



## **TOWN OF CAIRO**

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

**July 11, 2012 @ 4PM**

**Location: Town Hall, Cairo**

**Call to Order**

**Pledge of Allegiance**

**Attendance**

**Comments**

**Approval of Minutes: June 27, 2012**

**Work Sessions with Departments as applicable**

- **Code Enforcement**

**Appointments & Resolutions**

**Unfinished Business**

- **Employee Handbook**
- **Reservoir**
- **Unsafe Buildings**

**New Business**

- **Wastewater Management**
- **Greene County Youth Fair**
  - o **Garbage**
  - o **Police & Paramedics**
- **Next Zoning Draft Review Meeting**
- **Schedule visit to Junkyard & Salvage yards**
- **Code Enforcement Policy**
- **Volunteer Fireman's Association Clothing Bin**
- **Solar Energy**

**Adjournment**

**TOWN OF CAIRO**

**July 11, 2012**

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

**“Authorization for Deputy Highway Superintendent to Attend the State Comptroller’s Accounting School”**

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

WHEREAS, it has been recommended by the NYS Comptroller’s Office in their visit this June & July 2012 that we provide for accounting education to enhance and improve our fiscal measures and procedures; therefore, be it,

RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Deputy Highway Superintendent to attend the State Comptroller’s Basic Accounting School and the Advanced Accounting School in 2012;

BE IT FURTHER RESOLVED, that all expenses will be reimbursed according to the Town of Cairo Travel Policy.

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**

**July 11, 2012**

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

**“Adoption of Revised/Updated Employee Handbook”**

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

WHEREAS, the Town of Cairo Employee Handbook was originally adopted on February 14, 2001; and,

WHEREAS, the Town Board of the Town of Cairo commenced a review and revision of the Town of Cairo Employee Handbook in 2011; and

WHEREAS, the Town’s Labor Attorneys-the Law Firm of Roemer, Wallens, Gold, & Mineaux, LLP has provided a final draft of the revised Employee Handbook submitted June 13, 2012 after a series of meetings, discussions, and revisions; therefore be it,

RESOLVED, that the Town Board of the Town of Cairo does hereby accept and adopt the final version of the Town of Cairo Employee Handbook this date of July 11, 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 \_\_\_\_\_

# MEMORANDUM

DELAWARE ENGINEERING, P.C.  
28 Madison Avenue Extension  
Albany, New York 12203  
Phone: (518) 452-1290  
Fax: (518) 452-1335

TO: TED BANTA, CAIRO TOWN SUPERVISOR  
FROM: ALAN TAVENNER, P.E.  
COPY: JOE MYERS  
DATE: JUNE 27, 2012  
RE: CAIRO WASTEWATER SEPTIC TANKS

The NYSDEC in the course of its 2012 annual inspection noted that the Town has not kept up with pumping septic tanks and has directed the Town to essentially catch-up on this maintenance work. Unlike most other systems, in Cairo septic tanks are installed at each home and it is the Districts' responsibility to pump out those tanks on some reasonable schedule as a part of its maintenance program. Progress has been made on this in the past few years but there remains a significant backlog of tanks which have never been pumped.

The cost to pump all these tanks is estimated to be \$72,900 and is neither in the budget nor available from reserve funds. To address this request we have suggested three steps below:

1. Establish a schedule and keep it so as to give DEC some confidence that the Town is going to get on schedule and stay there;
2. Schedule a catch-up period of 3-5 years over which the tanks can be pumped, starting with the high usage services that most need pumping; and
3. Consider making improvements to the individual tanks under the on-going CWSRF project to reduce long-term costs.

DEC could try to insist as per their letter to the Town that all tanks be pumped this year. If the priority tanks are pumped and we set out and maintain the schedule we propose then DEC will likely accept this approach. Regardless of the reasons the moratorium on new sewer connections was put in place, until tanks are on a regular schedule this will be used as a reason why the moratorium must remain in place. The only way to remove this issue entirely would be to move up the schedule and clean the tanks this year and next, funding the work through internal or external borrowing over the next 3-5 years.

## BACKGROUND

The Cairo Sewer District serves approximately 280 homes and businesses. Since some services are commercial or apartments, the 280 services generate the flow of 600 equivalent dwelling units (EDUs). At each service, a septic tank is installed to collect and hold sewage solids in the same way that a normal septic tank does. Cairo's sewers were, in effort to economize, designed as an "Alternative Wastewater Collection System" along the lines of that described in a 1991 Manual published by EPA. In this "alternate" system the pipes are installed with low spots and bends and do not drain entirely by gravity, there are few manholes, piping is small diameter and the systems cannot pass solids through as a conventional sewer can. The original design of the collection and treatment system was based on the assumption that these tanks would

be regularly maintained (pumped out). Failure to do so will result increasingly in backed-up sewers in homes and clogging of the collection system.

**SEPTIC TANK PRINCIPLES AND MAINTENANCE**

In a conventional septic system the tank holds back solid matter so that it does clog and ruin the leach field. When a leach field fails it can impact surface and groundwater and often needs to be rebuilt at a cost of \$10-30,000. Guidelines for maintenance of residential septic tanks typically require pumping when solids build up in the bottom of the tank to within 12-18 inches of the outlet or when scum accumulates at the surface to a depth within 3-inches of the bottom of the outlet tee. As a practical matter many homeowners simply have the tank pumped, full or not, every few years.

The septic tanks installed in the Cairo system do not discharge to individual leach fields, but instead flow to the wastewater plant, so the consequences of overfilling the tanks differs from a conventional septic system. The systems can back-up, requiring cleaning. But the consequences of overfilling a tank are not as costly and do not pose the same level of risk of surface or groundwater pollution as would a failed leach field. Nevertheless the tanks have to be pumped on a regular schedule to prevent clogging of the collection system. And long term neglect of pumping would eventually clog pipes to a degree far beyond a nuisance, requiring costly repairs and cleaning much of the collection system.

**PAST MAINTENANCE**

In the first few years of operation of the District there was little need to pump most tanks as they were filling up for the first time. In these years the Town was not able to set aside reserve funds, due in part to operational problems with the new plant and collection system. At least two of the larger user (McDonald’s and the School) has been pumping their tanks themselves and we have no records on these.

In 2008, Delaware Engineering recommended that the Town budget for cleaning tanks out an average of once every seven years. Based on this recommendation, the Town began budgeting for 30 pump-outs per year; the history of pump-outs is as follows:

2004	3 tanks*	2007	5 tanks*	2010	22 tanks
2005	6 tanks*	2008	8 tanks*	2011	28 tanks
2006	14 tanks*	2009	30 tanks	2012	5 tanks to date

\* In these years the water/sewer clerk does not believe she has complete records

In 2004-08 tanks were pumped when there was a problem. In 2009 the schedule became more proactive, targeting higher flow services. But this did not address the backlog. In addition, the budgeted cleaning does not really achieve an average 10-year cycle since some services are commercial or apartments and the 280 services generate the flow equivalent of 600 EDUs. The actual rate of pumping required is estimated to be 45-50 tanks per year. For a pumping cost of \$200 per tank, pumping 30-tanks per year amounts to \$10/EDU/year which is in the current rates; pumping 50-tanks amounts to \$17/EDU/Year – a \$7/EDU increase.

The current problem is not so much one of long-term affordability as it is a problem of:

1. Establishing and following a Maintenance Schedule, where tanks continue to be pumped,
2. Catching up the backlog of un-pumped tanks, and if possible
3. Modifying tanks to make pumping less labor-intensive and more effective at getting all the solids out.

**PROPOSED MAINTENANCE SCHEDULE**

The Town meters water usage and uses the records for billing sewer service. Based on water usage, the customers are charged one EDU or more for sewer service. This assignment of EDUs for each service could also be used as a simple and convenient means of scheduling pump-outs.

The Town’s billing records were obtained and tabulated in Exhibit A. This provides the Account Number, Property SBL Number, Owner and EDUs the service is currently assessed. To this was added information obtained from the Town and the Record Plans for the number of tanks at each service. Records of past septic pumping were also added for each service. Grease traps are and should remain the responsibility of individual businesses.

The services were then sorted by the number of EDUs each represents. Based on the flow distribution the following schedule is proposed:

<u>Recommended Frequency of pumping (years)</u>	<u>Total number of services at recommended frequency</u>	<u>Average Number of Tanks Pumped per Year</u>
0.5	2	4
1	7	7
2	5	3
4	27	7
6	37	6
10	187	<u>19</u>
	Total per Year	46

The rate impact for increasing from a budgeted 30-tanks to 46-tanks would (at \$200 per tank) be \$3200 or \$5.33 per EDU. This cost does not address the time for the operator and/or Town personnel engaged in coordinating the pumping and in some cases excavating the tank. If that time were accounted for and averaged \$100 per tank, a rate increase of \$8.00 per EDU would be needed.

