



Minutes

Town of Cairo

Monday March 7th, 2022

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 Monday March 7th, 2022, at the Town Hall, Main Street, Cairo, New York. Supervisor Watts called the meeting to order @ 7:00 and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Watts, Council Member Bogins, Council Member Cords, Council Member Flaherty.

Absent: Council Member Powers

Enter Public Hearing @ 7:05PM

Offered by Supervisor Watts and seconded by Council Member Cords.

Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

- Supervisor Watts goes ahead and reads the local law that is being proposed:
 - Section 1
 - Be it hereby the own Board, Town of Cairo, County of Greene, State of New York, pursuant to provisions of the Vehicle and Traffic law of the State of New York, the following Local Law to regulate parking of vehicles and machinery on all highways within the Town of Cairo, from November 15th to April 15th, called the “Winter Season,” for removal of snow and ice from such highways.
 - Section 2
 - The Town Supervisor is hereby authorized to declare a snow emergency during any snowstorm with the Town. Announcement of such declaration shall be published in the official newspaper of record for the Town and/or upon the Town bulletin board. Upon the declaration of emergency parking shall be allowed on Main Street from intersection of Mountain Avenue on the east to the intersection of County Route 84 on the west, on the odd side of the street from 8:00PM to 8:00AM. Parking shall then be allowed on the even side of the street from 8:00AM to 8:00PM until such declaration is terminated.
 - Section 3

- The Town Highway Superintendent is hereby authorized and directed to remove, at his discretion, any vehicles parked on highway within the Town of Cairo violation of this Local Law and to make arrangements for the towing and storage of such vehicles as he may, in his discretion, determine, with the charges and expenses being borne solely by the owner or owner of such vehicles.
 - Section 4
 - The owner of a vehicle so parked or abandoned on the highways within the Town of Cairo during the time periods, including during snow emergency, as set forth in this Local Law will be in violation of the Local Law and the owner of said vehicles will be subject to a fine of not more than \$50.00 for the first offense, nor more than \$75.00 for the second offence within an 18 month period, and not more than \$100.00 for a third offense within and 18 month period.
- Points out the fines and how vehicles will be towed at the owner’s expense.
- Will be towed after the first fine, no reason in leaving the vehicle if it still in the way on the street.
- There will also be signs to tell the community what side of the street to park on at certain times when this law is in effect. The police station will also advertise this.
- One gentleman asks what the definition of highways is due to the fact that the original law says every road in the Town is considered a highway, but the law is only applying to a part of Main Street in Cairo.

Exit Public Hearing @ 7:10PM

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

Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Approval of the Minutes:

February 7th, 2022:

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

Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

New Business:

1. Appointment Board of Assessment Review Members
 - a. **Resolution No. 2022-080**
2. Town Clerk Audit
 - a. **Procedure:** I obtained daily cash receipts and tied to appropriate receipts, agreeing amounts and noting timeliness of deposits.
Findings: While tracing the building receipt #332557 dated April 5, 2021 for \$131.92 for a solar permit into the Town Clerk Daily Cash Report, I noted that it was coded as an abstract search instead of a solar permit. This report would have been turned over to the Town Supervisor and coded incorrectly in the monthly Supervisor report.
Procedure: I compared monthly Town Clerk reports to monthly and daily cash receipts reports, and agreed amounts reported for accuracy.
Findings: No exceptions were found as a result of applying the procedure.
Procedure: I traced amounts remitted to the Town Supervisor and other governmental entities, per monthly Town Clerk reports, to cancelled checks and agreed amounts paid.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I reviewed building permits issued, noted sequential order, agreed total collected and selected and tested a sample to verify fees charged were correctly calculated.

Findings: No exceptions were found as a result of applying the procedure.

3. Tax Collector Audit

- a. **Procedure:** I obtained a copy of the Town Budget and agreed tax warrant amounts to amounts remitted to the Town Supervisor.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I obtained a copy of the County Treasurer's settlement sheet with the Town and inquired with the County Treasurer regarding any issues with the settlement of the taxes. I also inquired of the County Treasurer if there was any misfiling of required paperwork or taxpayer information, for the tax period in question.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I reviewed bank statements for interest earned and compared those amounts to remittances to the Town Supervisor.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I reviewed the collection of penalties from the BAS (ITAX) system and compared the amount and the timeliness of the remittances to the Town Supervisor.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I reviewed the bank carrying balances to determine timely remittances of taxes collected to the Town Supervisor and County Treasurer.

Findings: No exceptions were found as a result of applying the procedure.

Procedure: I obtained bank statements and reviewed the dates of cash receipts per manual ledger to the deposit dates to determine timely deposits.

Findings: No exceptions were found as a result of applying the procedure.

4. Resignation of Board of Assessment Review Secretary

- a. Via Email; 'Please consider this my resignation as Secretary for the Board of Assessment Review. Thank You for allowing me to serve in this capacity for over 33 years. Gail Kargoe'

Resolution No. 2022-082

5. Van Buren Drive

- a. Bebe Tobin addresses the Board about Van Buren Drive going into the Angelo Canna Town Park. States there is no line of site pulling out of the park since people are parking to close to the corner of Main Street and Van Buren, no signs, nothing is painted. The board would have to discuss with the County on what route to take for traffic since it comes out to a county road. When people park on the corners where then other residents can't see what is actually going on and can cause accidents also 2 cars cannot necessarily go down the road at the same time. Discussion from the Board about making the road a one way for everyone except the residents that live right as you pull in, this can cut down on the traffic. The NYS traffic law also says that there is a certain amount of 'space' that you cannot park with an intersection, also cannot park in an intersection.

6. Request for 5K Walk to benefit Shriners Hospitals and Ronald McDonald House

- a. 'I am interested in using the Angelo Canna Town Park to hold a 5K Walk to benefit the Shriners Hospitals and the Ronald McDonald House. I held a 5K last year in the park and am hoping that this year will also be a success. I would like to hold this event on Saturday May 14th, and reserve the park from 10:00am-2:00pm. I will not need to use any of the facilities other than the trail that runs around the park. Eric Morabito'

Resolution No. 2022-085

7. HUD Grant

- a. Supervisor Watts starts by proosing to the board that Emmy Cross receives \$5,930.30, Mountainview Enterprises LLC receives \$5,930.30 and the CDF receives \$50,000.

Resolution No. 2022-087

Emmy Cross mentions when they were 'approved', they were 'approved' for anywhere from \$15,000-\$17,000. Wonders why it was changed and decreased.

All work being done will be overseen by Delaware Engineering, grant was specifically for low income housing and/or residential repairs for rent to low income housing.

Resolution No. 2022-075 "Accept Water Penalties"

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

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 \$1,295.84 dated February 14th, 2022.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-076 "Receipt of Monthly Supervisor's Report"

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

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 Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-077 "Accept Town Clerk Auditor's Report"

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

WHEREAS, the Town of Cairo had hired the accounting Firm of Lynette S.B. Lawyer, Certified Public Accountant as an independent contractor to audit the Town Clerk's books for the 2021 fiscal year, and

WHEREAS, the auditors have completed their review and have presented their audit report to the town board for its acceptance, now therefore;

BE IT RESOLVED, that the Cairo Town Board does hereby accept the auditor's report for the Cairo Town Clerk.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-078 “Change Deputy Clerk to Clerk”

Offered by Council Member Cords and seconded by Supervisor Watts.

WHEREAS, by resolution 2022-022 on January 12, 2021, the Cairo Town Board appointed Michelle Hobart to a Deputy Clerk position.

WHEREAS, the Town of Cairo has been informed that the Town can only have one Deputy Town Clerk. Therefore;

BE IT RESOLVED, that the Town Board does hereby change the title for Michelle Hobart to Clerk at a pay rate of \$13.20 per hour.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-079 “Town of Cairo Hiring Policy”

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

WHEREAS, there is no official hiring policy for the Town of Cairo. A standard hiring practice is required to move forward with adding new hires to the roster of the Town.

WHEREAS, when there is a vacancy within the Department, it will be the Department Head’s responsibility to find a suitable candidate for that position. The application and resume should then be forwarded to the Supervisor’s Office with a resolution for approval by the Cairo Town Board at the next available meeting. All Town Board members will receive a copy of the application/resume of the Department Head’s candidate prior to a resolution vote.

WHEREAS, when there is a vacancy of a Department Head, the Cairo Town Board will review the candidates together to determine a selection for that position. The selection will be secured at the next available Cairo Town Board meeting by approval through a resolution.

BE IT RESOLVED, that the Cairo Town Board does hereby adopt the policy as written in this resolution.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-080 “Appoint Board of Assessment Review Members”

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

WHEREAS the resignation of John Kargoe was received effective January 5th, 2022. This resignation includes the resignation from the position of Chairperson. John’s term expires on September 30, 2022.

WHEREAS the term of Peggy Muller expired on September 30th, 2021.

BE IT RESOLVED that the Town Board does hereby appoint Elizabeth Hansen to the remaining term of John Kargoe on the Board of Assessment Review which expires on September 30th, 2022. Also;

BE IT FURTHER RESOLVED that the Town Board does hereby appoint Heather Marcolina to a 5 year term of the Board of Assessment Review to expire on September 30th, 2026.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-081 “Accept EDU Billing”

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

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

RESOLVED, that the Town Board does hereby accept the EDU Billing from the Sewer Administrator in the amount of \$13,968.75 dated March 2, 2022.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-082 “Resignation of BAR Secretary”

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

WHEREAS, a resignation letter has been received from Gail N. Kargoe dated February 26, 2022.

Therefore;

BE IT RESOLVED, that the resignation submitted by Gail N. Kargoe is hereby accepted by the Cairo Town Board.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-083 “Budget Amendments & Payment of Bills on Abstract #303 for February Payables & Prepaids”

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

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

RESOLVED, the Town Board does hereby authorize the Abstract #303 payables and Prepaids, consisting of 2022 V2 #00146 through V2 #00221 in the amount of \$125, 486.60 is approved for payment;

The total amount to be paid from the:

General Fund -	\$41,801.43	Hydrant -	\$-0-
Highway Fund -	\$44,377.08	Capital Water -	\$-0-
Street Lighting -	\$5,627.00	Sidewalk -	\$-0-
Sewer Fund -	\$6,023.07	Trust and Agency -	\$2,070.93
Water Fund -	\$25,587.09	Special Fire -	\$-0-

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-084 “Accept Town Tax Collector’s Audit Report”

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

WHEREAS, the Town of Cairo had hired the accounting Firm of Lynette S.B. Lawyer, Certified Public Accountant as an independent contractor to audit the Tax Collector’s books for the 2021 fiscal year, and

WHEREAS, the auditors have completed their review and have presented their audit report to the Town Board for its acceptance, now therefore;

BE IT RESOVLED, that the Cairo Town Board does hereby accept the auditor’s report for the Cairo Tax Collector.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-085 “Authorize Use of Town Park for a 5K”

Offered by Supervisor Watts and seconded by Council Member Bogins.

WHEREAS, Eric Morabito is requesting use of the Angelo Canna Town Park to conduct a 5K Walk.

WHEREAS, he will be seeking a donation from each walker which in turn would be donated to the Shriners Hospital in Boston, the Cyprus Shiners Transportation Fund and the Ronald McDonald House of the Capital Region. A successful walk was held in the park in 2021. Therefore;

BE IT RESOLVED, the Town Board does hereby authorize request for the use of the Town Park for this charity 5K.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-086 “Local Law #1 of 2022; Regulating Parking of Vehicles and/or Machinery on highways within the Town from November 15th to April 15th”

Offered by Supervisor Watts and seconded by Council Member Flaherty.

BE IT RESOLVED, that the Cairo Town Board has conducted a “hard look” as required by SEQRA and hereby determined based upon the attached Short Form EAF, Parts 1 and 2, that a Negative Declaration shall be and hereby is declared for the enactment of the local law set forth below; and

BE IT FUTHER RESOLVED, that the Cairo Town Board does hereby adopt Local Law #1 of 2022, entitled “A LOCAL LAW REGULATING PARKING OF VEHICLES AND/OR MACHINERY ON HIGHWAYS WITHIN THE TOWN FROM NOVEMBER 15TH TO APRIL 15TH,” a copy of which is attached hereto for reference.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Resolution No. 2022-087 “Approve Release of HUD Residential Rehabilitation Funds”

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

WHEREAS, the Town of Cairo currently has \$61,860.60 in its possession from a HUD Residential Grant awarded to the Town, and

WHEREAS, the Town has authorized Delaware Engineering to act as the “Residential Specialist” to determine the appropriateness of various applications received for funding and

WHEREAS, Delaware Engineering has completed its review and assessment of the applications including feasibility studies submitted and determination of costs of necessary renovations under each such application.

NOW THEREFORE BE IT RESOLVED that the funds shall be disbursed, in accordance with the terms and conditions set forth in the grant document as follows:

- Emmy Cross (Latosa) - \$5,930.30
- Mountainview Enterprises - \$5,930.30
- Cairo Development Foundation - \$50,000.00

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Public Comments:

- Emmy mentions when filing out the application and speaking with contractors and she was told many different numbers that what she has been told tonight, even speaking with them last night.
 - o The board changed the numbers around after looking back at past paperwork, Tal mentions that the applicants can receive up to the amount that was stated in the first letter. Emmy was approved up to \$17,000 not awarded that amount.
- Ray Pacifico wants to clarify his access to his vacant land on William Dinger.

- Watts states that any paper road can be improved and updated, it would be on the home owner's expense though. It will stay a paper street, mentions that the bike path can be put to the side if needed. Just because the road/path was designated for the bike path doesn't mean it's just for the bike path, it doesn't stop development of any kind, and a road can still be put in if needed.
- Allen Veverka brings up a conversation he supposedly had with Watts last night about an ongoing legal situation with a member of the Ethics Board and wants to know what steps are being taken.
 - Watts mentioned that this is being moved forward with the County and to wait what the County has to say. Tal's recommendation to the board is whatever complaints received are confidential until complete. Until this time these types of situations that include personnel should not be made public.

Adjourn Town Board Meeting @ 7:51PM

Offered by Supervisor Watts and seconded by Council Member Flaherty.

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Powers – Absent. Motion Carried.

Respectfully Submitted

Kayla L. McAlister
Town Clerk