



TOWN OF CAIRO

WORK SESSION AGENDA

April 11, 2012 @ 4PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Comments/Presentations

Approval of Minutes: March 28, 2012

Reports

Appointments & Resolutions

Unfinished Business

- **Employee Handbook Revision**
- **Logging**
- **Fee Schedule**
- **Reservoir**

New Business

- **Park Task Force Committee Request**
- **Cairo Chamber Request**
- **Inter-municipal Agreement with the Town of Catskill**
- **Parade**
- **Fireworks**
- **Closing Bins of Main Street**
- **Residential & Commercial Tax Incentives**
- **Emergency Preparedness Office**

Correspondence

Announcements

Adjournment



Minutes

Town of Cairo Town Board Meeting

March 28, 2012

The Town Board of the Town of Cairo met on Wednesday, March 28, 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 first order of business for the meeting was to present Debra Kamecke, the Distinguished Librarianship Award, for her achievements with the Cairo Public Library. Debra Kamecke received the L. Marion Moshier/Asa Wynkoop Award for Distinguished Librarianship. The award honors a library director who has given outstanding service to a community of 7,500 in population or less.

Warren Hart, Director of the Department of Economic Development, Planning & Tourism gave a presentation about programs available for small business training classes and funding. He reported that Greene County also has economic development loan funds available for job-creating projects through its Quantum Fund.

Mr. Hart also informed of some of the new events coming to Greene County this year.

Supervisor Banta introduced Robert Bradley as the new owner of the Family Dollar on Main Street in Cairo.

The minutes for the February 22, 2012 Board Meeting was accepted by Councilperson Joyce and seconded by Councilperson Ostrander.

Ethics Board Supervisor Banta reported on the Ethics Board which was established on 7/21/10. The members still willing to service and who were reappointed/reconfirmed on February 22, 2012 were Donald Gibson, Sr., Denise Daly, Joseph Kames and Kathleen Passaro. Supervisor Banta was able to speak with the 5th member, Barbara Annis, who was previously appointed. Barbara stated that she was interviewed and sent a letter of acceptance. She also stated that a meeting was scheduled and then cancelled, and nothing more was done.

Farmers Market Chuck Solberg, owner of Medusa Meadows Farm and the Catskill Country Store addressed the Board about having a Farmers Market in the Cairo Town Park starting June 16 through October 13. Mr. Solberg wants to get the local community groups involved to foster a sense of community pride. He also explained that the Farmers Market would not interfere or be a conflict with events already scheduled for the park.

Town Property Forest Management Supervisor Banta will contact Forest Manager to see what opportunities are available to the Town, such as logging. Councilperson Joyce suggested looking into the possibility of generating revenue for the Town by logging/thinning the trees on the Town properties.

Parking Lines on Main Street Councilperson Suttmeier suggested having the lines on Main Street done before Memorial Day Weekend. Supervisor Banta informed Board that Highway Superintendent Hempstead purchased machine to do lines in-house to save money for Town.

Resolution No. 75 -12 “Authorization to Hire a Full-time Police Officer” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Chief of Police Chris Sprague to hire Richard Bush as a Full-time Police Officer at a pay rate of \$16.60 per hour.

All members in favor – motion carried.

Resolution No. 76 -12 “Acceptance of the Tentative Agreement with the Highway Unit-Teamsters Local 294” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the Town of Cairo (the “Town”) and the Teamsters Local 294 (Highway Unit) are parties to a Collective Bargaining Agreement (the “Agreement”) for the term January 1, 2008 to December 31, 2010; and

WHEREAS, the Town and the Teamsters Local 294 have entered into a tentative agreement to modify and extend the Agreement through 2011; and

WHEREAS, a copy of the tentative agreement is attached hereto and made a part hereof; and

WHEREAS, the Town Board desires to adopt and accept the terms of the tentative agreement;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Cairo adopts and accepts the terms of the tentative agreement.

All members in favor – motion carried.

Resolution No. 77 -12 “Accepting Sewer EDU Billing Dated March 1, 2012” offered by Councilperson Ostrander and seconded by Councilperson Joyce.

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

RESOLVED, that the Town Board accepts the Sewer EDU Billings as presented from the Sewer Administrator in the amount of \$59,425.00, dated March 1, 2012.

All members in favor – motion carried.

Resolution No. 78 -12 “Accepting Sewer Use Penalties Dated March 16, 2012” Offered by Councilperson Ostrander and seconded by Councilperson Suttmeier:

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 \$2,877.99, dated March 16, 2012.

All members in favor – motion carried.

