



## Minutes

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

**September 11, 2017**

The Town Board of the Town of Cairo met for a monthly Board Meeting on Monday, September 11, 2017 at the Town Hall, Main Street, Cairo, New York.

Supervisor Dan Benoit called the meeting to order at 7:05 PM and asked the attendees to Pledge Allegiance to the Flag. The following Town Board Members were present: Councilperson Cords, Councilperson Warner and Councilperson Joyce. Councilperson Ostrander was absent.

The minutes from August 16, 2017 were approved by Councilperson Joyce and seconded by Supervisor Benoit.

The minutes from August 28, 2017 were approved by Councilperson Warner and seconded by Supervisor Benoit.

### **Public Hearing on Reduction of Planning Board Members from 7 Members to 5 Members**

Supervisor Benoit opened the public hearing and stated the reason for the reduction of members. A resident stated that there is more input with 7 members. Supervisor Benoit stated that the Town Board wanted to make the planning board consistent with the zoning board. As there were no more questions, Councilperson Cords made a motion to close the public hearing and Councilperson Warner seconded the motion. All members in favor – motion carried.

**Resolution No. 141-17** “Approve Reduction of Planning Board Members” offered by Councilperson Cords and seconded by Councilperson Joyce:

WHEREAS, the Town Board finds it desirable to reduce the size of the Planning board;

BE IT RESOLVED, that the Town board does hereby approve the reduction of the Planning board to 5 members and 1 alternate.

All members in favor- motion carried.

**Resolution No. 142-17** “Approval of Ambulance Building Design Firm” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, The Town of Cairo requires an engineering firm be hired for the ambulance building, therefore;

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby hire Kaaterskill Associates for design of the ambulance building.

All members in favor – motion carried.

**Resolution No. 143-17** “Amend 2017 Budget to Reflect Receipt of Justice Court Assistance Program (JCAP) Grant Monies and Expense of Equipment Purchased” offered by Supervisor Benoit and seconded by Councilperson Joyce:

WHEREAS, the town received a JCAP Grant for the purchase of equipment for the Justice court; and

WHEREAS, it is necessary for accounting purposes to track the expenses and revenues associated with this grant; therefore be it

BE IT RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A1110.406 contractual grant to reflect the increase in general fund appropriations \$6,133.99 and to increase the revenue line item A3021 Court Facilities to reflect the increase in general fund revenue in the amount of \$6,133.99 in the 2017 budget.

All members in favor – motion carried.

**Resolution No. 144-17** “Grant Permission to the Justice Court to Apply for the 2017-2018 JCAP Grant” offered by Councilperson Warner and seconded by Councilperson Joyce:

WHEREAS, the Town of Cairo Justice Court needs 4 Judicial Robes, 1 commercial spreader, 2 executive chairs, 2 two drawer letter file cabinets, and one monitor 22” widescreen.

WHEREAS, there is a 2017-2018 Justice Court Assistance Program (JCAP) available,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby grant permission to the Justice court to apply for the 2017-2018 JCAP Grant.

All members in favor – motion carried

**Resolution No. 145-17** “Authorization of Advertise for Part Time Employee for Parks, Buildings and Grounds” offered by Councilperson Warner and seconded by Councilperson Joyce:

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 authorizes the advertising for a part time employee for Parks, Buildings and Grounds.

All members in favor – motion carried.

**Resolution No. 146-17** “Amend 2017 Budget to Reflect Receipts of D.A.R.E. monies and Expense of Supplies Purchased” offered by Councilperson Joyce and seconded by Councilperson Cords:

WHEREAS, the town received D.A.R.E. donations for the purchase of supplies for the town sponsored D.A.R.E. Program; 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-3120.452 Police – DARE Contractual to reflect the increase in General Fund Appropriations \$6,671.48 and; increase the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$6,671.48 in the 2017 budget.

All members in favor – motion carried.

**Resolution No. 147-17** “Accept Sewer Penalties” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, it is necessary for the Sewer Penalties 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 \$2474.77 dated September 7, 2017.

All members in favor – motion carried.

**Resolution No. 148-17** “Accept EDU Billing” offered by Councilperson Cords and seconded by Councilperson Joyce:

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 \$69,230.00 dated September 6, 2017.

All members in favor – motion carried.

**Resolution No. 149-17** “Building Department Continuing Education” offered by Councilperson Warner and seconded by Councilperson Cords:

WHEREAS, the Town of Cairo Code Enforcement Officer and Building Inspector request approval to attend the 25<sup>th</sup> Annual Capital District Educational Conference on October 16-18<sup>th</sup>, 2017 at the Radisson Hotel in Colonie, NY).

RESOLVED, the Town Board does hereby authorize the Code Enforcement Officer and Building Inspector to attend the Educational Conference in October for 19 of their 24 mandated continuing education hours. Travel and compensation will comply with the Handbook policy and be disbursed accordingly.

All members in favor – motion carried.