**CLEARING THE BACKLOG**

It appears that approximately 216 tanks have not been pumped at all and that an additional 11 tanks have not been pumped within the period of time listed above in the Maintenance Schedule. Therefore approximately 227 tanks are in need of pumping at this time. The cost for pumping and disposing sludge from these tanks, neglecting operator and Town employee time, would at \$200 per tank total \$45,400. If it is assumed as above that the Town spends an additional \$100 per tank in labor and equipment the costs would total \$68,100. The impact of applying these costs over a 1-5 year period is shown below:

<u>Years Amortized</u>	<u>Annual Expense</u>	<u>Rate Impact Extra Tanks and Backlog</u>
1	\$72,900	\$129 – one year only
2	\$38,850	\$64 – for two years
3	\$27,500	\$45 – for three years
4	\$21,825	\$36 – for four years
5	\$18,420	\$30 – for five years
Long-term	\$4,800	\$8.00 – after backlog paid for

If, for example the Town elected to address the problem over three years, the cost over that three year period would be \$45.83 per EDU and after those three years it could fall back to \$8.00 per EDU.

Below we have addressed modification of tanks to make pumping less labor-intensive and more effective at getting all the solids out. This would provide two benefits. First, the Town and Operator labor and machinery could be essentially eliminated as the tank would have access ports, ready to pump. It may also get the pumping rate below \$200 per tank since the hauler would not budget, as he likely now does, for stand-by time on the site and delays in cleaning. And if sludge can be thoroughly cleaned from the tank then the pumping frequency could, with experience, be reduced in some instances.

**TANK MODIFICATIONS FOR SERVICE ACCESS**

Publications by DOH, DEC, USDA and private inspection organizations all encourage inspection of the tanks on a regular basis. In reality residential septic tanks are rarely set up for such inspection without excavating 2-ft down and pulling the concrete plugs. Most tanks have a small concrete plug over the inlet and outlet to allow for removing blockages and a large 2-ft square plug at the center for pumping, all of which are typically buried.

Almost all tanks installed in Cairo have two access points: 1) A 8-inch riser leading to a clean-out wye in the discharge pipe, which does not allow for inspection of the outlet and 2) A 8 or10-inch riser fitted into a hole cored in the 24" square concrete plug at the center of the tank. Since there is no access to the inlet or outlet tee, there is no way to inspect the tank if a sewer is backed up without excavating to these plugs. And the small center port forces the pumper to draw only from that center port, leaving sludge in the front and back of the tank, reducing holding capacity and requiring more frequent service.

Potential improvements to each tank could include:

1. Adding 10-inch risers over the inlet and outlet plugs, and
2. Replacing the 10" center clean-out with a larger 18-24-inch locking cast iron cover; the 10" clean-out could in most cases be relocated to serve as the inlet or outlet port.

A budgetary estimate for improvements is \$1000 per tank. There are approximately 280 tanks which could benefit from this work. Therefore costs are estimated to be \$280,000. EFC has given a preliminary opinion that such work may be eligible for funding under the CWSRF program. If this work could be added to the current project and financed at 0% interest over 30-years, the annual payback costs would be \$9300 per year or \$16 per EDU.

<u>Years Amortized</u>	<u>Annual Expense</u>	<u>Rate Impact Extra Tanks, Backlog &amp; Loan</u>
1	\$48,600	\$102 – one year only
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5	\$12,280	\$41 – for five years
Long-term	\$3,200	\$21

A significant portion of this cost would be recouped in reduced Operator/Town costs which are spent assisting in pump outs,. Costs would be reduced for call-outs to clogged sewers since they would no longer need to be excavated. And solids removal from tanks would greatly improve. This improved access to tanks is also likely to resolve the question of how many tanks have groundwater leaking onto them and allow for repairs and I&I reduction. Finally, the Operator and Town forces have been completing improvements to tanks as they come up for pumping. That work is an expense to the Town which is included in added operations and in time spent by Town employees. This cost is hidden now, but it is a cost none the less which will continue to be incurred over many years.

If modifications can be made to each tank for \$1000 or less then it is recommended that EFC funding for this change be pursued. If the Town elects to start such improvements a small number (e.g. ten tanks) could be added to the American Evergreen's contract on a time and materials basis. It appears this contract will be completed under budget, so no extra funding would need to be authorized. This small number could be used as the basis for a fixed price for doing the remaining tanks if it proves to be affordable. This contractor has done good work so far and could likely do this sensitive work in people's back yards with a minimum of disruption.

#### **RECOMMENDATION AND CONCLUSIONS**

The attached table should be developed into a more usable schedule for service. In addition, the Town should begin assembling a card file on the tanks to record details observed in the field, location of tanks and other features at the house and past service.

The above plan should be reviewed by the Town and revised as needed. If the Town is in agreement with the general concept, then:

1. A decision should be made as to what period over which to spread the catch-up costs and funding be put in place to accomplish the plan.
2. If the Town wishes to pursue improvements to the tanks, then American Evergreen should be authorized to install improvements to approximately 10-tanks, picked by the Operator and the Town. Based on progress and cost for those tanks, a decision can be made as to whether to attempt to fund and complete the remaining tanks.

Based on the course elects to pursue, this report and plan would be finalized for submittal to DEC.



# MEMORANDUM

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Based on the course elects to pursue, this report and plan would be finalized for submittal to DEC.

