



## TOWN OF CAIRO

### GENERAL/REGULAR MEETING AGENDA

July 14, 2014 @ 6PM

Location: Town Hall, Cairo

#### Call to Order

#### Pledge of Allegiance

#### Attendance

Comments/Presentations: Greene County Youth Fair-Richard Beare

Approval of Minutes: June 2, 2014, June 16, 2014, & June 17, 2014

#### Reports

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

#### Appointments & Resolutions

#### Unfinished Business

- Animal Control Facility
- Sidewalks
- Well water drilling
- Town Hall Security
- Cairo Historical Society
- Dog Law

#### New Business

- Trane Service Agreement
- Animal Control Facility Rent

#### Correspondence

#### Adjournment

#### Events:

Greene County Youth Fair-60<sup>th</sup> Anniversary-July 24<sup>th</sup> to July 27<sup>th</sup>

Lynch's Pot O'Gold-August 2<sup>nd</sup>-Supporting the Troops Barbecue

Cairo Fire Dept.-August 2<sup>nd</sup>-Poker Run



## **Minutes**

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

**June 2, 2014**

The Town Board of the Town of Cairo met for a Town Board meeting on Monday, June 2, 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 Joyce, and Councilperson Ostrander. Councilperson Puorro was absent.

Summer Recreation Program Director, Janet McKeon, gave a presentation of this summer's rec program in the Town Park. The program runs for 6 weeks with no registration fee for Town of Cairo residents. There is a \$50 fee for registrants outside Cairo. This year, Janet has partnered with the Columbia-Greene Community College Youth Employment Program which employs young adults and pays their wages. She explained the Summer Rec Program is also going to be the pick-up location for the Cairo-Durham Summer School Program. The children will go to the rec program from 9 – 12. They will then be picked up and brought to school to have lunch and attend the reading instruction program until 2:30 PM. Janet also set up a Facebook page for the Summer Rec Program, by invitation only, so parents know what is going on.

Supervisor Banta commended Janet for all her work with this Program.

Greene County Legislators Bill Lawrence and Harry Lennon gave an update on what is going on in the County. Bill Lawrence updated the Town Board about the county-wide Ambulance Task Force. There are two medical care parts in Greene County: ALS paramedics, which is funded by county and the town and BLS, which is funded by a town or fire company or some other agency. The Town of Cairo has a very well-run ambulance system, but not all towns have this. They explained the County has decided to fund a task force to look at a county-wide system or ambulance and paramedic system.

Legislator Harry Lennon explained the Greene County Legislature has given the Town of Cairo about \$50,000 over the last 8 years for youth programs. They have given money to the Little League, Girl Scouts, Fire Company for children's activities and Cairo schools for their youth programs. He explained the Legislature could give money to the Park for youth purposes, but it would have to go through the Town Board.

Another program the Legislators spoke about is the Chargeback Program. This program is when a child lives in Cairo and goes to a college other than Columbia-Greene, there is a chargeback from the other county where the child attends school. The Legislature is now paying 80% of the chargebacks, and the towns are paying 20% of the chargebacks. Next year, the Legislature will take over the entire amount of the chargebacks to the towns. Their hope is that the towns will use the money they are saving on bills or paying down their debt.

The Legislators next spoke about the Jail Task Force. Greene County is spending 1.5 million dollars each year to send prisoners to other jails because Greene County is unable to house them. The County is looking into a new jail in a new location that would be affordable.

Next, the Legislators spoke about the Irene Storm a few years ago and how there was no communication between the mountaintop and the valley for three days because the lines were washed away. Greene County had to send Sheriff Deputies to the mountaintop to let the towns know what was going on. The Greene County Legislature is going to put in a series of towers from a homeland security grant. The first one is being put in Windham now.

John Kargoe of the Cairo Historical Society spoke to the Town Board about property boundaries between the Historical Society and the Town. Kaaterskill Associates did a survey

and straightened out the lines between the neighbors and the Town of Cairo is one of the neighbors. John asked the Town if they would transfer ownership of that piece of property to the Cairo Historical Society. No one owns the piece of property. It is known as a gore. The Cairo Historical Society wants to have a walking path in the future.

Attorney for the Town, Tal Rappleyea, informed the Board that they would do a quit claim deed. It would be a resolution subject to a permissive referendum. There is no value to this property.

John Kargoe also updated the Board on the Hometown Heroes Banner program. There are 212 banners that have been purchased and hung on the poles right now. Next, there will be a book coming out giving information on each Hometown Hero.

Mr. Kargoe updated the Board about the visit from Congressman Chris Gibson. Mr. Gibson wants to see the town do more with the Hometown Heroes and is willing to come back to do a presentation. He also lived here in the Town of Cairo for six months when he was 3 years old. We are the only town that goes back to the 1700's with the banner program.

Supervisor Banta thanked Councilperson Dan Joyce for coordinating the visit from Congressman Gibson.

Supervisor Banta thanked the Cairo Historical Society for their exceptional work in our town and stated the Society is essential in the revitalization of the Town of Cairo.

Supervisor Banta also thanked Superintendent of Highways Robert Hempstead and his crew for all the work they do in support of the different projects in Cairo.

Mr. Kargoe also spoke about acquiring the land from the Town where the original railroad station was located. By September, they are hoping to have a 30-foot section of narrow gauge rail installed at the corner where the marker is located, signifying where the railroad station used to be. They also, in the future, want to put a replica of the train station on the corner so it will house different artifacts and memorabilia of the railroad station.

The amended minutes from the April 22, 2014, Special Board Meeting were accepted by Councilperson Ostrander and seconded by Councilperson Cords.

The minutes from the May 5, 2014, Board Meeting were accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

Supervisor Banta went over department reports.

Dog Control Officer, Brian Feml, reported he only brought one dog to the shelter this month and that was for the Town of Durham.

Dan Benoit, Chairman of the Planning Board, reported that there was some concern over the look of the Dollar General Store. The Dollar General is still in the process of finishing the exterior of the building. A picture of what it is going to look like was passed around.

Superintendent of Highways Deputy, Debra Sommer, updated the Board on the work of the Highway Dept. and the new dog cages at the sewer plant.

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

He reported that Special Long-Term EFC financing for our Sewer Loan is in progress.

Supervisor Banta is looking into an update from the County and will seek permission to drill on the County property.

He read a letter from the Park Task Force to help Robert Hempstead advance completion of the basketball court. Don Gibson of the Bank of Greene County has provided funds to help in the completion of the basketball court.

NYS Dept. of Tax and Finance has noticed us that our Equalization Rate is 70 percent.

**Resolution No. 116 -14** "Receipt of Monthly Supervisor's Report" offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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, 2014.

All members in favor – motion carried.

**Resolution No. 117 -14** “Authorization for the Assessor to Attend Conference” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby approve the attendance of Janice Hull-Assessor, for a two day class on June 24 & 25, 2014, for Agricultural Issues Facing Tax Assessors, in Voorheesville, NY, for continuing education certification @ \$150.00 offered by Cornell Cooperative Extension.

All members in favor – motion carried.

**Resolution No. 118 -14** “Payment of Bills on Abstract #310” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

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

RESOLVED, the Town Board does hereby authorize that Abstract #310, consisting of 2014 Vouchers #1637 through #1722 in the amount of \$122,793.34 is approved for payment.

The total amount to be paid from the:

General Fund -	\$35,417.73	Street Lighting -	
Highway Fund -	\$72,218.69	Sewer Fund -	\$13,561.07
Cap. Library Fund -		Water Fund -	\$1,441.51
Cap. Sewer Fund -		Trust & Agency -	\$154.34
Hydrant Fund -			

All members in favor – motion carried.

Alan Tavener of Delaware Engineering gave the Board an update on the Sidewalk Project. He explained that Supervisor Banta, Councilperson Ostrander, Superintendent of Highways Robert Hempstead and Legislators Bill Lawrence and Harry Lennon started meeting about two months ago to go through possibly extending the sidewalks from downtown Main Street to Hannaford. There was a sidewalk study done in 2007. They decided to put everything on the north side of Main Street. They would construct a multi-use pathway/sidewalk for

bicycles and other vehicles and uses, about four-foot wide separated from the traffic lane with some markings, a three-foot grass strip and then a five-foot concrete sidewalk from the school extending down to a crosswalk just before Hannaford. They would also put an asphalt sidewalk from the crosswalk to the corner just past Cumberland Farms. The cost is about \$370,000. The town is at the stage of looking into funding sources.

Supervisor Banta asked if there was an update about the well drilling. Alan Tavener explained he went back to Greene County, and they said they would have to do an engineering evaluation of the bridge; and the Town of Cairo would have to pay for the engineer. Alan said he would have the cost this week on the Level 1 assessment.

Mike Murphy of the Little League informed the Board that he received estimates for the fence for the baseball fields. He is looking for the town to help support the purchase of the fence. If the Town could pay for the larger field, the Little League would have enough to pay for the smaller field. The fence is in desperate need of being replaced.

Legislator Harry Lennon mentioned they could try for a county youth grant in the amount of \$2500 or \$3000 for the fence and fixing the dirt infield. The Town could then pick up the difference of cost. The Little League would like to have the work done by the 40<sup>th</sup> Anniversary of the Little League, which will be celebrated at the 4<sup>th</sup> of July activities at the park.

**Resolution No. 119-14**      “Town Board to help pay for Little League Fencing” offered by Councilperson Cords and seconded by Supervisor Banta:

The Town Board of the Town of Cairo does hereby agree to pay for the Little League Fencing at the Cairo Town Park, contingent upon the company having the proper paperwork.

All members in favor – motion carried.

The Town Board will submit an application to the Legislature for the County Youth Grant. It will take about six weeks to get the money back from the County.

Supervisor Banta reported that under New Business there will be a 4<sup>th</sup> of July celebration at the Town Park. The Cairo Hose Company and the Cairo Chamber of Commerce will coordinate events. There will be a parade at 2:00 PM. The Town will sponsor the fireworks. Supervisor Banta will get a letter to the Cairo Hose Company requesting trucks for the fireworks. There will also be a softball game between the police and the fire company.

Supervisor Banta also reported that Code Enforcement Officer Stacey Sprague suggested the Town Board add “Inspections for Fireworks” to the fee schedule. There is no current fee, and she has to go onsite to inspect for fireworks when the Town, resorts, or other facilities have fireworks. She recommended an annual \$50 fee to inspect for fireworks.

**Resolution No. 120 -14** “Fireworks Inspection Fee” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved that the Town Board of the Town of Cairo does hereby adopt an annual \$50 fee for fireworks inspections.

All members in favor – carried.

**Resolution No. 121 -14** “Authorize Supervisor to sign Central Hudson Agreement for Hometown Heroes Program” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign agreement with Central Hudson to use their poles for the banners of the Hometown Heroes Program.

All members in favor – carried.

The Town needs to supply a Certificate of Insurance.

The Town Board went over the new dog law. The Board will address the changes and Attorney Tal Rappleyea will review the law. Supervisor Banta will keep it on the agenda and schedule a public hearing next month.

**Resolution No. 122 -14** “Subject To A Permissive Referendum To Execute a Quit Claim deed for 0.02 Acres Of Real Property ” offered by Supervisor Banta and seconded by Councilperson Joyce:

WHEREAS, the Cairo Historical Society has requested that the Town of Cairo convey to it 0.02 acres of real property located adjacent to the Town Hall property, and

WHEREAS, the Town Board hereby determines that the subject matter property has no value to the Town of Cairo since the property, a “gore”, is of unknown origin and ownership, has never been utilized by the Town and is *de minimus* in size, for the fair market value of \$10 (Ten Dollars).

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Cairo hereby determines that the subject matter property has no value to the Town of Cairo and declares said property surplus, and it is further

RESOLVED, that based upon the above findings, the fair market value of the subject property \$10 (Ten Dollars), and it is further

RESOLVED, that the Supervisor is hereby authorized to execute all necessary quit claim deed and associated documents to complete the conveyance of the said property to the Cairo Historical Society, it is further

RESOLVED, that the foregoing resolution is made subject to a permissive referendum and shall become automatically binding on the 3<sup>rd</sup> day of July 2014, unless a petition is submitted to the Town to place the matter before the voters by referendum in the manner required by law.

All members in favor – motion carried.

The two bids for the pumping, hauling and disposal of residential and commercial septic tank waste were opened and documented. The first bid was from Residuals Management Services, LLC / EarthCare at \$215.00 per 1000 gallons. The second bid was from Hunter Environmental Inc. at \$224.98 per 1000 gallons.

The award of a bid was tabled pending review by Water and Sewer personnel.

Councilperson Ostrander reported the National Guard will be doing maneuvers at the Cairo Town Park this Saturday, June 7<sup>th</sup>, from 7:00 AM to 5:00 PM.

**Resolution No. 123 -14** “Authorizing the Supervisor to Sign the Military Aircraft Hold Harmless Agreement” offered by Councilperson Ostrander and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign the Military Aircraft Hold Harmless Agreement.

All members in favor – motion carried.

Councilperson Ostrander read letter from Catskill Mountain Housing Corp. informing the Board about a program to fund home repairs and trailer home replacements for Greene County,

New York. They are applying for funds from the HOME program. They have asked the Town for a Letter of Endorsement.

**Resolution No. 124 -14** “Authorize Supervisor to sign letter of Endorsement to Catskill Mountain Housing” 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 Supervisor to sign a Letter of Endorsement in support of the program being offered by the Catskill Mountain Housing.

All members in favor – motion carried.

Ray Pacifico sent a letter to the Town Board thanking Highway Workers Doug Duncan and Jim Kusisto for stopping and helping his mother when she fell.

Councilperson Joyce asked Town Board members about another Clean-up Day this year. He reported there were about 95 people last year that attended the clean-up day, and it cost the Town about \$1,600.

Supervisor Banta said they would ask Superintendent of Highways for his support and find out from the County what the cost would be. Councilperson Joyce will contact Bob VanValkenberg from Greene County Solid Waste and get a price.

Town Board members asked Planning Board members to review the final draft Zoning Law.

**Resolution No. 125 -14** “Authorize Planning Board to Review Final Draft Zoning Law” offered by Supervisor Banta and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Planning Board to meet for two meetings with a full board to update/review the Final Draft Zoning Law. The Planning Board will come back to the Town Board for permission to have a third meeting if it is needed.

All members in favor – motion carried.

**Resolution No. 126 -14** “Board to Move into Executive Session” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 8:15 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. 127 -14** “Board to exit Executive Session” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 9:25 PM.

All members in favor – motion carried.

**Resolution No. 128 -14** “Additional Hours for Ambulance Clerk” offered by Supervisor Banta and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize the ambulance clerk to work an additional 10 hours a week, not to exceed 20 hours in a pay period until July 31, 2014.

All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## **Minutes**

**Town of Cairo  
Special Town Board Meeting @ 10:30 AM  
Location: Town Hall Meeting Room**

**June 16, 2014**

The Town Board of the Town of Cairo met for a Special Town Board meeting on Monday, June 16 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 10:30 AM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Joyce, and Councilperson Ostrander. Councilpersons Puorro was absent.

**Resolution No. 129 -14** “Board to Move into Executive Session” offered by Councilperson Joyce and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 10:33 AM 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.

During the Executive Session, the Town Board terminated the employment of two employees of the Town of Cairo. The official Resolutions will be put in their personnel files.

**Resolution No. 130 -14** “Board to exit Executive Session” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 10:45 AM.

All members in favor – motion carried.

**Resolution No. 131 -14** “Hire Water and Sewer Administrator” offered by Councilperson Cords and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve the hiring of Michael Lamenc to the position of Water and Sewer Administrator at a rate of \$13.00 per hour for a total of 25 per week not to exceed 50 hours in a pay period.

All members in favor – motion carried.

**Resolution No. 132 -14** “Hire Temporary Ambulance Clerk” offered by Councilperson Joyce and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve to Patricia Asaro as a temporary Ambulance Clerk at \$11.60 per hour up to 20 per week not to exceed 40 hours in a pay period. Such term of temporary employment will continue until July 15, 2014.

All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Cords to adjourn the meeting at 11:05 AM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC  
Cairo Town Clerk



## **Minutes**

**Town of Cairo  
Zoning Review & Any & All Business Meeting @ 4:00 PM  
Location: Acra Community Center**

**June 17, 2014**

The Town Board of the Town of Cairo met for a Zoning Review and Any & All Business Meeting on Tuesday, June 17, 2014 at the Acra Community Center, Acra, New York.

Supervisor Ted Banta, called the meeting to order at 4:12 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords and Councilperson Joyce,. Councilpersons Puorro & Ostrander were absent.

**Resolution No. 133 -14** “Board to Move into Executive Session” offered by Councilperson Joyce and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 10:33 AM 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.

During the Executive Session, the Town Board terminated the employment of two employees of the Town of Cairo. The official Resolutions will be put in their personnel files.

**Resolution No. 130 -14** “Board to exit Executive Session” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 10:45 AM.

All members in favor – motion carried.

**Resolution No. 131 -14** “Hire Amanda Green as an Ambulance A-EMT” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that Amanda Green is hereby hired as a Part-time Ambulance Advanced EMT with a starting rate of \$14.80 per hour as per the Teamsters Local 294 union negotiated contract.

All members in favor – motion carried.

**Resolution No. 134 -14** “Approve Variance Request for the Cairo Historical Property” offered by Councilperson Joyce and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve the Variance Request for the Cairo Historical Property on Railroad Ave as presented to the Town Board on June 2, 2014.

All members in favor – motion carried.

A Zoning Review commenced for the remainder of the meeting.

A motion was made by Councilperson Joyce and seconded by Councilperson Cords to adjourn the meeting at 4:50PM.

