



## **TOWN OF CAIRO**

### **GENERAL/REGULAR MEETING AGENDA**

**September 25, 2013 @ 7PM**

**Location: Town Hall, Cairo**

**Call to Order**

**Pledge of Allegiance**

**Attendance**

**Public Hearing: Proposed Zoning Law 5pm to 7pm**

**Comments/Presentations: John Wolham-Office of Real Property Tax: Basic Star re-registration  
& Park Task Force**

**Approval of Minutes:**

**Reports**

- |                    |                   |                    |
|--------------------|-------------------|--------------------|
| - Ambulance        | - Library         | - Tax Collector    |
| - Assessor         | - Park Task Force | - Water & Sewer    |
| - Board of Appeals | - Planning Board  | - Sewer Contractor |
| - Building & Codes | - Police          | - Highway          |
| - Historian        | - Summer Rec      | - Supervisor       |

**Appointments & Resolutions**

**Unfinished Business**

- Zoning
- Animal Control
- Library Closing
- Well Drilling

**New Business**

- Climate Smart Communities Pledge
- Building & Code Enforcement Travel
- Terrace Manor LLC

**Correspondence**

- Planning Board
- Budget

**Adjournment**



## **Minutes**

### **Town of Cairo**

#### **Town Board Work Session**

**September 11, 2013**

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, September 11, 2013 at the Town Hall, Main Street, Cairo, New York.

Supervisor Banta called the meeting to order at 4:15 PM and then asked the attendees to Pledge Allegiance to the Flag with all Board members present. A moment of silence was observed in honor of 9/11.

The minutes from the public hearing on August 28, 2013 was accepted by Councilperson Ostrander and seconded by Councilperson Puorro.

The minutes from the August 28, 2013 Town Board meeting was accepted by Councilperson Joyce and seconded by Councilperson Suttmeier.

Supervisor Banta informed the board that Lange's Motel has been shut down by the code department as of yesterday. Stacey Sprague will keep the board updated on the case.

#### **Resolution No. 203 -2013 "Library Card Sign-Up Month"**

Councilperson Ostrander offered the following resolution and moved its adoption:

WHEREAS, the library card is one of the most important school supplies;

WHEREAS, libraries are an essential service for the nation's children;

WHEREAS, libraries bridge the digital divide by providing a full range of information and services to children and adult learners;

WHEREAS, libraries offer free access to important educational resources such as online homework resources, access to online databases and e-books;

WHEREAS, libraries continue to find way ways to bring value to their communities;

WHEREAS, a library card is one of the “smartest cards” you can possess;

BE IT RESOLVED, the Town of Cairo proclaims September 2013 Library Card Sign-up Month and encourages everyone to sign up at the Cairo Public Library.

Seconded by Councilperson Joyce.

All members in favor – motion carried.

**Resolution No. 204 -2013** “Ronald Baitsholts NYS Thruway Auction Attendance”

Councilperson Puorro offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo acknowledges that the Town Supervisor authorized, at the request of the Highway Department, Ronald Baitsholts on September 10, 2013 to attend the NYS Thruway Auction on September 11, 2013 to potentially purchase equipment according to the Town of Cairo’s policies and procedures under the Highway Superintendent’s direction.

Seconded by Councilperson Ostrander.

All members in favor – motion carried.

**Resolution No. 205-2013** “Recognizing Bullying Awareness Month October 2013”

Councilperson Banta offered the following resolution and moved its adoption:

**WHEREAS,** We must safeguard schools and communities for our children, and, through our recognition of the serious issues that face them each day, offer our children an environment that holds promise and security; and

**WHEREAS,** Many organizations, school districts, educators and parents have publicly expressed concern about the bullying of children; and

**WHEREAS,** Each day an estimated 160,000 children refuse to go to school because they dread the physical and verbal aggression of their peers, and the loneliness that comes from being excluded and made the target of rumors and cyber-bullying; many more students attend school in a chronic state of anxiety; and

**WHEREAS**, It is important that we acknowledge and heighten awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause in our youth as well as the risks of teenage suicide; and

**WHEREAS**, Providing a safe physical and emotional environment is a significant goal and a personal responsibility of each individual; and

**WHEREAS**, It is time to “**Stand UP for Character - DOWN to Bullying!**” now, therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby designate the month of October 2013 as Bullying Awareness Month as a symbol of our commitment to the year-round struggle against bullying.

