



Minutes

Town of Cairo

End of the Year Meeting (Zoom)

Wednesday, December 29th, 2021 @ 7:00PM

Location: Town Hall Court Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Wednesday, December 29th, 2021, at the Town Hall, Main Street, Cairo, New York. Supervisor Coyne called the meeting to order at 7:00PM.

Attendance: Supervisor Coyne, Council Member Cords, Council Member Kralovich, Council Member Power, Council Member Watts.

Review and Approval of Minutes:

October 20th, 2021: 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.

December 15th, 2021: Offered by Supervisor Coyne 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.

Old Business:

1. Update: Senior Center
 - a. Coyne spoke with the Engineer but they never got back to them on when they would be down. Watts spoke with them yesterday and they said they would get back to him, was told there needs to be an asbestos abatement before anyone goes in. Some things inside needs to be addressed and some walls may need to be taken down. Powers mentioned that there was a car that was unknown to the Town that was at the DOJO, Powers approached and it was the gentlemen for Toys for Tots clearing out their stuff in the building.
2. Update: Candy Came Festival
 - a. Successful event, raised about \$2,100 in raffles and were able to help 12 children. They would like to come back next year.
3. Unsafe Buildings – 434 Caniff Road

- a. Brush and debris was cleaned up, though the building is allowed to be habitable the building seems sound and not of any risk. Look into the law and the dates to possibly extend them for homeowners to get work done in a timely manner. Kralovich mentions that most of the property owners that had letters sent to them have been improving the properties, whether it's getting rid of it and putting another one up or painting the building or replacing items, something is getting done.

**Kralovich mentions about the money to make Richard Hilgendorff a full-time position. Watts says that the money was in there and then the money was taken out. A full-time position would help while Stacey has her position but is also doing secretary stuff since Donna retired.

New Business:

- 1. Water Bill late fee
 - a. Letter from Ed Forrester: Received Water Bill on Dec. 27th, 2021, due date was Nov. 30th, 2021, post mark was dated 12/6. He would like to request that the Town Board waive the late charges of \$12.80. **Resolution No. 2021-267**

Correspondence:

- 1. Ambulance Billing Clerk Retirement Letter
 - a. Patricia Asaro will be retiring again after originally retiring in Sept., 2021, but then decided to come back and assist the dept. after the new hire had left. Patty has offered her services again to train a new candidate, her retirement will be accepted and official after she trains a new person for this position. The Board will be advertising and looking for someone new for the position.

Resolution No. 2021-257 "Set Re-Organizational Meeting"

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

WHEREAS, the Cairo Town Board must hold a re-organizational meeting every year, now, therefore;

BE IT RESOLVED that the Cairo Town Board does hereby designate that the 2022 re-organizational meeting will be held on January 3, 2021 @ 7:00 pm at the Cairo Town Hall.

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

Resolution No. 2021-258 "Budget Amendments and Payments of Bills on Abstract #313 for December Payables & Prepaids"

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

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 #313 Payables and Prepaids, consisting of 2021 V1 #00715 through V1 #00797 in the amount of \$ 140,579.26 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 86,146.46	Hydrant –	\$-0-
Highway Fund -	\$ 40,607.57	Capital Water-	\$-0-
Street Lighting -	\$ -0-	Sidewalk -	\$-0-
Sewer Fund -	\$ 3,097.66	Trust & Agency -	\$3,135.28

Water Fund - \$ 7,592.29 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. 2021-259 “Write-Off Rent from Inter-Fund Loan”

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

WHEREAS, the Cairo Town Board agreed by resolution # 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 of 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 2021.

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

Resolution No. 2021-260 “Inter-Fund Transfer from Sewer Fund to General Fund”

Offered by Supervisor Coyne and second by Council Member Cords.

WHEREAS, the Cairo Town Board agreed by resolution # 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 of 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 2021.

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

Resolution No. 2021-261 “Inter-Fund Transfer from Water Fund to General Fund”

Offered by Supervisor Coyne and second by Council Member Kralovich.

WHEREAS, the Cairo Water District owes, through inter-fund borrowing, the sum of \$23,724.67 to the General Fund; and

WHEREAS, there is sufficient Water District Funds to pay \$23,724.67 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 \$23,724.67 from the Water Fund to the General Fund.

DR SW630

DRA201

CR SW201

CRA391

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

Resolution No. 2021-262 “Amend 2021 Budget to Reflect Receipt of 911 Sign Monies and Expense of Signs Purchased”

Offered by Supervisor Coyne and second by Council Member Watts.

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 \$525.10 and; increase the revenue line item A-3389 Other Public Safety to reflect the increase in General Fund Revenue in the amount of \$525.10 in the 2021 budget.

CR 3010.46 \$525.10

DR A3389 \$525.10

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

Resolution No. 2021-263 “Amend 2021 Budget to Reflect Receipts of D.A.R.E Monies and Expense of Supplies and Payroll”

Offered by Supervisor Coyne and second 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 \$8,388.16 and to amend the expense line item A-3120.127 Police – DARE Payroll - \$1,740.49 and; increase the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$10,128.65 in the 2021 budget.

CR A3120.452 \$8,388.16

CR A3120.127 \$1,740.49

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

Resolution No. 2021-264 “Adopts Provisions of Executive Order Suspending the Requirements of Renewal Applications as a Condition to Granting Exemptions under Sections 459-C Partial Tax Exemption for Real Property of Persons with Disabilities & Limited Income & 467 Partial Tax Exemption for Real Property of Senior Citizens”

Offered by Supervisor Coyne and second by Council Member Cords.

WHEREAS, the Town Board of the Town of Cairo, in recognition of the Governor’s Executive Order dated December 26, 2021, subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a 5-b, 5-c and 6 of section 467 of the Real Property Tax Law to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 assessment roll to all property owners who received that exemption on the 2021 assessment roll, thereby, dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for the assessor to mail renewal applications to such persons, and include in such resolution that the assessor may require a renewal application to be filed when he or she has

reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changed his or her primary residence, had a significant income change, added another owner to deed, transferred the property to a new owner, or died.

THEREFORE BE IT RESOLVED, the Town Board of the Town of Cairo does hereby adopt 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. 2021-249 “Planning Board Alternate Appointment”

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

WHEREAS, the Planning Board term for Alternate Planning Board member Christopher Keff will end on December 31, 2021. Therefore;

BE IT RESOLVED, that the Town Board does hereby appoint Christopher Keff to a one year term as an Alternate on the Planning Board to conclude on December 31, 2022 with a salary of \$70.00 per meeting.

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

Resolution No. 2021-265 “Planning Board Appointment”

Offered by Supervisor Coyne and second by Council Member Kralovich.

WHEREAS, the Planning Board term for Joseph Hasenkopf ends on December 31, 2021. Therefore;

BE IT RESOLVED that the Town Board does hereby appoint Joseph Hasenkopf to a five year term on the Planning Board to conclude on December 31, 2026 with a salary of \$70.00 per meeting.

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

Resolution No. 2021-266 “Planning Board Appointment and Salaries”

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

BE IT 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, 2022.

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

Resolution No. 2021-267 “Water Penalty Waived”

Offered by Supervisor Coyne and seconded by Council Member Watts.

WHEREAS, it is necessary for requested Water Penalty Waivers to be authorized by the Town Board and documented in the minutes. Therefore;

BE IT RESOLVED that the Town Board accepts to waive Ed Forrester’s water bill penalty dated Nov. 30th, 2021 for the amount \$12.80, due to the fact that the bill was mailed and received at his residence after the due date.

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

Adjourn Town Board Meeting @ 7:31

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