



TOWN OF CAIRO

GENERAL/REGULAR MEETING AGENDA

May 23, 2012 @ 7PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Presentations

- John DiPalma, Stewart's Park Donation
- Ostrander Physical Therapy Park Donation

Comments

Approval of Minutes: May 9, 2012 & May 14, 2012

Reports

- | | | |
|--------------------------|-------------------------------|------------|
| - Supervisor | - Ambulance | -Reservoir |
| - Highway Superintendent | - Planning Board | |
| - Library | - Police Department | |
| - Assessor | - Building & Code Enforcement | |
| - Water & Sewer | - Other Department(s) | |

Appointments & Resolutions

Unfinished Business

- Employee Handbook
- Forest Management
- Baseball Fields Rules & Regulations

New Business

- Unsafe Buildings
- Town Park Dog Fines
- Reservoir-Neil Schoenfeld
- Soccer Fields
- Residential & Commercial Tax Incentives
- Annual Report for 2011
- BAN for Library Construction Project

Adjournment



512 Main St., PO Box 728
Cairo, NY 12413

Town Supervisor	(518) 622-2060
Town Clerk	(518) 622-3120
Bookkeeper	(518) 622-3366
Tax Collector	(518) 622-9218
Building Dept.	(518) 622-9894
Water & Sewer	(518) 622-0052
Tax Assessor	(518) 622-8545
Court Clerk	(518) 622-3388
Cairo Police	(518) 622-2324
Ambulance Billing	(518) 622-2786
Highway Department	(518) 622-9515

www.townofcairo.com
supervisor@townofcairo.com

May 9, 2012

To: John DiPalma, Manager of Stewart's in Cairo
To: Susan Law Dake, President of the Stewart's Foundation
PO Box 435
Saratoga Springs, NY 12866

Dear Mr. DiPalma & Ms. Drake:

On behalf of the Town Board of Cairo and the Town of Cairo, I sincerely and gratefully thank you for your contribution to the Town for Angelo Canna Town Park-in the amount of \$500 towards a swing set. It is the Town Board's intention with the direction and assistance of the Park Task Force and our Parks, Buildings, & Grounds Department to improve and beautify our beloved Town Park. It is also our intention to make the Town Park a "destination location".

With much gratitude, thank you for your generous contribution.

Best regards,

Ted Banta
Supervisor



512 Main St., PO Box 728
Cairo, NY 12413

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May 23, 2012

To: Ostrander Physical Therapy
To: Doug & Dennis Ostrander
Re: Park Contribution toward Swing-set

Dear Ostrander Physical Therapy:

On behalf of the Town Board of Cairo and the Town of Cairo, I sincerely and gratefully thank you for your contribution to the Town for Angelo Canna Town Park-in the amount of \$500 towards a swing-set. It is the Town Board's intention with the direction and assistance of the Park Task Force & our Parks, Buildings, & Grounds Department to improve and beautify our beloved Town Park. It is also our intention to make the Town Park a "destination location".

With much gratitude, thank you for your generous contribution.

Best regards,

Ted Banta
Supervisor



Minutes

Town of Cairo Town Board Work Session @4pm Location: Town Hall Meeting Room

May 9, 2012

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, May 9, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 4:08 PM and then asked the attendees to Pledge Allegiance to the Flag. All board members present.

Alan Tavanner gave an update on the sewer system. The estimated date for completion is some time in June.

Reay Mahler, ambulance administrator, informed the board that there were four requests on the ambulance bid, but only one bid came in from Northeastern Rescue Vehicles in the sum of \$94,759.00. Discussion followed regarding the vehicle and the quote. Board agreed to accept the bid.

Councilperson Joyce made a motion to approve the minutes dated April 25, 2012, Councilperson Suttmeier seconded the motion and Councilperson Ostrander abstained due to the fact that he was not present at the April 25th meeting.

Rich Hilgendorff from the building department gave the board an update on a few sites and spoke about the building codes.

Robert Hempstead, Highway Superintendent gave an update on work completed by the highway department.

Councilperson Joyce reported on the planning department. Questions arose regarding the cell tower fees. Tal Rappleyea will look into the issue regarding a new cell tower versus an antenna being installed.

Gerry Buckley from Cairo Hose Company spoke about the tower for drill day and cars for the Prom Promise Night at the school. Gerry informed the board the Fire Company will take care of these issues themselves.

The official ribbon cutting for the new library will be June 30, 2012 at 10:00am. There will be an invitational reception on June 28, 2012 at 7:00pm for the donors of the library.

Resolution No. 120 -12 “Accepting Ambulance Bid” Offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board does hereby accept the bid of \$94,759.00 received by Northeastern Rescue Vehicles for the purchase of a new 2012 ambulance, and,

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor Ted Banta III to sign the proposal for the new ambulance. All members in favor – motion carried.

Supervisor Banta opened cemetery bids. The town received three bids (Holbrooks Services for \$2,500.00, Mountain View Lawn Care and Snowplowing for \$2,775.00 and D&C Lawn Care for \$2,200.00).

Resolution No. 121 -12 “Accept Cemetery Bid” offered by Councilperson Puorro and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby accept the cemetery bid from D&C Lawn Care, upon submission of all paperwork in the amount of \$2,200.00 for the 2012 season.

All members in favor – motion carried.

Resolution No. 122 -12 “Amend Resolution No. 115-12 Budget Amendments and Payment of Bills on Abstract #308”

Councilperson Ostrander offered the following resolution and seconded by Councilperson Joyce:

WHEREAS, the Association of Towns voucher #1390 in the amount of \$100.00 was made void thereby decreasing the total for Abstract #308 and decreasing the amount expended from the General fund; therefore be it

RESOLVED, that the total amount expended for Abstract #308 is \$139,345.11 and the total amount expended from the General fund is \$56,398.81.