Seconded by Councilperson Ostrander.

All members in favor – motion carried.

**Resolution No. 206 -2013** “Appoint Sole Assessor”

Councilperson Suttmeier offered the following resolution and moved its adoption:

WHEREAS, the six (6) year appointment for the position of Sole Assessor is scheduled to expire on September 30, 2013, therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby re-appoint Janice Hull as Sole Assessor for the Town of Cairo for a term of six (6) years to expire 9/30/19.

Seconded by Councilperson Joyce.

All members in favor – motion carried.

**Resolution No. 207-2013** “Appoint Member of Board of Assessment Review”

Councilperson Joyce offered the following resolution and moved its adoption:

WHEREAS, the Board of Assessment Review (BAR) term that Robert Fritze filled because of the resignation of Robert Carey Sr. is scheduled to expire on September 30, 2013, therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby re-appoint Robert Fritze as a member of the BAR for a term of five (5) years to expire September 30, 2018.

Seconded by Councilperson Suttmeier.

All members in favor – motion carried.

Supervisor Banta spoke about the possibilities of obtaining a grant writer for the town.

Clean up day is scheduled for October 12, 2013 from 7:30AM – 3:30PM at the Greene County Transfer Station on Route 385, Catskill, NY, 12414. Each household will be limited to one load. Permits will be issued at the Town Clerk's Office. Robert Hempstead will have an employee of the town to check residents in.

The board spoke about the new wells that are to be installed. The board will take a well site visit after the meeting today. Councilperson Suttmeier will get a quote for the well house flood insurance.

Supervisor Banta stated he has created a feedback form regarding zoning in the Town of Cairo. Anyone interested can find it on the town's website.

The board spoke about alternatives for animal control in the town. Ag and Markets will be down Friday to inspect the car which picks up the dogs.

Town Clerk Tara Rumph and Supervisor Banta will have the closeout of the library on September 17, 2013 at 9:30AM.

Budget meetings will commence on September 16, 2013. Budget cap is 1.66%.

Correspondences were read. One resident submitted a letter and petition for the intersection of County Route 31 and County Route 39 to have a speed reduction. The board will look into this matter.

Councilperson Suttmeier made a motion to adjourn at 5:20, Councilperson Ostrander seconded the motion.

All members in favor – motion carried.

Respectfully submitted,

Debra Sommer

Deputy Clerk

**Town of Cairo  
Ambulance Service**

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

**Monthly Report  
September 24, 2013**

Total Calls for July..... 81  
Total Transported Calls.....44  
Total Non-transported Calls.....37

Total Amount Billed\_\_\_\_\_ \$ 39,970

**Miscellaneous Items of Interest:**

1. New lighting in Ambulance bay and quarters completed and working well.
2. Heating season rapidly approaching, will need a decision on furnace. Replace or repair.
3. Thoughts on surveillance cameras at the highway/ambulance complex to monitor traffic, due to recent problems.

|                                    |
|------------------------------------|
| <b>TOWN OF CAIRO BOARD MEETING</b> |
|------------------------------------|

|                                  |
|----------------------------------|
|                                  |
| <b>ASSESSOR'S MONTHLY REPORT</b> |

**September 25, 2013**

**New Business: 29 property transfers for the month of August**

**ORPTS (Office of Real Property Tax Services) Presentation**

**Subject: Basic Star Re-registration**

**CLOSING**

Janice Hull  
**Sole Assessor**

## Minutes: Town of Cairo Board of Appeals

August 29, 2013

Present: Tom Baldwin, Chair  
Ed Forrester  
Eric Rasmussen  
George Weiss

Absent: George Kleinmeyer

Meeting was called to order at 6:37 PM in the Cairo Town Hall by Chairman Baldwin. A quorum of members was present.

Regarding the denial by the Code Enforcer for approval to build a garage on the lands of Angela Burke, SBL # 135.02-1-26

Permission was denied by Code Enforcer Sprague to allow a garage to be built within 7-8 foot from the property line. Decision based on Local Law 2-1991 Section 6A: no structure to be placed within 15 feet of the boundary line.

