



## Minutes

Town of Cairo

Reorganizational Meeting @ 7:00 pm

Monday, January 6<sup>th</sup>, 2020

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday, January 6<sup>th</sup>, 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 & Council Member Watts.

### **Review and Approval of Minutes:**

***December 16<sup>th</sup>, 2019:*** Tabled until next board meeting

***December 31<sup>st</sup>, 2019:*** Tabled until next board meeting

### **Current and New Business:**

- Town Website:
  - o Kathleen Holdridge and a gentleman named Marc came and talked about the upgrades that can be done with the town website and about future training classes.
- LED Lights:
  - o Working on replacing the town lights on Main Street with brighter and more efficient lighting all at once.
- Ambulance Building/Senior Center:
  - o Talks about if the current spot is the correct spot. Possibility of getting donated land to put both an ambulance building and senior center on.
- Workshops:
  - o Will now have a monthly workshop meetings along with the monthly board meetings.
- Water Main:
  - o Addressed the recent water main break and how the Highway Department assisted to complete the job without any issues.

**Public Comments and Discussion:**

- Art Evans the Highway Superintendent spoke about the woodlands in the areas.
- Attorney Tal Rappelyea spoke about elected officials and their duties to the town.
- Other people who spoke were Louie O'Connor, Irene Beede, Emmy Cross & a school student

**Resolution No. 2020-001 "Setting Town Board Meeting Dates"**

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

**Be It Resolved that** the regular meetings of the Cairo Town Board for the 2020 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:

- The regular meeting for the month of September, shall be held on September 14, 2020 and;

**Be It Further Resolved** that the workshop meetings of the Cairo Town Board for the 2020 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 – Aye. Motion Carried.*

**Resolution No. 2020-002 "Set Holidays for 2020"**

Offered by Council Member Watts 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 2020 Holidays as follows:

New Year's Day Observance - Wednesday, January 1, 2020

Martin Luther King Jr. Birthday - Monday, January 20, 2020

President's Day - Monday, February 17, 2020

Memorial Day - Monday, May 25, 2020

Independence Day July 4<sup>th</sup> - Friday, July 3, 2020

Labor Day - Monday, September 7, 2020

Columbus Day - Monday, October 12, 2020

Election Day - Tuesday, November 3, 2020

Veteran's Day Observance - Wednesday, November 11, 2020

Thanksgiving Day - Thursday, November 26, 2020

Christmas Day - Friday, December 25, 2020

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

**Resolution No. 2020-003 "Submission Deadline for Proposed Town Board Meeting Agenda"**

Offered by Council Member Watts 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 – Aye. Motion Carried.*

**Resolution No. 2020-004 “Setting Town Hall Hours of Operation”**

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

**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. 2020-005 “Setting 2019 Salaries for Elected Officials”**

Offered by Council Member Watts and seconded by Council Member Kralovich

**Be It Resolved**, that the following salaries for elected officials be approved as set forth in the 2020 Budget:

Justice Leland Miller	\$15,000.00
Justice Tanja Sirago	\$15,000.00
Supervisor John Coyne	\$15,617.00
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 Warner	\$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 – Aye. Motion Carried.*

**Resolution No. 2020-006 “Appointing Auditing Firm for the Town of Cairo”**

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

**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. The accounting firm is an independent contractor and not a town employee.

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

**Resolution No. 2020-007 “Appointing Attorney for the Town”**

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

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

**Resolution No. 2020-008 “Designating the Town of Cairo Official Newspaper”**

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

**Resolution No. 2020-009 “Authorizing the Supervisor to Invest Town Funds”**

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

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

**Resolution No. 2020-010 “Establishing Official Depository”**

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

**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 – Aye. Motion Carried.*

**Resolution No. 2020-011 “Payment of Bills and Payment of Utility Bills”**

Offered by Council Member Cords 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 – Aye. Motion Carried.*

**Resolution No. 2020-012 “Set Hourly Rate for Seasonal Part Time Highway Employees”**

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

**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 \$13.00 - \$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:

Howard Parmelee	\$13.01
Joseph Reynolds	\$13.01
James McKenney	\$13.26
Robert Agostinoni	\$13.53
William Stevens	\$16.00
Dale Becker	\$15.17
Donald Schermerhorn	\$13.01
Daniel Rippel	\$13.01
Walter Harasemovech	\$13.01
Dalton Ebeling	\$13.01
Martin South	\$15.00

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

**Resolution No. 2020-013 “Attendance at Training Sessions, Meetings and Conferences”**

Offered by Council Member Cords and seconded by Supervisor Coyne.

