



## Minutes

Town of Cairo

Reorganizational 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 Wednesday January 2, 2018, 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 Warner.

Absent: Council Member Joyce & Council Member Watts.

**Swearing in the Cairo Town Clerk Kayla L. Warner done by Cairo Town Justice Tanja Sirago.**

#### **Resolution No. 2019-001 "Setting Town Board Meeting Dates"**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the regular meetings of the Cairo Town Board for the 2019 calendar year will be held at 7:00 p.m. on the first Monday of every month in the Town Hall, 512 Main Street, Cairo, New York, except as follows:

- 1.) The regular meeting for the month of January, shall be held on January 14, 2019 and,
- 2.) The regular meeting for the month of September, shall be held on September 9, 2019.

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

**Resolution No. 2019-002 “Set Holidays for 2019”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board of the Town of Cairo does hereby set the dates of the 2019 holidays as follows:

- New Year’s Day Observance – Tuesday, January 1, 2019
- Martin Luther King Jr. Birthday Monday, January 21, 2019
- President’s Day Monday, February 18, 2019
- Memorial Day Monday, May 27, 2019
- Independence Day July 4<sup>th</sup>, Thursday, July 4, 2019
- Labor Day Monday, September 2, 2019
- Columbus Day Monday, October 14, 2019
- Election Day Tuesday, November 5, 2019
- Veteran’s Day Observance Monday, November 11, 2019
- Thanksgiving Day Thursday, November 28, 2019
- Christmas Day Wednesday, December 25, 2019

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

**Resolution No. 2019-003 “Submission Deadline for proposed Town Board Meeting Agenda”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that any town department, employee, community organization or individual citizen who wishes to have the town board take action on, discuss or consider any resolution, proposed purchase, voucher for payment, or place any item on the agenda for the board’s consideration must submit the proposed resolution, proposed purchase, voucher or agenda item in writing, together with any supporting information or documents, to the Supervisor’s office no later than the Wednesday preceding the regular meeting night of the Town Board.

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

**Resolution No. 2019-004 “Setting Town Hall Hours of Operation”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Cairo Town Hall shall be open for public business from 9:00 a.m. through 3:00 p.m. Monday through Friday, exclusive of holidays or other such times the town hall is closed by order of the Town Supervisor, and

**Be It Further Resolved** that the offices of the Town Clerk, Code Enforcement and Building Department, Supervisor’s Office and Tax Assessor will be staffed and accessible to the public at all times when the town hall is open for public business, and

**Be It Further Resolved** that, in agreement with the Town Justice Court, the Court Office will be open for public business from 9:00 a.m. through 3:00 p.m., Monday through Friday, except those Tuesdays when court is in session beginning at 1:00 p.m. when, on those days, the court office will close to public business at 12:00 noon, and excepting such other times when the town hall is closed by order of the Town Supervisor.

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

**Resolution No. 2019-005 “Setting 2019 Salaries for Elected Officials”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the following salaries for elected officials be approved as set forth in the 2019 Budget:

|                                    |             |
|------------------------------------|-------------|
| Supervisor Daniel Benoit           | \$15,617.00 |
| Justice Leland Miller              | \$15,000.00 |
| Justice Tanja Sirago               | \$15,000.00 |
| Town Clerk                         | \$32,000.00 |
| Councilperson Jason Watts          | \$7,238.00  |
| Councilperson Mary-Jo Cords        | \$7,238.00  |
| Councilperson Daniel Joyce         | \$7,238.00  |
| Councilperson Gary Warner          | \$7,238.00  |
| Tax Collector Sue Hilgendorff      | \$12,450.00 |
| Supt. of Highways Robert Hempstead | \$53,000.00 |

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

**Resolution No. 2019-006 “Appointing Auditing Firm for the Town of Cairo”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board of the Town of Cairo does hereby appoint Pattison Koskey Howe & Bucci, CPA, P.C. as the Accounting Firm for the Town of Cairo at the same rate as fiscal year 2018. The accounting firm is an independent contractor and not a town employee.

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

**Resolution No. 2019-007 “Appointing Attorney for the Town”**

Offered by Council Member Warner and seconded by Council Member 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.

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

**Resolution No. 2019-008 “Designating the Town of Cairo Official Newspaper”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that “The Daily Mail” is designated as the official newspaper for the Town of Cairo.

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

**Resolution No. 2019-009 “Authorizing the Supervisor to Invest Town Funds”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Supervisor 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.

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

**Resolution No. 2019-010 “Establishing Official Depository”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Bank of Greene County, Cairo branch is the official depository for the funds of the Town of Cairo.

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

**Resolution No. 2019-011 “Payment of Bills and Payment of Utility Bills”**

Offered by Council Member Warner and seconded by Council Member Cords.

**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 the Town Board of Cairo hereby authorizes the payment of utility bills such as fuel oil, electricity, gas and telephone and insurance bills without the need to wait for the regular Town Board meeting in order to avoid finance charges on such bills.

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

**Resolution No. 2019-012 “Set Hourly Rate for Seasonal Part Time Highway Employees”**

Offered by Council Member Warner and seconded by Council Member Cords.

**WHEREAS**, Highway Superintendent, recognizes that in order to recruit and retain part time and seasonal employees both new hire and existing need to be distinguished by experience/credentials and paid a fair and equitable pay rate.

**WHEREAS**, Highway Superintendent will differentiate pay rates from \$11.48 - \$15.00 according to employee skills (equipment operation, CDL, mechanic, welding, carpentry, etc)

**THEREFORE BE IT RESOLVED**, the following pay rates will be as follows:

|                   |         |
|-------------------|---------|
| Howard Parmelee   | \$11.48 |
| Joseph Reynolds   | \$12.50 |
| James McKenney    | \$12.50 |
| Arthur Evans      | \$14.75 |
| Robert Agostinoni | \$13.26 |
| William Stevens   | \$15.00 |
| Dale Becker       | \$14.87 |
| Donald Delaney    | \$14.00 |

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

**Resolution No. 2019-013 “Attendance at Training Sessions, Meetings and Conferences”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that any elected or appointed town official or employee who wishes to attend any training session, meeting or conference, whether offered by the NYS Association of Towns or other organization, may do so with the prior approval of the Town Board. Expenses will be paid according to the travel policy set forth in the employee handbook.

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

**Resolution No. 2019-014 “Setting Deputy Superintendent of Highways Salary”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, the annual salary for the position of Deputy Superintendent of Highways, Full time, shall be set at \$30,680.00.

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

**Resolution No. 2019-015 “Authorization for Highway Superintendent to Certify Payrolls and Make Purchases”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Superintendent of Highways, is authorized to take the following actions without further approval of the Town Board:

1. To certify payrolls in his department;
2. To purchase equipment and supplies outside of NYS Contract and Greene County Bid of up to \$5,000.00;
3. To purchase items under New York State Contract, including but not limited to tires, batteries, filters, fuel oil, diesel fuel, salt and sand;
4. To purchase items under Greene County Bid, including but not limited to sand, calcium chloride, crushed stone, road oil, blacktop, culvert pipe, signs and sign posts, guide rails and ties.

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

**Resolution No. 2019-016 “Appoint Summer Recreation Coordinator and set Hourly Wages for Summer Recreation Staff”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Town Board does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$16.50 per

**Be It Further Resolved**, Youth Counselors will receive the minimum wage of \$11.10 per hour.

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



**Resolution No. 2019-021 “Appoint and set Salaries of Water and Sewer Personnel”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Town Board does hereby appoint and set salaries the following individuals for the Water & Sewer Departments:

**Joe Castle** continues in his appointed position as Working Administrator at a pay rate of \$13.50 per hour; and

**Valerie Payton** continues in her appointed position as Clerk-Part Time at a pay rate of \$12.00 per hour not to exceed 15 hours a week.

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

**Resolution No. 2019-022 “Town Assessor’s Office – Appointments and Salary”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that **Janice Hull** shall continue in her position as sole town assessor at an hourly rate of \$23.50 not to exceed 40 hours per week; and

**Be It Further Resolved** that **Diane Newkirk** continues in her appointment as Clerk – Part Time at an hourly rate of \$11.50 and is authorized to work a maximum of 12 hours/week in the Assessor’s Office.

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

**Resolution No. 2019-023 “Deputy Town Clerk Appointments”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the town board acknowledges the town clerk’s appointment of Kathy Rockefeller as Deputy Town Clerk and sets her pay rate at \$12.50 per hour.

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

**Resolution No. 2019-024 “Set Salaries for Board of Assessment Review”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Cairo Town Board does hereby set the yearly stipend of the Board of Assessment Review to be as follows:

|              |   |
|--------------|---|
| Chairperson: | \$375.00  |
| Member:      | \$225.00  |
| Secretary:   | \$50.00 for the board’s initial 4 hour meeting and<br>\$11.00/hr. thereafter as needed. |

Included in this stipend are Grievance Day and two additional deliberation days. Any additional meetings beyond the first three meetings will be paid at a rate of \$35.00 per meeting.

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

**Resolution No. 2019-025 “Appointing Officer in Charge and Setting Salaries for Police Department”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Town Board of the Town of Cairo does hereby appoint Sergeant Richard Busch as Member-in-Charge of the Town of Cairo Police Department an annual stipend \$18,000 to be paid in addition to Sgt. Busch’s hourly rate of pay. The stipend is intended as a compensation for administering the department. The stipend shall be paid in equal bi-weekly installments included in Sgt. Busch’s bi-weekly pay check, and;

**Be It Further Resolved** that the following individuals shall continue in their appointed positions with the rate of pay as designated by the current bargaining agreement:

**Full-time Police Sergeant**

Richard Busch

**Part-time Police Officer**

John Amoroso

Dennis Brandow

Corey Clark

Sean Clevestine

Michael DeRose

Joseph Feml

Raymond Feml

Henry Frick

Christine Geoghegan

Nicholas Orso

Thomas Plank

Dustin Rogers

Eyal Saad

Richard Selner

**Party-time Special Police Officer - \$11.50 per hour**

Scott Yates

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

**Resolution No. 2019-026 “Appoint and Set Salary of the Animal Control Officer”**

Offered by Council Member Warner and seconded by Council Member Cords.

**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 \$13.00 with a two (2) hour minimum per call. Administrative paperwork will be paid at \$13.00 per hour as needed.

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

**Resolution No. 2019-027 “Planning Board Appointments and Salaries”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Town Board does hereby set the salaries of the Planning Board to be as follows:

Chairperson: \$85.00 per meeting

Members: \$70.00 per meeting

**Be It Further Resolved**, that the Town Board does hereby make the following appointments to the Planning Board:

**Joseph Hasenkopf** appointed Chairperson for a one year term to expire December 31, 2019.

**Edward Forrester**, whose regular term expired December 31, 2018, is re-appointed to a five-year term to expire 12/31/2023.

**Stacey Poulson** is hereby re-appointed to the position of Alternate Member for a one year term to expire December 31, 2019.

**Be It Further Resolved**, that the Town Board does hereby set the salary of Diane Newkirk, Planning Board Secretary at the rate of \$11.50 per hour.

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



**Resolution No. 2019-028 “Zoning Board of Appeals Appointments and Salaries”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that the Cairo Town Board does hereby set the salaries of the Zoning Board of Appeals to be as follows:

Chairperson: \$85.00 per meeting

Members: \$70.00 per meeting

Clerk: \$11/hr.

**Be It Further Resolved**, that George Kleinmeier is hereby appointed Chairperson of the Zoning Board of Appeals for a one year term to expire December 31, 2019; and

**Be It Further Resolved**, that Elisa Spring is hereby re-appointed to a five-year term of the board to expire December 31, 2023, and

**Be It Further Resolved** that Diane Newkirk continues in her position as Clerk to the Zoning Board of Appeals.

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

**Resolution No. 2019-029 “Appointment of Personnel in the Code Enforcement and Building Departments”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board does hereby appoint and set salaries of Code Enforcement and Building Department Employees as follows:

**Stacy Sprague** continues in her appointment as Code Enforcement Officer - Full Time, at an hourly rate of \$20.50 not to exceed 40 hours per week;

**Robert Fritze** is appointed as Deputy Code Enforcement Officer - Part time, at an hourly rate of \$20.12 not to exceed 20 hours per week;

**Richard Hilgendorff** continues in his appointment as Building Inspector/Fire Marshall at an hourly rate of \$21.75 not to exceed 15 hours per week;

**Donna Chewins** continues in her appointment as Clerk-Part Time at an hourly rate of \$12.50 and is authorized to work a maximum of 15 hours/week in the Code Enforcement/Building Department.

**Diane Newkirk** continues in her appointment as Clerk-Part Time at an hourly rate of \$11.50 and is authorized to work a maximum of 12 hours/week in the Code Enforcement/Building Department.

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

**Resolution No. 2019-030 “Adopt Sexual Harassment Prevention Policy”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Whereas**, the Town Board had previously adopted a “Discriminatory Harassment Policy” and incorporated it into the town’s employee handbook, and

**Whereas**, the State of New York has Mandated that every employer on the State of New York adopt a Model Sexual Harassment Prevention and Training Policy, and

**Whereas**, the town’s labor relations law firm has provided the town with a Model Policy for adoption that complies with the state’s mandate and is more comprehensive than the town’s current policy, now therefore

**Be It Resolved** that the Town Board does hereby adopt the Sexual Harassment Prevention Policy as provided by the town's labor relations law firm, and

**Be It Further Resolved** that the Discriminatory Harassment Policy provisions in the town's employee handbook shall be re-written and modified so as to include the Sexual Harassment Prevention Policy, a copy of which is annexed to this resolution and made a part hereof.

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

**Resolution No. 2019-031 “Appoint Ambulance Administrator and Clerk”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board does hereby continue Reay Mahler in his appointed position as the Ambulance Administrator at a yearly stipend of \$15,000 payable in equal installments in his regular, bi-weekly paycheck.

**Be It Further Resolved**, that the Town Board of the Town of Cairo does hereby continue Patricia Asaro in her appointed position as Clerk-Part Time and authorizes her to work in the Ambulance Department at a rate of \$13.50 per hour not to exceed 30 hours per pay period.

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

**Resolution No. 2019-032 “Appoint and Set Salary of Parks, Buildings and Grounds”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board of the Town of Cairo does hereby appoint Parks, Buildings and Grounds Personnel and set salaries as follows:

**Joe Castle** continues in his appointment as Working Administrator Full Time assigned to the Parks, Buildings and Grounds Department at a rate of \$13.50 per hour not to exceed 40 hours per week. In addition he continues in his appointed position as Administrator of the Parks, Buildings and Grounds Department at a yearly stipend of \$6,000 payable in equal installments in his regular bi-weekly paycheck.

**Paul MacNiven** continues in his appointment as Laborer - Full Time assigned to the Parks, Buildings, and Grounds Department at a rate of \$15.25 per hour, not to exceed 40 hours per week.

**Hunter Sprague** continues in his appointment as Laborer - Part Time, assigned to the Parks, Buildings and Grounds Department at a rate of \$11.50 per hour not to exceed 35 hours per week, and

**Steven Baird** continues in his appointment as Laborer - Part Time, assigned to the Parks, Buildings and Grounds Department at a rate of \$11.50 per hour not to exceed 35 hours per week.

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

**Resolution No. 2019-033 “Setting Rate for Seasonal, Parks, Buildings and Grounds Employees”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved** that the Town Board does hereby set the rate of seasonal, Parks, Buildings and Grounds employees to be \$11.10 per hour.

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

**Resolution No. 2019-034 “Appointing and setting Annual Salary for Registrar of Vital Statistics”**

Offered by Council Member Warner and seconded by Council Member Cords.

**Be It Resolved**, that Kayla Warner is appointed to the position of registrar of Vital Statistics with an annual salary of \$1000.00

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

**Board Adjourns Town Board Meeting@ 7:05:**

Offered by Council Member Warner and seconded by Supervisor Benoit.

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

Respectfully Submitted

Kayla L. Warner  
Town Clerk