Angela Burke explained to the board because of the shape of her property the front of the garage would be approximately 7 feet from the property line and the back of the garage would be approximately 16 feet from the property line. The plan is to remove an existing garage and build a new two car garage.

After a discussion, the board unanimously agreed that Angela Burke should return to the board at a future date with a notarized letter from the adjoining property owner Lottie Schien stating she has no objection to the garage being built within 7 feet of the property line. The board agreed that they would grant the variance at that time if there is no objection by the adjoining property owner. Angela Burke agreed to return with a notarized letter from Lottie Schien.

In other business: Discussion ensued on an upcoming matter scheduled for September 19, 2013. Mr. Melapioni wishes to erect a horse barn over a common property line of two pieces of land owned by him. However, one of the properties is in his personal name and the other property is in a corporation name owned by him. In addition, there is question as to whether there is a right of way in the location of the proposed barn.

With no other business the meeting was adjourned at 7:15 PM.

Respectfully submitted,

Louann Arp, Secretary



**TOWN OF CAIRO**  
**BUILDING AND CODE ENFORCEMENT**  
**MONTHLY REPORT**

**August 27, 2013 – September 24, 2013**

**(09) Building Permits Issued**

**(01) Certificates of Occupancy Issued**

**(01) Certificates of Compliance Issued**

**(27) Violations & Complaints**

**(00) Violations Pending in Court**

**(03) Violation Pending with the Town Board**

**(34) Total Inspections were performed on current projects, violations,  
and fire inspections**

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**16 RailRoad Avenue, P.O. Box 728**

**Cairo, New York 12413**

**Phone (518) 622-9894 Fax (518) 622-3217**

**Hours Mon. – Thur. 10am – 3pm & Fri. 10am – 2pm**

## Highway Report

September 25, 2013

1. Silver Spur Road East, McClaren Road, Ross Ruland Road, M. Simons Road, and Joseph Kollar Road have been resurfaced with hot asphalt. Total tonnage used for these roads is 6089.34.
2. Sections of Old South Durham, Scotch Rock, Red Rock, Sandy Plains, Rudolph Weir and Bowery Creek have been paved using our drag box. Total tonnage used for these roads is 430.92. Drag box total tonnage is 1143.93 to date.
3. Excavator rented to work on FEMA projects
4. Assisted Greene County Soil and Water in the Bowery Creek we also installed rip rap on Bogardus Road from Hurricane Irene damage
5. Driveway aprons completed on the newly paved roads
6. Repaired headwall on Joseph Kollar Road, installed rip rap
7. Dedication plaque has been installed in the garden at the library
8. The Chadderdon culvert FEMA project has been opened up with excavator and assessed. We will not be closing the road until the spring time.
9. Purchased plows from the NYS Thruway auction
10. Joe DeAngelis attended HVAC training in Fishkill
11. The sweeper is out sweeping the motor paved roads in preparation for the top coat of oil and stone.
12. Assisted the water department with the reading of meters, repairs, service and reports.
13. Working on budgetary issues.
14. Road plates have been delivered for the Sandy Plains FEMA project.
15. The Snyder Lane generator has been removed, the new generator has been ordered and should arrive in the near future.
16. Crews are out repairing pot holes as needed.
17. Sign maintenance ongoing.
18. Bill Stein from the NY museum continues his research in the quarry. Khudadad, a student of Bill's spent a week camping in the quarry to continue with the research before winter settles in.
19. Lime Energy has retrofitted the highway garage, ambulance building, and the Acra Community Center. They will be returning on the 30<sup>th</sup> to retrofit Town Hall.
20. The mechanics are busy servicing the snow removal equipment.
21. Work continues with renovations at Town Hall.
22. Road side mowing continues.

23. A maintenance person from Columbia Greene College met with Joe DeAngelis and myself regarding HVAC system in the library.
24. Assisted Cocksackie with our excavator for a sign installation.
25. Cemetery, water tower and waste water treatment plant maintenance continues.
26. Bottle redemption total for this month is \$162.90. Total to date is \$789.70.
27. Installed handicap parking area in town park.
28. Four picnic tables have been purchased for the bistro area in the park using bottle redemption funds.
29. Met with Bast Hatfield regarding Lake Avenue
30. Met with engineers on M. Simons Road regarding future developments.
31. Continuing meetings with engineer and councilmen regarding the future installation of the solar farm at the highway department quarry.
32. Will be making needed repairs to the cable rail system on McClaren Road and installing new guide rail on Joseph Kollar Road.
33. The temporary jersey barriers in the park will be replaced with the guide rail system along the walking path.
34. Met with the Chamber of Commerce in preparation of the upcoming Apple Harvest Festival.



