA        | AYE | NAY |

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

**TOWN OF CAIRO**

**February 22, 2012**

**RESOLUTION NO. \_\_\_\_\_**

**Accepting Water Penalties  
Dated February 16, 2012**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

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

BE IT RESOLVED, that the Town Board accepts the Water Penalties as presented from the Sewer Administrator in the amount of \$1,437.56, dated February 16, 2012.

SECONDED BY COUNCILPERSON \_\_\_\_\_

|                         |     |     |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE     | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO    | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA        | AYE | NAY |

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

**TOWN OF CAIRO**

**February 22, 2012**

**RESOLUTION NO. \_\_\_\_\_**

**“Authorization for Deputy Supervisor to Attend Website Training Class ”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby permit Douglas Ostrander, Deputy Supervisor, to attend one website training class with Virtual Town Hall at a fee of up to \$99 for the course and for mileage-of which the Town will reimburse for the fee and mileage:

Available courses listed at:

[http://www.towns.vt-s.net/Pages/VTSTowns\\_UserGroups/index](http://www.towns.vt-s.net/Pages/VTSTowns_UserGroups/index)

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

February 22, 2012

RESOLUTION NO. \_\_\_\_\_

**“Compensatory Time for Ambulance Employees”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby increase the compensatory time allotted to the ambulance employees from 36 hours to 48 hours in a calendar year

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**

**February 22, 2012**

**RESOLUTION NO. \_\_\_\_\_**

**“Authoring Amendments to the Library’s Capital Fund Project Form E”**

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 following amendments to the Library’s Capital Fund Project Form E:

1. Increase Line 1.a. to incorporate the \$11,715.42 (\$10,000 design fee plus reimbursements) BRMA invoiced to the Library to create the preliminary SD  
Submission to the USDA for project approval.
2. Increase Line 1.e. by \$2,598.38 to include additional design services from the Site Engineer to design the water line connection work that was originally to be provided by the Town.
3. Increase Line 1.e. By \$3,000.00 to accommodate remaining special testing and reporting.
4. Add new line item 1.h. for Technology Consulting in the amount of \$9,600.00.
5. Under C. Construction  
Increase Line 2.b. By \$22,000.00 for the purchase of IT/Data package.
6. These increases total \$48,913.80, and will reduce the Contingency to \$509,622.20

SECONDED BY COUNCILPERSON \_\_\_\_\_

|                         |     |     |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE     | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO    | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA        | AYE | NAY |

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

TOWN OF CAIRO

February 22, 2012

RESOLUTION NO. \_\_\_\_\_

**“Authorization for the Ambulance Department to Solicit Bids/Procure Estimates for a New Ambulance”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby permit the Ambulance Department to solicit bids and/or procure estimates for a new ambulance as budgeted

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**

**February 22, 2012**

**RESOLUTION NO. \_\_\_\_\_**

**“Re-Appointing/Re-Confirming Board of Ethics Review”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby re-appoint/re-confirm the following persons with their terms of service to the Board of Ethics Review formed on 7/21/10:

- Donald Gibson, Sr: appointed 7/21/10; to serve the remainder of a 3yr term
- Denise Daly: appointed 7/21/10; to serve the remainder of a 3 yr term
- Joseph Kames: appointed 7/21/10; to serve the remainder of a 3 yr term
- Kathleen Passaro: appointed 11/3/11; to serve the remainder of a 3r term

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

February 22, 2012

RESOLUTION NO. \_\_\_\_\_

**“Authorization to Purchase Tires for the E19 Loader”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby permit the Highway Department to purchase four tires for the E19 loader

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

February 22, 2012

RESOLUTION NO. \_\_\_\_\_

**“Authorization for the Highway Department to Rent an Excavator”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby permit the Highway Department to rent an excavator 36,000 lbs or larger for one month

