



## **Minutes**

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

**June 6, 2016**

The Town Board of the Town of Cairo met for a Town Board meeting on Monday, June 6, 2016 at the Town Hall, Main Street, Cairo, New York.

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

The minutes from the May 2, 2016 Board Meeting were accepted as amended by Councilperson Cords and seconded by Councilperson Joyce. Councilperson Ostrander abstained as he was absent from that meeting.

The minutes from the May 16, 2016 Workshop with Zoning Committee Meeting were accepted as amended by Councilperson Cords and seconded by Councilperson Joyce. It was amended by adding Workshop with Zoning Committee Meeting and any other business that may come before the Board.

Supervisor Benoit thanked everyone who participated in the Memorial Day Parade.

Supervisor Benoit awarded Dotty True a proclamation honoring her for all she has done for the Library, Town and seniors.

Anne Wailing, Zoning Manager / Development of Cypress Creek gave short presentation to introduce herself and her company.

**Resolution No. 131 -16** “Accept Water Penalties” offered by Councilperson Ostrander and seconded by Councilperson Warner:

Whereas, it is necessary for the Water Penalties be authorized by the Town Board and documents in the minutes; therefore, be it

Resolved, that the Town Board accepts the Water Penalties from the Water Administrator in the amount of \$956.04 dated May 11, 2016.

All members in favor – motion carried.

**Resolution No. 132 -16** “Authorize Request for Home Depot Credit Card” offered by Councilperson Warner and seconded by Councilperson Ostrander:

Whereas, the Water & Sewer Administrator would like to make purchases for the Department at Home Depot on a charge basis instead of a cash basis; therefore, be it

Resolved, that the Town Board does hereby authorize the Water & Sewer Administrator to apply for a Home Depot Credit card not to exceed \$500 credit limit.

All members in favor – motion carried.

**Resolution No. 133 -16** “Appointment of Zoning Board of Appeals Secretary” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, that the Town of Cairo does hereby appoint Stephanie Morgan as Zoning Board of Appeals Clerk beginning June 1, 2016 and ending December 31, 2016.

Be it further resolved, the Town Board does hereby set the rate of pay for the Zoning Board of Appeals Clerk to be \$11.60 per hour.

All members in favor – motion carried.

**Resolution No. 134 -16** “Establish the title of Zoning Enforcement Officer for Civil Service Position Classification” offered by Councilperson Ostrander and seconded by Councilperson Cords:

**WHEREAS**, Civil Service Law, Section 22 requires the town to classify employees using approved titles from the NYS or Greene County Civil Service Commission; and

**WHEREAS**, the Town Board of the Town of Cairo would like to establish the title of Zoning Enforcement Officer; therefore be it

**RESOLVED**, the Town Board does hereby authorize the Town Supervisor to sign Form 222; New Position Duties Statement for Zoning Enforcement Officer and send it to Greene County Civil Service for approval and certification.

All members in favor – motion carried.

**Resolution No. 135 -16** “Establish the Title of Ambulance Driver for the Civil Service Position Classification” offered by Councilperson Joyce and seconded by Councilperson Cords:

**WHEREAS**, Civil Service Law, Section 22 requires the town to classify employees using approved titles from the NYS or Greene County Civil Service Commission; and

**WHEREAS**, the Town Board of the Town of Cairo would like to establish the title of Ambulance Driver; therefore be it

**RESOLVED**, the Town Board does hereby authorize the Town Supervisor to sign Form 222; New Position Duties Statement for Ambulance Driver and send it to Greene County Civil Service for approval and certification.

All members in favor – motion carried.

**Resolution No. 136 -16** “Establish the Title of Deputy Tax Collector for Civil Service Position Classification” offered by Councilperson Ostrander and seconded by Councilperson Cords:

**WHEREAS**, Civil Service Law, Section 22 requires the town to classify employees using approved titles from the NYS or Greene County Civil Service Commission; and

**WHEREAS**, the Town Board of the Town of Cairo would like to establish the title of Deputy Tax Collector; therefore be it

**RESOLVED**, the Town Board does hereby authorize the Town Supervisor to sign Form 222; New Position Duties Statement for Deputy Tax Collector and send it to Greene County Civil Service for approval and certification.

All members in favor – motion carried.

**Resolution No. 137 -16** “EDU Billing Adjustment” offered by Councilperson Cords and seconded by Councilperson Ostrander:

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

**RESOLVED**, that the Town Board accepts the adjustment to the EDU dated September 03, 2015, December 1, 2015 and March 2, 2016 to be credited to Account Number 1380 for \$300.00, which was erroneously posted due to a change in the EDU's from two EDU's to one EDU.

All members in favor – motion carried.

**Resolution No. 138 -16** “Accept EDU Billing” offered by Councilperson Joyce and seconded by Councilperson Cords:

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

**RESOLVED**, that the Town Board of the Town of Cairo accepts the EDU Billing as presented from the Sewer Administrator in the amount of \$58,675.00, dated June 2, 2016.

All members in favor – motion carried.

**Resolution No. 139 -16** “Hire Ambulance Employee” offered by Councilperson Joyce and seconded by Councilperson Cords:

**WHEREAS**, the Town of Cairo Ambulance has had a gradual reduction in work force through attrition; therefore be it

**RESOLVED**, the Town Board does hereby authorize the Ambulance Administrator to hire the following EMT to increase the ambulance work force at the hourly EMT rate of \$13.43.

Miranda Buel

All members in favor – motion carried.

The Board members decided to table the resolution “Authorization for Creation of a Safety Committee and PESH & OSHA Training” until they further discuss this resolution.