### **Park Task Force Report**

Meeting convened at 5:10 p.m. on September 10, 2013 at the Cairo Public Library.

**In attendance:** Ted Banta, Town Supervisor, Elizabeth Brinckerhoff, Task Force Chairperson, Linda Kuever, Fran Wolf, Kathy Brown, Dave Robinson, Doug Ostrander, Mike Murphy, Dave Infantino.

Guest: Lisa Heinz, Columbia- Greene Tobacco Free Action.

### **Agenda Items discussed:**

#### **1. Lisa Heinz:**

Lisa was invited to attend to review possible solutions to the ongoing collection of cigarette debris in the Park. Currently the Town has a resolution which is self-enforced through the signs previously provided by Lisa. Over time this has become less effective. Lisa discussed several options including the Town passing an ordinance which would be enforceable through the Police. However, the Task Force recommended that we start with having 2 designated smoking areas with signs to be provided by Lisa. Receptacles will be placed near the parking lots and within the designated smoking areas. The Task Force wants to see if this protocol will take care of the situation. Lisa offered to write a press release to announce the changes to the Park regarding the newly designated smoking areas. Lisa will work with Fran Wolf on developing a positive press release with a pro-active message. Doug will speak with Robert to order the receptacles.

#### **2. Gazebo update:**

Dave Infantino reported that Curtis Lumber has pre-made drawings/plans with the approved stamps ready to go with different sizes and dimensions. A lively discussion ensued regarding the purpose of the gazebo. It may be used for special events, musical concerts, etc. with the future possibility of adding an amphitheater. The wood will be donated by B&B Wood and the preparation of the lumber will be done by Bill Metzler. The suggested dimension will be at least 40 feet. Previously, Robert indicated he would do the foundation work.

Next steps: 1. Dave will get the plans from Curtis Lumber; 2. Special Task Force meeting to select the plans; 3. Target date will be the spring Park picnic; and 4. Foundation work to be done before this winter.

**3. Soccer field update:** Ted reported that the paperwork process has been completed for the grant Jill Snyder prepared.

**4. Items for Robert to address:**

- Asphalt and loose stones on the walking path need to be cleaned up
- Repaving is needed in many areas including the walking path
- Overhanging tree limbs need trimming
- Certain areas have water pooling

**5. Little League:**

- Explore adding signs on the backs of the dug outs for advertising purposes
- Little League will work on getting a message board with a cork enclosure to post announcements, etc. and will check with Robert

**6. Fund raising update:**

The Task Force has raised \$2558.00; slide will be ordered with installation and removal of the existing one.

Suggestion of a silent auction for the spring picnic to raise funds.

**7. General:**

A concern was raised by the grandparent (Audrey DeCiel) of a special needs child for an accommodation at the Park to use the swings. Elizabeth spoke with Ms. DeCiel and she will send additional information. Ms. DeCiel will send swing information to the Task Force and Elizabeth will forward the information to Robert to check any safety code issues.

**Meeting adjourned at 6:30 pm.**

Following the meeting, several Task Force members went to the Park to discuss possible locations for 2 designated smoking areas and to look for suggested areas for placement of the gazebo. Both will be discussed at the October meeting.

The next Task Force meeting is scheduled for Tuesday, October, 1, 2013 at the PARK.