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

February 22, 2012

RESOLUTION NO. \_\_\_\_\_

**“Authorization to Hire a Part-time Police Officer”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Chief of Police Chris Sprague to hire Ray Feml as a Part-time Officer at a pay rate of \$13.53 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 \_\_\_\_\_

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|                 |   |
|-----------------|---|
| <b>Subject:</b> | Clerk's Office  |
| <b>From:</b>    | joseph wolodkevich (jwolodkevich@intellitechsolutions.com)  |
| <b>To:</b>      | tedbanta3@yahoo.com; dostr4111@gmail.com; cairoclerk@yahoo.com;   |
| <b>Cc:</b>      | jwolodkevich@intellitechsolutions.com; cbourguignon@intellitechsolutions.com; losborn@intellitechsolutions.com; |
| <b>Date:</b>    | Tuesday, February 21, 2012 4:51 PM  |

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Tara/Ted/Doug,

We have the Clerks computer in our office, there are 2 major issues w/ it.

- 1) Front – Deployed 3/3/2005
  - a. Bad Power Supply - \$50
  - b. Virus – Wipe & Reload w/ Data - \$250
  - c. End result is a \$300 Bill and a computer from 2005.....

The Clerks office has 3 other computers...

- 1) Asus All in One that was just purchased
  - a. Has Windows 7 Home Premium not Windows 7 Pro
  - b. Needs to be upgraded/reloaded - \$185
- 2) Clerks Primary Desktop
  - a. Deployed Jan 12, 2007
  - b. Needs a Wipe & Reload w/ Data \$250
  - c. Currently has some malware/virus
- 3) HP Laptop – deployed 11/10/2010
  - a. Needs USB Dock - \$125
  - b. Would prefer a Wipe & Reload - \$250
  - c. Tara has little confidence in this machine as it's not part of the network
  - d. We would do analysis & make sure it was ready to go.
  - e. She would use a regular KB, Mouse & Monitor but take the laptop with her to meeting for notes, etc.

The other issue is that with the failure of the primary BAS Computer we have uncovered further issues w/ the server and network.

## **SERVER**

- 1) Server hadn't been updated in 2 plus years & we had to perform 150 plus Windows Updates to the server
- 2) Antivirus Console is out of license and not pushing out updates....
- 3) DNS/OS Issues on the Server
  - a. It was configured for Routing & Remote Access
  - b. Sometime in late 2008/early 2009 all applications were pulled off the server & pushed back to local computers...
  - c. No Backups....
- 4) We are racking up time trying to Band-Aid issues that

In the end we had planned on addressing all these issues with our proposal but at this point we are talking about a more immediate need as BAS is currently down (Ok, Fixed for now) & we are dealing with getting it backup up & running on computers w/ issues..

Bottom line is I don't want to nickel & dime you to fix 1 issue at a time, we are already going to be touching ORPS which is the only other application running on the server....

joseph wolodkevich

intelligent technology solutions, inc.

47 south river street

coxsackie,ny 12051

p: 518.731.9766

c: 518.573.3513

f: 518.731.9767

e: [jwolodkevich@intellitechsolutions.com](mailto:jwolodkevich@intellitechsolutions.com)

Think Green. Do you really need to print this message?

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# PLANNING BOARD TOWN OF CAIRO

February 22, 2012

To: Members, Town Board, Town of Cairo

From: Daniel A. Benoit, Planning Board Chairman

Re: Monthly Meetings Report for February, 2011

There was no workshop meeting in January, 2012. The planning board held its regular meeting on February 14, 2012. During this meeting, the board continued its review of 3 pending projects and reviewed 2 new matters.

The board approved a combined subdivision (adjustment to a ROW) and site plan amendment request from Slater's Smart Shop. Their request to install a diesel pump in a location that would alleviate congestion at the existing pump island caused by large trucks when they obtain fuel was approved. In addition, a request to site a storage shed on the property necessitated the adjustment of an existing ROW so that proper set back distances could be maintained. The board approved both the change in the ROW location and the siting of the storage shed.