All member in favor – motion carried.

Resolution No. 123 -12 “CDE Electric Inc Change Order #2”

Councilperson Suttmeier offered the following resolution and seconded by Councilperson Joyce:

WHEREAS, there was an approved contract in the amount of \$198,740.39 between the Cairo Town Board , Cairo Public Library and contractor CDE Electric, Inc for the Contract for Electrical Work of the new library; and

WHEREAS, the contractor will provide and install specialized display cabinet lighting for four built-in custom display cabinets; provide and install additional power and data outlets; provide CAT6 wiring throughout the building; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$33,352.13; therefore be it

RESOLVED, that contract change order no.2 for CDE Electric, Inc be approved in the amount of \$33,352.13 for a total contract price of \$232,092.52.

All members in favor – motion carried.

Resolution No. 124 -12 “Change Order to Extend Substantial Completion Date”

Councilperson Puorro offered the following resolution and seconded by Councilperson Ostrander:

WHEREAS, there was a substantial completion date to complete the Cairo Public Library building no later than April 24, 2012 and it is necessary to extend the substantial completion date 64 days for the following contracts; therefore:

BE IT RESOLVED, that contract change order no. 1-002, 2-002, 4-001, 5-001, 6-002, 7-003, 8-002, be approved as a no cost change order to extend the substantial completion date to June 27, 2012.

Contract 1	William J Keller & Sons Construction Corp.
Contract 2	Wragg Well Drilling & Pump Service, LLC
Contract 4	Mazone Plumbing & Heating, Inc
Contract 5	SRI Fire Sprinkler, LLC
Contract 6	Mazone Plumbing & Heating Inc
Contract 7	CDE Electric, Inc
Contract 8	J S McHugh

All members in favor – motion carried.

Resolution No. 125 -12 “Cairo Shared Highway Services”

RESOLUTION AUTHORIZING THE TOWN OF CAIRO TO EXECUTE AN INTERMUNICIPAL AGREEMENT WITH GREENE COUNTY AND OTHER GREENE COUNTY MUNICIPALITIES FOR SHARED HIGHWAY SERVICES

The following resolution was offered by Councilmember Puorro and was seconded by Councilmember Ostrander:

WHEREAS, the Town of Cairo, the County of Greene, and other County municipalities have the power and authority to contract for the purpose of renting, leasing, exchanging, borrowing or

maintaining of machinery and equipment, with or without operators, and general labor with other municipalities; and

WHEREAS, the Town of Cairo, the County of Greene, and other County municipalities have the power and authority to borrow or lend materials and supplies and labor to other municipalities; and

WHEREAS, the Town of Cairo, the County of Greene, and other County municipalities have machinery and equipment which is not used during certain periods; and

WHEREAS, the Town of Cairo, the County of Greene, and other municipalities often have materials and supplies on hand which are not immediately needed; and

WHEREAS, this Town Board has determined that it will be in the best interest of the Town to enter into an agreement with the County of Greene and other County municipalities for shared highway services for leasing, lending, exchanging or maintenance of highway equipment and materials and labor, and

NOW THEREFORE, be it

RESOLVED, that this Town Board does hereby authorize the Highway Superintendent to act in behalf of the Town for the leasing, lending, exchanging, borrowing, or maintaining highway equipment and materials and labor with the County of Greene and other County municipalities which have enacted this or a similar resolution, and be it hereby

FURTHER RESOLVED, that this Town Board does hereby authorize the Supervisor to enter into an inter-municipal agreement for shared highway services with the County of Greene and other County municipalities, pursuant to the terms and conditions of said agreement.

All members in favor – motion carried.

The Town Board spoke about Parks, Buildings, and Grounds personnel and believe there should be a job description established before hiring seasonal employees.

Resolution 126 -12 “Acceptance of Education for Planning Board Training Requirement Planning Board members”

BE IT RESOLVED, that the Town Board of the Town of for Daniel Benoit” Offered by Supervisor Banta and seconded by Councilperson Puorro:

Whereas, it is necessary for Planning Board members to complete 4 hours of training each year under NY State Law, and Whereas, it is the discretion of the Town Board to accept training and education from the Cairo does hereby accept Daniel Benoit’s Law School Education as fulfillment of his Planning Board training requirement for the Town of Cairo Planning Board.

All members in favor – motion carried.

Resolution No.127 -12 “Board to Move into Executive Session” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 5:40 PM to discuss medical, financial, credit or employment history of a

particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation within the Town of Cairo.

All members in favor – motion carried.

Resolution No. 128 -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 6:15 PM.

All members in favor – motion carried.

Resolution No.129 -12 “Supervisor to Sign Contract with Flora And Fauna” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Supervisor Ted Banta to sign contract with Flora and Fauna.

All members in favor – motion carried.

Resolution No. 130 -12 “Supervisor to Sign Contract with J. Myers Water Services, Inc.” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Supervisor Ted Banta to sign contract with J. Myers Water Services, Inc.

All members in favor – motion carried.

A motion was made by Councilperson Suttmeier and seconded by Councilperson Joyce to adjourn the meeting at 6:40PM.

Respectfully submitted,

Debra Sommer
Deputy Cairo Town Clerk



Minutes

**Town of Cairo
Town Board Special Meeting @ 12:00 pm
Location: Town Hall Meeting Room**

May 14, 2012

The Town Board of the Town of Cairo met for a Town Board Special Meeting on Monday, May 14, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 12:03 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.