ACCT #	CYCLE (YRS)	PUMP	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
							DUE NOW	# TANKS	
1550	0.5		36	101.10-2-1	CAIRO DURHAM CENTRAL SCHOOL	MAIN		3	School pumps own
5250	0.5		29.5	101.00-5-39	CAIRO PLAZA LLC	MAIN ST		5	Jan-05 Mar-06 May-07 Jan-09 Nov-08 Jan-09 Jan-11
					Grease Trap				
					Laundry				
5253	1		23.5	101.00-5-37	J TRIPLE S INC	RT 32 & CR 23B		1	Dec-07 May-07 Jul-10 May-12
1210	1		17.5	101.05-3-14	TOWN OF CAIRO		x	1	Feb-09 Jun-09
5240	1		16	101.10-2-13	CUMBERLAND FARMS INC./GULF OIL	MAIN ST	x	1	Apr-06 May-09
3045	1		15	101.00-4-1	MAGLIOCCA STORES, INC. (MCD)	RT 32 & 23		4	Oct-09 Jun-10 McDonalds pumps own
4580	1		12.5	101.00-6-5.1	GREENE CO BLDGS & GROUNDS	MOUNTAIN AVE		1	County Pumps own
530	1		12.25	100.08-1-3	B & M GIAMBONA (Pizza shop/apt)	MAIN	x	2	May-05 Jun-09 Jun-09
5660	1		9.5	101.14-1-16	EDDIE SCHINDLER (Car Wash)	OAK ST	x	1	Operator recalls, no records on file.
870	2		9	101.05-1-11	VOLGES TRUSTEE	MAIN	x	1	Dec-06
5020	2		8.75	101.10-1-18	VITO & VINCENT LAMORTE	MAIN ST-REST	x	1	Apr-06
1480	2		8	101.09-1-12.1	JL ASTON PROPERTIES LLC	MAIN	x	1	Apr-05
5010	2		7	101.05-3-4	552 MAIN STREET LLC	MAIN ST		1	Apr-12 Apr-12
5580	2		6	101.14-1-3	CYRIL KEARNEY	BIRCH ST		2	Feb-04 May-11
3555	6		5	101.05-3-27	MICHAEL WEST (BIG TOP)	GROVE ST-ANNEX	x	1	Tent washing, no WW
4060	4		5	101.05-3-10	CAIRO PRIME SITE, LLC	RAILROAD AVE	x	1	
5630	4		5	101.14-1-2	DAVID & MARY A RIVENBURG	BIRCH ST		1	Jan-08 May-11
750	4		4	101.05-1-13	NICHOLAS ARTHUR	MAIN		1	Dec-06 Feb-10
850	4		4	101.05-6-1	GREENE HOUSE LTD	MAIN		1	Sep-04 Nov-10
1060	4		4	101.05-3-19	SEYED VAEZALAI	536 MAIN		1	May-09
1090	4		4	101.05-3-17	NORTH POINT CREEK LTD	MAIN	x	1	
1260	4		4	101.05-6-28	BRIAN J. DUDLEY	MAIN	x	1	Dec-06
1270	4		4	101.05-6-29	FATIMA & JAKUP GARUC	495 MAIN		1	Dec-06 Nov-10
1290	4		4	101.05-5-1	JASON AMARAL-C/O AMARAL	MAIN		1	Dec-10 Dec-10
2505	4		4	101.00-1-2.1	GLENDON W. HULBERT	CR 85		1	Mar-04 Jul-11 Nov-11
3120	4		4	101.06-1-9	PERRY HOLST	BROSS ST		1	Nov-09
5260	4		4	101.10-1-3	THOMAS ALFREDO	MAIN ST		1	Jul-10
6820	4		4	101.14-1-21	DZAUDET DZURETOVIC	OAK ST-left		2	Jun-09
6830	4		4	101.14-1-23	DZAUDET DZURETOVIC	OAK ST - right		2	Jul-09
630	4		3	101.05-7-10	MARYLOU EISENHARDT	665 MAIN	x	1	Dec-06
740	4		3	101.05-7-9	DOMINICK CUTI	MAIN		2	Jul-09
930	4		3	101.05-6-4	N.E HOMESTEAD C/O W. NORRIS	8116 MAIN	x	1	
1280	4		3	101.09-1-21	KEITH SCHLAGETER	MAIN	x	1	Dec-06
1410	4		3	101.09-1-18	AMIN ALI DAWOODANI	MAIN	x	1	Apr-06
1470	4		3	101.09-1-11	MARK ESSLIE	MAIN	x	1	
2870	4		3	84.00-6-25	GIUSEPPE MANNINO	JEROME AVE	x	1	
3540	4		3	101.05-4-14	PATRICK GEE	GROVE STREET	x	1	Aug-10 Apr-11
3580	4		3	101.05-4-9	M. KRAUS/4192 GROVE ST LLC	40 GROVE STREET		1	
3660	4		3	101.05-4-15	THOMAS ALFELD	GROVE STREET	x	1	
3670	4		3	101.06-1-6.1	JUAN SANCHEZ	GROVE STREET	x	1	
4590	4		3	101.00-6-5.2	EARLY CHILDHOOD - ACCTG	MOUNTAIN AVE	x	1	
5230	4		3	101.10-1-11	T & G OF CAIRO REALTY	MAIN ST		1	Jan-08 Jun-09 Mar-11 Apr-11 40641 Oct-11
3020	6		2.75	101.05-5-11	RICHARD E. VIGILO (Funeral Home)	BROSS ST	x	1	
5255	6		2.75	101.00-4-25	CVS INC-C/O ADVANTAGE IQ	RT 32 & 23B	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY	
						DUE NOW	# TANKS		
1490	6	2.5	101.09-2-5	ANTHONY PATASSO	MAIN	x	1		
4525	6	2.5	101.00-6-22	TOWN OF CAIRO	POP WARNER/P. D.		1	Sep-09	Oct-10 Jun-11
1180	6	2.25	101.05-6-21	MRS DONNA CAPULLI	MAIN	x	1		
1200	6	2.25	101.05-3-15	LIVING STRUCTURES PROPERTIES 5 INC	MAIN	x	1	Oct-09	Apr-11
1250	6	2.25	101.05-6-27	GERALD V. Mc AREE	MAIN	x	1	Mar-06	Nov-11
590	6	2	101.05-7-1	JOHN J. AMOROSO SR	MAIN	x	1		
610	6	2	101.05-7-6	EAGLEXCHANGE LLC	MAIN	x	1		
620	6	2	101.05-7-7	BILBEE CONTROLS	MAIN	x	1		
820	6	2	101.05-7-22	PASQUALE GIURA	MAIN	x	1	Nov-07	Sep-09 Oct-10
900	6	2	101.05-3-1.2	LAURA J CIERVO	MAIN	x	1		
910	6	2	101.05-3-1.1	AMBER EHRLING	MAIN	x	1		
960	6	2	101.05-6-7	THOMAS A. FALLON	MAIN	x	1		
1040	6	2	101.05-6-15	JANE A. MENDELSON	MAIN	x	1		
1050	6	2	101.05-3-20	PEIMAN SAADAT (COZY CUP)	538 MAIN		1	May-09	Jun-10
1110	6	2	101.05-6-18	LAURA PISARRI-FERRARO	MAIN	x	1	Mar-06	Jun-11
1230	6	2	101.05-6-24	JOHN M GALLAGHER	MAIN	x	1		
1390	6	2	101.09-1-7	KENRIC ABATAYO	MAIN	x	1		
1400	6	2	101.09-1-19	JOHN MEAGHER	MAIN	x	1		
1510	6	2	101.09-2-13	PROPRIETORS HALL LLC	MAIN	x	1		
2530	6	2	101.05-1-9	ELIZ. DeCAMP/ANDREA McHALE	29 JEROME AVE		1	Jun-09	Apr-10
2610	6	2	101.05-1-5	GEORGE FLEURY	75 JEROME AVE-FRI	x	1		
2800	6	2	84.17-2-10	GLENN LYDEN	JEROME AVE		1	Aug-09	Feb-10
3010	6	2	101.05-5-14	ALBERT NOLLER	BROSS ST		1		
3040	6	2	101.09-2-7	MRS ANN GRASZIK	BROSS ST- FRONT	x	1		
3595	6	2	101.06-1-1	STEVEN RUMPH	ROSS ST-DOWN	x	1		
3640	6	2	101.05-4-6	JOHN TUCKER	ROSS STREET	x	1		
3650	6	2	101.05-4-7	JAY GARUC	GROVE STREET	x	1		
3700	6	2	101.06-1-8	DANIEL P. THAYNE	GROVE STREET	x	1		
4040	6	2	101.05-3-12	MRS THELMA JEUNE	RAILROAD AVE	x	1		
5040	6	2	101.10-2-3	FAMILY DOLLAR STORE #05499	MAIN ST	x	1		
5130	6	2	101.10-2-4	CYRIL KEARNEY	MAIN ST	x	1		
5150	6	2	101.10-2-6	RAYMOND PACIFICO	MAIN ST	x	1		
5220	6	2	101.10-1-2	WILLIAM A SIRAGO JR	MAIN ST	x	1		
6400	6	2	101.05-7-26	THOMAS GEISELHART	JONES ST	x	1		
3553	10	1.75	101.05-3-27	MICHAEL WEST	GROVE ST-BUSINES	x	1		
1520	10	1.5	101.09-2-12	BANK OF AMERICA CORP.	MAIN	x	1		
1530	10	1.5	101.09-3-5	GETTY PETROLEUM MARKETING INC. - , MAIN	MAIN	x	1	Apr-09	
2510	10	1.5	101.05-2-19	STEVEN GRINDER	JEROME AVE	x	1		
5180	10	1.5	101.10-1-6	GRACE PARISI	MAIN ST		1	Sep-09	
1000	10	1.25	101.05-3-21	LODI REALTY CORP	MAIN		1	Apr-11	May-11 Jun-11
1500	10	1.25	101.09-2-14	TODD JONES	MAIN		1	Sep-11	
550	10	1	100.08-1-4	MARGARET BALLOU	MAIN		1	May-11	
560	10	1	101.05-7-3	GRACE ASSEMBLY PARSONAGE	MAIN	x	1		
570	10	1	101.05-7-4	GRACE ASSEMBLY OF GOD CHURCH	MAIN	x	1		
580	10	1	101.05-7-2	ROBERT DONAHUE	MAIN		1	Nov-11	
600	10	1	101.05-7-5	ROBERTA COOKE	662 MAIN	x	1		

