



## **TOWN OF CAIRO**

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

**December 1, 2014 @ 6PM**

**Location: Town Hall, Cairo**

**Call to Order**

**Pledge of Allegiance**

**Attendance**

**Comments/Presentations:**

**Approval of Minutes: November 3, 2014 General Meeting Minutes, November 3, 2014 Public Hearing Minutes 2015 Town Budget, November 3, 2014 Public Hearing Minutes Building Code Enforcement Law, November 10, 2014, November 14, 2014**

**Reports:**

- |                    |                             |                    |
|--------------------|-----------------------------|--------------------|
| - Ambulance        | - Library                   | - Tax Collector    |
| - Animal Control   | - Park Task Force           | - Water & Sewer    |
| - Assessor         | - Planning Board            | - Sewer Contractor |
| - Board of Appeals | - Police                    | - Highway          |
| - Building & Codes | - Summer Recreation         | - Supervisor       |
| - Historian        | - Cairo Chamber of Commerce |                    |

**Appointments & Resolutions**

**Unfinished Business:**

**New Business:**

- Cairo Historical Society

**Correspondence**

**Adjournment**

#### **Events:**

*Greene County School Boards Association Meeting 12/8/14 @ 6pm  
Holidays & New Year!*



## **Minutes**

**Town of Cairo  
Town Board Meeting @ 6pm  
Location: Town Hall Meeting Room**

**November 21, 2014**

The Town Board of the Town of Cairo met for a Town Board meeting on Monday, November 3, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 6:05 PM and asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

The minutes from the October 6, 2014 Public Hearing on Local Law #5 – Imposing a Further Temporary Six Month Moratorium on Approvals Involving Resorts were accepted by Councilperson Ostrander and seconded by Councilperson Cords.

The minutes from the October 6, 2014 Public Hearing on Local Law #6 – Establishing a Further Temporary Six Month Moratorium on Junk Yard Approvals were accepted by Councilperson Cords and seconded by Councilperson Ostrander.

The minutes from the October 6, 2014 Town Board Meeting were accepted by Councilperson Ostrander and seconded by Councilperson Cords. Councilperson Joyce abstained.

The amended minutes from the October 27, 2014 Special Meeting were accepted by Councilperson Joyce and seconded by Councilperson Cords.

**Resolution No. 216 -14**

“Receipt of Monthly Supervisor’s Report” offered by Councilperson Ostrander and seconded by Councilperson Cords:

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 September, 2014.

All members in favor – motion carried.

**Resolution No. 217 -14**

“Rescinding Resolution No. 180-12 of 2012 relating to Code Enforcement Timeline” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the Town Board of the Town Cairo enacted resolution No. 180-12 of 2012 on July 25, 2012 setting a town policy with regard to time requirements and the enforcement of code violation within the Town, and

WHEREAS, based upon the recommendation of the Code Enforcement Officer and her experience with non-compliant alleged code violators, the Town Board believes that such prior policy should be rescinded.

NOW THEREFORE

Be it resolved, that the Town Board of the Town of Cairo hereby rescinds resolution No. 180-12 of 2012 and hereby grants the Code Enforcement Officer discretion pursuant to the Town Code Enforcement local law with respect to the process and commencement of enforcement proceedings.

All members in favor – motion carried.

**Resolution No. 218 -14**

“Authorization for Police Department to Surplus Out Chevy Impala” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Police Department to surplus out the 2003 Chevy Impala Vin #2G1WF55K539400073

All members in favor – motion carried.

**Resolution No. 219 -14** “Dennis Brandow Pay Rate” offered by Councilperson Ostrander and seconded by Supervisor Banta:

WHEREAS, Dennis Brandow was never officially terminated from the Police Department and holds the status of a Police Officer in the Town of Cairo, the Town of Cairo must pay him at the base rate of \$16.32 per hour vs the \$11.00 pay rate assigned to him as a part-time special officer on January 6, 2014; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve Dennis Brandow’s pay rate of \$16.32 per hour.

All members in favor – motion carried.

**Resolution No. 220 -14** “Adopt 2015 Budget” offered by Councilperson Cords and seconded by Councilperson Joyce:

WHEREAS, the 2015 Preliminary Budget meets the requirements of the NYS Property Tax Cap Law; and

WHEREAS, a public hearing for the 2015 Preliminary Budget was held on November 3, 2014; therefore be it

RESOLVED, the Town Board does hereby adopt the 2015 Preliminary Budget as presented.

All members in favor – motion carried.

There was a resolution brought forward for “Authorization for Highway Superintendent Robert F. Hempstead to make Repairs to Highway Salt Barn”. A motion to postpone this resolution was made by Councilperson Ostrander and seconded by Councilperson Cords. The Board will have a special meeting once the Board goes over the budget.

**Resolution No. 221 -14** “Authorization for the Supervisor to Sign the Fireworks Contracts for 2015 & 2016” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to sign the Fireworks Contracts for 2015 & 2016 for the July 4, 2015 & July 4, 2016 fireworks presentations with Young Explosives Corporation.

All members in favor – motion carried.

**Resolution No. 222 -14** “Budget Amendments and Payment of Bills on Abstract #320” offered by Supervisor Banta and seconded by Councilperson Ostrander:

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	-1,452.79
To	A-1620.2	Buildings-Equipment	+1,452.79

From	A-1990.4	Contingent	-385.44
To	A-1620.411	Buildings-Library	+385.44

From	A-1990.4	Contingent	-437.28
To	A-5132.4	H'way Bldgs. – Contractual	+437.28

From	A-3510.4	Animal Control-Contractual	-272.40
To	A-3510.15	Animal Control-Persl Serv	+272.40

From	A-7110.4	Parks-Contractual	-2,326.08
To	A-7110.15	Parks-Persl Serv	+2,326.08

From	A-8160.4	Refuse&Garbage-Contractual	-247.41
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To	A-8160.15	Refuse&Garbage-Persl Serv	+247.41
From	A-8810.4	Cemeteries-Contractual	-47.25
To	A-8810.15	Cemeteries-Persl Serv	+47.25
From	A-9060.8	Medical Insurance	-48.00
To	A-9089.803	Uniforms	+48.00
From	DA-5130.2	Machinery-Equipment	-2,995.08
To	DA-5130.4	Machinery-Contractual	+2,995.08
From	DA-5142.4	Snow Removal-Contractual	-902.00
To	DA-5142.2	Snow Removal-Equipment	+902.00

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #320, consisting of 2014 Vouchers #2379 through #2460 in the amount of \$249,513.70 is approved for payment.

The total amount to be paid from the:

General Fund -	\$45,333.72	Hydrant -	
Highway Fund -	\$193,113.84	Sewer Fund -	\$9,316.15
Cap. Water Fund -		Water Fund -	\$1,684.21
Cap. Sewer Fund -		Trust & Agency -	\$65.78
Street Lighting Fund -			

All members in favor – carried.

**Resolution No. 223 -14** “Authorization for Director of Parks, Building, and Grounds, Robert F. Hempstead, to Bid for Information Technology Equipment” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Director of Parks, Buildings, and Grounds, Robert F. Hempstead to bid for information Technology Equipment for the Town Hall Renovation Project.