Resolution No. 79 -12 “Authorizing the Use of Town Property for an Annual Street Festival” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the Cairo Historical Society has requested the use of the front lawn of Town Hall and the closure and use of Railroad Avenue from Main Street to the Cairo Firehouse for their 2nd Annual Temperance and Tommy Guns Prohibition Street Festival,

WHEREAS, the Cairo Historical Society has requested the use of picnic tables and garbage pails; therefore, be it

RESOLVED, that the Town Board of the Town of Cairo authorizes the use of the Front Lawn of the Town Hall of Cairo and the Closure and Use of Railroad Avenue from Main Street to the Cairo Firehouse for the Cairo Historical Society's 2nd Annual Temperance and Tommy Guns Prohibition Street Festival on June 16, 2012 from 9 am to 10 pm.

All members in favor – motion carried.

Resolution No. 80 -12 “Authorization for the Town Clerk to Attend Conference” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby permit Tara Rumph, the Town Clerk, to attend the 30th Annual New York State Town Clerk's Association conference from April 22nd to the 25th at a cost of \$465.72.

All members in favor – motion carried.

Resolution No. 81 -12 “Remit \$144.64 to the NYS Retirement System” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, Jack Pagliaroni was an employee of the highway department in 2005 from October 17th to December 21st and 3% NYS Retirement Contributions of \$144.64 were withheld from his pay that were not reported nor disbursed to the NYSA Retirement System; and

WHEREAS, upon review it is necessary to report his time worked and submit the contributions withheld to the NYS Retirement System; therefore be it

RESOLVED that the sum of \$144.64 be expended from budget line item DA-9010.8 ERS Retirement and remitted to the NYS Retirement System.

All members in favor – motion carried.

Resolution No. 82 -12 “Appointing Attorney for the Town” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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 from April 1, 2012 to June 30, 2012 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 – motion carried.

Resolution No. 83 -12 “Authorization to Designate a Bookkeeper” 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 from April 1, 2012 to June 30, 2012; salary for the 90 days will be based on the annual salary of \$32,136.00.

All members in favor – motion carried.

Resolution No. 84 -12 “Appointing Auditing Firm for the Town of Cairo” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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 from April 1, 2012 to June 30, 2012 according to the terms provided in the Letter of Understanding dated December 14, 2011.

All members in favor – motion carried.

Resolution No. 85 -12 “Appoint Member to the Board of Ethics Review” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Barbara Annis as the fifth member to the Board of Ethics Review formed on 7/21/10 for a three year term to conclude on December 31, 2014 at a rate of no pay as it is a volunteer position.

All members in favor – motion carried.

Resolution No. 86 -12 “Authorize Use of Angelo Canna Park Pavilion by Medusa Meadows for a Farmers Market and Authorize Supervisor to Execute Contract” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Medusa Meadows, LLC, to operate “The Farmers’ & Artisans’ Market of Cairo, NY (“The Market”) at the pavilion in Angelo Canna Town Park on Saturdays from June 16, 2012 through October 13, 2012, 8 am through 3 pm, and

BE IT FURTHER RESOLVED, that Supervisor Ted Banta is hereby authorized to execute an appropriate contract with Medusa Meadows, LLC for the operation of such Market.

All members in favor – motion carried.

Resolution No. 87 -12 “The J S McHugh Change Order #1” offered by Councilperson Joyce and seconded by Councilperson Suttmeier:

WHEREAS, there was an approved contract in the amount of \$24,000.00 between the Cairo Town Board, Cairo Public Library and contractor J S McHugh for the Custom Casework of the new library; and

WHEREAS, additional work requested by SK provided by BRM Architects for the Circulation desk and the Printing station,

WHEREAS, the Cairo Public Library requested a change to the work to be completed with an additional amount due of \$15,446.55; therefore be it

RESOLVED, that contract change order no. 1 for J S McHugh be approved in the amount of \$15,446.55 for a total contract price of \$39,446.55.

All members in favor – motion carried.

Resolution No. 88 -12 “The Palombo Group Change Order #2” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, there was an approved contract in the amount of \$1,015,179.23 between the Cairo Town Board, Cairo Public Library and contractor The Palombo Group for the General Construction of the new library; and

WHEREAS, additional work requested by the Structural Engineer based on field conditions and/or coordination issues discovered during the shop drawings phase,

WHEREAS, the Cairo Public Library requested a change to the work to be completed with an additional amount due of \$8,267.41; therefore be it

RESOLVED, that contract change order No. 2 for The Palombo Group be approved in the amount of \$8,267.41 for a total contract price of \$1,023,446.64.

All members in favor – motion carried.

Resolution No. 89 -12 “Payment of Bills on Abstract #306” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, payment of bills should be properly authorized and documents in the minutes; therefore be it

RESOLVED, the Town Board does hereby authorize that Abstract #306, consisting of 2012 Vouchers #1256 through #1348 in the amount of \$135,806.63 is approved for payment.