Resolution No. 131 -12 "Town Hall Parking Lot Change Order" offered by Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, there was an approved original scope of work for the Town Hall Parking Lot which was to apply a Topping or a Top Course immediately behind Town Hall-the Town Hall Parking Lot,

WHEREAS, the USDA Construction Control Inspector-Martin Clarke from USDA Rural Development strongly recommends that the Town Hall Parking Lot comply with current standards and codes-alerting the Project to the Parking Lot's inadequacies,

WHEREAS, Keller-the parking lot contractor, provided a Change Order for a total amount of \$42,102, therefore be it,

RESOLVED, that the Town Board of the Town of Cairo does hereby approve the Town Hall Parking Lot Change Order~ under the Library Capital Fund Project subject to Library Board approval.

All members in favor – Carried.

Motion to close meeting at 12:25 pm made by Councilman Ostrander and seconded by Councilman Joyce.

Respectfully,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk

**Town of Cairo
Ambulance Service**

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

**Monthly Report
May 23, 2012**

Total Calls for April..... 71
Total Transported Calls.....42
Total Non- transported calls.....29

Total Amount Billed_____ \$ 40,480

Miscellaneous items:

1. Billing for March was 37,330
2. Delivery date for new ambulance is mid-September
3. Need some IT work for ambulance computers as they are running slowly, and receiving error messages .

Town Board Meeting – May 23, 2012

Submitted by Kathy Jurgens – Administrator

Water –

We are continuing to turn on seasonal customers. Resolution submitted for the water penalties effective May 15th. Construction workers for the sewer upgrade hit the 4" water line at the corner of Bross & Dinger Rd. recently. Line was repaired by Town of Cairo Highway personnel. Hydrant at the corner of North Lincoln Drive and Lincoln Drive was also hit by unknown person. Dave Jennings is in the process of repairing same. Fire Chief advised that the hydrant is out of service.

We are awaiting information from sprinkling company regarding a new hook-up for water at Puorro property on CR 23B.

Sewer –

Sewer Use bills mailed to customers on May 1st. Resolution submitted. Work is continuing on new sewer line towards sewer treatment plant. I trust that you have looked over the request for the reduction of EDU's for property owned by Steven and Tara Rumph.

Due to a previous commitment, I will not be at the Board meeting. Joe Myers is planning on attending in my absence.



TOWN OF CAIRO
BUILDING & CODE ENFORCEMENT

MONTHLY REPORT

April 24, 2012 – May 21, 2012

(13) Building Permits

(27) Inspections performed on current project and or violations

(1) Certificate of Occupancy

(5) Certificate of Compliance

(27) Complaints And Or Violations :

(09) Property Maintenance Complaints / (11) Building Complaints/ (3) Complaints

(1) Site Plan and (3) pending in Court

16 Railroad Avenue, P.O. Box 728
Cairo, New York 12413

Phone (518) 622-9894
Hours Mon.-Thur. 10-3, Fri. 10-2



TOWN OF CAIRO Highway Report

May 23, 2012

1. The rented excavator has been returned. We were able to do FEMA work at the Bowery Creek, Storks Nest Road, Harold Myers Road, and the creek in the Town Park. We also used it at the highway garage for scrap metal sorting and excavation work.
2. The gradall is currently out ditching various roads.
3. We have hired part time/seasonal help to do the mowing along the roadways, flagging, and assisting full time crews.
4. Our total for scrap metal to date is \$35,561.92.
5. We assisted the American Legion with the placement of flags on Main Street and Mountain Avenue, Purling.
6. A crew is out repairing pot holes on roads and the town park. I'm out assessing and documenting all town roads and will be meeting with the board on which roads should be resurfaced this year.
7. We have assisted the water department with water breaks, restoring water to seasonal homes, repairing hydrants, etc.
8. In anticipation of Memorial Day, we have been concentrating on cleaning up Main Street, the Fountain, Town Hall and the town park areas. We have had volunteers Sandy Esslie and Denise Daley assist as well with weeding, planting and spreading mulch.
9. We are still working with FEMA. The last of the projects has been sited and written up. Now we are working with the appeal process with FEMA, and also with the NRCS.
10. The culvert maintenance program is ongoing.
11. We have been hauling and mixing salt and sand as work loads permit in preparation for winter.
12. We are making mandated repairs on the animal shelter as per Ags & Markets.
13. The fan motor on the central air conditioning unit at Town Hall has been replaced.
14. Exhaust fan at the Acra Community Center has been ordered as per NYS DOH.

15. Assisted Town of Catskill with two tandem trucks for their motor paving.
16. Employee, Michael Adrian has attended a Cornell Local Roads workshop on Traffic control devises.
17. The Town has ordered the three new playground pieces. Two basketball backboards have been ordered by a donation from the Bank of Greene County.
18. Installed the Town of Cairo banners on Main Street and Mountain Avenue, Purling.
19. Ongoing activities of highway crews consists of trash pickup, straightening and replacing road and warning signs.
20. On Friday we will be assisting the chamber of commerce with the installing of the hanging flower baskets on Main Street.
21. Seasonal mowing has commenced starting with Round Top, Purling, Cairo proper, Acra, and South Durham.
22. Paint striper is ready, but due to the inclement weather, it has prohibited the pavement marking of Main Street parking areas. Next week we will be working with the Cairo Police Department to remove cars to facilitate the pavement markings on Main Street.
23. Met with Steven Roy regarding the Fountain repair. It's tilting.
24. I will be attending the Cornell Local Roads Highway School in Ithaca June 11-13th at no cost to the taxpayers due to my continuous attendance for the past 30 years, there will no registration fee, and I am personally paying for the lodging, meals, and travel expenses.
25. Meeting with various community groups regarding projects for the betterment of the Town of Cairo.