All members in favor – motion carried.

**Resolution No. 224 -14** “Authorizing Supervisor to Sign the Agreement with the Greene county Department for the Aging” offered by Councilperson Ostrander and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor for the Town of Cairo to sign the Rental Agreement with the Greene County Department for the Aging for the term of January 1, 2015 through December 31, 2015.

All members in favor – carried.

**Resolution No. 225 -14** “Enact the Modification to the Town Fire and Building Code” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby enact the Modification to the Town Fire and Building Code.

All members in favor – carried.

**Resolution No. 226 -14** “Approve Court Office Door” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does approve the purchase of the Court Office Door for the court clerk’s office.

All members in favor – carried.

The Board will have a discussion soon about the Water and Sewer grace period. They will wait and have a conversation with Water and Sewer Administrator Mike Lamanac.

As a motion was started concerning the water and sewer grace period, the Board decided to wait to talk to Mike Lamanac. A motion to postpone was made by Councilperson Cords and seconded by Councilperson Ostrander.

Town events that are coming up were acknowledged. Veteran's Day Ceremony, November 11<sup>th</sup> @ 11 AM Town Park and at the Cairo School on November 12<sup>th</sup>. Cairo Public Library Golden Jubilee – 50 Years, November 20<sup>th</sup> 6PM – 8PM. Holiday Parade, November 29<sup>th</sup> 2PM – 7PM.

Public Comment

Kathy Start explained the celebration of more than 50 years of the Cairo Public Library that will be held on November 20<sup>th</sup> at 6 PM.

Supervisor Banta tried to further address the question regarding the auditing services. He explained the Board had extensive conversation with the Comptroller in 2012 about auditing services, audits and Financial Reviews since they were under the library and sewer projects.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 7:10 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk





## **Minutes**

**Town of Cairo  
Public Hearing Meeting @ 6:15pm  
2015 Town Budget  
Location: Town Hall Meeting Room**

**November 3, 2014**

The Town Board of the Town of Cairo met for a Public Hearing on Monday, November 3, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 6:15 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

Supervisor Banta explained the Budget meets the standard of the 2015 Tax Cap. As a result, taxpayers will receive the 2015 Property Tax Freeze Credit.

The tax rate per 1000 went down 2 cents from 08.07 cents to 08.05 cents.

Patrice Jenkins representing the Catskill Community Center asked the Town Board about helping to fund the after school program at the Cairo Durham Elementary School. They are asking for \$5,000 to help offset the amount people have to pay for their program because they are running at a deficit. The Town Board felt this request should be addressed to the school rather than to a Town Budget.

Susan True asked why there was an additional \$1,500 expended for auditing for the year. Supervisor Banta explained that the Town had different capital projects this year and that contributed to the extra costs. Susan True also asked if there was a bid process or procurement process for auditing. Supervisor Banta explained there is no required procurement policy or bid process regarding consulting services.

As there were no further comments, the public hearing for the 2015 Preliminary Budget was closed.

A motion was made by Councilperson Ostrander and seconded by Councilperson Cords to adjourn the public hearing at 6:35 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## **Minutes**

**Town of Cairo  
Public Hearing Meeting @ 6pm  
Local Law #7 – Amending Local Law #3 of 2008 for the  
Administration and Enforcement of the New York State  
Uniform Fire Prevention and Building Code  
Location: Town Hall Meeting Room**

**November 3, 2014**

The Town Board of the Town of Cairo met for a Public Hearing on Monday, November 3, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 6:05 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

Supervisor Banta explained the purpose and intent.

This local law provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code) in this Town. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law. Except as otherwise provided in the Uniform Code, other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, are subject to the provisions of this local law. Attorney for the Town Tal Rappleyea further explained that there are basically two additions to the Local Law. One relates to the issuance of appearance tickets or summons the code

enforcement officer currently just has authority for the issuance of appearance ticket and also allows the manner in which they are served. Second, when the CEO finds a property in violation and the town is required to make remediation, the Local Law sets forth the procedure so if the owner does not pay or rectify the problem, the town may remedy the problem and add the charge to the general tax.

As there were no questions, the public hearing was closed.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the public hearing at 6:10 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## **Minutes**

**Town of Cairo  
Town Board Meeting @ 2:00pm  
Location: Town Hall Conference Room**

**November 10, 2014**

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday, November 10, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 2:00 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

**Resolution No. 227 -14** “Hire Water & Sewer Clerk” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, that the Town Board of the Town of Cairo does hereby Valerie Peyton, as a part-time Water & Sewer Clerk @ the hourly rate of \$10.75 for 15 hours per week not to exceed 30 hours per pay period.

All members in favor – carried.

**Resolution No. 228 -14** “Hire Clerk” offered by Councilperson Cords and seconded by Councilperson Ostrander:

Be it resolved, that the Town Board of the Town of Cairo does hereby hire Evelyn Gabrielsen, as a part-time Clerk @ the hourly rate of \$10.75 for 15 hours per week not to exceed 30 hours per pay period.

All members in favor – carried.

A motion was made by Councilperson Joyce and seconded by Councilperson Ostrander to adjourn the meeting at 2:15 PM.

Respectfully submitted,

Ted Banta  
Supervisor



## **Minutes**

**Town of Cairo  
Town Board Meeting @ 9:30am  
Location: Town Hall Conference Room**

**November 14, 2014**

The Town Board of the Town of Cairo met for a Town Board Meeting on Friday, November 14, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 9:35 AM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

**Resolution No. 229 -14**      “MVP Health Insurance” offered by  
Councilperson Cords and seconded by Councilperson Joyce:

Whereas, due to the Affordable Care Act mandates and the current CDPHP plan offerings that are scheduled to expire and change at the end of 2014, including the current CDPHP plan the Town uses;

And whereas, CDPHP health insurance no longer offers a plan to fund an HRA 100%;

And whereas, CDPHP health insurance deductibles and premiums have increased;

And whereas, MVP offers a fully funded HRA Integrated Health Plan and lower premiums; therefore,

Be it resolved, that the Town Board of the Town of Cairo does hereby offer MVP Silver 4 HRA Embedded Health Insurance as presented by EP Nevins Insurance Agency, Inc. to full-time employees effective January 1, 2015.

All members in favor – carried.

**Resolution No. 230 -14** “Authorizing Supervisor Banta to Sign Contract with Intelligent Technology Solutions, Inc” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Whereas, the Director of Parks, Buildings, & Grounds(PBGs), Robert Hempstead advertised for Information Technology Equipment bids. The bid opening was on November 14, 2014 at 8:00am in the Office of the Town Clerk. Present for the bid opening were Robert Hempstead, Director of PBGs, and Debra Sommer, First Deputy Town Clerk.

One bid was received from Intelligent Technology Solutions, Inc in the amount of : \$14,858.98, for a total project cost of \$22,082.36.

Therefore be it resolved, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign the contract with Intelligent Technology Solutions, Inc.

All members in favor – carried.