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
626	10	1	101.14-1-18	DANIEL K. PROVENCHER	CEDAR ST	x	1	
640	10	1	101.05-7-11	RICHARD MANCUSO	MAIN		1	Nov-11
650	10	1	101.05-7-12	WILLIS BRUGGEMANN	MAIN	x	1	
660	10	1	101.05-7-13	WILLIAM METZLER	MAIN	x	1	
675	10	1	101.05-7-14	VERIZON	JONES ST	x	1	
680	10	1	101.05-7-17	CAROL ROCCA	JONES ST	x	1	
690	10	1	101.05-7-16	NICOLE BARENCO	JONES ST		1	Jun-11
700	10	1	101.05-7-15	JEREMY METZLER	20 JONES ST		1	May-05
710	10	1	101.05-7-29	ANTHONY PICKSTON	JONES ST	x	1	
720	10	1	101.05-7-28	KATHRYN JURGENS	36 JONES ST	x	1	
730	10	1	101.05-7-18	ANTHONY & YUKO BRUNO	MAIN	x	1	
760	10	1	101.05-7-8	JUDITH FREMGEN	MAIN		1	Nov-09
770	10	1	101.05-1-15	MRS DANIEL WYNN	SNYDER LANE	x	1	
780	10	1	101.05-1-16	CAROL ENGELMANN	SNYDER LANE	x	1	
790	10	1	101.05-7-19	MRS. FRED ENGELMANN	MAIN	x	1	
800	10	1	101.05-7-20	MRS. FRED ENGELMANN	MAIN	x	1	
810	10	1	101.05-7-21	JAMES CARR	MAIN	x	1	
830	10	1	101.05-7-23	JAMES B. LE SUER	MAIN - FRONT	x	1	Nov-07
840	10	1	101.05-7-24	JAMES B. LE SUER	MAIN - REAR	x	1	Dec-10
860	10	1	101.05-1-10	KENNETH KLIGERMAN	MAIN	x	1	
880	10	1	101.05-2-15	ANDREANNA COLE	MAIN	x	1	
890	10	1	101.05-3-24	CHARLES FOSTER JR	MAIN	x	1	
920	10	1	101.05-6-3	DOLORES A BOUTIN	MAIN	x	1	
940	10	1	101.05-6-5	STEPHANIE TUOMEY	MAIN	x	1	
950	10	1	101.05-6-6	JOHN KARKLIN SR	MAIN		1	Oct-08
970	10	1	101.05-6-8	STEVEN PANYAN	553 MAIN	x	1	
980	10	1	101.05-3-3	DANIEL DEMETER	MAIN	x	1	
990	10	1	101.05-3-22	MICHAEL ESSLIE	MAIN	x	1	
1010	10	1	101.05-6-9	RAYMOND SUTTMEIER	MAIN - RES	x	1	
1020	10	1	101.05-6-10	INA BRENNAN	MAIN	x	1	
1030	10	1	101.05-6-14	MINA BYRNE	MAIN	x	1	
1070	10	1	101.05-3-18	JUDITH CAVANAGH	MAIN		1	May-09
1080	10	1	101.05-3-23	526 MAIN STREET, INC.	MAIN		1	Mar-10
1100	10	1	101.05-6-19	JAMES KEEFE	MAIN	x	1	
1130	10	1	101.05-6-16	PERRY HOLST	VAN BUREN AVE	x	1	
1140	10	1	101.05-6-13	PERRY HOLST	VAN BUREN AVE	x	1	
1150	10	1	101.05-6-12	JUDY GRAHAM	VAN BUREN AVE	x	1	
1160	10	1	101.05-6-11	RYAN & JENNIFER ABITABILE	VAN BUREN AVE	x	1	
1170	10	1	101.05-6-20	KEDEMAH LODGE #693 F & AM	MAIN	x	1	
1190	10	1	101.05-6-22	KAATERSKILL ASSOCIATES	MAIN	x	1	
1220	10	1	101.05-6-23	PHOENIX ELECTRICIANS	MAIN	x	1	
1240	10	1	101.05-6-25	PETER HAHN	MAIN	x	1	
1300	10	1	101.05-5-19	JOSEPH TARANTINO	MAIN		1	Dec-10
1310	10	1	101.05-5-18	UNITED METHODIST CHURCH	MAIN - PARSONAGI	x	1	
1315	10	1	101.05-5-17	UNITED METHODIST CHURCH	MAIN - CHURCH	x	1	
1320	10	1	101.05-5-16	JOHNATHAN MUNSTER	MAIN		1	Oct-09



ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
1330	10	1	101.05-5-15	LEONARD TRIFARO	MAIN	x	1	
1340	10	1	101.09-1-22	ARTHUR ZEH	MAIN	x	1	
1350	10	1	101.09-1-3	MICHAEL GALLO	MAIN	x	1	
1360	10	1	101.09-1-4	JOAN GEITZ	MAIN	x	1	
1370	10	1	101.09-1-5	MARCELLA C. HALLIGAN	MAIN	x	1	
1380	10	1	101.09-1-6	RAYMOND SUTTMEIER	MAIN - BUS.	x	1	
1430	10	1	101.09-2-1	DENISE DISTEL	MAIN	x	1	
1440	10	1	101.09-2-2	JOHN HERRMANN	MAIN	x	1	
1450	10	1	101.09-2-3	J FORSTMAN JR	MAIN	x	1	
1460	10	1	101.09-1-10	MICHAEL LETTERI	MAIN	x	1	
1540	10	1	101.09-3-6	AMIN DAWOODANI	MAIN	x	1	
1560	10	1	101.10-2-2	RONALD & JANET ROBINSON	MAIN	x	1	
2520	10	1	101.05-2-20	STEVEN SNYDER	JEROME AVE	x	1	
2540	10	1	101.05-1-8	LEO GUILMETTE	JEROME AVE	x	1	
2550	10	1	101.05-1-7	LINNEAN DAVIS	JEROME AVE	x	1	
2560	10	1	101.05-1-6	EDWARD FORRESTER	JEROME AVE	x	1	Nov-08
2570	10	1	101.05-2-21	LEONARD MASI	JEROME AVE	x	1	
2580	10	1	101.05-2-22	MARY BETH MILLER	JEROME AVE	x	1	Feb-10
2590	10	1	101.05-2-23	JOHN BEARD	JEROME AVE	x	1	
2600	10	1	101.05-2-24	KENNETH GOETZ	74 JEROME AVE	x	1	
2630	10	1	101.05-1-4	MATHEW BURGHER	JEROME AVE	x	1	
2640	10	1	101.05-2-25	MRS. MARY H MAZZARA	JEROME AVE	x	1	
2650	10	1	101.05-2-26	LEONARD & PATRICIA ASASO	PHELPS DR	x	1	
2660	10	1	101.05-2-30	MARCELLA HUTTON -SANCHEZ	PHELPS DR	x	1	
2680	10	1	101.05-2-6	WALTER F. MEADE	PHELPS DR	x	1	
2690	10	1	101.05-2-5	MARY ANNE HANNIGAN	PHELPS DR	x	1	
2700	10	1	101.05-2-4	BRIAN LANGSFORD	JEROME AVE	x	1	Mar-11
2710	10	1	101.05-1-3	DAVID SHEPHERD	JEROME AVE	x	1	
2720	10	1	101.05-1-2	RAYMOND FERRARA	JEROME AVE	x	1	Apr-11
2730	10	1	101.05-1-1	ROSE SHEPHERD EST	JEROME AVE	x	1	
2740	10	1	101.05-2-3	EDWARD OLIVERO	JEROME AVE	x	1	
2750	10	1	101.05-2-2	KENNETH FUCHS	JEROME AVE	x	1	
2760	10	1	101.05-2-1	JAMES ABBATIello TTEE	102 JEROME AVE	x	1	
2770	10	1	84.17-2-19	SAMUEL MC COUBREY JR	JEROME AVE	x	1	
2780	10	1	84.17-2-18 .1	MARK LARRISON	JEROME AVE	x	1	
2790	10	1	84.17-2-17	ROBERT HANDEL	JEROME AVE	x	1	
2810	10	1	84.17-2-16	STEPHEN M YOUNG	JEROME AVE	x	1	
2820	10	1	84.17-2-15	RTS PROPERTIES LLC	JEROME AVE	x	1	
2830	10	1	84.17-2-14	WILLIAM ALFELD	JEROME AVE	x	1	Jan-08
2840	10	1	84.17-2-13	IVAN MORALES	JEROME AVE	x	1	Apr-11
2850	10	1	84.17-2-21	GEORGE THOMPSON	JEROME AVE	x	1	
2860	10	1	84.17-2-11	OCTAVIANO LEMUS	JEROME AVE	x	1	
3000	10	1	101.09-2-4	CARL HANNEMAN EST	BROSS ST	x	1	
3015	10	1	101.06-1-17	MARY DEDRICK	BROSS ST	x	1	
3030	10	1	101.09-2-6	DAN BRUNDAGE	BROSS ST	x	1	
3055	10	1	101.05-5-22	PATRICIA SUTTER	BROSS ST	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
3060	10	1	101.09-2-8	STANLEY LEMONS	BROSS ST	x	1	
3070	10	1	101.09-2-10	DONALD N GIBSON	BROSS ST	x	1	
3080	10	1	101.09-2-11.11	ANTONIO MOSQUERA	BROSS ST	x	1	
3085	10	1	101.10-2-30	NICHOLAS KOKONIS	BROSS ST	x	1	
3100	10	1	101.05-5-10	FRANK CAMPOS	BROSS ST	x	1	Oct-10
3110	10	1	101.05-5-8	RAYMOND ADAMS	BROSS ST	x	1	
3130	10	1	101.06-1-10	DIANNA LEFAS	BROSS ST	x	1	
3140	10	1	101.06-1-21	GILLES BROUILLETTE	BROSS ST	x	1	
3150	10	1	101.06-1-23	DAVID BUCHAKIAN	BROSS ST	x	1	
3160	10	1	101.10-2-27	LILLIAN A. SMYTH	BROSS ST	x	1	
3170	10	1	101.10-2-32	DOROTHY SEMEIKS-ROSENTHAL	BROSS ST	x	1	May-09
3180	10	1	101.06-1-19	ANNA PAPTSIKIS	BROSS ST	x	1	
3190	10	1	101.06-1-18	RANDY MILLER	BROSS ST	x	1	
3200	10	1	101.06-1-11	ALLEN AUGER	BISHOP DRIVE		1	Jan-08
3210	10	1	101.06-1-22	WALTER ASTAPCZYK	BISHOP DRIVE		1	Jan-05
3220	10	1	101.06-1-14	LEONARD R. YOUNG JR.	BISHOP DRIVE	x	1	
3230	10	1	101.06-1-15	GARRET JACKLITCH	BROSS ST	x	1	Dec-09
3240	10	1	101.06-1-16	ANDREW MILES	BROSS ST	x	1	
3500	10	1	101.05-3-7	JOSEPH RAY	GROVE STREET		1	Jan-08
3510	10	1	101.05-4-4	MICHAEL WEST	GROVE ST-RES	x	1	
3520	10	1	101.05-4-12	VINCENT BOYLE	GROVE STREET	x	1	
3530	10	1	101.05-4-13	MRS JOSEPH DI PRIMA	GROVE STREET	x	1	
3545	10	1	101.05-2-11	ALICE KARLANDER	GROVE ST		1	Apr-06
3550	10	1	101.05-4-1	MICHAEL FABIANO	GROVE STREET	x	1	
3560	10	1	101.05-4-2	ANTHONY TUFFY	GROVE STREET	x	1	
3570	10	1	101.05-4-10	STEPHEN J. NACCARATO	GROVE STREET	x	1	
3590	10	1	101.05-4-8	MORGAN KRAUS	36 GROVE ST. #1	x	1	
3600	10	1	101.06-1-4	DONALD JACKSON	ROSS STREET		1	Aug-09
3610	10	1	101.06-1-3	WOLF LANDAU	ROSS STREET	x	1	
3620	10	1	101.06-1-2	LELA SPENCER	ROSS STREET	x	1	
3630	10	1	101.05-4-5	STEVEN RUMPH	ROSS STREET	x	1	
3680	10	1	101.06-1-6.2	MRS. ANNA KHODER	GROVE STREET	x	1	
3690	10	1	101.06-1-7	ADAM ABRAMAJTIS	GROVE STREET	x	1	
3730	10	1	101.05-5-7	ROCCO ALLEVA	GROVE STREET	x	1	
3740	10	1	101.05-5-6.1	GRACE & RANDAL GOODWIN	GROVE STREET	x	1	
4000	10	1	101.05-5-2	TOWN OF CAIRO	RAILROAD AVE	x	1	
4005	10	1	101.05-3-14	TOWN OF CAIRO	512 MAIN	x	1	
4010	10	1	101.05-5-3	CAIRO FIRE DISTRICT	RAILROAD AVE	x	1	
4030	10	1	101.05-3-13	SUSAN J. BROWN	RAILROAD AVE	x	1	
4050	10	1	101.05-3-11	CAIRO HISTORICAL SOCIETY	RAILROAD AVE	x	1	
4070	10	1	101.05-5-6.2	ELLEN GOTTLIEB	RAILROAD AVE	x	1	
4080	10	1	101.05-3-9	MICHAEL WEST	RAILROAD AVE	x	1	Nov-11
4090	10	1	101.05-3-8	SHELIA L. BOUGHTON	67 RAILROAD AVE		1	
4500	10	1	101.09-1-12.2	DONALD CASTALDO	12 MT AVE	x	1	
4510	10	1	101.09-1-13	LINDA BRANDOW	MOUNTAIN AVE	x	1	
4520	10	1	101.09-1-23	VINCENT SIRAGO	MOUNTAIN AVE	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
4530	10	1	101.09-3-4	KARIN CASTALDO	MT AVE	x	1	
4540	10	1	101.09-3-3	GEORGE WILK	MOUNTAIN AVE	x	1	
4550	10	1	101.09-3-2	PAUL SAXE	21 MOUNTAIN AVE		1	Oct-10
4570	10	1	101.09-1-16	MICHAEL MISCZCAK	MOUNTAIN AVE	x	1	
5000	10	1	101.10-1-10.1	ACRA BUILDING SUPPLY	MAIN ST	x	1	
5080	10	1	101.10-2-11	BOTTINI FUEL OIL- ATT L MEKEEL	MAIN ST	x	1	
5100	10	1	101.10-2-7	RONALD CERNIO	MAIN ST	x	1	
5110	10	1	101.10-1-10.2	BRUNO BUDZ	MAIN ST	x	1	
5140	10	1	101.10-2-12	D. MILLER EST-C/O J. JORALEMON	MAIN ST	x	1	
5190	10	1	101.10-1-1	PRESTON NICHOLS	MAIN ST		1	Feb-11
5210	10	1	101.10-2-5	EDWARD J. SCHINDLER	MAIN ST		1	Feb-09
5510	10	1	101.14-1-15	MARK LUNDHOLM	BIRCH ST		1	Apr-10
5530	10	1	101.00-5-34	WILLIAM JONES	BIRCH ST	x	1	
5550	10	1	101.14-1-8	THOMAS H & EILEEN BORER	BIRCH ST		1	Jan-12
5560	10	1	101.14-1-6	CHARLES E.M. JOHNSON	BIRCH ST		1	Jan-12
5570	10	1	101.14-1-9	PATRICIA MC KENNA	BIRCH ST	x	1	
5590	10	1	101.14-1-25	CYRIL KEARNEY	BIRCH ST	x	1	
5610	10	1	101.14-1-4	CATHY A START	BIRCH ST		1	Jan-12
5620	10	1	101.14-1-29	NANCY DeBELLAS	BIRCH ST	x	1	
5650	10	1	101.14-1-7	GRACE PARISI	BIRCH ST		1	May-09
5670	10	1	101.14-1-10	JOSE CARDONA	BIRCH ST	x	1	
5680	10	1	101.14-1-1	JOHN SUTHERLAND	BIRCH STREET	x	1	
5810	10	1	101.05-2-29	CALVARY CHURCH	JEROME AVE	x	1	
5820	10	1	84.00-6-39	KENNETH TARANTO	LAKE MILLS RD		1	Dec-06
5830	10	1	84.00-6-18	WILLIAM BALDWIN YOUNG	LAKE MILLS RD	x	1	
5860	10	1	84.00-6-24	GIUSEPPE MANNINO	LAKE MILLS RD	x	1	
6010	10	1	101.10-2-16	THOMAS F CORRIGAN	WM DINGER RD		1	Feb-12
6060	10	1	101.10-2-17	MICHAEL S. LAPP	WM DINGER RD	x	1	
6250	10	1	101.14-1-11	SCOTT MCCLOUD	CEDAR ST	x	1	
6270	10	1	101.14-1-19	LORETTA MARTIN EST	CEDAR ST	x	1	
6275	10	1	101.00-5-35	EDDIE SCHINDLER	CEDAR ST	x	1	
6290	10	1	101.10-1-12	LOUIS PARISI	CEDAR ST	x	1	
6420	10	1	101.05-7-27	WILLIAM A O'CONNELL	JONES ST	x	1	
6600	10	1	84.00-6-19	ANDREW & PATRICIA HAFTEK	MARIE DR	x	1	
6610	10	1	84.00-6-23	VERONICA NEWTON-KNIFFEN	MARIE DR	x	1	
6810	10	1	101.14-1-30	AMIE ROGERS	OAK ST	x	1	
6840	10	1	101.14-1-22	MRS HEINZ PETERS	29 OAK STREET	x	1	
685	0	0.5	101.05-7-30	ANTHONY PICKSTON	JONES ST		0	
1420	0	0.5	101.09-1-20	ANN UZZILIA	MAIN		0	
3025	0	0.5	101.05-5-13	RICHARD'S FUNERAL HOME	BROSS ST		0	
3525	0	0.5	101.05-2-12	ROBERT PHOENIX	GROVE STREET		0	
3535	0	0.5	101.05-2-28	ALICE KARLANDER	LIVERPOOL, NY 13090		0	
3565	0	0.5	101.05-3-25	MICHAEL WEST	GROVE ST-BUSINESS		0	
3575	0	0.5	101.05-3-26	JAMES KEEFE	GROVE STREET		0	
3585	0	0.5	101.05-2-27	SAMUEL MCCOUBREY	GROVE STREET		0	
3605	0	0.5	101.06-1-5	JAY GARUC	ROSS STREET		0	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS			SERVICE HISTORY
						DUE NOW	# TANKS		
4015	0	0.5	101.05-5-5	TOWN OF CAIRO	RAILROAD AVE	0			
4020	0	0.5	101.05-5-4	FRANK FABRIZIO FUEL INC	RAILROAD AVE	0			
4515	0	0.5	101-09-1-17	VINCENT SIRAGO	CTY RT 24	0			
4560	0	0.5	101.09-3-1	STEVEN RUMPH	MOUNTAIN AVE	0			
5045	0	0.5	101.10-2-31	CYRIL KEARNEY	MAIN ST	0			
5060	0	0.5	101.10-2-9	FRANK FABRIZIO	MAIN ST	0			
5070	0	0.5	101.10-2-10	FRANK FABRIZIO	MAIN ST	0			
5090	0	0.5	101.10-2-29	FRANK FABRIZIO	MAIN ST	0			
5120	0	0.5	101.05-6-26	PETER HAHN	MAIN ST	0			
5160	0	0.5	101.10-2-8	RAYMOND PACIFICO	MAIN ST	0			
5170	0	0.5	101.10-1-9	CHARLES & GRACE PARISI	MAIN ST	0			
5600	0	0.5	101.14-1-17	EDDIE SCHINDLER	BIRCH ST	0			
5640	0	0.5	101.14-1-28	DAVID & MARY A RIVENBURG	BIRCH ST	0			
5800	0	0.5	84.00-6-8.2	TOWN OF CAIRO	LAKE MILLS RD	0			
6030	0	0.5	101.10-2-14	D. MILLER EST - C/O J. JORALEMON	WM DINGER RD	0			
6040	0	0.5	101.10-2-15	D. MILLER EST - C/O J. JORALEMON	WM DINGER RD	0			
6050	0	0.5	101.10-2-33	DOROTHY SEMEIKS	WM DINGER RD	0			
6265	0	0.5	101.00-5-36	MEHDI AFSHAR	CEDAR ST	0			
6280	0	0.5	101.10-1-13	CHARLES & GRACE PARISI	CEDAR ST	0			
6410	0	0.5	101.05-7-25	MICHAEL LORENZ	JONES ST	0			
2880			84.00-6-28	JOAN LAMOTTE	8 OLD LAKE MILLS RD	0			
2890			84.00-6-27	DYANN MOAKLEY	JEROME AVE-Front	0			
2900			84.00-6-27	DYANN MOAKLEY	JEROME AVE-Rear	0			
2910			84.00-6-26	GEORGE LEGGIO JR	JEROME AVE	0			