Respectfully submitted,

Ted Banta  
Town Supervisor

TOWN OF CAIRO  
ANIMAL CONTROL REPORT  
JUNE 30 , 2014

JUNE 1 , 2014 = LOOSE DOG COMPLAINT RT 32 NORTH  
JUNE 2 , 2014 = BABY FOX COMPLAINT OLD RT 23  
JUNE 3, 2014 = LOOSE DOG COMPLAINT , OLD RT 23 & FRANK HITCHCOCK  
JUNE 3, 2014 = CALL FROM CAIRO PD LOOSE DOG MTN AVE , PICKED UP  
DOG , FOUND OWNER , GAVE WARNING  
JUNE 5, 2014 = FOLLOW UP WITH TOWN OF DURHAM DCO .  
JUNE 6, 2014 = CAT COMPLAINT LARCH ST , FOUND OWNERS RETURNED CATS  
JUNE 7, 2014 = DOG HIT BY CAR CO RT 31 , CHECKED DOG ADVISED TO  
TAKE TO EMERGENCY ROOM IN KINGSTON  
JUNE 8, 2014 = CALLED TO BROSS ST UNATTENDED DOG BY SO TOOK DOG TO  
SHELTER IN HAINES FALLS  
JUNE 10, 2014 = LOOSE DOG AGNES DRIVE , FOUND OWNER GAVE WARNING  
JUNE 10, 2014 = CALLED FOR LOOSE CATS IN PARK BOLO AREA NOTHING  
FOUND  
JUNE 10, 2014 = CALLED FROM DAN JOYCE , DOG BARKING VERNAL BUTLER  
RD , NO ONE HOME DID FOLLOWUP  
JUNE 13, 2014 = CALL FROM SGT BUSCH SURRENDER DOG STEWART RD , TOOK  
TO CGHS NO CHARGE FOR TOWN  
JUNE 15, 2014 = CALL FROM CAIRO PD ABANDON DOG CHRISTINA DRIVE  
TOOK UP TO SHELTER , HAINES FALLS  
JUNE 16, 2014 = TOOK DOG FROM JUNE 8TH, FROM HAINES FALLS SHELTER  
TO CGHS ONLY \$50 CHARGE FOR TOWN  
JUNE 16, 2014 = SPOKE TO OWNERS MOTHER FROM CHRISTINA DRIVE ABANDON  
DOG , NEED LETTER TO ADOPT OUT DOG, SHE WILL WRITE IT FOR ME  
JUNE 17, 2014 = PICKED UP LETTER FROM MOTHER OF OWNER , FAXED TO  
HAINES FALLS SHELTER , DOG ADOPTED OUT ONLY 2 DAY CHARGE FOR TOWN  
JUNE 18, 2014 = PAPER WORK FOR TITLE FOR 578 FROM SGT BUSCH  
JUNE 19, 2014 = CALL FROM DEER RUN LANE ROUND TOP BEAR IN GARBAGE ,  
TURNED OVER TO DEC

JUNE 19, 2014 = TRIP TO DMV FOR PAPER WORK FOR TITLE FOR 578 , SPOKE TO SGT BUSCH WILL SEND OUT

JUNE 20, 2014 = CALL FROM EOC DOG IN CAR MAIN ST FOUND OWNER GAVE WARNING TURNED OVER TO SP

JUNE 24, 2014 = DOG FIGHT COMPLAINT MAPLE AVE ACRA, FOUND OWNER GAVE WARNING TO BOTH PARTIES , CIVIL MATTER TURNED OVER TO CAIRO PD

JUNE 26, 2014= LOOSE DOG COMPLAINT AGNES DRIVE ACRA FOUND OWNER GAVE WARNING

JUNE 26, 2014 = CALL FROM PASSERBYE , POSSIBLE DOG HIT, HEARTS CONTENT RD , FOUND OWNER , DOG OK, NOT HIT BY CAR

JUNE 28, 2014=CALL FROM LANDLORD APTS, MTN AVE , ABOUT 2 ABANDONED DOG , SPOKE TO NEIGHBORS APT, HES CARING FOR DOGS

JUNE 28, 2014 = CALL FROM EVERGREEN DR. OWNER NEEDED HELP LIFTING OLD DOG IN CAR TO GO TO VET TO BE PUT DOWN

JUNE 28 2014 = CALL FROM CGHS ABOUT SURRENDERED DOG I TOOK LAST WEEK , FOUND INFO FROM OWNER , PASSED ON TO THEM

JUNE 30, 14 = CALL FROM TOWN HALL LOOSE DOG ON MAIN ST , BOLO AREA NOTHING FOUND

JUNE 30 2014= CALL ABOUT BARKING DOG OLD RT 23 , SPOKE TO OWNER , ANIMALS IN AREA MAKING DOGS BARK ALL OK

<b>TOWN OF CAIRO BOARD MEETING</b>
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<b>ASSESSOR'S MONTHLY REPORT</b>
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**July 14, 2014 Board Report**

**New Business:** 20 property transfers for the month of May

**New Business:** July 1, 2014 completion of Final Assessment Roll

**Old Business:**

**CLOSING**

Janice Hull  
**Sole Assessor**

# Minutes: Town of Cairo Board of Appeals

April 24, 2014

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

Meeting was called to order at 6:30 PM in the Cairo Town Hall by Chairman Baldwin.

Regarding the denial by Code Enforcement for approval to build an addition on an existing building on the lands of the Cairo Historical Society, SBL #101.05-3-11

Permission was denied by Code Enforcer Sprague for approval to build an addition on an existing building located at 35 Railroad Avenue based on Local Law 2-1991 Section 6: Restrictions part 6B: Reduce Size Building Lot Containing Central Water & Sewer.

1. New structures shall have a minimum set back of 45 feet from the centerline of any existing highway or right-of-way.
  - (a) Structure is 25 ft to the front property line
2. No lot shall be smaller than 20,000 sq. ft w/ a minimum of 50 ft of frontage
  - (a) Property is .20 of an acre
  - (b) Frontage 41.42 ft
3. No structure to be placed within 10 ft of boundary line
  - (a) 31' x 25' proposed addition on rear of the building: north side setback from property line is 5.5 ft +- / south side setback from property line is 4.1 ft +-
  - (b) The proposed porch with handicap ramp on the north and east side of the existing building: north side setback from property line is 5.6 ft +- / east side setback from property line is 25 ft +- / south side setback from property line is 5.2 ft +-

Appearing before the Board of Appeals on behalf of the Cairo Historical Society were Mr. John Valachovic of Kaaterskill Associates and Mr. /Mrs. John and Gail Kargoe members of the Cairo Historical Society.

John Valachovic presented to the Board of Appeals survey maps and explained the details of the proposed project and building addition. Mr. Valachovic explained that he has been in contact with a few of the adjoining property owners to discuss a possible agreement to swap small sections of land to correct the lot lines that are askew. John mentioned that Attorney Michael Esslie will be working on correcting the deeds of the adjoining property owners. He mentioned speaking with adjoining property owners Thelma Jeune (daughter Margaret Parker is purported owner) and Supervisor Ted Banta of the Town of Cairo. Mr. Valachovic also mentioned having a discussion with Michael West about the proposed project.

The Board of Appeals members discussed the project and were in agreement that the Cairo Historical Society should present to the Board of Appeals notarized statements from the following adjoining property owners: Cairo Prime Site LLC, Margaret Parker, Town of Cairo, Michael West and the Cairo Fire District Commissioners as a property owner located directly across the street from the proposed project. The Board of Appeals agreed that if they were presented with a statement from each that there were no objections to the project that a variance would be granted at the next meeting to be scheduled. If any of the adjoining property owners objected to the building addition the Board of Appeals would set up a public hearing for the proposed building addition.

In other business: Chairman Baldwin gave a brief summary for a possible upcoming Board of Appeals meeting to discuss a variance being sought by Raymond Pacifico for a property owned by the estate of Vincent Pacifico SBL#100.00-3-34.1.

Mr. Pacifico has applied for a building permit and been denied because the proposed structure is not 65 ft from the centerline of road as per Local Law 2-1991: 6A General Building Lot. Part 1. Also in question is whether the Board of Appeals can grant the variance to Mr. Pacifico who intends to sell the property with the variance granted to the next property owner to build the house. As of this date, the Board of Appeals Form and fee has not been received from Mr. Pacifico.

Chairman Baldwin mentioned to the Board of Appeals members that NYS law requires the members to obtain four hours of training a year. Mr. Baldwin advised he would research opportunities for training for the members to attend.

With no other business the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Louann Arp, Secretary

# Minutes: Town of Cairo Board of Appeals

June 26, 2014

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

Meeting was called to order at 6:30 PM in the Cairo Town Hall by Chairman Baldwin.

Regarding the anticipated denial by the Town of Cairo Planning Board of a "sub-division" being created between the Cairo Historical Society and adjoining property owner Margaret Parker lands formerly owned by Thelma Jeune. SBL #101.05-3-11 and SBL #101.05-3-12

Appearing before the Board of Appeals on behalf of the Cairo Historical Society was Mrs. Sylvia Hasenkopf. Also in attendance was Mr. Daniel Benoit, Chairman of the Town of Cairo Planning Board.

Mrs. Hasenkopf and Mr. Benoit explained that the Cairo Historical Society wants to add two small parcels of land on the southwest portion of their property. There is a deed line discrepancy that affects the parcels owned by the Cairo Historical Society, the Town of Cairo, and lands of Margaret Parker.

The first is a 2/100 acre parcel that lies between the Town of Cairo and the Cairo Historical Society's property. It is approximately 9 feet wide and 95 feet long. Ownership is uncertain and the property in question is properly referred to as a "gore." The Town of Cairo will provide a quit claim deed to the Cairo Historical Society thereby relinquishing any interest it may have in the gore. No sub-division approval is needed as no lot line adjustments are being made.

The second parcel is also a 2/100 acre parcel that lies between the Cairo Historical Society property and the lands of Margaret Parker SBL #101.05-3-12. The Cairo Historical Society and Margaret Parker intend to alter the lot lines and provide each other with reciprocal quit claim deed, each relinquishing their respective ownership interest in the other's ½ portion of the property. The agreed upon lot line splits this parcel longitudinally in half with each party getting 1/100 of an acre.

This "Cairo Historical Society and Parker sub-division" would not normally require a Board of Appeals action because each of the 1/100 acre parcels are to be respectively combined and used in conjunction with the lands of the Cairo Historical Society and the lands of Parker. However, the Town of Cairo Planning Board approval is needed because this swap of property will create a situation where there will be insufficient side lot line setbacks for the Parker house.

In the interest of time for the project and anticipation of the Town of Cairo Planning Board denying the "Cairo Historical Society and Parker sub-division" a motion was made by Eric Rasmussen and seconded by George Weiss that a variance be granted for the "sub-division." A poll of the Board of Appeals members present showed (3) members Rasmussen, Weiss, and Baldwin in favor of the variance and Ed Forrester a vote of abstention. The motion carried.

Regarding the denial by Code Enforcement for approval to build an addition on an existing building on the lands of the Cairo Historical Society, SBL #101.05-3-11

As requested, by the Board of Appeals of the Cairo Historical Society, at a meeting on April 24, 2014, Mrs. Sylvia Hasenkopf presented to the Appeals Board notarized statements from the following adjoining property owners: Cairo Prime Site LLC, Margaret Parker, Town of Cairo, Michael West and the Cairo Fire District Commissioners stating that they had no objections to the setbacks as described in a letter dated May 22, 2014 from Mrs. Hasenkopf as the Cairo Historical Society Headquarters Chairperson.

A motion was made by George Weiss and seconded by Eric Rasmussen to grant the variance to the Cairo Historical Society to build the addition on the existing building as presented at the April 24, 2014 Board of Appeals meeting. All members present were in favor. The motion carried.

In other business: Chairman Baldwin informed the members that Raymond Pacifico had made contact with him via telephone still seeking a variance for a property owned by the estate of Vincent Pacifico SBL#100.00-3-34.1. Mr. Pacifico has applied for a building permit and been denied because the proposed structure is not 65 ft from the centerline of road as per Local Law 2-1991: 6A General Building Lot. Part 1. The question still remains as to whether the Board of Appeals can grant the variance to Mr. Pacifico who intends to sell the property with the variance granted to the next property owner to build the house. As of this date, the Board of Appeals Form and fee has not been received from Mr. Pacifico.

With no other business the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Louann Arp, Secretary



TOWN OF CAIRO  
BUILDING AND CODE ENFORCEMENT

MONTHLY REPORT

June 1, 2014- June 30, 2014

(04) Building Permits Issued

(01) Certificates of Occupancy Issued

(02) Certificates of Compliance Issued

(28) Violations & Complaints

(02) Violations Pending Court

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

GOALS:

- Continue to work on Fire Inspections and reports
- Continue to work on violations
- Organize files
- Continue to train Clerk

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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



### **Park Task Force Report**

Meeting convened at 5:10 p.m. on June 3, 2014 at the Cairo Public Library.

**In attendance:** Elizabeth Brinckerhoff, Task Force Chairperson, Linda Kuever, Fran Wolf, Janet McKeon, Robert Hempstead, Kathy Brown, Dave Infantino.

Meeting time was devoted to status updates regarding several incomplete initiatives for the Park.

#### **Fitness Center:**

Has the Fitness Center been ordered? Linda K. will check with Robert's office to determine status of the order.

Robert indicated that his roadwork must be a priority; however, if his workers stake out the site, the Task Force may find volunteers to bolt the equipment together and set it up. Suggestion was made that perhaps the prisoners used during the summer season could assist with this.

#### **Basketball Court:**

A letter from the Task Force was sent to the Town Board in May indicating the importance of making this project a priority for completion. The Bank of Greene County has been very patient after providing funds for the project. To date, the project has stalled due to the need for additional funding to start the preliminary site preparation for the court. Completion of this initiative continues to be a priority for the Task Force.

#### **Bistro Tables:**

4 tables need to be sanded and sealed so as to have them placed outside the concession area. Robert has assured the Task Force they will be done.

#### **Gazebo:**

This initiative still lingers. The wood and the milling of the wood is being donated (as previously reported) and the plans from Greenville Norton Hill (GNH) will be donated as well; a donation worth \$750. Dave Infantino has offered to work with GNH to get the plans done and move the

project forward. To date, Dave has committed a great deal of time with GNH to get the plans done and ready for work to begin.

**General items of discussion:**

Bill Lawrence has indicated that the Task Force should apply for a \$3000 grant for other initiatives. The Task Force discussed possible uses such as a handball court, or bleachers near the new gazebo. No decisions were made at this time but Elizabeth will file the application.

As several initiatives are pending, and more ideas keep surfacing, the Task Force is suggesting the development of a projects list to determine cost, establish a tentative timeline for completion and then submit to the Town Board for discussion with Robert Hempstead.

Little League fencing is being done and coordinated with Mike Murphy. The fencing should be done by the 4<sup>th</sup> of July holiday week-end.

On June 11, 2014, the Bank of Greene County held its annual Charitable Foundation reception. The Task Force was awarded a \$1000 check from the Foundation. The Task Force was represented at the reception by Elizabeth Brinckerhoff, Mike Murphy, Dave Infantino and Fran Wolf.

The next meeting of the Town Park Task Force is Tuesday, July 1, 2014 at 5:00 p.m. in the Cairo Public Library.

Meeting adjourned at 6:35 pm.

Report respectfully submitted by Fran Wolf

## Park Task Force Report

Meeting convened at 5:08 p.m. on July 1, 2014 at the Cairo Public Library.

**In attendance:** Elizabeth Brinckerhoff, Task Force Chairperson, Doug Ostrander, Town Board Councilperson, Linda Kuever, Fran Wolf, Janet McKeon, Robert Hempstead, Kathy Brown.

**Guest:** Cathy Hempstead (she will be joining the Task Force).

### **Status updates were given on several pending items.**

- ✓ Ted has requested that Elizabeth send a list of items from the Task Force for the summer intern to accomplish. Elizabeth will prepare the list for Ted after the items have been emailed to her by Task Force members.
- ✓ Robert distributed an overview sheet detailing several items from his department. Of note for pending Task Force items is the following: "Still receiving bids on the repaving, sealing and marking for the basketball court." RFP's went out about 3 weeks ago.
- ✓ Summer REC:  
Janet indicated that the Youth Building is ready to go and her program is in process. She has the need for toaster ovens, microwaves, or crock pots for her program.
- ✓ Linda K. gave a brief overview of the July 4<sup>th</sup> parade and festivities. Peter Lopez and Cecelia Tkaczyk are scheduled to attend.
- ✓ Fitness Center:  
Inquiry of Robert as to whether the Center could be ready for Labor Day? That timeline is not possible. A suggestion was made that members of the Task Force hold a special meeting to make final decision and place the order. From date of order to receipt of the center is approximately 2-4 weeks time.

**The special meeting is scheduled for Tuesday, July 15<sup>th</sup> at 5:00 p.m. at the Library.**

The next meeting of the Town Park Task Force is Tuesday, August 5, 2014 at 5:00 p.m. in the Cairo Public Library.

Meeting adjourned at 5:55 p.m.

Report respectfully submitted by Fran Wolf



## **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)**

July 14, 2014

To: Town Board Members

From: Planning Board

Re: Report of the Planning Board for the Month of June, 2014

The Planning Board held its regular monthly meeting on June 4, 2014. There was no existing business before the board.

In new business, Mr Robert Lang requested a waiver of review for the retail use property he leases on St Rte 145 for the retail sale of landscaping materials. He presented the board with a storm water runoff plan approved by a licensed professional engineer. The board accepted the plan. The board also reviewed the width of the existing driveway and the distance of the site from the road and concluded there would not be any adverse impacts on traffic, health or safety of the public and granted Mr. Lang's waiver request.