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

Respectfully submitted,

Ted Banta  
Supervisor



Town of Cairo  
Ambulance Service

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

## Monthly Report

December 1, 2014

Total calls for October.....81

Total Transported calls.....37

Total Non-transported calls.....24

Total amount billed: \$ 33, 620

Miscellaneous items of Interest:

1. Need to hire an EMT to replace Mike Kropp. I have interviewed Kayla Byrnes, and feel she is the best candidate, and would like approval to hire.
2. Need to update Toughbook computers to Windows 7 os. I will get three new quotes as the previous quotes are out of date.

TOWN OF CAIRO

ANIMAL CONTROL

NOV 29,2014

NOV 1 = ABANDON CATS BANTA LANE, CALL FROM SP, TOOK TO CGHS

NOV 3= TOOK 578 TO GET SERVICED

NOV 5= DROVE 578 TO CLEAR COMPUTER FOR INSPECTION

NOV 6= CALLS TO NYS AGS AND CGHS FOR PAPER WORK AND INFO

NOV 7= TOOK 3 STRAY CATS TO CGHS

NOV 9= PHONE CALLS AND FOLLOWUPS

NOV 10= LOOSE DOG COMPLAINT MAPLE LAWN , BOLO AREA NOTHING FOUND

NOV 11= LOOSE DOG COMPLAINT ELIZABETH TERR. BOLO AREA NOTHING FOUND

NOV 11= LOOSE DOG COMPLAINT CO RT 67 FOUND DOGS , RETURNED TO OWNER

NOV 11= CALL ABOUT STRAY CATS SANDY PLAINS RD , BOLO AREA NOTHING FOUND

NOV 12= LOOSE DOG COMPLAINT FRANK HITCHCOCK RD , BOLO AREA NOTHING FOUND

NOV 13= CALL ABOUT BARKING DOGS, DOMAN RD , SPOKE TO OWNER ALL OK

NOV 14= CALL FROM CAIRO PD LOOSE DOGS IRA VAIL RD RETURNED TO OWNER ALL OK

NOV 14= LOOSE HORSE COMPLAINT RT 23 , GONE ON ARRIVAL

NOV 17= FOLLOWUPS LOOSE DOGS VERNAL BUTLER RD, NO ONE HOME

NOV 18= STRAY CAT COMPLAINT HEARTS CONTENT RD , BOLO NOTHING FOUND

NOV 20= FOLLOWUPS STRAY CATS HEARTS CONTENT RD

NOV 23= CALL FROM CAIRO PD LOOSE DOG SILVER SPUR RD COULD NOT CATCH

NOV 24= LOOSE DOG COMPLAINT SILVER SPUR , BOLO AREA, NOTHING FOUND

NOV 24= DOG FOUND SILVER SPUR RD , PICKED UP AND TOOK TO OUR SHELTER

NOV 24= LOOSE DOG COMPLAINT MAPLE LAWN RD FOUND DOGS RETURNED TO OWNER

NOV 25= TRIP TO CAIRO SHELTER TO TAKE CARE OF DOG AND FOLLOWUPS

NOV 25= CALL ABOUT ANIMAL IN WOOD STOVE, GRAY SQUIRREL IN PIPE ALL OK

NOV 26= LOOSE DOG COMPLAINT CO RT 31 , BOLO AREA NOTHING FOUND

NOV 26= TOOK DOG FROM CAIRO SHELTER TO CGHS , DOG ADOPTABLE,

NOV 26= FOUND INFO ON POSSIBLE FREE CHIP READER FROM CGHS SAVE \$300.00

NOV 26= LOOSE PIT BULL IRA VAIL RD , BOLO AREA, NOTHING FOUND

NOV 27= LOST DOG COMPLAINT , IRA VAIL RD BOLO AREA , NOTHING FOUND

NOV 28= LOOSE DOG COMPLAINT BROSS ST , BOLO AREA , NOTHING FOUND

<b>TOWN OF CAIRO BOARD MEETING</b>
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<b>ASSESSOR'S MONTHLY REPORT</b>

**December 3, 2014**

**New Business:** 18 property transfers for the month of October  
7 new exemption applications

**Old Business:**

**CLOSING**

Janice Hull  
**Sole Assessor**

# Minutes: Town of Cairo Board of Appeals

October 30, 2014

Present: Tom Baldwin, Chair  
Ed Forrester  
George Weiss  
George Kleinmeyer  
Eric Rasmussen

Meeting was called to order at 6:30 PM by Chairman Baldwin with all members present.

Regarding the denial by the Planning Board for a final subdivision on the lands of Terrace Manor aka Future Homes, SBL #101.00-3-15 & 16

Planning Board requested a review of a proposed sub-division on the lands of Terrace Manor because the proposed lot lines in the subdivision did not meet the required setbacks for (2) existing metal frame buildings; although one of the new lot lines would correct the existing lot line which goes through one of the existing buildings.

Charles Holtz of Holtz Surveying Catskill, NY appeared before the Board of Appeals on behalf of his client Terrace Manor. He explained to the board that the Terrace Manor subdivision was subdividing 2 existing lots and making them into 4 lots by moving the lot line in lot no. 2. The new proposed lot line would remove it from going through a metal frame building but would be within 5 feet of the metal building in lot no. 2 and within 4.8 feet of the metal storage building in lot no. 3. All proposed lots would conform to current building code size.

Board of Appeals members reviewed the map of the sub-division and all were in favor of granting the variance.

With no other business the meeting was adjourned at 7:15 PM.

Respectfully submitted,

Louann Arp, Secretary



**TOWN OF CAIRO**  
**BUILDING AND CODE ENFORCEMENT**  
**MONTHLY REPORT**

**November 1, 2014 – November 30, 2014**

**(13)** Building Permits Issued

**(01)** Certificates of Occupancy Issued

**(01)** Certificates of Compliance Issued

**(23)** Violations & Complaints

**(02)** Violations Pending Court

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

**GOALS & Accomplishments:**

- Continue to work on Fire Inspections and reports
- Continue to work on violations

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**16 RailRoad Avenue, P.O. Box 728**

**Phone (518) 622-9894 Fax (518) 622-3217**

**Cairo, New York 12413**

**Hours Mon. – Thur. 10am – 3pm & Fri. 10am – 2pm**



**Robert F. Hempstead**  
**Town of Cairo Highway Superintendent**

755 Route 145  
Cairo, NY 12413  
518-622-9515  
518-622-3185 Fax  
518-965-1266 Cell

[highwaysuper@townofcairo.com](mailto:highwaysuper@townofcairo.com)

## **Highway Report**

### **December 1, 2014**



#### **Highway Daily Tasks Performed:**

- Sweeper out removing loose stone from recent resurfacing on various roads.
- Winter is finally here. We weathered our first cumulative snow storm with 9+ inches of wet heavy snow. It was problematic with down trees and limbs, resulting in the highway superintendent and three employees working around the clock, all other employees returned to work Thanksgiving morning at 4:00am. Parks and buildings employees returned between 5:00am – 6:00am
- Recent part time employees were trained during the last storm on snow and ice equipment operations
- Sewer plant was plowed and salted during the storm
- Sign maintenance ongoing.
- Yard Waste program will be extended to facilitate limb disposal due to the November 26<sup>th</sup> snow storm