The total amount to be paid from the:

General Fund - \$78,330.31	Street Lighting-
Highway Fund \$26,491.06	Sewer Fund \$7,531.79
Cap. Library Fund \$21,067.50	Water Fund \$2,385.97
Cap. Sewer Fund -	Trust & Agency -
Special Fire Fund -	

All members in favor – motion carried.

Resolution No. 90 -12 “Authorization for Highway Employee to attend Traffic Control Seminar” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Michael Adrian to attend Traffic Control Seminar on May 23, 2012 in Rensselaer County with a cost of \$40.00 for the session.

All members in favor – motion carried.

2nd Annual Temperance and Tommy Guns Prohibition Street Festival Historian

Robert Uzzillia updated Board about the Tommy Gun Festival which is a fund raiser for the Cairo Historical Society. Permission to close Main Street during the Festival should be obtained from the County.

Rod and Gun Club Leslie Armstrong spoke to Board that the Rod and Gun Club

has the chance to do something. He is seeking disaster funds for Town Park.

4th of July Supervisor Banta suggested having a charity softball game on the 4th

of July along with other events to make it a family day. The day would finish with fireworks in the park. The Town received a quote of \$4,000 for fireworks from Misbehaven. Supervisor Banta would like to make this a nice half day event for Cairo.

Resolution No. 91-12 “Amendment to Resolution 66-12 – Authorization for the

Ambulance Department to Solicit Bids/Procure Estimates for a New Ambulance” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby amend Resolution 66-12 to reference having the bids returned to the Cairo Town Hall by April 25, 2012 by 3:00 pm.

All members in favor – motion carried.

Public Comment

Richard Grupe asked that the burned building on Main Street be addressed by the Code Enforcement. He said it is dangerous and should be demolished and added to the tax bill.

Resolution No. 92-12 “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 9:00 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. 93-12 “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 9:45 PM.

All members in favor – motion carried.

Resolution No. 94 -12 “Planning Board Member Appointment” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Richard Lorenz as a member of the Planning Board seat D to fill the vacancy of Frank Pambianchi with a term to end December 31, 2014.

All members in favor – motion carried.

Resolution No. 95-12 “Alternate Planning Board Member Appointment” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Jessica Dillion as an Alternate Planning Board Member, Seat H, with a term to expire December 31, 2012.

All members in favor – motion carried.

A motion was made by Councilperson Suttmeier and seconded by Councilperson Ostrander to adjourn the meeting at 9:50 pm.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk



TOWN OF CAIRO

SUPERVISOR'S REPORT

April 11, 2012 @ 4PM

Location: Town Hall of Cairo, Town Library

Notification of Meeting:

- **Town Clerk's Board**
- **Front & Rear doors of Town Hall; Meeting Room Door**
- **Outdoor Bulletin Board**
- **Post Office Bulletin Board**
- **Town Website**
- **Midhudson Cablevision PSA**

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:

- **Zoning reviews begin 4/11/12 at 3pm**
- **Richard Booth, Chair of Zoning Commission will provide overview of Zoning Draft**

Website:

- More data, forms, information, & announcements placed on site with more functional additions
- Employee page-Staff/Personnel with password access installed at no cost

Work Session on 4/11:

- 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:

- Last steps:
 - o formally notify members, appoint a chair, and ask the chair to schedule a meeting
 - o respond to the State inquiry
 - o There is a page for the Board of Ethics Review on the website
 - I attached information to the page such as:
 - Code of Ethics 1979
 - Ethics Policy
 - Member Chart and their terms
 - Minutes forming the Board of Ethics Review(highlighted for easy review)

Fire Hydrant Painting request from Mike Adrian:

- Our Insurance Coverage covers volunteers
- As for Workmen's Comp: in order for volunteers to be covered they must be under direct supervision of a town employee. Volunteers must be told what time to start and finish, and what work they must provide. No additional premium is necessary under these circumstances and if a volunteer submitted a claim, at the time, we would have a surcharge.
- Fire Dept and Water Dept stated that they would be interested

July 4th:

- Rides and entertainment offered by Osborn with a contribution of up to \$1,000
- Charity soft ball game between the Fire Dept & Police Dept at approximately 4pm with a Barbecue of some sort-families encouraged to attend
- Perhaps we should have some music?
- Fireworks display in the evening, see contract

Town Property Forest Management:

- Dan, please contact a local forester for their input and advice

Employee Meetings Held to date:

- February 3, 2012
- March 9, 2012
- Next employee meeting tentatively schedule for 4/13/12

Thank you from Windham Ashland Jewett Baseball for the Use of Angelo Canna Town Park

- Thank you linked to Parks & Recreation page

Association of Towns Certificate for 2012:

- Received and placed the certificate online on the Supervisor's page

Ribbon Cutting Ceremony for Library:

- Schedule for 6/30/12 at 10am

Memorial Day Parade:

- Would like your participation in the Parade
- Will use Code Enforcement SUV and new banner

Tax Collector inquiry:

- Asked about Resolution 55-11 from minutes dated 2/16/12

Building on Main St Complaint:

- The building that sustained damage in the fire was complained about at the Town Board meeting on 3/28/12
- Discussions have ensued with Code Enforcement Officer & relative of owner
- Code Enforcement Officer found Unsafe Buildings Law, submitted to you in your mailbox(also placed on website on Building & Code Enforcement page)
- I recommend that we contact the owner and ask for an interview and proceed accordingly thereafter

Inter-municipal Agreement request from Catskill:

- See attached request-letter dated 4/3/12 and agreement

Letter from Greene County Probation Department 4/4/12:

- Asking our interest in their Community Service Program for offenders

Cairo Chamber Request:

- See Cairo Chamber request for \$250 for the antique car show

Date: Wed, 4 Apr 2012 11:50:53 -0400 [04/04/2012 11:50:53 AM EDT]

From: "Aurelia M. Mensh" <AMiller@rwgmlaw.com>

To: "Doug Ostrander" <IMCEAMAILTO-ostrander+40townofcairo+2Ecom@rwgmlaw.com>

Cc: "Elayne G. Gold" <egold@rwgmlaw.com>, "supervisor@townofcairo.com" <supervisor@townofcairo.com>, "puorro@townofcairo.com" <puorro@townofcairo.com>, "suttmeier@townofcairo.com" <suttmeier@townofcairo.com>, "bookkeeper@townofcairo.com" <bookkeeper@townofcairo.com>, "joyce@townofcairo.com" <joyce@townofcairo.com>, "Rays@mhccable.com" <Rays@mhccable.com>, "pu0rro@aol.com" <pu0rro@aol.com>, "islescor@netzero.com" <islescor@netzero.com>, "tedbanta3@yahoo.com" <tedbanta3@yahoo.com>

Subject: Town Employee Handbook

Doug,

We have reviewed the Employee Handbook changes and offer the following:

Section 406 - Personnel File (page 7)

Immigration Form (I-9): There is no mandate requiring I-9 forms be filed separate from an employee's personnel file. However, the U.S. Department of Homeland Security recommends that employers keep I-9 forms separate from personnel records.

Section 802 - Vacation (page 25)

Accumulation: We believe that the language in the Employee Handbook currently provides that vacation leave credits must be used in the year it was earned. Specifically, the Employee Handbook states "An employee may not accumulate vacation leave credits. Any vacation leave credits remaining unused at the end of the last business day of the calendar year shall be cancelled."

Section 803 - Sick Leave (page 26)

Donation of Time: We believe that a provision regarding the donation of accrued time should not be included in the Employee Handbook. We agree that it should be in the sole discretion of the Town Board to allow employees to donate their time. If a situation presents itself which warrants the creation of a one-time sick leave donation program, the Town Board can, at that time, implement such a procedure on a non-precedent setting basis.

Section 806 - Medical Insurance (page 28)

Premium Payment: We believe the Employee Handbook provides the Town Board with the flexibility to change health insurance contributions for non-union employees. The next section, "Changes in Premium Contributions", provides as follows:

The amount of the insurance premium paid by the Town is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

This gives the Town the ability to change the amount of contribution as long as it passes a resolution and provides 2 months written notice of the change. If this is not sufficient for the Board, the language could be amended as follows: "Employees are referred to the Town Supervisor for all questions related to health or other insurance."

Section 806 - Medical Insurance for Retirees (page 28)

Premium Payment: We believe the current retiree health insurance requirements are laid out; employees who retire with 20+ years of service do not contribute toward their health insurance and employees who retire with at least 15 years but less than 20 years contribute 50% for individual health coverage and 65% for family coverage. Moreover, the Town retains the ability to control the amount it will pay for retiree health insurance. The next section provides as follows:

Changes in Premium Contributions - The amount of the insurance premium a retiree or retiree's spouse is required to contribute is subject to change by resolution of the Town

Board. The Town Board will provide a two-month written notice of such change.

Accordingly, the Town Board can change the contribution requirement as long as it passes a resolution and provides 2 months notice.

Please do not hesitate to contact us if you have any questions or concerns. We look forward to the Town Board's final review, concurrence and adoption of the Employee Handbook.

Thank you,

Aurelia

Aurelia M. Mensh, Esq.
Roemer Wallens Gold & Mineaux LLP
13 Columbia Circle
Albany, New York 12203
Ph: (518) 464-1300 Ext. 306
Fax: (518) 464-1010
amiller@rwgmlaw.com

CONFIDENTIALITY NOTICE:

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To comply with U.S. Treasury Regulations, we advise you that any U.S. federal tax advice included in this communication is not intended or written to be used, and cannot be used, to avoid any U.S. federal tax penalties or to promote, market, or recommend any transaction or matter. Thank you.