Mr. Suhas and Mrs. Valerie Chippa requested a waiver to use a portion of the old "Buck and More" dollar store on Main St. as a smoke shop for tobacco products. Their request was granted.

Mr. Frank Algozzine, as agent for Mrs. Elisabeth Petersen, proposed a two-lot subdivision of Petersen's 84 acre lot on White Farm Loop. Mr. Algozzine indicated he would be purchasing the 5.6 acre subdivided parcel and using it in conjunction with his existing 9.4 acre parcel. A public hearing was scheduled for the board's regular meeting of July 2, 2014.

Respectfully Submitted,

**Daniel A. Benoit**

Daniel A. Benoit, Chairman, Planning Board.



## **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)**

July 14, 2014

To: Town Board Members

From: Planning Board

Re: Report of the Planning Board for the Month of July, 2014

The Planning Board held its regular monthly meeting on July 2, 2014. The scheduled public hearing on the Elisabeth Petersen subdivision was held. One adjoining landowner objected to the subdivision because he believed that Mr. Algozzine should be required to incorporate into his deed the same re-subdivision deed restriction present in the deeds of other individuals who own property in the White Farm Loop subdivision. The board explained it had no authority to require such deed restrictions and approved the subdivision.

The Cairo Historical Society appeared before the board requesting final site plan approval. On January 19, the board granted conditional approval contingent upon the Society's ability to obtain an area/setback variance from the Appeals Board. The variance was granted and the planning board granted final site plan approval.

The Society also has a subdivision proposal before the board that involves adjusting property lines with the Town of Cairo and Thelma Jeune. The surveyor for the Society found the existence of a gore lying between the respective properties. Mr. Edward Forrester presented a conflicting survey that disputes the gore's existence. The board resolved that before any action could be taken, the surveyors should, if possible, resolve the difference.

In new business, Mr. Steven Sanders requested a waiver of review for the re-use of 501 Main St. for commercial purposes. His plan involved three components. He proposed using a portion of the premises as a "Starbucks" style internet café, another portion would be used to sell tropical fish and pet supplies, and a third for selling used furniture. The board granted his waiver request.

There were also 4 new subdivision proposals brought before the board; Beers, Hilgendorff, Benoit and Maurer. Of those 4, the board rejected the Hilgendorff proposal because it would have resulted in the creation of 4 lots of less than the existing 1.25 acre minimum. The applicant was told seek a variance from the Appeals Board if he desired to move forward. Public hearings were scheduled for the August 6 meeting for the Beers and Benoit subdivision proposals. The proponents of the Maurer subdivision stated they wanted to give the subdivision further review before going forward and no public hearing has been scheduled.

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 June 1st, 2014 to July 1<sup>st</sup> 2014

(A) Patrol mileage: Patrol 574- 985  
575- 743  
576- 2172  
577- 57  
578-  
Total Miles- 3957

(B) Criminal Incidents 22  
Non Criminal 151  
Unclassified

Total Complaints 173

(C) Accident Investigations 8 Total

(D) Parking Summons 0 Issued

(E) Arrests 3 TOTAL

(F) Vehicle and Traffic 14 Issued Summons



1. 6 Cairo Police Officers attended an ATV certification conducted by NYS DEC and all 6 passed and are now certified to utilize ENCON and NYSP ATV's if necessary for any patrols. We plan on patrolling the areas that have generated trespass complaints.
2. The grant application was submitted and accepted for bullet proof vest reimbursement from the Federal Government and about \$2600 dollars will be deposited in to the general fund at some point in the near future. Another portion will be reimbursed by NYS after the Federal Government deposits its portion.
3. Many arrests by the NYSP in June were the direct result of Cairo Police Department complaints and investigations.
4. The relationships between the Cairo Police Department, NYS DEC, and the NYSP continue to grow and they have been willing to take or assist us with any investigations.



Cairo Tax Collector  
PO Box 319  
Cairo, NY 12413  
518-622-9218

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

July 9, 2014

To: Supervisor Banta & the Cairo Town Board

Re: Tax Collector's Monthly Update

- A check for May interest (\$23.29), May notice fees (\$78.00), and May penalties (\$4268.89) was paid to the town on June 11, 2014 in the amount of \$4370.18. On or before the 15<sup>th</sup> of each month, I will continue to pay the interest accrued and late fees collected as stipulated by law.
- A check was sent to the Greene County Treasurer on June 11, 2014 in the amount of \$80,000 to go toward the county tax warrant as mandated by law.
- A check for June interest (\$1.66), June notice fees (\$132.00), June penalties (\$4204.05) and June returned check fees (\$30.00) was paid to the town on July 7, 2014 in the amount of \$4367.71.
- A check was sent to the Greene County Treasurer on July 7, 2014 in the amount of \$75,000 to go toward the county tax warrant as mandated by law.
- All tax payments received to date have been recorded in the BAS system and have been recorded in the warrant book.
- I will continue to receive tax payments in the town office until July 31, 2014. At that time, my books will be closed and turned over to the Greene County Treasurer. My scheduled appointment to meet with the county representative is August 4, 2014.
- Please refer to the attached collection summary for statistics related to the tax bill collection as of July 8, 2014.
- Please let me know if you have any questions or concerns regarding the tax collector's office. Thanks for your continued support.

Respectfully submitted,

Susan Hilgendorff  
Deputy Tax Collector

# Town of Cairo Town & County 2014 Collection Summary

Batches 1 thru 221

District:	Taxes Collected:	Penalty:	Surcharge:	Notice Fee:	Remaining Uncollected:
Town & County 2014	5553349.62	20221.35	0.00	234.00	1141813.62
<b>Totals:</b>	<b>5553349.62</b>	<b>20221.35</b>	<b>0.00</b>	<b>234.00</b>	<b>1141813.62</b>

## Collection Statistics:

Number of Postings:	4008
Percentage Collected:	83%
Number of Adjustments:	3
Number of Voids:	102
Number of Returned Payments:	22
Number Refunded Duplicate Pmnts:	13
Notice Handling Fees Collected:	234.00
Received Via:	
On-Line:	57
Mail:	1932
Counter:	438
Bank Payment:	866
At BOGC:	628

Cash:	47691.27
Check:	5428964.88
Other:	97238.82
<b>Total:</b>	<b>5573894.97</b>
Minus Duplicate/Over Payments:	
	0.00
	<b>5573894.97</b>
Taxes:	5553349.62
Penalty:	20221.35
Surcharge:	0.00
Ret. Check Fees:	90.00
Notice Fees:	234.00
<b>Total:</b>	<b>5573894.97</b>
Minus Direct / Under Payments:	
0 Direct:	0.00
0 Under:	0.00
	<b>5573894.97</b>

## Other Payment Type Breakout:

Credit Card:	3	2110.56
Money Order:	9	5621.03
Online Payment:	58	81977.38
Cashiers check:	4	7529.85



**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



**July 14, 2014**

### Highway Daily Tasks Performed:

- In house highway crew hot asphalt paving and road surface repairs. 1991.82 tons to date at a cost of \$113,245.00. See attached report. At this time, we have not yet completed repairs on the majority of our roads. Contracted asphalt paving is contingent upon the repair needs of the roads. Roads that are going to be surface treated (stone & oil) again will be contingent on the repair needs of the roads.
- Sign maintenance ongoing. Replaced/changed missing road name signs as in Dalton Road, Plattekill Road, Marie Drive, Crystal Point, etc.
- Road side mowing continues. Finishing up second cut on all town roads.
- Tree and brush cutting.

- Boom flail mowing sewer plants, water tower, all accessible pump stations to keep up with the heavy vegetative growth and areas at Town Park. Mowed upper field adjacent to Mountain Avenue to facilitate parking for the 4<sup>th</sup> of July fireworks display.
- Hauling scalplings
- Town wide road side clean up continues.
- Many repairs on our aging equipment fleet, ex: tandems, tractors, etc.
- Bucket truck cutting trees on Sandy Plains Road, Winter Clove Road.
- Assisted Agroforestry Center with use of bucket truck.
- Hand weed and brush trimming pump station at Cumberland Farms (five feet tall).
- Hand trimmed and hand mowed the Welcome to Cairo sign at Cumberland Farms.
- Crews worked tirelessly in above 90 degree humid weather to groom and ready the Town of Cairo for the 4<sup>th</sup> of July and the start of summer season.
  - Town Hall, Library, Campus Area and fountain weeded and new mulch installed.
  - Main Street and side roads have been vacuum swept.
- Need to update and amend the dedication of roads and streets ordinance.
  -



**Park Maintenance:**

- Boom Flail cutting brush along the stream bed, access road CR80 (sleigh riding hill), back fence line and walking path.
- Trimmed low branches along the walking path
- Community bulletin board was built, installed, stained and appropriately landscaped using highway personnel and volunteer.
- Four new tables were commissioned, constructed, and delivered.
- Sanding down the Shinglekill Bistro tables and readying them for stain
- Stained youth building sign to coordinate with community bulletin board (natural finish)
- Routine mowing and trimming of ball fields, play areas, dog walk, etc.
- Still receiving bids on the repaving, sealing and markings for the basketball court
- Purchased and to be installed two hoops for the basketball court by playground

- Installed new lighting in the ladies and men's restrooms
- Replaced cold water faucet in the men's room
- Youth building cleaned and readied for summer programs
- Receiving pricing on the repair/replacement of dog walk fencing.
- Boom flail cutting brush at the Nature Center
- Purchased and replaced flags at the park
- Installed temporary mailboxes for receptacles for doggie bags (see newspaper article)
- Hannaford's grant money will be used to purchase barbecue/park grills
- Groomed and readied park for the 4<sup>th</sup> of July festivities
- Finishing up hot/cold outside receptacles to facilitate restroom cleaning
- Removed orange fencing (topsoil seeded area) playground
- Prepping areas for next month's stone and oil surface treatment of parking areas and access roads
- June events in the Park:
  - Greene County Cruisers Car Show
  - Multiple private parties at the pavilion
  - Two school events
  - Sport's events
  - National Guard combat maneuvers with four helicopters (see article)
- Pavilion area was pressure washed and all tables cleaned.
- Extra trash receptacles were placed around the area.
- Recycling area was prepped for fireworks.
- I scheduled additional staffing through the day and into the night and Saturday morning cleanup
- All adjacent bathrooms were open plus one handicap and regular port-a-let installed to accommodate the large number of attendees.
- **I will be forwarding my concerns and recommendations for future events.**
- A resident has kindly volunteered to assist with the additional planting and gardening at the parks and Town hall.
- Septic tank pumped. Problems with the men's rooms toilet bowl. Had to be dismantled to remove obstruction (plastic smoke grenade)
- Pricing the sealing and markings on tennis court.

#### **Town Hall Renovations:**

- Interior door frames delivered, installed and painted.
- Interior doors delivered, hinges installed and doors hung. Ordering appropriate commercial hardware (door handles, locks).
- Contracted drywall finisher needs to return to make repairs. After repairs walls will be primed and repainted.
- Duct work completed, just needs to be tested.
- Flexible base board needs to be ordered and installed.
- Restroom and kitchen area progressing.
- Subpanel needs to be installed and connected.
- All cat 6 computer and video cables needs to be connected into appropriate routing.

- Existing carpets need to be vacuumed and cleaned.
- Interconnected phone systems need to be reviewed and ordered.



**Animal Impound Area (Sewer Plant) Phase I:**

- Kennel area floors have been sealed using a special two part concrete kennel sealant.
- Fiberglass wall panels have been installed on interior perimeter walls to facilitate cleanup and prevent bacteria.
- Interior/Exterior illumination has been installed.
- Safety gate has been installed on stairs leading to filter tank.
- Barrier tarps installed on filter tank.
- New kennel runs delivered and installed.
- Cleaned and repaired kennel runs were temporarily installed outside on existing concrete slab.
- Exterior walls framed and prepped for future doggie doors and exterior connecting runs.
- Removed chain link kennel from previous shelter. Cleaned, scraped and painted and used as temporary kennel in new animal impound area.
- Cleaned up previous animal shelter as agreed upon.
  - Installed materials for road
  - excavated old plumbing from pump
  - installed and replaced water line from pump as per original agreement
  - Area cleaned up and regarded.

**Cemeteries**

- All contracted cemeteries were mowed and hand trimmed before the 4<sup>th</sup> of July weekend.

**Library**

- Mircom monitoring contract has been renewed.
- Trane HVAC monitoring contract has been renewed.
- Repairs made to alarm system.

**Meetings & Miscellaneous**

- Park task force

- Sidewalk Committee
- Met with and assisted Chamber of Commerce at Cairo School for Market Days.
- Met with Sue Boyle for the fall race.
- Met with Peckham for highway/basketball paving.
- USA Paving and Maggio for basketball court paving estimate.
- Garbage receptacles have been placed back on Main Street.
- Scott alarm at sewer plant for estimate on installing fire and smoke alarms. See estimate. When building was constructed, fire, smoke and security alarms were never installed. (leaving the building vulnerable)
- Intern started July 7, 2014 for a couple of hours a day. Because he is only 15 years old his work is very restricted under NYS Department of Labor. I will be scheduling his work at the library, highway facility, summer rec, and parks (two) as needed.

**Machine/Dragbox Paving  
2014**

<b>Road Name</b>	<b>Tons</b>
South Road	55.13
Edison Timmerman	160.41
Frank Hitchcock	31.38
Lower Hitchcock	19.66
Vernal Butler	3.13
Joel Austin North	169.66
Town Park	21.55
M. Simons	124.58
Joel Austin South	79.37
Chadderdon	735.08
Highway Garage	3.91
Bross Street	1.00
Railroad Avenue	1.00
Ross Street	1.96
Holzmann	116.49
Sleepy Dutchman	22.37
Birch Street	3.00
Cedar Street	0.92
Marvin	199.30
Bowery Creek	45.91
Holzmann Extension	15.37
Bogardus	3.72
Old South Durham	40.57
Plattekill	95.25
Half Moon Drive	37.60
Sandy Plains Road	3.00
Madeline Street	0.50
<b>Total Tonage</b>	<b>1991.82</b>



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

**July 14, 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: May 2014 will be provided at the Monthly meeting on July 14<sup>th</sup>**

### **Zoning:**

#### **- Zoning Meetings 2013 & 2014:**

- o January 8<sup>th</sup> @ 4pm, January 15<sup>th</sup> @ 3:30pm, January 28<sup>th</sup> @ 4pm
- o February 4<sup>th</sup> @ 4pm, February 15<sup>th</sup> @ 3pm, February 26<sup>th</sup> @ 10am
- o March 15<sup>th</sup> @ 9am, March 26<sup>th</sup> @ 4pm
- o 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
- o 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
- o June 18<sup>th</sup> @ 4pm, June 25<sup>th</sup> @ 4pm (completed review of classification chart)
- o July 8<sup>th</sup> & 15<sup>th</sup> @ 4pm, next meeting July 25<sup>th</sup> @ 3:30pm
- o 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

- o Documents posted on website:
  - Proposed Zoning Law & Revised Drafts
  - Proposed Zoning Map
  - Feedback Form
  - Other applicable documents & information
- Final Process:
  - o Hired John Lyons-Land Use Expert/Specialist, Attorney & Zoning Moderator to evaluate proposed errors/contradictions/discrepancies.
  - o 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**
- **Meeting with Doug Ostrander & Tal Rappleyea to apply Zoning Map changes on 7/2 @ 1pm.**
- **Next Step: Send Final Zoning Law Draft & Map to the Planning Board for their updated input. Will meet with the Planning Board at a date to be determined.**
- **Last call for Feedback Forms was 3/7/14**

#### 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**
- **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: Debbie Litchko**
  - **April 2014: tbd**

#### Parks:

- **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**
  - **Identified site for Gazebo**
- **Letter received from Park Task Force:**
  - **Requesting Town Board to assist the Parks, Buildings, & Grounds Dept in the completion of the Basketball Court & Fitness Center**
    - **Requesting the Basketball Court & Fitness Center to be completed as soon as possible**
  - **Robert stated he is procuring estimates for the Basketball Court**

#### Special Legislation:

- **Special Long-Term EFC financing for our Sewer Loan is in progress.**
  - **The Legislation passed in the Assembly & the Senate on 6/19/14**
  - **Bill needs to be signed by the Governor**

#### Office Renovation:

- **Making progress**
  - **Work to be completed: carpeting, bathroom, kitchen, & phone system.**
  - **New hire has a skill set that we will be able to utilize to complete projects & renovations such as the office renovations, Annex Building renovations, park improvements, etc.**

#### Annex Building Renovation:

- Work will commence once the Library Renovation is complete.
- New hire will be tasked with this work once the Animal Control Facility & office renovations are complete.

#### **Annex Building Dedication:**

- Will plan a dedication for the Police Department building in honor of Floyd Hempstead

#### **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
- Next meeting tbd

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

- Next step is step is to seek water on County property
  - o Will seek permission; letter sent to County Administrator
  - o See bids & info from engineer

#### **Labor Negotiations:**

- Highway Department Labor Agreement & Negotiations:
  - o Both parties agreed to an impasse on May 14<sup>th</sup>; will resume with PERB mediator.
  - o Next meeting tbd
- Police Department Labor Negotiations:
  - o No discussions at this time.

#### **Animal Control:**

- Visit & inspection of Sewer garage on 3/6, 3/27, 4/18, & 5/21 with Dan J. & Robert H., & Brian Feml. Visit & inspection with Robert H. on 6/19. Visit on 7/11. 1<sup>st</sup> phase of facility complete.