- Culvert maintenance continues:
- Ready equipment for snow and ice season installing one way floatation plows.
- Hauling stone dust for the winter season
- Mixing road sand and salt
- Board approved truck bodies are being installed and should be delivered shortly
- New boss plow installed on Terrastar
- Assessed and waiting for board decision on the repair and extension of existing salt barn
- Small pole barn/equipment storage is completed.
- Winterizing equipment
- Purchased two one way plows from the Town of Stillwater
- Selected roads have been center lined
- Both bucket trucks had their annual inspection/certification



#### **Park Maintenance:**

- Pop Warner building has been drained and winterized
- Snack bar/Shinglekill Bistro has been drained and winterized. Multiple emails have been issued concerning the cleaning of the Shinglekill Bistro. To this date no response.
- 2 of the 3 Snow blowers have been serviced
- Sub-surface drainage ditch installed around the newly paved basketball court.
- Newly paved basketball court has irregularities that will be addressed in the spring
- Jersey barriers were installed to protect ground mounted transformers and pump building (1:00am in the morning during the storm, the ground mounted transformer supplying power to the pump station was disabled when the access road was plowed.) Central Hudson was called multiple times Thanksgiving day. Power was resumed early Friday morning. The mobile standby generator was placed into service to power the pumps.
- The F550 needs a new snow plow





### **Town Hall Renovations/Repairs:**

- Refrigerator and ADA compliant range has been purchased and delivered. Soliciting quotes for the commercial fire suppression system and duct work in the break/ lunch room to facilitate the range installation
- Running alarm wiring to all offices
- Replacing non-code wiring
- Restroom tile work nearing completion
- Courtroom Renovation: Dividing wall removed, new sheet rock installed, taped and spackled, ran all new code approved wiring and removed all non-code wiring from ceiling, installed new electrical outlets
- Replaced furnace pump

### **Library**

- Replaced defective panic bar dogging kit
- Floors were stripped, polished and buffed for the 50<sup>th</sup> jubilee celebration



### **Meetings & Miscellaneous**

- IT bid has been awarded
- Fountain has been winterized
- Replaced bulbs/fuses/photocells on Main Street/Mountain Avenue lights
- Marilyn from Cornell Cooperative Extension reported that the seminar was a huge success

- Met with board regarding health insurance
- The highway attended an appreciation lunch at Glen Falls House
- Compiled telephone system bid packet
- Installed new heating zone at the Annex in the code enforcement office
- Provided shelter for Historical Society parade float
- Installed seasonal lighting on Main Street and Mountain Avenue
- Installed holiday lighting at Fountain and behind Town Hall
- Removed police car lettering in preparation of auction

## Library Report - December 2014

The library community room, teen, room, and soho room were used 38 times from November 1 – November 26.

Some of the groups that have used the rooms include Chamber of Commerce, Cairo Historical Society, AARC, book club, Greene County Women's League, GED, literacy volunteers, veterans, boy scouts and girl scouts, and WIC. (see attached letters)

MidHudson will be holding a collections workshop at the library on December 4 as well as a Friends training session.

Other programs coming on include painting on glass and animal nutrition.

On addition to the town plaque, the library also received letters of commendation from Congressman Chris Gibson and Senator Cecilia Tkaczyk. NYS Assemblyman Peter Lopez, and County Legislators Bill Lawrence and Harry Lennon attended the event along with about 50 other people.

The library circulated 1,639 books and 323 magazines along with 1,642 audios and dvds. The computers were used 627 times.

The Director is working with Robert Hempstead to install cabling in the library that will allow for radio broadcasting to WGXC.

The library has hired a PT bookkeeper.



## **TOWN OF CAIRO PLANNING BOARD**

**PO Box 728, Cairo, NY 12413**

**Chairman-Daniel A. Benoit - phone: (518) 701- 4823**

**Email: [planning@townofcairo.com](mailto:planning@townofcairo.com)**

December 1, 2014

To: Town Board Members

From: Planning Board

Re: Report of the Planning Board for the Months of October and November, 2014

### **OCTOBER:**

On October 2, 2014, the planning board held its regular monthly meeting. There were two public hearings scheduled and held. The first was for B&B Forest Products, which was seeking approval for a storage building. The second was for sign approval for Dollar General. the B&B project was approved.

With respect to Dollar General, the board felt that an internally lit pylon sign was not appropriate given the building's location and existing signs in the immediate vicinity. The board felt an externally lit monument style sign would be appropriate. Dollar General's request to keep their existing pylon sign was denied and Dollar General was asked to present a monument sign for the board's consideration at its November meeting.

The board also scheduled three subdivision public hearings (Gorney x 2 and Terrace Manor LLC) for its November meeting. Finally, a request from Anna Mizell to use a portion of her property in Acra as a child day care center was approved.

### **NOVEMBER:**

On November 6, the board held its regular monthly meeting. Two of the three scheduled public hearings took place. Unfortunately, the Terrace Manor LLC public hearing could not be opened due to an administrative error in sending out the written

notices. The hearing was then scheduled to be re-noticed at the board's expense for its regular December meeting.

Both pending Gorney subdivision applications were approved. Dollar General provided the board with an externally lit monument sign proposal the board felt was appropriate and so their revised proposal was approved.

The pending Maurer subdivision proposal, which lay dormant for a couple of months, re-appeared before the board and a public hearing was scheduled for December.

In new business, the board approved Cumberland Farms's request for a sign modification so that their display could alternate between regular and "smart pay" gasoline prices.

The board also approved Cairo Historical Society's request to install a fundraising sign with a thermostat that would indicate the current level of donations - similar to the type of sign used by the YMCA project in Cocksackie during their fund raising period.

"Catching Rays," the name of a proposed tanning salon that was granted a waiver to use a property on Main St (next to Gallagher's) requested permission to install a sign. The board reviewed and approved their proposal.

The board granted a waiver of review for the proposed "Great Beginnings Daycare" child daycare center at the former Suttmeier Insurance & Real Estate property at 479 Main St.

Finally, the board began review of a proposed farm stand on Warren Stein Rd on property owned by Walter Kowalski that is the site of a current farm and greenhouse operation. A public hearing is scheduled for December's meeting.

The next meeting of the planning board is Thursday, December 4, 2014.

Respectfully Submitted,

Daniel A. Benoit

Daniel A. Benoit, Chairman, Planning Board.

