



Minutes

Town of Cairo

Monday, January 14th, 2019

Town Board Meeting @ 7:00 pm

Location: Town Hall Meeting Room

DRAFT

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday January 14th, 2019, at the Town Hall, Main Street, Cairo, New York.

Supervisor Benoit called the meeting to order at 7:01 and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Benoit, Council Member Cords, Council Member Joyce, Council Member Watts.

Absent: Council Member Warner

Review and Approval of Minutes:

December 3rd, 2018: Offered by Council Member Cords & seconded by Council Member Joyce

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

December 31st, 2018: Tabled till February

January 2nd, 2019: Tabled till February

Public Hearing: Local Law #1 of 2019 – Keeping of Domestic Farm Animals and Fowl

Multiple residents expressed their questions and concerns on the animals and the zoning.

Resolution No. 2019-041 “Adopt Local Law #1 of 2019 Keeping of Domestic Farm Animals & Fowl” was defeated and not adopted.

Motion to close Public Hearing:

Offered by Council Member Cords and seconded by Council Member Joyce

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Existing Business:

A. Water Infrastructure Update:

1. Water Meter Installations – Proposed Letter
 - a. Drafted a letter to go out to the last few customers who have not gotten there water meters installed yet. About 20 property owners.
2. Phase 2 Bid Results

<u>Contractor</u>	<u>Base Bid</u>	<u>Bid Alternate 1 – Water Tank Replacement</u>	<u>Bid Alternate 2 – New Park Well</u>	<u>Bid Alternate 3 – Water Main</u>	<u>Bid Total</u>
American Evergreen, LLC	\$1,738,420.00	\$660,525.00	\$438,000.00	\$671,300.00	\$3,508,245.00
Carver Construction, Inc.	\$1,984,450.00	\$797,750.00	\$497,800.00	\$428,750.00	\$3,708,750.00
Evergreen Mountain Contracting	\$1,622,900.00	\$750,000.00	\$575,000.00	\$490,000.00	\$3,437,900.00
FP Kane Construction, Inc.	\$1,428,000.00	\$805,000.00	\$498,000.00	\$443,450.00	\$3,174,450.00
Grant Street Construction, Inc.	\$1,637,900.00	\$796,000.00	\$521,400.00	\$347,900.00	\$3,303,200.00
Luizzi Bros.	\$1,651,500.00	\$770,000.00	\$490,000.00	\$494,900.00	\$3,406,400.00
Merrit Construction, Inc.	\$1,921,170.00	\$687,616.00	\$568,800.00	\$673,750.00	\$3,851,336.00
New Castle Paving, LLC	\$2,486,795.50	\$875,000.00	\$614,000.00	\$726,327.00	\$4,702,122.50

<u>Contractor</u>	<u>Base Bid</u>	<u>Bid Alternate 1 – Water Tank Replacement</u>	<u>Bid Alternate 2 – New Park Well</u>	<u>Bid Alternate 3 – Water Main</u>	<u>Bid Total</u>
FP Kane Construction, Inc.	\$1,428,000.00	\$805,000.00	\$498,000.00	\$443,450.00	\$3,174,450.00
FP Kane Construction, Inc.	\$1,428,000.00	\$805,000.00			\$2,233,000.00
FP Kane Construction, Inc.	\$1,428,000.00	\$805,000.00	\$498,000.00		\$2,731,000.00
FP Kane Construction, Inc.	\$1,428,000.00	\$805,000.00		\$443,450.00	\$2,676,450.00
FP Kane Construction, Inc.	\$1,428,000.00		\$498,000.00		\$1,926,000.00
FP Kane Construction, Inc.	\$1,428,000.00			\$443,450.00	\$1,871,450.00

- B. Sidewalk Project
 - a. Same place they were last month. Final touches on their design and to get Federal DOT approval.
- C. Ambulance Building
 - a. No updates on the Ambulance Building.
- D. Aniston Keff – CDHS – Terra-Cycle bins in Town Park
 - a. Absent from meeting. Refer to **Resolution No. 2019-039** “Authorize Placement of Terra-Cycle Bins in the Cairo Town Park and Town Hall”

Correspondence:

- A. Auditor Reports – Town Clerk, Town Court & Tax Collector
 - Refer to:
 - **Resolution No. 2019-035** “Accept Auditor’s Report, Justice Court”
 - **Resolution No. 2019-036** “Accept Auditor’s Report, Town Clerk”
 - **Resolution No. 2019-037** “Accept Auditor’s Report, Tax Collector”
- B. Labor Attorney – Ratification of proposed police contract by PD.
 - a. **Resolution No. 2019-040** “Ratify 2017-2020 Police Department Contract”
- C. Meeting Request – Alex Johnk, Agricultural Society re: Youth Fair
 - a. Set up a meeting to discuss possible grants for operations. Grants to benefits both the youth fair and the town. Available any day after 3:30PM to schedule a meeting.

New Business:

- A. Youth Fair – 3 year contract
 - a. Talk about charging outside entities to use the Angelo Canna Town Park, the use of power, water and trash clean up. Discuss this with Alex Johnk when they have their meeting before the February Town Board Meeting. **Resolution No. 2019-044** “Authorize 3-year Youth fair Contract with Greene County Agricultural Society, Inc.”
- B. Hiring a Grant Writer – Candidate Interview Results
 - a. Nicole Ambrosio; from Greenville, retired educator, involved with educational grants & aware of the state grants and what they involve.
 - b. Ron Benty; Downstate NY, wrote grants down in NYC, was on a federal grant level not a state grant level, it’s been 15 years since he’s done it.
 - c. River Street Planing and Development; located in Troy, run by Margaret Erwin along with a couple other people, gotten multiple grants for areas within Greene County. **Resolution No. 2019-043** “Hire a Grant Writer”
- C. Grade C Water Operator’s Class
 - a. Refer to **Resolution No. 2019-038** “Grade C Water Operator Class”
- D. Use of Former PD Space in Town Park
 - a. The Columbia Greene Community Action Agency asked to convert a 10x10 section of the old Police Dept. in the Town Park, into a refrigerated space to store fruits and vegetables for the food pantries in the counties. Problem with donating building to non-profits. Allow the sports team to possibly use the extra space.
- E. Open Discussion
 - a. Discussion on the recent accident that happened on Main Street, Cairo. Discussing the speed limit and the lighting situation on Main Street.

Resolution No. 2019-035 “Accept Auditor’s Report, Justice Court”

Offered by Council Member Joyce and seconded by Council Member Watts

Whereas, the Town of Cairo had hired the accounting Firm of Pattison, Koskey, Howe & Bucci, CPA, P.C. as an independent contractor to audit the Justice Court’s books for the 2018 fiscal year, and

Whereas, the auditors have completed their review and have presented their audit report to the town board for its acceptance, now therefore

Be It Resolved, that the Cairo Town Board does hereby accept the auditor’s report for the Cairo Justice Court.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-036 “Accept Auditor’s Report, Town Clerk”

Offered by Council Member Cords and seconded by Council Member Joyce

Whereas, the Town of Cairo had hired the accounting Firm of Pattison, Koskey, Howe & Bucci, CPA, P.C. as an independent contractor to audit the Town Clerk’s books for the 2018 fiscal year, and

Whereas, the auditors have completed their review and have presented their audit report to the town board for its acceptance, now therefore

Be It Resolved, that the Cairo Town Board does hereby accept the auditor’s report for the Cairo Town Clerk.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-037 “Accept Auditor’s Report, Tax Collector”

Offered by Council Member Watts and seconded by Council Member Cords

Whereas, the Town of Cairo had hired the accounting Firm of Pattison, Koskey, Howe & Bucci, CPA, P.C. as an independent contractor to audit the Town Tax Collector’s books for the 2018 fiscal year, and

Whereas, the auditors have completed their review and have presented their audit report to the town board for its acceptance, now therefore

Be It Resolved, that the Cairo Town Board does hereby accept the auditor’s report for the Cairo Tax Collector.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-038 “Grade C Water Operator Class”

Offered by Council Member Cords and seconded by Council Member Joyce

Whereas, Morrisville State College is sponsoring a Grade “C” Water Operator’s Certification Course on February 11-14, 2019; and

Whereas, Joseph Castle needs to complete the operator’s certification course for the Water Plant Operation; and

Whereas, Ed Young needs to complete the operator’s certification course to assist in the Water Plant Operation; therefore be it

Resolved, the Town Board does hereby authorize Joseph Castle and Ed Young to attend the schooling in Morrisville, NY to become Grade “C” licensed water plant operators; and be it further

Resolved, that all expenses will be paid according to the travel policy.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-039 “Authorize Placement of Terra-Cycle Bins in the Cairo Town Park and Town Hall”

Offered by Council Member Cords and seconded by Council Member Watts

Whereas, students from the Cairo-Durham High School have approached the Town Board with a pollution mitigation program they are working on as a school project, and

Whereas, these students have asked the for the town’s permission and cooperation in supporting the placement of recycling receptacles for cigarette butts known as “terra-cycle bins” to be placed on town property so town residents have a place to responsibly dispose of cigarette butts for recycling purposes, and

Whereas, the town board believes the littering of cigarette butts is both unsightly and unsanitary and terra-cycle bins are an appropriate method for reducing pollution caused by improper cigarette butt disposal, now therefore

Be It Resolved that the Cairo Town Board does hereby authorize the Cairo Durham High School students to obtain and place two terra-cycle bins for cigarette butt collection and recycling in the town park, with one being placed in the vicinity of the recycling center and Dog Park and the Town Hall.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-040 “Ratify 2017-2020 Police Department Contract”

Offered by Council Member Cords and seconded Council Member Watts

Whereas, the town board and the union for the Cairo Police Department had engaged in contract negotiations and had agreed on a proposed contract for the period 1/1/2017 through 12/31/2020 and agreed that the proposed contract should be sent to the members of the police department for their ratification vote and

Whereas, the proposed contract has been ratified by the membership, now therefore

Be It Resolved, that the Cairo Town Board does hereby ratify the proposed contract for the period 1/1/2017 through 12/31/2020 as set forth in the parties’ Memorandum of Understanding, a copy of which is attached hereto and made a part hereof.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-041 “Adopt Local Law #1 of 2019 Keeping of Domestic Farm Animals & Fowl”

Offered by Council Member Watts and seconded by No Other Council Members

Whereas, for the health, safety and welfare of all town residents, owners or occupants of property where domestic farm animals are kept should be required to confine or otherwise keep such animals on their own property and not allow the animals to wander on or trespass upon the property of another, now therefore

Be It Resolved, that the Cairo Town Board does hereby adopt Local Law #1 of 2019, entitled “Keeping of Domestic Farm Animals and Fowl,” a copy of which is attached hereto for reference.

Supervisor Benoit – Nay, Council Member Joyce – Nay, Council Member Cords – Nay, Council Member Watts – Aye. Council Member Warner – Absent. Motion Defeated.

Local Law #1 of 2019 was Not Adopted.

Resolution No. 2019-041A “SEQRA Negative Declaration on Proposed Local Law #1 of 2019”

Offered by Supervisor Benoit and seconded by Council Member Joyce

Whereas: the Town of Cairo is required to conduct an environmental assessment of any proposed action, including the adoption of a proposed law, and

Whereas: the Town Board is considering the adoption of a local law requiring owners of domestic farm animals to keep them from trespassing on the property of others, and

Whereas: the Town Board did utilize the standard Short Environmental Assessment Form and did engage in due diligence taking a “hard look” at all potential negative environmental impacts, nor therefore

Be It Resolved: that the Cairo Town Board, does hereby determine that the proposed action will not result in any significant negative environmental impacts and a negative declaration is appropriate.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-042 “Receipt of Monthly Supervisor’s Report”

Offered by Council Member Cords and seconded by Council Member 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 Town 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 2018.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-043 “Hire a Grant Writer”

Offered Supervisor Benoit and seconded by Council Member Cords

Whereas, the Cairo Town Board has appropriated \$12,000.00 for the purposes economic development in the town, and

Whereas, the board believes applying for and obtaining grants for the improvement of the town’s infrastructure and funding of projects would assist in the town’s economic development, and

Whereas, the town board has reviewed the qualifications and resumes of three individuals and entities interested in assisting the town in finding and applying for grants that would assist the town with its economic development goals, now therefore after due consideration,

Be It Resolved that the Cairo Town Board does hereby agree to hire River View Planning and Development, in Troy, for the 2019 calendar year as an independent contractor to assist the town in finding and applying for grants that will help the town achieve its economic development goals. Compensation shall not exceed \$10,000.00

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-044 “Authorize 3-year Youth fair Contract with Greene County Agricultural Society, Inc.”

Be It Resolved, that the Cairo Town Board does hereby authorize Supervisor Daniel A. Benoit to sign a proposed 3-year contract with the Greene County Agricultural Society, Inc., to hold their annual Greene County Youth Fair at the Angelo Canna Town Park for the 2019, 2020 and 2021 calendar years.

A copy of the agreement is attached hereto for reference.

Tabled till the February 4th, 2019 Town Board Meeting.

Resolution No. 2019-045 “Inter-Fund Transfer from Sewer Fund to General Fund”

Offered by Council Member Joyce and seconded by Council Member Watts

WHEREAS, the Animal Control shelter is utilizing 560 sq. ft. of the WWTP 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 balance of \$298,346.71 due to the General Fund for an annual amount of \$2,240.04 for fiscal year 2018.

DR A3510.4 DR SS630
CR A391 CR SS2770

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-046 “Budget Amendments and Payments of Bills on Abstract #313, 314, 301”

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	A1110.105	Court – Persl Serv Security	-213.48
To	A1110.400	Court – Contractual	+213.48
From	A1990.400	Contingent	-5,159.93
To	A1220.400	Supervisor – Contractual	+164.26
To	A1440.400	Engineer – Contractual	+1,787.50
To	A1620.410	Police Bldg. – Contractual	+486.68
To	A1620.411	Library Bldg. – Contractual	+619.96
To	A1680.417	Central Data – Contractual	+110.09
To	A3120.400	Police – Contractual	+697.29
To	A5182.400	Street Lights – Contractual	+902.69
To	A7110.400	Parks – Contractual	+391.46
From	A1410.117	Town Clerk – Persl Serv	-50.73
To	A1410.400	Town Clerk - Contractual	+50.73
From	A4540.200	Ambulance – Equipment	-177.06
To	A4540.400	Ambulance - Contractual	+177.06
From	DA599	Fund Balance	-13,668.08
To	DA5130.400	Machinery – Contractual	+3,775.33
To	DA5142.400	Snow – Contractual	+9,563.75

To	DA9089.803	Other Benefits – Uniforms	+329.00
From	SL599	Fund Balance	-248.93
To	SL5182.443	Street Light – F Hitchcock	+144.91
To	SL5182.447	Street Light – Winter Clove	+104.02
From	SS8120.400	Sanity Sewers – Contractual	-180.96
To	SS8110.400	Sewer Admin – Contractual	+180.96
From	SW8310.200	Water Admin – Equipment	-25.37
To	SW8310.400	Water Admin – Contractual	+25.37

And be it **Resolved**, the Town Board does hereby authorize held voucher #103666 in the amount of \$110.00 from December 2018 Abstract #313 be approved for payment; and be it

Further Resolved, the Town Board does hereby authorize that Abstract #314, consisting of 2018 Vouchers #103745 through #103776 in the amount of \$38,403.83 is approved for payment; The total amount to be paid from the:

General Fund -	\$9,108.19	Hydrant -	
Highway Fund -	\$14,635.97	Capital Water-	
Street Lighting -	\$4,140.07	Sidewalk -	
Sewer Fund -	\$9,169.67	Trust & Agency -	
Water Fund -	\$1,349.93		

And be it **Further Resolved**, the Town Board does hereby authorize that Abstract #301, consisting of 2019 Vouchers #103777 through #103826 in the amount of \$622,770.81 is approved for payment.

The total amount to be paid from the:

General Fund -	\$505,443.19	Hydrant -	\$7,500.00
Highway Fund -	\$17,383.11	Capital Water-	
Street Lighting -		Sidewalk -	
Sewer Fund -	\$211.42	Special Fire -	\$92,006.74
Water Fund -	\$226.35	Trust & Agency -	

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-047 “Assessor Continuing Education”

Offered by

Whereas, the Town of Cairo Assessor attend one day seminar “Ethics and the Assessor” December 7, 2018 @\$110. Columbia-Greene Community College, Hudson, NY for required (6) credit hours of continuing education for NYS certification. (see attached brochure)

Be It Resolved, that the Town Board of the Town of Cairo does hereby authorize the Assessor to attend one day seminar @\$110. December 7, 2018, as required for continuing education, NYS reimbursable.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Resolution No. 2019-048 “Award Water Infrastructure Bid”

Offered by Council Member Cords and seconded by Council Member Watts

Whereas: the Town of Cairo, through its agent, Delaware Engineering, did advertise for bids for work on the town’s water system infrastructure, and

Whereas: the town did receive bids from eight companies within the advertised time frame and which did conform to the bid requirements and specifications, and

Whereas: the work to be performed was divided into four discrete categories, being the base bid, bid alternate #1, bid alternate #2 and bid alternate #3, and

Whereas: The town reserved the right to accept the base bid and any combination of alternate bids, or to reject any and all bids and re-bid the entire project, or any bid alternate portion of the project, and

Whereas: bidder FP KANE CONSTRUCTION, INC., was the low bidder on the base bid, now therefore

Be It Resolved: that the Cairo Town Board, in consultation with Delaware Engineering hereby awards the base bid and bid alternate #2 (new park well) portions of the project to FP KANE CONSTRUCTION, INC., and

Be It Further Resolved: that the Cairo Town Board does hereby reject all bids for the Bid Alternate #1 and Bid Alternate #3 portions of the project, and

Be It Further Resolved: that the Cairo Town Board does hereby authorize the re-bidding of Bid Alternate #1 (Water Tower Replacement) with sealed bids to be received in the Town Clerk’s Office no later than 10:00 a.m. on February 28, 2019, where they shall be opened at that date and time.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts – Aye. Council Member Warner – Absent. Motion carried.

Adjourn Town Board Meeting @ 9:09PM

Offered by Council Member Cords & seconded by Council Member Watts.

Supervisor Benoit – Aye, Council Member Joyce – Aye, Council Member Cords – Aye, Council Member Watts. Member Warner – Absent. – Aye. Motion carried.

Respectfully Submitted

Kayla L. Warner
Town Clerk