The board continued its review of two other site plan applications.

In new business, the board accepted an application and waiver of review request from Cumberland Farms requesting permission to change their existing gasoline price display to a digital display. Their waiver was granted.

On additional applicant presented a sketch plan for siting a landscape supply business on St Rte 145. The board indicated the proposal was consistent with the goals and objectives of the town as stated in the Comprehensive Plan and directed the applicant to return with engineered drawings that would address site plan and environmental concerns.

|                                    |
|------------------------------------|
| <b>TOWN OF CAIRO BOARD MEETING</b> |
|------------------------------------|

|                                  |
|----------------------------------|
| <b>ASSESSOR'S MONTHLY REPORT</b> |
|----------------------------------|

**February 22, 2012**

**BUSINESS:** 18 transfers for month of January

Taxable status date March 1<sup>st</sup>, 2012, deadline - for new exemption applications & renewal exemption applications.

**NEW BUSINESS:**

**CLOSING**

**Janice Hull**

**Sole Assessor**

Cairo Police Department  
Town Hall  
P.O. Box 728  
Cairo, New York 12413

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

e-mail [cairopd@mhccable.com](mailto:cairopd@mhccable.com)  
Cell (518) -965-1180

January 22<sup>nd</sup>, 2012

From: Chief Christopher J. Sprague  
Town of Cairo Police Department

To: Ted Banta, Supervisor  
Town Board Members

Re: Report of Activities – Month of January 2011 / February 2012

|     |                        |      |      |
|-----|------------------------|------|------|
| (A) | Patrol Mileage: Patrol | 574- | 207  |
|     | Vehicle                | 575- | 1205 |
|     |                        | 576- | 797  |
|     |                        | 577- | 634  |
|     |                        | 578- | 56   |

Total Miles 2899

|     |                         |  |
|-----|-------------------------|--|
| (B) | Criminal Incidents      | 33   |
|     | Non-Criminal            | 27   |
|     | Unclassified            | 3  |
|     | Dog / Animal Complaints | 5  |
|     | Code Violations         | 3 Code Violations Pending Court Action<br>1 New Complaint opened |

Total Complaints 64

|     |                         |    |                        |
|-----|-------------------------|----|------------------------|
| (C) | Accident Investigations | 1  | Total                  |
| (D) | Parking Summons         | 4  | Issued                 |
| (E) | Arrests                 | 8  | With 9 Charges         |
| (F) | Vehicle & Traffic       | 22 | Traffic Summons issued |

Town Board Meeting -- February 22, 2012

Submitted by Kathy Jurgens, Administrator

**Water** – Water penalties were applied to all unpaid water bills on February 16<sup>th</sup>, 2012. Resolution submitted at regular February Board meeting.

Since our last Board meeting, two residences have been turned off. New water meters installed at Esslie and Feml residences. Dave Jennings, Joe Myers and myself have been involved in trying to help the Alleva's with their lack of pressure. They recently had a new water line installed, following our discovery of a leak in their service line. Joe did a pressure test, and the problem is within the home. They were going to get a plumber to correct their plumbing problem. All leaks that were listed on my January report have been corrected. Substantial check received for the old water meters that were taken to the Port of Albany on February 13, 2012. My sincere thanks for this issue.

**Sewer** - Sewer Use billings were mailed to customers on February 1<sup>st</sup>. Resolution submitted at regular February Board meeting. One septic tank pumped on Wm. Dinger Road. Joe Myers will give an update on issues at the sewer treatment plant.

# TOWN OF CAIRO SEWER DISTRICT

PO BOX 728\* CAIRO, NEW YORK 12413

518-622-0052 (for TTY users – Dial 711)

Re: Sewer Dept. Monthly Report for January 2012

The following report covers facility operations of the wastewater treatment plant (WWTP) and collection system servicing the Town of Cairo Sewer District.