Cairo Police Department  
Town Hall  
P.O. Box 728  
Cairo N.Y. 12413

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

e-mail Cairopd@mhcable.com  
Cell (518)-965-5553

From: Sergeant Busch #110  
Town of Cairo Police Department

To: Ted Banta  
Town Board Members

Re: Report of activities-Month of October 1st, 2014 to November 1<sup>st</sup>, 2014

(A) Patrol mileage: Patrol 574-  
575-  
576-  
577- 0

Total Miles-

(B) Criminal Incidents 24  
Non Criminal  
Unclassified 109

Total Complaints 133

(C) Accident Investigations 10 Total

(D) Parking Summons Issued

(E) Arrests 14 8 misdemeanor, 13 violation charges 1 felony

(F) Vehicle and Traffic 22 Issued Summons



## **TOWN OF CAIRO SUPERVISOR'S REPORT**

**December 1, 2014 @ 6PM**

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

### **Notifications of Meetings:**

- Town Clerk's Board
- Town Hall
- Outdoor Bulletin Board
- Town Website
- Daily Mail
- Town Email from Clerk

**Monthly Financial Report:** October 2014 will be provided at the Monthly meeting on December 1<sup>st</sup>

### **Zoning:**

- **Zoning Meetings 2013 & 2014:**
  - January 8<sup>th</sup> @ 4pm, January 15<sup>th</sup> @ 3:30pm, January 28<sup>th</sup> @ 4pm
  - February 4<sup>th</sup> @ 4pm, February 15<sup>th</sup> @ 3pm, February 26<sup>th</sup> @ 10am
  - March 15<sup>th</sup> @ 9am, March 26<sup>th</sup> @ 4pm
  - April 8<sup>th</sup> @ 4pm, April 15<sup>th</sup> @ 3:30pm, April 22<sup>nd</sup> @ 3:30pm, April 29<sup>th</sup> @ 3:30pm
  - May 6<sup>th</sup> @ 3:30pm, May 13<sup>th</sup> @ 3:30pm, May 22<sup>nd</sup> @ 3:30pm, May 31<sup>st</sup> @ 3:30pm
  - June 18<sup>th</sup> @ 4pm, June 25<sup>th</sup> @ 4pm(completed review of classification chart)
  - July 8<sup>th</sup> & 15<sup>th</sup> @ 4pm, next meeting July 25<sup>th</sup> @ 3:30pm
  - August 12<sup>th</sup> @ 3:30pm

[February 28<sup>th</sup>, March 19<sup>th</sup>, & July 22<sup>nd</sup> meetings were cancelled]

\*Completed review of the text on 5/13; reviewed zones on 5/22

\*Final review completed on 8/12

**Public Hearing held September 25<sup>th</sup> from 5pm to 7pm**

**Greene County Approved the Proposed Zoning Law with recommendations**

  - Documents posted on website:
    - Proposed Zoning Law & Revised Drafts
    - Proposed Zoning Map
    - Feedback Form
    - Other applicable documents & information
- **Final Process:**
  - Hired John Lyons-Land Use Expert/Specialist, Attorney & Zoning Moderator to evaluate proposed errors/contradictions/discrepancies.
  - Town Board meet with Town Counsel & John Lyons to discuss discrepancies, review property owner requests, & apply any changes to the Zoning Law.

- **Additional Zoning Reviews: 11/11 @ 4pm, 11/25 @ 3:30pm, 12/2 @ 4pm, 12/17 @ 5pm-cancelled because of inclement weather, 1/14 & 1/28 at 4pm, 2/11 & 2/25 @ 4pm, 3/11 & 3/25 @ 4pm, 4/8 & 4/22, 4/29 @ 4pm, 5/20 @ 4pm, 6/17 @ 4pm**
    - **Last call for Feedback Forms was 3/7/14**
  - **Met with Doug Ostrander & Tal Rappleyea to apply Zoning Map changes on 7/2 @ 1pm & met with consultant to confirm map changes on October 23<sup>rd</sup> @ 3pm.**
  - **Final proposed zoning map changes have been applied to the map by the consulting agency and have been sent to the Planning Board for their updated input.**
  - **Next Step: Review Planning Board updated input and move forward to a 2<sup>nd</sup> Public Hearing.**
- **Employee Meetings 2014:**
  - **January 29<sup>th</sup> @ 10am**
  - **March 26<sup>th</sup> @ 11am**
  - **Spring Luncheon for employees & volunteers April 30<sup>th</sup> from Noon to 1:30pm**
  - **May 29<sup>th</sup> @ 2pm**
  - **Ice Cream Day(2<sup>nd</sup> Annual) for employees & volunteers July 23<sup>rd</sup> @ 2pm**
  - **August 20<sup>th</sup> @ 11am**
  - **October 1<sup>st</sup> @ 11am**
  - **Fall Lunch & Bakefest on November 12<sup>th</sup> @ noon**
  - **Employee of the Month lunches:**
    - **September 2013: Rick Busch & Dan Benoit**
    - **October 2013: no one named**
    - **November 2013: Reay Mahler**
    - **December 2013: Sean Clevestine**
    - **January 2014: Sue Hilgendorff & Linda Kuever**
    - **February 2014: Debi Sommer**
    - **March 2014: n/a**
    - **April 2014: Brian Feml**
    - **May 2014: Louann Arp**
    - **June 2014: Mike Lamanec & Maeve Bolger**
    - **July 2014: Steven Rumph**
    - **August 2014: Kathy Rockefeller**
    - **September 2014: tbd**

**Parks:**

- **Senior Recreation Area:**
  - **Met with Santo Associates to discuss a sketch/design of the area**
    - **Back to Youth Recreation Area**
  - **Working on appropriating a grant or resources for the Senior Rec Area**
    - **Researching grants currently**
- **Gazebo project:**
  - **Wood to be donated by B&B Forest Products**
  - **Metzler will donate labor and resources to cut the wood**
  - **Town personnel will build the gazebo**
  - **\$750 donated by GNH-the Gazebo Plans**



- Projected completion of project 2015

#### **Office Renovations:**

- Phone & internet work to commence
- Court Office renovations in progress

#### **Annex Building Renovation:**

- Work will commence once the Library Renovation is complete.
- May consider hiring additional personnel or a contractor to work with Dale Becker.
- Annex Building Dedication:
  - Will plan a dedication for the Police Department building in honor of Floyd Hempstead in the summer or fall of 2015 depending on the completion of the renovation.

#### **Sidewalk Initiative:**

- Seeking funding & support for sidewalks down Main Street
- Potential Grant or Funding Source is Central Hudson, DOT Grant, CFA Grant, etc
- Pre-design/Design complete for North & South sides
- Meetings on 12/13/13 & 1/24/14 with County and Central Hudson
- Meeting with Engineers, County Legislators, Highway Super, & Doug O: 3/18/14, 5/1/14, 5/20/14, 6/25/14 with Representative from Assemblymember Lopez's office-Tracy Magee
- Met with Delaware Engineering and their Grant Writer, and Doug Ostrander on October 28<sup>th</sup> at 4pm to discuss grant/funding applications & opportunities.
  - Suggested and discussed grants/funding opportunities and expanding the project to include and incorporate the Susquehanna Turnpike that runs parallel to County Route 23B and into the current Cairo Historical Railroad project.