#### **Employee Evaluations:**

- In progress

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

- Meeting with resident regarding civil issue in Town 6/3 @ 11:30am
- Park Security Meeting for National Guard maneuvers 6/4 @ 11am
- Meeting regarding Water & Sewer Dept. 6/11 @ 10am
- Eagle Scout Ceremony 6/14 @ 2pm: Evan A. George
- Special Town Board Meeting 6/16 @ 10am: personnel issues
- Zoning Review 6/17 @ 4pm
- Meeting for USDA compliance review 6/18 @ 10am
- Meeting with Robert H. to view Animal Control Site 6/19 3:30pm
- Sidewalk Meeting 6/25 @ 4pm
- Meeting with Bob Kessel & Cairo Fire Dept regarding Fireworks for July 4<sup>th</sup> on 6/27 @ 1:30pm
- Visited the Youth Fishing Derby held at the Bavarian Manor on 6/28
- Meeting with Doug Ostrander & Tal Rappleyea to apply Zoning Map changes on 7/2 @ 1pm
- Meeting with Holly Wanek(Assistant Director for Workforce Development at Columbia Greene Community College) & Robert Hempstead on 7/3 @ 9:30am regarding the internship program this summer 2014

- Attended July 4<sup>th</sup> Parade, Celebration, Softball Game, & Fireworks
- Attended Library Board of Trustees meeting on 7/8 @ 9:30am
- Meeting with Environment Facilities Corporation regarding final documentation & inspection of the Sewer Plant on 7/11 from 10:30am to noon.

**Water & Sewer Department:**

- Operational Status:
  - o Dave Jennings: Senior Water Operator
  - o Water & Sewer Administrator: Mike Lamanec
  - o Water Operators: Albert Gasparini & John Orso
  - o Sewer Contractor/Consultant: Joe Myers & Co.
- Goals: Septic Tank Repairs & Improvements, Hydrants, Meters, Upsize lines(Jerome Ave, Bross to Grove, & Park), Certifications, & more
- Administrative Status:
  - o Clerical support has been provided to assist with work: Maeve Bolger
  - o Annual Water Quality Report for 2013 is available

**Cairo Historical Society:**

- Requesting use/title of untitled adjacent land to their building-Gore Issue
- Seeking Variance Approval-June 17<sup>th</sup>
- Hometown Heroes Trail Guide posted on the Town's website

**Welcome Home Heather Ray:**

- Tony Puorro will facilitate recognizing Heather Ray on August 2<sup>nd</sup> at the Supporting Our Troops Event at Pot O'Gold

**Climate Smart Communities Program:**

- Next meeting: tbd

**Greene County Youth Fair:**

- Need to discuss and execute a multi-year contract with the Youth Fair
- This year, it's their 60<sup>th</sup> Anniversary
- Dates: July 24<sup>th</sup> to July 27<sup>th</sup>
- Opening Ceremony on July 24th

**Ambulance Department:**

- Will consult with engineers to discuss a new building for the Ambulance Dept.
- County Wide Ambulance Task Force is requesting data for their review.

**Town Hall Security:**

- Doug O. is working on estimates to improve security at Town Hall

**Community Outreach:**

- Rick Busch & I will resume community outreach whereby we visit local businesses & residents to update them on Cairo. Last year, began with local businesses and will continue with businesses for now.

**Correspondence:**

- Letter from Park Task Force
  - o Requesting Town Board to assist Parks to complete basketball court.
- NY State Dept of Tax & Finance
  - o Notice of Equalization Rate for the Town of Cairo: 70.00

- Notice of Public Hearing that the Board of Education for the Cairo-Durham Central School District will be holding Public Hearing in the Middle School Cafeteria on 6/5/14 from 7:00pm to 8:00pm.

#### Cairo Market Days:

- Cairo Chamber thanked Robert H. for his assistance
- First Market Day is 7/2
- MA Tarpinian is the Director this year taking over for Carol Spohler

#### 2015 Budget Preparation:

- Propose we meet on September 16<sup>th</sup> between 10am and 1pm to discuss the budget submissions with the respective departments/component units.

#### Employee/Volunteer Ice Cream Day:

- July 23<sup>rd</sup> at 1/1:15pm
- 2<sup>nd</sup> Annual Ice Cream Treat for Employees & Volunteers offered by me

#### Cairo-Durham Little League:

- Congratulations to the Majors Boys on the accomplishment winning the Little League NY District 15 Triple A Championship-Allstar Tournament.
- First time in Cairo-Durham History
- Players: Armando Salvatore, James Huben, Ethan Philips, Lou LaRegina, Brady Murphy, Ryan Wennstrom, Brian Degeyter, Rocco Nasso, Teddy Banta, Johnny Lopez, Mark Lasher, Jake Hall(injured)
- Coaches: Dan Hall, Keith Philips, Ted Banta



#### July 4<sup>th</sup> Celebration:

- Special thanks to MA Tarpinian & Brian Feml for their coordination of the events, celebration, & parade.
- Special thanks to Robert Hempstead, PBGs, & the Highway Dept for their preparation, event operations, and post event clean-up
- Congratulations to the Little League for their 40<sup>th</sup> Anniversary Commemoration of the Ed Harnett Field

#### Summer Internship Program:

- **The Town is working with the Columbia Greene Community College supervising 2 interns in addition to their summer recreation program employment.**
- **The program is designed for low-income students in the Greene & Columbia Areas. We have given them the opportunity to work additional hours in the afternoon by offering supervision & work.**
- **They are compensated and insured by the College Program. We provide the work & supervision.**

**Upcoming Events:**

- **Greene County Youth Fair July 24<sup>th</sup> to July 27<sup>th</sup>-60<sup>th</sup> Anniversary**
- **Supporting Our Troops at the Pot O'Gold August 2<sup>nd</sup> from noon to 6pm**
  - o **1pm Honor Guard Ceremony**
- **Poker Run for the Cairo Hose Co. August 2nd**

**TOWN OF CAIRO**

**July 14, 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 May, 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 \_\_\_\_\_

**TOWN OF CAIRO**

**July 14, 2014**

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

**“Harold R. Clune, Inc. Change Order 1”**

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

WHEREAS, there was an approved contract in the amount of \$152,900.00 between the Cairo Town Board and contractor Harold R. Clune, Inc. for the electrical contract at the sewer treatment plant; and

WHEREAS, there were electrical changes requested by the Delaware Engineering P.C.to:  
provide interconnection conduits between MCC and remote control panel;  
provide 20 amp circuit to remote control panel;  
provide disconnect switches;  
provide conduit, wire, and terminations for purge valves;  
provide repairs for control valved #1&#2; and  
provide a new feed to existing MCC; therefore be it

RESOLVED, that contract change order no. 1 for Harold R. Clune, Inc. be approved in the amount of \$15,760.00 for a total contract price of \$168,660.00

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**

**July 14, 2014**

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

**“Harold R. Clune, Inc. Change Order 2”**

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

WHEREAS, there was an amended contract in the amount of \$168,660.00 between the Cairo Town Board and contractor Harold R. Clune, Inc. for the electrical contract at the sewer treatment plant; and

WHEREAS, there was an additional scope of work requested by Delaware Engineering P.C.to: provide terminations, testing, and trouble shooting of new main control panels and devices; and to assist Xylem in all portions of start- up of new basins; therefore be it

RESOLVED, that contract change order no.2 for Harold R. Clune, Inc. be approved in the amount of \$2,975.00 for a total contract price of \$171,635.00

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**

**July 14, 2014**

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

**“Harold R. Clune, Inc. Change Order 3”**

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

WHEREAS, there was an amended contract in the amount of \$171,635.00 between the Cairo Town Board and contractor Harold R. Clune, Inc. for the electrical contract at the sewer treatment plant; and

WHEREAS, there was an additional scope of work requested by Delaware Engineering P.C.to: work on existing metering equipment, surge pumps, and EQ Tank #1; therefore be it

RESOLVED, that contract change order no.3 for Harold R. Clune, Inc. be approved in the amount of \$3,150.00 for a total contract price of \$174,785.00

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 \_\_\_\_

# Harold R. Clune, Inc.

Licensed Electrical Contractor

30 Prospect Street  
Ballston Spa, NY 12020  
518-885-6199  
Fax 518-885-3640

## Letter of transmittal

Date: 1/13/2014

Attention: Ablen Amrod

RE: Cairo WWTP

To Delaware Engineering PC  
28 Madison Ave Ext  
Albany, NY 12203

We are sending you via:  Mail  UPS  Hand Delivery

x

COPIES	DESCRIPTION
3ea	Change Order #1, signed.
3 ea	Change Order #2, signed.
3 ea	Change Order #3, signed.

These are transmitted as checked below

For Approval  For Your Use  As Requested

Remarks  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy to: file Signed Brian W. Clune

*If enclosures are not as noted, kindly notify us at once.*

## CHANGE ORDER NO. 1

Owner Town of Cairo - 512 Main Street, Cairo New York 12413 Date 1-10-14  
 Project Installation of Wastewater Treatment Plant & Collection System Improvements  
 Owner's Contract No. No.3 Electric Work Contractor Harold R. Clune Electric  
 Date of Contract Start November 8, 2011 \$ \_\_\_\_\_

You are directed to make the following changes in the Contract Documents. Description:

Provide various electrical changes as requested. (See provided proposal for breakdown of tasks)

Reason for Change Order:

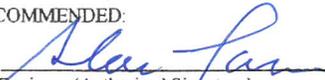
Relocation of PLC to remote location. Devices need mean of disconnect. Existing MCC Feeder undersized. Repairs.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial completion	To final completion
Original:	\$ <u>152,900</u>	Original:	_____
Previous C.O.s (ADD/DEDUCT):	\$ _____	Previous C.O.s (ADD/DEDUCT):	_____
This C.O. (ADD/DEDUCT):	\$ <u>15,760</u>	This C.O. (ADD/DEDUCT):	_____
Contract Price with all approved Change Orders:	\$ <u>168,660</u>	REVISED:	_____
		Original Completion Date:	_____
		Revised Completion Date:	_____

It is agreed by the Contractor that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

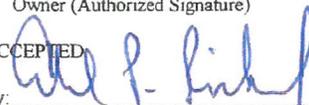
RECOMMENDED:

By:  Date May 29, 2014  
 Engineer (Authorized Signature)

APPROVED:

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Owner (Authorized Signature)

ACCEPTED:

By:  Date May 21, 2014  
 Contractor (Authorized Signature)

# Harold R. Clune, Inc.

Licensed Electrical Contractor

30 Prospect Street

Ballston Spa, NY

518-885-6199

Fax 518-885-3640

## Letter of transmittal

Date: 10/23/13

Attention: Ablen Amrod

RE: Town of Cairo

Installation of Wastewater Treatment Plant  
and Collection Improvements

To: Delaware Engineering, P.C.

28 Madison Avenue

Albany, New York 12203

We are sending you via:  Mail  UPS  Hand Delivery

x

COPIES	DESCRIPTION
1	Combination of Proposals 1-6

These are transmitted as checked below

For Approval  For Your Use  As Requested

Remarks

Attached is the totals for Proposal 1-6.

Please call if you have any questions.

Copy to FILE \_\_\_\_\_

Signed \_\_\_\_\_ EPR \_\_\_\_\_

If enclosures are not as noted, kindly notify us at once.

# PROPOSED CHANGE ORDER

## Harold R. Clune Electric

30 Prospect Street  
Ballston Spa, New York 12020  
Telephone: 518-885-6199  
Fax: 518-886-3640  
Contact: Ed Richard  
E-mail: edr@cluneelectric.com

CCN # 8  
Date: 10/23/2013  
Project Name: Cairo WWTP  
Project Number: Cairo WWTP  
Page Number: 1

Client Address:

## Delaware Engineering

28 Madison Avenue Extension  
Albany, New York 12203  
Telephone: 518-452-1290  
Fax: 518-452-1335  
Contact: Ablen Amrod  
E-mail: aamrod@delawareengineering.com

## Work Description

PROVIDE INTERCONNECTION CONDUITS BETWEEN MCC AND REMOTE CONTROL PANEL.  
PROVIDE 20Amp CIRCUIT TO REMOTE CONTROL PANEL.  
PROVIDE DISCONNECT SWITCHES.  
PROVIDE CONDUIT, WIRE, AND TERMINATIONS FOR PURGE VALVES.  
PROVIDE REPAIRS FOR CONTROL VALVES #1 & #2.  
PROVIDE NEW FEED TO EXISTING MCC.

We reserve the right to correct this quote for errors and omissions.  
This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.  
This price is good for acceptance within 10 days from the date of receipt.  
We will supply and install all materials, labor, and equipment as per your instructions.

## Itemized Breakdown

Description	Qty	Trade Price U	Total Mat.	Labor U	Total Hrs.
Interconnection Conduits - MCC to Control Pa	1	120.60 E	120.60	17.53 E	17.53
20 Amp Circuit to Remote Control Panel	1	77.10 E	77.10	5.02 E	5.02
Provide Disconnect Switches	1	1,343.40 E	1,343.40	27.00 E	27.00
Provide Conduits, Wire & Term. for Purge Val	1	445.19 E	445.19	25.02 E	25.02
Provide Repairs for Control Valves #1 & #2	1	1,013.15 E	1,013.15	44.57 E	44.57
Provide new feed to Existing MCC	1	816.27 E	816.27	15.50 E	15.50
<b>Totals</b>	<b>6</b>		<b>3,815.71</b>		<b>134.64</b>

## Summary

General Materials		3,815.71
<b>Material Total</b>		<b>3,815.71</b>
Journeyman	(134.64 Hrs @ \$70.00)	9,424.80
<b>Direct Labor Subtotal</b>		<b>9,424.80</b>
<b>OVERHEAD &amp; MARKUP</b>		
Overhead	(@ 15.000 %)	1,986.08
<b>Subtotal</b>		<b>15,226.59</b>
Insurance	(@ 2.000 %)	304.53
Bonding	(@ 1.500 %)	232.97
Final Adjustment		-4.09
<b>Final Amount</b>		<b>\$15,760.00</b>

ORIGINAL

## CHANGE ORDER NO. 2

Owner: Town of Cairo - 512 Main Street, Cairo New York 12413 Date 1-10-14  
 Project: Installation of Wastewater Treatment Plant & Collection System Improvements  
 Owner's Contract No. No.3 Electric Work Contractor Harold R. Clune Electric  
 Date of Contract Start November 8, 2011 \$ \_\_\_\_\_

You are directed to make the following changes in the Contract Documents. Description:

Provide termination, testing, and trouble shooting of New PLC. Assist XYLEM in re-wiring of existing system. Work performed T&M.

Reason for Change Order:

Additional work scope required.

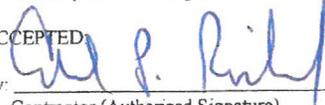
CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial completion	To final completion
Original:	\$ <u>152,900</u>	Original:	_____
Previous C.O.s (ADD/DEDUCT):	\$ <u>15,760</u>	Previous C.O.s (ADD/DEDUCT):	_____
This C.O. (ADD/DEDUCT):	\$ <u>2,975</u>	This C.O. (ADD/DEDUCT):	_____
Contract Price with all approved Change Orders:	\$ <u>171,635</u>	REVISED:	_____
		Original Completion Date:	_____
		Revised Completion Date:	_____

It is agreed by the Contractor that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL  
 STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED:  
 By:  Date May 28, 2014  
 Engineer (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:  
 By: \_\_\_\_\_ Date \_\_\_\_\_  
 Owner (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTED:  
 By:  Date May 21, 2014  
 Contractor (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

# Harold R. Clune, Inc.

Licensed Electrical Contractor

30 Prospect Street

Ballston Spa, NY

518-885-6199

Fax 518-885-3640

## Letter of transmittal

Date: 9/23/13

Attention: Ablen Amrod

RE: Town of Cairo

Installation of Wastewater Treatment Plant  
and Collection Improvements

To: Delaware Engineering, P.C.

28 Madison Avenue

Albany, New York 12203

We are sending you via:  Mail  UPS  Hand Delivery

x

COPIES	DESCRIPTION
1	T&M Proposals for Additional Work

These are transmitted as checked below

For Approval  For Your Use  As Requested

Remarks

Attached is the proposal for the T&M work at the Cairo WWTP.

Please call if you have any questions.

Copy to FILE \_\_\_\_\_

Signed \_\_\_\_\_ EPR \_\_\_\_\_

If enclosures are not as noted, kindly notify us at once.

# PROPOSED CHANGE ORDER

**Harold R. Clune Electric**

30 Prospect Street  
 Ballston Spa, New York 12020  
 Telephone: 518-885-6199  
 Fax: 518-886-3640  
 Contact: Ed Richard  
 E-mail: edr@cluneelectric.com

CCN # 7  
 Date: 9/23/2013  
 Project Name: Cairo WWTP  
 Project Number: Cairo WWTP  
 Page Number: 1

Client Address:

**Delaware Engineering**

28 Madison Avenue Extension  
 Albany, New York 12203  
 Telephone: 518-452-1290  
 Fax: 518-452-1335  
 Contact: Ablen Amrod  
 E-mail: aamrod@delawareengineering.com

**Work Description**

PROVIDE TERMINATIONS, TESTING, AND TROUBLE SHOOTING OF NEW MAIN CONTROL PANELS AND DEVICES. ASSIST XYLEM IN ALL PORTIONS OF START UP OF NEW BASINS.

We reserve the right to correct this quote for errors and omissions.  
 This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.  
 This price is good for acceptance within **10** days from the date of receipt.  
 We will supply and install all materials, labor, and equipment as per your instructions.

**Itemized Breakdown**

Description	Qty	Trade Price	U	Total Mat.	Labor	U	Total Hrs.
3/4" EMT	15	50.00	C	7.50	0.00	C	0.00
3/4" EMT STL COMP CONN	2	60.00	C	1.20	0.00	C	0.00
3/4" EMT STL COMP CPLG	1	85.00	C	0.85	0.00	C	0.00
3/4" EMT STRAP 1-H	3	75.00	C	2.25	0.00	C	0.00
#12 THHN SOLID	90	155.00	M	13.95	0.00	M	0.00
FIELD WORK ORDER - 45859	1	0.00	E	0.00	22.00	E	22.00
FIELD WORK ORDER - 46865	1	0.00	E	0.00	2.00	E	2.00
FIELD WORK ORDER - 46883	1	0.00	E	0.00	5.00	E	5.00
FIELD WORK ORDER - 46884	1	0.00	E	0.00	4.00	E	4.00
<b>Totals</b>	<b>115</b>			<b>25.75</b>			<b>33.00</b>

**Summary**

General Materials		25.75
<b>Material Total</b>		<b>25.75</b>
Journeyman	(33.00 Hrs @ \$75.00)	2,475.00
<b>Direct Labor Subtotal</b>		<b>2,475.00</b>
<b>OVERHEAD &amp; MARKUP</b>		
Overhead	(@ 15.000 %)	375.11
<b>Subtotal</b>		<b>2,875.86</b>
Insurance	(@ 2.000 %)	57.52
Bonding	(@ 1.500 %)	44.00
Final Adjustment		-2.38
<b>Final Amount</b>		<b>\$2,975.00</b>

ORIGINAL

**CHANGE ORDER NO. 3**

Owner Town of Cairo - 512 Main Street, Cairo New York 12413 Date 1 - 10 -14  
Project Installation of Wastewater Treatment Plant & Collection System Improvements  
Owner's Contract No. No. 3 Electrical Work Contractor Harold R. Clune Electric  
Date of Contract Start November 8, 2011 \$ \_\_\_\_\_

You are directed to make the following changes in the Contract Documents. Description:

Performed work T&M on - Existing Metering Equipment, Surge Pumps, and EQ Tank #1.

Reason for Change Order:

Added Scope due to existing conditions.

CONTRACT PRICE		CONTRACT TIMES (Calendar Days)	
		To substantial completion	To final completion
Original:	\$ <u>152,900</u>	Original:	_____
Previous C.O.s (ADD/DEDUCT):	\$ <u>18,735</u>	Previous C.O.s (ADD/DEDUCT):	_____
This C.O. (ADD/DEDUCT):	\$ <u>3,150</u>	This C.O. (ADD/DEDUCT):	_____
Contract Price with all approved Change Orders:	\$ <u>174,785</u>	REVISED:	_____
		Original Completion Date:	_____
		Revised Completion Date:	_____

It is agreed by the Contractor that this Change Order includes any and all costs associated with or resulting from the change(s) ordered herein, including all impact, delays, and acceleration costs. Other than the dollar amount and time allowance listed above, there shall be no further time or dollar compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

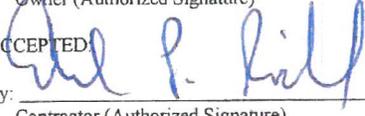
RECOMMENDED:

By:  Date May 29, 2014  
Engineer (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Owner (Authorized Signature) \_\_\_\_\_

ACCEPTED:

By:  Date May 21, 2014  
Contractor (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

# PROPOSED CHANGE ORDER

## Harold R. Clune Electric

30 Prospect Street  
 Ballston Spa, New York 12020  
 Telephone: 518-885-6199  
 Fax: 518-886-3640  
 Contact: Ed Richard  
 E-mail: edr@cluneelectric.com

CCN # 9  
 Date: 1/10/2014  
 Project Name: Cairo WWTP  
 Project Number: Cairo WWTP  
 Page Number: 1

Client Address:

## Delaware Engineering

28 Madison Avenue Extension  
 Albany, New York 12203  
 Telephone: 518-452-1290  
 Fax: 518-452-1335  
 Contact: Ablen Amrod  
 E-mail: aamrod@delawareengineering.com

### Work Description

**FIELD WORK ORDER 47663** - WORK ASSOCIATED WITH THE WIRING OF THE EXISTING MONITORING METERS TO THE NEW CONTROL CABINET. TOTAL COST WAS TO BE REDUCED BY 50% PER AGREEMENT BETWEEN DELAWARE AND CLUNE - MEETING 11/21/13.

**FIELD WORK ORDER 47664** - WORK WAS REQUIRED TO RE-WIRE NEW SURGE PUMPS. MOTORS WERE SUPPLIED AT 480 VOLT. EXSITING MOTORS WERE 120 VOLT. EXISTING CONTROLLER NEEDED TO BE RE-WIRED TO BRING 480 VOLT THROUGH CONTROL POINTS AND TO NEW MOTORS.

**FIELD WORK ORDER 47665** - WIRE UP AND EXTEND CONDUIT, FEEDER CONDUCTORS, AND TEMINATED AT MOTOR FOR EQ TANK #1.

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within **10** days from the date of receipt.

We will supply and install all materials, labor, and equipment as per your instructions.

### Itemized Breakdown

Description	Qty	Trade Price	U	Total Mat.	Labor	U	Total Hrs.
3/4" EMT	10	0.00	C	0.00	0.00	C	0.00
3/4" EMT STL COMP CONN	6	0.00	C	0.00	0.00	C	0.00
1" EMT STL COMP CONN	1	0.00	C	0.00	0.00	C	0.00
3/4" GRC (GALV)	20	200.00	C	40.00	0.00	C	0.00
3/4" GRC COUPLING	1	135.00	C	1.35	0.00	C	0.00
1" GRC COUPLING	2	0.00	C	0.00	0.00	C	0.00
3/4" STEEL LOCKNUT	4	25.00	C	1.00	0.00	C	0.00
1" STEEL LOCKNUT	5	0.00	C	0.00	0.00	C	0.00
3/4" PLASTIC BUSHING	2	25.00	C	0.50	0.00	C	0.00
3/4" 1-H MALL STRAP	4	55.00	C	2.20	0.00	C	0.00
1" 1-H MALL STRAP	20	0.00	C	0.00	0.00	C	0.00
3/4" CLAMP BACK	4	95.00	C	3.80	0.00	C	0.00
1" PVC	200	0.00	C	0.00	0.00	C	0.00
1" PVC T.A.	5	0.00	C	0.00	0.00	C	0.00
1" PVC COUPLING	16	0.00	C	0.00	0.00	C	0.00
1" PVC 90 ELBOW	8	0.00	C	0.00	0.00	C	0.00
3/4" LT FLEX	6	85.00	C	5.10	0.00	M	0.00
3/4" LT STRAIGHT CONN	2	215.00	C	4.30	0.00	C	0.00
#14 THHN SOLID	150	90.00	M	13.50	0.00	M	0.00
#12 THHN SOLID	1,500	0.00	M	0.00	0.00	M	0.00
#10 THHN SOLID	200	195.00	M	39.00	0.00	M	0.00
#18TSP PLENUM CABLE	150	0.00	M	0.00	0.00	M	0.00
4" SQ BOX 1-1/2 D COMBO	2	0.00	C	0.00	0.00	C	0.00
4" SQ BLANK COVER	2	0.00	C	0.00	0.00	C	0.00

ORIGINAL

## PROPOSED CHANGE ORDER

**Harold R. Clune Electric**

30 Prospect Street  
 Ballston Spa, New York 12020  
 Telephone: 518-885-6199  
 Fax: 518-886-3640  
 Contact: Ed Richard  
 E-mail: edr@cluneelectric.com

CCN # 9  
 Date: 1/10/2014  
 Project Name: Cairo WWTP  
 Project Number: Cairo WWTP  
 Page Number: 2

Description	Qty	Trade Price	U	Total Mat.	Labor	U	Total Hrs.
FIELD WORK ORDER - 47663	1	210.00	E	210.00	18.00	E	18.00
FIELD WORK ORDER - 47664	1	0.00	E	0.00	8.00	E	8.00
FIELD WORK ORDER - 47665	1	0.00	E	0.00	5.00	E	5.00
<b>Totals</b>	<b>2,323</b>			<b>320.75</b>			<b>31.00</b>

**Summary**

General Materials		320.75
<b>Material Total</b>		<b>320.75</b>
Journeyman	(31.00 Hrs @ \$75.00)	2,325.00
<b>Direct Labor Subtotal</b>		<b>2,325.00</b>
<b>OVERHEAD &amp; MARKUP</b>		
Overhead	(@ 15.000 %)	396.86
<b>Subtotal</b>		<b>3,042.61</b>
Insurance	(@ 2.000 %)	60.85
Bonding	(@ 1.500 %)	46.55
Final Adjustment		-0.01
<b>Final Amount</b>		<b>\$3,150.00</b>

ORIGINAL

JOB NAME \_\_\_\_\_

**WORK ORDER**

**HAROLD R. CLUNE, INC.**  
 Licensed Electrical Contractor  
 30 Prospect Street  
 BALLSTON SPA, NEW YORK 12020  
 (518) 885-6199

QTY.	MATERIAL	PRICE	AMOUNT	NAME	ADDRESS	PHONE	DATE
200	1" PVC	.40	80.00	CAIRO WJTP	312 Main Street - P.O. Box 728	476663	
8	1" PVC 90° Elbows	1.95	15.60	CAIRO	Cairo, New York 12413		
16	1" PVC Couplings	.55	8.80	CAIRO WJTP			
5	1" PVC T.A. Adapters	.90	4.50				
5	1" Locknuts	.55	2.75				
20	1" One Hole Staps	.75	15.00				
2	1" Rigid Couplings	1.85	3.70				
1	1" ENT Connector	.95	.95				
10	3/4" ENT	.50	5.00				
2	4" 5/8" Boxes	1.95	3.90				
2	4" 5/8" Black Plates	.85	1.70				
6	3/4" ENT Connectors	.60	3.60				
150'	#12 THW Copper	1.55	232.50				
150'	2 CTW-18-5killed	2.25	33.75				
	Total Material	-	411.75				
	discount 50%	-	205.87				
	Total Material Cost	-	210.00				
	Total Labor = 75 x 18 =	1.80	1350.00				
SIGNATURE				DATE COMPLETED			
DATE COMPLETED				DESCRIPTION OF WORK			
DATE COMPLETED				JOB PHONE			
DATE COMPLETED				JOB LOCATION			
DATE COMPLETED				ORDER TAKEN BY			
DATE COMPLETED				STARTING DATE			
DATE COMPLETED				TOTAL MATERIAL			
DATE COMPLETED				TOTAL LABOR			
DATE COMPLETED				TOTAL			
DATE COMPLETED				PAY THIS AMOUNT			

Installed branch conduits, wires and terminated from new PLC to existing equipment.  
 Seal Filter Controller, Effluent Meter, Sludge Meter, Seal Filter meter EA Tank #1 meters and Generator transfer controller  
 Total Hours - 36  
 per agreement with Delaware Engineering - Cost to be split (11/21/19ax)  
**Thank You**

**WORK ORDER**

JOB NAME \_\_\_\_\_

QTY.	MATERIAL	PRICE	AMOUNT	NAME	ADDRESS	PHONE	DATE
20	3/4" GRC	2.00	40.00	Cairo WUPP	512 Main Street - P.O. Box 728	476651	January 10
6	3/4" Legend Hte	1.85	5.10				
2	3/4" Legend Hte Conn.	2.15	4.30				
4	3/4" Lock Nuts	.85	1.00				
2	3/4" Plastic Washers	.85	50				
4	3/4" Staps + Bush Staps	1.50	6.00				
1	3/4" 6Kc Coupling	1.85	1.85				
200	#10 Copper THHN	1.95	39.00				
	Total Material	-	97.85				
				DESCRIPTION OF WORK	ORDER TAKEN BY	STARTING DATE	
				Extended existing feed to new motor on Eq Tack #1	Abba Hurreal	1/10/14	
				Wired, terminated and tested			
				Walt - 5 HRS			
				TOTAL MATERIAL		97.15	
				TOTAL LABOR		375.00	
				TOTAL		472.15	
				TAX			
SIGNATURE _____				DATE COMPLETED _____			
				<p><b>Thank You</b>      PAY THIS AMOUNT <input type="checkbox"/></p>			

**HAROLD R. CLUNE, INC.**  
 Licensed Electrical Contractor  
 30 Prospect Street  
 BALLSTON SPA, NEW YORK 12020  
 (518) 885-6199



**TOWN OF CAIRO**

**July 14, 2014**

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

**“Accept Quarterly Sewer EDU Billing  
Dated June 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 in the amount of \$58,525.00 dated June 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**

**July 14, 2014**

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

“Authorization to Attend NYS Association of Magistrates Court Clerks Annual Fall Conference”

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

WHEREAS, the New York State Association of Magistrates Court Clerks Annual Fall Conference being held September 28, 2014 – Wednesday October 1, 2014; and

WHEREAS, the cost to attend is \$40.00 per person pre-registration fee as a member; and,

WHEREAS, this does not include the annual meal package for the two day conference, that will be submitted at a later date, therefore, be it

RESOLVED, that Joan VanDenburgh and Victoria Smith is hereby authorized to attend the NYS Association of Magistrates Court Clerks Annual Fall Conference in Albany, NY.

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**

**July 14, 2014**

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

**“Accept Water Billing Dated July 7, 2014”**

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

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

RESOLVED, that the Town board accepts the Water Billings as presented in the amount of \$48,489.64 dated July 7, 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**

**July 14, 2014**

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

“Authorization to Attend NYS GFOA Conference”

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

WHEREAS, the New York State Government Finance Officers’ Assoc., Inc. is sponsoring a seminar on the topics of Municipal Bonds and Prevailing Wage in Saratoga, NY on August 8, 2014; and

WHEREAS, the cost to attend is \$120.00 per person as a nonmember; therefore be it

RESOLVED, that Louann Arp is hereby authorized to attend the NYS GFOA conference in Saratoga, NY.

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 \_\_\_\_\_

## DIRECTIONS

### SARATOGA SPRINGS RECREATION CENTER

15 Vanderbilt Avenue, Saratoga Springs, NY 12866

**From the North:** Take I-87 South to Exit 14. Follow sign to Route 9P Saratoga Lake/Saratoga Springs, turn right onto Route 9P North (Union Avenue). Travel approximately 1.4 miles then turn left onto Regent Street. In .3 miles turn left onto Lincoln Avenue then right onto Vanderbilt Avenue. The Recreation Center will be on the left.

**From the South:** Take I-87 North to Exit 13N. Merge onto Route 9 North towards Saratoga Springs. Travel on Route 9 North for approximately 3.5 miles. Turn right onto Crescent St. and take the second left onto Vanderbilt Ave. (approximately .3 miles). The Recreation Center will be on your right.

## MARK YOUR CALENDAR

### Northeast Fall Seminar

October 2  
Mill Road Acres Golf Course, Latham

### GFI Foundations Workshop (Internal Control)

November TBA  
Albany Area

### Northeast Holiday Seminar

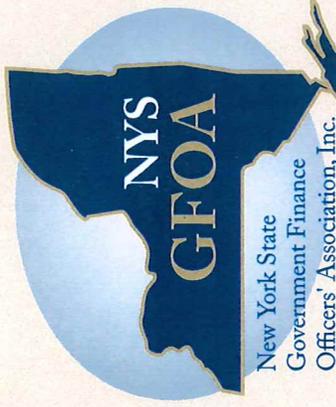
December 11  
The Desmond, Colonie

AND ...

**The NYS GFOA 36th Annual Conference**  
March 25-27, 2015 (Pre-conference Workshops Begin March 24)  
Albany Marriott Hotel ~ Albany, New York



New York State Government Finance Officers' Assn., Inc is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: [www.nasba.org](http://www.nasba.org)



*Responsible. Knowledgeable. Accountable.*

# NORTHEAST SUMMER SEMINAR

## August 8, 2014

Saratoga Springs Recreation Center  
SARATOGA SPRINGS, NY

126 State Street, 5th Floor • Albany, NY 12207 • 518.465.1512 [ph](http://ph) • [www.nysgfoa.org](http://www.nysgfoa.org)



**NORTHEAST SUMMER SEMINAR**  
(Program subject to change)  
August 8, 2014

*Responsible. Knowledgeable. Accountable.*



**AGENDA**

- 9:00am-9:30am Registration and Continental Breakfast
- 9:30am-9:40am Welcoming Remarks
- 9:40am-10:30am ABCs of Going to Market for Municipal Bonds (1 CPE)
-  Herman Charbonneau, Executive Vice President & Manager Roosevelt & Cross, Inc.
-  Elaine Brennan, Senior Vice President Roosevelt & Cross, Inc.
- Session Learning Objectives**
  - Who buys what type of municipal debt.
  - How do governments access the bond market.
  - Changes to tax laws impacting the sale of municipal bonds in the market.
- 10:40am-11:30am **Prevailing Wage: What the Finance Officer Needs to Know**
-  Christopher D. Alund  
Director, Bureau of Public Work  
NYS Department of Labor
- Session Learning Objectives**
  - When do the prevailing wage rules apply to local governments.
  - What are the requirements for documenting the payment of prevailing wage on public works contracts.
  - The penalties for not complying with the prevailing wage requirements.
- 12:00pm **Networking Luncheon in the Carousel at the Saratoga Race Course**  
(Limited Seating Available)

**Thank you for your support!**

**THE BONADIO GROUP**  
CPAs, Consultants & More

**KeyBank**  


**REGISTRATION FORM** (NORTHEAST SUMMER 2014)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ ENTITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

**FEE:**  Member: \$60.00  Nonmember: \$120.00

**PAYMENT METHOD:**  
 Check/Money Order  Claim Voucher/PO

**MEMBERSHIP: RENEW OR JOIN FOR 2014 TODAY!**

**RENEWING MEMBERS**  
 Government: \$165.00  Government: \$80.00  
 Private: \$395.00  Private: \$190.00

**REGISTRATION:**

Pre-registration is preferred. Payment should be made in advance or brought with you to the seminar. Online or fax registration forms will be invoiced. On-site registrations are accepted, however there will be an additional fee of \$10.00.