## **WWTP:**

Flow, monthly average:

January            62,000 gpd

Boisolidis

January            0 gals. WWTP Sludge

## **Compliance:**

**We met compliance for the month of January.**

## **Comments:**

The new filters went on-line on 7/22/09 and are performing well.

Working with Delaware Engineering on up-grade topics for WWTP.

Upgrade contracts have been awarded. Work has begun on the new force main project and Schonacker has been staging materials & equipment for the WWTP upgrade project.

Contractor has completed demolition of old filters as per contract. Good progress for month of January.

## **Pump Stations:**

All pump stations working.

## **Septic Tanks:**

Called to investigate clog at 82 Dinger Rd. Found check valve sank separating house lateral from septic tank. Reset check valve all good. Pumped and cleaned septic tank.

Please call me with any concerns or questions.

Joe Myers WWTP Chief Operator

**Town of Cairo  
Ambulance Service**

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

**Monthly Report  
February 22, 2012**

Total Calls for January..... 61  
Total Transported Calls.....37  
Total non-transported ..... 24

Total Amount Billed\_\_\_\_ TBA

**Miscellaneous items:**

1. Have started the process to develop specifications for a new ambulance. Awaiting official resolution to contact vendors for a bid opening on 3-28-2012.
2. Problems with the furnace in the ambulance bay seem to finally be resolved. May need a new furnace in the crew quarters by the end of this year, due to a leak in the heat exchanger. Will check in the spring when furnace is shut down for the season.

**TOWN OF CAIRO  
BUILDING DEPARTMENT**

**TOWN BOARD MEETING ON February 22, 2012**

For the previous month January 21, 2011 to February 22, 2012, 2011 the building department issued:

**(11) Building permits**

**(20) Inspections** were performed on current projects, violations, and fire inspections

**(01) Certificates** of Occupancy were issued

**(06) Certificates** of Compliance were issued

22 Complaints are currently being investigated. Of those 22 complaints 10 of them are violations of The Junk and Litter Law 12 are violations of the Building Code

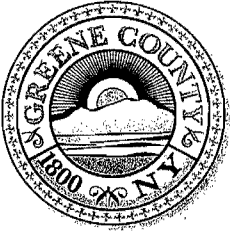
01 New complaints are being investigated, 03 violations were **closed** and 6 violations are pending **court**

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I have been working on creating a new building permit application that will combine all current applications into one.

Currently I am working on the Flood prone property Acquisition Project. I have contact (8) property owners in the Town about their eligibility. Currently we have (3) of the 8 properties that may be interested in signing up for this project.

February 14, 2012



**Greene County  
Legislature**

411 Main Street  
Suite 408  
Catskill, New York 12414

Wayne C. Speenburgh  
Chairman

Ted Banta, Supervisor  
Town of Cairo  
512 Main Street, P.O. Box 728  
Cairo, New York 12413

**Re: Property Taxes**

Dear Supervisor Banta:

I am contacting all Town Supervisors with a sincere request for cooperation on an urgent matter.

Due to the unusual circumstances of Hurricane Irene and Tropical Storm Lee, Greene County has been forced to expend significant amounts towards the reconstruction of county facilities, roads, bridges, etc. The Legislature has recently authorized the issuance of serial bonds to offset our current cash flow issues. However, as you may know, that process is not quick and it will be quite some time before the County receives those funds. This has left the county financially struggling to meet even our day-to-day expenses.

With all of this in mind, I am asking each Town to please remit the property tax to the County as soon as possible. I realize that by law, the Towns are not required to remit these taxes to the County this early in the year. Please rest assured that I would not be asking for this if it were not a critical situation.

Thank you for your cooperation in this matter.

Sincerely,

Wayne C. Speenburgh  
Chairman  
Greene County Legislature

WCS/ld

c.c: Town Tax Collector  
County Treasurer, Peter Markou  
Greene County Legislators

Tall  
Deep  
Low



DiscoverGreene.com