#### **Well supply/drilling:**

- Drilled for water at the Town Park which proved no water
- Drilled for water at the County property which proved no water as well
- Will need to evaluate other sites; engineer proposed a few that will need to be discussed
- Met with Delaware Engineering & their grant writer-Mary Beth Bianconi, Mike Lamanec, & Doug Ostrander on October 28<sup>th</sup> to discuss funding & water sites
  - Suggested that we apply for a Phase 2 of the original funding application

#### **Labor Negotiations:**

- Highway Department Labor Agreement & Negotiations:
  - 1<sup>st</sup> Meeting for Mediation: September 11<sup>th</sup> @ 10:30am
  - 2<sup>nd</sup> Meeting: October 27<sup>th</sup> @ 10:00am
  - 2 Meetings with Highway Reps to discuss Health Insurance options on:
    - November 18<sup>th</sup> @ 9:30am & November 25<sup>th</sup> @ 11:30am
- Police Department Labor Negotiations:
  - Met with the Police Dept Reps on August 28<sup>th</sup> at 6pm for a preliminary proposal/discussion
  - Terms agreed to between the Board & Police. Will need to ratify them with a new agreement.

#### **Employee Evaluations:**

- In progress

#### **Meetings/Events:**

- Meeting for Employee Health/Medical Insurance November 6<sup>th</sup> @ 9am
- Meeting for Employee Health/Medical Insurance November 10<sup>th</sup> @ 2pm

- Meeting with Town Board November 10<sup>th</sup> @ 2pm
- Attended Veterans Day Ceremony November 11<sup>th</sup> @ 11:00am
- Hosted Employee Luncheon November 12<sup>th</sup> @ noon
- Meeting with Town Board November 14<sup>th</sup> @ 9:30am
- Meeting for IT project November 17<sup>th</sup> @ 3pm
- Meeting for Solar Energy Initiative November 17<sup>th</sup> @ 4:30pm
- Meeting with Highway Union Reps for Health Insurance options November 18<sup>th</sup> @ 9:30am
- Attended Bank of Greene County Event at new branch in Catskill November 18<sup>th</sup> @ 5pm
- Attended Greene County Business Advisory Committee November 19<sup>th</sup> @ 9:30am
- Meeting with Rick Busch November 20<sup>th</sup> @ 4pm
- Attended Library Jubilee November 20<sup>th</sup> @ 6pm
- Park Site Visit with Santo Associates November 21<sup>st</sup> @ Noon
- Meeting with Park Task Force Chair November 24<sup>th</sup> @ 4pm
- Meetings for Health Insurance November 25<sup>th</sup> @ 9:30am, 10:30am, & 11:30am

#### **Climate Smart Communities Program:**

- Meeting on November 17<sup>th</sup> @ 3pm with Doug O. & Ewald S.

#### **2015 Budget:**

- Adoption of budget occurred on 11/3/14
- Adopted Budget is posted on the website

#### **Upcoming Events:**

- Greene County School Boards Association Fall Meeting: “Working with Local Business & Advocacy Groups and Businesses” December 8<sup>th</sup> 6-8:30pm

#### **Grant Writing:**

- Grant Writing objectives:
  - Sidewalks
  - Well Water Supply
  - Ambulance Building
  - Community Center
  - Geological Site
  - Solar Farm
  - Park Improvements, Enhancements
    - New Soccer Fields, Enhance Baseball & Football Fields
    - Senior Recreation Area
    - Event infrastructure

#### **County Business Advisory Committee:**

- Attended meeting on November 19th @ 9:30am



512 Main St., PO Box 728

Cairo, NY 12413

## **TOWN OF CAIRO WATER & SEWER**

### **MONTHLY REPORT**

**NOVEMBER 2014**

**77** PHONE CALLS RECEIVED AND RESPONDED TO

**6** DIG SAFELY REQUESTS AND RESPONDED TO

**5** WATER SERVICES TURNED OFF

**4** ALARMS RECEIVED AND RESPONDED TO

### **WATER DEPARTMENT**

**Water Certification** – John Orso and I (Michael Lamanec) have completed the required lab at SUNY Ulster and are continuing the NY Rural Water course. Joe Myers is serving as an overseeing private certified contractor allowing Cairo to use his license until our certification process is completed. Details of Joe's agreement will still need to be further documented.

**Water System Maintenance** – A water turn-off of account #1440 which had not been accessed in numerous years and required extensive maintenance of a clogged curb stop. The intermittent communication error between the water tower and the pumps still exists. There is still a problem with the phone communication at the control panel I have been working with Verizon to repair the line. Verizon has been on site three occasions and the problem has improved, but has yet to be solved. As it

is an intermittent communication loss that resets itself within minutes, it is a low priority, but it does need to be fixed. It is potentially our internal system phone lines that need repair. We have some electrical requirements that I have discussed with Rupert to handle the repairs.

**Alarm System Failure Alarm** – November 1<sup>st</sup> 10:30 PM. An alarm notifying of an alarm system failure. Caused by a failing battery backup during a power outage. We had just ordered and installed a new battery on October 9<sup>th</sup>. Smith Controls determined the transformer was no longer charging the battery and connected a new transformer.

**Well Pump #2 Failure Alarm** – November 26<sup>th</sup> 6:30 PM. An alarm notifying of Well Pump #2 failure. Again caused by a failing battery backup during a power outage during the snow storm. The new battery continues to not properly take a charge. Smith Controls has again been contacted.

**Well Pump House Alarm** – November 27<sup>th</sup> 1:30 AM. Communication, Pump Failure and Power Failure alarms. A ground transformer hit been damaged by a snow plow causing power loss to the pump house. Working with Robert Hempstead, we assessed the damage and called Central Hudson. Central Hudson was very busy dealing with storm damage, and could not estimate a repair time. Central Hudson made the repair within about 26 hours of the initial damage, which was within our accepted time limit for stored water usage. Having prepared the generator as a contingency plan, we performed a trial run as a practice. If Central Hudson had not made the repair in an acceptable time, the back-up generator was ready and effective. We have discussed plans to better protect the transformer and to develop a SOP for the generator hook-up.

**Well Pump #3 Failure Alarm** - November 28<sup>th</sup> 5:00 PM. As the communication was restored Well Pump #3 was sounding an audible alarm at the old reservoir site. Once accessed it was easily reset. The alarm was from the low tank level and the Pump #3 failure to automatically turn on. As Pump #3 would only be used in an emergency, it is not set to automatic. This alarm will also need to be addressed as it is redundant.

**Water Testing** – Under Joe Myers' instruction, we have made some changes to our testing procedures, we are creating SOP's and JSA's for the facilities. We have increased our chlorine levels and have increased our sampling sites and schedule. John Orso does the majority of the sampling and is going to begin taking the required bacteria samples as part of his monthly routine. NYSDOH contacted us requesting past test results, all of the past results had been sent to them before and were sent again.

**Water Billing** – Assessed late penalties of \$1,378.03 from October's water bill. Water Use delinquencies (\$40,386.68) were submitted to Greene County for Tax Relevy. We continue to have problems with the WLB billing program; we have begun a plan to separate the EDU billings from the program to minimize the consistent overlapping problems. Although we have identified and corrected numerous billing errors, some other prior errors have appeared. Notably an overcharge from an erroneous meter reading at account #0745, there is a resolution to correct this.

**Water Turn-On/Offs** – We had no water turn-ons. We had five water turn-offs with meter removal, #3040, #1440, #5020, #0300 & #3110. We expect to soon reconnect #3110 to the water service, once appropriate repairs are finished. I have made attempts to turn the water on at #0800, but there are leaks in the building that still need to be addressed by the property owner.

**#4570 Low Pressure** – Plans to dig the curb stop at #4570 to further assess and repair damage. Rich Winners of NY Rural Water is scheduled to assist Joe Myers and myself.

**New Old Account “Cairo Historical Society”** – We have reviewed the plans and process for a water account #4050 that has been off the system for numerous years and is looking to reconnect. After review and consideration of the Water Use Law, we approved the plans for reconnection.

**Hydrants** – Rich Winners of NY Rural Water is scheduled to assist Joe Myers and myself on a trouble identification and repair plan. (Same as last month) We are about to start our hydrant flushing and maintenance, including flow and pressure monitoring. We received a Public Protection Classification of 04/4Y from ISO. The classification report can affect insurance premiums and is on file. This rating reflects the water flow at 8 hydrants. 6 of the 8 hydrants fell below the full credit condition. The worst being on Jerome Avenue and on Mountain Avenue. I have implemented a mapping system and more precise hydrant location description to help facilitate hydrant work.

**Personnel** – We hired Valerie Payton as a clerk. Maeve Bolger has left the department and was able to help train Valerie Payton for a couple of days; Maeve’s assistance will be missed. John Orso continues to do the majority of the water testing and chemical treatments, he has also been assisting with the water meters and the septic tank projects.

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## **SEWER DEPARTMENT**

**Sewer Billings** – Sewer use bills were mailed on November 14<sup>th</sup>. Sewer Use (\$49,401.51) and EDU (62,647.60) delinquencies were submitted to Greene County for Tax Relevy. We continue to have problems with the WLB billing program; we have begun a plan to separate the EDU billings from the program to minimize the consistent overlapping problems.

**Pump Station #2** – As part of our routine maintenance, we realized PS#2 was not functioning. The alarm was also not functioning properly. The floats were saturated and the pumps were not being called on to run. We had the wet well pumped and Emmons Pump did the repairs of the alarm, control panel, and float replacement in the wet well.

**#5150 Septic Surcharge** – We had complaints of a septic surcharge indoors at #5150, 336 Main Street. Upon investigation, the tank appears in good condition except needing minor repair to the access lid. Possible surcharge causes are a broken check valve, clogged line between the tank and our line, and possibly resulting from the PS#2 failures. The line between the tank and our main appears to have a

damaged clean out port. The line had been replaced some years in the past and it will need to be dug up to confirm. A dig plan was in place but was postponed by the weather.

**Septic Tank Pump-Outs** – We have continued our locations, repairs and investigations into tanks to be pumped. John Orso has been assisting in this task. We have had 18 tanks pumped out for routine maintenance.

**Pump Station #3** – (Same as last month) The 4,400 pound CAT C4.4 Generator was delivered to the PS#3 Snyder Lane location. This is an ongoing project that has been lead by Robert Hempstead and funded through FEMA. Adjustments to the fence, additional flood protection to the wet-well and the electrical connections still need to be completed.

### **The State of the Water & Sewer Department –**

The Department has a cell phone #518-947-9188 for off hours and emergencies. The number is now listed on the answering machine, website and Greene County Emergency services.

Water & Sewer Rules & Regulations have been made available through the town website.

Establishing SOPs (standard operating procedures) for various aspects of this department is an important goal we are working towards.

Michael Lamanec

Town of Cairo Water & Sewer Administrator

**TOWN OF CAIRO**

**December 1, 2014**

**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 Town 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 October, 2014.

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

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON CORDS	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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



Robert F. Hempstead  
Town of Cairo  
Director of Parks, Buildings & Grounds  
755 Route 145  
Cairo, NY 12413  
518-622-9515  
518-622-3185 Fax  
518-965-1266 Cell  
highwaysuper@townofcairo.com

## REQUEST FOR BID PHONE SYSTEM EQUIPMENT

The Town of Cairo is requesting proposals from qualified, professional vendors for Phone System Equipment.

### Equipment/Services Required

#### NEC Telephone System

.. Tone and label **(23) Existing** station locations consisting of:

- Identify cables
- label both ends with a unique identifier

Provide and install **NEC SL1100** Telephone System consisting of:

- (1) 1100009 SL1100 Common equipment kit
  - \*includes (1) SL1100 cabinet
  - \*includes (1) SL1100 Power supply
  - \*includes (1) SL1100 8 port Digital station card
  - \*includes (1) SL1100 4 port CO line card
  - \*includes (6) SL1100 Digital 24 button Black phones
- (1) 1091051 4 port 40hr In Mail Voice mail
- (2)1100020 8 port digital station card
- (2) 1100022 4 port CO trunk daughter boards
- (1) 1100111 16 Channel VOIP daughter Board
- (15) 1100063 SL1100 24 Button Digital Black Telephones
- (2) 1100161 SL1100 24 Button VOIP Phones
- (2) 1100162 SL1100 VOIP phone Wall mount Units
- (2) 690631 AC Adaptor for VOIP phones



- (1) 1100065 SL1100 60 button DSS console
- (1) 1100067 24 button Black Desi labels
- (1) 1100068 60 button DSS Desi labels
- (2) 808920 SL1100 MOD 8 to open end installation cables
- (1) 1100084 Advanced In Mail Feature License
  - \*supports Email integration
  - “ Provide and install (2) 24 port Category 6 patch panels for new Data cables
  - “ Provide and install (1) 100 pair 110 block for new Voice cables
  - “ Terminate Customer provided and installed 25 Pair Communication Cable from DMARC to MDF
  - “ Terminate Additional Lines ran by customer as necessary, provide labor costs.
  - “ Configure VOIP Feeds as well as all copper POTS Lines plus full system setup

### **GENERAL VENDOR INFORMATION**

Please provide the following information:

- a. Length of time in business
- b. Length of time in business of providing proposed services
- c. Total number of clients
- d. Number of full-time personnel in:
  - a. Consulting
  - b. Installation and training
  - c. Sales, marketing, and administrative support
- e. Location of headquarters and any field offices
- f. Location of office which would service this account

### **COST OF SERVICES**

Vendor shall submit a detailed cost schedule.

A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the Town of Cairo.

Vendors must list, specifically, any equipment which is not in the proposal price.

Vendor must provide proof of insurance and a letter of credit.