Subject: Chamber Business

From: Claudia Zucker (claudia@livingstructures.com)

To: tedbanta3@yahoo.com;

Date: Wednesday, March 28, 2012 4:37 PM

Did you get my request at your supervisor email address? It was for \$250 for the band (Chamber pays \$250) for the antique car show in the park. Also, I asked MA Tarpiniam to take over the Apple Harvest Festival and it looks like she will. I'll keep you posted on that one, Claude

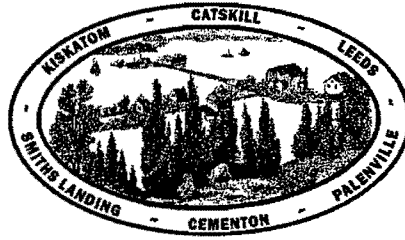
Established 1788

Town of Catskill

Joseph M. Leggio
SUPERVISOR

Elizabeth C. Izzo
TOWN CLERK

Michael Smith
TOWN ATTORNEY



townofcatskillny.gov

COUNCILMEN
Robert Antonelli
Patrick Walsh
Kevin C. Lennon
Gary Carlson

April 3, 2012

Town of Cairo
512 Main Street
Cairo, NY 12413

Re: Intermunicipal Agreement

Dear Supervisor Banta:

I hope this letter finds you well. Due to the events of Hurricane Irene and Tropical Storm Lee last August, FEMA is requiring municipalities to have intermunicipal agreements to be submitted with the requisite paperwork. Since our municipalities aided one another in these events, you will find enclosed such agreement along with a copy of the resolution the Town Board passed at their March 21st meeting allowing the Supervisor to sign such agreement.

Please note there is no expiration date to this agreement. In the unfortunate event that a weather related catastrophe may occur again, this agreement will stand in force and help our municipalities facilitate the reimbursement of expenses expeditiously.

Included with this letter are two partially executed agreements. Once approved and signed, please keep one for your files and kindly send the other to my attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth Izzo', is written over a faint, larger version of the signature.

Elizabeth Izzo
Town Clerk

Enc.

4 3 9 M a i n S t r e e t ~ C a t s k i l l , N Y 1 2 4 1 4
TELEPHONE (518) 943-2141 FAX (518) 943-0209

Catskill Town Board Committee Meeting
Catskill Town Hall
March 21, 2012 6:30 pm

RESOLUTION # 33-2012

AUTHORIZE SUPERVISOR SIGN
INTERMUNICIPAL AGREEMENT

Councilman Lennon presented the following for consideration and adoption,

WHEREAS, this agreement is made pursuant to Article 5-G Section 199-o of the New York State General Municipal Law and the inherent authority of the Provider (Town of Catskill) and the requesting entity (Town of Cairo); and

WHEREAS, pursuant to Federal and State Law the Provider and the Requester are allowed to enter into a Mutual Aid Agreement to assist in times of emergency; and

WHEREAS, the Provider and Requester desire to enter into a post and pre-event Mutual Aid Agreement; and

WHEREAS, the Provider and Requester have been subjected to winds, rains, flooding and damage caused by Hurricane Irene and other associated rainfalls necessitating emergent responses and mutual aid and in the future may have similar catastrophic natural disasters; and

WHEREAS, the parties intend this agreement to facilitate the reimbursement of expenses incurred by the Providing Entity to the Requester through Federal Emergency Management Agency ("FEMA"); so

NOW, THEREFORE, in exchange of valuable consideration received from the other it is mutually agreed between the parties as follows (see attached); and furthermore

WE, THE CATSKILL TOWN BOARD, hereby authorize the Supervisor to sign such agreement with the Town of Cairo;

Councilman Carlson seconded this motion.

Ayes 5, Nays 0, Absent 0

Motion Carried

INTER-MUNICIPAL AGREEMENT BY AND BETWEEN

THE TOWN OF CATSKILL

AND

THE TOWN OF CAIRO

THIS AGREEMENT made by and between the TOWN OF CATSKILL, New York (hereinafter referred to as “Town”, “Provider”, “Providing Entity”, “Requester” or “Requesting Entity”) and the TOWN OF CAIRO (hereinafter referred to as “Village”, “Requester”, “Requesting Entity”, “Provider” or “Providing Entity”).

WITNESSETH:

WHEREAS, this agreement is made pursuant to the Article 5-G, Section 119-o, of the New York State General Municipal Law and the inherent authority of the Provider and the Requesting Entity; and

WHEREAS, pursuant to Federal and State law the Provider and the Requester are allowed to enter into Mutual Aid Agreements to assist in times of emergency; and

WHEREAS, the Provider and the Requester desire to enter into a post and pre-event Mutual Aid Agreement; and

WHEREAS, the Provider and the Requester have been subjected to winds, rains, flooding and damage caused by Hurricane Irene and other associated rainfalls necessitating emergent responses and mutual aid and in the future may have similar catastrophic natural disasters; and

WHEREAS, the parties intend this agreement to facilitate the reimbursement of expenses incurred by the Providing Entity by the Requester through the Federal Emergency Management Agency (“FEMA”).