Report respectfully submitted by Fran Wolf



## **TOWN OF CAIRO SUPERVISOR'S REPORT**

**September 25, 2013 @ 7PM**

**Location: Town Hall of Cairo, Meeting Room**

### **Notification of Meeting:**

- Town Clerk's Board
- Town Hall
- Outdoor Bulletin Board
- Town Website
- Daily Mail
- Town Email from Clerk

### **Monthly Financial Report: August 2013**

### **Zoning:**

- Zoning Meetings 2013:
  - o January 8<sup>th</sup> @ 4pm, January 15<sup>th</sup> @ 3:30pm, January 28<sup>th</sup> @ 4pm
  - o February 4<sup>th</sup> @ 4pm, February 15<sup>th</sup> @ 3pm, February 26<sup>th</sup> @ 10am
  - o March 15<sup>th</sup> @ 9am, March 26<sup>th</sup> @ 4pm
  - o April 8<sup>th</sup> @ 4pm, April 15<sup>th</sup> @ 3:30pm, April 22<sup>nd</sup> @ 3:30pm, April 29<sup>th</sup> @ 3:30pm
  - o May 6<sup>th</sup> @ 3:30pm, May 13<sup>th</sup> @ 3:30pm, May 22<sup>nd</sup> @ 3:30pm, May 31<sup>st</sup> @ 3:30pm
  - o June 18<sup>th</sup> @ 4pm, June 25<sup>th</sup> @ 4pm(completed review of classification chart)
  - o July 8<sup>th</sup> & 15<sup>th</sup> @ 4pm, next meeting July 25<sup>th</sup> @ 3:30pm
  - o August 12<sup>th</sup> @ 3:30pm

[February 28<sup>th</sup>, March 19<sup>th</sup>, & July 22<sup>nd</sup> meetings were cancelled]

\*Completed review of the text on 5/13; reviewed zones on 5/22

\*Final review completed on 8/12

Public Hearing scheduled for September 25<sup>th</sup> from 5pm to 7pm

Greene County Approved the Proposed Zoning Law with recommendations
- I have received several inquiries thus far regarding the Zoning Map and the zones that apply to the interested parties. I have instructed them to fill out a feedback form that is available on the homepage of the town's website if they have specific requests for changes.
  - o Documents posted on website:
    - Proposed Zoning Law
    - Proposed Zoning Map
    - Feedback Form

### **Employee Meetings 2013:**

- January 23<sup>rd</sup>, March 27<sup>th</sup>, April 24<sup>th</sup> (Employee Luncheon), May 29<sup>th</sup>, June 27<sup>th</sup> @ 10:30am

### **Budget Sessions & Timeline:**

- Departmental Budget Sessions September 16<sup>th</sup> 11am to 2:30pm
- Tentative Budget due by September 30<sup>th</sup>
- Town Clerk must submit budget to Town Board by October 5<sup>th</sup>
- Public Hearing must take place by November 8<sup>th</sup>
  - o I propose Wednesday, November 7<sup>th</sup> at 7pm for the PH
- Adoption of Budget must occur by November 20th

#### **Parks:**

- Signed Contract of Sale for Soccer Fields. Awaiting fully executed contract of sale & the deed.
  - o Need public hearing to exempt town from subdivision requirement
  - o Need to declare a negative declaration
  - o Need to execute a lease for the Soccer Fields
- Gazebo project:
  - o Wood to be donated by B&B Forest Products
  - o Metzger will donate labor and resources to cut the wood
  - o Town personnel will build the gazebo
- Grant Initiative:
  - o CFA Grant completed by Jill Snyder and submitted on August 12<sup>th</sup>

#### **Office Renovation:**

- Construction resumed

#### **Annex Building Renovation:**

- Received draft from engineer. Reviewing & revising draft.
- Met with Doug O. & Rick B. to review/revise plans on 9/20 @ 10am

#### **Sidewalk Initiative:**

- Seeking funding & support for sidewalks down Main Street
- Preparing grant submissions
- Grant extension filed and granted for design phase
- RFP for sidewalk design or pre-design exorbitant
  - o Will inquire with the County as to their ability to help us with design

#### **Library Project:**

- Pre-closing took place on 9/17 @ 9:30am; final closing took place on 9/19

#### **Community Outreach:**

- Rich Busch, Officer-in-Charge and I began part of my community outreach program visiting with business owners to discuss the Town.

#### **Well supply/drilling:**

- Site Inspection: September 11, 2013 @ 5:30pm at Town Park with Park Task Force, Hydro-Geologist, and Delaware Engineering
- Identified priority of site drilling: will start at site 1 which is on the road between the football field and playground parking lot before the walking path.

