



## Minutes

Town of Cairo

Monday March 1<sup>st</sup>, 2021

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 March 1<sup>st</sup>, 2021, at the Town Hall, Main Street, Cairo, New York.

Supervisor Coyne called the meeting to order @ 7:00 and asked the attendees to Pledge Allegiance to the Flag.

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

#### **Report of Committees:**

John Coyne:

Emergency Planning

- Nothing to Report

Greene County EMS

- Nothing to Report

Water/Sewer

- Doing well, no issues to report

Stephen Kralovich:

Court

- Nothing to Report

Highway Department

- Few vehicle issues, recently hired new employee (***Resolution No. 2021-077***)

Police Department

- Reform resolution (***Resolution No. 2021-084***)

MaryJo Cords:

Assessor

- Multiple property transfer over the course of this year. 83 transfers, 63 sales.

Insurance/Health Insurance

- Nothing to Report

Library

- Library is still closed to the public, board would like to set up a meeting with the library board.

Tim Powers:

Ambulance

- 86 calls, 54 transports, there will be a new ambulance here in March, they had a few snow removal issues which have been resolved, they also had some hot water issues which have been solved as well

Animal Control

- Current vehicle out of service, seeking another vehicle for the department, 8 calls in February, no dogs in kennels

Festivals/Parades/Youth Fair

- Wait to see what the Town and County are allowed to do, due to restrictions. Waiting to hear info about the Youth Fair.

Jason Watts

Code/Building/Zoning

- 14 permits, 6 C.O., 12 municipal searches, 9 violations, 36 inspections, 4 court cases, 4 currently in court

Planning Board

- Nothing to Report

**Old Business:**

1. Barton & Loguidice – Bob Murphy (Grant Writer) and Jeremy Hughes
  - a. Senior Park Update
    - i. Looking into a fitness trail for seniors with low impact exercise stations. Spaced out evenly throughout the trail, the trail would be paved with a track surfacing. The Lee Physical Therapy could possibly take advantage of this as well if needed. Just a preliminary plan, the board can decide what items will be beneficial to the project and the residents. Recommend order the equipment first and then break ground to match the delivery just so the Town is not waiting on anything. Funding for this would be earliest maybe late fall and then spring the Town can break ground and complete the fall after that. There is an ideas to make the senior center share with the nutrition center, possibility to make it a joint project with Greene County Dept. of Aging.
  - b. Children Playground
    - i. Compatible inclusion playground equipment for children with special needs within the playground that is there now. Make sure that the special needs equipment is not separated from the rest of the playground equipment. The Town has a packet from the company on what they would like to plan to do and they also help plan a grant program to fund the playground project. Proposed budget and an add-on's portions of the budget was also given to the board so they can customize what they would like. The budgets are close to about 300,000 and the grant program would pay for up to 50% of project cost and other programs to fill the gap that is left over. Timeline depends on when the grant program is available, hopefully this summer and the award would be next fall/winter.

- ii. The American Legion has the Hoover Grant leftover and would like to use it on a future project. They would like to give the money to the Town for this type of project. The Legion has had the grant for a long period of time and have now decided that this is the project that they would like to pursue.
- c. Polly's Rock Bridge
  - i. This bridge is in need of replacement according to the Highway Superintendent. The State has put out funding called the Bridge of NY Program, this helps with replacement and repairs for bridges own by different jurisdictions of the state. The deadline for the application is May 15<sup>th</sup>, the Town needs to put out and RFQ to solicit companies to get grant assistance for the bridge and can decide on which company we would like help from. The program would pay for design cost along with construction costs, Bridge of NY will pay for 95% of the cost for the bridge. If the bridge is a certain size the County can take the bridge over and take care of it instead of the Town, the Town will look into it and see if the County can take it over. The highway dept. will have to be a part of this conversation when the time comes so they can determine how much weight will need to go across that bridge, as in plows and salters.