NOW, THEREFORE, in exchange for valuable consideration received from the other IT IS MUTUALLY AGREED between the parties as follows:

1. Purpose and Scope. Due to a significant emergency such as fire, earthquake, flood, tornado, hurricane, hazardous material incident, terrorist incident or other such man-made or natural emergency disaster or public safety need, the highest ranking official of any


political subdivision or public safety agency or their designee may render aid to or request aid from any jurisdiction, agency or organization. A public safety need, as used in this agreement, shall include any event or incident necessitating the mutual aid assistance from another public safety agency.

2. Laws Governing. When responding to mutual aid or emergency aid requests, political subdivisions or public safety agencies shall be subject to all provisions of the law as if it were providing service within its own jurisdiction. Requesting Entity and Providing Entity agree to be bound by the terms, covenants and conditions set forth in this agreement.
3. Eligible Expenses. The labor force expenses of a Providing Entity will be treated as contract labor, with regular and overtime wages or salaries and certain benefits eligible for reimbursement in accordance with FEMA policies, rules and procedures.
4. Examples of Emergency Mutual Aid. Emergency mutual aid work covered by this agreement includes, but is not limited to, the following:
 - a. Search and rescue, sandbagging, emergency medical care, debris removal;
 - b. Reasonable supervision and administration in the receiving party that is directly related to eligible emergency work;
 - c. The cost of transporting equipment and personnel by the Providing Entity to the incident site.
 - d. Provide labor personnel, equipment and machinery necessary for department of public works functions;
 - e. Law enforcement;
 - f. Costs incurred in the operation of the Incident Command System (ICS); such as operations, planning, logistics and administration, provided such costs are directly related to the performance of eligible work on the disaster or fire to which such resources are assigned;
 - g. State Emergency Operations Center or Joint Field Office assistance in the receiving party to support emergency assistance;
 - h. Assistance at the National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC), if requested by FEMA (labor, per diem and transportation);
 - i. Dispatch operations in the receiving party;
 - j. Donations warehousing and management (eligible only upon approval of the Assistant Administrator of the Disaster Assistance Directorate);
 - k. Firefighting activities;
 - l. Dissemination of public information authorized; and
 - m. Work associated with the performance of grantee's responsibilities as the grant administrator.

5. Eligibility for Reimbursement. Only Requesting Entities are eligible applicants for FEMA assistance. A Providing Entity must submit its claim for reimbursement to a Requesting Entity. Parties may be eligible applicants where statewide mutual aid agreements or compacts authorize the party to administer the costs of mutual aid assistance on behalf of local jurisdictions.
6. Remimbursement Limitations. Reimbursement for services rendered under this agreement shall be in accordance with any local, state and federal guidelines. Any political subdivision or public safety agency providing assistance shall receive appropriate reimbursement according to those guidelines. To be eligible for reimbursement by FEMA, the mutual aid assistance should have been requested by a Requesting Entity or in response to a declaration of emergency, major disaster or fire. Reimbursement shall be made in accordance with FEMA policies, rules and procedures.
7. Records. Both parties agree to keep detailed records of services requested and received and provide those records as part of the supporting documentation for a reimbursement request.
8. Benefits. Applicable benefits normally available to personnel while performing duties for their jurisdiction are also available to such persons when an injury or death occurs rendering assistance to another political subdivision or public safety agency under this section.
9. Liability. For the purposes of liability, all members of any political subdivision or public safety agency responding under operational control of the requesting political subdivision or a public safety agency are deemed employees of such responding political subdivision or public safety agency are subject to the liability and worker's compensation provisions provided to them as employees of their respective political subdivision or public safety agency. In addition, both parties agree not to seek reimbursement from the other for any monies not reimbursed from a third party.
10. No Liability for Failure to Respond. Neither party to this agreement shall be liable to the other for failure to respond to any call by the other, or delay, negligence or mistake in receiving or responding to any call, nor shall this agreement ever be interpreted as being an agreement for the benefit of any third party.
11. Consideration. The consideration for this agreement shall be the service given for the protection of lives and property by the Requesting Entity and by the Providing Entity, and no compensation, except eligible reimbursement as herein provided, shall accrue or be paid by either party to the other by reason of this agreement.
12. Termination. Either party may cancel this agreement by giving sixty (60) days' written notice to the other party.
13. Counterparts. This agreement may be executed in counterparts.
14. Effective Date. This agreement is effective as of _____.

