



## Minutes

Town of Cairo

Monday December 16<sup>th</sup>, 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 December 16<sup>th</sup>, 2019, at the Town Hall, Main Street, Cairo, New York.

Supervisor Benoit called the meeting to order @ 7:09 and asked the attendees to Pledge Allegiance to the Flag.

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

Absent: Council Member Joyce & Council Member Warner

#### Review and Approval of Minutes:

**November 4<sup>th</sup>, 2019:** Offered by Council Member Watts and seconded by Council Member Cords.

*Supervisor Benoit – Aye, Council Member Cords – Aye, Council Member Watts – Aye.*

*Council Member Joyce – Absent, Council Member Warner – Absent. Motion Carried.*

#### Existing Business:

1. Ambulance Building Project Update
  - a. Updated drawings were given to Reay Mahler and waiting on his decision.
2. Water Infrastructure Project Update
  - a. New tower has been tested with a good test result, things are moving forward, last few meter installations.

#### New Business:

1. Mr. Thomas Riodan – Water District hook up
  - a. Located at 48 Lake Mills Road. Requesting to be connected to the Town Water District, his property is off by one parcel.
2. Special Board Meeting
  - a. Tuesday December 31<sup>st</sup> @ 11:00AM for paying end of the year bills.

**Resolution No. 2019-142 “Authorize Supervisor to Sign 2020 Columbia-Greene Humane Society/SPCA Contract”**

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

**Whereas**, the Town of Cairo has received the Columbia Greene Humane Society/SPCA contract for January 1, 2020 – December 31, 2020 for approval and the contract covers the fee schedule, housing and care of dogs seized by Animal Control; therefore be it

**Resolved**, the Town Board does hereby authorize the Town Supervisor to sign the 2020 Columbia-Greene Humane Society/SPCA contract.

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

**Resolution No. 2019-143 “Sewer Penalty Adjustment”**

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

**Whereas**, it is necessary for the Sewer penalty adjustment to be authorized by the Town Board and documented in the minutes; therefore, be it

**Resolved**, that the Town Board approved the removal of the sewer penalties at the regular town board meeting for account #0950 on November 4, 2019, in the amount of \$38.34.

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

**Resolution No. 2019-144 “Accept Sewer Use Billing”**

Offered by Council Member Cords and offered Council Member Watts.

**Whereas**, it is necessary for the Sewer Use Billing be authorized by the Town Board and documented in the minutes; therefore, be it

**Resolved**, that the Town Board does hereby accept the Sewer Use Billing from the Sewer Administrator in the amount of \$37,621.56 dated November 13, 2019.

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

**Resolution No. 2019-145 “Water Penalty Adjustment”**

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

**Whereas**, it is necessary for the Water penalty adjustment to be authorized by the Town Board and documented in the minutes; therefore, be it

**Resolved**, that the Town Board approved the removal of the water penalties at the regular town board meeting for account #0950 on November 4, 2019, in the amount of \$15.78.

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

**Resolution No. 2019-146 “Accept Water Penalties”**

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

**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 does hereby accept the Water Penalties from the Water Administrator in the amount of \$1,047.68 dated November 8<sup>th</sup>, 2019.

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

**Resolution No. 2019-147 “Assessor Continuing Education”**

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

**Whereas**, the Town Board of the Town of Cairo, Janice Hull, Assessor, attend one day seminar “Preparing for a Reassessment” December 6, 2019 @\$110., Columbia-Greene Community College, Hudson, NY for required (6) credit hours of continuing education for NYS certification;

**Therefore Be It Resolved**, the Town Board does hereby authorize the Assessor to attend one day seminar @\$110.00 on December 6, 2019, as required for continuing education, plus tolls and mileage, NYS reimbursable.

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

**Resolution No. 2019-148 “Inter-Fund Transfer from Sewer Fund to General Fund”**

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

**WHEREAS**, there is an inter-fund loan from the general fund to the sewer fund; and

**WHEREAS**, the 2019 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 to be applied towards the inter-fund loan balance.

DR SS630 DR A201  
CR SS201 CR A391

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

**Resolution No. 2019-149 “Inter-Fund Transfer from Sewer Fund to General Fund”**

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

**Whereas**, the Cairo Water District owes, through inter-fund borrowing, the sum of \$43,724.67 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.

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

**Resolution No. 2019-150 “Write-off Rent from Inter-Fund Loan”**

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

**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 for an annual amount of \$2,240.04 for fiscal year 2019.

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

**Resolution No. 2019-151 “Amend 2019 Budget to Reflect Receipt of 911 Sign Monies and Expense of Signs Purchased”**

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

**Whereas**, the town received 911 sign monies from residents for the purchase of 911 signs; 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-3010.46 Public Safety-911 Signs to reflect the increase in General Fund Appropriations \$464.50 and; increase the revenue line item A-3389 Other Public Safety to reflect the increase in General Fund Revenue in the amount of \$464.50 in the 2019 budget.

*Supervisor Benoit – Aye, Council Member Cords – Aye, Council Member Watts – Aye.*

*Council Member Joyce – Absent, Council Member Warner – Absent. Motion Carried.*

**Resolution No. 2019-152 “Amend 2019 Budget to Reflect Receipts of D.A.R.E. Monies and Expense of Supplies and Payroll”**

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

**Whereas**, the town received D.A.R.E. donations for expenses of 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 - \$9,243.17 and to amend the expense line item A-3120.127 Police – DARE Payroll - \$4,065.85 and; increase the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$13,309.02 in the 2019 budget.

