



Minutes

**Town of Cairo
Town Board Meeting @ 6pm
Location: Town Hall Meeting Room**

December 1, 2014

The Town Board of the Town of Cairo met for a Town Board meeting on Monday, December 1, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 6:05 PM and then asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

The minutes from the November 3, 2014 Public Hearing on the 2015 Town Budget was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

The minutes from the November 3, 2014 Public Hearing on the Local Law #7- Amending Local Law #3 of 2008 for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code was accepted by Councilperson Joyce and seconded by Councilperson Ostrander.

The amended minutes from the November 3, 2014 Town Board Meeting was accepted by Councilperson Ostrander and seconded by Councilperson Cords.

The minutes from the November 10, 2014 Special Board Meeting was accepted by Councilperson Joyce and seconded by Councilperson Cords.

The minutes from the November 14, 2014 Special Board Meeting was accepted by Councilperson Ostrander and seconded by Councilperson Joyce.

Resolution No. 231 -14 “Receipt of Monthly Supervisor’s Report” offered by Councilperson Ostrander 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 October, 2014.

All members in favor – motion carried.

Resolution No. 232 -14 “Authorize Highway Superintendent to Bid out for Phone System” offered by Councilperson Cords and seconded by Councilperson Ostrander:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize Highway Superintendent, Robert Hempstead, to bid out for a phone system for the Town Hall.

All members in favor – motion carried.

Resolution No. 233 -14 “#0745 Billing Correction Cuti-O’Niel’s Dated November 1, 2014” offered by Councilperson Ostrander and seconded by Councilperson Cords:

An invalid water meter reading had resulted in erroneous bills and penalties to account #0745. As the bills and penalties had been paid, a reimbursement correction must be made.

WHEREAS, it is necessary for the Water & Sewer billing corrections be authorized by the Town Board and documented in the minutes; therefore, be it

Resolved, that the Town board accepts the Water billing correction as presented from the Water Administrator in the amount of \$154.05 dated November 1, 2014.

Resolved, that the Town board accepts the Sewer billing correction as presented from the Sewer Administrator in the amount of \$296.32 dated November 1, 2014.

All members in favor – motion carried.

Resolution No. 234 -14 “Accepting Delinquent Sewer Use Charges Greene County Real Property Tax Services Dated November 11, 2014” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, it is necessary for the Delinquent Sewer Use Charges 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 Delinquent Sewer Use Charges as presented from the Sewer Administrator in the amount of \$49,401.51, dated November 11, 2014.

All members in favor – motion carried.

Resolution No. 235 -14 “Accepting Delinquent EDU Charges Greene County Real Property Tax Services Dated November 11, 2014” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, it is necessary for the Delinquent EDU Charges 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 Delinquent EDU Charges as presented from the Sewer Administrator in the amount of \$62,647.60, dated November 11, 2014.

All members in favor – motion carried.

Resolution No. 236 -14 “Accepting EDU Billing Dated December 1, 2014” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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

RESOLVED, that the Town board accepts the Sewer EDU Billing as presented as presented from the Sewer Administrator in the amount of \$58,525.00 dated December 1, 2014.

All members in favor – carried.

Resolution No. 237 -14 “Accepting Delinquent Water Use Charges Greene County Real Property Tax Services Dated November 11, 2014” offered by Supervisor Banta Ostrander and seconded by Councilperson Joyce:

WHEREAS, it is necessary for the Delinquent Water Use Charges 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 Delinquent Water Use Charges as presented from the Water Administrator in the amount of \$40,386.68, dated November 11, 2014.

All members in favor – motion carried.

Resolution No. 238 -14 “Accepting Water Penalties dated November 1, 2014” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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

Resolved, that the Town board accepts the Water Penalties Billing as presented from the Water Administrator in the amount of \$1,378.03 dated November 1, 2014.

All members in favor – motion carried.

