



Minutes

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

November 6, 2017

The Town Board of the Town of Cairo met for a monthly Board Meeting on Monday, November 6, 2017 at the Town Hall, Main Street, Cairo, New York.

Supervisor Benoit called the meeting to order at 7:10pm and asked the attendees to Pledge Allegiance to the Flag. The following Town Board Members were present: Councilperson Cords and Councilperson Warner. Councilperson Ostrander and Councilperson Joyce were absent.

PUBLIC HEARING ON PRELIMINARY BUDGET

Supervisor Benoit gave an overview on the current financial status of the town and explained about the tax cap. Presented a few different scenarios for the budget. The Town Board's final decision was to have a 3.95% increase. A few questions came from the audience asking whether the town had any investments, is there an economic development committee?

Supervisor Benoit stated that there isn't any economic development committee, and he would like to form a committee to create a five-year financial plan for the town. Tal Rappleyea, Town Attorney, spoke about Cairo Development Foundation.

As there were no more questions, Councilperson Cords made a motion to close public hearing, and Councilperson Warner seconded the motion.

All members in favor – motion carried.

**PUBLIC HEARING TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL
MUNICIPAL LAW SECTION 3-C**

Supervisor Benoit read the proposed local law to override the tax levy limit established in general municipal law section 3-c and asked if anyone had any questions. As there were no questions Councilperson Warner made a motion to close the public hearing and Councilperson Cords seconded the motion.

All members in favor – motion carried.

**PUBLIC HEARING EXTENDING THE REAL PROPERTY TAX EXEMPTION FOR COLD WAR
VETERANS**

Supervisor Benoit read the proposed local law extending the real property tax exemption for cold war veterans and asked if anyone had any questions. As there were no questions, Supervisor Benoit made a motion to close public hearing, and Councilperson Cords seconded the motion.

All members in favor – motion carried.

Resolution No. 177-17 “Approval of Accounting Firm for Town of Cairo” offered by Councilperson Warner and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the contract with Pattison, Koskey, Howe & Bucci, CPAs, PC to prepare the annual financial statements and related notes for the Town of Cairo for fiscal year 2017.

All members in favor – motion carried.

Resolution No. 178-17 “Agreed-Upon Procedures for the Records of Town Clerk, Court, and Tax Collector” offered by Councilperson Cords and seconded by Councilperson Warner:

BE IT RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the contract with Pattison, Koskey, Howe & Bucci, CPAs, PC to perform the agreed-upon procedures for the records maintained by the Town Clerk, Court, and Tax Collector for the fiscal year 2017.

All members in favor – motion carried.

Resolution No. 179-17 “Assessor Continuing Education” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, the Town of Cairo Assessor attend a one-day seminar “Valuation of Medical Office Space” November 3, 2017 @\$110.00 at Homewood Suites, New Windsor, NY, for required (6) credit hours of continuing education for NYS certification (see attached brochure with Assessor Monthly Report)

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Assessor to attend one day seminar @\$110.00 November 3, 2017 as required for continuing education, plus tolls and mileage, NYS reimbursable within 30 days.

All members in favor – motion carried.

Resolution No. 180-17 “Authorize Town Supervisor to Sign Sidewalk Improvement Documents” offered by Councilperson Cords and seconded by Councilperson Warner: Multi-Modal Pathway, and

WHEREAS, Administrative documentation pertaining to the project must be signed by an authorized representative of the town on a fairly regular basis, and

WHEREAS, the town board does regular meet once a month and deadlines for execution of such administrative documents often occurs at short intervals that would require multiple special meetings simply to authorize signatures on administrative documents for a project already approved by the Town Board, now therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor, or in his absence the Deputy Town Supervisor, to execute and sign such

administrative documents necessary for implementation and completion of the current Main Street Multi-Modal Pathway Project.

All members in favor – motion carried.

Resolution No. 181-17 “Authorize Town Supervisor to Sign Ambulance Building Documents” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, the Town of Cairo purchased the building at 25 Railroad Avenue for use for the Ambulance Services Project, and

WHEREAS, Administrative documentation pertaining to the project must be signed by an authorized representative of the town on a fairly regular basis, and

WHEREAS, the town board does regularly meet once a month and deadlines for execution of such administrative documents often occurs at short intervals that would require multiple special meetings simply to authorize signatures on administrative documents for a project already approved by the Town Board, now therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor, or in his absence the Deputy Town Supervisor, to execute and sign such administrative documents necessary for implementation and completion of the current Ambulance Building Project.