### **SUBMISSION REQUIREMENTS**

- General Vendor Information
- Proposal/Cost Schedule
- Non-Collusive Bidding Certification
- Original document with five (5) copies

Bid Packets are due by December 11, 2014. All copies of the proposals must be in a sealed envelope and plainly marked as "Phone System Equipment/Services Proposal"

Proposals shall be delivered or mailed to:      Cairo Town Clerk  
512 Main Street  
Cairo, NY 12413

### **NON-COLLUSIVE BIDDING CERTIFICATION**

In accordance with New York State Finance Law, Section 139-d, by submitting its bid each bidder and each person signing on behalf of any other bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(A) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(C) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

**BIDDER** \_\_\_\_\_

**By:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Federal Tax Identification #:** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_

SEAL OF THE CORPORATION

# TOWN OF CAIRO

December 1, 2014

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

“Budget Amendments and Payment of Bills on Abstract #322”

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-1220.4	Supervisor-Contractual	-1,219.90
To	A-1220.2	Supervisor-Euipment	+1,219.90
From		Fund Balance	-3,000.52
To	A-1620.121	Buildings-Persl Serv	+3,000.52
From	A-1990.4	Contingent	-3,630.69
To	A-1620.4	Buildings-Equipment	+3,630.69
From	A-1990.4	Contingent	-915.89
To	A-1620.411	Buildings-Library	+915.89
From	A-1990.4	Contingent	-567.92
To	A-5132.4	H'way Bldgs. – Contractual	+567.92
From		Fund Balance	-16,651.72
To	A-3120.126	Police-Persl Serv	+16,651.72
From	A-3510.4	Animal Control-Contractual	-692.35
To	A-3510.15	Animal Control-Persl Serv	+692.35
From	A-7110.2	Parks-Equipment	-1,619.72
To	A-7110.15	Parks-Persl Serv	+1,619.72
From	A-7110.2	Parks-Equipment	-14,967.62
To	A-7110.4	Parks-Contractual	+14,967.62
From	A-8020.15	Planning- Persl Srv	-11.63
To	A-8020.4	Planning – Contractual	+11.63
From		Fund Balance	-58,624.64
To	A-9010.8	State Retirement-ERS	+49,281.64
To	A-9015.8	State Retirement-P&F	+9,343.00

From	A-9060.8	Medical Insurance	-60.00
To	A-9089.803	Uniforms	+60.00
From	DA-5142.15	Snow Removal – Persl Serv	-25,297.01
To	DA-5110.15	General Repairs – Persl Serv	+25,297.01
From		Fund Balance	-48,384.05
To	DA-5112.204	Perm Improvements	+48,384.05
From	DA-5130.2	Machinery-Equipment	-1,860.70
To	DA-5130.4	Machinery-Contractual	+1,860.70
From	DA-5142.4	Snow Removal-Contractual	-2,000.00
To	DA-5142.2	Snow Removal-Equipment	+2,000.00
From		Fund Balance	-19,023.87
To	DA-9010.8	State Retirement-ERS	+19,023.87
From		Fund Balance	-1,548.56
To	SS-8110.102	Sewer Admin- Persl Serv	+1,261.00
To	SS-8110.14	Sewer Admin – Persl Serv	+287.56
From		Fund Balance	-2,619.35
To	SW-8310.102	Water Admin – Persl Serv	+2,099.50
To	SW-8310.14	Water Admin – Persl Serv	+352.06
To	SW-9030.8	Social Security-Emp Benefits	+167.79

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #322, consisting of 2014 Vouchers #2497 through #2634 in the amount of \$330,740.73 is approved for payment.

The total amount to be paid from the:

General Fund -	\$223,772.64	Hydrant -	
Highway Fund -	\$90,676.85	Sewer Fund -	\$10,983.34
Cap. Water Fund -		Water Fund -	\$1,564.42
Cap. Sewer Fund -		Trust & Agency -	\$3,743.48
Street Lighting Fund -			

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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

# TOWN OF CAIRO

December 1, 2014

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

“#0745 Billing Correction Cuti-O’Niel’s  
Dated November 1, 2014”

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

An invalid water meter reading had resulted in erroneous bills and penalties to account #0745. As the bills and penalties had been paid, a reimbursement correction must be made.

WHEREAS, it is necessary for the Water & Sewer billing corrections be authorized by the Town Board and documented in the minutes; therefore, be it

Resolved, that the Town board accepts the Water billing correction as presented from the Water Administrator in the amount of \$154.05 dated November 1, 2014.

Resolved, that the Town board accepts the Sewer billing correction as presented from the Sewer Administrator in the amount of \$296.32 dated November 1, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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

DATE	READING	USE	WATER				WATER		SEWER	SEWER	SEWER		SEWER
			BILLED	PENALTY	ESTIMATE	ESTIMATE	CORRECTION	PENALTY			CORRECTION	PENALTY	
Oct-13	364600	10600			364600	10600							
Jan-14	377600	13000	\$ -	\$ -	377600	13000			\$ -	\$ -			
Apr-14	407800	30200	\$ 182.94	\$ 18.29	399200	21600	\$ 136.17	\$ 13.62	\$ 241.60	\$ 48.32	\$ 172.80	\$ 34.56	
Jul-14	463000	55200	\$ 309.44	\$ 30.94	420800	21600	\$ 136.17	\$ 13.62	\$ 441.60	\$ 88.32	\$ 172.80	\$ 34.56	
Oct-14	442400	-20600	\$ 61.81	\$ -	442400	21600	\$ 136.17	\$ 13.62	\$ 64.00	\$ -	\$ 172.80	\$ -	
Nov-14	450640	8240			450640	8240							
			\$ 554.19	\$ 49.23			\$ 408.51	\$ 40.86	\$ 747.20	\$ 136.64	\$ 518.40	\$ 69.12	
			\$ 408.51	\$ 40.86					\$ 518.40	\$ 69.12			
Water			\$ 145.68	\$ 8.37	154.05			Sewer	\$ 228.80	\$ 67.52	\$ 296.32		

# TOWN OF CAIRO

December 1, 2014

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

“Accepting EDU Billing  
Dated December 1, 2014”

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

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

RESOLVED, that the Town board accepts the Sewer EDU Billing as presented as presented from the Sewer Administrator in the amount of \$58,525.00 dated December 1, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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



# TOWN OF CAIRO

December 1, 2014

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

“Accepting Water Penalties  
Dated November 1, 2014”

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

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

Resolved, that the Town board accepts the Water Penalties Billing as presented from the Water Administrator in the amount of \$1,378.03 dated November 1, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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

# TOWN OF CAIRO

December 1, 2014

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

“Accepting Delinquent Sewer Use Charges Greene County Real Property Tax Services Dated November 11, 2014”

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

WHEREAS, it is necessary for the Delinquent Sewer Use Charges 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 Delinquent Sewer Use Charges as presented from the Sewer Administrator in the amount of \$49,401.51, dated November 11, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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

# TOWN OF CAIRO

December 1, 2014

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

“Accepting Delinquent EDU Charges Greene County Real Property Tax Services Dated November 11, 2014”

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

WHEREAS, it is necessary for the Delinquent EDU Charges 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 Delinquent Water EDU Charges as presented from the Sewer Administrator in the amount of \$62,647.60, dated November 11, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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

# TOWN OF CAIRO

December 1, 2014

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

“Accepting Delinquent Water Use Charges Greene County Real Property Tax Services Dated November 11, 2014”

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

WHEREAS, it is necessary for the Delinquent Water Use Charges 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 Delinquent Water Use Charges as presented from the Water Administrator in the amount of \$40,386.68, dated November 11, 2014.

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

COUNCILPERSON CORDS	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

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