*Supervisor Benoit – Aye, Council Member Cords – Aye, Council Member Watts – Aye.*

*Council Member Joyce – Absent, Council Member Warner – Absent. Motion Carried.*

**Resolution No. 2019-153 “Budget Amendments and payments of Bills on Abstract #312”**

Offered by Supervisor Benoit and seconded by Council Member Cords.

**Whereas**, town law requires that no fund or appropriation account may be overdraw; 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	A1990.4	Contingent	-12,227.24
To	A1220.4	Supervisor – Contractual	+113.36
To	A1330.4	Tax Collection – Contractual	+52.31
To	A1620.409	Bldgs Ambulance-Contractual	+233.11
To	A1620.410	Bldgs Police –Contractual	+249.56
To	A1680.417	Central Data Process-Contractual	+97.70
To	A4540.4	Ambulance-Contractual	+1,874.17
To	A5182.4	Street Lighting-Contractual	+3,088.70
To	A8160.4	Refuse & Garbage – Contractual	+467.08
To	A9060.8	Employee Benefits-Health Ins.	+6,051.25
From	A1620.150	Buildings – Personal Services	-3,786.75
To	A7110.150	Parks – Personal Services	+3,786.75

From	A3610.107	ZBA – Persl Services	-117.88
To	A3610.150	ZBA – Perl Services	+117.88
From	A5132.4	Highway Garage – Contractual	-226.89
To	A5010.4	H’way Admin – Contractual	+226.89
From	A8020.150	Planning – Persl Services	-175.74
To	A8020.107	Planning - Persl Services	+175.74
From	DA5142.150	Snow Removal – Persl Services	-8,105.09
To	DA5110.150	General Repairs – Persl Services	+8,105.09
From	DA599	Fund Balance	-23,860.25
To	DA5110.4	General Repairs – Contractual	+4,890.71
To	DA5130.4	Machinery-Contractual	+11,739.38
To	DA5142.4	Snow Removal – Contractual	+7,230.16
From	SL599	Fund Balance	-4,350.57
To	SL5182.441	Street Lighting – Acra	+733.17
To	SL5182.442	Street Lighting – Cairo	+1,498.32
To	SL5182.444	Street Lighting – Purling	+738.58
To	SL5182.445	Street Lighting – Round Top	+456.41
To	SL5182.446	Street Lighting – So Cairo	+492.06
To	SL5182.447	Street Lighting-Winter Clove	+432.03
From	SS8110.2	Sewer Admin – Equipment	-176.96
To	SS8110.400	Sewer Admin – Contractual	+176.96

And be it further **Resolved**, the Town Board does hereby authorize that Abstract #312, consisting of 2019 Vouchers #105106 through #105207 in the amount of \$390,792.10 is approved for payment;

The total amount to be paid from the:

General Fund -	\$178,834.34	Hydrant -	
Highway Fund -	\$200,164.58	Capital Water-	
Street Lighting -		Sidewalk -	
Sewer Fund -	\$8,711.64	Trust & Agency -	\$61.44
Water Fund -	\$3,020.10	Special Fire -	

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

**Resolution No. 2019-154 “Receipt of Monthly Supervisor’s Report”**

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

**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 revenue/appropriation analysis report and the monthly Supervisor’s Reports for November 2019.

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

**Resolution 2019-155 “Appointments for the Library”**

Offered by Supervisor Benoit and seconded by Council Member Cords.

**Whereas**, the 5-years terms of Cairo Library Trustees James Freemann and Dean Lavin are due to expire on December 31, 2019, and

**Whereas**, the Cairo Library Board of Trustees has recommended the re-appointment of both members to an additional 5 year term, now therefore,

**Be It Resolved**, that the Town Board does hereby re-appoint James Freemann and Dean Lavin to a 5-year term as library trustees, to expire December 31, 2024.

*Supervisor Benoit – Aye, Council Member Cords – Aye, Council Member Watts – Aye.*

*Council Member Joyce – Absent, Council Member Warner – Absent. Motion Carried*

**\*\*Mary Finneran** talk about the DOH and the water levels of harmful chemicals. Possible High Levels of PFOS in the old/new wells and how to address it for it to be resolved and not harmful.

**\*\*Tim Powers** requested an update on the Grant for updating the Town Park. They town will know the responses at the end of the year.

**\*\*Deborah** from the Library talked about the census and how to get more people involved to report the correct amount of people in the Town of Cairo,

**\*\*Jim Freeman** questioned why the bathrooms down at the park were locked during the winter. This is due to the fact that it costs a lot of money to heat the bathrooms throughout the winter. Talking about the possibilities of putting porta lets down at the park during this time frame.

**\*\*Ed** from the Town Planning Board address the ice and water on a different spot on Jerome Ave, which looks like it could be more serious than it is. Possibility of water main leak.

**\*\*Marc vanSchendel** requested a credit towards his Water, EDU and Sewer bills that were brought up at last month’s meeting. During snow removal on Main Street his fence was hitting and broken, requesting who caused this and who to address, whether it be the town or the county. Raising the question of another stop/caution light up on Mountain Ave in Purling/Round Top.

**\*\*Addressed** the idea of homeowners being in charge of the snow on the sidewalk in front of their properties.

**Adjourn Town Board Meeting @ 8:04PM**

Offered by Council Member Cords and seconded by Council Supervisor Benoit.

*Supervisor Benoit – Aye, Council Member Cords – Aye, Council Member Watts – Aye.*

*Council Member Joyce – Absent, Council Member Warner – Absent. Motion Carried.*

Respectfully Submitted

Kayla L. Warner  
Town Clerk