



Minutes

Town of Cairo

Reorganizational Meeting @ 7:00 pm

Monday, January 4th, 2020

Location: Zoom Meeting (Over the Phone)

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday, January 4th, 2020, at the Town Hall, Main Street, Cairo, New York.

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

Attendance: Supervisor Coyne, Council Member Cords, Council Member Kralovich, Council Member Powers.

Absent: Council Member Watts.

Review and Approval of Minutes:

December 7th, 2020: Offered by Supervisor Coyne and seconded by Council Member Powers.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

December 30th, 2020: Offered by Supervisor Coyne and seconded by Council Member Kralovich.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

New Business:

1. Employee Handbook Adoption
 - a. (Resolution No. 2021-031 “Handbook Adoption”)
2. Acra Community Center Agreement
 - a. (Resolution No. 2021-040 “Acra Community Center Rental Agreement”)

Correspondence:

1. Oil Tank:
 - a. Contact Board Member Watts about the Town’s Oil Tanks and contact the Fuel Guy and getting fuel.

Resolution No. 2021-001 “Setting Town Board Meeting Dates”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED, that the regular meetings of the Cairo Town Board for the 2021 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 September, shall be held on September 13, 2021 and;

BE IT FURTHER RESOLVED that the workshop meetings of the Cairo Town Board for the 2021 calendar year will be held at 7:00 p.m. on the third Wednesday of every month in the Town Hall, except as follows:

The workshop meeting for the month of September, TBD

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-002 “Set Holidays for 2021”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby set the dates of the 2021 holidays as follows:

New Year’s Day Observance –	Friday, January 1, 2021
Martin Luther King Jr. Birthday -	Monday, January 18, 2021
President’s Day -	Monday, February 15, 2021
Memorial Day -	Monday, May 24, 2021
Independence Day -	Friday, July 2, 2021
Labor Day -	Monday, September 6, 2021
Columbus Day -	Monday, October 11, 2021
Election Day -	Tuesday, November 3, 2021
Veteran’s Day Observance -	Thursday, November 11, 2021
Thanksgiving Day -	Thursday, November 25, 2021
Christmas Day -	Friday, December 24, 2021

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-003 “Submission Deadline for Proposed Town Board Meeting Agenda”

Offered by Supervisor Coyne and seconded by Council Member Powers.

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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-004 “Setting Town Hall Hours of Operation”

Offered by Supervisor Coyne and seconded by Council Member Powers.

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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Aye. Motion Carried.

Resolution No. 2021-005 “Setting 2021 Salaries for Elected Officials”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED, that the following salaries for elected officials be approved as set forth in the 2021

Budget:

Justice Leland Miller	\$15,000.00
Justice Tanja Sirago	\$15,000.00
Supervisor John Coyne	\$15,627.00
Councilperson Mary-Jo Cords	\$ 7,238.00
Councilperson Stephen Kralovich	\$ 7,238.00
Councilperson Timothy Powers	\$ 7,238.00
Councilperson Jason Watts	\$ 7,238.00
Tax Collector Sue Hilgendorff	\$12,450.00
Town Clerk Kayla L. McAlister	\$32,000.00
Supt. of Highways Arthur Evans	\$53,000.00

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-006 “Appoint Public Records Officer and Public Records Appeals Officer”

Offered by Supervisor Coyne and seconded by Council Member Powers.

WHEREAS, it is necessary to appoint and publicly identify an individual as the public records officer with the responsibility to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the Town of Cairo’s compliance with the Freedom of Information Law, and

WHEREAS, it is necessary to appoint and publicly identify an individual as the public records appeals officer with the responsibility to serve as the point of contact for members of the public who have been denied access to public records, therefore

BE IT RESOLVED, that the Town Board does hereby appoint Town Clerk, Kayla McAlister, as the Public Records Officer, and

BE IT FURTHER RESOLVED, that the Town Board does hereby appoint Town Supervisor, John Coyne, as the Public Records Appeals Officer.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-007 “Appointing Attorney for the Town”

Offered by Supervisor Coyne and seconded by Council Member Powers.