Roemer Wallens  
Gold & Mineaux<sup>LLP</sup>  
Counsellors at Law

June 26, 2012

**VIA E-MAIL ONLY**

**PERSONAL AND CONFIDENTIAL**

Hon. Ted Banta, Town Supervisor  
Town of Cairo  
P.O. Box 728  
Cairo, New York 12413

**Re: Town of Cairo Employee Handbook  
Our File No.: CAIRTO.080224**

Dear Supervisor Banta:

We write to respond to the comments and concerns raised by Town Bookkeeper Louann Arp with respect to the most recent version of the Town of Cairo's Employee Handbook.

First and foremost, we want to stress that the Employee Handbook is not a contract between the Town and its employees, a point made repeatedly throughout the Handbook. Instead, it is merely an outline and overview of the Town's policies, procedures and employee benefits. Its contents and provisions are not binding on this Town Board or any subsequent Board. Moreover, the Handbook expressly reserves the Town Board's right to interpret, change, modify or eliminate any provision contained therein.

Turning to Ms. Arp's specific concerns, we provide our comments and observations below:

**802 Vacation Leave**

1. Time is non-cumulative at the end of the calendar year? If we are changing over to a per pay period earning than shouldn't an employee be able to accumulate vacation time up to a certain amount of hours/days before losing it.

Ms. Arp raises a great point. However, we have previously addressed her concern by including the following: "In the event the employee is unable to take vacation leave due to no fault of the

employee, the employee may 'carry' the excess for 90 calendar days."

If the Town believes this language is too limiting, we can do a number of things. We could eliminate the language that reads "In the event the employee is unable to take vacation leave due to no fault of the employee". In this way, all employees can carry any remaining vacation credits for 90 calendar days into the new year before they lose it. Or, we could, as Ms. Arp suggests, place a defined cap on the number of days that may be carried over.

### **803 Sick Leave**

2. Sick time accumulation has been reduced from 80 days to 50 days. The sick provision is that if an employee leaves or retires that a payout of 50 days will be made. So did the town board want the sick accumulation reduced to a 50 accumulation 50 payout, since they wouldn't get paid for the other 30 days anyway if the employee left or retired. I believe the 80 day accumulation was made to accommodate those few times that an employee had major surgery and could be out for an extended period of time.

The sick leave accumulation was reduced to 50 days and the language is clear that "Unused sick leave credits, up to a maximum of fifty (50) days, shall be paid upon the retirement, layoff or death of an employee". We reduced the sick leave accumulation after meeting with Doug Ostrander and former Town Board member Janet Schwarzenegger. We do want to point out that the Town offers short-term disability benefits. Therefore, if one of those rare occasions Ms. Arp describes above occurs, the employee would still receive and be entitled to partial compensation.

### **804 Personal Leave**

3. All of the vacation, sick, and personal time eligibility says that a full-time employee is eligible for..... in accordance with this policy. We have full-time ambulance personnel and they are not eligible for this time because they get (4) 12 hour days and that is it. Are we changing what the full-time ambulance personnel get for benefits?

The Town Board should confirm their intent. If the Town Board does not want to provide additional leave time to ambulance personnel (who have filed a Petition to Certify as a union), we can provide language to clarify that the vacation, sick and personal leave provisions of the Handbook are inapplicable to such personnel or to be clear, specify to whom the Handbook solely applies. Remember, that pending union certification the employees of the Ambulance Squad must be afforded the "status quo".

### **807 Medical Insurance for Retirees**

4. Premium payment for retirees that have 15 or 20 years of service. What about an employee who is contributing 20% of the insurance premium now while they are working. When they retire with 20 years of service do they then pay 0%??? What do

they pay with 15 years of service?

The Handbook currently states as follows:

**Premium Payment -**

- The Town will pay the full premium for individual or family medical insurance coverage for each eligible retiree who retires after completion of at least twenty years of service.
- The Town will pay 50% of the premium for individual medical insurance coverage, or 35% of the premium for family medical insurance coverage, for each eligible retiree who retires after completion of at least fifteen but less than twenty years of service.

**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, based upon the above language, the Town will provide health insurance at no cost to retirees who retire with at least 20 years of service and 50% of the premium for medical insurance coverage or 35% for dependent coverage for employees who retire with at least 15 but less than 20 years of service. In other words, retirees with 20 years of service will pay nothing for health insurance coverage and retirees with at least 15 but less than 20 years of service will pay 50% for individual coverage and 65% for dependent coverage. Of course, the amount of the non-union employee contributions can change by resolution of the Town Board as long as it provides a 2 month written notice of such change.

**808 Dental Plan**

5. Currently all full-time employees are eligible for dental insurance. Are we changing this? This say only full-time highway employees and the Supt. of Highways get dental insurance. Also applies to vision insurance which is not in this handbook.

If all current employees receive dental insurance, then the Handbook should be reflective of such practice. However, we discussed this provision with Mr. Ostrander and Ms. Schwarzenegger and were advised not to change this language. The Town Board must confirm its position in this regard.

With respect to vision insurance, by e-mail dated April 1, 2012, we were advised to delete the section entitled "Optical Reimbursement" in its entirety. Please advise how the Town Board wishes to proceed.

**901 Discriminatory Harassment Policy**

6. Could these forms be moved to the back of the book in an appendix. Most likely this handbook will be printed back to back pages. So if you wanted to use the page from the book you would lose what is on the other side.

The forms can be moved. However, we have also provided the forms separately to be kept, presumably, in Ms. Arp's office so that the forms are readily accessible. Please advise how the Town Board wishes to proceed.

**101 Workplace Violence Prevention Program**

7. I printed this handbook out so I know that this page prints on the back of page 47. If an employee hands in this page signed they will lose page 47. Can this page be in an appendix also.

Again, we provided this form separately so that employees will not need to tear it out of the Handbook. However, the forms could be moved to an appendix if the Town Board so chooses.

Please take some time to review the above. Let us know if you have any further questions, comments or modifications.

We will await your feedback before doing anything further.

Very truly yours,

Roemer Wallens Gold & Mineaux LLP



Aurelia M. Mensh

cc: **VIA E-MAIL ONLY**  
**PERSONAL AND CONFIDENTIAL**  
Hon. Doug Ostrander  
Elayne G. Gold, Esq.



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**Subject:** Clothing Bin at Town Recycling (fwd)

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**From:** supervisor (supervisor@townofcairo.com)

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**To:** tedbanta3@yahoo.com;

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**Date:** Wednesday, July 11, 2012 10:50 AM

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Ted Banta  
Supervisor

----- Forwarded message -----

Message-ID: <1342023008.57336.YahooMailNeo@web84517.mail.ne1.yahoo.com>

Date: Wed, 11 Jul 2012 09:10:08 -0700 (PDT)

From: Patrick Pugsly <ppugsley430@verizon.net>

Subject: Clothing Bin at Town Recycling

To: "supervisor@townofcairo.com" <supervisor@townofcairo.com>

Mr. Banta, The Greene County Volunteer Fireman's Association as a fundraiser puts clothing bins all around the county at different places. These bins are the same kind as the ones you see that are Orange and Green. Ours are blue and labeled. There is one at the Cairo Fire House for you to view if you want.

I recently talked with Gary Harvey and he advised me that putting the bins in the local recycling centers was up to the towns. During one of the meeting minutes I was reviewing, I know one of the Councilman (I think Lorenz) mentioned about getting better dumpsters down there. I would like to obtain permission with the town to go ahead and place the dumpsters.