**Cancellations:** Any cancellations before August 1, 2014 will be charged an Administrative Fee of \$15.00. Cancellations received after this date will NOT be refunded. Cancellation notices may be emailed to [info@nysgfoa.org](mailto:info@nysgfoa.org), faxed to 518-434-4640 or mailed to the address below.

**No shows:** In the event you are unable to attend and have not cancelled in writing, by the date indicated above, you are obligated to pay the full amount.

**MAIL REGISTRATION FORMS TO:**  
NYS GFOA • 126 State Street, 5<sup>th</sup> Floor • Albany, NY 12207

**Questions?** Call 518-465-1512 • Web site: [www.nysgfoa.org](http://www.nysgfoa.org)



Qualifies for Government Finance Institute (GFI) credit.

**TOWN OF CAIRO**

**July 14, 2014**

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

**“Authorization to Attend Association of Towns Conference”**

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

WHEREAS, the Association of Towns is sponsoring a conference for Planning and Zoning Members on July 29, 2014 in Kingston, NY and on July 31, 2014 in Colonie, NY; and

WHEREAS, the cost to attend is \$80.00 per person for 5 training hours credit; therefore be it

RESOLVED, that Jessica Dillon and Angela Bedani are authorized to attend the Association of Towns 2014 Planning and Zoning Summer School in Kingston, NY; and be it

FURTHER RESOLVED, that Thomas Baldwin, Edward Forrester and Richard Lorenz are authorized to attend the Association of Towns 2014 Planning and Zoning Summer School in Colonie, NY.

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**

**July 14, 2014**

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

**“Authorization to Sign Contract with Rodenhausen Chale LLP”**

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

WHEREAS, the Town Board authorized Supervisor Banta by resolution number 56-14 March 3, 2014 to sign a contract amendment dated January 8, 2014 with Christine M. Chale of Rapport Meyers LLP Bond Counsel to increase the contract \$3,000.00 for a not to exceed amount of \$20,500.00 for the Capital Sewer Project; and

WHEREAS, effective May 1, 2014 Christine M. Chale has reorganized to the firm of Rodenhausen Chale LLP Bond Counsel; therefore be it

RESOLVED, the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to sign a contract dated June 19, 2014 with Rodenhausen Chale LLP Bond Counsel with the not to exceed amount of \$20,500.00, of which \$12,250.00 has been previously billed by Rapport Meyers LLP.

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 \_\_\_\_\_

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

VICTOR M. MEYERS  
CARL G. WHITBECK, JR.  
GEORGE A. RODENHAUSEN  
CHRISTINE M. CHALE  
VIRGINIA D. BENEDICT

(Service by Fax Not Accepted)

CARMI RAPPORT  
SENIOR COUNSEL

[www.rapportmeyers.com](http://www.rapportmeyers.com)

VICTORIA L. POLIDORO  
JESSICA DIFIORE

HUDSON OFFICE:  
436 UNION STREET  
HUDSON, NY 12534  
(518) 828-9444  
(518) 828-9719 FAX

January 8, 2014

Town of Cairo  
Main Street  
Cairo, New York 12413

Attn: Supervisor Ted Banta

Re: Bond Counsel Services in Connection with Town of Cairo  
Clean Water Project (Town of Cairo Sewer District No. 1  
Sewer System Improvement Project)

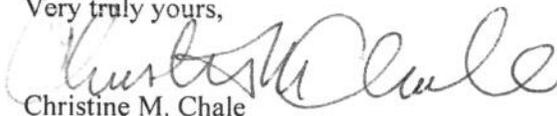
Dear Supervisor Banta:

This letter supplements our engagement letter dated August 16, 2010 with respect to Bond Counsel Services. Please refer to that letter for the additional terms and conditions of our engagement.

Based upon our current understanding of the terms, structure, size and schedule of the financing of the Project, and the duties we will undertake pursuant to this letter, our fee as bond counsel will not exceed \$20,500, an increase of \$3,000. Our fee may vary if material changes in the structure of the financing occur, or if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If we believe that circumstances require an adjustment of our fee, we will consult with you. In addition, we will expect to be reimbursed for our necessary disbursements.

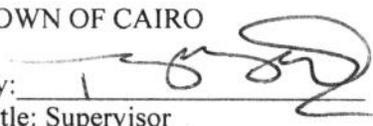
We look forward to working with you.

Very truly yours,

  
Christine M. Chale

AGREED AND ACCEPTED  
this 3<sup>rd</sup> day of March, 2014

TOWN OF CAIRO

By:   
Title: Supervisor

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

VICTOR M. MEYERS  
CARL G. WHITBECK, JR.  
GEORGE A. RODENHAUSEN  
CHRISTINE M. CHALE  
VIRGINIA D. BENEDICT

(Service by Fax Not Accepted)

CARMI RAPPORT  
SENIOR COUNSEL

[www.rapportmeyers.com](http://www.rapportmeyers.com)

VICTORIA L. POLIDORO  
JESSICA DIFIORE

HUDSON OFFICE:  
436 UNION STREET  
HUDSON, NY 12534  
(518) 828-9444  
(518) 828-9719 FAX

April 18, 2014

Supervisor Ted Banta  
Town of Cairo  
512 Main Street  
P.O. Box 728  
Cairo, NY 12143

Re: Bond Counsel Services and Library Matters

Dear Ted:

We would like to inform you of pending changes in the organization of our firm. Starting May 1, 2014, George Rodenhausen, Christine Chale and Victoria Polidoro will be practicing with the firm of Rodenhausen Chale LLP, with offices at 20 Spring Brook Park, Rhinebeck, NY 12572, telephone 845-473-7766.

You have the right to direct the disposition of your files and matters. You may choose to have your matters handled by attorneys remaining at Rapport Meyers LLP, you may choose to have your matters handled by attorneys at Rodenhausen Chale LLP, or you may choose to have your matters transferred to another firm. Unless we hear from you, your files will be transferred to Rodenhausen Chale LLP as of the May 1 effective date. Please contact us if you wish to modify this plan for any or all of your matters.

If you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,



Christine M. Chale

Law Offices of

**RODENHAUSEN CHALE LLP**

---

20 Spring Brook Park  
Rhinebeck, New York 12572

June 19, 2014

Town of Cairo  
Main Street  
Cairo, New York 12413

Attn: Supervisor Ted Banta

Re: Bond Counsel Services in Connection with Town of Cairo  
Clean Water Project (Town of Cairo Sewer District No 1  
Sewer System Improvement Project)

Dear Supervisor Banta:

The purpose of this letter is to set forth the role and responsibilities we propose to assume as bond counsel to the Town of Cairo (the "Issuer") in connection with the issuance by the Issuer of the above-referenced obligations under the New York State Local Finance Law.

Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance and tax-exempt status of obligations of a governmental issuer. As bond counsel, we will examine applicable law, prepare authorizing and operative documents, consult with the parties to the transaction prior to the issuance of any of the obligations, review certified proceedings, and undertake such additional duties as we deem necessary to render an opinion with respect to the Issuer's obligations. We do not undertake (unless separately engaged) to provide continuing advice to the Issuer or any other party concerning any actions necessary to assure that interest paid on the obligations in question will continue to be not includable in gross income for federal income tax purposes.

As bond counsel, we will not assume or undertake responsibility for the preparation of or investigation with respect to an official statement or any other disclosure document with respect to the Issuer's obligations. If a disclosure document will be adopted or approved by the Issuer, we will endeavor to review any description therein of New York State and federal law pertinent to the validity of the obligations and the tax treatment of interest paid thereon, the terms of the obligations, and our opinion.

In performing our services as bond counsel, the Town of Cairo will be the Issuer and we will represent its interests. Our representation of the Issuer does not alter our responsibility to render an objective opinion as bond counsel.

(845) 473-7766 ph  
(845) 473-7790 fax  
cchale@rodenhausenchale.com

Based upon our current understanding of the terms, structure, size and schedule of the financing of the Project, and the duties we will undertake pursuant to this letter, our fee as bond shall not exceed \$20,500, of which \$12,250 has been previously billed by Rapport Meyers LLP. We have assumed for this purpose that the Town's consultant will be primarily responsible for the preparation of the application, and that the Town will close one short term loan and one permanent loan with EFC. Our fee may vary if material changes in the structure of the financing occur, or if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If we believe that circumstances require an adjustment of our fee, we will consult with you. In addition, we will expect to be reimbursed for our necessary disbursements such as filing fees, printing costs, travel expenses, courier charges, photocopying, long-distance telephone, computerized research and any out-of-pocket expenses. Expenses incurred on behalf of clients will be charged separately as disbursements in accordance with our then-current schedule, a copy of which is available on request.

If, for any reason, the financing is not consummated or is completed without the rendition of our opinion as bond counsel, we will expect to be compensated at our hourly rates (currently \$250 for Partners, \$190-\$230 for Associates, and \$85 for Legal Assistants) for time actually spent (but not in excess of the fee set forth above) plus out-of-pocket expenses. Our fee for services relating to the issuance of obligations is usually paid at the closing out of the proceeds of the financing, and we customarily do not submit any statement for such services until the closing unless there is a substantial delay in completing the financing.

You have the right to discharge this firm for any reason or without any reason upon giving reasonable notice. If you do discharge the firm, you remain responsible for payment for all amounts set forth in our statements for services and disbursements rendered up to and including the date of discharge. In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request. A copy of the Statement of Client's Rights and the Statement of Client's Responsibilities is enclosed for your review and reference.

We look forward to working with you.

Very truly yours,

  
Christine M. Chale

AGREED AND ACCEPTED  
this \_\_\_\_ day of \_\_\_\_\_, 2014

TOWN OF CAIRO

By: \_\_\_\_\_  
Title:

**TOWN OF CAIRO**

**July 14, 2014**

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

**“Payment of Bills on Abstract #312”**

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

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

RESOLVED, the Town Board does hereby authorize that Abstract #312, consisting of 2014 Vouchers #1799 through #1973 in the amount of \$311,349.20 is approved for payment.

The total amount to be paid from the:

General Fund -	\$80,720.55	Street Lighting -	\$3,822.08
Highway Fund -	\$191,464.23	Sewer Fund -	\$17,146.27
Cap. Water Fund -	\$8,462.47	Water Fund -	\$2,177.35
Cap. Sewer Fund -		Trust & Agency -	\$56.25
Hydrant Fund -	\$7,500.00	Special Fire -	

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**

**July 7, 2014**

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

**Accept Sewer Penalties  
Dated June 1, 2014**

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

RESOLVED, that the Town Board accepts the Sewer Penalties as presented in the amount of \$4,259.53 dated June 1, 2014

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**

**July 14, 2014**

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

“Authorization to Attend SEI User Group Training/Problems and Pitfalls with DNA Collection/Automation Alterations”

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

WHEREAS, Joan M VanDenburgh and Victoria Smith, attended the SEI Group Training/problems and pitfalls with DNA Collection/Automation Alterations on June 6, 2014; and

WHEREAS, the cost of the training is free, Joan M VanDenburgh, Cairo Town Court Clerk, is seeking mileage and toll reimbursement; therefore be it

RESOLVED, that the Town Board hereby acknowledges that Joan VanDenburgh and Victoria Smith attended the Free Training for SEI User Group Training/Problems and Pitfalls with DNA Collection/Automation Alterations, in Castleton, NY and hereby approve travel reimbursement.

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 \_\_\_\_\_



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
THIRD JUDICIAL DISTRICT  
2500 POND VIEW, SUITE 210  
CASTLETON-ON-HUDSON, NY 12033  
(518) 285-8300  
FAX (518) 285-6169

**A. GAIL PRUDENTI**  
Chief Administrative Judge

**MICHAEL V. COCCOMA**  
Deputy Chief Administrative Judge  
Courts Outside New York City

**THOMAS A. BRESLIN**  
Administrative Judge  
Third Judicial District

**CAROL SCHONGAR**  
District Executive

**MEMORANDUM**  
**3JD/2014/M-7**

**TO: Third Judicial District Town and Village Courts**

**FROM: Hon. Thomas A. Breslin**

**DATE: March 21, 2014**

**RE: SEI User Group Training/ Problems and Pitfalls with DNA  
Collection/Automation Alterations**

---

The Third District Town and Village Unit is hosting user group training for any Court in our District that currently uses the SEI program at the following locations:

June 5, 2014 9am-4pm Third District Administrative Office  
2500 Pond View, Castleton, NY

~~June 6, 2014~~ 9am-4pm Third District Administrative Office  
2500 Pond View, Castleton, NY

October 24, 2014 9am-4pm Thompson Town Court  
4052 Route 42 North, Monticello, NY

All Court Clerks and Judges are invited to attend on a first come first served basis. Marty Maloney will deliver the presentation on behalf of SEI; David Dellehunt will present a program on Problems and Pitfalls with DNA Collection, and Sue Bauman will present Automation Alterations. Kindly RSVP on or before May 30, 2014 to Sue Bauman via e-mail at [sbauman@nycourts.gov](mailto:sbauman@nycourts.gov) or by calling the Town and Village Unit at (518) 285-8724.



**TOWN OF CAIRO**  
**County Site**  
**Cost Projection - Test Drilling & Observation Wells**  
**July 8, 2013**  
**Draft**

<b>Aquifer Drilling &amp; Testing, Inc.</b>				
<u>Item</u>	<u>Unit Cost</u>	<u>Estimated Quantity</u>	<u>Total</u>	
M & D	\$500	1	\$500	
Site Visit	\$175	1	\$175	
Drilling	\$65	200	\$13,000	
Protective Casing	\$200	2	\$400	
PVC Well Installation	\$11	200	\$2,200	
Bentonite Chips	\$35	10	\$350	
Sand Pack	\$50	10	\$500	
3" Split Spoons	\$28	20	\$560	
<b>Total</b>			<b>\$17,685</b>	

<b>Parratt-Wolff, Inc.</b>				
<u>Item</u>	<u>Unit Cost</u>	<u>Estimated Quantity</u>	<u>Total</u>	
M & D	\$1,200	1	\$1,200	
Site Visit	\$500	1	\$500	
Drilling	\$40	200	\$8,000	
Protective Casing	\$300	2	\$600	
PVC Well Installation	\$35	200	\$7,000	
Bentonite Chips	\$15	10	\$150	
Sand Pack	\$10	10	\$100	
3" Split Spoons	\$45	20	\$900	
<b>Total</b>			<b>\$18,450</b>	

<b>Layne Christensen Company</b>				
<u>Item</u>	<u>Unit Cost</u>	<u>Estimated Quantity</u>	<u>Total</u>	
M & D	NA	1	NA	
Site Visit	NA	1	NA	
Drilling	NA	200	NA	
Protective Casing	NA	2	NA	
PVC Well Installation	NA	200	NA	
Bentonite Chips	NA	10	NA	
Sand Pack	NA	10	NA	
3" Split Spoons	NA	20	NA	
<b>Total</b>			<b>NA</b>	

Layne requested a bid package but chose not to submit a bid

**TOWN OF CAIRO**  
**Test Borings & Observation Wells**  
**Request for Quotation**  
**June 30, 2014**

The Town of Cairo (Cairo) is evaluating a Greene County parcel as a potential water source for their municipal water supply. The proposed water supply evaluation of the unconsolidated deposits is planned to include the installation of two test borings and two observation wells as part of the evaluation of yield and water quality if promising materials are encountered. The test borings will be installed to collect data necessary to evaluate the water-bearing potential of the site. The observation wells will be installed for hydraulic conductivity testing, the collection of water level data and for monitoring purposes. The location of the site is presented in the attachment (site map). The proposed scope of services that will be coordinated by Alpha Geoscience (Alpha) will include:

**Scope of Work – Test Borings:**

- Site visit to evaluate drilling equipment access;
- Install 2 test borings with estimated total depths of 100 feet, below ground surface (bgs) for each boring using a drive and wash drilling method (clean water wash). It is anticipated that a minimum casing size of 4-inches will be needed to allow 3-inch split spoon sample collection.
- Collect 3-inch split spoon samples as requested by Alpha. Alpha estimates 10 split spoons per test boring if promising materials are encountered;
- Wash samples (clean water wash) will also be collected as the boring is advanced;
- A brief, falling head test (~5 minutes per test) will be made following the collection of each split-spoon sample or approximately every 5 feet. The test method includes filling the drill casing with clean water and measuring the rate of water level decline;

**Scope of Work – Observation Wells:**

- Complete two observation wells at the test boring locations site consisting of 1.5-inch or 2.0-inch diameter PVC riser and 10 feet of screen (20 slot). The estimated well depths will be 100 feet, bgs. The wells will be completed with sand pack from the bottom of the boring to 2-feet above the screen, and a bentonite seal (2 feet) above the sand pack. The remainder of the boring can be back filled with clean cuttings. The observation wells will be completed with a locking steel protective casing and concrete apron.
- Alpha will perform well development as needed;

**Conditions**

- The drilling will be performed using a soils/auger rig using a drive and wash drilling method. Previous drilling experience in this area showed that a drill bit, such as a roller bit, will be needed to clean-out and advance the boring;

- The drilling contractor must take measures to avoid heaving of materials during the advancement of the boring and sampling activities;
- Prevailing wages apply and the drilling contractor is responsible to comply with all applicable prevailing wage requirements such as payroll reporting and postings;
- The drilling contractor will be contracted directly by Cairo;
- The drilling contractor will perform all drilling activities and provide clean equipment and materials as appropriate for a potable water evaluation;
- The drilling contractor will contact Dig Safely to locate and mark buried utilities before test drilling begins;
- The quotation deadline is Monday, July 7, 2014 at 4 pm. The bid can be emailed to [mpalleschi@alphageoscience.com](mailto:mpalleschi@alphageoscience.com), faxed to 518-348-6966 or delivered by mail to Alpha Geoscience by the deadline;
- The drilling contractor must be available to begin field work by Monday, July 28, 2014.
- The drilling contractor awarded the contract will be required to meet Cairo's insurance coverage requirements, provide a valid insurance certificate and list the Town of Cairo and Alpha Geological Services, Inc. as also insured.