IN WITNESS WHEREOF, the Town of Catskill has caused this agreement to be executed by the Supervisor of the Town Board of the Town of Catskill and the Town of Cairo has caused this agreement to be executed by the Supervisor.

Dated: 4-4-12

TOWN OF CATSKILL
By: 
Joseph M. Leggio, Supervisor

Dated: _____

TOWN OF CAIRO
By: _____
Ted Banta III, Supervisor

MISBEHAVEN FIREWORKS CORP

3062 OLD KINGS ROAD

CATSKILL NEW YORK 1 2414

TEL (518) 755-4561

CONTRACT FOR FIREWORK DISPLAY

SPONSORS: TOWN OF CAIRO

DATE OF DISPLAY: 7/4/2012

LOCATION: TOWN OF CAIRO PARK

SHOW PRICE: \$ 4000.00

Fireworks duration: 16 TO 18 MINUTES

We are undersigned, being interested in a Fireworks Display for TOWN OF CAIRO Agree to pay a price of: \$ 4000.00 for the display agreed upon, which will be furnished by Misbehaven Fireworks.

The undersigned, (Buyer) intending to be legally bound, agree as follows:

- 1) Sponsor to make a deposit of 50 % upon acceptance of bid and balance to be paid on the date of display.
- 2) Sponsor are required to pay all permit fees according to Town , Village or City rates.
- 3) If the event is on land, sponsor will furnish police and/or crowd security personnel, provide proper parking supervision and insure adequate patrol of the safety zone as marked and secured by the sponsor until Misbehaven Fireworks advises that it is no longer necessary.
- 4) If the event is over water, Misbehaven Fireworks will be responsible for Maritime permit and control of safety zone
- 5) Misbehaven Fireworks reserves the right to terminate the display in the event persons, vehicles, or animals enter the secured safety zone and security is unable or unwilling to remove them and enforce safety regulations.
- 6) Misbehaven Fireworks will furnish all applicable licenses and paper work for permit, \$ 2,000,000.00 liability insurance. Aggregate and Workman's Compensation Insurance and provide pyrotechnicians and equipment for the display.
- 7) Hold harmless Misbehaven Fireworks Corp from any claims that do not directly relate to damage produced by pyrotechnic materials supplied by Misbehaven Fireworks.
- 8) If winds exceeds 20 miles per hour, fireworks display will be postponed to an agreed date between sponsors and Misbehaven Fireworks.

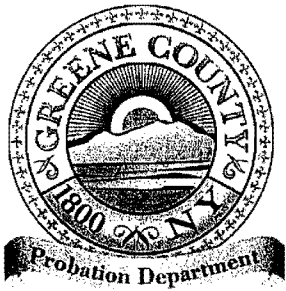
9) Rain date; TBD POSTPONEMENT by 11:30 day of display or 10% charges occur

Misbehaven Fireworks Corp upon acceptance of contract in writing , agrees to fulfill the contract in a workmanlike and professional manner.

Accepted on behalf of;

Name: _____ Name: MISBEHAVEN FIREWOKS CORPS

Date: _____ Date:



GREENE COUNTY PROBATION DEPARTMENT

411 Main Street Suite 310
Catskill, NY 12414-1357

Alan Frisbee
Director

518 - 719 - 3200
Fax: 518 - 719 - 3788
probation@discovergreene.com

April 4, 2012

Supervisor Ted Banta
Town of Cairo
PO Box 728
Cairo, NY 12413-0728

Dear Supervisor Banta,

As the Chairman of the Greene County Alternatives to Incarceration (ATI) Advisory Board, which has oversight of the Greene County Community Service Program for offenders, I am writing to you to let you know that the board is looking to expand the use of offenders to include public and not-for-profit worksites in your community. Having an offender perform a sentence of community service serves multiple purposes, including reducing taxpayer expenses by allowing an individual to serve his/her debt to the society and remain out of jail while they're held accountable for their transgressions. For many years, the program has suffered from a lack of available sites to place offenders, primarily due to a lack of supervision at a site, even though there are a number of agencies/organizations that could use "free labor" to do work that may not otherwise get done or would place an undue burden on an organization or your community if public employees are required to do such. At this time, the board is looking to gauge interest in your community regarding the enhanced use of community service offenders, and if your municipality or not-for-profit organizations therein would have available personnel to verify that the offenders did complete their assignments. Therefore, I ask that you contact me if you would be interested in hosting community service workers, or to advise of possible non-profit agencies in your community that may be interested in doing so. The board is also willing to meet with you for further discussion, should you desire.

Thank you for your anticipated interest in the program.

Very truly yours,

Alan Frisbee
Director
ATI Board Chair

AF

Marshall J.E. jeam@noc.soton.ac.uk Mar 8 (11 days ago)

to Christopher, me, j.r.leake

Ok, do we have any preferred dates?