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 a 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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-008 “Designating the Town of Cairo Official Newspaper”

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

BE IT RESOLVED, that The Daily Freeman is designated as the official newspaper for the Town of Cairo.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-009 “Authorizing the Supervisor to Invest Town Funds”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED, that 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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-010 “Establishing Official Depository”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED, that the Bank of Greene County, Cairo branch is the official depository for the funds of the Town of Cairo.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-011 “Payment of Bills and Payment of Utility Bills”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-012 “Set Hourly Rate for Seasonal Part Time Highway Employees”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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

WHEREAS, the Highway Superintendent will differentiate pay rates from \$15.00 - \$16.00 according to employee skills (equipment operation, CDL, mechanic, welding, carpentry, etc.)

THEREFORE BE IT RESOLVED, the following pay rates are approved by the Town Board as follows:

Joseph Reynolds	\$15.50
Jesse Carmen	\$15.00
Peter Gallo	\$15.00
Walter Harasemovech	\$15.50
Robert Laird	\$15.00
Charles Olivette	\$15.00
Andrew Miles	\$15.00

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-013 “Attendance at Training Sessions, Meetings and Conferences”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-014 “Authorization for Highway Superintendent to Certify Payrolls and Make Purchases”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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;

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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-015 “Appoint Summer Recreation Coordinator and set Hourly Wages for Summer Recreation Staff”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED, that the Town Board does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$17.20 per; and

BE IT FURTHER RESOLVED, Youth Counselors will receive the minimum wage of \$12.50 per hour.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-016 “Town Court – Appointments and Salaries”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED, that the following individuals employed as Clerks of the Justice Court shall have the following titles and be paid as follows:

Justice Clerk 1 Joan Vandenburg \$17.50/hr. Not to exceed (Full Time) 40 hours per week

Justice Clerk 2 Kathleen Costanzo \$16.00/hr. Not to exceed (Full Time) 40 hours per week

BE IT FURTHER RESOLVED that the following individuals are appointed as court security officers and shall be paid as follows:

John DeRose \$15.25 per hour

Steven DeRose \$15.25 per hour

Tracy Mauriello \$14.00 per hour

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-017 “Appoint Deputy Town Supervisor”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby appoint Stephen Kralovich as Deputy Supervisor to serve in the absence of the Town Supervisor.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-018 “Authorization to Designate a Bookkeeper, Clerk and Historian”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED, that the Town Supervisor is hereby authorized to appoint Kristin Griffin to the full-time position of bookkeeper at a pay rate of \$50,000 not to exceed 40 hours/week.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to designate Robert Uzzilia as Town Historian at an annual stipend of \$1,500.00 to be paid in 12 equal, monthly installments during the 2021 fiscal year.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to designate Robert Uzzilia as Town Historian at an annual stipend of \$15.00 per hour not to exceed 20 hours/week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-019 “Appoint Deputy Tax Collector”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED that the Town Board of the Town of Cairo does hereby appoint Linda Kuever as the Deputy Tax Collector at a rate of \$13.50 per hour whose maximum yearly pay shall not exceed the amount allocated in the 2021 budget.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-020 “Appoint and set Salaries of Water and Sewer Personnel”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

BE IT RESOLVED that the Town Board does hereby appoint and set salaries for the Water & Sewer Departments:

Valerie Payton, Clerk-Part Time at a pay rate of \$14.50 per hour not to exceed 15 hours a week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-021 “Town Assessor’s Office – Appointments and Salary”

Offered by Supervisor Coyne and seconded by Council Member Powers.

BE IT RESOLVED, that Janice Hull shall continue in her position as Sole Assessor at an hourly rate of \$24.50 not to exceed 40 hours per week; and

BE IT FURTHER RESOLVED, that Carol McBride is appointed as Clerk-Part Time on an as needed basis at an hourly rate of \$15.00 per hour whose maximum yearly pay shall not exceed the amount allocated in the 2021 budget.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-022 “Deputy Town Clerk Appointments”

Offered by Council Member Kralovich and Council Member Powers.

BE IT RESOLVED, that the Town Board acknowledges the Town Clerk’s appointment of Kathy Rockefeller as First Deputy Town Clerk at \$14.50 per hour not to exceed 18 hours per week, and

BE IT FURTHER RESOLVED, that the Town Board acknowledges the Town Clerk’s appointment of Michelle Hobart as Deputy Clerk at \$12.50 per hour not to exceed 12 hours per week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-023 “Set Salaries for Board of Assessment Review”

Offered by Council Member Kralovich and Council Member Powers.

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 \$12.50/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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-024 “Appointing Officer in Charge and Setting Salaries for Police Department”

Offered by Supervisor Coyne and Council Member Kralovich.

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

Full-time Police Officer

Corey Clark

Part-time Police Officer

Dennis Brandow	Nicholas Orso
Sean Clevestine	Thomas Plank
Michael DeRose	Dustin Rogers
Raymond Feml	Eyal Saad
Joshua Leis	

Part-time Special Police Officer

Scott Yates

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-025 “Appoint and Set Salary of the Animal Control Officer”

Offered by Council Member Powers and seconded by Council Member Kralovich.

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 \$14.00 with a two (2) hour minimum per call. Administrative paperwork will be paid at \$14.00 per hour as needed.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-026 “Planning Board Appointments and Salaries”

Offered by Supervisor Coyne and seconded by Council Member Powers.

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 appointment to the Planning Board:

Joseph Hasenkopf appointed Chairperson for a one year term to expire December 31, 2021.

BE IT FURTHER RESOLVED, that the Town Board does hereby set the salary of Donna Vollmer, Planning Board Secretary at the rate of \$15.00 per hour.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-027 “Zoning Board of Appeals Appointments and Salaries”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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: \$13.50/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, 2021.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-028 “TBD for BUILDING and CODE CLERKS”

Resolution No. 2021-029 “Appoint Ambulance Administrator and Clerk”

Offered by Council Member Powers and seconded by Supervisor Coyne.

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 \$14.50 per hour not to exceed 30 hours per pay period.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-030 “Appoint and Set Salary of Parks, Buildings and Grounds”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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:

Paul MacNiven continues in his appointment as Laborer - Full Time assigned to the Parks, Buildings, and Grounds Department at a rate of \$17.25 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 \$15.00 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 \$15.00 per hour not to exceed 35 hours per week

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-031 “Handbook Adoption”

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

WHEREAS, the Town Board of the Town of Cairo made revisions to the Employee Handbook by resolution 2020-149 on September 14, 2020. Therefore;

BE IT RESOLVED, that the Town Board for the Town of Cairo hereby adopts the Town of Cairo Town Employee Handbook with changes made by Elayne G. Gold in connection with page 6 (Standards of Conduct) as to no gifts should be solicited or accepted.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-032 “Appointing and setting Annual Salary for Registrar of Vital Statistics”

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

BE IT RESOLVED, that Kayla McAlister is appointed to the position of Registrar of Vital Statistics with an annual salary of \$500.00.

BE IT RESOLVED, that Kathy Rockefeller is appointed to the position of Registrar of Vital Statistics as a back-up with an annual salary of \$500.00.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-033 “Authorization to sign undertaking with NYS Dept. of Transportation”

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

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Superintendent of Highways, Arthur Evans, to sign an undertaking for the benefit of the New York State Department of Transportation in connection with work within the boundaries of state highways.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-034 “Appoint Deputy Town Superintendent of Highways”

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

WHEREAS, the Town Board has established the Office of Deputy Town Superintendent of Highways at an annual stipend of \$4,500.00, and

WHEREAS, the Deputy Superintendent of Highways is appointed and serves at the pleasure of the Town Superintendent of Highways, therefore

BE IT RESOLVED, the Town Board does acknowledge the Superintendent of Highway’s appointment of Michael Borsuk as the Deputy Town Superintendent of Highways.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-035 “Receipt of Monthly Supervisor’s Report”

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

WHEREAS, Town Law, Section 125 commands a detailed statement from the Supervisor’s office to be rendered to the Town Board of all money received and disbursed and a copy filed in the office of the Town Clerk; therefore, be it

BE IT RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for December.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-036 “Clerk Typist to Superintendent of Highways”

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

BE IT RESOLVED that Denise Gooch shall continue as the Clerk Typist to the Superintendent of Highways at a pay rate of \$15.00 per hour not to exceed 40 hours per week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-037 “Town Board Committees”

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

BE IT RESOLVED, that the Cairo Town Board acknowledges the Committee Appointments for 2021 as follows:

TOWN BOARD	ECONOMIC DEVELOPMENT	LABOR NEGOTIATIONS	PARKS, BUILDING & GROUNDS	AMBULANCE PROJECT
JOHN COYNE	EMERGENCY PLANNING	GREENE COUNTY EMS	WATER/SEWER	
STEVE KRALOVICH	COURT	HIGHWAY	POLICE	
MARY-JO CORDS	ASSESSOR	INSURANCE/ HEALTH INSURANCE	LIBRARY	
TIM POWERS	AMBULANCE	ANIMAL CONTROL	FESTIVALS/PARADES/ YOUTH FAIR	
JASON WATTS	CODE/BUILDING/ ZONING	PLANNING BOARD		