**Resolution No. 140 -16** “Police Officer Resignation” offered by Supervisor Benoit and seconded by Councilperson Cords:

Whereas, the Town of Cairo received a letter of resignation from Police Officer Theresa Neville dated April 27, 2016 with a resignation date of May 3, 2016; therefore be it



Resolved, the Town Board does hereby accept the resignation of Officer Neville effective May 3, 2016.

All members in favor – motion carried.

**Resolution No. 141 -16** “Funding of Underage” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

**WHEREAS**, Justice Miller’s court fine bank account has an underage of \$765.00 from an unknown time period; and

**WHEREAS**, the Town Court has exhausted all efforts to determine the cause of the bank account underage; and

**WHEREAS**, the Town Court has made a request from the Town Board of the Town of Cairo to make a one-time funding of the underage; therefore be it

**RESOLVED**, the Town Board does hereby agree to fund the \$765.00 underage in Justice Miller’s court fine bank account; and be it further

**RESOLVED**, the Town Board does hereby request a monthly reconciliation and supporting documentation of Justice Miller’s and Justice Sirago’s court bank accounts to be delivered to the Town Supervisor’s office to verify the accuracy of the court records.

All members in favor – motion carried.

**Resolution No. 142 -16** “Receipt of Monthly Supervisor’s Report” offered by Councilperson Ostrander and seconded by Councilperson Cords:

**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 April, 2016.

All members in favor – motion carried.

**Resolution No. 143 -16** “Budget Amendments and Payment of Bills on Abstract #312” offered by Councilperson Cords and seconded by Councilperson Ostrander:

**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-1110.103	Persl Serv-Court Clerk 2	-5,635.69
To	A-1110.102	Persl Serv-Court Clerk 1	+5,635.69
From	SS-8110.4	Sewer Admin-Contractual	-1,390.22
To	SS-8110.451	Sewer Admin-Office Supplies	+1,390.22
From		Fund Balance	-11,610.23
To	SW-8320.4	Source of Supply-Contractual	+11,610.23

And be it further **RESOLVED**, the Town Board does hereby authorize that Abstract #312, consisting of 2016 Vouchers #3371 through #3474 in the amount of \$105,585.92 is approved for payment.

The total amount to be paid from the:

General Fund -	\$65,708.56	Hydrant -	
Highway Fund -	\$17,060.59	Sewer Fund -	\$10,346.73
Special Fire -		Water Fund -	\$11,628.01
Street Lighting -		Trust & Agency -	\$842.03

All members in favor – motion carried.

**Resolution No. 144 -16** “Laying out of Town Highways in Cairo” offered by Councilperson Ostrander and seconded by Councilperson Cords:

Whereas, upon submission of the annexed deeds of dedication of Martin’s Foods of South Burlington, LLC and Afshar, LLC, dedicating and releasing the necessary lands for proposed town highways as set forth in the annexed legal description in the Town of Cairo, County of Greene, State of New York, to be known as Lake Avenue; now therefore,

Be it resolved, that, in accordance with the provisions of Section 171 of the Highway Law of the State of New York, consent is given that the Highway Superintendent of the Town of Cairo make an Order accepting and laying out of aforesaid town highways to be known as Lane Avenue, the Town highways consist of lands described in the deeds of dedication, subject to the

approvals of the Town Engineer, Highway Superintendent, and the Attorneys for the Town, and it is further,

Resolved that, subject to the approvals of the Town Engineer and the attorneys for the Town and the Order of the Highway Superintendent laying out the aforesaid town highways to be known as Lake Avenue, the Town Board hereby accepts the annexed deeds of dedication, and entered March 16, 2015 bearing Index #15-0057, provided they are filed by the attorney for Martin's Foods of South Burlington, LLC, or their representative, in the Greene County Clerk's Office and the attorneys for the Town are provided with copies thereof documenting such satisfactory filing, and it is further

Resolved that, the Town Superintendent and the Town Clerk are hereby authorized to execute such documents and enter into such agreements as are necessary or appropriate to accepting any laying out the aforesaid town highways.

All members in favor – motion carried.

**Resolution No. 145 -16** “Approve Highway Department Contract” offered by Councilperson Ostrander and seconded by Councilperson Cords:

WHEREAS, the Town of Cairo Highway Department contract expired on December 31, 2013 and the highway department employees have been operating without a contract since that time, and

WHEREAS, the Town of Cairo and Teamsters Local 294, as bargaining agent for the highway department employees have agreed on new contract terms and have on May 26, 2016 executed a Memorandum of Agreement that memorializes the terms agreed upon, and

WHEREAS, on Monday, June 6, 2016 the Cairo Highway Department employees voted to ratify the contract proposal as outlined in the Memorandum of Agreement, now therefore

BE IT RESOLVED, that the Town Board hereby accepts the terms of the new highway department contract as outlined in the Memorandum of Agreement and further authorizes the Town of Cairo Supervisor to execute any final, successor agreement that will incorporate the terms of the Memorandum of Agreement into the current bargaining agreement.

All members in favor – motion carried.



**Resolution No. 146 -16** “Approve New Sign for Town Hall” offered by Supervisor Benoit and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby approve a new sign for the Town Hall in the amount of \$9,200 from Round Top Knit and Screening.

All members in favor – motion carried.

**Resolution No. 147 -16** “Appoint Planning Board Member” offered by Councilperson Joyce and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby appoint Joseph Hasenkopf to the Cairo Planning Board to take the place of Rich Lorenz.

All members in favor – motion carried.

**Resolution No. 148 -16** “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 8:42 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; and the following issues

1. Removal Matter
2. Pending Litigation with Town
3. Highway Matters

All members in favor – motion carried.

**Resolution No. 149 -16** “Board to exit Executive Session” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 9:30 PM.



All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Cords to adjourn the meeting at 9:31 PM.

Respectfully submitted,

Tara A. Rumph, RMC  
Cairo Town Clerk