



Minutes

Town of Cairo Town Board Meeting Reorganizational Meeting

January 5, 2015

The Town Board of the Town of Cairo met for a re-organizational meeting on Monday, January 5, 2015 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 6:30 PM, and then asked the attendees to Pledge Allegiance to the Flag. All Town Board members were present.

Supervisor Banta presented the “Volunteer of the Year” award to Gail and John Kargoe for their tremendous dedication of time and effort to the betterment of the Town of Cairo.

Min Hajuddin Mohammed was honored at the Town Board meeting for fulfilling his dream and becoming a citizen of the United States after 16 years.

The minutes from December 1, 2014 was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

The minutes from December 10, 2014 was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

The minutes from December 29, 2014 was accepted by Councilperson Ostrander and seconded by Councilperson Cords.

Resolution No. 1-15 “Appointing Officer in Charge and Setting Salaries for the Police Department” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Richard Busch as Officer In Charge for the Town of Cairo at an annual salary of \$16,000 per year and be it further

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

Full-time Police Officer - \$20.20 per hour

Richard Busch

Part-time Police Officer - \$16.32 per hour

John Amoroso
Daniel Braden
Dennis Brandow
Corey Clark
Sean Clevenstine
Joseph Feml
Raymond Feml
Henry Frick
Kevin Haverly
Teresa Neville
Nicholas Orso
Thomas Plank
Scott Schelling
Richard Selner

Part-time Special Officers - \$11.00 per hour

Scott Yates

Part-time Training Recruits - \$13.53 per hour training rate

Michael DeRose
Eyal Saad

All members in favor – Carried.

Resolution No. 2-15 “Appoint Ambulance Administrator and Clerk” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Reay Mahler as the 2015 Ambulance Administrator for 12 hours per week at a rate of \$18.00 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 \$12.10 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. 3-15 “Set Ambulance Personnel Rates” offered by Councilperson Cords and seconded by Councilperson Joyce:

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

AEMT \$15.30 per hour with an On Call Rate of \$50.00

EMT \$13.10 per hour with an On Call Rate of \$50.00

Driver \$12.10 per hour with an On Call Rate of \$50.00

All members in favor – Carried.

Resolution No. 4-15 “Association of Town Meetings and Conferences” offered by Councilperson Cords and seconded by Councilperson Joyce:

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. 5-15 “Set Salaries for Board of Assessment Review” offered by Councilperson Cords and seconded by Councilperson Joyce:

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, \$50.00 stipend for the initial 4 hour B.O.A.R meeting for secretary and \$10.00 per hour for the secretary as needed thereafter. These rates reflect base pay for Grievance day and two additional deliberation days. Additional meetings beyond the three meetings are at a rate of \$35.00 per meeting when convened.

All members in favor – Carried.

Resolution No. 6-15 “Authorization to Designate a Bookkeeper, Historian & Secretary to the Supervisor” offered by Councilperson Cords and seconded by Councilperson Joyce:

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 \$36,850.00; and \$20.00 per hour for Capital Water and Sewer Project when hours exceed 40 hours in a week; and;

BE IT FURTHER RESOLVED, that Ted Banta, Supervisor of the Town of Cairo is hereby authorized to designate Robert Uzzilia as Town Historian at an annual salary of \$1200.00; 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 \$11.90 per hour.

All members in favor – Carried.

Resolution No. 7-15 “Appointment of Code Enforcement Officer, Building Inspector” offered by Councilperson Cords 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 \$34,900.00; 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 \$15,702.00.

All members in favor – Carried.

Resolution No. 8-15 “Appoint Deputy to the Superintendent of Highways” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Debra Sommer to the full time position of Deputy Superintendent of Highways at an annual salary of \$27,128.00.

All members in favor – Carried.

Resolution No. 9-15 “Appoint Deputy Supervisor” offered by Councilperson Cords and seconded by Councilperson Ostrander:

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. 10-15 “Appoint Deputy Tax Collector” offered by Councilperson Cords and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Linda Kuever as the Deputy Tax Collector at a rate of \$11.55 per hour.

All members in favor – Carried.

Resolution No. 11-15 “Designating the Town of Cairo Official Newspaper” offered by Councilperson Cords and seconded by Councilperson Ostrander:

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. 12-15 “Animal Control” offered by Councilperson Cords and seconded by Councilperson Ostrander:

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby appoint Brian Feml as Animal control Officer at an hourly rate of \$11.60 with a two (2) hour minimum per call. Administrative paperwork will be paid at \$11.60 per hour as needed.

All members in favor - Carried.

Resolution No. 13-15 “Appoint Town Health Officer for 2015” offered by Councilperson Cords 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, 2015 at an annual salary of \$660.00.

All members in favor – Carried.

Resolution No. 14-15 “Authorization to Certify Payrolls and Make Purchases” offered by Councilperson Cords and seconded by Councilperson Ostrander:

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. 15-15 “Meeting of the Board” offered by Councilperson Cords 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 first Monday of every month at 6:30 P.M. in the Town Hall, Main Street, Cairo, New York, except for the month of September when the meeting will be held on September 14th because of the Labor Day holiday on September 7th.