Resolution No. 239 -14 “Budget Amendments and Payment of Bills on Abstract #322” offered by Councilperson Ostrander 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 the following budget amendments:

From	A-1220.4	Supervisor-Contractual	-1,219.90
To	A-1220.2	Supervisor-Euipment	+1,219.90
From		Fund Balance	-3,000.52
To	A-1620.121	Buildings-Persl Serv	+3,000.52
From	A-1990.4	Contingent	-3,630.69
To	A-1620.4	Buildings-Equipment	+3,630.69
From	A-1990.4	Contingent	-915.89
To	A-1620.411	Buildings-Library	+915.89
From	A-1990.4	Contingent	-567.92
To	A-5132.4	H’way Bldgs. – Contractual	+567.92

From		Fund Balance	-16,651.72
To	A-3120.126	Police-Persl Serv	+16,651.72
From	A-3510.4	Animal Control-Contractual	-692.35
To	A-3510.15	Animal Control-Persl Serv	+692.35
From	A-7110.2	Parks-Equipment	-1,619.72
To	A-7110.15	Parks-Persl Serv	+1,619.72
From	A-7110.2	Parks-Equipment	-14,967.62
To	A-7110.4	Parks-Contractual	+14,967.62
From	A-8020.15	Planning- Persl Srv	-11.63
To	A-8020.4	Planning – Contractual	+11.63
From		Fund Balance	-58,624.64
To	A-9010.8	State Retirement-ERS	+49,281.64
To	A-9015.8	State Retirement-P&F	+9,343.00
From	A-9060.8	Medical Insurance	-60.00
To	A-9089.803	Uniforms	+60.00
From	DA-5142.15	Snow Removal – Persl Serv	-25,297.01
To	DA-5110.15	General Repairs – Persl Serv	+25,297.01
From		Fund Balance	-48,384.05
To	DA-5112.204	Perm Improvements	+48,384.05
From	DA-5130.2	Machinery-Equipment	-1,860.70
To	DA-5130.4	Machinery-Contractual	+1,860.70
From	DA-5142.4	Snow Removal-Contractual	-2,000.00
To	DA-5142.2	Snow Removal-Equipment	+2,000.00
From		Fund Balance	-19,023.87
To	DA-9010.8	State Retirement-ERS	+19,023.87
From		Fund Balance	-1,548.56
To	SS-8110.102	Sewer Admin- Persl Serv	+1,261.00
To	SS-8110.14	Sewer Admin – Persl Serv	+287.56
From		Fund Balance	-2,619.35
To	SW-8310.102	Water Admin – Persl Serv	+2,099.50
To	SW-8310.14	Water Admin – Persl Serv	+352.06
To	SW-9030.8	Social Security-Emp Benefits	+167.79

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #322, consisting of 2014 Vouchers #2497 through #2634 in the amount of \$330,740.73 is approved for payment.

The total amount to be paid from the:

General Fund -	\$223,772.64	Hydrant -	
Highway Fund -	\$90,676.85	Sewer Fund -	\$10,983.34
Cap. Water Fund -		Water Fund -	\$1,564.42
Cap. Sewer Fund -		Trust & Agency -	\$3,743.48
Street Lighting Fund -			

All members in favor – carried.

Resolution No. 240 -14 “Authorize Supervisor to sign Agreement with Columbia-Greene Humane Society” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

Be it resolved, that the Town Board of the Town of Cairo does hereby authorize Supervisor Ted Banta to sign the agreement with the Columbia-Greene Humane Society.

All members in favor – motion carried.

Resolution No. 241 -14 “Waiving Water & Sewer Hookup Fees, & Building Department Fees for Cairo Historical Society Property located at 35 Railroad Avenue, Cairo, NY ” offered by Councilperson Cords and seconded by Councilperson Ostrander: WHEREAS, the Cairo Historical Society (CHS) has made application to the Town for a new sewer hook-up for property located at 35 Railroad Avenue, Cairo, New York , and

WHEREAS, the CHS is a tax-exempt not-for-profit corporation which provides a quasi-governmental service to the Town and the residents of the Town and makes a great contribution to the commercial and personal lives of the residents, therefore

Be it resolved, that the Town Board of the Town of Cairo hereby waives the water and sewer connection fees, and building permit fees associated with the new services & improvements to the Cairo Historical Society property located at 35 Railroad Avenue, Cairo, New York, based upon the above.

All members in favor – carried.

Public Comment

Steve Sanders from the Thrift Store on Main Street asked for Handicap Parking in front of his store.

Michael Mischak from Mountain Avenue asked about the two lights on Mountain Avenue that have been out, one since March and one since August. Also he addressed the Board about the low water pressure at his house.

He was advised that Water and Sewer Administrator Mike Lamanac has been doing a comprehensive study and report. Mr. Mischak will call to see if report is available.

Resolution No. 242 -14 “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 7:30 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 – motion carried.

Resolution No. 243-14 “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 8:45 PM.

All members in favor – motion carried.

Resolution No. 244-14 “Approve the hiring of Kayla Byrnes as EMT” offered by Councilperson Ostrander and seconded by Councilperson Cords:

Be it resolved, that the Town Board of the Town of Cairo does hereby approve the hiring of Kayla Byrnes as an EMT at the rate of \$12.60 per hour.

All members in favor – carried.

Resolution No. 245 -14 “Approve the hiring of Heather Smith as Deputy Clerk” offered by Councilperson Cords and seconded by Councilperson Ostrander:

Be it resolved, that the Town Board of the Town of Cairo does hereby approve the hiring of Heather Smith as a Deputy Clerk at the rate of \$10.75 per hour.

All members in favor – carried.

The end of year meeting will be held on December 29, 2014 at 10:00 AM.

The reorganizational meeting will be held on January 5, 2015 at 6:30 PM.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 9:15 PM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk



Minutes

Town of Cairo Special Town Board Meeting

December 10, 2014

The Town Board of the Town of Cairo met for a special meeting on Wednesday, December 10, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta, called the meeting to order at 9:40AM, and then asked the attendees to Pledge Allegiance to the Flag. Board members present: Councilperson Ostrander, Councilperson Cords, and Councilperson Joyce. Councilperson Puorro was absent.

Other persons present: Robert Hempstead, Highway Superintendent, Phil Rankin representing Bast Hatfield, Thomas Andress, PE on behalf of Bast Hatfield, Elliot Fishman, hired engineer on behalf of the Town of Cairo, and Rich representing Best Paving.

The purpose of the meeting was to discuss the final details regarding the acquisition of Lake Avenue.

It was determined that additional core samples need to be performed near the intersection and that Bast Hatfield will call Robert Hempstead with date and time of testing so Elliot Fishman may be present for the testing. Elliot is requesting a formal letter with paperwork from Thomas Andress, PE regarding the results of the core samples and also the density compaction tests. Robert Hempstead stated that he would like the drainage issue remedied in the crosswalk by Karen's Flower Shop.

Further discussion followed with Phil Rankin offering to bond Lake Avenue. The Town Board was agreeable. Once testing is complete, Elliot stated that he will need a week to review and will report his findings to the Town Board with a monetary amount of bonding required.

The meeting was adjourned at 11:15am with all board members in favor.

Respectfully submitted,

Debra Sommer

First Deputy Clerk



Minutes

**Town of Cairo
Town Board End of Year Meeting @ 9:30 AM
Location: Town Hall Meeting Room**

December 29, 2014

The Town Board of the Town of Cairo met for a Town Board End of Year meeting on Monday, December 29, 2014 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 9:40 AM and asked the attendees to Pledge Allegiance to the Flag. The following Board Members were in attendance: Councilperson Cords, Councilperson Ostrander, and Councilperson Joyce. Councilperson Puorro was absent.

Resolution No. 246 -14 “Authorizing Supervisor Banta to Sign Agreements with Garnet Technology Solutions, Inc.” offered by Councilperson Ostrander and seconded by Councilperson Cords:

WHEREAS, Director of Parks, Buildings & Grounds, Robert Hempstead advertised for Phone System Equipment bids. The bid opening was on December 11, 2014 at 2:00 PM in the Office of the Town Clerk. Present for the bid opening were Robert Hempstead, Director of Parks, Buildings & Grounds, Debra Sommer, First Deputy Town Clerk, Kathy Rockefeller, Deputy Town Clerk, Chris and Deidre Curtis of Garnet Technology Solutions, Inc.

One bid was received from Garnet Technology Solutions, Inc. in the amount of \$10,645.00.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign agreement with Garnet Technology Solutions, Inc.

All members in favor – motion carried.

Resolution No. 247 -14 “Authorizing Supervisor Banta to Sign Proposal with CIA Security” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, it is necessary to replace the existing fire alarm system to accommodate the current Town Hall Renovations.

WHEREAS, CIA Security is our current provider who is on state contract Award Number 20191 PT65434 and submitted a proposal for \$6,375.00.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Supervisor Banta to sign proposal with CIA Security.

All members in favor – motion carried.

Resolution No. 248 -14 “Write-off Rent from Inter-fund Loan” offered by Supervisor Banta and seconded by Councilperson Ostrander:

WHEREAS, the Cairo Town Board agreed by resolution no. 166-14 that the animal control shelter would utilize 420 sq. ft. of the WWTP garage; and

WHEREAS, the animal control shelter is utilizing 560 sq. ft. of the garage; and

WHEREAS, the Cairo Town Board deemed that a fee of \$4.00 per sq. ft. which includes a stipend for electric, heat and water would be sufficient for rent; and

WHEREAS, the Sewer District has an inter-fund loan from the General Fund, therefore be it

RESOLVED, that in lieu of cash rent to the Sewer District from the General Fund, the monthly sum of \$186.67 will be written off the inter-fund loan due to the General Fund effective March 2014.

All members in favor – motion carried.

Resolution No. 249 -14

“Inter-fund Transfer from Sewer Fund to General

Fund” offered by Councilperson Joyce and seconded by Councilperson Ostrander:

WHEREAS, the Cairo Sewer District owes, through inter-fund borrowing, the sum of \$310,000.00 to the General Fund; and

WHEREAS, the 2014 Budget allocated \$3,500.00 to be paid to the General Fund; therefore be it

RESOLVED, that the Town Board of the Town of Cairo does hereby authorize an inter-fund transfer of \$3,500.00 from the Sewer Fund to the General Fund.

All members in favor – motion carried.

Resolution No. 250-14

“Inter-fund Transfer from Water Fund to General

Fund” offered by Councilperson Ostrander and seconded by Councilperson Cords:

WHEREAS, the Cairo Water District owes, through inter-fund borrowing, the sum of \$72,897.36 to the General Fund; and

WHEREAS, there is sufficient Water District Funds to pay \$10,000.00 to the General Fund; therefore be it

RESOLVED, that the Town Board of the Town of Cairo does hereby authorize an inter-fund transfer of \$10,000.00 from the Water Fund to the General Fund.

All members in favor – motion carried.

Resolution No. 251-14

“Amend 2014 Budget to Reflect Receipt of

D.A.R.E monies and Expense of Supplies Purchased” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

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 \$3,214.07 and; increase the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$3,214.07 in the 2014 budget.

All members in favor – motion carried.

Resolution No. 252 -14 “Amend 2014 Budget to Reflect Receipt of Federal Funds for Bullet Proof Vests and the Expense of Vests Purchased” offered by Councilperson Cords and seconded by Councilperson Ostrander:

WHEREAS, the town received Federal Funding from the Justice Assistance Grant Program (JAG) for expenses related to the purchase of bullet proof vests; and

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

RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A-3120.2 Police-Equipment to reflect the increase in General Fund Appropriations \$2,679.49 and; increase the revenue line item A-3089 Other Aid (Bullet Proof Vests) to reflect the increase in General Fund Revenue in the amount of \$2,679.49 in the 2014 budget.

All members in favor – motion carried.

Resolution No. 253-14 “Amend 2014 Budget to Reflect Receipt of Grant Funds for Sidewalk Engineering from New York State to cover Expense of Engineering” offered by Councilperson Ostrander and seconded by Councilperson Joyce:

WHEREAS, the town received a NYS Grant for expenses related to Sidewalk Streetscape Improvements; and

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

RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A-1440.4 Engineer - Contractual to reflect the increase in General Fund Appropriations \$1,500.00 and; increase the revenue line item A-3089 Other Aid (Engineering) to reflect the increase in General Fund Revenue in the amount of \$1,500.00 in the 2014 budget.

All members in favor – motion carried.

Resolution No. 254 -14 “Budget Amendments and Payment of Bills on Abstract #323” offered by Supervisor Banta 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-1220.4	Supervisor-Contractual	-441.99
To	A-1220.2	Supervisor-Euipment	+441.99
From		Fund Balance	-5,347.88
To	A-1620.15	Buildings-Persl Serv	+5,347.88
From	A-1990.4	Contingent	-3,988.67
To	A-1620.4	Buildings-Equipment	+3,988.67
From	A-1990.4	Contingent	-979.57
To	A-1620.411	Buildings-Library	+979.57
From	A-1990.4	Contingent	-1,132.70
To	A-3510.15	Animal Control-Persl Serv	+669.65

To	A-3510.4	Animal Control-Contractual	+463.05
From	A-1990.4	Contingent	-3,536.08
To	A-5132.4	H'way Bldgs. – Contractual	+3,536.08
From		Fund Balance	-10,241.32
To	A-3120.126	Police-Persl Serv	+10,241.32
From	A-7110.2	Parks-Equipment	-1,878.24
To	A-7110.15	Parks-Persl Serv	+660.55
To	A-7110.4	Parks-Contractual	+1,217.69
From	A-8020.15	Planning- Persl Srv	-57.88
To	A-8020.4	Planning – Contractual	+57.88
From	A-9060.8	Medical Insurance	-48.00
To	A-9089.803	Uniforms	+48.00
From	DA-5120.15	Maint. Bridges-Persl Serv	-10,054.59
To	DA-5130.4	Machinery-Contractual	+10,054.59
From		Fund Balance	-30,454.77
To	DA-5142.2	Snow Removal-Equipment	+19,755.00
To	DA-5142.4	Snow Removal-Contractual	+10,699.77

From		Fund Balance	-142.18
To	SL-5182.447	Street Lighting-Winter Clove	+142.18
From		Fund Balance	-8,402.33
To	SS-8110.102	Sewer Admin- Persl Serv	+643.50
To	SS-8110.14	Sewer Admin – Persl Serv	+344.00
To	SS-8120.4	Sanitary Sewers-Contractual	+6,233.49
To	SS-9030.8	Soc. Sec.-Employee Benefits	+5.34
To	SS-9710.6	Long Term-Princ. On Debt	+1,176.00
From		Fund Balance	-1,499.06
To	SW-8310.102	Water Admin – Persl Serv	+1,092.00
To	SW-8310.14	Water Admin – Persl Serv	+258.00
To	SW-9030.8	Social Security-Emp Benefits	+149.06

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #323, consisting of 2014 Vouchers #2668 through #2766 in the amount of \$168,319.39 is approved for payment.

The total amount to be paid from the:

General Fund -	\$43,668.01	Hydrant -	
Highway Fund -	\$111,469.60	Sewer Fund -	\$10,067.80
Cap. Water Fund -		Water Fund -	\$2,839.30
Cap. Sewer Fund -		Trust & Agency -	\$274.68
Street Lighting Fund -			

All members in favor – carried.

Resolution No. 255 -14 “Board to Move into 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 move into Executive Session at 10:45 AM 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 – motion carried.

Resolution No. 256 -14 “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 11:15 AM.

All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Joyce to adjourn the meeting at 11:15 AM.

Respectfully submitted,

Tara A. Rumph, RMC, CMC
Cairo Town Clerk