

Minutes

**Town of Cairo
Town Board Meeting @ 7:00 pm
Location: Town Hall Meeting Room**

December 5, 2016

The Town Board of the Town of Cairo met for a Town Board meeting on Monday, December 5, 2016 at the Town Hall Main Street, Cairo, New York.

Supervisor Dan Benoit called the meeting to order at 7:10 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Joyce, Councilperson Cords, Councilperson Warner and Councilperson Ostrander.

The minutes from November 2, 2016 were approved by Councilperson Dan Joyce and seconded by Councilperson Gary Warner. Councilperson Ostrander abstained as he was absent from that meeting.

Resolution No. 233 -2016 “MVP Silver 8 HDHP Health Insurance” offered by Councilperson Cords and seconded by Councilperson Warner:

Whereas, there is a cost savings realized by switching the Town of Cairo Employees from MVP Silver 4 Health Insurance to MVP Silver 8 Health Insurance with lower monthly premiums, out-of-pocket maximum, and medical co-pays; and

Whereas, the Town of Cairo will continue to fund the HRA card for deductibles at \$3,500.00 for individual and \$7,000.00 for family’ therefore be it

Resolved, the Town of Cairo does hereby authorize the Town Supervisor to sign the contract with MVP Healthcard for the Silver 8 HDHP Plan; and be it further

Resolved, these changes will be effective January 1, 2017.

All members in favor – motion carried.

Resolution No. 234 -2016

“MVP HRA Debit Card Renewal” offered by

Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, MVP Health Insurance has a health reimbursement account card for funding the high deductibles with monthly administrative fees of \$5.00 per employee with no charge for the annual renewal fee;

WHEREAS, the Town of Cairo will continue to fund the HRA card for deductibles at \$3,500.00 for individual and \$7,000.00 for family; therefore be it

RESOLVED, the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to sign the MVP HRA Administrative Fee Renewal Proposal for funding the HRA card to be effective January 1, 2017.

All members in favor – motion carried.

Resolution No. 235 -2016

“United Healthcare Medicare Complete Choice

Plan 4” offered by Councilperson Warner and seconded by Councilperson Ostrander:

WHEREAS, there is a considerable cost savings realized by switching the Town of Cairo retirees from the company sponsored Blue Shield of Northeastern NY Medicare Advantage Plan to an individual United Healthcare Medicare Complete Choice Plan; and

WHEREAS, the retiree and/or spouse will pay the monthly premium directly to United Healthcare; therefore be it

RESOLVED, the Town of Cairo will reimburse the premium payments on a semi-annual or annual basis to those retirees that are eligible for paid health insurance in the amount of \$66.00 per month to cover the premium costs; and be it further

RESOLVED, with submitted documentation, when the eligible retiree’s and/or spouse’s total drug costs reach \$3,700. the Town of Cairo will reimburse the retiree and/or spouse 51% of the total cost for generic drugs or 40% of the total cost for brand names drugs, for any drug tier during the coverage gap stage up to the amount of \$1,250.; and be it further

RESOLVED, the Town of Cairo will continue to reimburse an eligible retiree and/or spouse for the cost of the Medicare Part B premium on a semi-annual or annual basis; and be it further

RESOLVED, these changes will be effective January 1, 2017.

All members in favor – motion carried.

Resolution No. 236 -2016

“Establishment of a Repair Reserve Fund for the Repair of Polly’s Rock Bridge” offered by Councilperson Warner and seconded by Councilperson Ostrander:

WHEREAS, the Town of Cairo is responsible for the maintenance and repair of the bridge on Polly’s Rock Road that crosses the Kiskatom Creek, more commonly known as the Polly’s Rock Bridge, (hereinafter: “the bridge”) and

WHEREAS, a recent inspection has shown that extensive repairs are necessary, and

WHEREAS, such repairs are not of the type that would recur annually or at shorter intervals, and

WHEREAS, the Town Board has determined that monies should be set aside and dedicated to the repair of the Polly’s Rock Bridge, now therefore:

BE IT RESOLVED, that pursuant to Section 6-d of the General Municipal Law there is hereby established a repair reserve fund to be known as the “Polly’s Rock Bridge Repair Reserve Fund.” The purpose of the fund is to accumulate monies to finance the repair costs of the bridge. The current estimated costs of said repair based upon a cost estimate supplied by the Town of Cairo Highway Superintendent are \$410,000.

BE IT FURTHER RESOLVED, that the Town Board authorizes and directs the depositing and securing of monies in this reserve fund in the manner provided by Section 10 of the General Municipal Law.

BE IT FURTHER RESOLVED that the Town Board may invest the monies in the reserve fund in the manner provided for in Section 11 of the General Municipal Law, consistent with the Town of Cairo’s investment policies and procedures. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the reserve fund.

BE IT FURTHER RESOLVED, that the Town Supervisor shall account for the reserve fund in a manner that maintains a separate identity of the reserve fund and shall show the date and amount of each sum deposited into the fund, interest earned, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the fund.

BE IT FURTHER RESOLVED, that except as otherwise provided by law, expenditures from this reserve fund shall be made only for the purpose for which it is established. Except in the case of an emergency, any expenditure from the fund is subject to a public hearing, properly noticed by publication in the town's official newspaper, with at least five (5) days between publication of the notice and the hearing date specified in the notice.

BE IT FURTHER RESOLVED that in the case of an emergency, monies may be expended without notice and without a public hearing upon a resolution approved by at least a two-thirds vote of the board then present. Additionally, at least one-half of the monies so expended must be repaid in the next fiscal year and the balance repaid by the end of the second fiscal year following the expenditure.

All members in favor – motion carried.

Resolution No. 237 -2016 “Authorize the Supervisor to Sign the Round Top Fire Company 2017 – 2019 Contract” offered by Councilperson Ostrander and seconded by Councilperson Warner:

WHEREAS, The Town Board of the Town Cairo has reviewed the proposed 2017 – 2019 contract with the Round Top Fire Company and accepts the contract, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to sign a 3 year contract with Round Top Fire Company to provide fire service in the Round Top Fire district in the amount of \$92,006.74 for each year.

All members in favor – motion carried.

Resolution No. 238 -2016 “Approve 2017 Contract with Columbia-Greene Humane Society/SPCA” offered by Councilperson Cords and seconded by Councilperson Joyce:

WHEREAS, The Town of Cairo has received the 2017 Columbia-Greene Humane Society/SPCA contract for January 1, 2017 – December 31, 2017 for approval, contract covers fees schedule, housing and care of dogs seized by Animal Control, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorize the Town Supervisor to sign the 2017 Columbia-Greene Humane Society/SPCA contract.

All members in favor – motion carried.

Resolution No. 239 -2016

“Accept EDU Billing” offered by Councilperson

Ostrander and seconded by Councilperson Cords:

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

RESOLVED, that the Town Board does hereby accept the EDU Billing from the Sewer Administrator in the amount of \$58,292.00 dated December 1, 2016.

All members in favor – motion carried.

Resolution No. 240 -2016

“Standard Work Day Reporting” offered by

Councilperson Joyce and seconded by Supervisor Benoit:

WHEREAS, a six (6) hour workday was established by resolution 108-14 dated May 5, 2014 for reporting days worked for the New York State Retirement System for the position of Town Clerk, Town Justice, and Town Council and;

WHEREAS, Town Clerk Tara Rumph, Town Justice Tanja Sirago, and Councilperson Gary Warner completed a record of activities for 3 months resulting in a calculation result of:

Tara Rumph – 21 days per month
Tanja Sirago – 1.40 days per month
Gary Warner – 6 days per month

THEREFORE BE IT RESOLVED, the Town Board does hereby establish the following standard work days for these titles and will report the officials to the NYS Retirement System based on their record of activities.

All members in favor – motion carried.

Resolution No. 241 -2016

“Town Board to Approve Cairo Employee

Handbook” offered by Councilperson Ostrander and seconded by Councilperson Cords:

WHEREAS, The Town Board of the Town of Cairo, has reviewed the existing Employee Handbook for revisions and presented it to Town Attorney Elayne Gold for approval on the revisions, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby approve the new Employee Handbook revisions providing Town Attorney Elayne Gold also approves.

All members in favor – motion carried.

Resolution No. 242 -2016

“Approve Ambulance Cost to Increase BLS and

ALS Fees” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, The Town of Cairo has received a request from the Ambulance Administrator to approve a request for 2017 to increase the BLS and ALS fees from \$600 to \$650 and \$700 to \$750 respectively, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorize the Ambulance Administrator to increase the 2017 BLS and ALS fees from \$600 to \$650 and \$700 to \$750 respectively.

All members in favor – motion carried.

Resolution No. 243 -2016 “Ambulance Clinical Ride Time” offered by Councilperson Cords and seconded by Councilperson Warner:

WHEREAS, two current EMT students who live in the Town of Cairo need 20 hours of clinical ride time in an ambulance; and

WHEREAS, the two students have requested to do the clinical ride time in Cairo’s ambulance; and

WHEREAS, Reay Mahler, Ambulance Administrator has agreed to have the two students ride and will sign an affiliate agreement with Greene County EMS Council and have the two students sign a liability waiver; therefore be it

RESOLVED, the Town Board does hereby authorize the Ambulance Administrator to allow the two students to ride in Cairo’s ambulance to complete their clinical time.

All members in favor – motion carried.

Resolution No. 244 -2016 “Set Re-Organization Meeting and General Meeting on 1/2/17 at 7:00 PM” offered by Councilperson Cords and seconded by Councilperson Ostrander:

WHEREAS, The Town of Cairo will need to review the Re-Organization plans for 2017 and also set a date and time for the January General Meeting, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby set the Re-Organization plans for 2017 and also the General Meeting on January 2, 2017 at 7:00 pm at the Cairo Town Hall.

All members in favor – motion carried.