How are we going to handle the diamond drilling company. From the US side or the UK?

Core diameter was fixed by the drilling company choice. It will be up to us how deep and how many.

One way to remediate is to cut down centre, clamp and cut again. This gives us a centre slice. WE then trim off the edges and have an uncontaminated section for geochem. In reality if the core volume is large enough we are ok as contamination will be on the edges. Our drilling fluid would be water.

John

Hi Bill,

for a provisional discussion, we are looking at

6 cores, up to 2 meters deep and 2.5 inches diameter (or 4 - see below).

Would that be enough to get you started in your discussion?

I can't see that we are going to try to do loads more than that in that site. If we choose exactly where, it could almost certainly be done in one day. It doesn't seem like a huge operation - probably just one moderately small truck.....

We are probably looking at later in the summer rather than earlier, but we need to have a think about all of that. We are just about to advertise for the postdoc for the project.

We don't want the cores any smaller than this. We could do bigger (4 inches), then we run into increased problems of moving them around and cutting them, which we need to resolve. On the other hand, bigger may be better for you/us in terms of sedimentology, so it is worth you thinking about that. So you could say 2.5 or 4 when you talk to them and see what they say.

Busy writing Carbonate sedimentology practicals....

Thanks,

TOWN OF CAIRO

April 11, 2012

RESOLUTION NO. _____

“Authorizing Supervisor to Sign the Contract for Firework Display on July 4, 2012”

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 Town Supervisor for the Town of Cairo, Ted Banta to sign the Contract for Firework Display with Mishbehaven Fireworks Corp for the Town Park of Cairo for July 4, 2012 in the amount of \$4,000.

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

April 11, 2012

RESOLUTION NO. _____

**“Authorizing Supervisor to Sign the Inter-municipal Agreement
with the Town of Catskill”**

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 Town Supervisor for the Town of Cairo, Ted Banta to sign the Inter-municipal Agreement with the Town of Catskill for Emergency Aid and Assistance as outlined in the agreement.

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

April 11, 2012

RESOLUTION NO. _____

“Revoke Duplicate Resolution 71-12”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby revoke the duplicate resolution 71-12 in the Town Board of Cairo minutes dated February 22, 2012. Resolution 69-12 effectively.

Revoked: Resolution 71-12: Resolution No. 71-12 “Authorization for the Highway Department to Rent an Excavator” offered by Councilperson Puorro and seconded by Councilperson Joyce:

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. All members in favor – motion carried

Effective Remains: Resolution 69-12: Resolution No. 69-12 “Authorization for the Highway Department to Rent an Excavator” offered by Councilperson Puorro and seconded by Councilperson Joyce:

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. All members in favor – motion carried.

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

April 11, 2012

RESOLUTION NO. _____

Authorization for the Highway Superintendent to Purchase a Plasma Cutter

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 purchase a plasma cutter not to exceed \$3,000.

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

April 11, 2012

RESOLUTION NO. _____

Amend Court Clerk 2 from 20 Hours Per Week to 30 Hours Per Week

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby amend Court Clerk 2 from 20 hours per week to 30 hours per week.

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

April 11, 2012

RESOLUTION NO. _____

**Authorization for Highway Department to Surplus Out of Service Park
Dump Truck, Crown Victoria, and Ford Taurus**

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 surplus out the Out of Service Park Dump Truck, Crown Victoria, and Ford Taurus which is at the Highway Department.

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

April 11, 2012

RESOLUTION NO. _____

Authorization for Highway Superintendent to Make Purchases up to \$5,000 Without Town Board Approval

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 make purchases up to \$5,000.00 without Town Board Approval.

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 16, 2011

RESOLUTION NO. 55-11

**TAX COLLECTOR TO DISBURSE
MONEY TO SUPERVISOR**

**COUNCILPERSON SCHWARZENEGGER OFFERED THE FOLLOWING
RESOLUTION AND MOVED ITS ADOPTION:**

Be it resolved, that the Town Board of the Town of Cairo hereby direct the Tax
Collector to disburse monies to the town on a weekly basis as prescribed by NYS Law.

SECONDED BY COUNCILPERSON OSTRANDER

PASSED AND ADOPTED on this 16TH day of February, 2011, by the following vote:

COUNCILPERSON SCHWARZENEGGER	<u>AYE</u>	NAY
COUNCILPERSON OSTRANDER	<u>AYE</u>	NAY
COUNCILPERSON LORENZ	<u>AYE</u>	NAY
COUNCILPERSON SUTTMEIER	<u>AYE</u>	NAY
SUPERVISOR COYNE	<u>AYE</u>	NAY

AYE 5 NAY _____ ABSENT _____ Abstain _____ CARRIED X DEFEATED _____