PLANNING BOARD TOWN OF CAIRO

May 23, 2012

To: Members, Town Board, Town of Cairo

From: Daniel A. Benoit, Planning Board Chairman

Re: Monthly Meetings Report for May, 2012

There was no workshop meeting in April, 2012. The planning board held its regular monthly meeting on May 8, 2012. During this meeting, the board held four public hearings, continued its review of seven pending projects and reviewed three new matters.

Public hearings were held on two site plans and two subdivisions. The first involved a proposed tanning salon in South Cairo, the second involved the addition of a covered canopy at the Winner's Circle restaurant on St. Rte. 23, the third involved a request for a lot-line adjustment and subdivision of an adjoining parcel, and the final hearing was for the co-location of a T-Mobile antenna array on an existing cellular tower on CR. 67.

The board approved the tanning salon, T-Mobile, the Ramakrishnananda Hindu Retreat and Yoga Center and Winner's Circle projects. In addition the board approved the lot-line and subdivision projects. The board continued its review of the proposed senior housing project on CR 24 in Purling and the combined multiple subdivision/site plan application of the Mahayna Buddhist Temple.

In new business, the board accepted an application for a subdivision and set a public hearing on the project for June 12. Finally, the board waived review on a request by the Mountain Brauhaus to install a covered walkway on a building directly behind the restaurant.

On May 22, 2012 the board held a workshop at which it discussed the initial Draft Environmental Impact Statement supplied by the Meadowfield's Senior Housing applicant. Discussion centered around the applicant's ability ensure the physical design of the proposal "fit" or "blended" with the current residential use of the area and the applicant agreed to provide proposed elevation drawings for the project that the board can evaluate.

As a final order of business, the board discussed the feasibility and necessity for the town board to institute a moratorium on the conversion of closed resorts or motel units into other uses. Similar to the Town of Durham, Cairo is experiencing the conversion of these properties into various types of rental properties or being bought for use by various not-for-profit groups thereby reducing the town's tax base while increasing the need for services. The board voted unanimously to request that the Town Board draft and pass such a moratorium in order to allow it time to assess, evaluate and decide the most appropriate course of action.



J MYERS WATER SERVICE, INC.

7974 Main Street, PO Box 214
Hunter, New York 12442

May 23, 2012

Ted Banta, Supervisor
Town of Cairo
PO Box 728
Cairo, New York 12413

Re: Sewer Dept. Monthly Report for April, 2012

The following report cover's facility operations of the Waste Water Treatment Plant (WWTP) and collection system servicing the Town of Cairo.

WWTP

Flow, monthly average:

April 56,000gpd

Biosolids:

April 0gals. WWTP Sludge

Compliance:

Compliance was met for the month of April.

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.

Still working on Snyder La Hurricane Irene damage. R. Hempstead met with FEMA today, to get update for Generator repair.

Collection System

PS-1, Cumberland Farms

All conditions normal

PS-2, Schindler's Garage

All conditions normal

PS-3, Snyder La

All conditions normal

Generator off line for repairs.

PS-4, 23 over-pass

All conditions normal

PS-5, Cairo Collision

All conditions normal.

PS-6, Jerome Rd

All conditions normal

PS-7, Dunkin Donuts

All conditions normal

Septic Tank(s)

Working on pump-out schedule for NYSDEC.

Conditions normal.

Please call me with any concerns or questions,

Joe Myers, cell 528-8842



TOWN OF CAIRO

SUPERVISOR'S REPORT

May 23, 2012 @ 7PM

Location: Town Hall of Cairo, Meeting Room

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
- Radio Ad 98.5
- Town Email Sent
- Daily Mail Calendar

Monthly Financial Report: April 2012

Zoning:

- Zoning Meetings to date:
 - o April 11th @ 3pm
 - o April 30th @ 5pm
 - o May 21st @ 4:30pm
- Next Zoning Draft Review 6/11/12 @ 4:30pm

Website:

- Most recent update is that additional information has been uploaded to the Employee page: the Travel & Conference Expense Manual
- A link for Online Tax Bills has been placed on the Homepage as well as the Tax Collector's page.

Residential & Commercial Tax Incentives:

- Several meetings ago, I handed you information for tax incentives that we could offer for Cairo.
- We should consider offering these incentives to stimulate growth and development.

Employee Handbook:

- Labor attorney completed changes and will be forwarding the Final Revision with instructions for its dissemination.

Ethics Board of Review:

- Letter sent to Martin Mack, Executive Deputy Attorney General responding to original inquiry in January 2012 about the status of the committee.

- First meeting set for May 29th at 10am at Town Hall in the Meeting Room.

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
 - o Charities to be selected & communicated to the Town
- Music
- Fireworks
- Little League & Pop Warner will be selling food to fundraise for their respective groups.

Town Property Forest Management:

- Update from Dan J. & Robert H.

Employee Meetings Held to date:

- February 3, 2012
- March 9, 2012
- April 13, 2012
- Next meeting May 24, 2012 @ 10am

Ribbon Cutting Ceremony for Library:

- Scheduled for 6/30/12, Saturday at 10am

Greene County Probation Department:

- Meeting on Thursday, May 31, 2012 @ 6:30pm
- Discuss utilization of community service

Reservoir:

- Neil Schoenfeld will maintain & offer programs.
- Lew O'Connor preparing information on reservoir.

Memorial Day Parade:

- May 28, 2012 @ 11am; lineup at 10/10:30am
 - o Town Board will participate
 - o Linda Kuever and John Lowe are the coordinators

Unsafe Buildings:

- Main St, Cty Rt 85
- Others

Meeting with Congressman Chris Gibson:

- May 24th at 11:15am Doug Ostrander and I will meet with Congressman Gibson at Town Hall.

Letters/Correspondence:

Donations:

- John DiPalma, Stewart's Manager
 - o Susan Law Dake, President-Stewart's Foundation
- Ostrander Physical Therapy
- See attached Thank you letters

Junkyard Moratorium:

- Extension on December 14, 2011 expires on 6/14/12
- Another extension would constitute a third extension
 - o Need to decide what to do: new law, permits, ban?

Annual Report for 2011

ANNUAL REPORT OF THE SUPERVISOR OF THE TOWN OF CAIRO.

PLEASE TAKE NOTICE that the annual fiscal report of the Supervisor of the Town of Cairo, Greene County, for the fiscal year ending December 31, 2011, has been received by the Town Clerk. It is on file in the office at the Town Hall in Cairo, New York, and may be reviewed Monday through Thursday from 9:00 A.M. to 3:00 P.M. and Friday from 9:00 A.M. to 12:00 P.M. By Order of the Town Board

Tara A. Rumph
Town Clerk
DM1T05/09#66683

Purchasing Policy:

- Need Tal to clarify and update emergency language/clause
- Will update and incorporate a checklist

Soccer Fields:

- Don Gibson suggested that the Town renew its interest in establishing a Cairo Youth Soccer Field.

Bond Counsel:

- **Additional Services Information:**
 - o The increase is due to the additional BANs as well as the MOU. I am estimating the additional BANs (May new money and the July roll) would be approximately \$2000 each. We have prepared some of the USDA documents already, so our total with the final USDA closing may not use the entire amount but I am suggesting the \$8700 addition for budgeting purposes at this time.
- **BAN-Bond Anticipation Note**

Real Estate Agents/Brokers Round Table:

- **Mary King-Coordinator**
- **Request to meet with those involved with the Town of Cairo for a meeting on 6/5 or 6/6 @ 5pm**

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**

TOWN OF CAIRO

May 23, 2012

RESOLUTION NO. _____

“Receipt of Monthly Supervisor’s Report”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, it has been recommended by the NYS Comptroller’s Office in the Town of Cairo Report of Examination 2008M-175, that the Supervisor should present a Monthly Report to the Board Members consisting of cash receipts, cash disbursements, and a budget versus actual report for expenses and revenues, and it be documented in the minutes; therefore, be it,

RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for April, 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

May 23, 2012

RESOLUTION NO. _____

“Approval of a One-day Seminar On the Basics of a Good Road for the Highway Deputy Superintendent”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve Debra Sommer’s-the Highway Deputy Superintendent’s, one day seminar on the Basics of a Good Road at the fee of \$40.00.

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

May 23, 2012

RESOLUTION NO. _____

“Authorization for Contract Extension for Butler Rowland Mays
Architects(BRMA)”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the original contract of services for Butler Rowland Mays(BRMA)-Architect for the Cairo Library Project Construction was for the timeframe from June 13, 2010 to June 13, 2012; and

WHEREAS, there have been contractor delays that will delay the completion date and close out of architectural services by June 13, 2012; and,

WHEREAS, BRMA will continue to provide additional site visits and field services at no cost for a period of one month until July 13, 2012 and whereas, BRMA will continue to provide paperwork, telephone conferences, and project hours in the hours at no cost for a period of two months until August 13, 2012; and,

WHEREAS, for any work by BRMA and their consultants beyond the specific time extensions above such services will be provided at the standard office hourly rates for additional services, as defined in Article 11.3 of the agreement; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Supervisor, Ted Banta to sign the Contract Extension for Additional Services for BRMA.

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

May 23, 2012

RESOLUTION NO. _____

Accepting Water Penalties
Dated May 15, 2012

Councilperson _____ offered the following resolution and moved its adoption:

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

BE IT RESOLVED, that the Town Board of the Town of Cairo accepts the Water Penalties as presented from the Water Administrator in the amount of \$1,527.89, dated May 15, 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

May 23, 2012

RESOLUTION NO. _____

Accepting Sewer Use Billings
Dated May 1, 2012

Councilperson _____ offered the following resolution and moved its adoption:

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

BE IT RESOLVED, that the Town Board of the Town of Cairo accepts the Sewer Use Billings as presented from the Sewer Administrator in the amount of \$36,188.80, dated May 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

May 23, 2012

RESOLUTION NO. _____

“Parks, Buildings, and Grounds Part-time Summer Personnel”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby hire Frank Dorpfeld as a part-time laborer for Parks, Buildings, and Grounds Maintenance at a rate of \$11.00 per hour; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby hire Edward Lorenz as a part-time laborer for Parks, Buildings and Grounds Maintenance at a rate of \$11.00 per hour.

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

May 23, 2012

RESOLUTION NO. _____

“Authorization for Contract Extension for Rapport Meyers LLP”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the original contract and engagement letter stipulated one BAN-Bond Anticipation Note and one permanent loan; and

WHEREAS, an increase is due to the additional BAN(s) as well as the MOU; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Supervisor, Ted Banta to sign the Contract Extension for Additional Services for Rapport Meyers LLP.

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

May 23, 2012

RESOLUTION NO. _____

“Budget Amendments and Payment of Bills on Abstract #310”

Councilperson _____ offered the following resolution and moved its adoption:

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	-33.90
To	A-1010.4	Legislative - Equipment	+33.90
From	A-5132.4	H'way Garage - Contractual	-3,253.97
To	A-5132.2	H'way Garage - Equipment	+3,253.97
From	DA-5110.4	Maint of Roads-Contractual	-813.50
To	DA-8760.4	Emergency Disaster Work	+813.50

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #310, consisting of 2012 Vouchers #1534 through #1633 in the amount of \$113,343.47 is approved for payment.

The total amount to be paid from the:

General Fund -	\$37,085.14	Street Lighting -	
Highway Fund -	\$40,450.74	Sewer Fund -	\$7,557.26
Cap. Library Fund -	\$19,946.25	Water Fund -	\$2,376.37
Cap. Sewer Fund -	\$5,820.43	Trust & Agency -	\$107.28
Hydrant Fund -			

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 _____



BUTLER ROWLAND MAYS

ARCHITECTS, LLP

57 West High Street
Ballston Spa, NY 12020

PH: 518 • 885 • 1255
FAX: 518 • 885 • 1266
www.brmarchitects.com

ARCHITECTURE

INTERIORS

ROOFING

Steven G. Rowland, RA
Paul K. Mays, RA

ADDITIONAL SERVICES AUTHORIZATION

Re: Contract Time Extension
Cairo Public Library
Architect's Project No.: 10•33•08

May 01, 2012

Between the Owners: Cairo Public Library (the Library)
512 Main Street, PO Box 720
Cairo, NY 12413

Town of Cairo (the Town)
512 Main Street
Cairo, NY 12413

and the Architect: Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

PROJECT NAME AND ADDITIONAL SERVICES DESCRIPTION:

Cairo Public Library, New Construction and Related Sitework (Architect's Project No. 10•33•08)
– Contract Time Extension - Extension of timeframe for Architect's services

ORIGINAL CONTRACT DATE:

AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect dated June 13, 2010.

I. ADDITIONAL SERVICES

Article 4.3.4 of the executed B101-2007 above provides a timeframe of twenty four (24) months from the date of the agreement for provision of architectural services. Due to contractor delays, the construction completion date will not be met in time for closing out of architectural services by June 13, 2012 (24 months from June 13, 2010). Per conversation with the Library Board of Trustees, BRMA has agreed to continue to provide services beyond June 13, 2012 as follows:

- For any site visits and field services - BRMA will continue to provide these services at no additional cost for a period of one (1) additional month, until July 13, 2012.
- For any paperwork, telephone conferences, or other hours spent on the project within the office – BRMA will continue to provide these services at no additional cost for a period of two (2) additional months, until August 13, 2012.

For any work by the Architect and his consultants beyond the specific time extensions above, such services will be provided at the standard office hourly rates for additional services, as defined in Article 11.3 of the agreement.

II. ARCHITECT'S FEE:

As designated above. Reimbursables (mileage, copies, printing, etc.) will continue to be billed as a separate line item on each monthly invoice.

III. DURATION OF SERVICES:

As designated above.

The appropriate Library and Town representatives shall execute this additional services authorization by signing and forwarding four original copies to the USDA for signature. The USDA will return one fully executed original to the Library, one to the Town, and one to our office. We look forward to continuing to work on this project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Paul K. Mays", with a stylized flourish at the end.

Paul K Mays, RA
Principal
Butler Rowland Mays Architects, LLP

Signature Page Follows as Page 3 of 3

I/We authorize Butler Rowland Mays Architects, LLP to perform the ADDITIONAL SERVICES listed above.

The Library:

Signature: Maureen Forrester
For the
Cairo Public Library

Printed Name: _____ Maureen Forrester

Title: _____ President, Board of Trustees

Date: 5/15/12

The Town:

Signature: _____
For the
Town of Cairo

Printed Name: _____ Ted Banta

Title: _____ Town Supervisor

Date: _____

The USDA:

Signature: _____
For the
US Department of Agriculture, Rural Development

Printed Name: _____ Kimberly D Peden

Title: _____ State Architect

Date: _____

The Architect:

Signature: Paul K Mays
For the
Architect

Printed Name: _____ Paul K Mays

Title: _____ Principal

Date: 05.01.2012

May 16, 2012

NOTICE OF TERMS OF BOND ANTICIPATION NOTE (NEW MONEY—THIRD SERIES)
PRIVATE SALE

Issuer: Town of Cairo, Greene County, New York

Issue: Bond Anticipation Note, Series 2012A (New Money-Third Series)

Purpose: Construction of a new public library of approximately 7,000 sq. ft located on parcel of land owned by the Town at Main Street and Railroad Avenue, adjacent to the existing Town Hall and library building. Bond Resolution adopted March 23, 2010 authorized \$3,070,000 with a PPU of 30 years. New money in the principal amount of \$1,100,000 (Third Series).

Issue Date: May 30, 2012

Maturity: May 29, 2012

Principal Amount: \$1,100,000

Denominations:

R-1	\$500,000.00
R-2	\$600,000.00

Each proposal must be a bid for at least \$500,000 of the Notes. The right is reserved to award to any bidder all or part of the Notes which such bidder offers to purchase.

Price: Par. Payment of the Purchase Price shall be made in immediately available funds on the delivery date.

