



Minutes

Town of Cairo

Town Board Work Session

Wednesday May 19th, 2021

DRAFT

The Town Board of the Town of Cairo met for a work session meeting on Wednesday May 19th, 2021 at the Town Hall, Main Street, Cairo, New York.

Supervisor Coyne called the meeting to order at 7:00 PM and then asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Coyne, Council Member Cords, Council Member Kralovich, Council Member Powers & Council Member Watts.

Approval of the Minutes:

March 22nd, 2021; Highway Meeting:

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

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

April 21st, 2021 Workshop: TABLED

Executive Session – Ambulance Clerk Candidate

Old Business:

1. Senior Center Update
 - a. Council Member Cords and Dottie True went to take a look at Catskill, Coxsackie & Athens, all are very impressive and gained some ideas for our own Senior Center. The Athens Center provides meals for the Athens, Coxsackie & Catskill Seniors, there kitchen is very large what our center would need; walk in cooler/freezer. The Acra Senior Center provide enough seniors that it is recommended from Cords that we should have a larger size kitchen. Will keep the board updated with other ideas and thoughts.

2. Small Parcels in Sewer District
 - a. Had the water/sewer dept. & building dept. work together to decide whether or not some small parcels in town were buildable or not. 31 accounts that are charged full EDU's that has nothing connected to the EDU system. Lots that are not buildable are still entitled to EDUs, but only half EDUs. The dept. cannot determine if any or all lots can be buildable or not, but are willing to answer any other question regarding these parcels. The board will have to discuss & decide which ones will be only paying half an EDU, if any.
3. Unsafe Buildings
 - a. 741 Joel Austin Road
 - i. Unfit for human occupancy/structure has been vacant/unsightly & unattractive nuisance/structural deterioration holes in side or building
 - ii. Structures are showing deterioration & becoming very dilapidated/window are broken or open/window shutter are falling off
 - iii. Part of the structure has collapsed on rear of building/rotted roof & possibly risk of collapse in part of structure
 - b. 5683 NYS Route 23
 - i. Single family dwelling with a detached garage for which the owner constructed a two story addition & renovated the garage without obtaining a permit. Owner received an order to stop work in 2012, since then owner never filed for permit to complete project.
 - ii. Vacant for year, no maintenance to structure, showing signs of deterioration & owners never obtained permit, an engineer or demolishing structure.
 - c. 412 Edison Timmerman Road
 - i. Has 2 dwellings on it, primary structure is a 3 bedroom, 3 bath Cape Cod single family dwelling constructed in 2003. Secondary structure is an older manufactured home for storage with additions that were to be removed. Additions were never removed and manufactured home is deteriorating along with no maintenance being done. All building are showing signs of deterioration and neglect, doors falling off and showing detonating.
 - d. 658 County Route 20
 - i. Commercial property known as the Sunside Inn located at the corner of County Route 20 & Edison Timmerman. Showing signs of deterioration and structures have begun to collapse. Windows on 2nd story are open & left to the weather & rodents. Exterior hasn't been maintained, overgrown with rush, weeds & vines.
4. Library
 - a. Council Member Powers would like the quarterly report from the Library. Supervisor Coyne pointed that they will be meeting with them before the June Workshop.
5. Water/Sewer Billing
 - a. Cords bring up a homeowner who had a leak in the home somewhere in March and was unaware of while no one has been living in the home. When they received their water bill it was 400 dollars and when they received their sewer bill it was 600 dollars. The homeowners are asking for some relief on these bills due to some complications and a death in the family. The home was vacated in the August of 2020. Will only make the home owner pay the minimum on both bills, which is 70 for the water bill and 64 for the sewer bill.

6. Fireworks
 - a. Going forward with the fireworks for the 4th of July. Will contact the vendor and get a contract to sign.
7. Court Room A/C
 - a. Mike Hamor has come down to discuss options for upgrading the system. Trojan Energy out of Troy, NY, is who he has talked about, they took a look at the boilers at the Town and the company addressed the size of the space that the boiler were in. There's minimal room that actually requires engineering to find something that can be finagled in there to be readjusted for the fittings to go into the system itself and the duct work which will take a little bit of work. This company supplies equipment and also works with a company called 'Camkito', Peter Camkito, who actually does the work and installs. He's a professional licensed engineer, he can do the engineering for free for the Town, but Mike doesn't want to have Peter come down and take a look and then find out that this project would need to be sent & bided for the final project to take place. Both company are on the NYS Vendor ID list, the Town can contact them through the website and work with them this way or emergency state contract, which is something that is basically an emergency and needs to be done ASAP. The boiler and A/C may both fall under the second situation due to the severity of the heat. The board would like the gentleman to come down & check the unit and take care of the issue. The financing can be done the same way the lighting project is being taken care of, also check into any rebates for both.
 - b. Mike also mentions that right now the state is covering 90% of the cost for any car charging stations. Contractor would come down and give the town any information that they would need to start this project and put us in the right direction.
8. Town Clean Up Day
 - a. Art Evans, Highway Superintendent, said the turnout was great and it worked well. Had seven 50 yard dumpster with trash along with two 40 yard of scrap metal and one 30 yard with just tires, very successful and the highway dept. was very helpful/friendly.
9. Work Orders
 - a. Powers addresses the hold up of some work orders. The one that was being addressed was one that had to do with some trees in the park over the ball field. Was said that they were waiting on the bucket truck(s) to be repaired, the work order should be done either today or tomorrow.

New Business:

1. Court Audit
 - a. Complete by our new accounting firm and it will be sent to the state. Verified 2 months of the deposits, reconciliations, remaining funds, bails funds, justice court fund and pre-numbered checks. Overall a good report. **Resolution No. 2021-128**
2. CDE Electric Estimate – Town Park
 - a. Electrical Panel for the Football Field Light Pole; \$1,230.00. The pole had an issue & will be replaced with the same type of lights to save money for the Town. **Resolution No. 2021-133**
3. Additional Staffing – Buildings, Parks & Grounds
 - a. People are saying that we the Town should have more people down in the park. The Town will have to bring someone back to work on Saturdays in the park soon. So the

board does not see the need to hire another person for the dept., incorporate more of a rotation with the staff. Was also mentioned that if the Town is going to bring someone back on Saturdays in the park to possibly bring back the recycling center since there will a possibility to be staffed along with getting another camera; Powers will get a quote for a camera or two. Due to the lack of responsibility from people on what they are allowed to recycle, mention of also incorporating a fencing around the recycling center so it can be closed during the week to control what goes in and nothing comes out.

4. Healthcare Consortium coming back to the Town Hall
 - a. Coming back to the Town Hall in the Court Room and taking appointments for people who need insurance and will be signed up. Most likely on Thursdays.
5. Planning Board Fee increase to \$50.00
 - a. Increasing Public Hearing Fee from \$30.00 to \$50.00. The total charge was not covering the mailing and the processing for informing people of a PH.
Resolution No. 2021-130
6. Library Sprinkler Inspection Proposal
 - a. It was brought to the Board attention that the Library's Sprinklers System has not been inspected in quite some time. Bob Hempstead would usually inspect it, but was still not qualified. Zoning and Building are not allowed to press the button on the alarm when doing an inspection so they would be valid inspectors. Asking for an annual, semi-annual or quarterly inspection for the library. **Resolution No. 2021-131 - TABLED**
7. Request to use Town park for a Charity Fundraiser
 - a. Eric Morabito is requesting to do a 5K walk in the Park. An annual walk is done to raise money each year for Shiners, Cyprus & Ronald McDonald organized by this gentlemen. He's been doing the 5K for 7 years, would usually walk from Highland to Albany to Springfield to Boston, 250 miles. Wanted to come up with other events that can be done outside of the 250 walk. Conducted multiple 5K around the area and would like to have one here at the park which are private events.
 - b. On June 19th, registration would start @at 10:00AM and the walk would start at 10:30AM. Everyone can start and do it at their own pace, it's not a race. He has filed out the form and is all set. **Resolution No. 2021-132**
 - c. Would also like to talk to the board about rechargeable car stations at some point. He states that he works for the state he is one of the few people that inspects them to make sure they can be used. Will give information to the Marianne for contact.
8. Resolution for Dog Park
 - a. Council Member Cords brought up a resolution that was passed in 2019 about how 2 sheds were going to be built or bought and put in the dog park and addressed how this was not done. The reasoning for this is because this was through the CDF and due to COVID and the price of lumber it currently is not going to happen. Will look into it for future option, but the small pavilion for seating for hopefully a temporary fix.

Resolution No. 2021-128 "Accept Auditor's Report, Justice Court"

Offered by Supervisor Coyne and seconded by Council Member Kralovich.

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 Justice Court's books for the 2020 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 Justice Court.

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

Resolution No. 2021-129 “Change Summer Recreation Coordinator to Summer Camp Director”

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

WHEREAS, by resolution 2021-15 on January 4, 2021, the Cairo Town Board appointed Janet McKeon to a Summer Recreation Coordinator position.

WHEREAS, the Town of Cairo has been informed that the program they administer is actually a summer camp and not a summer recreation program. Therefore;

BE IT RESOLVED, that the Town Board does hereby change the title for Janet McKeon to a Summer Camp Director at a pay rate of \$17.20 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. 2021-130 “Planning Board Fee Change”

Offered by Supervisor Kralovich and seconded by Council Member Watts.

WHEREAS, The Planning Board has determined that the cost of postage has increased and the standing Public Hearing Fee no longer covers the costs.

WHEREAS, the Town of Cairo Planning Board would like to change the Public Hearing fee as indicated below:

Planning Board

Fee Schedule

- a) Special Use/Site Plan Review
- b) Fees based on area disturbed
 - 0-10,000 sq. ft. \$200
 - 10,001 – 20,000 sq. ft. \$500
 - 20,001 – 50,000 sq. ft. \$1,000
 - 50,001 sq. ft. and over \$2,000
 - Parking spot fee \$10 per spot

Sub Divisions

- a) 4 lots or less \$100 plus \$25 per lot
- b) more than 4 lots \$200 plus \$25 per lot

Change of Use Permit \$100

Public Hearing Fees start at ~~\$30~~-\$50

Sign Fee: \$50

Buildings and Code ~ Fee Schedule

Building permits

Residential (including all accessory structures, additions, decks sheds, garage, etc. \$.30 a sq. ft./minimum of \$50

Commercial (including all accessory structures, decks, sheds, garage, etc. \$.50 a sq. ft./minimum of \$150

Renewal Fees

Residential \$50
Commercial \$150

Residential Alterations and Repairs (as follows)

Alteration Level: This would include minor structural repairs, replacement of windows (more than 50%) and doors with no reconfiguration of space or extension of existing systems.
\$50

Alteration Level II and Level III: Reconfiguration of space, addition or elimination of any door or window, reconfiguration of any space, or installment of any additional equipment.
\$50 plus \$.30 per sq. ft.

Commercial Alterations and Repairs (as follows)

Alteration Level: Minor structural repairs, replacement of windows and doors with no reconfiguration of space or extension of existing systems.
\$150 (was \$100)

Alteration Level II and Level III: Reconfiguration of space, addition or elimination of any door or window, reconfiguration of any space, or the installation of any additional equipment.
\$150 (was \$100) plus \$.50 per sq. ft.

General and Miscellaneous Fees

Pools

Residential Pools

\$75 for above ground pool
\$125 for in-ground pool and fencing

Commercial Pools

\$250

Septic

Residential (New Septic System) ~ \$100
(Repair to Existing) ~ \$50
\$50 (was \$30) Existing

Commercial

(New Septic System) ~\$250
(Repair to Existing Septic System) ~ \$150

Sign Permit \$50

Billboard Permit \$250

Fireworks \$100 (unless location on site changes)

Fire Inspection \$100 per Inspection
Maximum two structures per parcel
\$25 for each additional structure
Noncompliance may result in a \$250 fine

Minimum Fee for all permits unless otherwise noted

Residential \$50
Commercial \$150

Fee for Municipal Search \$125

Demo Permits

Residential \$50 (was \$50) fee waived if filed in conjunction with a building permit
Commercial \$150 (was \$100) fee waived if filed

In conjunction with a building permit

Fingerprinting/Volunteer Fingerprinting \$20

Solar Permits

Solar Panels (first 500 sq. ft.) \$.25/sq. ft.
(\$100 minimum)

Solar Panels (after 500 sq. ft.) \$.20/sq. ft.

Windmill Permits

Residential \$50

Hydro Permits

Residential \$50

Commercial \$150

Copies (No charge for Town Laws or Comp. Plan & Minutes) \$.25 page

Return Check Fee \$30

General and Miscellaneous Fees

Beer permit (Applies to Town Property & Not for profit excluded)

Junk Yard/Salvage \$25 per year

FOIL Deposit for Maps \$20

Curb Cut/Driveway Upgrade \$100 for engineering, inspection, repairs & replacement

Board of Appeals Public Hearing Fee \$75

Fencing (when building permit required) \$25

Communication or Broadband Towers

Special Use Permits

Communication or Broadcast Towers (with co-location)

\$3,000 Application Fee and \$1,500 Approval Fee

Communication or Broadcast Towers (without co-location/new towers)

\$5,000 Application Fee and \$2,500 Approval Fee

Recertification Fees for Communication and Broadcast Towers

\$1,500 with co-location \$2,500 without co-location

Site Plan Review

Communication or Broadcast Towers (with co-location)

\$1,000 Application Fee and \$500 Approval Fee

Communication or Broadcast Towers (without co-location/new towers)

\$2,500 Application Fee and \$1,000 Approval Fee

Water District Tapping Fee Schedule

¾" Tap	\$350	3" Tap	\$900
1" Tap	\$400	4" Tap	\$1,050
1 ¼" Tap	\$450	6" Tap	\$1,500
1 ½" Tap	\$500	8" Tap	\$2,250
2" Tap	\$750	Fire Hydrant	\$100

THEREFORE BE IT RESOLVED, the Town Board does hereby approve the new town fee schedule as presented.

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

Resolution No. 2021-131 "Approval of a Fire Sprinkler Inspection Proposal"

ON HOLD PENDING INSURANCE REQUIREMENTS - TABLED

Resolution No. 2021-132 “Authorize Use of Town Park for a 5K”

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

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 Shriners Transportation Fund and the Ronald McDonald House of the Capital Region. Therefore;

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

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

Resolution No. 2021-133 “Authorize CDE to Replace the Electric Panel in the Town Park”

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

WHEREAS, the electric panel located on the Football Field Light Pole has burnt out. Therefore;

BE IT RESOLVED, that the Cairo Town Board hereby approves moving forward with the approval of the estimate provided by CDE Electric to replace the WP Electrical Panel in the amount of \$1,230.00

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

Resolution No. 2021-134 “Authorize Barton & Loguidice to Submit Grant Application”

Offered by Council Member Kralovich and seconded by Supervisor Coyne.

BE IT RESOLVED, the Cairo Town Board does hereby authorize Barton & Loguidice to submit the grant application to Hudson River Valley Greenway for the Mountaineer Rail Trail.

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

Resolution No. 2021-135 “Water and Sewer Penalty Adjustment”

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

WHEREAS, it is necessary for the Water and Sewer billing and penalty adjustments be authorized by the Town Board and documented in the minutes; therefore, be it;

RESOLVED, that the Town Board accepts the adjustment to the Sewer billing for Account #0830. The May 4, 2021 Sewer billing should be adjusted to the minimum at \$64.00.

BE IT FURTHER RESOLVED that the Town Board accepts the adjustment to the Water penalty billing for Account #0830. The April 1, 2021 bill should be adjusted to the minimum at \$70.00. The penalty will be disregarded.

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

Enter Executive Session @ 8:16PM

Offered by Council Member Powers 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.

Exit Executive Session @ 8:57 PM

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

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 @ 8:58 PM

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

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