



Town of Cairo  
Work Session Meeting  
October 9, 2013

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, October 9, 2013 at the Town Hall, Main Street, Cairo, New York

Supervisor Banta called the meeting to order at 4:05 and then asked the attendees to Pledge Allegiance to the flag. Councilperson Ostrander, Councilperson Joyce, Councilperson Suttmeier were present. Councilperson Puorro was absent.

The minutes from the September 25, 2013 Zoning Public hearing was accepted by Councilperson Joyce and seconded by Councilperson Suttmeier.

The minutes from the September 25, 2013 Board Meeting was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

Members from the Cairo Historical Society were present to discuss the possible property acquisition on Railroad Avenue. Discussion arose pertaining to the conveyance of said property. Attorney for the Town Tal Rappleyea stated that an appraisal of said property will need to be performed to establish a value and that a title conveyance will be the most effective for conveyance rather than a long term lease. Once an appraisal is received & reviewed, The Town Board can commence conveyance of said property.

The Code Enforcement officer gave an update on pending violations. Terrace Manor LLC was discussed. The Planning Board did not have any objections in their letter dated September

22, 2013 submitted by Chairperson Daniel Benoit. The Building & Code Enforcement Departments had no major issues in their 4 pg report submitted on October 7, 2013 by Stacy Sprague except for 2 minor issues: 1) Sites need to be identified clearly on the plans and 2) Vehicle turn-around sections need to be identified on same plans. Attorney for the Town suggested moving forward with conditional approval pending fulfillment of the Building Department's acceptance of the site plan revisions. The Building Department will draft and send a letter offering conditional approval.

**Resolution No. 222-13** "Granting Conditional Approval to Terrace Manor LLC" offered by Councilperson Joyce and seconded by Councilperson Ostrander.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby grant Terrace Manor LLC conditional approval pending the owner inserts lot lines and turn around spaces on the site plan.

All members in favor - motion carried.

Supervisor Banta spoke about employee performance evaluations and asked the Board if the Board members had any changes to offer for the evaluation forms. He will keep the board updated on the progress of the evaluations.

Councilperson Suttmeier gave an update on Clean Up Day.

Supervisor Banta addressed several residents regarding the agriculture section of the proposed zoning law and advised them that there will be another public hearing scheduled once they review the comments from the previous public hearing.

Councilperson Joyce gave an update on animal control. Discussion arose on the options available. He will research further and report to the board.

**RESOLUTION NO. 223-13** “Authorization to Purchase a Water/Sewer Software Program”

Offered by Supervisor Banta and seconded by Councilperson Ostrander.

WHEREAS, the current water & sewer billing program is antiquated and is in need of an update and;

WHEREAS, three quotes were received for a software program:

Williamson Law Book Company: Software and Annual Support \$3,735.00; Data

Conversion \$500.00; Installation, Training and Travel Expense \$1,070.48

BAS: Software and Annual Support \$3,600.00; Data Conversion \$1,500.00 -

\$4,000.00; Installation, Training excluding Travel Expenses \$1,920.00 and;

CUSI: Software and Annual Support \$2,395.00; Data Conversion \$1,000.00;

Installation, Training excluding Travel Expenses \$3,000.00 and;

WHEREAS, Williamson Law Book quote of \$5,305.48 is the most cost effective software program; therefore be it

RESOLVED, that Town Board authorizes the purchase of the Williamson Law Book Company Water/Sewer Software Program.

All members in favor – motion carried.

**Resolution No. 224-13** “Accept First Deputy Town Clerk Resignation” offered by Councilperson Ostrander and seconded by Councilperson Suttmeier.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby accept the resignation from Debbie Litchko, First Deputy Town Clerk.

All members in favor – motion carried.

**Resolution No. 225-13** “Appoint First Deputy Town Clerk” offered by Supervisor Banta and seconded by Councilperson Ostrander.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Debra Sommer to the position of First Deputy Town Clerk at a rate of \$11.60 per hour.

**Resolution No. 226-13** “Supervisor to sign Smith Well Drilling Contract” offered by Councilperson Suttmeier and seconded by Councilperson Joyce.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign contract with Smith Well Drilling.

All members in favor – motion carried.

**Resolution No. 227-13** “Supervisor to sign Certificate of Substantial Completion” offered by Councilperson Ostrander and seconded by Councilperson Joyce.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign Certificate of Substantial Completion for pump station and force main.

All members in favor – motion carried.

Supervisor Banta spoke about Bullying Awareness Month October 2013. He is still trying to coordinate an event with the school.

Budget Public Hearing will be held on November 6, 2013 at 7:00pm in the Town Hall.

Supervisor Banta spoke about IT problems with certain departments and the security of the system.

Robert Hempstead, Director of Parks, Buildings & Grounds gave an update on Town Hall renovations. He also stated that he will be meeting with Judge Miller regarding surveillance cameras and how we can combine all systems within the town.

Supervisor Banta stated that the moratoriums on Junk Yard Approvals and Approvals Involving Resorts are due for renewal. The Town Board will hold both public hearings on October 23, 2013 at 7:00pm in the Town Hall.

**Resolution No. 228-13** “Board to Enter Into Executive Session” offered by Councilperson Suttmeier and seconded by Councilperson Joyce.

BE IT RESOLVED, the Town Board of the Town of Cairo does hereby move into Executive Session at 5:20pm 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.

All members in favor – motion carried.

**Resolution No. 229-13** “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 the Executive Session at 6:32pm.

Note: Councilperson Suttmeier exited the Executive Session at 6pm.

All members in favor – motion carried.

A motion was made by Councilperson Joyce and seconded by Councilperson Ostrander to adjourn the meeting at 6:35pm.

Respectfully submitted,

Debra Sommer  
First Deputy Clerk