

CAIRO TOWN BOARD

January 9, 2023

PLEDGE OF ALLEGIANCE

MINUTES: December 5, 2022 Board Meeting Minutes

New Business:

1. Toys For Tots – Commander's Award
2. 2023 Re-Organization Resolutions
3. Schedule a Public Hearing to Repeal Override of Tax Levy Limit

Correspondence:

1. Municipal Shelter Inspection Report
2. Painting Donation to the Town of Cairo
3. Water drainage on Main Street

Resolutions:

- 2023-001 Set Town Board Meeting Dates
- 2023-002 Set Holidays for 2023 Town Hall Closures
- 2023-003 Setting of Agenda Item Deadlines
- 2023-004 Set Town Hall Hours of Operations
- 2023-005 Set 2023 Salaries for Elected Officials
- 2023-006 Appoint Public Records Officer(s)
- 2023-007 Appoint Attorney for the Town of Cairo
- 2023-008 Designate the Town of Cairo Official Newspaper
- 2023-009 Authorize the Town Supervisor to Invest Town Funds
- 2023-010 Establish Official Depository of Town Funds
- 2023-011 Payment of Bills and Payment of Utility Bills
- 2023-012 Set Hourly Rate for Part Time Highway Employees
- 2023-013 Attendances at Training Sessions, Meetings and Conferences
- 2023-014 Authorization for Highway Superintendent to Certify Payroll and Make Purchases

Resolutions Continued:

- 2023-015 Appoint Summer Camp Director and set Hourly Wages for Summer Camp Staff
- 2023-016 Appointments and Set Salary for the Town Court
- 2023-017 Appoint Deputy Town Supervisor
- 2023-018 Authorization to Designate a Bookkeeper, Supervisor Clerk and Historian
- 2023-019 Appoint Deputy Tax Collector
- 2023-020 Appoint and set Salaries of Water and Sewer Personnel
- 2023-021 Appoint Officer in Charge and Set Salaries for Police Department
- 2023-022 Authorization to Sign Undertaking with NYS Dept of Transportation
- 2023-023 Town Board Committees
- 2023-024 Accept Sewer Penalties
- 2023-025 Accept Water Billing
- 2023-026 Authorizing Public Hearing – Repeal Override of Tax Levy Limit
- 2023-027 Receipt of Monthly Supervisor's Report – December 2022
- 2023-028 Appointments and Set Salary for the Town Assessors Office
- 2023-029 Appointment of Deputy Town Clerks
- 2023-030 Set Salaries for Board of Assessment Review (BAR)
- 2023-031 Appoint and Set Salary of the Animal Control Officer
- 2023-032 Appointment of Code Enforcement Officer
- 2023-033 Appoint and Set Salaries of Parks, Buildings and Grounds
- 2023-034 Appoint Ambulance Administrator
- 2023-035 Appoint the Registrar of Vital Statistics
- 2023-036 Appoint Deputy Town Superintendent of Highways
- 2023-037 Appoint Clerk Typist to Superintendent of Highways
- 2023-038 Approve Contractor for Town Hall Entryway Repairs
- 2023-039 Authorize Part Time Ambulance EMT Employee – Shelby Dunn
- 2023-040 Appoint Deputy Code Enforcement Officer
- 2023-041 Appoint Building Inspector Fire Marshall
- 2023-042 Set Zoning Board of Appeals Appointments and Salaries
- 2023-043 Set Planning Board Salaries
- 2023-044 Authorize Part Time Ambulance Driver – Cruz Couse
- 2023-045 Approve Contractor for Town Hall Roof Repair
- 2023-046 Approve Contractor for Town Park Electrical Upgrades

Monthly Reports:

1. Ambulance Report – December
2. Animal Control – December
3. Assessor's Report – November
4. Building & Code Report - December
5. Highway Report - December
6. Library Report – December
7. Police Report - December
8. Tax Collector – December
9. Zoning Report - December

Report of Committees –

Jason Watts -	Code/Building/Zoning Planning Board Parks, Buildings & Grounds
Mary-Jo Cords -	Assessor Insurance/Health Insurance Library Community Center
Debra Bogins -	Courts Water/Sewer
Tim Powers -	Ambulance Animal Control Greene County EMS
Michael Flaherty –	Highway Police Festivals/Parades/Youth Fair

Town of Cairo
Ambulance Service
PO Box 728
512 Main Street
Cairo, NY 12413
518-622-3120

Monthly Report

January 9, 2023 (REVISED)

Total calls for November.....87

Total Transported calls..... 53

Miscellaneous items of Interest:

1. I have met with Tim and Mary Jo in regards to plans for the new ambulance building. Plan was reviewed and will be sent to the engineer for the official drawings. Board member Bogins is currently working on reviewing financial possibilities. Some of the work has been done on the current structure
2. I have posted the full time position and have one applicant who is interested in moving from part time. I have produced a resolution to move him from part time to full time. This will replace Rick Vanderbeck, who has retired.
3. I also have 2 new applicants for the position of driver and EMT. I will draft resolutions for both as well. The applicant for Driver is currently in the EMT class, which will finish in March. The second

applicant is currently an EMT with Durham Ambulance. I am still short of manpower, as I have lost 3 employees in the last two months to retirement and to attrition and will lose another to retirement in March. Hiring these two new applicants will help relieve some of the pressure as well as cut down on overtime.

4. 2022 has been the highest call volume that Cairo Ambulance has experienced. As of the end of 2022 Cairo Ambulance had a total of 1287 calls for service for the year. This is an increase of over 100 calls in this calendar year from 2021.

Wishing all a happy and prosperous New Year

Town of Cairo Animal Control

DEC Date	Start Mileage	End Mileage	Fuel	Total Incidents	Total Violations Written	Dogs In Kennel
2022	—	—	—	17	—	—

Name	Type of Concern	Location	Disposition
12/1 SGT BUSCH	CHICKENS	BUDY WEIR RD	PHONE CALLS ABOUT CHICKENS MAKING NOISE
12/5 SUSAN	PAPER WORK	BUDY WEIR ROAD	PHONE CALLS ABOUT NEIGHBOR TAKING HER TO COURT
12/6 TOWN PARK	LOOSE DOGS	TOWN PARK	NO DOGS IN PARK
12/7 OFF ORESO	LOOSE DOGS	CAIRO TET RD	LOOSE DOG COMPLAINT CATSKILL DISTRICT - MADE CALLS TO THEM
12/8 ASHLEY	LOOSE DOG	OLD RT 23	SPOKE TO OWNER - NEW TO AREA - ALL OK
12/11 SP CATSKILL	FOUND DOG	IRA UNIC RD	OWNER FOUND - DOG GOT OUT OF FENCE - ALL OK
12/11 RUBEN	LOOSE DOG	126 PLATTS RD	BOLD AREA - NOTHING FOUND
12/17 SGT BUSCH	TRAINING	CAIRO TET RD	TRAINING FOR PEACE OFFICER & LIVE FIRE
12/17 CHELSE	LOOSE DOG	700 MTN AVE	BOLD AREA GONE UPON ARR.

Town of Cairo Animal Control

DEC Date	Start Mileage	End Mileage	Fuel	Total Incidents	Total Violations Written	Dogs In Kennel
2022	—	—	—	17	—	—

Name	Type of Concern	Location	Disposition
12/19 SET BUSCH	PAPER WORK	CAIRO P.D.	PAPER WORK FOR PEACE OFFICER
12/20 SET BUSCH	PAPER WORK	CAIRO P.D.	PAPER WORK TO UPDATE
12/24 RITA	CHECK WELFARE OF DOG	JEFFERSON HEIGHTS WATSKILL	PERSON I THINK WAS DRUNK ON DRUGS COMPLAINED ABOUT DOG OUTSIDE - TURNED OVER TO SP CASE
12/26 DONNA	FOUND FOUND DOG	2051 GO RT 67	FOUND STRAY DOG - SHINY AND LOOKS LIKE LOSING HAIR LOOKS TO HUMAN SOCIETY
12/26 RYAN	FOUND DOG	MTN AVE SOUTH RD	FOUND DOG - PUT ON FACE BOOK PERSON HOLDING DOG TILL OWNER FOUND TILL MORNING
12/26 RYAN	FOUND DOG	MTN AVE SOUTH RD	PICKED DOG UP - LOOK TO HUMAN SOCIETY AS DOG WAS ILL - HAD DIAGNOSIS
12/29 GCSO	HOME EVICTION	ROSS RULAND	WAS CALLED TO TAKE DOG TO HUMAN SOCIETY BUT OWNER SHOWED UP & TOOK DOG
12/29 OFF ORSO	FOUND DOG	RT 23	MADE PHONE CALLS - FOUND OWNER - ACC OF

TOWN OF CAIRO BOARD MEETING

ASSESSOR'S MONTHLY REPORT

January 9, 2023

30 sales/transfers for the month of November: 16 valid

AG (11), non-profits (42), forest (14), senior citizen low income (78), disability low income (18), va disability (17), exemption renewal applications mailed out

Governor Hochul signed law second notice bill A.1980/S.8570 requiring municipalities to notify senior citizens of tax exemptions they may be eligible to receive.....

county "chargeback" Town of Cairo for 2023 approximately \$1303

Janice Hull

Sole Assessor



TOWN OF CAIRO
BUILDING & CODE ENFORCEMENT
MONTHLY REPORT
December 2022

- (12)** Building Permits Issued
- (00)** Certificates of Occupancy Issued
- (10)** Certificates of Compliance Issued
- (27)** Municipal Searches
- (03)** New Violations & Complaints
- (01)** Court Cases for trial
- (01)** Cases in court
- (39)** Total Inspections were performed on current projects, complaints and violations.
- (01)** Unsafe Building rectified

Monthly Fees for December \$11,439.76

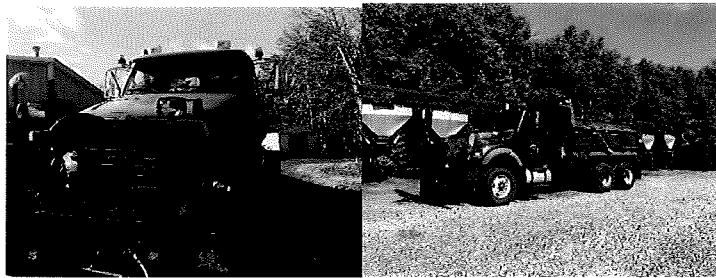
YEAR END TOTAL \$119,848.91

See page 2 for unsafe building



Art Evans
Town of Cairo Highway Superintendent
755 Route 145
Cairo, NY 12413
518-622-9515
518-622-3185 Fax
518-965-1266 Cell
highwaysuper@townofcairo.com

Highway Report



December 2022

- Two International CV's were ordered May 2021 and have a build date of October 2022. Delivery expected spring of 2023.
- Crews working on culvert cleanouts and erosion from storm.
- Salt and sand shed are 75% full.
- Culvert replacement on Ross Ruland road due to rot/failure.
- Worn or non-reflective road signs being replaced.
- Masks, Sanitizer and gloves still available to all employees.
- Front end loader is repaired.

Upcoming projects

- Looking into getting retired truck from Greene County Highway.
- Preparing for bids to purchase two new International CV plow trucks.
- Guide rail replacement/Installation on Silver Spur, Sandy Plains.
- Moving stone piles to accommodate fossil fencing.

Trucks currently down as of 12/31/2022

- Large bucket truck has carb issues. Won't idle.
- 02 – Ford F350 Exhaust leak on manifold. Too costly to repair. Driven as is. (\$4,400)
- 01 – Ford F350 Exhaust leak on manifold. Too costly to repair. Driven as is.
- Tanker Truck – Cracked head. Looking for replacement.
- 32 – Wheel bearing, front end wear issues. Retired.

Plow Trucks

- 23 – Ford - Transmission cooling tank. Awaiting part.
- 26 -- Sterling- Rotted auger track on sander. Being repaired.
- 17 – Sterling – Drive shaft and hydraulic manifold leak. Being repaired.
- 09 – Ford - Exhaust leaking into cab. Needs U-joints.
- 18 – Oshkosh. Brake drums and 2 broken wheel studs. Cannot find replacement parts.
- 21 – Ford - Air leak and cylinder leak on rear brakes.
- 12 – Sterling – U-joints.

Library Report – December 2022

WiFi use: 385+

In December:

Circulation: 2,086

Attendance: 797

Rooms' use: 39

Computer use: 112

Reference questions: 68

New library cards: 7

Programs:

Yoga: available at 9:00 am Tuesdays (virtual) and 10:00 on Thursdays (in-person and virtual)

Storytime is Tuesdays at 10:30 am; recommended ages 2-4

Book club for YA homeschoolers; Wednesdays at 1:00 pm. Snacks provided.

Book Club for adults; virtual and in person. Last Wednesday of the month.

December Monthly report for January 2023 meeting

Cairo Police Department
Town Hall
P.O. Box 728
Cairo N.Y. 12413

Phone (518)622-3120 ext. 117 or 118
Fax (518)622-8418

e-mail Cairopolice@townofcairo.com
Cell (518)-965-5553

From: Sergeant Busch #110
Town of Cairo Police Department

To: Jason Watts
Town Board Members

Re: Report of activities-Month from **December 1st, 2022 thru December 31st, 2022**

(A) Patrol mileage:

Ford 2016 Explorer	574- 467	Total mi = 71,735
Ford 2018 Explorer	575- 1	Total mi = 99,865
Ford 2021 Explorer	576- 1,989	Total mi = 13,296
Ford 2015 Explorer	577- 73	Total mi = 141,208

Total Miles All= 2,530

(B) Criminal Complaints= 9

TOTAL MANDATED POLICE SJS Incident Reports= **90**

Aid citizens/requests/services= **578**

Total= 668

(C) Total Accident Responses = **21**

(D) Total Number of Arrests = **7**

Felony Charged = **0**

Misdemeanor charged = **7**

Violation charged= **18**

(E) Total Uniform Traffic Tickets Issued= **30**

- **2018 Ford Explorer at Lacy's for new water pump and recall work, all still covered by warranty.**
- **2022 Workplace Violence and Harassment/Discrimination training transcripts turned in.**

Town of Cairo Town & County 2023

Collection Summary

Transactions Posted on 12/22/2022 thru 12/31/2022

District:	Taxes Collected:	Penalty:	Surcharge:	Notice Fee:	Remaining Uncollected:
Town & County 2023	79958.58	0.00	0.00	0.00	8371572.29
Totals:	79958.58	0.00	0.00	0.00	8371572.29

Collection Statistics:

Number of Postings:	50	Cash:	42.50
Percentage Collected:	1%	Check:	36054.40
Number of Adjustments:	0	Other:	43861.68
Number of Voids:	1	Total:	79958.58
Number of Returned Payments:	0	Minus Duplicate/Over Payments:	0.00
Number Refunded Duplicate Pmnts:	0		79958.58
Total Refunded:	0.00	Taxes:	79958.58
Notice Handling Fees Collected:	0.00	Penalty:	0.00
		Surcharge:	0.00
		Ret. Check Fees:	0.00
		Notice Fees:	0.00
		Total:	79958.58
		Minus Direct / Under Payments:	
		0 Direct:	0.00
		0 Under:	0.00
			79958.58

Other Payment Type Breakout:

Online Payment: 21 43861.68

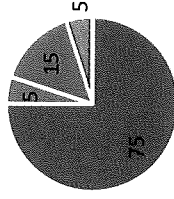
ZONING DEPARTMENT

Report for the Month of December 2022

Item	Tax ID#	Description
Fire/Safety Inspection	100.00-2-13	Fire/Safety Inspection of 2 Apartment buildings @ 4549 & 4557 Route 23
Fire/Safety Inspection	117.04-2-24	Fire/Safety Inspection of a Restaurant/Café at 1507 Hearts Content Rd
Fire/Safety Inspection	101.00-6-20	Re-Inspection of Catskill Wheelhouse at 665 Main Street
Inspection	100.00-2-35	Inspection at 562 Vernal Butler Rd
Site Plan App.	118.00-4-49	County Waste @ 465 Ross Ruland Road Ext. proposing to add a new building.
Subdivision App. (Denied)	85.00-2-36	Subdivision at 47 Conrad Ln Denied due to incomplete survey map.
Violation Remedied	101.05-6-25	505 Main St. Shingles were blowing of roof & littering neighboring properties. Violation of PMC 304.1 (notice given a few months back & repair recently made)
Violation	101.00-5-48	Owner erected a new 40'x80'x20' dome structure w/o PB or Building Dept. approvals. Previous verbal warning ignored.

Zoning Denial & Appeal	101.00-4-26.2	Resurrection Lutheran Church @ 186 Main St. proposing to erect a new sign which is larger than what the Zoning Law allows.
Zoning Appeal	100.00-3-15	Subdivision @14 Gioia Dr denied. Zoning Law "Section V. Lot Size - A. Minimum Lot Sizes" Requires that all new subdivisions in areas not serviced by either municipal water or sewer services, to be two acres minimum.
Foil request		Pertaining to a new gas station at parcel numbers 119.01-20, 26, 27.
Other		See below

APPROX. PERCENT OF TIME SPENT IN EACH AREA



-INSPECTIONS: Typically Approx. 5% to 10%

-APPLICATIONS PROCESSED: Approx. 15% to 20%

-COMPLAINTS & VIOLATIONS: Approx. 5% to 10%

-OTHER Approx. 75%. Zoning Officer duties, Deputy CEO duties, Zoning Clerk duties. Site Plan Review, Subdivision Review, Reading Plans, Investigating complaints, Emails, Phone Calls, Record keeping and Paperwork, FOIL Requests, Court preparation, Legal Research, Correspondences and/or meetings with: Town Attorney, Greene County Real Property Tax Services, NYS Department of State, Surveyors, Engineers, CEO's and ZEO's of other Towns, ETC.