



TOWN OF CAIRO

GENERAL/REGULAR MEETING AGENDA

July 25, 2012 @ 7PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Presentations

Comments

Approval of Minutes: July 2, 2012 & July 11, 2012

Reports

- | | | |
|--------------------------|-------------------------------|------------|
| - Supervisor | - Ambulance | -Reservoir |
| - Highway Superintendent | - Planning Board | |
| - Library | - Police Department | |
| - Assessor | - Building & Code Enforcement | |
| - Water & Sewer | - Other Department(s) | |

Appointments & Resolutions

Unfinished Business

- Reservoir
- Wastewater management
- Salvage Yards

New Business

- Catskills Cycling Race 2012
- Application for Junk & Salvage Yard License
- Meadowfields Apts Variance Request
- Schedule Budget Sessions

Adjournment



Minutes

Town of Cairo Town Board Work Session @4pm Location: Town Hall Meeting Room

July 11, 2012

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, July 11, 2012 at the Town Hall, Main Street, Cairo, New York.

Supervisor Ted Banta called the meeting to order at 4:00 PM and then asked the attendees to Pledge Allegiance to the Flag with all Board members present.

A motion was made by Councilperson Puorro and seconded by Councilperson Joyce to accept the Town Board monthly meeting minutes dated June 27, 2012.

All members in favor – motion carried.

A motion was made by Councilperson Ostrander and seconded by Councilperson Puorro to accept the “A Moratorium Local Law Regarding Conversion of Resorts or Motels to Other Uses“ public hearing minutes dated June 27, 2012.

All members in favor – motion carried.

Alan Tavenner from Delaware Engineering updated the Town Board on the current Sewer District contracts. In addition to the contracts, 250 septic tanks need to be pumped out & upgraded with two clean outs per tank. Discussion followed as to whether this work can be done in house. Joe Myers and Alan Tavenner will meet to discuss the particulars and report back to the Town Board.

Resolution No. 173 – 12 “Authorization for Deputy Highway Superintendent to Attend the State Comptroller’s Accounting School”

Councilperson Ostrander offered the following resolution and moved its adoption:

WHEREAS, it has been recommended by the NYS Comptroller’s Office in their visit this

June & July 2012 that we provide for accounting education to enhance and improve our fiscal measures and procedures; therefore, be it,

RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Deputy Highway Superintendent to attend the State Comptroller's Basic Accounting School and the Advanced Accounting School in 2012;

BE IT FURTHER RESOLVED, that all expenses will be reimbursed according to the Town of Cairo Travel Policy.

Councilperson Joyce seconded the motion.

All members in favor – motion carried.

Brief discussion followed regarding the adoption of the updated Employee Handbook. The Town Board agreed that this should be revisited each year for updates.

Resolution 174 -12 “Adoption of Revised/Updated Employee Handbook”

Supervisor Banta offered the following resolution and moved its adoption:

WHEREAS, the Town of Cairo Employee Handbook was originally adopted on February 14, 2001; and,

WHEREAS, the Town Board of the Town of Cairo commenced a review and revision of the Town of Cairo Employee Handbook in 2011; and

WHEREAS, the Town's Labor Attorneys-the Law Firm of Roemer, Wallens, Gold, & Mineaux, LLP has provided a final draft of the revised Employee Handbook submitted June 13, 2012 after a series of meetings, discussions, and revisions; therefore be it,

RESOLVED, that the Town Board of the Town of Cairo does hereby accept and adopt the final version of the Town of Cairo Employee Handbook this date of July 11, 2012.

Councilperson Ostrander seconded the motion.

All members in favor – motion carried

Supervisor Banta spoke about the reservoir. It was decided that Supervisor Banta and Parks, Buildings and Grounds Director Robert Hempstead will visit and evaluate the site.

Supervisor Banta stated that he updated Code Enforcement Officer Stacy Sprague on the July 2, 2012 junk/salvage meeting. The Main Street property has **not** been declared unsafe. Stacey Sprague submitted a timeline for code violation enforcement. The board will review the timeline.

The Greene County Youth Fair Committee requested the Town to supply garbage removal as we have done in the past and they also were inquiring as to who will be liable in compensating the police and ambulance personnel during the fair.

The next zoning draft review meeting will be August 6, 2012 at 4:00pm.

The Town Board will meet on July 23, 2012 at 3:30pm to visit the junk/salvage yards established in the Town of Cairo.

A letter was submitted from the Greene County Volunteer Fireman's Association requesting permission to put a clothing bin at the recycling center. Supervisor Banta and Parks Director Robert Hempstead will have further discussion and make a decision.

Resolution No. 175 -12 "Board to Move into Executive Session" offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby move into Executive Session at 4:45 PM to discuss medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation within the Town of Cairo.

All members in favor – motion carried.

Resolution No. 176 -12 "Board to exit Executive Session" offered by Councilperson Suttmeier and seconded by Councilperson Puorro:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby exit Executive Session at 5:00 PM.

All members in favor – motion carried.

Motion was made by Councilperson Ostrander and seconded by Councilperson Puorro to adjourn the meeting at 5:05PM.

Respectfully submitted,

Debra Sommer
Deputy Cairo Town Clerk



TOWN OF CAIRO

SUPERVISOR'S REPORT

July 25, 2012 @ 7PM

Location: Town Hall of Cairo, Meeting Room

Notification of Meeting:

- Town Clerk's Board
- Front & Rear doors of Town Hall; Meeting Room Door
- Outdoor Bulletin Board
- Town Website
- Town Email Sent
- Daily Mail Calendar

Monthly Financial Report: June 2012

Zoning:

- Zoning Meetings to date:
 - o April 11th @ 3pm
 - o April 30th @ 5pm
 - o May 21st @ 4:30pm
 - o June 11th @ 4:30pm
 - o July 9th @ 5:00pm
- Next meeting is scheduled for 8/6/12 @ 4:00pm

Ethics Board of Review:

- First meeting held on May 29th at 10am at Town Hall in the Meeting Room.
- Next meeting scheduled for July 26th at 2pm

Employee Meetings Held to date:

- February 3, 2012
- March 9, 2012
- April 13, 2012
- May 24, 2012
- June 28, 2012
- Next meeting to be held July 26th at 10:30am

Greene County Youth Fair:

- Dan J. & I attended the opening ceremony on Thursday 7/19 at 9:30am
- The Fair recognized the Town Board and Robert H. with certificates
- Multiple articles in the Daily Mail
- Police & Ambulance Groups provided assistance, coverage, & personnel
- Great degree of cooperation with the Town, Fair, & County

Greene County Probation Department:

- Robert H. & Doug O.

Reservoir:

- Neil Schoenfeld will coordinate with volunteers to maintain & offer programs, and provide assistance.
- Lew O'Connor preparing information on reservoir.
- Town Board members & Director of PBGs visited the Reservoir Monday, July 23rd

Purchasing Policy:

- Will update according to Comptroller's recommendations
- Will update to clarify and provide detailed instructions

Disaster/Emergency Plan Policy:

- IT recovery plan current and in place but Emergency/Disaster Plan is outdated

Soccer Fields:

- Don Gibson suggested that the Town renew its interest in establishing a Cairo Youth Soccer Field.
- This is an item for a Grant Search.

Special Games:

- Contacts: Linda Wistar, Cairo Durham Special Ed, Jimmy Miller
- When & Where: Apple Harvest Festival

Meeting with Junkyard & Salvage Yard Owners:

- July 2nd at 4:30pm
- Town Board toured Yards July 23rd at 3:30pm

Renovation of Town Hall:

- Augie Freemann offered to provide a preliminary design to assist in our renovation of the Library section at no cost.

Ambulance Financing Options:

- Have two options, requested option from Bank of Greene County.

Library BAN:

- Tara R. and I at the direction of counsel: Bond Attorney & Attorney for the Town executed a BAN payoff and loan on 7/13/12 meeting necessary deadlines.
- Bond Counsel correspondence attached

TOWN OF CAIRO BOARD MEETING

ASSESSOR'S MONTHLY REPORT

July 25, 2012

BUSINESS: 16 transfers for month of June

NEW BUSINESS:

CLOSING

Janice Hull

Sole Assessor



J MYERS WATER SERVICE, INC.

7974 Main Street, PO Box 214
Hunter, New York 12442

July 25, 2012

Ted Banta, Supervisor
Town of Cairo
PO Box 728
Cairo, New York 12413

Re: Sewer Dept. Monthly Report for June, 2012

The following report cover's facility operations of the Waste Water Treatment Plant (WWTP) and collection system servicing the Town of Cairo.

WWTP

Flow, monthly average:

June 38,000gpd

Biosolids:

June 4000 gals. WWTP Sludge

Compliance:

Compliance was met for the month of June.

Comments:

The new filters went on-line on 7/22/09 and are performing well.

Working with Delaware Engineering on up-grade topics for WWTP.
Contractor is working on new wet well. Getting ready to mount new pump station.

Still need to firm up repair schedule with Milton Cat for damage sustained to generator that services the Snyder Lane pump station from hurricane Irene. FEMA working with B. Hempstead to resolve the Snyder La. Issue.

Collection System

PS-1, Cumberland Farms

All conditions normal

PS-2, Schindler's Garage

All conditions normal

PS-3, Snyder La

All conditions normal

Generator off line for repairs.

PS-4, 23 over-pass

All conditions normal

PS-5, Cairo Collision

All conditions normal.

PS-6, Jerome Rd

All conditions normal

PS-7, Dunkin Donuts

Replaced control panel and 1 pump.

Septic Tank(s)

Conditions normal.

Replaced lids at 552 Main St.

Please call me with any concerns or questions,

Joe Myers, cell 528-8842

**Town of Cairo
Ambulance Service**

PO Box 728
512 Main Street
Cairo, NY 12413
518-622-2357

**Monthly Report
July 25, 2012**

Total Calls for June..... 95
Total Transported Calls.....61
Total Non- transported calls.....34

Total Amount Billed____ \$ 52,230

Miscellaneous items:

1. This would be a good time of year to replace the septic tank
2. Need to transfer cell phones to mobile internet service to enable access into EMS database.
3. Need to make a decision in regard to ambulance financing.



**TOWN OF CAIRO
BUILDING & CODE ENFORCEMENT**

**Monthly Report
June 25, 2012 – July 24, 2012**

(10) Building permits

**(52) Inspections performed on current projects and or
violations**

(04) Certificate of Occupancy

(05) Certificate of Compliance

(29) Complaints And Or Violations:

(09) Property Maintenance Complaints

(15) Building Complaints

(01) Site Plan

(04) Violations Pending Court

**16 RailRoad Ave., P.O. Box 728
Cairo, New York, 12413**

**Phone (518) 622-9894
Hours Mon-Thur. 10-3, Fri. 10-2**

**Highway
Parks, Buildings, and Grounds
Report
July 25, 2012**

1. On July 24, 2012 we completed our exit interview with FEMA. The total amount awarded to the Town of Cairo is \$737,774.28. This includes small and large projects. The monies to be received are reimbursable expenditures from the labor, materials, equipment, contracts, and administration fees.
2. I would like the board to make a resolution for the highway department to put out to bid the engineering services with regards to the Harold Myers and Sandy Plains culvert replacements.
3. We will need resolution to request bids for the purchase of two F550's regular cab and chassis with a diesel motor and one F350 pick-up truck with a diesel motor.
4. Road side mowing is on the third pass of this season.
5. The crew s are out repairing pot holes on various roads within the town.
6. We have assisted the water department with breaks, seasonal turn ons, and building maintenance.
7. The culvert maintenance program is ongoing.
8. Crews have been hauling sand and mixing with salt in preparation for winter.
9. Assisted various towns with men/equipment for new surface treatments.
10. Our sign maintenance crew is out repairing/replacing road and warning signs.
11. I have been out assessing our town roads. At the August work session, we will be looking for a resolution to bid out the paving for 2012.
12. The gradall crew has been out repairing drainage.
13. Ongoing road side clean up.
14. The new playground and the three bears picnic areas has been completed with a July 4th ribbon cutting ceremony.
15. Necessary maintenance and electrical repairs were completed at the park in preparation of the Greene County Youth Fair.
16. Three bays at the annex garage have been cleaned out, the fourth bay which has been organized currently contains water department inventory. We are in the process of installing new metal secured garage doors in preparation of the police department's

move in two weeks. The water department's inventory will be relocated at the highway complex.

17. We had a cleaning crew in the new library to facilitate the July 16th grand opening and initiated the daily operational cleaning.
18. The dog shelter is now in compliance with Ag and Markets.
19. We are assessing and preparing our snow and ice equipment and needs.
20. We are evaluating the needs for electrical upgrades at the highway complex.
21. We revisited the nature center to discuss the possibility of reopening the park.
22. Met with the New York State corrections department at the Acra Community Center, Annex, Building Complex and Town Park Pavilion to schedule inmate work release program. On August 6, 2012 the Pavilion will be painted.
23. We will be working with Greene County Soil and Water at the Bowery Creek with funds that have been appropriated from the Greene County Legislatures.

Town Board Meeting – July 25, 2012

Submitted by Kathy Jurgens – Administrator

Water -

July water billing completed and mailed to customers on July 3rd. Resolution submitted. A 4” water line tap is scheduled for Friday, July 27th by Glen Davis at the new strip mall located in the new Hannaford Plaza. Original plans were to connect into a supposedly 6” hydrant valve at location, but it was found to be a line valve, resulting in a new tap to be made on the 12” main transmission line. Contractor is Chip Knonau Construction working for Mr. Slater. Cost to be borne by the customer.

Sewer -

We are continuing to address the issue of pumping septic tanks. We have a serious issue regarding grease bleed through at the Smart Shop. Letter will be mailed to customer that their maintenance of grease trap is not acceptable. Another pump was burned out and power had been shut off at box by unknown person, resulting in Joe Myers being called there to investigate problem. I will be adding the maintenance fee to their August Sewer Use bill.

The drilling of the well at the WWTP is expected to start the first week of August. Please see the report from Joe Myers regarding the WWTP.

Cairo Police Department
Town Hall
P.O. Box 728
Cairo, New York 12413

Phones (518)-622-2324
Fax (518)-622-8418

e-mail cairopd@mhccable.com
Cell (518) -965-1180

July 25th, 2012

From: Chief Christopher J. Sprague
Town of Cairo Police Department

To: Ted Banta, Supervisor
Town Board Members

Re: Report of Activities – Month of June 2012 / July 2012

(A) Patrol Mileage:	Patrol	574-	1697
	Vehicle	575-	780
		576-	762
		577-	301
		578-	0
	Total Miles		3540

(B)	Criminal Incidents	107
	Non-Criminal	86
	Unclassified	7
	Dog / Animal Complaints	24
	Code Violations	3 Code Violations Pending Court Action

Total Complaints 211

(C)	Accident Investigations	11	Total
(D)	Parking Summons	3	Issued
(E)	Arrests	21	with 25 Charges
(F)	Vehicle & Traffic	48	Traffic Summons issued

TOWN OF CAIRO

July 25, 2012

RESOLUTION NO. _____

“Receipt of Monthly Supervisor’s Report”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, it has been recommended by the NYS Comptroller’s Office in the Town of Cairo Report of Examination 2008M-175, that the Supervisor should present a Monthly Report to the Board Members consisting of cash receipts, cash disbursements, and a budget versus actual report for expenses and revenues, and it be documented in the minutes; therefore, be it,

RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for July, 2012.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

July 25, 2012

RESOLUTION NO. _____

“Set Dollar Minimum for Capitalization of Assets”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the Town of Cairo’s inventory of capital assets (tangible or intangible with a useful live of more than one year) represent its most significant investment of municipal resources; and

WHEREAS, the Town Board should make a determination of what represents significant value and a dollar minimum should be established for capitalization of assets so that insignificant items are not counted and recorded on the books; and

WHEREAS, the accountants for the Town of Cairo have suggested an amount of \$2,500.00; therefore be it

RESOLVED, the Town Board does hereby set \$2,500.00 as the dollar threshold for the capitalization of assets for the Town of Cairo.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

July 25, 2012

RESOLUTION NO. _____

**“Authorization for Highway Superintendent Robert F. Hempstead
To Request Bids For Engineering Services in connection with Harold Myers and
Sandy Plains Culvert Replacement.”**

COUNCILPERSON _____ OFFERED THE FOLLOWING RESOLUTION
AND MOVED ITS ADOPTION:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize
the Highway Superintendent Robert F. Hempstead to Request Bids For
Engineering Services in connection with Harold Myers and Sandy Plains Culvert
Replacement.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ ABSTAIN _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

July 25, 2012

RESOLUTION NO. _____

“Authorization for Highway Superintendent Robert F. Hempstead

To Request Bids For Two F550XL Regular Cab and Chassis Trucks with a Diesel Motor and One F350XL Pick-Up Truck With A Diesel Motor”

COUNCILPERSON _____ OFFERED THE FOLLOWING RESOLUTION
AND MOVED ITS ADOPTION:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize
the Highway Superintendent Robert F. Hempstead to Request Bids For Two
F550XL Regular Cab and Chassis Trucks with a Diesel Motor and One F350XL Pick-
Up Truck With A Diesel Motor

SECONDED BY COUNCILPERSON _____

COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ ABSTAIN _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

July 25, 2012

RESOLUTION NO. _____

“Code Enforcement Policy & Procedure”

Councilperson _____ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby adopt the following Code Enforcement Policy & Procedure :

TOWN OF CAIRO
TIMELINE FOR CODE ENFORCEMENT BENCHMARKS AND ACTIONS
JULY 25, 2012

Day 1: visit property/witness violation/discuss remedy with owner

Day 15: Send Notice of Apparent Violation and Request to Remedy

Day 45: Send Notice of Violation and Order to Remedy

Day 60: Refer matter to Town Board for review/authorization to proceed, with notice to landowner of opportunity to attend/be heard at next TB regular or workshop mtg.

Serve Appearance ticket, Summons, etc. immediately following Town Board authorization

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON PUORRO	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

MEMORANDUM

DELAWARE ENGINEERING, P.C.
28 Madison Avenue Extension
Albany, New York 12203
Phone: (518) 452-1290
Fax: (518) 452-1335

TO: TED BANTA, CAIRO TOWN SUPERVISOR
FROM: ALAN TAVENNER, P.E.
COPY: JOE MYERS
DATE: JUNE 27, 2012
RE: CAIRO WASTEWATER SEPTIC TANKS

The NYSDEC in the course of its 2012 annual inspection noted that the Town has not kept up with pumping septic tanks and has directed the Town to essentially catch-up on this maintenance work. Unlike most other systems, in Cairo septic tanks are installed at each home and it is the Districts' responsibility to pump out those tanks on some reasonable schedule as a part of its maintenance program. Progress has been made on this in the past few years but there remains a significant backlog of tanks which have never been pumped.

The cost to pump all these tanks is estimated to be \$72,900 and is neither in the budget nor available from reserve funds. To address this request we have suggested three steps below:

1. Establish a schedule and keep it so as to give DEC some confidence that the Town is going to get on schedule and stay there;
2. Schedule a catch-up period of 3-5 years over which the tanks can be pumped, starting with the high usage services that most need pumping; and
3. Consider making improvements to the individual tanks under the on-going CWSRF project to reduce long-term costs.

DEC could try to insist as per their letter to the Town that all tanks be pumped this year. If the priority tanks are pumped and we set out and maintain the schedule we propose then DEC will likely accept this approach. Regardless of the reasons the moratorium on new sewer connections was put in place, until tanks are on a regular schedule this will be used as a reason why the moratorium must remain in place. The only way to remove this issue entirely would be to move up the schedule and clean the tanks this year and next, funding the work through internal or external borrowing over the next 3-5 years.

BACKGROUND

The Cairo Sewer District serves approximately 280 homes and businesses. Since some services are commercial or apartments, the 280 services generate the flow of 600 equivalent dwelling units (EDUs). At each service, a septic tank is installed to collect and hold sewage solids in the same way that a normal septic tank does. Cairo's sewers were, in effort to economize, designed as an "Alternative Wastewater Collection System" along the lines of that described in a 1991 Manual published by EPA. In this "alternate" system the pipes are installed with low spots and bends and do not drain entirely by gravity, there are few manholes, piping is small diameter and the systems cannot pass solids through as a conventional sewer can. The original design of the collection and treatment system was based on the assumption that these tanks would

be regularly maintained (pumped out). Failure to do so will result increasingly in backed-up sewers in homes and clogging of the collection system.

SEPTIC TANK PRINCIPLES AND MAINTENANCE

In a conventional septic system the tank holds back solid matter so that it does clog and ruin the leach field. When a leach field fails it can impact surface and groundwater and often needs to be rebuilt at a cost of \$10-30,000. Guidelines for maintenance of residential septic tanks typically require pumping when solids build up in the bottom of the tank to within 12-18 inches of the outlet or when scum accumulates at the surface to a depth within 3-inches of the bottom of the outlet tee. As a practical matter many homeowners simply have the tank pumped, full or not, every few years.

The septic tanks installed in the Cairo system do not discharge to individual leach fields, but instead flow to the wastewater plant, so the consequences of overfilling the tanks differs from a conventional septic system. The systems can back-up, requiring cleaning. But the consequences of overfilling a tank are not as costly and do not pose the same level of risk of surface or groundwater pollution as would a failed leach field. Nevertheless the tanks have to be pumped on a regular schedule to prevent clogging of the collection system. And long term neglect of pumping would eventually clog pipes to a degree far beyond a nuisance, requiring costly repairs and cleaning much of the collection system.

PAST MAINTENANCE

In the first few years of operation of the District there was little need to pump most tanks as they were filling up for the first time. In these years the Town was not able to set aside reserve funds, due in part to operational problems with the new plant and collection system. At least two of the larger user (McDonald’s and the School) has been pumping their tanks themselves and we have no records on these.

In 2008, Delaware Engineering recommended that the Town budget for cleaning tanks out an average of once every seven years. Based on this recommendation, the Town began budgeting for 30 pump-outs per year; the history of pump-outs is as follows:

2004	3 tanks*	2007	5 tanks*	2010	22 tanks
2005	6 tanks*	2008	8 tanks*	2011	28 tanks
2006	14 tanks*	2009	30 tanks	2012	5 tanks to date

* In these years the water/sewer clerk does not believe she has complete records

In 2004-08 tanks were pumped when there was a problem. In 2009 the schedule became more proactive, targeting higher flow services. But this did not address the backlog. In addition, the budgeted cleaning does not really achieve an average 10-year cycle since some services are commercial or apartments and the 280 services generate the flow equivalent of 600 EDUs. The actual rate of pumping required is estimated to be 45-50 tanks per year. For a pumping cost of \$200 per tank, pumping 30-tanks per year amounts to \$10/EDU/year which is in the current rates; pumping 50-tanks amounts to \$17/EDU/Year – a \$7/EDU increase.

The current problem is not so much one of long-term affordability as it is a problem of:

1. Establishing and following a Maintenance Schedule, where tanks continue to be pumped,
2. Catching up the backlog of un-pumped tanks, and if possible
3. Modifying tanks to make pumping less labor-intensive and more effective at getting all the solids out.

PROPOSED MAINTENANCE SCHEDULE

The Town meters water usage and uses the records for billing sewer service. Based on water usage, the customers are charged one EDU or more for sewer service. This assignment of EDUs for each service could also be used as a simple and convenient means of scheduling pump-outs.

The Town’s billing records were obtained and tabulated in Exhibit A. This provides the Account Number, Property SBL Number, Owner and EDUs the service is currently assessed. To this was added information obtained from the Town and the Record Plans for the number of tanks at each service. Records of past septic pumping were also added for each service. Grease traps are and should remain the responsibility of individual businesses.

The services were then sorted by the number of EDUs each represents. Based on the flow distribution the following schedule is proposed:

<u>Recommended Frequency of pumping (years)</u>	<u>Total number of services at recommended frequency</u>	<u>Average Number of Tanks Pumped per Year</u>
0.5	2	4
1	7	7
2	5	3
4	27	7
6	37	6
10	187	<u>19</u>
	Total per Year	46

The rate impact for increasing from a budgeted 30-tanks to 46-tanks would (at \$200 per tank) be \$3200 or \$5.33 per EDU. This cost does not address the time for the operator and/or Town personnel engaged in coordinating the pumping and in some cases excavating the tank. If that time were accounted for and averaged \$100 per tank, a rate increase of \$8.00 per EDU would be needed.

CLEARING THE BACKLOG

It appears that approximately 216 tanks have not been pumped at all and that an additional 11 tanks have not been pumped within the period of time listed above in the Maintenance Schedule. Therefore approximately 227 tanks are in need of pumping at this time. The cost for pumping and disposing sludge from these tanks, neglecting operator and Town employee time, would at \$200 per tank total \$45,400. If it is assumed as above that the Town spends an additional \$100 per tank in labor and equipment the costs would total \$68,100. The impact of applying these costs over a 1-5 year period is shown below:

<u>Years Amortized</u>	<u>Annual Expense</u>	<u>Rate Impact Extra Tanks and Backlog</u>
1	\$72,900	\$129 – one year only
2	\$38,850	\$64 – for two years
3	\$27,500	\$45 – for three years
4	\$21,825	\$36 – for four years
5	\$18,420	\$30 – for five years
Long-term	\$4,800	\$8.00 – after backlog paid for

If, for example the Town elected to address the problem over three years, the cost over that three year period would be \$45.83 per EDU and after those three years it could fall back to \$8.00 per EDU.

Below we have addressed modification of tanks to make pumping less labor-intensive and more effective at getting all the solids out. This would provide two benefits. First, the Town and Operator labor and machinery could be essentially eliminated as the tank would have access ports, ready to pump. It may also get the pumping rate below \$200 per tank since the hauler would not budget, as he likely now does, for stand-by time on the site and delays in cleaning. And if sludge can be thoroughly cleaned from the tank then the pumping frequency could, with experience, be reduced in some instances.

TANK MODIFICATIONS FOR SERVICE ACCESS

Publications by DOH, DEC, USDA and private inspection organizations all encourage inspection of the tanks on a regular basis. In reality residential septic tanks are rarely set up for such inspection without excavating 2-ft down and pulling the concrete plugs. Most tanks have a small concrete plug over the inlet and outlet to allow for removing blockages and a large 2-ft square plug at the center for pumping, all of which are typically buried.

Almost all tanks installed in Cairo have two access points: 1) A 8-inch riser leading to a clean-out wye in the discharge pipe, which does not allow for inspection of the outlet and 2) A 8 or 10-inch riser fitted into a hole cored in the 24" square concrete plug at the center of the tank. Since there is no access to the inlet or outlet tee, there is no way to inspect the tank if a sewer is backed up without excavating to these plugs. And the small center port forces the pumper to draw only from that center port, leaving sludge in the front and back of the tank, reducing holding capacity and requiring more frequent service.

Potential improvements to each tank could include:

1. Adding 10-inch risers over the inlet and outlet plugs, and
2. Replacing the 10" center clean-out with a larger 18-24-inch locking cast iron cover; the 10" clean-out could in most cases be relocated to serve as the inlet or outlet port.

A budgetary estimate for improvements is \$1000 per tank. There are approximately 280 tanks which could benefit from this work. Therefore costs are estimated to be \$280,000. EFC has given a preliminary opinion that such work may be eligible for funding under the CWSRF program. If this work could be added to the current project and financed at 0% interest over 30-years, the annual payback costs would be \$9300 per year or \$16 per EDU.

<u>Years Amortized</u>	<u>Annual Expense</u>	<u>Rate Impact Extra Tanks, Backlog & Loan</u>
1	\$48,600	\$102 – one year only
2	\$25,900	\$64 – for two years
3	\$18,333	\$51 – for three years
4	\$14,550	\$45 – for four years
5	\$12,280	\$41 – for five years
Long-term	\$3,200	\$21

A significant portion of this cost would be recouped in reduced Operator/Town costs which are spent assisting in pump outs,. Costs would be reduced for call-outs to clogged sewers since they would no longer need to be excavated. And solids removal from tanks would greatly improve. This improved access to tanks is also likely to resolve the question of how many tanks have groundwater leaking onto them and allow for repairs and I&I reduction. Finally, the Operator and Town forces have been completing improvements to tanks as they come up for pumping. That work is an expense to the Town which is included in added operations and in time spent by Town employees. This cost is hidden now, but it is a cost none the less which will continue to be incurred over many years.

If modifications can be made to each tank for \$1000 or less then it is recommended that EFC funding for this change be pursued. If the Town elects to start such improvements a small number (e.g. ten tanks) could be added to the American Evergreen's contract on a time and materials basis. It appears this contract will be completed under budget, so no extra funding would need to be authorized. This small number could be used as the basis for a fixed price for doing the remaining tanks if it proves to be affordable. This contractor has done good work so far and could likely do this sensitive work in people's back yards with a minimum of disruption.

RECOMMENDATION AND CONCLUSIONS

The attached table should be developed into a more usable schedule for service. In addition, the Town should begin assembling a card file on the tanks to record details observed in the field, location of tanks and other features at the house and past service.

The above plan should be reviewed by the Town and revised as needed. If the Town is in agreement with the general concept, then:

1. A decision should be made as to what period over which to spread the catch-up costs and funding be put in place to accomplish the plan.
2. If the Town wishes to pursue improvements to the tanks, then American Evergreen should be authorized to install improvements to approximately 10-tanks, picked by the Operator and the Town. Based on progress and cost for those tanks, a decision can be made as to whether to attempt to fund and complete the remaining tanks.

Based on the course elects to pursue, this report and plan would be finalized for submittal to DEC.

MEMORANDUM

DELAWARE ENGINEERING, P.C.
28 Madison Avenue Extension
Albany, New York 12203
Phone: (518) 452-1290
Fax: (518) 452-1335

TO: CAIRO TOWN BOARD
FROM: ALAN TAVENNER, P.E.
COPY: TAL RAPPLEYEA, JOE MYERS, KATHY JERGINIS
DATE: JUNE 27, 2012
RE: CAIRO WASTEWATER SEPTIC TANKS

The NYSDEC in the course of its 2012 annual inspection noted that the Town has not kept up with pumping septic tanks and has directed the Town to essentially catch-up on this maintenance work. Unlike most other systems, in Cairo septic tanks are installed at each home and it is the Districts' responsibility to pump out those tanks on some reasonable schedule as a part of its maintenance program. Progress has been made on this in the past few years but there remains a significant backlog of tanks which have never been pumped.

The cost to pump all these tanks is estimated to be \$72,900 and is neither in the budget nor available from reserve funds. To address this request we have suggested three steps below:

1. Establish a schedule and keep it so as to give DEC some confidence that the Town is going to get on schedule and stay there;
2. Schedule a catch-up period of 3-5 years over which the tanks can be pumped, starting with the high usage services that most need pumping; and
3. Consider making improvements to the individual tanks under the on-going CWSRF project to reduce long-term costs.

DEC could try to insist as per their letter to the Town that all tanks be pumped this year. If the priority tanks are pumped and we set out and maintain the schedule we propose then DEC will likely accept this approach. Regardless of the reasons the moratorium on new sewer connections was put in place, until tanks are on a regular schedule this will be used as a reason why the moratorium must remain in place. The only way to remove this issue entirely would be to move up the schedule and clean the tanks this year and next, funding the work through internal or external borrowing over the next 3-5 years.

BACKGROUND

The Cairo Sewer District serves approximately 280 homes and businesses. Since some services are commercial or apartments, the 280 services generate the flow of 600 equivalent dwelling units (EDUs). At each service, a septic tank is installed to collect and hold sewage solids in the same way that a normal septic tank does. Cairo's sewers were, in effort to economize, designed as an "Alternative Wastewater Collection System" along the lines of that described in a 1991 manual published by EPA. In this "alternate" system the pipes are not all installed to all drain by gravity, there are few manholes, piping is small diameter and the systems cannot pass solids through as a conventional sewer can. The original design of the collection and treatment system was based on the assumption that these tanks would be regularly maintained (pumped

out). Failure to do so will result increasingly in backed-up sewers in homes and clogging of the collection system.

SEPTIC TANK PRINCIPLES AND MAINTENANCE

In a conventional septic system the tank holds back solid matter so that it does clog and ruin the leach field. When a leach field fails it can impact surface and groundwater and often needs to be rebuilt at a cost of \$10-30,000. Guidelines for maintenance of residential septic tanks typically require pumping when solids build up in the bottom of the tank to within 12-18 inches of the outlet or when scum accumulates at the surface to a depth within 3-inches of the bottom of the outlet tee. As a practical matter many homeowners simply have the tank pumped, full or not, every few years.

The septic tanks installed in the Cairo system do not discharge to individual leach fields, but instead flow to the wastewater plant, so the consequences of overfilling the tanks differs from a conventional septic system. The systems can back-up, requiring cleaning. But the consequences of overfilling a tank are not as costly and do not pose the same level of risk of surface or groundwater pollution as would a failed leach field. Nevertheless the tanks have to be pumped on a regular schedule to prevent clogging of the collection system. And long term neglect of pumping would eventually clog pipes to a degree far beyond a nuisance, requiring costly repairs and cleaning much of the collection system.

PAST MAINTENANCE

In the first few years of operation of the District there was little need to pump most tanks as they were filling up for the first time. In these years the Town was not able to set aside reserve funds, due in part to operational problems with the new plant and collection system. At least two of the larger user (McDonald’s and the School) has been pumping their tanks themselves and we have no records on these.

In 2008, Delaware Engineering recommended that the Town budget for cleaning tanks out an average of once every seven years. Based on this recommendation, the Town began budgeting for 30 pump-outs per year; the history of pump-outs is as follows:

2004	3 tanks*	2007	5 tanks*	2010	22 tanks
2005	6 tanks*	2008	8 tanks*	2011	28 tanks
2006	14 tanks*	2009	30 tanks	2012	5 tanks to date

* In these years the water/sewer clerk does not believe she has complete records

In 2004-08 tanks were pumped when there was a problem. In 2009 the schedule became more proactive, targeting higher flow services. But this did not address the backlog. In addition, the budgeted cleaning does not really achieve an average 10-year cycle since some services are commercial or apartments and the 280 services generate the flow equivalent of 600 EDUs. The actual rate of pumping required is estimated to be 45-50 tanks per year. For a pumping cost of \$200 per tank, pumping 30-tanks per year amounts to \$10/EDU/year which is in the current rates; pumping 50-tanks amounts to \$17/EDU/Year – a \$7/EDU increase.

The current problem is not so much one of long-term affordability as it is a problem of:

1. Establishing and following a Maintenance Schedule, where tanks continue to be pumped,
2. Catching up the backlog of un-pumped tanks, and if possible
3. Modifying tanks to make pumping less labor-intensive and more effective at getting all the solids out.

PROPOSED MAINTENANCE SCHEDULE

The Town meters water usage and uses the records for billing sewer service. Based on water usage, the customers are charged one EDU or more for sewer service. This assignment of EDUs for each service could also be used as a simple and convenient means of scheduling pump-outs.

The Town’s billing records were obtained and tabulated in Exhibit A. This provides the Account Number, Property SBL Number, Owner and EDUs the service is currently assessed. To this was added information obtained from the Town and the Record Plans for the number of tanks at each service. Records of past septic pumping were also added for each service. Grease traps are and should remain the responsibility of individual businesses.

The services were then sorted by the number of EDUs each represents. Based on the flow distribution the following schedule is proposed:

<u>Recommended Frequency of pumping (years)</u>	<u>Total number of services at recommended frequency</u>	<u>Average Number of Tanks Pumped per Year</u>
0.5	2	4
1	7	7
2	5	3
4	27	7
6	37	6
10	187	<u>19</u>
	Total per Year	46

The rate impact for increasing from a budgeted 30-tanks to 46-tanks would (at \$200 per tank) be \$3200 or \$5.33 per EDU. This cost does not address the time for the operator and/or Town personnel engaged in coordinating the pumping and in some cases excavating the tank. If that time were accounted for and averaged \$100 per tank, a rate increase of \$8.00 per EDU would be needed.

CLEARING THE BACKLOG

It appears that approximately 216 tanks have not been pumped at all and that an additional 11 tanks have not been pumped within the period of time listed above in the Maintenance Schedule. Therefore approximately 227 tanks are in need of pumping at this time. The cost for pumping and disposing sludge from these tanks, neglecting operator and Town employee time, would at \$200 per tank total \$45,400. If it is assumed as above that the Town spends an additional \$100 per tank in labor and equipment the costs would total \$68,100. The impact of applying these costs over a 1-5 year period is shown below:

<u>Years Amortized</u>	<u>Annual Expense</u>	<u>Rate Impact Extra Tanks and Backlog</u>
1	\$72,900	\$129 – one year only
2	\$38,850	\$64 – for two years
3	\$27,500	\$45 – for three years
4	\$21,825	\$36 – for four years
5	\$18,420	\$30 – for five years
Long-term	\$4,800	\$8.00 – after backlog paid for

If, for example the Town elected to address the problem over three years, the cost over that three year period would be \$45.83 per EDU and after those three years it could fall back to \$8.00 per EDU.

Below we have addressed modification of tanks to make pumping less labor-intensive and more effective at getting all the solids out. This would provide two benefits. First, the Town and Operator labor and machinery could be essentially eliminated as the tank would have access ports, ready to pump. It may also get the pumping rate below \$200 per tank since the hauler would not budget, as he likely now does, for stand-by time on the site and delays in cleaning. And if sludge can be thoroughly cleaned from the tank then the pumping frequency could, with experience, be reduced in some instances.

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ACCT #	CYCLE (YRS)	PUMP	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
							DUE NOW	# TANKS	
1550	0.5		36	101.10-2-1	CAIRO DURHAM CENTRAL SCHOOL	MAIN		3	School pumps own
5250	0.5		29.5	101.00-5-39	CAIRO PLAZA LLC	MAIN ST		5	Jan-05 Mar-06 May-07 Jan-09 Nov-08 Jan-09 Jan-11
					Grease Trap				
					Laundry				
5253	1		23.5	101.00-5-37	J TRIPLE S INC	RT 32 & CR 23B		1	Dec-07 May-07 Jul-10 May-12
1210	1		17.5	101.05-3-14	TOWN OF CAIRO		x	1	Feb-09 Jun-09
5240	1		16	101.10-2-13	CUMBERLAND FARMS INC./GULF OIL	MAIN ST	x	1	Apr-06 May-09
3045	1		15	101.00-4-1	MAGLIOCCA STORES, INC. (MCD)	RT 32 & 23		4	Oct-09 Jun-10 McDonalds pumps own
4580	1		12.5	101.00-6-5.1	GREENE CO BLDGS & GROUNDS	MOUNTAIN AVE		1	County Pumps own
530	1		12.25	100.08-1-3	B & M GIAMBONA (Pizza shop/apt)	MAIN	x	2	May-05 Jun-09 Jun-09
5660	1		9.5	101.14-1-16	EDDIE SCHINDLER (Car Wash)	OAK ST	x	1	Operator recalls, no records on file.
870	2		9	101.05-1-11	VOLGES TRUSTEE	MAIN	x	1	Dec-06
5020	2		8.75	101.10-1-18	VITO & VINCENT LAMORTE	MAIN ST-REST	x	1	Apr-06
1480	2		8	101.09-1-12.1	JL ASTON PROPERTIES LLC	MAIN	x	1	Apr-05
5010	2		7	101.05-3-4	552 MAIN STREET LLC	MAIN ST		1	Apr-12 Apr-12
5580	2		6	101.14-1-3	CYRIL KEARNEY	BIRCH ST		2	Feb-04 May-11
3555	6		5	101.05-3-27	MICHAEL WEST (BIG TOP)	GROVE ST-ANNEX	x	1	Tent washing, no WW
4060	4		5	101.05-3-10	CAIRO PRIME SITE, LLC	RAILROAD AVE	x	1	
5630	4		5	101.14-1-2	DAVID & MARY A RIVENBURG	BIRCH ST		1	Jan-08 May-11
750	4		4	101.05-1-13	NICHOLAS ARTHUR	MAIN		1	Dec-06 Feb-10
850	4		4	101.05-6-1	GREENE HOUSE LTD	MAIN		1	Sep-04 Nov-10
1060	4		4	101.05-3-19	SEYED VAEZALAI	536 MAIN		1	May-09
1090	4		4	101.05-3-17	NORTH POINT CREEK LTD	MAIN	x	1	
1260	4		4	101.05-6-28	BRIAN J. DUDLEY	MAIN	x	1	Dec-06
1270	4		4	101.05-6-29	FATIMA & JAKUP GARUC	495 MAIN		1	Dec-06 Nov-10
1290	4		4	101.05-5-1	JASON AMARAL-C/O AMARAL	MAIN		1	Dec-10 Dec-10
2505	4		4	101.00-1-2.1	GLENDON W. HULBERT	CR 85		1	Mar-04 Jul-11 Nov-11
3120	4		4	101.06-1-9	PERRY HOLST	BROSS ST		1	Nov-09
5260	4		4	101.10-1-3	THOMAS ALFREDO	MAIN ST		1	Jul-10
6820	4		4	101.14-1-21	DZAUDET DZURETOVIC	OAK ST-left		2	Jun-09
6830	4		4	101.14-1-23	DZAUDET DZURETOVIC	OAK ST - right		2	Jul-09
630	4		3	101.05-7-10	MARYLOU EISENHARDT	665 MAIN	x	1	Dec-06
740	4		3	101.05-7-9	DOMINICK CUTI	MAIN		2	Jul-09
930	4		3	101.05-6-4	N.E HOMESTEAD C/O W. NORRIS	8116 MAIN	x	1	
1280	4		3	101.09-1-21	KEITH SCHLAGETER	MAIN	x	1	Dec-06
1410	4		3	101.09-1-18	AMIN ALI DAWOODANI	MAIN	x	1	Apr-06
1470	4		3	101.09-1-11	MARK ESSLIE	MAIN	x	1	
2870	4		3	84.00-6-25	GIUSEPPE MANNINO	JEROME AVE	x	1	
3540	4		3	101.05-4-14	PATRICK GEE	GROVE STREET	x	1	Aug-10 Apr-11
3580	4		3	101.05-4-9	M. KRAUS/4192 GROVE ST LLC	40 GROVE STREET		1	
3660	4		3	101.05-4-15	THOMAS ALFELD	GROVE STREET	x	1	
3670	4		3	101.06-1-6.1	JUAN SANCHEZ	GROVE STREET	x	1	
4590	4		3	101.00-6-5.2	EARLY CHILDHOOD - ACCTG	MOUNTAIN AVE	x	1	
5230	4		3	101.10-1-11	T & G OF CAIRO REALTY	MAIN ST		1	Jan-08 Jun-09 Mar-11 Apr-11 40641 Oct-11
3020	6		2.75	101.05-5-11	RICHARD E. VIGILO (Funeral Home)	BROSS ST	x	1	
5255	6		2.75	101.00-4-25	CVS INC-C/O ADVANTAGE IQ	RT 32 & 23B	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY	
						DUE NOW	# TANKS		
1490	6	2.5	101.09-2-5	ANTHONY PATASSO	MAIN	x	1		
4525	6	2.5	101.00-6-22	TOWN OF CAIRO	POP WARNER/P. D.		1	Sep-09	Oct-10 Jun-11
1180	6	2.25	101.05-6-21	MRS DONNA CAPULLI	MAIN	x	1		
1200	6	2.25	101.05-3-15	LIVING STRUCTURES PROPERTIES 5 INC	MAIN	x	1	Oct-09	Apr-11
1250	6	2.25	101.05-6-27	GERALD V. Mc AREE	MAIN	x	1	Mar-06	Nov-11
590	6	2	101.05-7-1	JOHN J. AMOROSO SR	MAIN	x	1		
610	6	2	101.05-7-6	EAGLEXCHANGE LLC	MAIN	x	1		
620	6	2	101.05-7-7	BILBEE CONTROLS	MAIN	x	1		
820	6	2	101.05-7-22	PASQUALE GIURA	MAIN	x	1	Nov-07	Sep-09 Oct-10
900	6	2	101.05-3-1.2	LAURA J CIERVO	MAIN	x	1		
910	6	2	101.05-3-1.1	AMBER EHRLING	MAIN	x	1		
960	6	2	101.05-6-7	THOMAS A. FALLON	MAIN	x	1		
1040	6	2	101.05-6-15	JANE A. MENDELSON	MAIN	x	1		
1050	6	2	101.05-3-20	PEIMAN SAADAT (COZY CUP)	538 MAIN		1	May-09	Jun-10
1110	6	2	101.05-6-18	LAURA PISARRI-FERRARO	MAIN	x	1	Mar-06	Jun-11
1230	6	2	101.05-6-24	JOHN M GALLAGHER	MAIN	x	1		
1390	6	2	101.09-1-7	KENRIC ABATAYO	MAIN	x	1		
1400	6	2	101.09-1-19	JOHN MEAGHER	MAIN	x	1		
1510	6	2	101.09-2-13	PROPRIETORS HALL LLC	MAIN	x	1		
2530	6	2	101.05-1-9	ELIZ. DeCAMP/ANDREA McHALE	29 JEROME AVE		1	Jun-09	Apr-10
2610	6	2	101.05-1-5	GEORGE FLEURY	75 JEROME AVE-FRI	x	1		
2800	6	2	84.17-2-10	GLENN LYDEN	JEROME AVE		1	Aug-09	Feb-10
3010	6	2	101.05-5-14	ALBERT NOLLER	BROSS ST		1		
3040	6	2	101.09-2-7	MRS ANN GRASZIK	BROSS ST- FRONT	x	1		
3595	6	2	101.06-1-1	STEVEN RUMPH	ROSS ST-DOWN	x	1		
3640	6	2	101.05-4-6	JOHN TUCKER	ROSS STREET	x	1		
3650	6	2	101.05-4-7	JAY GARUC	GROVE STREET	x	1		
3700	6	2	101.06-1-8	DANIEL P. THAYNE	GROVE STREET	x	1		
4040	6	2	101.05-3-12	MRS THELMA JEUNE	RAILROAD AVE	x	1		
5040	6	2	101.10-2-3	FAMILY DOLLAR STORE #05499	MAIN ST	x	1		
5130	6	2	101.10-2-4	CYRIL KEARNEY	MAIN ST	x	1		
5150	6	2	101.10-2-6	RAYMOND PACIFICO	MAIN ST	x	1		
5220	6	2	101.10-1-2	WILLIAM A SIRAGO JR	MAIN ST	x	1		
6400	6	2	101.05-7-26	THOMAS GEISELHART	JONES ST	x	1		
3553	10	1.75	101.05-3-27	MICHAEL WEST	GROVE ST-BUSINES	x	1		
1520	10	1.5	101.09-2-12	BANK OF AMERICA CORP.	MAIN	x	1	Apr-09	
1530	10	1.5	101.09-3-5	GETTY PETROLEUM MARKETING INC. - , MAIN	JEROME AVE	x	1		
2510	10	1.5	101.05-2-19	STEVEN GRINDER	MAIN ST		1	Sep-09	
5180	10	1.5	101.10-1-6	GRACE PARISI	MAIN ST		1	Apr-11	May-11 Jun-11
1000	10	1.25	101.05-3-21	LODI REALTY CORP	MAIN		1	Sep-11	
1500	10	1.25	101.09-2-14	TODD JONES	MAIN		1	May-11	
550	10	1	100.08-1-4	MARGARET BALLOU	MAIN	x	1		
560	10	1	101.05-7-3	GRACE ASSEMBLY PARSONAGE	MAIN	x	1		
570	10	1	101.05-7-4	GRACE ASSEMBLY OF GOD CHURCH	MAIN	x	1		
580	10	1	101.05-7-2	ROBERT DONAHUE	MAIN		1	Nov-11	
600	10	1	101.05-7-5	ROBERTA COOKE	662 MAIN	x	1		

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626	10	1	101.14-1-18	DANIEL K. PROVENCHER	CEDAR ST	x	1	
640	10	1	101.05-7-11	RICHARD MANCUSO	MAIN		1	Nov-11
650	10	1	101.05-7-12	WILLIS BRUGGEMANN	MAIN	x	1	
660	10	1	101.05-7-13	WILLIAM METZLER	MAIN	x	1	
675	10	1	101.05-7-14	VERIZON	JONES ST	x	1	
680	10	1	101.05-7-17	CAROL ROCCA	JONES ST	x	1	
690	10	1	101.05-7-16	NICOLE BARENCO	JONES ST		1	Jun-11
700	10	1	101.05-7-15	JEREMY METZLER	20 JONES ST		1	May-05
710	10	1	101.05-7-29	ANTHONY PICKSTON	JONES ST	x	1	
720	10	1	101.05-7-28	KATHRYN JURGENS	36 JONES ST	x	1	
730	10	1	101.05-7-18	ANTHONY & YUKO BRUNO	MAIN	x	1	
760	10	1	101.05-7-8	JUDITH FREMGEN	MAIN		1	Nov-09
770	10	1	101.05-1-15	MRS DANIEL WYNN	SNYDER LANE	x	1	
780	10	1	101.05-1-16	CAROL ENGELMANN	SNYDER LANE	x	1	
790	10	1	101.05-7-19	MRS. FRED ENGELMANN	MAIN	x	1	
800	10	1	101.05-7-20	MRS. FRED ENGELMANN	MAIN	x	1	
810	10	1	101.05-7-21	JAMES CARR	MAIN	x	1	
830	10	1	101.05-7-23	JAMES B. LE SUER	MAIN - FRONT	x	1	Nov-07
840	10	1	101.05-7-24	JAMES B. LE SUER	MAIN - REAR	x	1	Dec-10
860	10	1	101.05-1-10	KENNETH KLIGERMAN	MAIN	x	1	
880	10	1	101.05-2-15	ANDREANNA COLE	MAIN	x	1	
890	10	1	101.05-3-24	CHARLES FOSTER JR	MAIN	x	1	
920	10	1	101.05-6-3	DOLORES A BOUTIN	MAIN	x	1	
940	10	1	101.05-6-5	STEPHANIE TUOMEY	MAIN	x	1	
950	10	1	101.05-6-6	JOHN KARKLIN SR	MAIN		1	Oct-08
970	10	1	101.05-6-8	STEVEN PANYAN	553 MAIN	x	1	
980	10	1	101.05-3-3	DANIEL DEMETER	MAIN	x	1	
990	10	1	101.05-3-22	MICHAEL ESSLIE	MAIN	x	1	
1010	10	1	101.05-6-9	RAYMOND SUTTMEIER	MAIN - RES	x	1	
1020	10	1	101.05-6-10	INA BRENNAN	MAIN	x	1	
1030	10	1	101.05-6-14	MINA BYRNE	MAIN	x	1	
1070	10	1	101.05-3-18	JUDITH CAVANAGH	MAIN		1	May-09
1080	10	1	101.05-3-23	526 MAIN STREET, INC.	MAIN		1	Mar-10
1100	10	1	101.05-6-19	JAMES KEEFE	MAIN	x	1	
1130	10	1	101.05-6-16	PERRY HOLST	VAN BUREN AVE	x	1	
1140	10	1	101.05-6-13	PERRY HOLST	VAN BUREN AVE	x	1	
1150	10	1	101.05-6-12	JUDY GRAHAM	VAN BUREN AVE	x	1	
1160	10	1	101.05-6-11	RYAN & JENNIFER ABITABILE	VAN BUREN AVE	x	1	
1170	10	1	101.05-6-20	KEDEMAH LODGE #693 F & AM	MAIN	x	1	
1190	10	1	101.05-6-22	KAATERSKILL ASSOCIATES	MAIN	x	1	
1220	10	1	101.05-6-23	PHOENIX ELECTRICIANS	MAIN	x	1	
1240	10	1	101.05-6-25	PETER HAHN	MAIN	x	1	
1300	10	1	101.05-5-19	JOSEPH TARANTINO	MAIN		1	Dec-10
1310	10	1	101.05-5-18	UNITED METHODIST CHURCH	MAIN - PARSONAGI	x	1	
1315	10	1	101.05-5-17	UNITED METHODIST CHURCH	MAIN - CHURCH	x	1	
1320	10	1	101.05-5-16	JOHNATHAN MUNSTER	MAIN		1	Oct-09

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
1330	10	1	101.05-5-15	LEONARD TRIFARO	MAIN	x	1	
1340	10	1	101.09-1-22	ARTHUR ZEH	MAIN	x	1	
1350	10	1	101.09-1-3	MICHAEL GALLO	MAIN	x	1	
1360	10	1	101.09-1-4	JOAN GEITZ	MAIN	x	1	
1370	10	1	101.09-1-5	MARCELLA C. HALLIGAN	MAIN	x	1	
1380	10	1	101.09-1-6	RAYMOND SUTTMEIER	MAIN - BUS.	x	1	
1430	10	1	101.09-2-1	DENISE DISTEL	MAIN	x	1	
1440	10	1	101.09-2-2	JOHN HERRMANN	MAIN	x	1	
1450	10	1	101.09-2-3	J FORSTMAN JR	MAIN	x	1	
1460	10	1	101.09-1-10	MICHAEL LETTERI	MAIN	x	1	
1540	10	1	101.09-3-6	AMIN DAWOODANI	MAIN	x	1	
1560	10	1	101.10-2-2	RONALD & JANET ROBINSON	MAIN	x	1	
2520	10	1	101.05-2-20	STEVEN SNYDER	JEROME AVE	x	1	
2540	10	1	101.05-1-8	LEO GUILMETTE	JEROME AVE	x	1	
2550	10	1	101.05-1-7	LINNEAN DAVIS	JEROME AVE	x	1	
2560	10	1	101.05-1-6	EDWARD FORRESTER	JEROME AVE	x	1	Nov-08
2570	10	1	101.05-2-21	LEONARD MASI	JEROME AVE	x	1	
2580	10	1	101.05-2-22	MARY BETH MILLER	JEROME AVE	x	1	Feb-10
2590	10	1	101.05-2-23	JOHN BEARD	JEROME AVE	x	1	
2600	10	1	101.05-2-24	KENNETH GOETZ	74 JEROME AVE	x	1	
2630	10	1	101.05-1-4	MATHEW BURGHER	JEROME AVE	x	1	
2640	10	1	101.05-2-25	MRS. MARY H MAZZARA	JEROME AVE	x	1	
2650	10	1	101.05-2-26	LEONARD & PATRICIA ASASO	PHELPS DR	x	1	
2660	10	1	101.05-2-30	MARCELLA HUTTON -SANCHEZ	PHELPS DR	x	1	
2680	10	1	101.05-2-6	WALTER F. MEADE	PHELPS DR	x	1	
2690	10	1	101.05-2-5	MARY ANNE HANNIGAN	PHELPS DR	x	1	
2700	10	1	101.05-2-4	BRIAN LANGSFORD	JEROME AVE	x	1	Mar-11
2710	10	1	101.05-1-3	DAVID SHEPHERD	JEROME AVE	x	1	
2720	10	1	101.05-1-2	RAYMOND FERRARA	JEROME AVE	x	1	Apr-11
2730	10	1	101.05-1-1	ROSE SHEPHERD EST	JEROME AVE	x	1	
2740	10	1	101.05-2-3	EDWARD OLIVERO	JEROME AVE	x	1	
2750	10	1	101.05-2-2	KENNETH FUCHS	JEROME AVE	x	1	
2760	10	1	101.05-2-1	JAMES ABBATIello TTEE	102 JEROME AVE	x	1	
2770	10	1	84.17-2-19	SAMUEL MC COUBREY JR	JEROME AVE	x	1	
2780	10	1	84.17-2-18 .1	MARK LARRISON	JEROME AVE	x	1	
2790	10	1	84.17-2-17	ROBERT HANDEL	JEROME AVE	x	1	
2810	10	1	84.17-2-16	STEPHEN M YOUNG	JEROME AVE	x	1	
2820	10	1	84.17-2-15	RTS PROPERTIES LLC	JEROME AVE	x	1	
2830	10	1	84.17-2-14	WILLIAM ALFELD	JEROME AVE	x	1	Jan-08
2840	10	1	84.17-2-13	IVAN MORALES	JEROME AVE	x	1	Apr-11
2850	10	1	84.17-2-21	GEORGE THOMPSON	JEROME AVE	x	1	
2860	10	1	84.17-2-11	OCTAVIANO LEMUS	JEROME AVE	x	1	
3000	10	1	101.09-2-4	CARL HANNEMAN EST	BROSS ST	x	1	
3015	10	1	101.06-1-17	MARY DEDRICK	BROSS ST	x	1	
3030	10	1	101.09-2-6	DAN BRUNDAGE	BROSS ST	x	1	
3055	10	1	101.05-5-22	PATRICIA SUTTER	BROSS ST	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
3060	10	1	101.09-2-8	STANLEY LEMONS	BROSS ST	x	1	
3070	10	1	101.09-2-10	DONALD N GIBSON	BROSS ST	x	1	
3080	10	1	101.09-2-11.11	ANTONIO MOSQUERA	BROSS ST	x	1	
3085	10	1	101.10-2-30	NICHOLAS KOKONIS	BROSS ST	x	1	
3100	10	1	101.05-5-10	FRANK CAMPOS	BROSS ST	x	1	Oct-10
3110	10	1	101.05-5-8	RAYMOND ADAMS	BROSS ST	x	1	
3130	10	1	101.06-1-10	DIANNA LEFAS	BROSS ST	x	1	
3140	10	1	101.06-1-21	GILLES BROUILLETTE	BROSS ST	x	1	
3150	10	1	101.06-1-23	DAVID BUCHAKIAN	BROSS ST	x	1	
3160	10	1	101.10-2-27	LILLIAN A. SMYTH	BROSS ST	x	1	
3170	10	1	101.10-2-32	DOROTHY SEMEIKS-ROSENTHAL	BROSS ST	x	1	May-09
3180	10	1	101.06-1-19	ANNA PAPTSIKIS	BROSS ST	x	1	
3190	10	1	101.06-1-18	RANDY MILLER	BROSS ST	x	1	
3200	10	1	101.06-1-11	ALLEN AUGER	BISHOP DRIVE		1	Jan-08
3210	10	1	101.06-1-22	WALTER ASTAPCZYK	BISHOP DRIVE		1	Jan-05
3220	10	1	101.06-1-14	LEONARD R. YOUNG JR.	BISHOP DRIVE	x	1	
3230	10	1	101.06-1-15	GARRET JACKLITCH	BROSS ST	x	1	Dec-09
3240	10	1	101.06-1-16	ANDREW MILES	BROSS ST	x	1	
3500	10	1	101.05-3-7	JOSEPH RAY	GROVE STREET		1	Jan-08
3510	10	1	101.05-4-4	MICHAEL WEST	GROVE ST-RES	x	1	
3520	10	1	101.05-4-12	VINCENT BOYLE	GROVE STREET	x	1	
3530	10	1	101.05-4-13	MRS JOSEPH DI PRIMA	GROVE STREET	x	1	
3545	10	1	101.05-2-11	ALICE KARLANDER	GROVE ST		1	Apr-06
3550	10	1	101.05-4-1	MICHAEL FABIANO	GROVE STREET	x	1	
3560	10	1	101.05-4-2	ANTHONY TUFFY	GROVE STREET	x	1	
3570	10	1	101.05-4-10	STEPHEN J. NACCARATO	GROVE STREET	x	1	
3590	10	1	101.05-4-8	MORGAN KRAUS	36 GROVE ST. #1	x	1	
3600	10	1	101.06-1-4	DONALD JACKSON	ROSS STREET	x	1	Aug-09
3610	10	1	101.06-1-3	WOLF LANDAU	ROSS STREET	x	1	
3620	10	1	101.06-1-2	LELA SPENCER	ROSS STREET	x	1	
3630	10	1	101.05-4-5	STEVEN RUMPH	ROSS STREET	x	1	
3680	10	1	101.06-1-6.2	MRS. ANNA KHODER	GROVE STREET	x	1	
3690	10	1	101.06-1-7	ADAM ABRAMAJTIS	GROVE STREET	x	1	
3730	10	1	101.05-5-7	ROCCO ALLEVA	GROVE STREET	x	1	
3740	10	1	101.05-5-6.1	GRACE & RANDAL GOODWIN	GROVE STREET	x	1	
4000	10	1	101.05-5-2	TOWN OF CAIRO	RAILROAD AVE	x	1	
4005	10	1	101.05-3-14	TOWN OF CAIRO	512 MAIN	x	1	
4010	10	1	101.05-5-3	CAIRO FIRE DISTRICT	RAILROAD AVE	x	1	
4030	10	1	101.05-3-13	SUSAN J. BROWN	RAILROAD AVE	x	1	
4050	10	1	101.05-3-11	CAIRO HISTORICAL SOCIETY	RAILROAD AVE	x	1	
4070	10	1	101.05-5-6.2	ELLEN GOTTLIEB	RAILROAD AVE	x	1	
4080	10	1	101.05-3-9	MICHAEL WEST	RAILROAD AVE	x	1	Nov-11
4090	10	1	101.05-3-8	SHELIA L. BOUGHTON	67 RAILROAD AVE		1	
4500	10	1	101.09-1-12.2	DONALD CASTALDO	12 MT AVE	x	1	
4510	10	1	101.09-1-13	LINDA BRANDOW	MOUNTAIN AVE	x	1	
4520	10	1	101.09-1-23	VINCENT SIRAGO	MOUNTAIN AVE	x	1	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		SERVICE HISTORY
						DUE NOW	# TANKS	
4530	10	1	101.09-3-4	KARIN CASTALDO	MT AVE	x	1	
4540	10	1	101.09-3-3	GEORGE WILK	MOUNTAIN AVE	x	1	
4550	10	1	101.09-3-2	PAUL SAXE	21 MOUNTAIN AVE		1	Oct-10
4570	10	1	101.09-1-16	MICHAEL MISCZCAK	MOUNTAIN AVE	x	1	
5000	10	1	101.10-1-10.1	ACRA BUILDING SUPPLY	MAIN ST	x	1	
5080	10	1	101.10-2-11	BOTTINI FUEL OIL- ATT L MEKEEL	MAIN ST	x	1	
5100	10	1	101.10-2-7	RONALD CERNIO	MAIN ST	x	1	
5110	10	1	101.10-1-10.2	BRUNO BUDZ	MAIN ST	x	1	
5140	10	1	101.10-2-12	D. MILLER EST-C/O J. JORALEMON	MAIN ST	x	1	Feb-11
5190	10	1	101.10-1-1	PRESTON NICHOLS	MAIN ST		1	Feb-09
5210	10	1	101.10-2-5	EDWARD J. SCHINDLER	MAIN ST		1	Apr-10
5510	10	1	101.14-1-15	MARK LUNDHOLM	BIRCH ST		1	
5530	10	1	101.00-5-34	WILLIAM JONES	BIRCH ST	x	1	
5550	10	1	101.14-1-8	THOMAS H & EILEEN BORER	BIRCH ST		1	Jan-12
5560	10	1	101.14-1-6	CHARLES E.M. JOHNSON	BIRCH ST		1	Jan-12
5570	10	1	101.14-1-9	PATRICIA MC KENNA	BIRCH ST	x	1	
5590	10	1	101.14-1-25	CYRIL KEARNEY	BIRCH ST	x	1	Jan-12
5610	10	1	101.14-1-4	CATHY A START	BIRCH ST		1	
5620	10	1	101.14-1-29	NANCY DeBELLAS	BIRCH ST	x	1	May-09
5650	10	1	101.14-1-7	GRACE PARISI	BIRCH ST		1	
5670	10	1	101.14-1-10	JOSE CARDONA	BIRCH ST	x	1	
5680	10	1	101.14-1-1	JOHN SUTHERLAND	BIRCH STREET	x	1	
5810	10	1	101.05-2-29	CALVARY CHURCH	JEROME AVE	x	1	
5820	10	1	84.00-6-39	KENNETH TARANTO	LAKE MILLS RD		1	Dec-06
5830	10	1	84.00-6-18	WILLIAM BALDWIN YOUNG	LAKE MILLS RD	x	1	
5860	10	1	84.00-6-24	GIUSEPPE MANNINO	LAKE MILLS RD	x	1	
6010	10	1	101.10-2-16	THOMAS F CORRIGAN	WM DINGER RD		1	Feb-12
6060	10	1	101.10-2-17	MICHAEL S. LAPP	WM DINGER RD	x	1	
6250	10	1	101.14-1-11	SCOTT MCCLOUD	CEDAR ST	x	1	
6270	10	1	101.14-1-19	LORETTA MARTIN EST	CEDAR ST	x	1	
6275	10	1	101.00-5-35	EDDIE SCHINDLER	CEDAR ST	x	1	
6290	10	1	101.10-1-12	LOUIS PARISI	CEDAR ST	x	1	
6420	10	1	101.05-7-27	WILLIAM A O'CONNELL	JONES ST	x	1	
6600	10	1	84.00-6-19	ANDREW & PATRICIA HAFTEK	MARIE DR	x	1	
6610	10	1	84.00-6-23	VERONICA NEWTON-KNIFFEN	MARIE DR	x	1	
6810	10	1	101.14-1-30	AMIE ROGERS	OAK ST	x	1	
6840	10	1	101.14-1-22	MRS HEINZ PETERS	29 OAK STREET	x	1	
685	0	0.5	101.05-7-30	ANTHONY PICKSTON	JONES ST		0	
1420	0	0.5	101.09-1-20	ANN UZZILIA	MAIN		0	
3025	0	0.5	101.05-5-13	RICHARD'S FUNERAL HOME	BROSS ST		0	
3525	0	0.5	101.05-2-12	ROBERT PHOENIX	GROVE STREET		0	
3535	0	0.5	101.05-2-28	ALICE KARLANDER	LIVERPOOL, NY 13090		0	
3565	0	0.5	101.05-3-25	MICHAEL WEST	GROVE ST-BUSINESS		0	
3575	0	0.5	101.05-3-26	JAMES KEEFE	GROVE STREET		0	
3585	0	0.5	101.05-2-27	SAMUEL MCCOUBREY	GROVE STREET		0	
3605	0	0.5	101.06-1-5	JAY GARUC	ROSS STREET		0	

ACCT #	PUMP CYCLE (YRS)	EDU	TAX MAP #	OWNER	STREET	TANKS		
						DUE NOW	# TANKS	SERVICE HISTORY
4015	0	0.5	101.05-5-5	TOWN OF CAIRO	RAILROAD AVE	0		
4020	0	0.5	101.05-5-4	FRANK FABRIZIO FUEL INC	RAILROAD AVE	0		
4515	0	0.5	101-09-1-17	VINCENT SIRAGO	CTY RT 24	0		
4560	0	0.5	101.09-3-1	STEVEN RUMPH	MOUNTAIN AVE	0		
5045	0	0.5	101.10-2-31	CYRIL KEARNEY	MAIN ST	0		
5060	0	0.5	101.10-2-9	FRANK FABRIZIO	MAIN ST	0		
5070	0	0.5	101.10-2-10	FRANK FABRIZIO	MAIN ST	0		
5090	0	0.5	101.10-2-29	FRANK FABRIZIO	MAIN ST	0		
5120	0	0.5	101.05-6-26	PETER HAHN	MAIN ST	0		
5160	0	0.5	101.10-2-8	RAYMOND PACIFICO	MAIN ST	0		
5170	0	0.5	101.10-1-9	CHARLES & GRACE PARISI	MAIN ST	0		
5600	0	0.5	101.14-1-17	EDDIE SCHINDLER	BIRCH ST	0		
5640	0	0.5	101.14-1-28	DAVID & MARY A RIVENBURG	BIRCH ST	0		
5800	0	0.5	84.00-6-8.2	TOWN OF CAIRO	LAKE MILLS RD	0		
6030	0	0.5	101.10-2-14	D. MILLER EST - C/O J. JORALEMON	WM DINGER RD	0		
6040	0	0.5	101.10-2-15	D. MILLER EST - C/O J. JORALEMON	WM DINGER RD	0		
6050	0	0.5	101.10-2-33	DOROTHY SEMEIKS	WM DINGER RD	0		
6265	0	0.5	101.00-5-36	MEHDI AFSHAR	CEDAR ST	0		
6280	0	0.5	101.10-1-13	CHARLES & GRACE PARISI	CEDAR ST	0		
6410	0	0.5	101.05-7-25	MICHAEL LORENZ	JONES ST	0		
2880			84.00-6-28	JOAN LAMOTTE	8 OLD LAKE MILLS RD	0		
2890			84.00-6-27	DYANN MOAKLEY	JEROME AVE-Front	0		
2900			84.00-6-27	DYANN MOAKLEY	JEROME AVE-Rear	0		
2910			84.00-6-26	GEORGE LEGGIO JR	JEROME AVE	0		

Subject: 2012 Tour of the Catskills
From: Anthem Sports (info@anthersports.us)
To: cairoclerk@yahoo.com;
Cc: dwdrake@nycap.rr.com; dwdrake@nycap.rr.com;
Date: Thursday, July 19, 2012 11:32 AM

Hi Tara,

Good chatting with you today. Attached is the letter to the Town describing the race. Also attached are course maps for both Saturday and Sunday - August 4 & 5.

Thanks!

Dieter

Dieter Drake
Race Director
Anthem Sports - Tour of the Catskills
518.275.6185 phone
518.677.1676 fax
www.tourofthecatskills.com

P.O. Box 504
Cambridge, NY 12816



phone 518-677-8423
fax 518-677-1676
info@antheSports.us

March 12, 2012

Town of Cairo
P.O. Box 728
Cairo, New York 12413

Dear Town of Cairo,

The organizers of the 5th Annual Tour of the Catskills Cycling Race seek a resolution of support from the Village of Hunter for event to be held on August 3-5, 2012. With your support the event has grown to become one of the most anticipated cycling races in the Northeast. We are expecting more than 700 racers and their families from throughout the Northeast and Canada this year. Our event schedule is as follows:

Friday, August 3– Stage 1 Time Trial – Hunter, NY
Saturday, August 4 – Stage 2 Road Race – Tannersville, NY
Sunday, August 5 – Stage 3 Road Race – Windham, NY

The event will travel over the following roads in the Town of Cairo between 10 AM and 3 PM:

State Route 23 – Saturday, Sunday
County Route 20 – Sunday
County Route 20A - Sunday
County Route 31 – Saturday

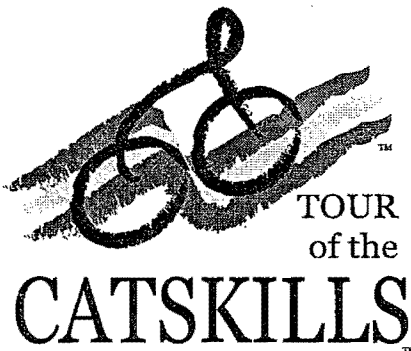
A race map is attached. The race is currently being coordinated through the Greene County Sheriff's Dept., the NYS Police, the NYS DOT and the various towns and villages through which the event passes.

I can be contacted at 518-275-6185.

Sincerely,

Dieter Drake
Event Organizer / Race Promoter
Tour of the Catskills Cycling Race
www.tourofthecatSkills.com

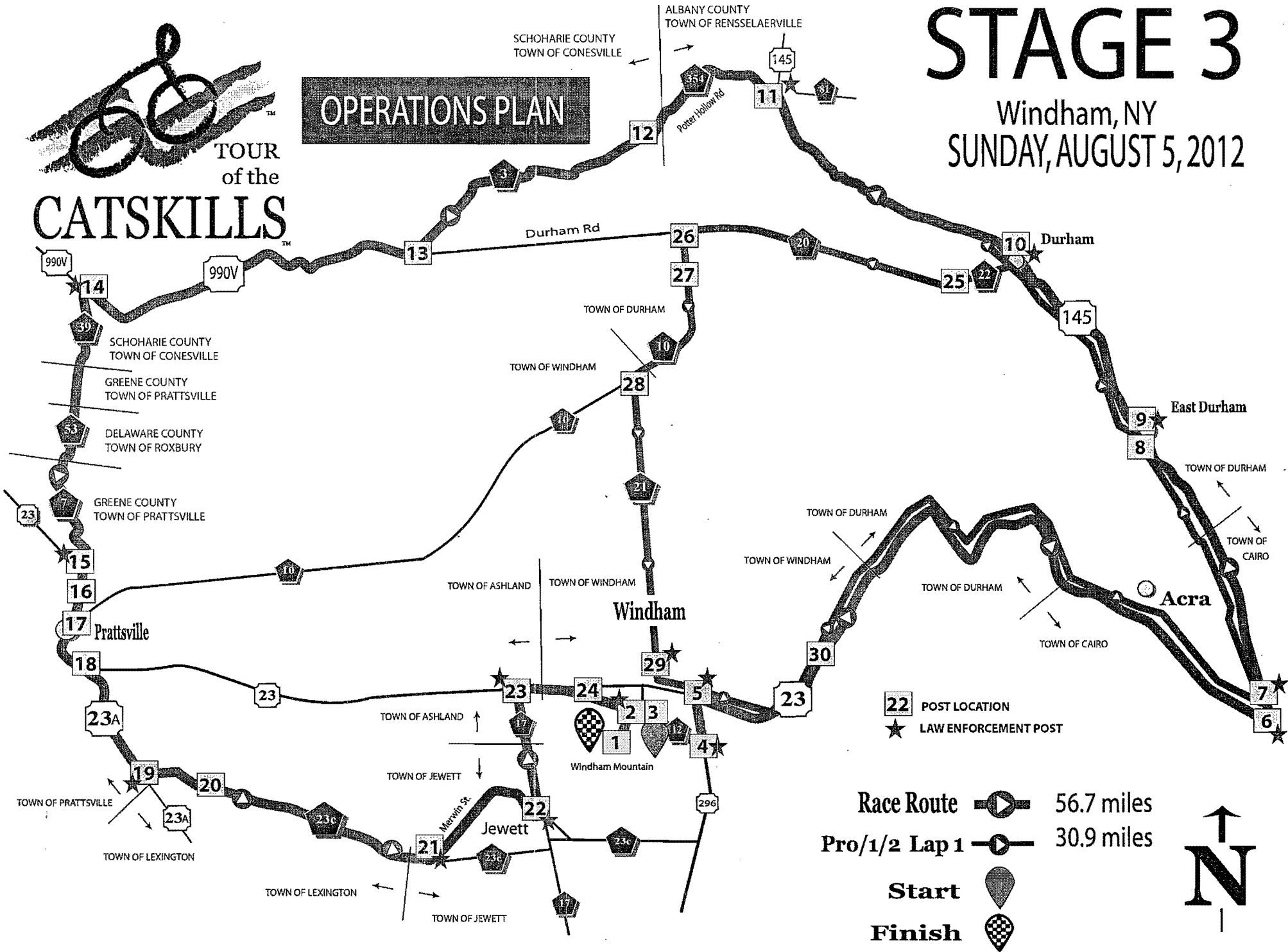




OPERATIONS PLAN

STAGE 3

Windham, NY
SUNDAY, AUGUST 5, 2012





22 POST LOCATION
★ LAW ENFORCEMENT POST

Race Route 56.7 miles
Pro/1/2 Lap 1 30.9 miles
Start
Finish






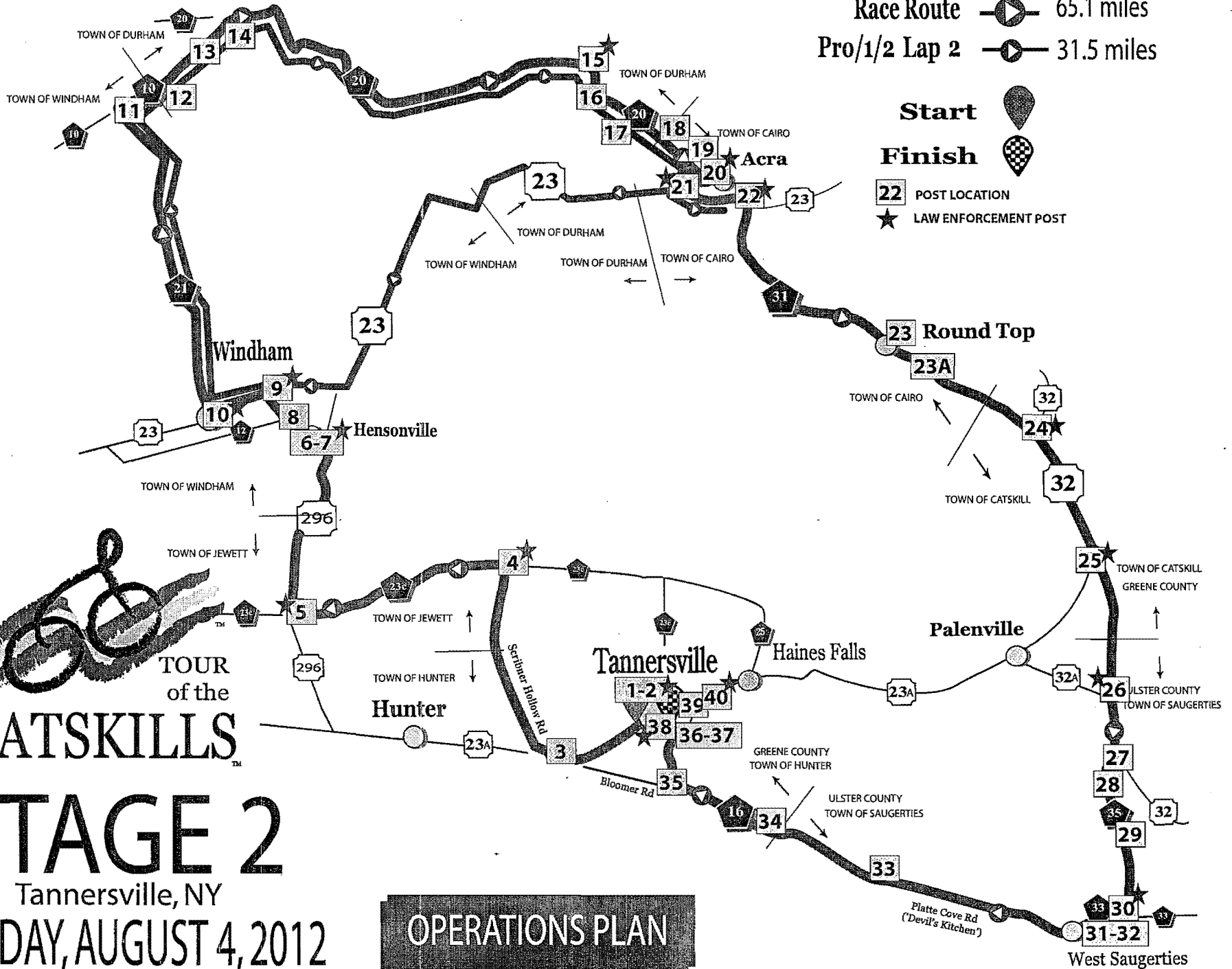
Race Route  65.1 miles
 Pro/1/2 Lap 2  31.5 miles

Start 

Finish 

 POST LOCATION

 LAW ENFORCEMENT POST





STAGE 2

Tannersville, NY

SATURDAY, AUGUST 4, 2012

OPERATIONS PLAN

RECEIVED

JUL 16 2012

TOWN OF CAIRO
BUILDING & CODE ENFORCEMENT

Town of Cairo, New York

Application for Junk and Salvage Yard License

Date Submitted 6-16-12 2001

Application is hereby made to the Town of Cairo, New York, for the approval and issuance of a Junk and Salvage Yard License as per detailed statement of this application, specifications and plans herewith submitted for the erection of the yard herein described. The plans submitted are drawn to a uniform scale.

This application will not be accepted unless the above requirements have been complied with and the following questions fully answered. Please type or print in ink.

Section 112.00-7-32-2 Block 2 Lot Book 1127 Page 154

1. Location of proposed Yard _____ (Street)
2. Name of Owner POST Brothers Truck Parts, INC
Address 8006 Rt 9W Catskill NY 12414
3. Is building on a corner lot? No Which street will it front on? Rt 32
4. Size of Plot _____ feet front _____ feet rear _____ feet deep
Total area of lot 6.9 Acres square feet
5. Type of fencing Whatever the Town Board Requires
6. Does applicant have a record of convictions for any type of larceny or receiving of stolen goods? No

- Please use other side for scale drawing for plot and plan -

Affidavit

Town of Cairo)
County of Greene ss.:
State of New York)

I, the undersigned, am duly authorized to make this application, and to the best of my knowledge and belief the statements contained herein are true. I will comply with the requirements of the Building Codes, and other Ordinances of the Town of Cairo and the Laws of the State of New York pertaining to building or structures


(Signature of Applicant)

Sworn to before me this _____
day of _____, 2001

Notary Public

License Number _____ Date Issued _____, 2001

Building Inspector, Town of Cairo

ESSLIE & FRENIA, P.C.

ATTORNEYS AT LAW

550 MAIN STREET, PO BOX 1121

CAIRO, NEW YORK 12413

Telephone (518) 622-9910 - Telecopier (518) 622-9778

FAX TRANSMITTAL COVER SHEET

The information contained in this facsimile message is legally privileged and confidential information intended only for the use of the individual or entity named below. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this facsimile is strictly prohibited. If you have received this facsimile in error, please immediately notify us at 518-622-9910 and return the original message to us at the address above via the United State Postal Service.

DATE: 7/18/12
TO: Cairo Town Board + Tal Rappleye

FROM: _____

NUMBER OF PAGES
(Including Cover Sheet) 2

MESSAGE: _____

If you do not receive all of the pages, please call our office at 518-622-9910 as soon as possible.

ESSLIE & FRENIA, P.C.

ATTORNEYS AT LAW

550 Main Street, PO Box 1121

Cairo, New York 12413

Telephone (518) 622-9910 - Telecopier (518) 622-9778

Service Via Facsimile Is Not Acceptable

July 18th, 2012

VIA FACSIMILE ONLY: 758-8038 & 622-0553

Tal G. Rappleyea, Esq.
P.O. Box 793
Valatie, NY 12184

Cairo Town Board
512 Main St
Cairo, NY 12413

Re: Resort Moratorium

Dear Mr. Rappleyea,

Per your request, I am writing to obtain clarification as it relates to the scope of the [6] six month moratorium adopted by the town board on June 27th, 2012.

Specifically:

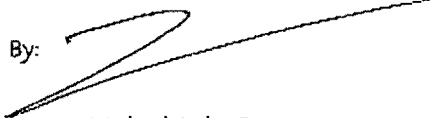
Does the moratorium prevent a site plan application or the planning board from acting on a site plan application to open a resort on a property currently classified by the assessor as a resort, which has been inactive for more than a year.

The Meadow Fields senior housing project is proposed for the property known as the, 'Cypres Motel'. The motel has not been utilized as a resort for many years and the town site plan ordinance requires site plan review be accomplished prior to re-opening as a motel. Can a site plan application for this properties use as a motel be reviewed and acted upon by the planning board?

We have been instructed to submit this letter prior to attending a planning board meeting or submitting any documents to the planning board. Based on your earlier emails, this letter is submitted to the town board and the town board then proceeds to make a determination as to the scope of the moratorium.

I await your response with interest. I remain,

Very truly yours,

By: 

Michael Esslie, Esq.
Admitted to Practice in NY

ESSLIE & FRENIA, P.C.

ATTORNEYS AT LAW

550 Main Street, PO Box 1121

Cairo, New York 12413

Telephone (518) 622-9910 - Telecopier (518) 622-9778

Service Via Facsimile Or Email Not Accepted

July 19, 2012

Cairo Town Clerk &
Cairo Town Board
PO Box 728
Cairo, NY 12413

Re: Meadowfields Apts, LLC [Vasileios Paganos]
Topic: Moratorium Variance Application

Dear Madam Clerk,

Pursuant to Section '8' of the Town of Cairo Local Law # 2 of 2012 [Imposing a Temporary Six Month Moratorium], our client Meadowfields Apts, LLC [Vasileios Paganos] hereby applies for a variance.

Kindly advise as to the date and time of the public hearing. I remain,

Very truly yours,

By: 

Michael Esslie, Esq.

Admitted to Practice in NY

RECEIVED

JUL 20 2012

CAIRO TOWN CLERK

TOWN OF CAIRO
TIMELINE FOR CODE ENFORCEMENT BENCHMARKS AND ACTIONS
JULY, 2012

- Day 1: visit property/witness violation/discuss remedy with owner
- Day 15: Send Notice of Apparent Violation and Request to Remedy
- Day 45: Send Notice of Violation and Order to Remedy
- Day 60: Refer matter to Town Board for review/authorization to proceed, with notice to landowner of opportunity to attend/be heard at next TB regular or workshop mtg.
- Serve Appearance ticket, Summons, etc. immediately following Town Board authorization

Taking an initial inventory of capital assets can be a daunting task. There are ways to make this necessary action less intimidating. The inventory can be broken into several smaller counts, spread out over time. Managers can use a risk-based approach to determine which capital assets to count first and which ones to count later. For example, where adequate safeguards are already in place, physical inventories can be delayed with less risk. Where safeguards are lacking (more risk), counts should be scheduled as soon as possible.

Large, expensive assets can be “booked” with minimal effort. Real property, heavy equipment, vehicles, etc., can probably be counted and recorded relatively quickly. Common sources of information for listing real property include: deeds, maps, assessor’s property cards, tax rolls, insurance records, claims, resolutions of the governing body and department records. Sufficient information about each item should be recorded on the property record card to identify it. Dollar-wise, much of the capital asset inventory should be comprised of these few, expensive items. Get an accurate count of these items early, because many of these same items make up the bulk of the insurance coverage and related costs.

Dollar minimums can and should be established so that insignificant items are not counted and recorded. In determining the minimum amount to be included in the inventory of capital assets, the governing board should make a determination of what represents significant value. This must be considered in the context of the size of the local government, the volume of capital assets and the ability and cost to compile and maintain records. Subject to statutory requirements, the minimum amount could be set as low as \$500 or range to as high as \$5,000 or more. For high-risk inventory items such as tools, vehicle parts and office equipment, lower dollar thresholds might be desirable.

Also, similar items, even though each item costs less than the minimum may be grouped together and included in the capital assets. For example, steel chairs used in the auditorium may only cost \$25 each. However, if 100 chairs were purchased, the total purchase represents a significant investment that may be included in the capital assets records.

After the initial inventory has been completed, additional information such as historical cost and source of funds must be ascertained. Much of this information can be secured by examining paid claims. Some information may be obtained from departmental records.

Every effort should be made to list all property in the initial inventory. Don’t be discouraged, however, if additional items turn up after the inventory has been completed. Simply add them to the list. Also, it may be difficult, if not impossible, to find the cost and source of funds of some items that have been on hand for many years. Appendix B provides some guidance on how to estimate these “missing” cost figures.

New York State Dept of Taxation & Finance
Office of Real Property Tax Services
WA Harriman State Campus
Albany, New York 12227

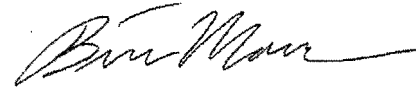
Certificate of the Final State Equalization Rate
for the 2012 Assessment Roll

Mr. Ted Banta , Supervisor
Town of Cairo
P.O. Box 728
Cairo, NY 12413

County of Greene
Town of Cairo

Final State Equalization Rate: * 70.00 *

I, Brian F. Moon, hereby certify that on July 11, 2012 the State Office of Real Property Tax Services established a final State equalization rate of 70.00 for the above named municipality.



Brian F. Moon
Real Property Analyst 2

Note: Since your municipality did not file a complaint with respect to the tentative rate, the final equalization rate is the same as the tentative rate. Notice of the final rate will be filed with the clerk of the county legislative body and in the office of the State Comptroller.

Ms. Janice Hull , Appointed Assessor
Town of Cairo
Town Hall
16 Railroad Ave - PO Box 132
Cairo, NY 12413

Municipal Code	Municipal Name	(A) 2011 State Equalization Rate	(B) 2012 State Equalization Rate and Status	(C) Percentage Change in Estimate of Full Value
192000	Town of Ashland	64.25	67.00 Tentative	-4.10%
192200	Town of Athens	63.00	67.00 Final	-6.05%
192400	Town of Cairo	67.00	70.00 Final	-4.25%
192600	Town of Catskill	60.30	60.50 Final	-1.08%
193000	Town of Durham	64.50	68.00 Final	-5.38%
193200	Town of Greenville	76.00	80.00 Tentative	-5.00%
193400	Town of Halcott	100.00	100.00 Tentative	0.00%
193600	Town of Hunter	57.00	61.00 Final	-4.98%
193601	Village of Hunter	59.57	64.19 Final	-7.20%
193800	Town of Jewett	83.00	86.00 Tentative	-3.49%
194000	Town of Lexington	68.00	100.00 Final	-2.67%
194400	Town of Prattsville	59.75	65.00 Tentative	-8.08%
194600	Town of Windham	70.00	72.00 Tentative	-2.78%
199901	Greene County C.A.P. #1	71.50	75.50 Final	-5.41%
	Town of Coxsackie			
	Town of New Baltimore			

Column C is the percentage change in the estimate of full value between the 2011 State equalization rate and the 2012 State equalization rate due to the change in full value standard.

This percentage change is important because county and school taxes are apportioned according to a municipality's share of the full value of the county or the school. A municipality will be apportioned a larger share of the tax levy if its full value increases by a larger percentage than others, or if its full value decreases less than the decrease for other municipalities in the county or school.

The information shown in columns B and C is subject to change as the other tentative rates are established in the county and as rates are finalized after the completion of rate complaint processing. You will be sent a complete report when we have established 2012 State equalization rates for all municipalities in your county.

LAW OFFICES OF
RAPPORTE MEYERS LLP
20 SPRING BROOK PARK
RHINEBECK, NEW YORK 12572
(845) 473-7766
(845) 473-7790 FAX

FAX TRANSMISSION

July 10, 2012

Cover and 2 additional page(s)

To: Kress Bjornsson/Donald E. Gibson/Allison Eldred
Company: The Bank of Greene County
Fax No. 518-943-3756 and 518-943-4431 **Phone No.** 518-719-1371/518-943-2600
x. 2001/2006

To: Barbara Beers, Vice President
James Warren, President
Company: National Bank of Coxsackie
Fax No. 518-731-2870 **Phone No.** 518-731-6161

From: Christine M. Chale, Esq.

Re: Town of Cairo, Greene County, New York
\$1,475,930 Bond Anticipation Renewal Notes, Series 2012B
(Cairo Library Project)
Closing: July 13, 2012

MESSAGE: The Town of Cairo is awarding the sale of the above referenced Bond Anticipation Renewal Notes to the following banks at the following rates in accordance with the attached terms:

R-1 - \$500,000 @ 0.95% - National Bank of Coxsackie
R-3 - \$200,000 @ 0.95% - National Bank of Coxsackie
R-2 - \$500,000 @ 1.99% - The Bank of Greene County
R-4 - \$275,930 @ 1.99% - The Bank of Greene County

Thank you for your interest. If you have any questions, please do not hesitate to contact me.

cc: Ted Banta, Supervisor and Tara Rumph, Town Clerk
Fax: 518-622-0553

cc: Jill Snyder (via email)

cc: Tal Rappleyea, Esq. (via email)

The documents included with this facsimile transmittal sheet contain information from **Rapport Meyers LLP**, which is confidential and/or privileged. This information is intended to be for the use of the addressee named on this transmittal sheet. If you are not the addressee, note that any disclosure, photocopying, distribution or use of the contents of this faxed information is prohibited. If you have received this facsimile in error, please notify us by telephone at (845) 473-7766 immediately so that we can arrange for the retrieval of the original documents at no cost to you.

July 10, 2012

TERMS OF BOND ANTICIPATION RENEWAL NOTE
(RENEWAL AND NEW MONEY) - PRIVATE SALE

Issuer: Town of Cairo, Greene County, New York

Issue: Bond Anticipation Renewal Notes, Series 2012B
(Cairo Library Project)

Purpose: Construction of a new public library of approximately 7,000 sq. ft located on parcel of land owned by the Town at Main Street and Railroad Avenue, adjacent to the existing Town Hall and library building. Bond Resolution adopted March 23, 2010 authorized \$3,070,000 with a PPU of 30 years. Renewal of the \$1,500,000 BAN, Series 2011A maturing July 13, 2012. (Series 1 and 2 of 3 series issued to date).

Issue Date: July 13, 2012

Maturity: July 12, 2013

Aggregate
Principal Amount: \$1,475,930

Price: Par. Payment of the Purchase Price shall be made in immediately available funds on the delivery date.

Redemption: Subject to redemption at the option of the Town at any time after November 30, 2012 prior to maturity upon thirty days' notice to the registered owner at a redemption price of par plus accrued interest to the redemption date

265(b)(3): The notes will be designated as "qualified tax-exempt obligations" pursuant to 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Legal Opinion: Rapport Meyers LLP

For additional
information contact: Christine M. Chale, Esq. – cchale@rapportmeyers.com
Rapport Meyers LLP
20 Spring Brook Park
Rhinebeck, New York 12572
(845) 473-7766
(845) 473-7790 Fax

TERMS OF BOND ANTICIPATION RENEWAL NOTE
(RENEWAL AND NEW MONEY) - PRIVATE SALE

Town of Cairo, Greene County, New York
Bond Anticipation Renewal Notes, Series 2012B
(Cairo Library Project)

Denominations,
Interest Rates and
Purchasers:

R-1 \$500,000; rate 0.95% - National Bank of Coxsackie
R-3 \$200,000; rate 0.95% - National Bank of Coxsackie
Registered To: National Bank of Coxsackie
Closing Contact: Barbara Beers
Closing Location: TBD
Phone: 518-731-6161 Fax: 518-731-2870

R-2 \$500,000; rate 1.99% - The Bank of Greene County
R-4 \$275,930; rate 1.99% - The Bank of Greene County
Registered To: The Bank of Greene County
Closing Contact: Kres Bjornsson
Closing Location: TBD
Phone: 518-731-6161

Payable At: Office of Town Clerk

Information for 7/25/12 Meeting from Delaware Engineering

At the meeting two questions should be answered:

- 1) What will be the pumping schedule to catch up on maintenance?
- 2) Should we proceed with the Highway Department upgrading tank access as “force account” work?

Pumping Schedule

Current budget for pumping tanks is \$14,500 per year – @ \$200 each this allows for 73 tanks per year.

To keep up, 42 tanks need to be pumped each year.

So you already have budgeted $73 - 42 = 31$ “catch-up” tanks per year.

There is a 227 tank backlog, at this rate it will take 7-years to clear backlog.

→ The Town needs to decide how much extra they can afford to budget for this annually (in addition to \$14,500 already normally budgeted) to clear backlog.

To clear back-log and become current in **one** year, another \$39,200 would be needed in 2012.

To clear back-log and become current in **two** years, another \$16,500 would be needed in 2013-14.

To clear back-log and become current in **three** years, another \$8933 would be needed in 2013-2015.

To clear back-log and become current in **five** years, another \$2880 would be needed in 2013-2016.

→ Keep in mind that until this is resolved the sewer moratorium will likely remain.

Tank Improvements

Each tank needs to be excavated and, while open, should have two extra clean-outs installed to save costs on future service. If EFC will allow this, I believe the consensus was that we should begin this process using “force account” labor and materials through the Highway Department. If EFC approves then wages, equipment, etc. costs incurred by the Town are reimbursed by EFC.

→ The Town should authorize the Supervisor to submit a force account proposal for this work on up to 12 tanks.



Town of Cairo

Town of Cairo

Special Board Meeting @ 4PM

Location: Town Hall Meeting Room

July 2, 2012

The Town Board of the Town of Cairo met for a special Town Board Meeting on Monday, July 2, 2012 at the Town Hall, Main Street, Cairo, New York. The purpose of the meeting was meet the owners of local salvage yards to discuss the local ordinance concerning salvage yards and the permit process and discuss the payment to August Freeman , owner of the Project Management Services, Cairo, NY.

Supervisor Banta called the meeting to order at 4PM and then asked the attendees to pledge allegiance to the Flag.

Supervisor Freeman opened the meeting discussing the issue of expenses not paid to August Freeman, Freeman Project Management Services for services rendered during the construction of the new public library. Augie Freeman stated that the Town withheld funds at the beginning of the library project because there was a question about the validity of his worker's compensation coverage. Since there were no claims received during that period and the extenuating circumstances Augier's personal family life, the Board felt it only fair that the Town reward the Freeman Project Management Services the funds that were withheld. Because there was a small discrepancy between the amount reported by the Town Bookkeeper and the Augie Freeman, Supervisor Banta requested that Augie Freeman consult with Louann Arp, the Town Bookkeeper and address the discrepancy. Augie Freeman returned to the Board and stated that the agreed amount to be paid to Freeman Project Management Services is \$21, 212.50. A resolution was passed by the Board authorizing said payment.

At the same meeting Supervisor Banta and the above Board members also met with the owners of the local salvage yards. Present at the meeting were, William Wolfe, owner of Wolfies; Bill Sirago, Bill's Sales & Service; Chris Kotu, prospective owner of Schneider's Junk/Salvage Yard; several Waldron family members representing Waldron's Auto Parts. J Fortini, owner of Tire Kingdom was not present at the meeting. The Board discussed the current salvage yard law and its requirements. A discussion ensued whereby the salvage yard owners were seeking clarification of the requirements for obtaining their salvage yard permits. The Board discussed their feelings and summarized their concerns that they are not seeking to drive the present yards out of business. They simply want the yards to be aesthetically eye appealing. Many of the yard owners agreed to assist them in making their properties appealing. The Board stated they would visit each of the yards and discuss possible means they could take to improve their properties and be granted a permit to operate.

Based on the time expended at this meeting, there was not enough time to review the new zoning law.

Councilperson Puorro made a motion to terminate the meeting and the motion was seconded by Councilperson Ostrander. The meeting ended at 6:15PM.



Town of Cairo

July 2, 2012

Supervisor Banta offered the following resolution and moved its adoption:

WHEREAS, The Town withheld funds in the amount of \$21,212.50 from the August Freeman, Freeman Project Management Services for services rendered during the construction of the Cairo Public Library; and

WHEREAS, the funds were withheld for the lack of worker's compensation insurance coverage at the time of the project commencement; and

WHEREAS, the Board after discussing the circumstances at the time of the Project decided to remit the necessary funds in the amount of \$21,212.50 to Freeman Project Management Services;

RESOLVED, that the Town Board of the Town of Cairo does hereby remit the amount due to Freeman Project Management Services this date July 2, 2012.

SECONDED BY COUNCILPERSON _____

COUNCILPERSON JOYCE	AYE	NAY
COUNCILPERSON PURORO	AYE	NAY
COUNCILPERSON OSTRANDER	AYE	NAY
COUNCILPERSON SUTTMEIER	AYE	NAY
SUPERVISOR BANTA	AYE	NAY

AYE ___ NAY ___ ABSENT ___ CARRIED ___ DEFEATED ___