All members in favor – motion carried.

Resolution No. 182-17 “Water Billing Adjustment” offered by Councilperson Warner and seconded by Councilperson Cords:

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

BE IT RESOLVED, that the Town board accepts the adjustments to the Water bill dated October 4, 2017 to be credited to Account Number 1400 for \$424.25, which was posted due to an incorrect estimated water meter reading, and Account Number 2600 for \$296.81 which was posted due to an incorrect water meter reading.

All members in favor – motion carried.

Resolution No. 183-17 “ Accept Water Billing” offered by Councilperson Cords and seconded by Councilperson Warner:

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 Water Billing from the Water Administrator in the amount of \$43,797.75, dated October 4, 2017.

All members in favor – motion carried.

Resolution No. 184-17 “Authorization to Sign Lease Agreement” offered by Councilperson Cords and seconded by Councilperson Warner:

WHEREAS, Ford Motor Credit Co. LLC has offered a two-year master equipment lease-purchase agreement for the purchase of the 2017 Ford F250 being acquired from Metro Ford Sales; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to sign a (2) year lease/purchase contract for the same.

All members in favor – motion carried.

Resolution No. 185-17 “Authorization to Hire a Part-Time Employee for Parks, Buildings and Grounds” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, there is a need for staffing in the parks, buildings and grounds department to hire a part-time staff person, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby appoints Zack Winnie to the part-time position for Parks, Buildings and Grounds at an hourly rate of \$11.00 per hour not to exceed 35 hours per week.

All members in favor – motion carried.

Resolution No. 186-17 “Approve 2018 Contract with Columbia-Greene Humane Society/SPCA” offered by Councilperson Cords and seconded by Supervisor Benoit:

WHEREAS, The Town of Cairo has received the 2018 Columbia-Greene Humane Society/SPCA contract for January 1, 2018 – December 31, 2018 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 2018 Columbia-Greene Humane Society/SPCA contract.

All members in favor – motion carried.

Resolution No. 187-17 “Purchase 2004 Sterling L8500 Dump Truck” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, Town Board passed Resolution #168-17 to purchase Dump Truck

WHEREAS, Highway Superintendent advertised for bids.

WHEREAS, Bids were opened in the office of the Town Clerk on October 31, 2017, at 2:00 pm. There was one bid in the amount of \$12,475.00 from Arthur Trovei & Sons, Inc. Highway Superintendent, Robert Hempstead, Highway Deputy, Debra Sommer and Deputy Clerk Maeve Bolger were present at the opening of bids. Now, therefore;

BE IT RESOLVED, that the Town Board does hereby authorize Highway Superintendent to purchase 2004 Sterling L8500 dump truck from Arthur Trovei & Sons, Inc. for a purchase price of \$12,475.00.

All members in favor – motion carried.

Resolution No.188-17 “ Budget Amendments and Payment of Bills on Abstract #313” offered by Councilperson Cords and seconded by Supervisor Benoit:

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-1110.400	Muni Court - Contractual	-92.00
To	A-1110.200	Muni Court – Equipment	+92.00
From	A-1990.400	Contingent	-699.53
To	A-1220.400	Supervisor-Contractual	+699.53
From	A-1355.200	Assessor – Equipment	-114.05
To	A-1355.400	Assessor – Contractual	+114.05
From	A-1410.117	Town Clerk – Pers Serv	-217.16
To	A-1410.118	Town Clerk – Pers Serv-Deputy	+217.16
From		Fund Balance	-2,508.25
To	A-1420.400	Law – Contractual	+2,508.25
From		Fund Balance	-1,250.00
To	A-1440.400	Engineering – Contractual	+1,250.00
From	A-1990.400	Contingent	-1,594.67
To	A-1620.202	Building Improvements	+1,594.67
From	A-1990.400	Contingent	-2,174.47
To	A-1620.407	Buildings-Contract-Acra	+2,174.47
From	A-1620.409	Buildings-Contract-Amb	-1,912.20
To	A-1620.412	Buildings-Contractual-Amb	+1,912.20
From	A-1990.400	Contingent	-27.78
To	A-3510.400	Animal Control - Contractual	+27.78
From		Fund Balance	-6,052.26
To	A-3620.400	Safety Inspection-Contractual	+6,052.26
From		Fund Balance	-18,351.19
To	A-7110.400	Parks – Contractual	+18,351.19
From	A-1990.400	Contingent	-155.00
To	A-7510.400	Historian – Contractual	+155.00