All members in favor – Carried.

Resolution No. 16-15 “Town Court Appointments” offered by Councilperson Cords and seconded by Councilperson Ostrander:

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

| | | |
|------------------|-----------------|--|
| Justice Clerk 1 | Joan Vandenburg | \$25,500.00 annual salary |
| Justice Clerk 2 | Victoria Smith | \$11.05 per hour – maximum of 30 hours per week |
| Security Officer | John DeRose | \$12.00 per hour |
| Security Officer | Michael DeRose | \$12.00 per hour |
| Security Officer | Steven DeRose | \$12.00 per hour |

All members in favor – Carried.

Resolution No. 17-15 “Parks, Buildings and Grounds Personnel” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

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 \$13.70 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 \$12.55.

All members in favor – Carried.

Resolution No. 18-15 “Payment of Bills and Payment of Utility Bills” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

| | |
|---------------------------------------|------------------------------|
| President’s Day | Monday, February 16, 2015 |
| Memorial Day | Monday, May 25, 2015 |
| Independence Day July 4 th | Friday, July 3, 2015 |
| Labor Day | Monday, September 7, 2015 |
| Columbus Day | Monday, October 12, 2015 |
| Election Day | Tuesday, November 3, 2015 |
| Veteran’s Day | Wednesday, November 11, 2015 |
| Thanksgiving Day | Thursday, November 26, 2015 |
| Christmas Day | Friday, December 25, 2015 |

All members in favor – Carried.

Resolution No. 22-15 “Setting 2015 Salaries for Elected Officials” offered by

Councilperson Ostrander and seconded by Councilperson Puorro:

BE IT RESOLVED, that the following salaries for elected officials be approved as set forth in the 2015 Budget:

| | |
|---|-------------|
| Supervisor Ted Banta | \$14,617.00 |
| Justice Leland Miller | \$14,000.00 |
| Justice Tanja Sirago | \$14,000.00 |
| Town Clerk Tara Rumph | \$29,340.00 |
| Councilperson Douglas Ostrander | \$ 6,738.00 |
| Councilperson Mary-Jo Cords | \$ 6,738.00 |
| Councilperson Daniel Joyce | \$ 6,738.00 |
| Councilperson Anthony Puorro | \$ 6,738.00 |
| Tax Collector Sue Hilgendorff | \$11,450.00 |
| Superintendent of Highways Robert Hempstead | \$52,000.00 |

All members in favor – Carried.

Resolution No. 23-15 “Setting 2015 Salary for Sole Assessor” offered by

Councilperson Ostrander and seconded by Councilperson Puorro:

BE IT RESOLVED, that the annual salary for the position of Sole Assessor, Janice Hull, for the Town of Cairo, for the year of 2015 be set at \$45,455.00.

All members in favor – Carried.

Resolution No. 24-15 “Appoint Summer Recreation Coordinator” offered by Councilperson Ostrander and seconded by Councilperson Puorro:

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 \$15.75 per hour.

All members in favor – Carried.

Resolution No. 25-15 “Authorizing the Supervisor to Invest Town Funds” offered by Councilperson Ostrander and seconded by Councilperson Cords:

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. 26-15 “Appointing Attorney for the Town” offered by Councilperson Ostrander and seconded by Councilperson Cords:

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. 27-15 “Appoint Water and Sewer Administration” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint the following individuals for the Water and Sewer Departments:

| | | |
|------------------|---------------|------------------|
| Michael Lamanec | Administrator | \$13.50 per hour |
| Valerie Payton | Clerk | \$10.75 per hour |
| Albert Gasparini | Laborer | \$10.75 per hour |
| John Orso | Laborer | \$10.75 per hour |

All members in favor – Carried.

Resolution No. 28-15 “Set Salaries for Board of Appeals” offered by

Councilperson Ostrander and seconded by Councilperson Cords:

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

Chairperson \$75.00 per meeting

Members 65.00 per meeting

Clerk 11.75 per hour

All members in favor – Carried.

Resolution No. 29-15 “Other Town Appointments” offered by Councilperson

Ostrander and seconded by Councilperson Cords:

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 annual salary |
| First Deputy Clerk | Debra Sommer | \$12.20 per hour |
| Deputy Clerk | Kathy Rockefeller | \$11.05 per hour @ 30 hrs max per pay period |
| Deputy Clerk | Heather Smith | \$10.75 per hour @ 30 hrs max per pay period |
| Clerk | Donna Chewin | \$11.05 per hour @ 30 hrs max per pay period |
| Clerk | Evelyn Gabrielsen | \$10.75 per hour @ 24 hrs max per pay period |
| Planning Board Clerk | Angela Bedani | \$11.05 per hour |
| Board of Appeals Clerk | Louann Arp | \$11.75 per hour |
| Parks, Buildings, & Grounds Director | Robert Hempstead | \$6,000.00 annual salary |

All members in favor – Carried.

Resolution No. 30-15 “Appoint Chairperson & Acting Chair to the Board of Appeals” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Tom Baldwin as Chairperson to the Board of Appeals to be paid according to the Chairperson rate.

And Whereas, George Kleinmeier was the acting Chair for the Board of Appeals in the Chairperson’s absence in 2014; therefore,

Be it resolved, that the Town Board of the Town of Cairo does hereby appoint George Kleinmeier as the acting Chair in the absence of the Chairperson Tom Baldwin to be paid according to the Chairperson rate.

All members in favor – Carried.

Resolution No. 31-15 “Appoint William A. Carr, Jr. as Peace Officer” offered by Councilperson Ostrander and seconded by Councilperson Cords:

Whereas, William A. Carr, Jr., Town Supervisor for the Town of Durham, has requested that the Town of Cairo, in an inter-municipal cooperative effort, appoint William A. Carr, Jr., as Peace Officer, at no cost to the Town of Cairo; therefore,

Be it resolved, that the Town of Cairo hereby appoints William A. Carr, Jr., as a Peace Officer.

All members in favor – Carried.

Resolution No. 32-15 “Appoint Auditing Firm for the Town of Cairo” offered by Councilperson Ostrander and seconded by Councilperson Cords:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby appoint Patterson, Koskey, Howe & Bucci, CPA, P.C. as the Auditing Firm for the Town of Cairo according to the terms provided in the Letter of Understanding dated August 26, 2014.

All members in favor – Carried.

Resolution No. 33-15 “Setting Rate for Seasonal Highway, Parks, Buildings, and Grounds Employees” offered by Councilperson Cords and seconded by Councilperson Joyce:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby set the rate of Seasonal Highway, Parks, Buildings and Grounds employees to be \$10.75 per hour; and be further

Resolved, that the Town Board of the Town of Cairo does hereby set the hourly rate for Brandon Gabrielle to be \$11.25 per hour.

All members in favor – Carried.

Resolution No. 34-15 “Receipt of Monthly Supervisor’s Report” offered by Councilperson Cords and seconded by Councilperson Joyce:

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 November, 2014.

All members in favor – motion carried.

Resolution No. 35-15 “Approve Purchase for Multi-Function Printer/Copier” offered by Councilperson Cords and seconded by Councilperson Joyce:

Be it resolved, the Town Board does hereby authorize the Town Supervisor to sign the (5) year lease agreement with De Lange Landen for the purchase/lease price of (1) Lanier copier/printer MP3503 at a monthly lease payment of \$142.50 for a total purchase of \$6,882.90.

All members in favor – motion carried.

Resolution No. 36-15 “Payment of Bills on Abstract #301” offered by Councilperson Cords and seconded by Councilperson Joyce:

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 that Abstract #301, consisting of 2015 Vouchers #1001 through #1034 in the amount of \$25,890.46 is approved for payment.

The total amount to be paid from the:

| | | | |
|---------------------|-------------|-------------------|----------|
| General Fund - | \$8,810.73 | Street Lighting - | |
| Highway Fund - | \$16,807.73 | Sewer Fund - | \$136.00 |
| Cap. Library Fund - | | Water Fund - | \$136.00 |
| Cap. Sewer Fund - | | Trust & Agency - | |
| Hydrant Fund - | | | |

All members in favor – Carried

Resolution No. 37-15 “Payment of Bills on Abstract #325” offered by

Councilperson Cords and seconded by Councilperson Joyce:

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 that Abstract #325, consisting of 2014
Vouchers #2767 through #2792 in the amount of \$51,586.76 is approved for payment.

The total amount to be paid from the:

| | | | |
|---------------------|-------------|-------------------|---------|
| General Fund - | \$10,252.59 | Street Lighting - | |
| Highway Fund - | \$41,322.17 | Sewer Fund - | |
| Cap. Library Fund - | | Water Fund - | \$12.00 |
| Cap. Sewer Fund - | | Trust & Agency - | |
| Hydrant Fund - | | | |

All members in favor – Carried

Councilperson Ostrander gave an update on the solar energy for the Town.

Resolution No. 38-15 - “Board to Move into Executive Session” offered by

Councilperson Cords 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 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.

All members in favor – Carried.

Resolution No. 39-15 - “Board to exit Executive Session” offered by Councilperson Cords and seconded by Councilperson Puorro:

Be it resolved that the Town Board of the Town of Cairo does hereby exit Executive Session at 9:25 pm.

All members in favor – Carried.

A motion was made by Councilperson Joyce and seconded by Councilperson Ostrander to adjourn the meeting at 9:30 pm.

Resolution No. 40-15 - “Alternate to Planning Board Appointment” offered by Councilperson Cords and seconded by Councilperson Puorro:

Be it resolved that the Town Board of the Town of Cairo does hereby appoint Jessica Dillon to the alternate position on the Planning Board.

Resolution No. 41-15 - “Pay Rate for Dale Becker” offered by Councilperson Puorro and seconded by Councilperson Ostrander:

Be it resolved that the Town Board of the Town of Cairo does hereby increase the pay rate for Dale Becker to \$12.00 per hour.

All members in favor – Carried.

A motion was made by Councilperson Joyce and seconded by Councilperson Ostrander to adjourn the meeting at 9:30 pm.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk