



Minutes

Town of Cairo Town Board Meeting Reorganizational Meeting

January 2, 2013

The Town Board of the Town of Cairo met for a re-organizational meeting on Wednesday, January 2, 2013 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 7:05 PM, and then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Ostrander, Councilperson Suttmeier, Councilperson Puorro and Councilperson Joyce.

Resolution No. 1-13 “Appointing Police Chief and Setting Salaries for the Police Department Meeting of the Town Board” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Christopher Sprague as Police Chief for the Town of Cairo at an annual salary of \$22,000.00; and be it further

RESOLVED, that the following appointments to the Town of Cairo Police Department be me:

Full-time Police Officer - \$18.00 per hour

Richard Busch

Part-time Police Officer - \$16.00 per hour

John Amoroso

Kristy Borwegen

Daniel Braden

Sean Clevestine

Kristopher Danko

Raymond Femi

Henry Frick

Joseph Kralovich

Thomas Plank

Scott Schelling

Part-time Special Officers - \$11.00 per hour

Scott Yates

All members in favor – Carried.

Resolution No. 2-13 “Appoint Ambulance Administrator and Clerk” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Reay Mahler as the 2013 Ambulance Administrator for 12 hours per week at a rate of \$17.50 per hour.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Patricia Asaro as Ambulance Clerk at a rate of \$11.60 per hour not to exceed 30 hours per pay period unless approved of by the Ambulance Administrator and the Town Supervisor.

All members in favor – Carried.

Resolution No. 3-13 “Set Ambulance Personnel and Clerk Salaries” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the following hourly rates are hereby established for Ambulance Personnel:

AEMT \$14.55 per hour with an On Call Rate of \$45.00

EMT \$12.35 per hour with an On Call Rate of \$40.00

Driver \$11.35 per hour with an On Call Rate of \$35.00

Clerk \$11.60 per hour not to exceed 30 hours per pay period (average of 15 hours per week)

All members in favor – Carried.

Resolution No. 4-13 “Association of Town Meetings and Conferences” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that elected and appointed officials will be permitted to attend Association of Town Meetings, conference meetings, or training during the year subject to prior

approval from the Town Board. Expenses will be paid according to the Town of Cairo Travel Policy.

All members in favor – Carried.

Resolution No. 5-13 “Set Salaries for Board of Assessment Review” offered by Supervisor Banta and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the salaries of the Board of Assessment Review to be as follows: \$350.00 per year for the Chairperson, and \$200.00 per year for the members, and \$10.00 per hour for the secretary. These rates reflect base pay for Grievance day and two additional deliberation days. Additional meetings beyond the three meetings are at a rate of \$30.00 per meeting when convened.

All members in favor – Carried.

Resolution No. 6-13 “Authorization to Designate a Bookkeeper, Historian & Secretary to the Supervisor” offered by Supervisor Banta and seconded by Councilperson Ostrander:

BE IT RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Louann Arp to the full-time position of bookkeeper at an annual salary of \$32,779.00; and;

BE IT FURTHER RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Robert Uzzila as Town Historian at an annual salary of \$1000.00; and;

BE IT FURTHER RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Linda Kuever as the Supervisor’s Clerk at a rate of \$10.75 per hour.

All members in favor – Carried.

Resolution No. 7-13 “Appointment of Code Enforcement Officer, Building Inspector and Clerk” offered by Councilperson Suttmeier and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Stacy Sprague as Code Enforcement Officer with an annual salary of \$32,300.00; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Richard Hilgendorff as Building Inspector/Fire Marshall at an annual salary of \$14,802.00; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Ashley Statham as the Clerk to the Building Department at a pay rate of \$10.75 per hour not to exceed 30

hours per pay period(an average of 15 hours per week) unless otherwise approved by the Code Enforcement Officer & Town Supervisor.

All members in favor – Carried.

Resolution No. 8-13 “Town Properties Cleaning Person” offered by Councilperson Puorro and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Sharon Desco as the cleaning person for the town properties at a rate of \$10.55 per hour.

All members in favor – Carried.

Resolution No. 9-13 “Appointing Deputy to the Superintendent of Highways” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

BE IT RESOLVED, that Debra Sommer be appointed to the full time position of Deputy Superintendent of Highways at an annual salary of \$24,128.00.

All members in favor – Carried.