Redemption: Not subject to redemption prior to maturity

265(b)(3): The notes will be designated as "qualified tax-exempt obligations" pursuant to 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Legal Opinion: Rapport Meyers LLP

BID DATE: **Wednesday, May 23, 2012 BY 11:00 AM—**
Telephone, facsimile or letter to
Christine M. Chale, Esq.
Rapport Meyers LLP
20 Spring Brook Park
Rhinebeck, New York 12572
(845) 473-7766 (845) 473-7790 Fax

For additional information contact: Christine M. Chale, Esq. – cchale@rapportmeyers.com

NOTICE OF TERMS OF BOND ANTICIPATION NOTE (NEW MONEY—THIRD SERIES)
PRIVATE SALE

Issuer: Town of Cairo, Greene County, New York
Issue: Bond Anticipation Note, Series 2012A (New Money-Third Series)

Name of Purchaser: _____

Registered To: _____

Rate: _____%

Payable At: _____

No Official Statement has been prepared for this issue. The Town reserves the right to reject all bids or waive informalities. Local closing preferred.

LAW OFFICES OF
RAPPORT MEYERS LLP
20 SPRING BROOK PARK
RHINEBECK, NEW YORK 12572
(845) 473-7766
(845) 473-7790 FAX

DRAFT FOR DISCUSSION PURPOSES ONLY
RM – MAY 15, 2012

FAX TRANSMISSION

May 16, 2012

Cover and 2 additional page(s)

To: Kress Bjornsson/Donald E. Gibson/Allison Eldred
Company: The Bank of Greene County
Fax No. 518-943-3756 and 518-943-4431 **Phone No.** 518-719-1371/518-943-2600
x. 2001/2006

To: James Warren, President
Company: National Bank of Coxsackie
Fax No. 518-731-2870 **Phone No.** 518-731-6161

From: Christine M. Chale, Esq.

Re: Town of Cairo, Greene County, New York
\$1,100,000 Bond Anticipation Note, Series 2012A (New Money—Third Series)
Closing: May 30, 2012

MESSAGE: Attached please find a notice of terms for the above matter. Please call or fax me no later than **11:00 a.m. on Wednesday, May 23, 2012** with a proposed rate for a closing on May 30, 2012. In my absence, you may speak with my assistant, Karen Johnston. Thank you for your assistance. If you have any questions, please do not hesitate to contact me.

cc: Ted Banta, Supervisor and Tara Rumph, Town Clerk
Fax: 518-622-0553

cc: Tal Rappleyea, Esq. (via email)

GREENE COUNTY EMERGENCY SERVICES

25 Volunteer Drive
Cairo, NY 12413



Telephone: (518) 622-3643
Fax: (518) 622-0572
E-Mail: jfarrell@discovergreene.com

John P. Farrell, Jr., Director

May 8, 2012

Town Board of Cairo
Attn: Tara Rumph
512 Main St
Cairo, NY 12413

Hi Tara,

Enclosed is a road name application from the Hilgendorff family requesting a road name for their private drive off Floyd Hawver Road. Would you please have it presented to the Town Board at your earliest convenience? It is my understanding that the road was approved in December of 2007 and they would like to name it and put up signage. I have gone through the Town of Cairo's road names and the road name that they have chosen (Summit Trail) is fine. I did not find any other similar road names in Cairo's township.

Once approved/disapproved please send me a copy of the resolution for my records and I will forward the information to the County. If you have any questions give me a call at 622-2739 or e-mail bvermilyea@discovergreene.com. Thank you!

Sincerely,
Becky Vermilyea
GC 911 Address Tech

/rv

We would like to name the road which goes into the Winter Clove 4 lot subdivision off of Floyd Hawver Road. This road was approved in December of 2007. We would like to name it Summit Trail. All owners agree on the name. We will order a sign to be placed at the entrance to the road as soon as we are notified of approval.

Thank you for your consideration in this matter.

Sue Hilgendorff

GREENE COUNTY
DEPARTMENT OF EMERGENCY SERVICES
25 Volunteer Drive
Cairo, New York 12413
(518) 622-3643
Fax (518) 622-0572

Road Naming Application [Private roads and developments]

Please fill out the below application to name a private road in the Town/Village of Cairo
Return completed application to the above address or by fax to (518) 622-0572.
Application will be forwarded to the appropriate Officials for review.

Date: 5-4-12

Name of Applicant: Tim, Justin + Todd Hilgendorff; Winter Clow Inc.

Address: P.O. Box 175
Round Top, NY 12473

Phone # of Applicant: 518-622-8239

Owner of Road or Development: (Above are co-owners)
(IF DIFFERENT THAN ABOVE)

Address of Owner: _____

Phone # of Owner: _____

If the applicant is not the owner of the road, please attach written permission from each property owner with this application. Thank you.

Suggested Name for this Road: Summit Trail

Alternate #1 _____

Alternate #2 _____

Provide parcel identification number 135.00-6-3 and/or general location of road. Attach drawing if necessary.

Signature of Applicant: X Tim Hilgendorff
X Todd Hilgendorff
X Justin Hilgendorff
X Edward Whitlock

Town Board Approval

Road Name Chosen Yes _____ No _____

Date: _____



TAX MAP REVISION REPORT

GREENE COUNTY REAL PROPERTY TAX SERVICE

411 Main Street, Catskill, NY 12414

518-719-3525

TOWN OF CAIRO

135.00-6-17 Winter Clove Inc - Add to Roll 18.78 Acres (1)

E615478 N1243516: L482 P1023

135.00-6-18 Winter Clove Inc - Add to Roll 18.69 Acres (2)

E615841 N1243138: L482 P1023

135.00-6-19 Winter Clove Inc - Add to Roll 18.74 Acres (3)

E616200 N1242712: L482 P1023

135.00-6-20 Winter Clove Inc - Add to Roll 84.57 Acres (4)

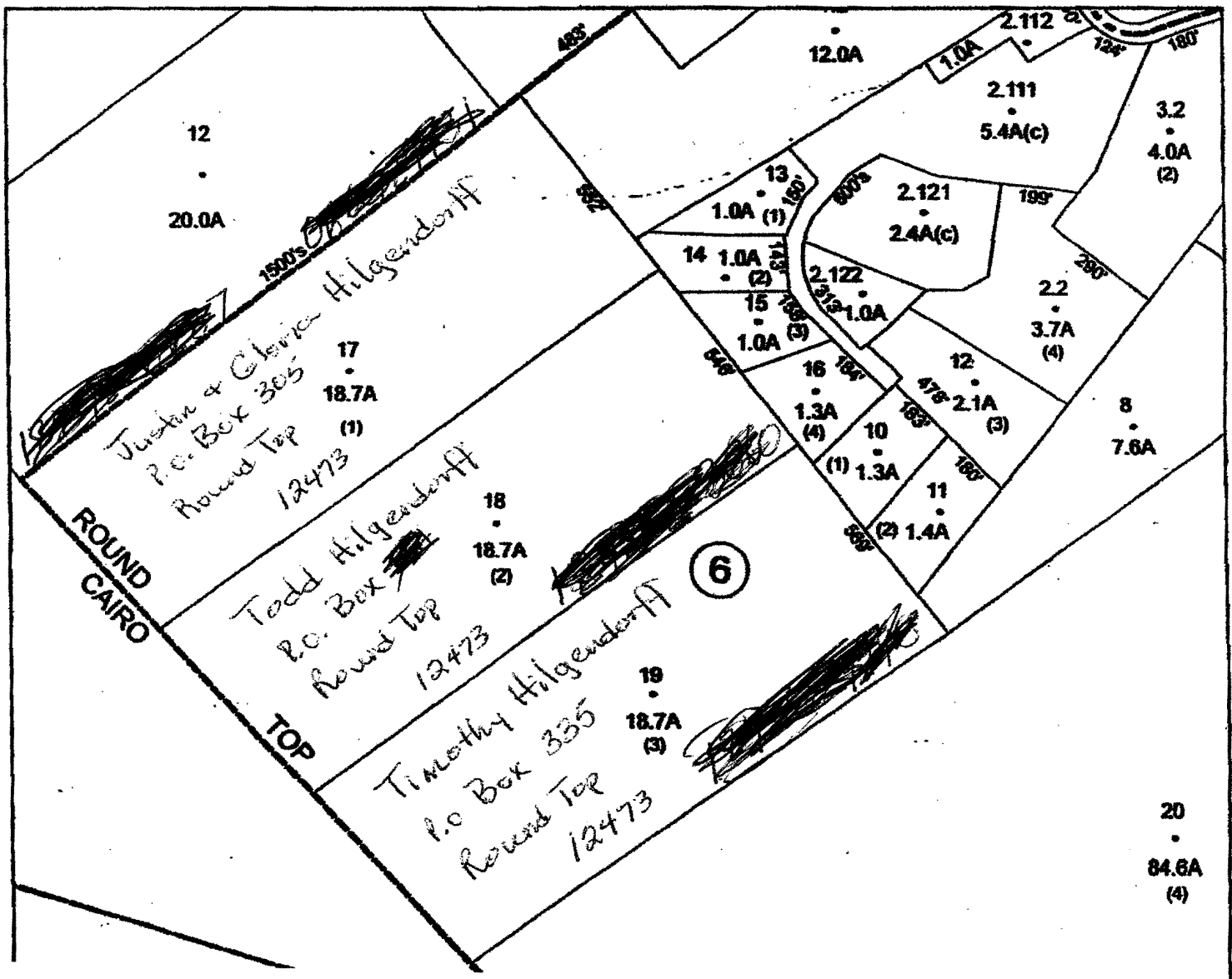
E617497 P1242354: L482 P1023

135.00-6-9 Delete Parcel

Subdivision Map filed December 6, 2007 (Winter Clove Inc.)

1 INCH equals 400 FEET

12/13/2007 EOD



TOWN OF CAIRO
JUNK AND/OR SALVAGE DEALERS'
LICENSE

TO WHOM IT MAY CONCERN:

Know ye, This is to certify, that

Waldron's Auto Parts


of the Town of Cairo, whose place of business is at

**Route 67
Gayhead, NY**

**Is hereby licensed as required by Ordinance of the Town of Cairo,
to engage in and pursue the business of DEALING IN JUNK, for the
period from 5/19/2011 through 5/18/2012. Expires on 5/18/2012.**

**In Witness Whereof, I have set my hand and official seal,
this 19th day of May, 2011.**

No. JY - 2011


Town of Cairo

Permit Fee \$300.00

634-7608
Shop Phone



TOWN OF CAIRO

PARK DONATIONS

Donations to Park:

- The Bank of Greene County's Charitable Foundation of **\$3,400** towards
 - o Basketball backboards & poles

Tables donated:

- Catskill Mountain Red Hatters \$100
- Grace Assembly of God \$100
- Bill Lawrence \$100
- 2 anonymous donations of \$100
- Mel (built tables & donated table) \$100

Benches donated:

- Ray Suttmeier \$55
- Bill Lawrence \$75

Donations for Playground Swingset:

- Stewarts \$500
- Ostrander Physical Therapy \$500
- TBA \$500
- Carmela Altamura \$100
- Cairo Democratic Club \$100
- John and Linda Kuever \$100
- Terry McSorley \$100
- Ladies Auxiliary \$100
- Mary & Joe Kames \$100
- Richard Booth \$100
- Debra Kamecke **\$50**

\$2,250