**New Business:**

- 1. Nicole Cook – Christmas Festival (Follow up from 2/17/21)
  - a. She is requesting the serving of alcohol during the festival, Council Member Cords will have to check with the insurance.

**Resolution No. 2021-073 “Accept Sewer Use Billing”**

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

**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 \$30,224.61 dated February 3, 2021.

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

**Resolution No. 2021-074 “Accept Water Penalties”**

Offered by Supervisor Coyne and seconded by Council Member Watts.

**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 \$1,323.57 dated February 11, 2021.

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

**Resolution No. 2021-075 “Resignation of Highway Employee”**

Offered by Council Member Kralovich and seconded by Supervisor Coyne.

**WHEREAS**, a resignation letter has been received from Highway Employee, Robert Laird with an effective date of February 5, 2021. Therefore;

**BE IT RESOLVED**, that the resignation submitted by Robert Laird is hereby accepted by the Cairo Town Board.

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

**Resolution No. 2021-076 “Resignation of ZBOA Clerk”**

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

**WHEREAS**, a resignation letter has been received from the Zoning Board of Appeals Clerk, Diane Newkirk with an effective date of December 15, 2020. Therefore;

**BE IT RESOLVED**, that the resignation submitted by Diane Newkirk is hereby accepted by the Cairo Town Board.

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

**Resolution No. 2021-077 “Hiring Full-Time Highway Laborer/Mechanic”**

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

**WHEREAS**, the Town of Cairo Highway Department has a vacancy and is in need of a Laborer with Mechanic Skills. And;

**WHEREAS**, the Town of Cairo Highway Department has hired Timothy Spring at an hourly rate of \$17.75 per hour with an hourly stipend of \$2.25 per hour. Therefore;

**BE IT RESOLVED**, that Cairo Town Board does hereby approve the hiring of Timothy Spring.

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

**Resolution No. 2021-078 “Appointment of Part-Time Highway Employee”**

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

**WHEREAS**, there are openings for part-time employees in the Highway Department. Therefore;

**BE IT RESOLVED** that William Stevens will resume as a part time employee with the Town of Cairo Highway Department with an increased salary of \$18.00 per hour.

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

**Resolution No. 2021-079 “Resignation of Ethics Committee”**

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

**WHEREAS**, a resignation letter has been received from the Ethics Committee Member, Christopher Keff, with an immediate effective date of resignation due to the appointment as a Planning Board Alternate Member. Therefore;

**BE IT RESOLVED**, that the resignation submitted by Christopher Keff is hereby accepted by the Cairo Town Board.

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

**Resolution No. 2021-080 “Authorize Issuance of a Request for Qualifications (RFQ) for the Polly’s Rock Bridge”**

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

**WHEREAS**, the NYS Department of Transportation (DOT) has issued a Notice of Funding Availability under the BRIDGE NY program and is soliciting applications from local governments to rehabilitate and replace bridges and culverts; and

**WHEREAS**, recent inspections of the Town-owned Polly's Rock Bridge have identified deterioration of the timber deck and steel I-beams; and

**WHEREAS**, the Town wishes to retain an engineering firm to assist in completing a preliminary assessment and preparing a BRIDGE NY funding application for the Polly's Rock Bridge.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board authorizes the issuance of a Request for Qualifications (RFQ) for completing a preliminary assessment and preparing a BRIDGE NY funding application for the Polly's Rock Bridge. The RFQ shall be sent to all firms listed on the 2019-2022 New York State County Highway Superintendents Association (NYSCHSA) Local Design Service Agreement (LDSA) list as attached to this resolution.

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

**Resolution No. 2021-081 "Agreement for the Expenditure of Highway Moneys Section 284 of the Highway Law."**

Offered by Supervisor Coyne and seconded by Council Member Powers.