Resolution No. 10-13 “Appoint Deputy Supervisor” offered by Supervisor Banta and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Douglas Ostrander as Town of Cairo Deputy Supervisor to serve in the absence of the Town Supervisor with an annual stipend of \$1,000.

All members in favor – Carried.

Resolution No. 11-13 “Appoint Deputy Tax Collector” offered by Councilperson Puorro and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Susan Hilgendorff as the Deputy Tax Collector at a rate of \$11.35 per hour.

All members in favor – Carried.

Resolution No. 12-13 “Designating the Town of Cairo Official Newspaper” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that “The Daily Mail” be designated as the official newspaper for the Town of Cairo.

All members in favor – Carried.

Resolution No. 13-13 “Animal Control” offered by Councilperson Puorro and seconded by Councilperson Joyce:

BE IT RESOLVED, that the following Animal Control appointments be made:
Flora and Fauna Friends of the Earth – Animal Control Shelter at a rate of \$500.00 per month and Christopher Sprague is appointed as Animal Control Officer at an annual salary of \$1,200.00.

All members in favor - Carried.

Resolution No. 14-13 “Appoint Town Health Officer for 2013” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Dr. Robert Schneider as Town of Cairo Health Officer with a term that expires December 31, 2013 at an annual salary of \$660.00.

All members in favor – Carried.

Resolution No. 15-13 “Authorization to Certify Payrolls and Make Purchases” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that Robert F. Hempstead, Superintendent of Highways, be given the authority to certify payrolls in his department and to make purchases up to \$5,000.00 without the prior approval of the Cairo Town Board, and

BE IT FURTHER RESOLVED, that the Superintendent of Highways be authorized to purchase tires, batteries, filters, fuel oil, diesel fuel, salt and any other items under New York State contract, and

BE IT FURTHER RESOLVED, that the Superintendent of Highways be authorized to purchase sand, calcium chloride, crushed stone, road oil, blacktop, culvert pipe, signs and sign posts, guide rails, ties and any other items under Greene County bid.

All members in favor – Carried.

Resolution No. 16-13 “Meeting of the Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

Be it resolved, that the regular/general meeting of the Town Board of the Town of Cairo will be held on the fourth Wednesday of every month at 7:00 P.M. in the Town Hall, Main Street, Cairo, New York.

Be it also resolved, that there will be a Town Board Work Session Meeting the second Wednesday of every month at 4:00 p.m.

All members in favor – Carried.

Resolution No. 17-13 “Other Town Appointments” offered by Supervisor Banta and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the following individuals be appointed to the following positions and paid the respective amount shown:

Registrar of Vital Statistics	Tara Rumph	\$1,000.00
First Deputy Clerk	Debbie Litchko	\$10.75 per hour
Justice Clerk 1	Joan Vandenburg	\$11.35 per hour
Justice Clerk 2	Julia Hepperle	\$10.75 per hour
Court Officer	Thomas Murphy	\$11.00 per hour
Security Officer	John DeRose	\$11.00 per hour
Parks, Buildings, & Grounds Director		
	Robert Hempstead	\$6,000.00 annual salary

All members in favor – Carried.

Resolution No. 18-13 “Parks, Buildings and Grounds Personnel” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Paul MacNiven as a full-time Parks, Buildings, and Grounds Maintenance person at a rate of \$12.90 per hour; and be it further

RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Steven Rumph as a full-time Parks, Buildings and Grounds Maintenance person at a rate of \$11.50.

All members in favor – Carried.

Resolution No. 19-13 “Payment of Bills and Payment of Utility Bills” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Supervisor, and in the absence of the Supervisor, the Deputy Supervisor be authorized to approve the expenditure of up to \$2,500.00 without prior approval of the Town Board; and,

BE IT FURTHER RESOLVED, that in order for Town Charge bills to be paid properly, they must be submitted to the bookkeeper by the Friday preceding the regular meeting night of the Town Board, in order for them to be paid the same month as submitted; and,

BE IT FURTHER RESOLVED, that the Town Board of Cairo authorize the payment of utility bills such as fuel oil, electricity, gas and phone and insurance bills without the need to wait for the regular Town Board meeting in order to avoid finance charges on such bills.

All members in favor – Carried.

Resolution No. 20-13 “Appoint Planning Board Chairperson” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Daniel Benoit as Chairman of the Planning Board for the year 2013.

All members in favor – Carried.

Resolution No. 21-13 “Appoint Planning Board Clerk” offered by Supervisor Banta and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Stephanie Morgan as the Planning Board Clerk at a rate of \$11.60 per hour.

All members in favor – Carried.

Resolution No. 22-13 “Set Salaries for Planning Board” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the salaries of the Planning Board to be as follows:

Chairperson \$85.00 per meeting

Members 70.00 per meeting

Clerk 11.60 per hour

All members in favor – Carried.

Resolution No. 23-13 “Set Holidays for 2013” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the dates of the 2013 holidays as follows:

- New Year’s Day Tuesday, January 1, 2013
- Martin Luther King Jr. Birthday Monday, January 21, 2013
- President’s Day Monday, February 18, 2013
- Memorial Day Monday, May 28, 2013
- Independence Day July 4th Thursday, July 4, 2013
- Labor Day Monday, September 2, 2013
- Columbus Day Monday, October 14, 2013
- Election Day Tuesday, November 5, 2013
- Veteran’s Day Monday, November 11, 2013
- Thanksgiving Day Thursday, November 28, 2013
- Christmas Day Wednesday, December 25, 2013

All members in favor – Carried.

Resolution No. 24-13 “Setting 2013 Salaries for Elected Officials” offered by

Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the following salaries for elected officials be approved as set forth in the 2013 Budget:

Supervisor Ted Banta	\$14,617.00
Justice Leland Miller	\$14,000.00
Justice Tanja Sirago	\$14,000.00
Town Clerk Tara Rumph	\$28,764.00
Councilperson Douglas Ostrander	\$ 6,738.00
Councilperson Raymond Suttmeier	\$ 6,738.00
Councilperson Daniel Joyce	\$ 6,738.00
Councilperson Anthony Puorro	\$ 6,738.00
Tax Collector Emily Feeney	\$10,761.00
Superintendent of Highways Robert Hempstead	\$48,000.00

All members in favor – Carried.

Resolution No. 25-13 “Setting 2013 Salary for Sole Assessor” offered by

Supervisor Banta and seconded by Councilperson Suttmeier:

BE IT RESOLVED, that the annual salary for the position of Sole Assessor, Janice Hull, for the Town of Cairo, for the year of 2013 be set at \$42,024.00.

All members in favor – Carried.

Resolution No. 26-13 “Appoint Summer Recreation Coordinator” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$15.25 per hour.

All members in favor – Carried.

Resolution No. 27-13 “Authorizing the Supervisor to Invest Town Funds” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that Ted Banta, Supervisor for the Town of Cairo, is hereby authorized to invest Town funds and purchase Certificates of Deposit when available or any other protected monetary instrument issued by the Bank of the Federal Government; and

BE IT FURTHER RESOLVED, that the Bank of Greene County, Cairo branch and the National Bank of Coxsackie, Cairo branch be the official depositories for the funds of the Town of Cairo.

All members in favor – Carried.

Resolution No. 28-13 “Appointing Attorney for the Town” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Tal G. Rappleyea, Esq. as Attorney for the Town of Cairo at a monthly retainer of \$1,000.00 and at the rate of \$125.00 per hour for such further litigation, legislation and other representation that the Town Board shall deem to be outside the scope of the monthly retainer. The Attorney for the Town is not an employee but has the status of an independent contractor.

All members in favor – Carried.

Resolution No. 29-13 “Appoint Water and Sewer Administrator” offered by Councilperson Suttmeier and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Kathy Jurgens as Water and Sewer Administrator at the following salary:

Water \$12,855.00

Sewer \$5,000.00

All members in favor – Carried.

There was a motion by Councilperson Suttmeier to appoint Ed Forrester to Board of Appeals and Councilperson Joyce seconded the motion. Councilperson Suttmeier called for a Roll Call but discussion about the appointment followed.

Resolution No. 30-13 “Motion to Postpone Appointment to Board of Appeals” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby postpone the appointment of Ed Forrester to the Board of Appeals.

Roll Call:

Councilperson Suttmeier	Nay
Councilperson Joyce	Nay
Councilperson Puorro	Aye
Councilperson Ostrander	Aye
Supervisor Banta	Aye

Motion Carried.

Resolution No. 31-13 - “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 7:50 pm to discuss personnel issues within the Town of Cairo.

All in favor – Carried.

Resolution No. 32-13 - “Board to exit 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 exit Executive Session at 9:10 pm.

All members in favor – Carried.

A motion was made by Councilperson Suttmeier and seconded by Councilperson Ostrander to adjourn the meeting at 9:10 pm.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk