



Minutes

Town of Cairo

Wednesday November 17th, 2021

Town Board Meeting @ 7:00 pm

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Wednesday November 17th, 2021, at the Town Hall, Main Street, Cairo, New York.

Supervisor Coyne called the meeting to order @ 7:00PM 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.

Old Business:

1. 2022 Final Budget
 - a. After approving the preliminary budget, we must now approve the official budget. The Board questions why this was being approved again and after checking with the Association of Towns these are the meetings that must happen for the budget process. **Resolution No. 2021-234**

New Business:

1. Hiring of Full Time Highway Clerk Typist
 - a. Interviews were conducted and Art picked and individual for the Secretary Position, this individual has accepted, pending a Civil Service Exam. **Resolution No. 2021-236**
2. Hiring of Full Time Court Clerk

Asking to hire the new Court Clerk sooner than later to get a start on training, there is money in their budget to support this extra employee for the end of the year. **Resolution No. 2021-235**

The Court can hire anyone for the Court without the Town's approval, similar to the library, but the Court is being courteous and letting the board know of this new hire.
3. Resignation of Building and Code Clerk
 - a. 'Please be advised that I am hereby submitting my letter of resignation as of December 7th, 2021. It has been a pleasure working in the Building Department and all the people I have

gotten to know in the different departments of the Town. I will truly miss everyone. Donna Chewins, Building and Code Clerk.’ **Resolution No. 2021-238**

Supervisor Coyne mentions the process that can be taken for a new person that will fill this spot for future board members. If this position is decided to be changed to a full time position, the person will be required to take a Civil Service Test. The board need to determine which test will be required depending on the rate of pay.

Which leads to the question of whether or not the individual applying should already have the training in this dept. or to hire and then train afterwards; a lot of training involved.

4. Toys for Tots Request

- a. ‘Susan Whitlow is in charge of Toys for Tots for Columbia and Greene Counties. Organizations are supposed to go to the Capital District to get toys. She has a supply of toys on hand for those in need that miss the deadline (Nov. 30th) for going to the Capital District. She needs room for about 10 tables and has requested the Green Building for storage of these toys for the dates of Dec. 6th through Jan. 6th.’

Spoke with Marianne and mentioned how the lady who is doing the Candy Cane Festival will be using that building for the festival items at that time. The board then mentions using the new ambulance building on Route 32 for the storage of the toys. **Resolution No. 2021-237**

5. Tree Lighting

- a. Tree Lighting and Town Parade are coming up on Sat. Nov. 27th, 2021. The Board thanks the Fire Dept. for the Tree out front. Anyone and everyone can participate in the parade.

6. New Building Walk Thru

- a. Friday Nov. 19th, 2021 @ 1:00PM there will be a walk thru with the engineer of the new building purchased by the Town on Route 32 South. Council Member Cords with address Dot True and Rich Lorenz and see if they would like to look at it before the walk through. Ray Mahler from the ambulance dept. will be there.

After the engineer has gone through, possibility of having something for the public to have their own walk through. Many possibilities and funding options for this building.

Mention of naming the building, Jim Keefe’s name has been brought up.

Resolution No. 2021-234 “Adoption of Town of Cairo 2022 Budget”

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

WHEREAS, the Town Board does hereby adopt the Final Town Budget for 2022 as presented to the Town Board.

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

Resolution No. 2021-235 “Appointment of Full Time Court Clerk”

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

WHEREAS, there is a vacancy and a need for a Full-time Court Clerk with the Town of Cairo Court Office. Therefore;

BE IT RESOLVED that Christine Julig has been hired effective November 22, 2021 at a rate of \$16.32 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. 2021-236 “Appointment of Full Time Highway Clerk Typist”

Offered by Supervisor Coyne and seconded by Council Member Watts.

WHEREAS, there is a vacancy and a need for a Full-time Clerk Typist with the Town of Cairo Highway Department. Therefore;

BE IT RESOLVED, that Kacie Munster has been hired effective December 1, 2021 at a rate of \$15.00 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. 2021-237 “Authorizing Use of the Route 32 South Community Center”

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

WHEREAS, the Toys for Tots program is looking for storage for their toys for Columbia and Greene Counties for the 2021 Christmas Season.

WHEREAS, they would need this storage for the period of December 6, 2021 through January 6, 2021. They will need enough space for 10 tables to place their toys on. Therefore;

BE IT RESOLVED, that the Cairo Town Board does hereby approve the request to use the Route 32 South Community Center on the above dates.

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

Resolution No. 2021-238 “Resignation of Building and Code Clerk”

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

WHEREAS, a resignation has been received from Donna Chewins.

RESOLVED, that the resignation from Donna Chewins effective December 6th, 2021 COB is hereby accepted by the Town Board.

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 @ 7:28PM

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

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