

# Minutes

**Town of Cairo  
Special End of Year Meeting @ 9:00 AM  
Location: Town Hall Meeting Room**

**December 28, 2016**

The Town Board of the Town of Cairo met for a Special End of Year Town Board meeting on Wednesday, December 28, 2016 at the Town Hall Main Street, Cairo, New York.

Supervisor Dan Benoit called the meeting to order at 9:05 AM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Joyce and Councilperson Ostrander. Councilperson Cords and Councilperson Warner were absent.

**Resolution No. 259 -16** “Amend Resolution 240-16 – Standard Work Day Reporting” offered by Supervisor Benoit and seconded by Councilperson Joyce:

Be it resolved, the Town Board of the Town of Cairo does hereby amend Resolution No. 240-16 – Standard Work Day Reporting to amend the hours worked per month for Tanja Sirago from 1.4 days to 2.8 days per month.

All members in favor – motion carried.

**Resolution No. 260 - 16** “Sewer Billing Adjustment” offered by Supervisor Benoit and seconded by Councilperson Ostrander:

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

**RESOLVED**, that the Town Board does hereby accept the adjustments to the Sewer Bill dated November 15, 2016, to Account Number 5530, in the amount of \$582.08.

All members in favor – motion carried.

**Resolution No. 261 - 16** “Accept Water Billing” offered by Supervisor Benoit and seconded by Councilperson Ostrander:

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

**RESOLVED**, that the Town Board does hereby accept the billing of additional service charges of \$450.00 from the Water Administrator dated October 3, 2016.

All members in favor – motion carried.

**Resolution No. 262 - 16** “Accept Sewer Penalties” offered by Supervisor Benoit and seconded by Councilperson Ostrander:

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

**RESOLVED**, that the Town Board does hereby accept the Sewer Penalties from the Sewer Administrator in the amount of \$2675.76 dated December 21, 2016.

All members in favor – motion carried.

**Resolution No. 263 - 16** “Inter-fund Transfer from Sewer Fund” offered by Supervisor Benoit and seconded by Councilperson Ostrander:

**WHEREAS**, there is an inter-fund loan from the general fund to the sewer fund in the amount of \$304,086.75; and

**WHEREAS**, the 2016 Budget allocated \$3,500.00 to be paid to the General Fund; therefore be it

**RESOLVED**, that the Town Board of the Town of Cairo does hereby authorize an inter-fund transfer of \$3,500.00 from the Sewer Fund to the General Fund to be applied towards the inter-fund loan balance of \$304,086.75

All members in favor – motion carried.

**Resolution No. 264- 16** “Write-off Rent from Inter-fund Loan” offered by Supervisor Benoit and seconded by Councilperson Joyce:

**WHEREAS**, the animal control shelter is utilizing 560 sq. ft. of the WWTP garage; and

**WHEREAS**, the Cairo Town Board deemed that a fee of \$4.00 per sq. ft. which includes a stipend for electric, heat and water would be sufficient for rent; and

**WHEREAS**, the Sewer District has an inter-fund loan from the General Fund, therefore be it

RESOLVED, that in lieu of cash rent to the Sewer District from the General Fund, the monthly sum of \$186.67 will be written off the inter-fund loan balance of \$304,086.75 due to the General Fund for an annual amount of \$2,240.04 for fiscal year 2016.

All members in favor – motion carried.

**Resolution No. 265 - 16**

“Inter-fund Transfer from Water Fund to

General Fund” offered by Supervisor Benoit and seconded by Councilperson Joyce:

**WHEREAS**, the Cairo Water District owes, through inter-fund borrowing, the sum of \$53,724.67 to the General Fund; and

**WHEREAS**, there is sufficient Water District Funds to pay \$10,000.00 to the General Fund; therefore be it

**RESOLVED**, that the Town Board of the Town of Cairo does hereby authorize an inter-fund transfer of \$10,000.00 from the Water Fund to the General Fund.

All members in favor – motion carried.

**Resolution No. 266 - 16**

“Budget Amendments and Payment of Bills

on Abstract #325” offered by Supervisor Benoit and seconded by Councilperson Joyce:

**WHEREAS**, town law requires that no fund or appropriation account may be overdrawn; and

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

**RESOLVED**, the Town Board does hereby authorize the following budget amendments:

From	A-1220.4	Supervisor-Contractual	-736.50
To	A-1220.107	Supervisor-Persl Serv Secretary	+736.50
From	A-1410.4	Town Clerk-Contractual	-1,064.54
To	A-1410.118	Town Clerk-Personal Serv	+165.97
To	A-1410.2	Town Clerk-Equipment	+898.57
From	A-1620.408	Bldgs. – Contractual -RR Ave	-3,949.15
To	A-1620.15	Bldgs. – Persl Serv	+853.41
To	A-1620.151	Bldgs. Library-Personal Serv	+72.49
To	A-1620.4	Bldgs. – Contractual	+2,641.91
To	A-1620.411	Bldgs. – Contractual Library	+381.34
From	A-1680.2	Central Data-Equip	-604.07
To	A-1680.416	Central Data-Copier	+604.07

From	DA-5142.15	Snow Removal-Persl Ser	-13,750.67
To	DA-5110.15	General Repairs-Persl Ser	+13,750.67
From		Fund Balance	-2,774.40
To	DA-5130.4	Machinery – Contractual	+2,774.40
From	DA-9060.8	Medical Insurance-Benefits	-222.00
To	DA-9089.802	Drug Testing-Other Benefits	+222.00
From		Fund Balance	-144.34
To	SL-5182.447	Street Lighting-Winter Clove	+144.34
From	SS-8110.103	Sewer Admin-Persl Serv	-811.23
To	SS-8110.102	Sewer Admin-Persl Serv	+331.25
To	SS-8110.14	Sewer Admin-Persl Serv	+479.98
From		Fund Balance	-291.12
To	SW-8320.4	Source Supply – Contractual	+291.12

And be it further **RESOLVED**, the Town Board does hereby authorize that Abstract #325, consisting of 2016 Vouchers #4356 through #4440 in the amount of \$126,852.16 is approved for payment.

The total amount to be paid from the:

General Fund -	\$34,201.85	Hydrant -	
Highway Fund -	\$78,535.57	Sewer Fund -	\$9,329.80
Special Fire -		Water Fund -	\$4,486.92
Street Lighting -		Trust & Agency -	\$298.02

All members in favor – motion carried.

**Resolution No. 267 - 16**

“Amend 2016 Budget to Reflect Receipt of

911 Sign monies and Expense of Signs Purchased” offered by Councilperson Ostrander and seconded by Supervisor Benoit:

**WHEREAS**, the town received 911 sign monies from residents for the purchase of 911 signs; and

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

**RESOLVED**, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A-3010.46 Public Safety – 911 Signs to reflect the increase in General Fund Appropriations \$17.50 and; increase the revenue line item A-3389 Other Public Safety to reflect the increase in General Fund Revenue in the amount of \$17.50 in the 2016 budget.

All members in favor – motion carried.

**Resolution No. 268 - 16** “Accept Rider to MVP Health Insurance” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

Be it resolved, the Town Board of the Town of Cairo does hereby approve the addition of a Rider to the Town’s MVP Health Plan to include employees dependents up to age of turning 30 years old.

All members in favor – motion carried.

A motion was made by Supervisor Benoit and seconded by Councilperson Ostrander to adjourn the meeting at 10:15 AM

Respectfully submitted,

Tara A. Rumph, RMC  
Cairo Town Clerk