**Resolution No. 150-17** “Budget Amendments and Payment of Bills on Abstract #311” offered by Councilperson Joyce 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-1110.400	Muni Court - Contractual	-619.00
To	A-1110.200	Muni Court - Equipment	+619.00
From	A-1220.400	Supervisor - Contractual	-2,900.00
To	A-1220.200	Supervisor - Equipment	+2,900.00
From	A-1355.400	Assessor – Contractual	-21.38
To	A-1355.115	Assessor – Pers Serv – Data Col	+21.38
From	A-1990.400	Contingent	-1,770.00
To	A-1440.400	Engineer – Contractual	+1,770.00
From	A-1990.400	Contingent	-6,019.83
To	A-1620.202	Building Improvements	+6,019.83
From		Fund Balance	-108,842.22
To	A-1620.412	Buildings-Contractual-Amb	+108,842.22
From	A-1990.400	Contingent	-280.00
To	A-1680.417	Central Data - Fax	+280.00
From	A-3120.400	Police - Contractual	-1,309.08

To	A-3120.200	Police - Equipment	+1,309.08
From	A-3510.200	Animal Control - Equipment	-1,000.00
From	A-3510.150	Animal Control - Pers Serv	-982.51
To	A-3510.400	Animal Control - Contractual	+1,982.51
From	A-1990.400	Contingent	-4,500.00
To	A-3620.400	Safety Inspection - Contractual	+4,500.00
From	A-1990.400	Contingent	-11,615.26
To	A-7110.200	Parks – Equipment	+1,998.14
To	A-7110.400	Parks – Contractual	+9,617.12
From		Fund Balance	-15,490.59
To	DA-5130.400	Machinery – Contractual	+15,490.59
From	SS-8110.103	Sewer–Contractual-Pers Ser	-2,000.00
From	SS-8110.450	Sewer-Contractual-Admin	-1,000.00
From		Fund Balance	-1,521.80
To	SS-8110.140	Sewer–Contractual-Pers Ser	+1,154.94
To	SS-8110.400	Sewer-Contractual-Admin	+3,366.86

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #311, consisting of 2017 Vouchers #101239 through #101322 in the amount of \$135,313.10 is approved for payment.

The total amount to be paid from the:

General Fund -	\$15,582.17	Hydrant -	
Highway Fund -	\$57,320.53	Sewer Fund -	\$4,166.99
Capital Water -	\$53,628.43	Water Fund -	\$259.27
Street Lighting -	\$4,355.71	Trust & Agency -	

All members in favor – motion carried.

**Resolution No. 151-17** “Receipt of Monthly Supervisor’s Report” offered by Councilperson Joyce and seconded by Councilperson Warner:

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; and

RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for August 2017.

All members in favor – motion carried.

Resident from 136 Bross Street wants to combine multiple parcels (residential and commercial) to all commercial. Town Board stated that he will have to have a public hearing to rezone parcel and notify all adjoining land owners certified return receipt. Landowner requested public hearing on October 2, 2017. Landowner asked about water hook-up and was asked to speak with Mike Lamenech, Water Administrator. And lastly, land owner requested another residential parcel to be converted to commercial and the Town Board stated that he will have a separate hearing for each parcel.

**Resolution No. 152-17** “Authorize Michael Miszczak to access Town Property” offered by Supervisor Benoit and seconded by Councilperson Joyce:

WHEREAS, Mike Miszczak, 46 Mountain Avenue requests permission to access town property with equipment to repair stone wall,

Resolved, the Town Board does hereby give permission to Mike Miszczak to access town property with equipment to repair stone wall at 46 Mountain Avenue.

All members in favor – motion carried.

**Resolution No. 153-17** “Annex renovations out to bid” offered by Councilperson Warner and seconded by Supervisor Benoit:

RESOLVED, that the Town Board will put out to bid the remainder of the Annex renovations.

All members in favor – motion carried.

Supervisor Benoit gave an update on the sidewalk project. Town of Greenville and Town of Cairo have hired Crate and Manning to give general design.

Councilperson Cords spoke about the ambulance building and wanted Raey Mahler to come in the 18<sup>th</sup> budget meeting to discuss design of building.

Code enforcement officer asked the board if there was a zoning board of appeals and Supervisor Benoit stated there was not.

**Resolution No. 154-17** “Create Zoning Board of Appeals” offered by Supervisor Benoit and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby create the Zoning Board of Appeals with the following members and their term expiration dates:

George Kleinmeier, Chairman	12-31-17
Dominick Cutie	12-31-18
Sean Tokle	12-31-19
Robert Hasenkopff	12-31-20

All members in favor – motion carried.

Mr. Watts stated that 30 days has passed and requests that the Town Board vote. Mr. Watts stated it was published August 9, 2017 and he will supply the publication to the board. Town health board meeting set for September 20, 2017 at 7:00pm.

Councilperson Joyce made a motion to adjourn at 8:40pm and Councilperson Warner seconded it. All members in favor – motion carried.

Respectfully submitted,

Debra Sommer

First Deputy Town Clerk