From		Fund Balance	-11,810.81
To	DA-5130.400	Machinery – Contractual	+11,810.81
From	DA-9060.800	Employee Benefits-Hosp.	-86.75
To	DA-9055.800	Employee Benefits-Disability	+86.75
From		Fund Balance	-1,255.69
To	SS-8110.140	Sewer Admin-Pers Serv	+1,255.69
From		Fund Balance	-1,493.80
To	SS-8110.400	Sewer Admin-Contractual	+1,493.80

And BE IT FURTHER RESOLVED, the Town Board does hereby authorize that Abstract #313, consisting of 2017 Vouchers #101456 through #101583 in the amount of \$323,155.92 is approved for payment.

The total amount to be paid from the:

General Fund -	\$76,928.12	Hydrant -	\$7,500.00
Highway Fund -	\$192,397.11	Sewer Fund -	\$36,586.45
Capital Water -	\$4,961.36	Water Fund -	\$289.95
Street Lighting -	\$4,373.56	Trust & Agency -	\$119.38

All members in favor – motion carried.

Resolution No. 189-17 “Receipt of Monthly Supervisor’s Report” offered by Councilperson Warner and seconded by Councilperson:

WHEREAS, Town Law, Section 125 commands a detailed statement from the Supervisor’s office to be rendered to the town board of all money received and disbursed and a copy filed in the office of the Town Clerk; therefore,

BE IT RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for June 1st through October 31, 2017.

All members in favor – motion carried.

Resolution No. 190-17 “Adopt Local Law Extending the Real Property Tax Exemption for Cold War Veterans” offered by Councilperson Cords and seconded by Supervisor Benoit:
Be it resolved, that the Town Board of the Town of Cairo does hereby adopt Local Law #3 – Extending The Real Property Tax Exemption For Cold War Veterans.

All members in favor – motion carried.

Resolution No. 191-17 “Adopt Local Law To Override The Tax Levy Limit Established in General Municipal Law Section 3-c” offered by Councilperson Warner and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby adopt Local Law #4 – To Override The Tax Levy Limit Established in General Municipal Law Section 3-c.

All members in favor – motion carried.

Resolution No. 192-17 “Adopt 2018 Budget” offered by Supervisor Benoit and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby adopt 2018 Budget.

All members in favor – motion carried.

A resident asked the Town Board to intervene with a neighbor harassing him. He submitted paperwork to Town Board with six questions that he asked to be answered. Supervisor Benoit stated board will review and answer his questions.

Al Suwara would like to change his property at 136 Bross Street from residential to commercial. This will require amending the zoning law. The town will send letters and advertise meeting. There will be a public hearing at December 4, 2017 meeting. A deposit of \$100.00 required to be submitted to the town bookkeeper. Letters are to be submitted to all towns, DEC, Catskill Park.

A resident asked if school and town property lines could be made the same. He was looking for support of the Town Board. Councilperson Warner asked the resident to come to the school board meeting on Thursday and they will be able to explain how property lines work in the school districts.

Supervisor Benoit gave an update on the sidewalks. He stated that the master agreement has been signed. It will now go to Federal DOT. Once approved, we can spend the money. Estimate start date is Spring 2019.

Jason Watts asked about the response from Dr. Schneider. Town Board stated that they haven't heard from him. Jason Watts asked for a vote to close case. Town Board agreed to vote at December 4, 2017 meeting. Supervisor Benoit stated that it will be on the agenda.

Councilperson Warner made a motion to accept the minutes of October 4, October 11, October 18, and October 23, 2017. Supervisor Benoit seconded the motion.

All members in favor – motion carried.

Councilperson Warner made a motion to adjourn at 9:45pm and Supervisor Benoit seconded the motion.

Respectfully submitted,

Debra Sommer
First Deputy Town Clerk