### **Assumptions**

- The drilling locations are accessible by truck mounted equipment;
- There is an existing water source on an adjacent property (Cairo water hydrant). The contractor will provide means to connect to the hydrant and transfer water to the site;

### **Qualifications**

- If requested, prospective bidders must demonstrate that they have experience performing the described services on similar projects. Alpha will contact you if documentation of your experience is requested by Cairo;

### **Unit Costs Request**

Please provide the requested unit costs as presented in Table 1 (attached).

Please contact Michael Palleschi @518-441-6736 if you have any questions regarding this quotation request.

TABLE 1

TOWN OF CAIRO  
 Test Borings & Observation Wells  
 Request for Quotation  
 June 30, 2014

Item	Description	Unit Cost	Remarks	Estimated Quantity*
1).	M & D .	\$ 500 LS	includes moving rig between drill sites	1
2).	Site visit	\$ 175 LS	evaluate equipment access	1
3).	Drive & Wash Drilling	\$ 65 per foot	include wash samples & falling head tests	200 feet
5).	3" Split Spoon Samples	\$ 28 each		20
6).	Installation of Observation Wells (per spec)	\$ 11 per foot	include all materials & labor except protective casing	200 feet
7).	Installation of Protective Casing	\$ 200 each		2
8).	Sand Pack	\$ 50 bag		10
9).	Bentonite Chips	\$ 35 bag		10

\* Contractor will be compensated for the actual labor and materials used during the evaluation per the unit costs. The number of test borings/wells, materials and associated testing will depend on site conditions. Unit costs should include all costs such as freight, etc. and no additional costs will be allowed without prior authorization by the client and Alpha.

Quotation Provided by:

Company: Quicker Drilling & Testing, Inc  
 Name (print): SOE MINA  
 Name (signature): [Signature]  
 Date: 7/3/14

Submit Quote to Michael Palleschi, Alpha Geoscience

TOWN OF CAIRO  
LOCAL LAW # , 2014  
REGULATING THE LICENSING AND CONTROL OF DOGS

**Section 1. PURPOSE AND INTENT**

The Town Board of the Town of Cairo finds it necessary to enact a local law to address the licensing of dogs in lieu of the State of New York's recent mandate that dog licensing become a local government function on January 1, 2011. The purpose of this Local Law is to provide for the licensing and identification of dogs, the control and protection of the dog population and the protection of person, property, and domestic animals from dogs.

**Section 2. AUTHORIZATION**

This local law is adopted pursuant to section 10 of the Municipal Home Rule Law and New York Agriculture and Markets Law Part I of Chapter 59 of the Laws of 2010.

**Section 3. ENACTMENT**

The Town Board of the Town of Cairo hereby adopts the following local law with regard to the licensing of dogs within the Town of Cairo:

**Section 4. DEFINITIONS**

As used in this Local Law, the following terms shall have the meanings indicated:

**CONTROL**- accompanied by its owner or a responsible person able to control it by command. For the purpose of this local law, a dog or dogs hunting in the company of a hunter or hunter shall be considered as accompanied by its owner.

**CUSTODIAN**- person having possession or guardianship of any dog who is not the owner of the dog.

**DOG** - includes male and female, licensed and unlicensed members of the species Canis familiaris.

**DOG CONTROL OFFICER** -- any individual appointed by the Town of Cairo to enforce any and all New York State Agriculture and Markets Laws and Local Laws regulating animals, including dogs.

**HARBOR**- to provide food and/or shelter to any dog.

**IDENTIFICATION TAG** - tag issued by the Town of Cairo which sets forth the identification number assigned to a specific dog and such other information as the Town of Cairo deems appropriate.

**IDENTIFIED DOG** - any dog carrying an identification tag as required by this Local Law.

**LICENSE EXPIRATION DATE** - the expiration date as noted on the dog license issued by the Town of Cairo.

**OWNER** -- any person who harbors or keeps a dog.

**OWNER OF RECORD**- the person in whose name any dog was last licensed pursuant to this local law, except that if any license is issued on application of a person under eighteen years of age, the owner of record shall be deemed to be the parent or guardian of such person. Any person owning or harboring a dog for a period of one (1) week in the Town of Cairo shall be held and deemed the

owner of such dog for purposes of this Local Law.

**SERVICE DOG-** means any dog that has been or is being individually trained to do work or perform tasks for the benefit of a person with a disability, provided that the dog is or will be owned by such person or that person's parent, guardian or other legal representative.

**TOWN CLERK** - the Clerk of the Town of Cairo , where dog licenses are validated or issued pursuant to this Local Law.

### **Section 5. LICENSING OF DOGS**

A. All dogs within the Town of Cairo four (4) months of age or older, unless otherwise exempted, shall be licensed. The owner of each dog required to be licensed shall obtain, complete and return, to the Town Clerk or the Dog Control Officer, a dog license application together with required supporting documentation, the license application fee, any applicable license surcharges and such additional fees as may be established by the Town of Cairo . Each license application shall be accompanied by proof that the dog has been vaccinated against rabies or a statement from a licensed veterinarian that such vaccination would endanger the dog's life in which case vaccination shall not be required. Each license issued shall be valid for a period of one year and must be renewed prior to the expiration date thereof. The Town of Cairo hereby specifically opts out of the option to allow any licensed chapter of the Humane Society to issue licenses within the Town.

B. No license shall be transferable. Upon the transfer of ownership of any dog, the new owner shall immediately make application for a license for such dog.

C. All licenses shall expire on the last day of the last month for which it is issued.

D. The owner of any dog shall notify the Town Clerk of a change of address, ownership, death or loss of their licensed dog.

E. Upon the submission of a dog license application, all required documentation and payment of the required license fee, a Town of Cairo dog license identification tag will be provided to the owner of the dog. The identification tag must be affixed to a dog collar and worn by the dog at all times unless it is participating in an organized event.

F. For those owners who fail to renew a dog license, the Town Clerk or Dog Control Officer shall mail a late renewal fee invoice and warning that failure to renew the license, within a specified time, may result in the issuance of a late fee or court appearance ticket. The application fee for renewal of a dog license which has expired for a period in excess of 60 days or not renewed within 30 days of the date of the aforementioned late notice shall be \$25.00, in addition to the standard base fee for such renewal.

G.

Any dog harbored within the Town of Cairo which was licensed in another jurisdiction shall for a period of thirty (30) days be exempt from the licensing and identification provisions of this local law.

H. Any dog found to be unlicensed during a dog census shall pay a \$5.00 fee in addition to the standard licensing fee.

**Section 6. LICENSING FEES**

- A. License fee for un-spayed/un neutered dog: \$17 + NYS Surcharge of \$3.00 = \$20.00
- B. License fee for spayed/neutered dog: \$9 + NYS Surcharge of \$1.00 = \$10
- C. The above quoted license fees will be reduced by \$5.00 if the dog's owner is over 65 years old
- D. Tag replacement fee \$5.00
- E. There shall be no fee for licensing of service dogs or police dogs.

**Section 7. VIOLATIONS**

- A. It shall be a violation, punishable as provided in subdivision C of this section, for:
  - (i) any owner to fail to license any dog;
  - (ii) any owner to fail to have any dog identified as required by this article, unless participating in a dog show;
  - (iii) any owner to fail to renew a dog license on or before the license expiration date;
  - (iv) any person to knowingly affix to any dog any false or improper identification tag;
  - (v) any owner or custodian of any dog to fail to control, confine, restrain, clean up after (when on property other than the owner), prevent incessant nuisance barking or present such dog for any lawful purpose pursuant to this article;
  - (vi) any dog, licensed or unlicensed, found unrestrained on public property, or other property not belonging to the owner, on Main Street (from the easterly intersection of County Route 23B and State Route 23 to the westerly intersection of County Route 3B and State Route 23), or in the confines of the Angelo Canna Town Park or on any other property owned by the Town of Cairo unless the dog is participating in an organized event.

- (vii) any person to furnish any false or misleading information on any form required to be filed with the Town of Cairo pursuant to this local law;
- B. It shall be the duty of the Dog Control Officer or law enforcement officer to bring an action against any person who has committed any violation set forth in this local law pursuant to the Penal Law of the State of New York. Every such officer shall have the power to issue an appearance ticket pursuant to section 150.20 of the criminal procedure law, to serve a summons and to serve and execute any other order or process in the execution of the provisions of this article. Any such officer of the Town of Cairo may serve any process, including an appearance

ticket and a uniform appearance ticket and simplified information, related to any proceeding, whether criminal or civil in nature undertaken in accord with the provisions of this article or any local law or ordinance promulgated pursuant thereto. In addition and such officer, upon his or her determination that an owner has failed to license any dog within the Town may impose a penalty in accordance with section 9.

**Section 8. SEIZURE OF DOGS; REDEMPTION PERIODS; IMPOUNDMENT FEES**

A. Any dog control officer or <sup>law enforcement officer</sup> A, acting pursuant to his special duties, or police officer in the employ of or under contract to the Town of Cairo shall seize:

- (i) any dog which is not identified and which is not on the owner's premises;
  - (ii) any dog which is not licensed, which is off the owner's premises;
  - (iii) any licensed dog which is not in the control of its owner or custodian or not on the premises of the dog's owner or custodian, if there is probable cause to believe the dog is dangerous;
  - (iv) any dog found to be without vaccination for rabies; and
  - (v) any dog which poses an immediate threat to the public safety.  
or law enforcement officer
- B. Any dog control officer in the employ of or under contract to the Town of Cairo may seize any dog in violation of this local law or any other local law of the Town of Cairo relating to the control of dogs.
- C. Each dog seized in accordance with the provisions of this article shall be properly sheltered, fed and watered for the redemption period as hereinafter provided.
- D. Each dog which is not identified, whether or not licensed, shall be held for a period of at least 7 days from the day seized, during which period the dog may be redeemed by its owner, provided that such owner produces proof that the dog has been licensed and has been identified pursuant to the provisions of this local and further provided that the owner pays the following impoundment fees:

- (i) the costs associated with the shelter including any cost to the Town or charged to the Town by the Humane Society or other sheltering contractor for the feeding and care of the dog plus

the cost of any veterinary care deemed necessary for the health and safety of the dog and an impoundment fee of \$20 for the first impoundment of any dog owned by that person. The impoundment fee will continue to be doubled for any subsequent impoundments.

### **Section 9. PENALTIES**

Upon conviction of a violation of this local law shall be deemed an offense and punishable by a fine not exceeding twenty-five dollars for the first offense and the fines will continue to be doubled for each offense thereafter.

### **Section 10. PRESUMPTION**

Establishment of the fact or facts that the owner of a dog failed to properly license and identify his/her dog as licensed shall be presumptive evidence that the owner or person harboring said dog is not in compliance with the provisions of this Local Law.

### **Section 11. INTERFERENCE WITH OFFICERS**

Any person who shall interfere with or obstruct any animal control officer, law enforcement officer and any officer or agent of a duly incorporated society for the prevention of cruelty to animals shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year or by a fine of not more than one thousand (\$1,000.00) dollar or both.

### **Section 12. EFFECTIVE DATE**

This Local Law shall take effect upon filing in the Office of the New York State Secretary of State.

### **Section 13. NONCONSISTENT PRIOR LAWS**

To the extent that the terms contained in any prior local laws currently in existence are inconsistent with the terms of this local law, the terms contained herein shall supersede the terms of such prior local laws. All other terms of such prior local laws shall continue in full force and effect.



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc.  
301 Old Niskayuna Road  
Latham, NY 12110-2214  
Phone: (518) 785-1315, Fax: (518) 785-4359

April 3, 2014

Robert Hempstead  
Town of Cairo  
512 Main Street  
CAIRO, NY 12413 U.S.A.

Site Address:  
Cairo Library  
512 Main Street  
CAIRO, NY 12413

**Attention:** Robert Hempstead

**Subject:** Continuation of Service Agreement

Your Trane Service Agreement is scheduled for renewal on July 1, 2014. To assure that there will be no interruption of service and benefits to Cairo Town of your Service Agreement will be extended through June 30, 2015. The adjusted Service Fee for the renewal term is \$1,298.00 USD. If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued prior to the start of the Agreement and is due net 15 days from date of invoice. The discount would be 38.94 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

**Scope of Service**

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

**Terms & Conditions**

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

**Clarifications**

If Cairo Town of accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Matt Cross  
Account Manager  
(518)441-8561

**CUSTOMER ACCEPTANCE**

\_\_\_\_\_  
Authorized Representative

Acceptance Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Purchase Order \_\_\_\_\_

\_\_\_\_\_  
Title



## TRANE SCHEDULED SERVICE AGREEMENT

# Executive Summary

Thank you for choosing Trane Building Services as your HVAC support partner. We are committed to working with you to help you ensure your building serves the needs of your organization. The details of that commitment are in the following pages.

A Trane Scheduled Service Agreement will provide planned maintenance for your HVAC systems. The agreement assures that factory recommended services are executed on scheduled intervals.

Beyond the benefits of a typical service plan, a Trane Scheduled Service Agreement can deliver enhanced value through an optional Performance Package. Trane is continuously collecting data from your HVAC system that can be streamed into a report to provide insight into the overall performance of your building. Based on a professional analysis of the report's findings, we can demonstrate opportunities for improvement, and recommend actions to help you achieve performance objectives for energy usage, operational efficiency, environmental impact, air quality and more.

Additionally, as a Trane customer you can count on:



- ☑ **Priority Response** – as a Trane Service Agreement customer you will have service priority, above time and materials customers.
- ☑ **Advanced Diagnostics** – Trane proprietary applications and technologies equip technicians to analyze system performance and make actionable service recommendations.
- ☑ **Trane OEM Service Delivery** – ensures the right services are completely and consistently performed to keep your equipment running efficiently and reliably.
- ☑ **Dedicated Trane Service Team** – a local service team consisting of a Service Coordinator, one or more Service Technicians and an Account Manager, all of whom will be familiar with your service requirements, your HVAC equipment and your facility.

WE VALUE THE CONFIDENCE YOU HAVE PLACED IN TRANE AND LOOK FORWARD TO WORKING WITH YOU.





TRANE SCHEDULED SERVICE AGREEMENT

# Added Value

Proper maintenance can save an estimated 12-18%\* of your budget compared to a run-to-fail approach. A Service Agreement is structured to help you capture those savings.



Research has shown that regular maintenance can:

- Cut unexpected breakdowns by ..... 70-75%\*
- Reduce downtime by ..... 35-45%\*
- Lower equipment repairs and maintenance costs by ..... 25-30%\*
- Reduce energy consumption by ..... 5-20%\*

\* Source: FEMP O&M Guide – July 2004

In addition to financial value, when you partner with Trane you can expect:

## Dependability and Consistency

**Assigned Service Team** - Your service team will consist of our professional Service Coordinator, Service Technicians, and Account Manager with extensive HVAC experience. Our technicians have a thorough understanding of controls, heating, refrigeration, and airside systems.

**Priority Response** - Cairo Library will receive preferred service status. Priority Emergency Response is available on a 24-hour-per-day basis.

**Automated Scheduling System** - Trane utilizes a computerized scheduling program to ensure that all services included in the agreement are performed.

## Superior Service Delivery

**Trane's OEM Service Delivery Process** ensures consistent quality through:

- Uniform service delivery
- Pre-job parts planning
- Documented work procedures
- Efficient and economical delivery of services
- Emphasis on Safety & Environments





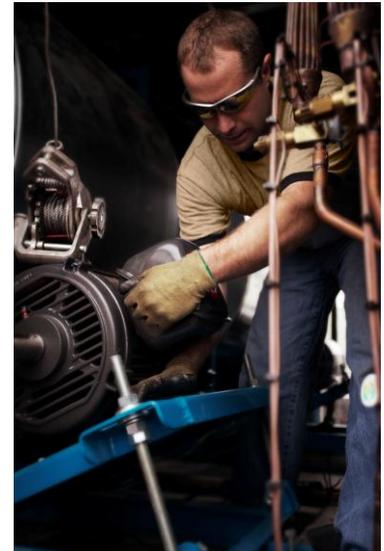
## Superior Service Delivery (continued)

**Service Work Flow** - Trane's industry exclusive service flow process includes detailed procedures that identify steps for: safety, parts, materials, tools, and sequence for execution. Trane's procedures also include steps for safety, quality control, work validation, and environmental compliance.

This process assures a complete service event. No critical steps are skipped or lost. Systems serviced in this way offer a higher degree of reliability and operational longevity. Trane's exclusive service procedures deliver superior service and most reliable outcomes at the most cost-effective price.

Where applicable, Trane's exclusive service process meets or exceeds ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

**Trane's proprietary program is unequalled in the industry.**



## Knowledge Transfer

**Documentation** - Work performed on your equipment will be documented by the technician and reviewed with you at the completion of each visit.

**Operational System Optimization** - Trane Technicians will review operating sequences and practices for the equipment covered by the agreement and advise you of operational improvement opportunities.

**Training for Facility Staff** - Concurrent with annual start-up, your Trane Technician will instruct your operator how to operate the equipment covered by the agreement.

## Health and Safety

**Safety Management Program** - Trane Building Services employs several full time Occupational Safety and Health Administration (OSHA) 30-hr certified safety managers who are available to perform safety consultations related to the service performed at your site. Our Safety Management Program includes monthly safety training for all Trane Building Services field personnel, field supervisor jobsite audits, technician job safety analyses, and other key risk assessments and control strategies.

**Personal Safety** - Trane service technicians are, at a minimum, OSHA 10-hr certified, or equivalent with yearly retraining on all key occupational safety and health topics. Most of our technicians have participated in "Smith Safe" driver training and are Department of Transportation (DOT) Hazmat certified. They are provided with up to date personal protective equipment (PPE), training on its use and limitations, and FR protective apparel. Trane maintains an industry leading position in National Fire Protection Agency (NFPA) 70E Electrical Safety, technician ergonomics and fall protection programs.

**Drug-Free Workplace** - Trane service maintains a Drug-Free Workplace, with a robust drug and alcohol testing program.



## Environmental Management

**Refrigerant Policy** - Trane Building Services practices and procedures are compliant with all Federal and State laws and regulations concerning the proper handling, storage, and repair of leaks of ozone-depleting refrigerants and their substitutes according to Environmental Protection Agency regulation 40 CFR Part 82. Trane service technicians are Universal-certified and use only certified recovery equipment.

**Refrigerant Management Program** - Trane Building Services maintains and uses Trane Refrigerant Management Software (RMS) to capture, manage and report Refrigerant Activity. The Refrigerant Activity Report Form is used by the technician to record all refrigerant activity that has occurred on each piece of equipment. The form data is entered into RMS after it is submitted to and checked by central office personnel. Annually, Trane prints a report from RMS of all Refrigerant activity that has occurred at each site. The report details all refrigerant activity performed by Trane Building Services Technicians for each piece of equipment, and can be used to satisfy reporting requirements.

**Oil Disposal** - Trane Building Services removes used oil from your refrigeration units and disposes of it in accordance with applicable environmental regulations. Trane has a national contract with a leading provider of used oil services to recycle used oil where allowed and properly dispose of used oil which does not meet recycling requirements (in states where used oil is a hazardous waste, Trane will remove used oil from refrigeration units for the customer to arrange disposal).

## Trane Intelligent Services

With an active Trane service agreement and Tracer™ Building Automation System or other qualified controls, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements.

## Trane Scheduled Maintenance

Scheduled number of specific service events and associated labor performed during Trane normal business hours as outlined in the Equipment Coverage and Services section of this Agreement. Basic materials and supplies determined necessary by the Trane Technician for the normal performance of Scheduled Maintenance are covered by the annual fee and include grease, cleaning solvents, and wiping cloths.

## Trane Intelligent Services

Establishing connectivity between the building automation system and our Intelligent Services Center enables Trane to monitor performance and collect data from the facility 24 hours a day, 365 days a year. Trane integrates continuous monitoring, data analysis and Trane professional insight to offer a continuum of service enhancements. Included in this service agreement: Alarm Notification

Note: Customer is responsible for providing a Trane approved connection to enable Trane Intelligent Services capabilities.



**TRANE SCHEDULED SERVICE AGREEMENT**

## Equipment Coverage and Services



Trane will perform the following scheduled services on the described equipment located at:

### Cairo Library

The following "Covered Equipment" will be serviced at Cairo Library:

Equipment	Qty	Manufacturer	Model Number	Serial Number
Tracer UC600 Controller	1	Trane	BMUC600AA01	E12F51223
Tracer UC400 Controller	1	Trane	BMUC400AA01	TBD
Tracer UC400 Controller	1	Trane	BMUC400AA01	TBD
Tracer SC Building Controller	1	Trane	BMSC000AAA	E12D31026

**TRANE SCHEDULED SERVICE AGREEMENT**

## Customer Service Flows

### An Introduction to Controls Maintenance

There is no doubt that proper operation and maintenance of the facility controls systems is a critical component to ensuring that a building operates at the lowest possible costs, while still providing a level of comfort that is conducive to high productivity.

#### Tracer SC – Controller Building Control Unit – Annual Maintenance Visit – (QTY 1)

The Trane Building Control Unit (BCU) is at the heart of the Trane family of building automation controllers. The BCU coordinates communications between all of the individual unit controllers throughout the building, maintains trend records and alarms, and provides system level integration and optimization for groups of equipment. The BCU evaluation allows the Trane technician to check out all aspects of operation of the BCU including firmware and software versions, volatile and non-volatile memory capacities and communications with all devices listed on the riser diagram. Transmit and receive activity will be checked to verify proper operation and processor idle time will be recorded.

This is one of the most critical reviews since the BCU is typically controlling and coordinating the majority of building operations. By performing this review the Trane Building Services technician will ensure that all aspects of the building are coordinating and communicating properly.



This review can reduce energy and maintenance costs by ensuring that all equipment is operating in an optimized fashion and has not failed back to 'default' states. In addition, by confirming that trends and alarms are being properly collected, this review ensures that all the information necessary to run a trouble-free building with a minimum of troubleshooting effort is being gathered. As appropriate for each visit, Trane's Building Services technician will review and record the following items:

**Scheduled Review Tasks:**

- Confirm and upgrade to current software version.
- Review volatile and non-volatile memory usage, along with processor loading conditions.
- Review device communications history logs and events.
- Review device fault history logs and events.
- Inspect device cabinet and circuit boards for physical or electrical damage.
- Confirm external communications capabilities.
- Make any necessary adjustments.
- Back-up system data and give to system operator for safe storage.
- Check power supply input and output voltages. Validate appropriate electrical grounding.
- Provide a written report outlining findings and any recommendations.

**Tracer UC600 & UC400 Controllers – Annual Maintenance Visit – (QTY 1)**

Services technician will review and record the following items:

**Scheduled Review Tasks:**

- Inspect device cabinet, wiring connections, and circuit boards for physical and/or electrical damage.
- Check power supply input and output voltages. Validate appropriate electrical grounding.
- Connect controller to Tracer TU Service Tool and check controller settings.
- Validate configuration of date, time, units of measure, device ID, and baud rate.
- Review device communications history of events and logs.
- Check resistance to ensure that no faults exist in the system.
- Verify proper reporting of sensors and energizing of outputs make any necessary adjustments.
- Confirm external communications capabilities.
- Back-up system data and give to system operator for safe storage.
- Provide a written report outlining findings and any recommendations.

## Trane Intelligent Services

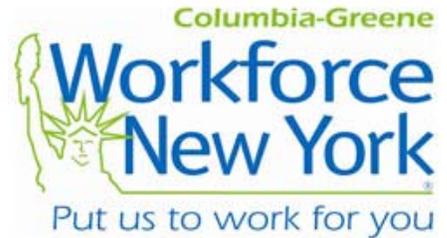
### Alarm Notification

Alarm Notification plus diagnostics and analysis by Trane technical specialists reduces downtime through faster resolution of system alarms.

- 24/7/365 automated alarm notification
- Diagnostics and alarm detailing
- Alarm documentation and reporting (weekly)

**WORKSITE AGREEMENT**

Columbia-Greene Community College  
Workforce Investment Office  
4400 Route 23  
Hudson, NY 12534



MEMORANDUM AGREEMENT for: Summer Youth Employment and Training Program 2014

This document is an agreement between

Columbia-Greene Community College, Workforce Investment Office, hereinafter referred to as “Sponsor”

and;

\_\_\_\_\_, hereinafter referred to as the “Worksite”.

This agreement is dated: \_\_\_\_\_

I. It is understood that the Sponsor and the Worksite wish to execute a non-financial agreement to allow the Worksite to provide Work Experience to SYETP participants.

The Sponsor and the Worksite will work together to accomplish the goal of enhancing the employability of the Summer Youth Employment and Training participants by:

- (a) Providing well supervised, well structured meaningful employment experiences.
- (b) Increasing participant knowledge of and experience with proper working habits and basic work skills.
- (c) Increasing participants’ knowledge of the local labor market.
- (d) Providing career exposure and exploring various occupations.

To ensure that participants will have a realistic work experience, Worksite agrees to assign meaningful tasks on the same basis used with regular employees. We agree, jointly, that no youth will be discriminated against in selection of assignment of duties on the basis or race, color, sex, handicap, religious belief, age or national origin.

Further, it is agreed that the Worksite will provide Sponsor with a list of the types of jobs or activities and work hours at each worksite as an attachment to this agreement.

II. The Worksite agrees to:

- 1. Employ only those participants referred to and declared eligible to the Worksite by the Sponsor.
- 2. Permit participants to start work only with prior approval from Sponsor.
- 3. Insure that participants will work no more than 30 hours per week.
- 4. Comply with Rules and Regulations governing the Summer Youth Employment and Training Program.
- 5. Comply with Fair Standard Act and appropriate New York State Labor Laws.

6. Inform participants of supervisor's name, role and responsibilities and provide the youth the opportunity to relate any problems that might arise.
7. Assign tasks to the youth on a daily basis.
8. Assure that adequate work is available to occupy all participants during working hours.
9. Provide contingency plans for inclement weather when worksites are out-doors.
10. Provide adequate supervision to participants at all times and shall supervise no more than 12 youths. When worksite supervisors are unavailable, alternate supervisors will be designated.
11. Assure that sufficient equipment and/or materials are available to carry out work assignments.
12. Assign youth to only those activities approved by the Sponsor.
13. Assure that participants will not be paid for breaks, lunch, unexcused absences, un-worked hours, or recreational activities.
14. Permit release time scheduled by Sponsor during work hours to attend services and programs required and offered by Sponsor, or its agents.
15. Notify sponsor within 24 hours of any accidents, special situations, or unusual occurrences.
16. Evaluate each participant as agreed upon and required by Sponsor.
17. Comply with assurances, reporting, monitoring and evaluation systems required by Sponsor.
18. Permit monitoring and evaluation of worksite by Sponsor staff, and such state and federal officials as shall be necessary to monitor this site. Monitoring will be on a regular basis, and shall include random unscheduled visits.
19. Close worksite where serious or continual violations of the Rules and Regulations of Summer Youth Employment and Training Program cannot be remedied by quick remedial action.
20. The participants' time and attendance shall be certified by the supervisor and the participant on time sheets provided by Columbia-Greene Community College. The time sheets shall be forwarded to the College by the worksite bi-weekly. Copies of all time sheets and related participant records shall be retained by the worksite for at least three (3) years.
21. Participants will be provided with their scheduled hours of work at the beginning of participation. Any changes in this work schedule will be provided in writing to the participant and the participant's counselor before the changes take effect.
22. Insure that the positions filled by summer youth employees funded under this Agreement will not displace any currently employed worker, including partial displacement, such as a reduction in hours of non-overtime work, wages or employment benefits. Furthermore, the worksite insures no other individuals are currently on layoff from the same or any substantially similar job, or the worksite has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by utilizing summer youth employees.
23. Insures that summer youth employees will not take part in fund raising activities during the hours they are being paid wages under this agreement.

### III. Sponsor agrees to:

1. Provide worksite with instructions and procedural forms as may be required.
2. Provide orientation to SYETP participants on program purposes and policies and procedures.
3. Assure that immediate worksite supervisors and their alternates will receive orientation as to their duties and responsibilities to the program prior to participant's arrival.
4. Ensure participants are eligible for this program and that each participant has proper working papers, if they are required.

5. Provide Labor Market Orientation Exposure Activities, counseling and supportive services to the participants as determined necessary by Sponsor.
6. Notify worksite three (3) days in advance for activities that require release time of participants.
7. Be responsible for evaluating and referring youth to positions which are relevant to the youth's career interests and educational program as well as specific individual needs. Preference will be given to those applicants who demonstrate the greatest need for employment and training. Although worksite may recommend someone to be placed at the site, the Sponsor has the final say in placement.
8. Although the worksite may recommend firing of participants, the Sponsor will be responsible for the final decision made.
9. Be considered the employer and provide workman's compensation, social security, federal and state income taxes. Will pay wages by checks drawn on sponsor and will distribute these wages on a bi-weekly basis.
10. Monitor the program according to the grant funded guidelines.
11. Provide technical assistance in programmatic aspects.

IV. IT IS MUTUALLY AGREED THAT:

This is a non-financial agreement, which may be terminated by either party upon notification in advance, and will be updated to reflect current conditions as necessitated by the Summer Youth Employment and Training Program Job Description.

The program activities are contingent upon federal or other grant funding and may be terminated if said funding is discontinued or if said program is not being administered in accordance with this Agreement, Rules and Regulations of the funding agency or other appropriated laws, ordinances, rules and regulations.

Both parties understand that the funding agencies prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in the funding agencies programs or activities; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Worksite administrator will ensure that all individuals supervising youth participants will have a copy of this agreement.

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(Signed) Agency Administrator

Date

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(Signed) Sponsor Designated Representative  
 Columbia-Greene Community College  
 Workforce Investment Office  
 4400 Route 23, Hudson, NY 12534  
 828-4181, ext. 5510

Date

Dear Worksite Supervisor:

The Columbia Greene Workforce Investment Office is beginning the process of recruiting organizations to possibly be worksites for a 2014 Summer Youth Employment and Training Program (SYETP.) **At the current time we are unsure if we will have funding to support this program. However, if we don't start the planning process now we will be unprepared to start the program in July.**

As a worksite, your agency/business may receive summer workers whose wages and workman's compensation is paid by Columbia Greene Workforce New York. The majority of the jobs will last for six weeks beginning on Monday July 7, 2014 and ending on or about August 15, 2014. To support the youth on the job, a youth employment counselor will visit your worksite to assist with any concerns, reinforce skill development, and provide job search and career development assistance.

If you would like to be considered as a worksite, please complete the enclosed Worksite Agreement and Job Description forms. A separate Job Description form needs to be completed for each position. **Note:** youth cannot be placed in positions where they are replacing a laid-off worker. See item number twenty-two on the Worksite Agreement for more details.

Please return the completed forms, along with all appropriate signatures to my office as soon as possible.

If you would like to learn more about the Summer Program, please call my office at 828-4181 ext. 5510. I would be happy to assist you with any questions. Thank you for your consideration.

Sincerely,

Mark Decker  
Assistant Director  
Columbia Greene Workforce New York

Enc.

# Summer Youth Employment and Training Program Job Description 2014



Organization:		Director/Manager:	
Phone Number:		Director's Email Address:	
Mailing Address:			
Immediate Supervisor:		Phone Number:	
Alternate Supervisor:		Phone Number:	
Location Address (if different from above):			
Supervisor's email:		Alternate's email:	

Internship Job Title:							
<b>Internship Work Schedule</b> (plan for 28 hours per week) (List start time and end time)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Lunch Break will be from:</b>							

<b>Internship Job Tasks (list at least 5 activities the youth will be performing):</b>

<b>List skills required, equipment to be used, or any special instructions for the Intern</b>

<b>CHECK THE SKILLS BELOW THE INTERN WILL BE ABLE TO DEVELOP AND DEMONSTRATE</b>						
Attendance	Punctuality	Workplace Appearance	Taking Initiative	Read With Understanding	Respond To Supervision	Cooperate With Others
Solve Problems & Make Decisions	Listen Actively & Respond Appropriately	Resolve Conflict & Negotiate Well	Observe Critically	Take Responsibility For Learning	Quality Of Work	Solve Problems Using Math

\_\_\_\_\_  
Worksite Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Workforce Investment Office, Director

\_\_\_\_\_  
Date

## SUMMER YOUTH WORK SCHEDULE

**Summer Youth Employees are scheduled to begin work on Monday, July 7, 2014. The program will last for six weeks until Friday, August 15, 2014. Youth can work up to 30 hrs per week.** If the position you are requesting to fill will operate at different time periods, please indicate the alternate start and finish dates (we may or may not be able to accommodate.):

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Please indicate the daily desired start and finish times of this position:

Monday \_\_\_\_\_ Thursday \_\_\_\_\_

Tuesday \_\_\_\_\_ Friday \_\_\_\_\_

Wednesday \_\_\_\_\_

Indicate the amount of time the employee will have scheduled for lunch each day: \_\_\_\_\_  
Note, the Labor Laws require at least one-half hour for lunch.

Summer youth employees get paid only for the time they work. Lunch time does not count as paid time. All SYETP participants will receive the NYS Minimum Wage per hour.

Please indicate any special needs or skill requirements of your worksite (i.e. physicals, dress, work boots etc.):

\_\_\_\_\_  
\_\_\_\_\_

Please note plans for inclement weather: \_\_\_\_\_

\_\_\_\_\_

I CERTIFY THAT IN SUBMITTING THIS REQUEST, ALL NECESSARY CONCURRENCES FROM APPLICABLE COLLECTIVE BARGAINING UNITS AND CIVIL SERVICE COMMISSIONS HAVING JURISDICTION HAVE BEEN OBTAINED. I ALSO ASSURE THAT THERE ARE NO HIRING FREEZES OR STAFF ON LAY-OFF IN MY AGENCY AND NONE ANTICIPATED. THE POSITION(S) REQUESTED WILL BE UTILIZED IN ADDITION TO NORMAL LEVELS OF AGENCY SERVICES PROVIDED AND WILL NOT BE USED TO SUPPLANT EXISTING EMPLOYEES IN MY AGENCY.

Signature \_\_\_\_\_

Worksite Administrator

Date

Signature \_\_\_\_\_

Workforce Investment Office, Director

Date