**AGREEMENT** between the Town Superintendent of Highways of the Town of Cairo, of Greene County, State of New York and the undersigned members of the Town Board for the year 2021.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS.** The sum of \$ 423,000.00 shall be set aside to be expended for primary work and general repairs upon 86.40 miles of town highways, including sluices, culverts, trees and bridges having a span of less than five feet and boardwalks or the renewals thereof.
2. **PERMANENT IMPROVEMENTS.** The following sums shall be set aside to be expended for the permanent improvement of Town highways:
  - a) On the road commencing at Caniff Road and leading to County Route 67, highway known as **Plattekill Road**, a distance of 1.90 miles, there shall be expended not over the sum of \$148,000.00.  
Type Motor Paving \_\_\_\_\_ Width of traveled surface 20' wide  
Thickness 2" – 3"
  - b) On the road commencing at Caniff Road and leading to County Route 67, highway known as **Doman Road**, a distance of 2.04 miles, there shall be expended not over the sum of \$142,000.00  
Type Motor Paving \_\_\_\_\_ Width of traveled surface 20' wide  
Thickness 2" – 3"

**THE REMAINDER WILL BE AS FINANCIALLY POSSIBLE:**

- c) On the road commencing at Joseph Chadderdon road and leading to dead end, highway known as **Bogardus Road** a distance of .98 miles, there shall be expended not over the sum of \$55,000.00.  
Type Motor Paving \_\_\_\_\_ Width of traveled surface 18' wide  
Thickness 2" – 3"
- d) On the road commencing at Mountain Avenue and leading to dead end, highway known as **Manor Woods Road**, a distance of 0.21 miles, there shall be expended not over the sum of \$14,000.00.  
Type Motor Paving \_\_\_\_\_ Width of traveled surface 18' wide  
Thickness 2" – 3"
- e) On the road commencing at Mountain Avenue and leading to dead end, highway known as **Woodland Drive** for a distance of .34 miles, there shall be expended not over the sum of \$21,000.00.  
Type \_\_\_\_\_ Motor Paving \_\_\_\_\_ Width of traveled surface 18' wide  
Thickness 2" – 3"

f) On the road commencing at Lake Mills Road and leading back to Lake Mills Road, highway known as **Old Lake Mills Road** for a distance of .65 miles, there shall be expended not over the sum of \$36,000.00.

Type Motor Paving Width of traveled surface 16' wide  
Thickness 2" – 3"

g) On the road commencing at Lake Mills Road and leading to dead end, highway known as **Marie Drive**, a distance of 0.15 miles, there shall be expended not over the sum of \$7,000.00.

Type Motor Paving Width of traveled surface 16' wide  
Thickness 2" – 3"

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

**Resolution No. 2021-082 “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 February.

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

**Resolution No. 2021-083 “Budget Amendments and Payment of Bills on Abstract #303 for February Payables & Prepaid”**

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

**WHEREAS**, payment of bills should be properly authorized and documented in the minutes; therefore be it

**RESOLVED**, the Town Board does hereby authorize that Abstract #302 Payables and Prepaid, consisting of 2021 Vouchers #106667 through #106754 in the amount of \$540,937.17 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 297,910.47	Hydrant -	\$-0-
Highway Fund -	\$ 112,648.45	Capital Water -	\$ 439.76
Street Lighting -	\$ 5,044.51	Sidewalk -	\$ 40,000.00
Sewer Fund -	\$ 11,277.58	Trust & Agency -	\$ 68,120.96
Water Fund -	\$ 5,495.44	Special Fire -	\$ -0-

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

**Resolution No. 2021-084 “Adoption of Police Reform Plan”**

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

**WHEREAS**, several meetings and 2 Public Hearings have been held including a committee of residents from the Town of Cairo, and;

**WHEREAS**, during these meetings the Police Reform Plan has been discussed. Therefore;

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby approve the adoption of the Police Reform Plan for the Cairo Police Department.

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

**Enter into Executive Session @ 7:55PM**

Offered by Council Member Cords and seconded by Supervisor Coyne.

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

**Exit Executive Session @ 8:25PM**

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

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

**Adjourn Town Board Meeting @ 8:26PM**

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

*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