



Minutes

Town of Cairo

Monday July 3rd, 2023

Town Board Meeting @ 7:00pm

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday, July 3rd, 2023, at the Town Hall, Main Street, Cairo, New York. Council Member Cords called the meeting to order @ 7:05pm and asked the attendees to Pledge Allegiance to the Flag.

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

Correspondences:

1. Received a Resignation Letter from the Water/Sewer/Ambulance Clerk.
2. The Dog Control Officer Inspection Report. The Animal Health Inspector found to be satisfactory regarding compliance to NYS. Agriculture & Market requirements.

Resolution No. 2023-142 “Approve Full Time to Part Time Laborer-Pelliccia”

Offered by Supervisor Watts and seconded by Council Member Bogins.

WHEREAS, the Town of Cairo Highway Department has a vacancy and is in need of a part time labor.

WHEREAS, the Town of Cairo Highway Department has hired Mikaela Pelliccia as a full time labor at an hourly rate of \$\$19.35 per hour.

WHEREAS, Mikaela Pelliccia has resigned as a full time laborer and would like to be hired as a part time laborer: Therefore

BE IT RESOLVED that Cairo Town Board of the Town of Cairo does hereby approve switching from full to part time for Mikaela Pelliccia at a pay rate of \$19.35 per hour effective July 1, 2023.

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

Resolution No. 2023-143 “Budget Amendments and Payment of Bills on Abstract #306 for June Payables & Prepaids”

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

WHEREAS, payment of bills should be properly authorize and documented in the minutes; Therefore,

BE IT RESOLVED the Town Board does hereby authorize that Abstract #306 Payables and Prepaids, consisting V3#00419-00520 in the amount of \$250,714.91 is approved for payment;

The total amount to be paid from the:

General Fund - \$ 97,669.91	Hydrant –	\$ -0-
Highway Fund - \$ 43,980.14	Capital Projects -	\$ -0-
Street Lighting - \$ 5,039.06	Sidewalk -	\$ -0-
Sewer Fund - \$ 21,754.92	Trust & Agency -	\$ 1,871.83
Water Fund - \$ 80,399.05	Special Fire -	\$ -0-

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

Resolution No. 2023-144 “Approve Use of Acra Community Center Lawn for Tour the Catskills Cycling Ride Aid Station”

Offered by Supervisor Watts and seconded by Council Member Bogins.

WHEREAS, the organizers of the Tour of the Catskills are having their 16th Annual event which will be a non-competitive bike ride on August 12th, 2023. During this ride, they need a place for the cyclists to stop, rest, hydrate, etc.

BE IT RESOLVED that the Cairo Town Board does hereby approved the use of Acra Community Center lawn to use as a rest stop for the Annual Tour of the Catskills event.

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

Resolution No. 2023-145 “Receipt of Monthly Supervisor’s Report”

Offered by Council 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 copy filed in the office of the Town Clerk: Therefore,

BE IT RESOLVED, the Town Board Members accept the monthly Supervisor’s Report for June 2023.

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

Resolution No. 2023-146” Extending the Town of Cairo Sewer District under Town Law Article 12”

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

WHEREAS, the Town of Cairo owns, operates and maintains a wastewater system consisting of a conveyance system and a treatment plant; and

WHEREAS, a Map Plan and Report by an Engineer licensed in the State of New York describing the boundaries of the proposed Sewer District Extension, a general plan of improvement and description of facilities, the maximum amount to be expended, regulatory review requirements, the cost of hook-up fees if any, the cost to the typical property, and method of financing the project, and a statement of benefit assessment was prepared; and

WHEREAS, the Town Board accepted the Map Plan and Report prepared by Delaware Engineering, DPC and dated May 17, 2024 as having been prepared in conformance with Section 192 of Town Law Article 12; and

WHEREAS, a copy of the Map Plan and Report was made available for public inspection at the office of the Town Clerk in Cairo Town Hall, Main Street, Cairo, New York during regular Town Hall business hours upon acceptance by the Town Board and also on the Town’s website; and

WHEREAS, a Public Hearing on the proposal to establish Sewer District Extension was conducted on, June 5, 2023 at 7:00 PM at Cairo Town Hall, Main Street, Cairo, New York with all persons desiring to be heard on the subject of the proposed Sewer District Extension having been heard upon due posting and publication as required by Article 12 of the Town Law; and

WHEREAS, the Town Board has given due deliberation to the hearing and the testimony and allegations presented concerning the same; and

WHEREAS, a Negative Declaration under SEQRA was issued on June 15, 2023 for this action;

NOW THEREFORE, BE IT RESOLVED,

1. The Town of Cairo finds:

a. The notice of public hearing was published and posted as required by law, and is otherwise sufficient;

- b. The petition is signed and is sufficient as required by law;
- c. All the property and owners within the proposed district extension are benefited thereby;
- d. All property and property owners benefited are included within the limits of the proposed extension; and
- e. The Sewer District Extension is in the public interest.

2. The Town of Cairo approves the Sewer District Extension as described in Attachment A.

3. The Town Clerk shall file a certificate stating such fact in the office of the Greene County Clerk and Office of the Department of Audit and Control in Albany, New York

4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Jason Watts, Supervisor

MaryJo Cords, Deputy Supervisor

Michael Flaherty, Member

Debra Bogins, Member

Timothy Powers, Member

The foregoing resolution was thereupon declared duly adopted.

Dated: July 3, 2023

I hereby certify that this resolution was adopted on July 3, 2023 and is recorded in the Meeting Minutes of the Town of Cairo Town Board.

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

Resolution No. 2023-147- “Extending the Town of Cairo Water District under Town Law Article 12”

Offered by Supervisor Watts and seconded by Council Member Powers.

WHEREAS, the Town of Cairo owns, operates and maintains a water system consisting of distribution piping, source wells and a treatment plant; and

WHEREAS, a Map Plan and Report by an Engineer licensed in the State of New York describing the boundaries of the proposed Water District Extension, a general plan of improvement and description of facilities, the maximum amount to be expended, regulatory review requirements, the cost of hook-up fees if any, the cost to the typical property, and method of financing the project, and a statement of benefit assessment was prepared; and

WHEREAS, the Town Board accepted the Map Plan and Report prepared by Delaware Engineering, DPC and dated May 17, 2023 as having been prepared in conformance with Section 192 of Town Law Article 12; and

WHEREAS, a copy of the Map Plan and Report was made available for public inspection at the office of the Town Clerk in Cairo Town Hall, Main Street, Cairo, New York during regular Town Hall business hours upon acceptance by the Town Board and also on the town’s website; and

WHEREAS, a Public Hearing on the proposal to establish Water District Extension was conducted on, June 5, 2023 at 7:00 PM at Cairo Town Hall, Main Street, Cairo, New York with all persons desiring to be heard on the subject of the proposed Water District Extension having been heard upon due posting and publication as required by Article 12 of the Town Law; and

WHEREAS, the Town Board has given due deliberation to the hearing and the testimony and allegations presented concerning the same; and

WHEREAS, a Negative Declaration under SEQR was issued on June 15, 2023 for this action;

NOW THEREFORE BE IT RESOLVED,

1. The Town of Cairo finds:

a. The notice of public hearing was published and posted as required by law, and is otherwise sufficient;

b. The petition is signed and is sufficient as required by law;

- c. All the property and owners within the proposed district extension are benefited thereby;
- 2. The Town of Cairo approves the Water District Extension as described in Attachment A.
- 3. The Town Clerk shall file a certificate stating such fact in the office of the Greene County Clerk and Office of the Department of Audit and Control in Albany, New York
- 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Jason Watts, Supervisor
 MaryJo Cords, Deputy Supervisor
 Michael Flaherty, Member
 Debra Bogins, Member
 Timothy Powers, Member

The foregoing resolution was thereupon declared duly adopted.

Dated: July 3, 2023

I hereby certify that this resolution was adopted on July 3, 2023 and is recorded in the Meeting Minutes of the Town of Cairo Town Board.

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

Article A Tax Parcel	Owner of Record	Approx. Acreage	Property Class	Roll Section
101.00-2-37.1	Mahwah Partners, LLC	54.2	330 – Vacant Land in Commercial Areas	1
101.00-2-13.2	Patricia Schneider	17.2	465 – Professional Building	1
101.00-2-12	812 Enterprises, LLC	22.5	322 – Residential Vacant Land >10 ac.	1
101.00-2-38	Mahwah Partners, LLC	6.93	323 – Rural Vacant Land	1
101.00-4-26.2	Resurrection Lutheran Church	9.77	620 – Religious	8

Resolution No. 2023-148“Approve Hiring Part Time Time Zoning/Code Compliance”

Offered by Supervisor Watts and seconded by Council Member Powers.

WHEREAS, the Town of Cairo has a vacancy and is in need of a Part Time Zoning/Code Compliance Offer.

WHEREAS, the town of Cairo received one employment application for the position: Christine Julig. Therefore;

BE IT RESOLVED that the Town Board does hereby approve the hiring of Christine Julig at \$23.00 per hour, not to exceed 20 per hours per pay period, effective July 5, 2023.

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

Resolution No. 2023-149“Authorize Salary Increase for Bookkeeper”

Offered by Supervisor Watts and seconded by Council Member Cords.

WHEREAS, the salary set for a new Bookkeeper position was agreed to start at \$21.20 and increase every six months based on job performance up to the previous bookkeepers salary.

WHEREAS, the previous bookkeepers regular pay rate was \$26.44 per hour.

BE IT RESOLVED, that the Town Board does hereby increase Johanna Halvorsen’s regular pay rate by \$3.00 per hour (\$29.44/hr) effective July 5, 2023 Furthermore,

BE IT RESOLVED, that the Town Board does hereby increase Kimberly Weiss’ Special pay rate by \$3.00 per hour (\$29.44) when performing work as the backup bookkeeper effective July 5, 2023.

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

Resolution No. 2023-150 Authorize Salary Increase for Town Employees

TABLED

WHEREAS, there is a need to retain qualified department clerks and building/ground personnel.

WHEREAS, the salary/hourly rate currently being offered for Department Clerks and grounds employees are insufficient to retain and/or hire interested candidates when vacancies are available.

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rates for the following supervisory employees by \$2 per hour effective July 3, 2023:

Janice Hull from \$27.47 to \$29.47 per hour

Hunter Sprague from \$20.96 to \$22.96 per; Furthermore,

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rates for the following non-supervisory employees effective July 3rd, 2023:

Michele Hobart from \$14.42 to \$17.26 per hour

Kathy Rockefeller from \$16.26 to \$17.26 per hour

Kacie Munster from \$16.26 to \$17.26 per hour

Kimberly Weiss from \$16.26 to \$17.26 per hour

Carol McBride from \$16.57 to \$17.57 per hour

Paul MacNiven from \$18.91 to \$19.91 per hour

Resolution No. 2023-151 Authorize Salary Increase for Code Enforcement Officer

TABLED

WHEREAS, there is a need to retain qualified Code Enforcement Officer/ Department Supervisor position with Experience, commitment, education, strong public relation skills, origination, efficiency, flexibility (on call 24 hours a day), Uniform Building and Fire Prevention Codes, Executive Laws, Zoning and Planning Laws, Town Regulations and Laws, State Laws, Public Safety, Knowledge of legal procedures and how to create legal documents as well as official documents, creating reports, creating budgets, leadership, Office procedures and the responsibility and knowledge of all other staff within the Department and those duties.

WHEREAS, the salary/hourly rate currently being offered for the Code Enforcement position is insufficient for the amount of experience, availability, length of employment (17 years), responsibilities and the job duties compared to other salaries of existing and newly appointed staff.

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rate from \$25.91 to \$30.72 per hour not to exceed 40 hours per week (annual salary from \$53,893 to \$63,893) for Stacy Sprague effective July 3, 2023.

Resolution No. 2023-152 Authorize Salary Increase for Building Inspector

TABLED

WHEREAS, there is a need to retain qualified building inspector with a knowledge and experience (17 years) of The Uniform Building and Fire Code, field inspections, plan review and strong public relations.

WHEREAS, the salary/hourly rate currently being offered for Building Departments Building Inspector is insufficient to retain and/or hire interested candidates when vacancies are available.

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rate from \$24.69 to \$27 per hour not to exceed 15 hours per week (annual salary from \$19,259 to \$21,060) for Richard Hilgendorff effective July 3, 2023

WHEREAS, there is a need to retain qualified building inspector with a knowledge and experience (17 years) of The Uniform Building and Fire Code, field inspections, plan review and strong public relations.

WHEREAS, the salary/hourly rate currently being offered for Building Departments Building Inspector is insufficient to retain and/or hire interested candidates when vacancies are available.

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rate from \$24.69 to \$27 per hour not to exceed 15 hours per week (annual salary from \$19,259 to \$21,060) for Richard Hilgendorff effective July 3, 2023

Resolution No. 2023-153” Authorize Salary Increase for Building Department Clerk”

TABLED

WHEREAS, there is a need to retain qualified building department clerk with a demanding work load, retention of procedures, laws, and regulations, strong organizational skills, efficiency and strong public relation skills.

WHEREAS, the salary/hourly rate currently being offered for Building Department Clerk is insufficient to retain and/or hire interested candidates when vacancies are available.

BE IT RESOLVED, that the Town Board does hereby approve the hourly pay rate from \$16.26 to \$19.60 per hour not to exceed 40 hours per week (annual salary from \$33,824 to \$40,750) for Kyrie Fielder effective July 2023.

Resolution No. 2023-154” Authorizing Public Hearing”

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

WHEREAS, the Town of Cairo is proposing a Local Law enacting certain changes to the Town of Cairo Zoning Law dated June 2nd, 2017 to support economic development initiatives; and

WHEREAS, the Town of Cairo is proposing boundary changes to the Commercial/Industrial District map; and

WHEREAS, a Public Hearing is necessary prior to the adoption of any Law; Therefore;

BE IT RESOLVED, that on July 19th, 2023 at 7:00 pm, at the Cairo Town Hall, the Cairo Town Board shall hold a Public Hearing to enact the local law.

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

Resolution No. 2023-155” Authorize Highway Superintendent to Purchase Equipment at State Auction”

Offered by Council Member Bogins and Council Member Cords.

WHEREAS, the Highway Department is need of various replacement pieces of equipment and vehicles and there is approximately \$100,000 remaining in the Highway equipment budget line, and

WHEREAS, the NYS OGS will be conducting an auction with many of the needed used items in the near future. Since the items to be purchased are used, the town procurement policy allows such purchases without bidding. Therefore,

BE IT RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to purchase at the NYS OGS auction one or more of the following items: tow behind brush chipper, blacktop roller, bucket truck, two (2) one-ton pickup trucks, plow trucks, Tandem dump truck, two (2) single axle dump trucks and two (2) single axle non-CDL dump trucks and be it further

BE IT RESOLVED, that the total amount to be spent for all the items together shall not exceed \$100,000.

WHEREAS, the Highway Department is need of various replacement pieces of equipment and vehicles and there is approximately \$100,000 remaining in the Highway equipment budget line, and

WHEREAS, the NYS OGS will be conducting an auction with many of the needed used items in the near future. Since the items to be purchased are used, the town procurement policy allows such purchases without bidding. Therefore,

BE IT RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to purchase at the NYS OGS auction one or more of the following items: tow behind brush chipper, blacktop roller, bucket truck, two (2) one-ton pickup trucks, plow trucks, Tandem dump truck, two (2) single axle dump trucks and two (2) single axle non-CDL dump trucks and be it further

BE IT RESOLVED, that the total amount to be spent for all the items together shall not exceed \$100,000.

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

Resolution No. 2023-156-“Appoint Ambulance Administrator”

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

WHEREAS, there is a current vacancy for an Ambulance Administrator and the Town of Cairo has received 3 employment applications for the position Stanley Dushane Jr., John Holt and Stacy-White)

BE IT RESOLVED, that the Town Board does hereby appoint Stanley Dushane Jr. as the Ambulance Administrator at a yearly stipend of \$15,000 payable in equal installments to their regular, bi-weekly paycheck effective July 10th, 2023.

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

Adjourn Town Board Meeting @ 7:55PM

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

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

Respectfully Submitted

Kathy Rockefeller
Deputy Clerk