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-038 “Accept Sewer Penalties”

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

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

RESOLVED, that the Town Board does hereby accept the Sewer Penalties from the Sewer Administrator in the amount of \$2,343.63 dated December 22, 2020.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-039 “Acra Community Center Kitchen Cabinets”

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

WHEREAS, the Acra Community Center is in need of some updating including kitchen cabinets, therefore;

BE IT RESOLVED, that the Cairo Town Board does hereby authorize the purchase and installation of kitchen cabinets for the Acra Community Center not to exceed \$4500.00

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-040 “Acra Community Center Rental Agreement”

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

WHEREAS, The Greene County Dept. of Human Services wishes to use the Acra Community Center for the preparation and serving of meals and to provide a congregate and home delivered meal program in the Town at a monthly rental fee of \$1,000.00 for the term of January 1, 2021 to December 31, 2021, therefore;

BE IT RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the Acra Community Center Rental Agreement with the Greene County Dept. of Human Services.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-041 “Amend 2020 Budget to Reflect Receipt of 911 Sign Monies and Expense of Signs Purchased”

Offered by Supervisor Coyne and seconded by Council Member Powers.

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 Appropriates \$449.50 and; increase the revenue line item A-3389 Other Public Safety to reflect the increase in General Fund Revenue in the amount of \$449.50 in the 2020 budget.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-042 “Amend 2020 Budget to Reflect Receipts of D.A.R.E. Monies and Expense of Supplies and Payroll”

Offered by Council Member Kralovich and seconded by Council Member Powers.

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 \$4,980.42 and to amend the expense line item A-3120.127 Police – DARE Payroll - \$3,841.09 and; increase the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$8,821.51 in the 2020 budget.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-043 “Inter-fund Transfer from Sewer Fund to General Fund”

Offered by Supervisor Coyne and seconded by Council Member Cords.

WHEREAS, there is an inter-fund loan from the General Fund to the sewer fund, and;

WHEREAS, the 2020 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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-044 “Write-off Rent from Inter-fund Loan”

Offered by Council Member Kralovich and seconded by Supervisor Coyne.

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 2020.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-045 “Inter-fund Transfer from Water Fund to General Fund”

Offered by Supervisor Coyne and seconded by Council Member Powers.

WHEREAS, the Cairo Water District owes, through inter-fund borrowing, the sum of \$33,724.67 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 Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-046 “Budget Amendments on 2020 Budget”

Offered by Council Member Kralovich and seconded by Council Member Powers.

WHEREAS, Town law requires that no fund or appropriation account may be overdrawn, therefore;

BE IT RESOLVED, the Town Board does hereby authorize the following budget amendments.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-047 “Appoint Deputy Code Enforcement Officer”

Offered by Council Member Kralovich and seconded by Council Member Powers.

BE IT RESOLVED that the Town Board does hereby appoint and set salaries of the Deputy Code Enforcement Officer:

Robert Fritze is appointed as Deputy Code Enforcement Officer - Part time, at an hourly rate of \$22.00 not to exceed 20 hours per week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-048 “Appoint Building Inspector/Fire Marshall”

Offered by Council Member Kralovich and seconded by Council Member Powers.

BE IT RESOLVED that the Town Board does hereby appoint and set the salary of the Building Inspector/Fire Marshall:

Richard Hilgendorff continues in his appointment as Building Inspector/Fire Marshall, at an hourly rate of \$22.50 not to exceed 15 hours per week.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Resolution No. 2021-049 “Appoint Building Dept. Clerk”

Offered by Council Member Kralovich and seconded by Council Member Powers.

BE IT RESOLVED that the Town Board does hereby appoint and set the salary of the Building Dept. Clerk:

Diane Newkirk continues in her appointment as a Clerk-Part Time at an hourly rate of \$13.50 and is authorized to work a maximum of 12 hours/week in the Code Enforcement/Building Department.

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Absent. Motion Carried.

Board Adjourns Town Board Meeting @ 7:54PM

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

Supervisor Coyne – Aye, Council Member Cords – Aye, Council Member Kralovich – Aye, Council Member Powers – Aye, Council Member Watts – Aye. Motion Carried.

Respectfully Submitted

Kayla L. McAlister
Town Clerk