**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 – Aye. Motion Carried.*

**Resolution No. 2020-014 “Setting Deputy Superintendent of Highways Salary”**

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

**Be It Resolved**, the rate of pay for Debra Sommer, Clerk to Superintendent of Highways, shall be set at \$16.75 per hour not to exceed 40 hours per week; and be it

**Further Resolved**, the rate of pay for Denise Gooch, Provisional Clerk-Typist, shall be set at \$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 – Aye. Motion Carried.*

**Resolution No. 2020-015 “Authorization for Highway Superintendent to Certify Payrolls and Make Purchases”**

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

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

**Resolution No. 2020-016 “Appoint Summer Recreation Coordinator and set Hourly Wages for Summer Recreation Staff”**

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

**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 \$11.80 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. 2020-017 “Town Court – Appointments and Salaries”**

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

**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 (Full Time)	\$17.50/hr. Not to exceed 40 hours per week
Justice Clerk 2 Kathleen Costanzo (Full time)	\$16.00/hr. Not to exceed 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 – Abstain. Motion Carried.*

**Resolution No. 2020-018 “Appoint Deputy Town Supervisor”**

Offered by Supervisor Coyne and seconded by Council Member Watts.

**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 – Aye. Motion Carried.*

**Resolution No. 2020-019 “Authorization to Designate a Bookkeeper, Historian & Supervisor Clerk”**

Offered by Council Member Cords and seconded by Supervisor Coyne.

**Be It Resolved**, that the Town Supervisor is hereby authorized to appoint Louann Arp to the full-time position of bookkeeper at a pay rate of \$23.00/hour not to exceed 40 hours/week, and \$23.00 per hour for Capital Projects Administration when hours exceed 40 hours in a 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 2020 fiscal year.

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

**Resolution No. 2020-020 “Appoint Deputy Tax Collector”**

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

**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 2020 budget.

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

**Resolution No. 2020-021 “Appoint and set Salaries of Water and Sewer Personnel”**

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

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

Joe Castle, Working Administrator at a pay rate of \$16.00 per hour; and

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

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

**Resolution No. 2020-022 “Town Assessor’s Office – Appointments and Salary”**

Offered by Council Member Cords and Council Member Kralovich.

**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 Marcella Grady is appointed as Clerk-Part Time on an as needed basis at an hourly rate of \$13.00 per hour whose maximum yearly pay shall not exceed the amount allocated in the 2020 budget.

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

**Resolution No. 2020-023 “Deputy Town Clerk Appointments”**

Offered by Council Member Cords and Supervisor Coyne.

**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 \$12.00 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 – Abstain. Motion Carried.*

**Resolution No. 2020-024 “Set Salaries for Board of Assessment Review”**

Offered by Council Member Cords and Supervisor Coyne.

**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 \$11.80/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 – Aye. Motion Carried.*

**Resolution No. 2020-025 “Appointing Officer in Charge and Setting Salaries for Police Department”**

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

**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            Richard Selner

**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 – Aye. Motion Carried.*

**Resolution No. 2020-026 “Appoint and Set Salary of the Animal Control Officer”**

Offered by Council Member Watts 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 \$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 – Aye. Motion Carried.*



**Resolution No. 2020-027 “Planning Board Appointments and Salaries”**

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

**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, 2020.

**Be It Further Resolved**, that the Town Board does hereby set the salary of Diane Newkirk, Planning Board Secretary at the rate of \$13.50 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. 2020-028 “Zoning Board of Appeals Appointments and Salaries”**

Offered by Council Member Cords and seconded by Supervisor Coyne.

**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, 2020; and

**Be It Further Resolved**, that George Kleinmeier is hereby re-appointed to a five-year term of the board to expire December 31, 2024; and

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

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

**Resolution No. 2020-029 “Appointment of Personnel in the Code Enforcement and Building Departments”**

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

**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, for 90 days, at an hourly rate of \$23.00 not to exceed 40 hours per week;

**Robert Fritze** is appointed as Deputy Code Enforcement Officer - Part time, for 90 days, at an hourly rate of \$22.00 not to exceed 20 hours per week;

**Richard Hilgendorff** continues in his appointment as Building Inspector/Fire Marshall, for 90 days, at an hourly rate of \$22.50 not to exceed 15 hours per week;

**Donna Chewins** continues in her appointment as Clerk-Part Time at an hourly rate of \$14.50 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 \$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 – Aye. Motion Carried.*

**Resolution No. 2020-030 “Appoint Ambulance Administrator and Clerk”**

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

**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 – Aye. Motion Carried.*

**Resolution No. 2020-031 “Appoint and Set Salary of Parks, Buildings and Grounds”**

Offered by Council Member Watts 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:

**Joe Castle** continues in his appointment as Working Administrator Full Time, for 90 days, assigned to the Parks, Buildings and Grounds Department at a rate of \$16.00 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, for 90 days, 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 \$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 \$13.50 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 \$13.50 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 – Aye. Motion Carried.*

**Resolution No. 2020-032 “Appointing and setting Annual Salary for Registrar of Vital Statistics”**

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

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

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

**Resolution No. 2020-033 “Authorization to Attend 2020 Planning & Zoning Conference”**

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

**Whereas**, the Saratoga County Planning & Zoning Conference will be held on February 5<sup>th</sup>, 202 in Saratoga Springs, NY; and

**Whereas**, Joseph Hasenkopf, Stacey Poulsen and Elizabeth Hansen have expressed an interest in attending this conference which meets the NYS 4 hour Mandatory Continuing Education Requirements; and

**Whereas**, the cost of attendance is \$70.00 per registrant if registered before January 10<sup>th</sup>, 2020; therefore be it

**Resolved**, the Town Board does hereby authorize Joseph Hasenkopf, Stacy Poulsen and Elizabeth Hansen to attend the 2020 Saratoga County Planning & Zoning Conference in Saratoga Springs on February 5<sup>th</sup>, 2020 and will be reimbursed mileage in accordance with established town policy.

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

**Resolution No. 2020-034 “Budget Amendments and Payments of Bills on Abstract #314, 301”**

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

**Whereas**, town law requires that no fund or appropriation account may be overdrawn; 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	A1110.105	Court – Persl Serv Security	-797.52
To	A1110.102	Court – Persl Serv	+116.00
To	A1110.103	Court – Persl Serv	+100.00
To	A1110.104	Court – Persl Serv	+576.92
To	A1110.2	Court – Equipment	+4.60
From	A1990.400	Contingent	-
To	A1220.107	Supervisor – Persl Serv	+345.00
To	A1220.108	Supervisor – Persl Serv	+164.00
To	A1220.400	Supervisor – Contractual	+1,342.27
To	A1330.110	Tax Collection – Persl Serv	+316.48
To	A1420.4	Law – Contractual	+2,802.75
To	A1620.4	Buildings – Contractual	+2,734.20
To	A1620.409	Buildings – Contractual	+2,670.25
To	A1620.410	Buildings – Contractual	+259.41
To	A1680.416	Central Data – Copy Machine	+849.42
To	A4020.117	Registrar – Persl Serv	+38.46
To	A5010.136	Hwy Admin – Persl Serv	+1,180.00
To	A5010.4	Hwy Admin – Contractual	+58.12
To	A7110.150	Parks – Persl Serv	+4,097.81
To	A7110.400	Parks – Contractual	+524.90
From	A1330.111	Tax Collection – Persl Serv	-235.50
To	A1330.110	Tax Collection - Persl Serv	+162.37
To	A1330.4	Tax Collection – Contractual	+73.13
From	A1355.113	Assessor – Persl Serv	-415.80
To	A1355.4	Assessor – Contractual	+415.80
From	A1410.4	Town Clerk – Contractual	-1,230.77
To	A1410.117	Town Clerk – Persl Serv	+1,230.77
From	A1620.150	Buildings – Persl Serv	-500.89
To	A1620.121	Buildings – Persl Serv	+230.77
To	A1620.151	Buildings – Persl Serv	+270.12
From	A3120.125	Police – Persl Serv	-3,304.69
From	A3120.2	Police – Equipment	-5,286.38
To	A3120.126	Police – Persl Serv	+8,591.07
From	A3610.150	ZBA – Persl Serv	-552.89
To	A3610.107	ZBA – Persl Serv	+468.64

To	A3610.4	ZBA – Contractual	+84.25
From	A3620.111	Safety Inspect – Persl Serv	-164.00
To	A3620.130	Safety Inspect – Persl Serv	+164.00
From	A4540.200	Ambulance – Equipment	-1,335.93
To	A4540.400	Ambulance - Contractual	+759.01
To	A4540.140	Ambulance – Persl Serv	+576.92
From	A8020.150	Planning – Persl Serv	-994.76
To	A8020.107	Planning – Persl Serv	+994.76
From	DA599	Fund Balance	-137,487.68
To	DA5110.4	General Repairs – Contractual	+20,130.32
To	DA5130.400	Machinery – Contractual	+26,375.84
To	DA5142.150	Snow – Persl Serv	+34,405.56
To	DA5142.400	Snow – Contractual	+54,408.87
To	DA9030.8	Employee Benefits-SS/Med	+2,067.09
To	DA9089.802	Other Benefits – Drug T	+329.00
From	SS599	Fund Balance	-15,040.41
To	SS8110.400	Sewer Admin – Contractual	+19.45
To	SS8120.4	Sanitary Sewer – Contractual	+15,020.96

And be it **Resolved**, the Town Board does hereby authorize that Abstract #314, consisting of 2019 Vouchers #105365 through #105370 in the amount of \$8,692.32 is approved for payment;

The total amount to be paid from the:

General Fund -	\$3,871.89	Hydrant -
Highway Fund -		Capital Water-
Street Lighting -		Sidewalk -
Sewer Fund -	\$2,361.82	Trust & Agency -
Water Fund -	\$2,458.61	

And be it **Further Resolved**, the Town Board does hereby authorize that Abstract #301, consisting of 2020 Vouchers #105371 through #105391 in the amount of \$38,082.43 is approved for payment.

The total amount to be paid from the:

General Fund -	\$25,783.89	Hydrant -
Highway Fund -	\$11,251.54	Capital Water-
Street Lighting -		Sidewalk -
Sewer Fund -	\$523.50	Special Fire -
Water Fund -	\$523.50	Trust & Agency -

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

**Resolution No. 2020-035 “Accept Water Billing”**

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

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

**Resolved**, the Town Board does hereby accept the Water Billing from the Water Administrator in the amount of \$43,474.78 dated January 6, 2020.

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

**Resolution No. 2020-036 “Authorization to Sign Undertaking with New York State Department of Transportation”**

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

**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 – Aye. Motion Carried.*

**Resolution No. 2020-037 “Appoint Public Records Officer and Public Records Appeals Officer”**

Offered by Council Member Cords 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 Warner, 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 – Aye. Motion Carried.*

**Resolution No. 2020-038 “Establish the Office of Deputy Town Superintendent of Highways”**

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

**Whereas**, the Superintendent of Highways feels it is beneficial to have a Deputy Town Superintendent of Highways to serve during the absence or inability of the Town Superintendent of Highways to act, and is at that time vested with all the powers and duties of the Town Superintendent of Highways, therefore

**Be It Resolved that** the Town Board does establish the Office of Deputy Town Superintendent of Highways at an annual stipend of \$4,500.00 to be paid in equal bi-weekly installments.

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

**Resolution No. 2020-039 “Appoint Deputy Town Superintendent of Highways”**

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

**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 – Aye. Motion Carried.*

**Resolution No. 2020-040 “Big Top Portable Standard Toilet Rental Agreement”**

Offered by Supervisor Coyne and seconded by Council Member Watts.

**Whereas**, the water is turned off for the winter in the Town Park and the bathrooms remain closed until Spring, therefore

**Be It Resolved**, that the Town Board does hereby authorize the monthly rental of a Portable Standard Toilet, and a Portable Handicap Toilet from Big Top Portable Toilets.

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

**Board Enters into Executive Session @ 8:30pm**

Offered by Council Member Watts and seconded by Council Member Cords

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

**Board Exits into Executive Session @ 9:33pm**

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.*

**Board Adjourns Town Board Meeting@ 9:40pm**

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. Warner  
Town Clerk