



## **CAIRO TOWN BOARD MEETING AGENDA January 4, 2021**

### **Call to Order Pledge of Allegiance**

**Approval of Minutes** – December 7, 2020 Board Meeting  
December 30, 2020 End of Year Meeting

### **New Business:**

1. Employee Handbook Adoption (Resolution 2021-031)
2. Acra Community Center Agreement (Resolution 2021-040)

### **Correspondence:**

### **Appointments and Resolutions:**

- 2021-001 Set Town Board Meeting Dates
- 2021-002 Set Holidays for 2021
- 2021-003 Submission Deadline for Proposed Town Board Meeting  
Agenda
- 2021-004 Set Town Hall Hours of Operation
- 2021-005 Set 2021 Salaries for Elected Officials
- 2021-006 Appoint Public Records Officer and Public Records Appeal  
Officer
- 2021-007 Appoint Attorney for the Town
- 2021-008 Designate the Town of Cairo Official Newspaper
- 2021-009 Authorize the Town Supervisor to Invest Town Funds
- 2021-010 Establish Official Depository of Town Funds
  
- 2021-011 Payment of Bills and Payment of Utility Bills
- 2021-012 Set Hourly Rate for Part Time Highway Employees
- 2021-013 Attendance at Training Sessions, Meetings and

## Conferences

- 2021-014 Authorization for Highway Superintendent to Certify Payrolls and Make Purchases
- 2021-015 Appoint Summer Recreation Coordinator and set Hourly Wages for Summer Recreation Staff
- 2021-016 Town Court – Appointments and Salaries
- 2021-017 Appoint Deputy Town Supervisor
- 2021-018 Authorization to Designate a Bookkeeper, Clerk and Historian
- 2021-019 Appoint Deputy Tax Collector
- 2021-020 Appoint and Set Salaries of Water and Sewer Personnel
  
- 2021-021 Town Assessor’s Office – Appointments and Salary
- 2021-022 Deputy Town Clerk Appointments
- 2021-023 Set Salaries for Board of Assessment Review
- 2021-024 Appoint Officer in charge and Set Salaries for Police Department
- 2021-025 Appoint and Set Salary of the Animal Control Officer
- 2021-026 Planning Board Appointments and Salaries
- 2021-027 Zoning Board of Appeals Appointments and Salaries
- 2021-028 Appointment of Personnel in the Code Enforcement and Building Departments
- 2021-029 Appoint Ambulance Administrator and Clerk
- 2021-030 Appoint and Set Salary of Parks, Buildings and Grounds
  
- 2021-031 Handbook Adoption
- 2021-032 Appoint and Set Annual Salary of Registrar of Vital Statistics
- 2021-033 Authorization to sign undertaking with NYS Dept of Transportation
- 2021-034 Appoint Deputy Town Superintendent of Highways
- 2021-035 Appoint Public Records Officer and Public Records Appeals Officer
- 2021-036 Clerk Typist to Superintendent of Highways
- 2021-037 Town Board Committees
- 2021-038 Accept Sewer Penalties
- 2021-039 Acra Community Center Kitchen Cabinets
- 2021-040 Acra Community Center Rental Agreement

## Report of Committees –

John Coyne -	Emergency Planning Greene County EMS Water/Sewer
Stephen Kralovich -	Court Highway Department Police Department
Mary Jo Cords -	Assessor Insurance/Health Insurance Library
Tim Powers -	Ambulance Animal Control Festivals/Parades/Youth Fair
Jason Watts -	Code/Building/Zoning Planning Board