The biggest advantage that this company that services these is they are from Glens Falls. One of the reasons the County Association has signed with them was because in the event of a house fire, we can call them with sizes for everyone in the house and get clothes sent to us for the family.

If you have any further questions, please feel free to call me at (518)488-2230.

Thank You,

PJ Pugsly  
GCVFA 2VP

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Thank You,

PJ Pugsley  
GCVFA 2VP



## **Minutes**

### **Town of Cairo Town Board Meeting @7pm Location: Town Hall Meeting Room**

**June 27, 2012**

The Town Board of the Town of Cairo met for a Town Board meeting on Wednesday, June 27, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 7:00 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were present: Councilpersons Ostrander, Joyce and Puorro. Councilperson Suttmeier was absent.

There was a presentation on the Youth Fair by Carl Kohrs and Richard Bear. This year the event will run July 19 – 22. The Horse Show will be held in the ball field for safety issues. There will be a Brooks BBQ on Friday 4 – 7, and a lawn mower pull on Sunday.

Kohrs and Bear spoke to Town Board of concerns over the last few years. The event bring in 4000 – 5000 people and they would like the ambulance in the park for the fair. The Sheriff is there 24/7 for police service.

The minutes from the June 13, 2012 Workshop was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

Ambulance Ambulance Administrator Reay Mahler reported they had an issue finding a home. The 911 sign was not visible from road. The Town needs to inform people of 911 Local Law.

Supervisor's Report Supervisor Banta went over the Supervisor's Report. (See Supervisor's Report)

Supervisor Banta thanked Sandy Esslie and Denise Daly for their efforts in cleaning up the front of the Town Hall and around the Fountain on Main Street.

Unk Slater was also congratulated for the sale of Great American and the construction of his new plaza.

Councilperson Joyce wants to address unsafe buildings at the next meeting. The police are not for code enforcement. The CEO usually gives two weeks to remedy the problems.

**Resolution No. 152 -12** “Receipt of Monthly Supervisor’s Report” offered by Councilperson Joyce and seconded by Councilperson Puorro:

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 May, 2012.

All members in favor – motion carried.

**Resolution No. 153 -12** “SRI Fire Sprinkler, LLC #2” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

WHEREAS, there was an approved contract in the amount of \$64,300.00 between the Cairo Town Board , Cairo Public Library and contractor SRI Fire Sprinkler, LLC for Fire Protection Work at the new library; and

WHEREAS, a request was made for the contractor to delete the attic sprinkler system from the contract plans and specifications; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with a deduction of \$11,349.00; therefore be it

RESOLVED, that contract change order no.2 for SRI Fire Sprinkler, LLC be approved in the amount of \$11,349.00 for a total contract price of \$52,951.00.

All members in favor – motion carried.

**Resolution No. 154 -12** “Amend the Authorization for Contract Extension for Freemann Project Management Services (FPMS)” offered by Supervisor Banta and seconded by Councilperson Puorro:

Be it Resolved, that the Town Board of the Town of Cairo does hereby amend the Authorization for Contract Extension for Freemann Project Management Services (FPMS) by eliminating the third paragraph which states that this “extension is contingent on payment of the balance of the full original contract amount being paid in full with the June invoice”.

All members in favor – motion carried.

**Resolution No. 155 -12** “Authorization for Contract Extension for Freemann Project Management Services (FPMS)” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the original contract duration for Freemann Project Management Services (FPMS) was 44 weeks commencing on July 12, 2011 and ending on May 15, 2012; and

WHEREAS, there have been contractor delays that will delay the completion date to July 29, 2012; and

WHEREAS, FPMS will continue to provide site visits and field services between 7 am and 5 pm Monday through Friday at no additional cost until July 29, 2012 and any hours worked beyond 5 pm weekdays or on weekends or Holidays will be billed at \$90.00 per hour for each hour worked beginning on the original contract end date of May 15, 2012 (billing in half hour increments); 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 FPMS.

All members in favor – motion carried.

**Resolution No. 156 -12** “Wm. J. Keller & Sons Construction Corp. #3” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, there was an approved contract in the amount of \$300,092.00 between the Cairo Town Board , Cairo Public Library and contractor Wm. J Keller & Sons for Site Work at the new library; and

WHEREAS, the contractor will provide improvements to the Town Hall parking lot which include removal of existing asphalt paving, raising two existing catch basins, replacing one additional catch basin, provide additional sub-base and compaction as needed, and install new 2” binder course; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$42,102.00; therefore be it

RESOLVED, that contract change order no.3 for Wm. J Keller & Sons Construction Corp. be approved in the amount of \$42,102.00 for a total contract price of \$342,194.00.

All members in favor – motion carried.

**Resolution No. 157 -12** “J S McHugh Change Order #3” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

WHEREAS, there was an approved contract in the amount of \$39,446.55 between the Cairo Town Board , Cairo Public Library and contractor JS McHugh for the Custom Casework of the new library; and

WHEREAS, the contractor will provide and install column wraps and running trims as shown on Sketches 8-002a, 8-002b, and 8-002c and paint grade trims at Room 113 and Room 115 doorways to match trim details throughout the building; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$1,629.55; therefore be it

RESOLVED, that contract change order no.3 for JS McHugh be approved in the amount of \$1,629.55 for a total contract price of \$41,076.10.

All members in favor – motion carried.

**Resolution No. 158 -12** “Wm. J. Keller & Sons Construction Corp. #4” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, there was an approved contract in the amount of \$342,194.00 between the Cairo Town Board , Cairo Public Library and contractor Wm. J Keller & Sons for Site Work at the new library; and

WHEREAS, the contractor will provide (3) concrete pads for site furnishing; provide and install additional landscaping in planting beds and along property line; and provide credit for using hand held pressure spray tanks in place of tack truck to spray tack coat over existing binder course of paving; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$6,668.00; therefore be it

RESOLVED, that contract change order no.4 for Wm. J Keller & Sons Construction Corp. be approved in the amount of \$6,668.00 for a total contract price of \$348,862.00.

All members in favor – motion carried.

**Resolution No. 159 -12** “CDE Electric Inc Change Order #4” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

WHEREAS, there was an approved contract in the amount of \$232,092.52 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: two metal halide fixtures at the base of the campus site sign; coaxial cable to five flat screen tv locations; power and control switch for projection screen in meeting room; and wiring for sprinkler alarm bell; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$4,756.15; therefore be it

RESOLVED, that contract change order no.4 for CDE Electric, Inc be approved in the amount of \$4,756.15 for a total contract price of \$236,848.67.

All members in favor – motion carried.

**Public Hearing - The Town Board paused the Town Board meeting at 8:30 PM to have a Public Hearing on a Moratorium Local Law regarding Conversion of Resorts or Motels to other uses.**

**The Public Hearing ended at 9:00 PM and the Town Board Meeting resumed. (See Minutes for Public Hearing)**

**Resolution No. 160 -12** “Enacting a Moratorium Local Law Prohibiting the Conversion of Resorts, Etc. to Other Uses” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

WHEREAS, The Town Board of the Town of Cairo hereby determines that a moratorium which temporarily halts the conversion of resorts and similar businesses/uses to other uses is necessary in order to allow the town the opportunity to implement the Town’s Comprehensive Plan and protect an important asset of the Town, and

WHEREAS, the Town Board acknowledges that the within matter is a Type II action under SEQRA and thus SEQRA in not applicable hereto, and

WHEREAS, the Town Board acknowledges that it need not refer the within local law to the County Planning Board under GML 239-1 and 239-m, and

WHEREAS, the Town Board has duly published and held a public hearing on such local law,

BE IT RESOLVED, that the Town Board of the Town of Cairo here enacts a local law establishing a moratorium on the conversion of resorts and similar uses to other uses, in accordance with attached local law.

All members in favor – motion carried.

**Resolution No. 161 -12** “The Palombo Group Change Order #3” offered by Councilperson Puorro and seconded by Councilperson Joyce:

WHEREAS, there was an approved contract in the amount of \$1,023,446.64 between the Cairo Town Board , Cairo Public Library and contractor The Palombo Group for General Construction of the new library; and

WHEREAS, the contractor will fur out the rest room plumbing chase wall to accommodate fixture carriers; provide and install black painted plywood at attic window and metal stud framing and sheetrock to create soffit as detailed on Sketch 3-009R; provide level 5 finish for all wall surfaces in the cupola; and

WHEREAS, the Cairo Public Library requested this change to the work to be completed with an additional amount due of \$7,829.00; therefore be it

RESOLVED, that contract change order no.3 for The Palombo Group be approved in the amount of \$7,829.00 for a total contract price of \$1,031,275.64.

All members in favor – motion carried.

**Resolution No. 162 -12** “Authorizing Supervisor to Sign the Agreement with the Greene County Department for the Aging” offered by Councilperson Puorro and seconded by Councilperson Joyce:

WHEREAS, the Greene County Department for the Aging(DFA) has rented the Acra Community Center, located at Old Route 23B, Acra, NY for Senior Service Activities; and

WHEREAS, the DFA wants to use the Acra Community Center for the purpose of conducting Senior Service Activities including and serving meals and other individual and group services and activities for senior citizens, Monday through Friday each week between the hours of 7:30am to 4:00pm each day; and

WHEREAS, the Town is willing for the DFA to use the above facilities for a monthly consideration of \$1,000; and

WHEREAS, Greene County has sent a request on June 20, 2012 to execute a rental agreement; therefore,



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 Rental Agreement with the Greene County Department for the Aging for the term of March 1, 2012 through December 31, 2012.

All members in favor – motion carried.

**Resolution No. 163 -12** “Accepting Sewer Use Penalties Dated June 19, 2012” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, it is necessary for the Sewer Use 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 Sewer Use Penalties as presented from the Sewer Administrator in the amount of \$2,521.55, dated June 19, 2012.

All members in favor – motion carried.

**Resolution No. 164 -12** “Accepting Sewer EDU Billings dated June 1, 2012” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, it is necessary for the Sewer EDU 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 EDU Billings as presented from the Sewer Administrator in the amount of \$59,350.00, dated June 1, 2012.

All members in favor – motion carried.

**Resolution No. 165 -12** “Appointing Attorney for the Town” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

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 from June 30, 2012 to December 31, 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. 166 -12** “Authorization to Designate a Bookkeeper” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

Bee it Resolved, that the Town Supervisor of the Town of Cairo is hereby authorized to designate Louann Arp to the full-time position of bookkeeper from June 30, 2012 to December 31, 2012; salary for the 180 days will be based on the annual salary of \$32,136.00.

All members in favor – motion carried.

**Resolution No. 167 -12** “Appoint 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 from June 30, 2012 to December 31, 2012 according to the terms provided in the Letter of Understanding dated December 14, 2011.

All members in favor – motion carried.

**Resolution No. 168 -12** “Amend 2012 Budget to Reflect Town Park Playground Equipment Purchased with Donations Received” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the town anticipates receiving donations designated for the Town Park playground areas consisting of \$3400.00 for Basketball Hoop and Backboard Equipment and \$2800.00 for a Red Swing Set; and

WHEREAS, it is necessary for accounting purposes to track the expenses and revenues associated with these donations; therefore be it

RESOLVED, the Town Board does hereby authorize the Town Supervisor to create an expense line item A-7110.208 Park Playground Equipment increasing the General Fund Appropriations \$6,200.00 and; increasing the revenue line item A-2705 Gift & Donations to reflect the increase in General Fund Revenue in the amount of \$6,200.00 in the 2012 budget.

All members in favor – motion carried.

Historian Robert Uzzillia thanked everyone for attending or helping at the Speakeasy.

**Resolution No. 169 -12** “Authorize Supervisor to sign Contract” offered by Councilperson Puorro and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Ted Banta to sign the contract with Osborn Rides for the 4th of July Celebration in the Park. Osborn Rides will supply the Town with a Certificate of Insurance.

All members in favor – motion carried.

**Public Comment**

Unk Slater asked the Town Board about the Sewer Project and if it would be completed this summer. Supervisor Banta informed him that Joe Meyers report stated the sewer project is moving along well, forced main is in, new pump station for Cumberland Farm has been received. The Sewer System has in compliance for a number of months and now the Town Board needs to make their appeal.

Mike Esslie asked if the Town started paying the EFC loan back yet. Supervisor Banta informed him the construction work needs to be completed first before they start paying on the loan.

Chief of Police Chris Sprague informed Board that without a resolution prohibiting smoking in the park, he has no power to enforce the no smoking in park policy.

**Resolution No. 170 -12** “Board to Move into Executive Session” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 9:30 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. 171 -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 10:30 PM.

All members in favor – motion carried.

**Resolution No. 172 -12**

“Budget Amendments and Payment of Bills on

Abstract #312” offered by Councilperson Joyce and seconded by Councilperson Puorro:

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

From	A-1990.4	Contingent	-19.46
To	A-1010.4	Legislative - Contractual	+19.46
From	A-1990.4	Contingent	-177.60
To	A-9040.8	Employee Bene-Worker’s Comp	+177.60
From	DA-5110.4	Maint of Roads-Contractual	-1,007.02
To	DA-8760.4	Emergency Disaster Work	+1,007.02

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #312, consisting of 2012 Vouchers #1680 through #1791 in the amount of \$147,183.28 is approved for payment.

The total amount to be paid from the:

General Fund -	\$66,537.65	Street Lighting -	
Highway Fund -	\$45,886.95	Sewer Fund -	\$9,369.14
Cap. Library Fund -	\$15,069.00	Water Fund -	\$1,411.97
Cap. Sewer Fund -	\$8,745.50	Trust & Agency -	\$163.07
Hydrant Fund -			

All members in favor – motion carried.

A motion was made by Councilperson Puorro and seconded by Councilperson Ostrander to adjourn the meeting at 10:50 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## **Minutes**

### **Town of Cairo Town Board Public Hearing on A Moratorium Local Law Regarding Conversion of Resorts or Motels to Other Uses**

**June 27, 2012**

The Town Board of the Town of Cairo held a Public Hearing on Wednesday, June 27, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 8:30 PM with the following Board Members present: Councilpersons Ostrander, Joyce and Puorro. Councilperson Suttmeier was absent.

The purpose of the Public Hearing is to receive public comment on a proposed local law establishing a moratorium on approval of conversion of resorts, motels, etc. to other uses within the Town of Cairo.

Attorney for the Town, Tal Rappleyea explained that this local law applies to any new use that might be applied to an existing resort, motel, Bed and Breakfast or an inn. Anyone who wants to come before the Planning Board, Town Board or Building Dept. to convert one of these current uses, even if the property has been vacant, it cannot be changed to any other use except for a 1 or 2 unit family dwelling or for an agricultural use. This moratorium is only for 6 months. During that time, the Town Board is hoping to have a zoning law or have land use provisions in place. The Town Board is trying to implement the Comprehensive Plan. The Comprehensive Plan states that one of the town's biggest and strongest hopes of revitalizing the area is to keep the resorts as bed and breakfasts for tourist reasons. The law will freeze anything that is currently before the Planning Board at this time.

Tal further explained that if someone comes before the Town Board and proves they will have undue hardship because of the moratorium, then they can get relief from the Board and proceed with their project.

Supervisor Banta explained that the Town Board acted upon the recommendation from Planning Board based upon all the other properties vulnerable to being lost to other uses. Series of events occurred that have led up to the decision to do this. He explained there are many properties up for sale now or are up for tax auction.

Mike Esslie made a statement that he feels his project before the Planning Board is being targeted with this Moratorium.

Rosemary Webb stated the project that Mike Esslie has before the Planning Board started the process and then stopped the process over the last couple of years due to problems with paperwork. They are trying to start the process again.

Planning Board Member Ed Forrester said there is a number of old resorts that the Town needs to get control of what's going to become of them.

Unk Slater asked if the moratorium is for closed resorts or resorts in existence. He asked for clarification of local law. He said the Town Board needs to come up with something these people can do with these properties, or they are going to sit and be dilapidated buildings. That would not be in best interest for economic development in Cairo.

Robert Uzzillia asked if there has been any dialogue between the County Planning Board and the Town Planning Board. He said the resorts are closed and in bad condition because of economic hardship. We need to try and keep these places going.

Supervisor Banta explained that he and Councilperson Doug Ostrander met with the IDA and the director of the Economic Development Dept. who suggested that Zoning is needed in Cairo. Once Zoning is in Cairo, they would be willing to assist us in anything we are looking to do to develop economically.

Anthony Zanack stated he feels Zoning is a priority for Cairo. Zoning is the tool to bring Cairo back and fill the empty storefronts on Main St.

Assessor Janice Hull asked about farmhouses. It was explained that farmhouses was not included in this Local Law. Farmhouses can come in and do conversion.

It was stated that it is not in the best interest of the town to stop construction in town. Supervisor Banta stated as a Town we need to make sure we have good standards to work with.

Motion was made by Councilperson Ostrander and seconded by Councilperson Puorro to close the Public Hearing at 9:00 PM.

Respectfully submitted,

Tara A. Rumph, CMC, RMC  
Cairo Town Clerk

TOWN OF CAIRO  
TIMELINE FOR CODE ENFORCEMENT BENCHMARKS AND ACTIONS  
JULY, 2012

Day 1: visit property/witness violation/discuss remedy with owner

Day 15: Send Notice of Apparent Violation and Request to Remedy

Day 45: Send Notice of Violation and Order to Remedy

Day 60: Serve Appearance ticket, summons, etc