Resolution No. 245 -2016 “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 Town Board members consisting of cash receipts, cash disbursements, and a budget versus actual report for expenses and revenues, and it be documented in the minutes; therefore;

BE IT RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for October 2016.

All members in favor – motion carried.

Resolution No. 246 -2016 “Budget Amendments and Payment of Bills on Abstract #324” offered by Councilperson Warner and seconded by Councilperson Cords:

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

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

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

From	A-1990.4	Contingent	-210.26
To	A-1010.4	Legislative-Contractual	+210.26
From	A-1410.4	Town Clerk-Contractual	-979.95
To	A-1410.118	Town Clerk-Personal Serv	+979.95
From	A-1620.408	Bldgs. RR Ave	-1,248.51
To	A-1620.151	Bldgs. Library-Personal Serv	+420.75
To	A-1620.4	Bldgs. – Contractual	+827.76
From	A-1680.416	Central Data-Copier	-142.52
To	A-1680.2	Central Data-Equip	+142.52
From	A-1990.4	Contingent	-936.10
To	A-1910.4	Unallocated Insurance	+936.10
From	A-3510.15	Animal Control-Persl Services	-31.36
To	A-3510.4	Animal Control-Contractual	+31.36
From	A-1990.4	Contingent	-33.35
To	A-6410.4	Publicity-Contractual	+33.35
From	A-7110.4	Parks-Contractual	-2,573.80
To	A-7110.15	Parks-Personal Serv	+2,573.80

From		Fund Balance	-7,408.85
To	DA-5130.4	Machinery – Contractual	+7,408.85
From		Fund Balance	-380.27
To	SL-5182.447	Street Lighting-Winter Clove	+380.27
From	SW-8310.103	Water Admin – Persl Services	-341.00
To	SW-8310.102	Water Admin – Persl Services	+341.00
From		Fund Balance	-6,877.11
To	SW-8320.4	Source Supply – Contractual	+6,877.11

And be it further **RESOLVED**, the Town Board does hereby authorize that Abstract #324, consisting of 2016 Vouchers #4250 through #4355 in the amount of \$315,935.03 is approved for payment.

The total amount to be paid from the:

General Fund -	\$208,040.12	Hydrant -	
Highway Fund -	\$93,757.03	Sewer Fund -	\$6,506.86
Special Fire -		Water Fund -	\$7,581.77
Street Lighting -		Trust & Agency -	\$49.25

All members in favor – motion carried.

Sandy Plains Property Cleanup

CEO Stacey Sprague put out for bids to have property on Sandy Plains Road cleaned up.

The bids were:

Don South	\$5,000	
Holbrook Service	\$4,500	
Maple Ridge	\$4,350	\$4,950 prevailing wage

Since Maple Ridge is incorporated, the bid will be awarded to Holbrook Service in the amount of \$4,500.

End of Year Meeting

The Town Board set the Year End Meeting for December 28, 2016 at 9:00 AM to pay bills.

Solar Farms

The Town Board discussed Solar Farms. They said the Zoning laws did not take into account for Solar Farms. Supervisor Benoit proposed amendments to Zoning Law and will submit to Greene County Planning Board for acceptance and to Cairo Planning Board for consideration.

The Town Board also discussed requiring a PILOT (Payment in lieu of Taxes) Program for property owners wanting to have solar panels put on their property.

The Board will work the PILOT language into the Zoning Law.

Resolution No. 247 - 2016 “Accept Bid from Holbrook Services” offered by Supervisor Benoit and seconded by Councilperson Cords:

Be it resolved, the Town of Cairo Town Board does hereby accept the bid from Holbrook Services in the amount of \$4,500 for the purpose of clean-up of a property on Sandy Plains Road.

All members in favor – motion carried.

EDU

Water and Sewer Administrator Mike Lamencac addressed Board over his concerns about the EDU’s being currently charged. He is asking the Town Board to consider raising the fees.

Resolution No. 248 - 2016 “Set Public Hearing for Increase of EDU’s” offered by Councilperson Cords and seconded by Councilperson Ostrander:

The Town Board of the Town of Cairo does hereby set a Public Hearing to address raising the EDU’s charges on Monday, January 2, 2017 at 7:00 PM.

All members in favor – motion carried.

Alan Tavenner from Delaware Engineering gave an update on upcoming water system improvements. He addressed the Board concerning changing meters.

Resolution No. 249 - 2016 “Board Moves to Executive Session” offered by Councilperson Warner and seconded by Councilperson Cords:

The Town Board of the Town of Cairo does hereby move into Executive Session at 9:05 PM to discuss residential or commercial issues, 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. 250 - 2016

“Board to Exit Executive Session” offered

by Councilperson Joyce and seconded by Councilperson Ostrander;

The Town Board of The Town of Cairo does hereby exit Executive Session at 10:12 PM.

All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Warner to adjourn the meeting at 10:15 PM

Respectfully submitted,

Tara A. Rumph, RMC
Cairo Town Clerk