#### **Sewer Moratorium:**

- Meeting with DEC on Thursday, October 3<sup>rd</sup> at 9:30am at the Wastewater Plant

#### **CDTA 5K Run @ the Apple Harvest Festival:**

- October 12, 2013 @ 10am; Kid Fun Race @ 11am
- Will raise money for scholarships for Cairo-Durham graduating seniors

#### **DARE Day:**

- September 28<sup>th</sup> from 10am to 4pm at the Town Park

**Star Re-registration Presentation:**

- John Wolham-Office of Real Property Tax: Basic Star re-registration process 9/25 @ 7pm
- Department of Tax & Finance presentations

**Round Top Mountain Biking Association:**

- I visited event on September 8, 2013 @ 10am at Riedlbauer's

**Labor Negotiations:**

- Highway Department should commence fall of 2013
- Police Department should commence fall of 2013
- Ambulance Department negotiations in progress: next meeting-a Mediation on October 9, 2013 @ 10am at Town Hall

**Planning Board:**

- Dan Benoit will remain on the Planning Board and as Chair. The Planning Board agreed to be flexible with Dan's law school schedule and meeting nights.

**Animal Control:**

- Ag & Markets Vehicle Inspection: September 13, 2013 @ 11:30am
  - o Met with agent, vehicle & materials/tools passed inspection
- Inquiring with Bruce Feml in Tannersville as to the costs of housing the dogs at his facility
  - o Proposal submitted. Costs will need to be evaluated
  - o Bruce suggested impound fees which will defer costs

**Police Donation:**

- Sean Clevensline is attempting to coordinate a computer donation

**Boy Scouts Highway Clean-up Day:**

- Highway Clean-up 9/19 8:30am – 12:30pm

**Meeting Schedule:**

- Town Board meeting on November 27, 2013 should be cancelled-day before Thanksgiving
- Town Board meeting on December 25, 2013 is cancelled-Christmas



Cairo Tax Collector  
PO Box 319  
Cairo, NY 12413  
518-622-9218

[taxcollector@townofcairo.com](mailto:taxcollector@townofcairo.com)

September 25, 2013

To: Supervisor Banta & the Cairo Town Board

Re: Tax Collector's Monthly Update

- The books were turned over to the Greene County Treasurer's Office at the beginning of August. The balance remaining in the Town of Cairo Tax Collector's account as of September 23, 2013 was \$591.13. This included the \$2 late notice fee that the county reimburses the town for on the remaining 295 unpaid parcels as well as interest for August of \$1.13. A check was written to the town for this amount on 9/23/13.
- I contacted BAS regarding the possibility of taking credit card payments and have given the information to the town board. I will be meeting with Doug Ostrander tomorrow to review the information.
- Please let me know if you have any questions or concerns. Thanks for your continued support.

Respectfully submitted,

Susan Hilgendorff  
Deputy Tax Collector



512 Main St., PO Box 728  
Cairo, NY 12413

## **TOWN OF CAIRO WATER & SEWER MONTHLY REPORT**

September 2013

### **Water Department**

I spoke with Steve Freeman from Cedar Terrace in regards to the information he was looking for to hook up to the Town's water. He wanted to know where the main line ran. I have been working with Andrew Miles about his complaint on high water usage. Dave Jennings will be going to recheck his meter. There were two Hydrants that were flushed out, one on Madeline Street and Jones Street. I worked on updating the water meter reading cards to get them updated with addresses and locations of the meters. I have also updated the information in the program. Budget was completed and submitted for review. I had a request from Kevin at 13 Madeline Street to have water meter moved outside as he was going to FL for the winter. Dave Jennings has moved the water meter outside on 9/23/2013. Water meters are being read this week. I am still working on a new billing program. I have one more company I am waiting to get back to me. I met with the Village Clerk of Coxsackie on Monday September 23, 2013 to see the program they use.

### **Sewer Department**

EDU billing was billed on September 2, 2013. Resolution submitted. Sewer penalties were applied on September 12, 2013. Resolution submitted. There have been seven-sewer pump outs completed which brings us to a total of 125 pump outs. I have received a few calls regarding sewer problems. One was at 12 Maria Drive, one at 644 Main Street and one at Karen's Flower Shop. Joe Myers has gone to these locations. He found that the one on Main Street was clogged between the tank & the house and spoke to the homeowners regarding this. Karen's Flower Shop also had a clog between the tank & the flower shop and Maria Drive needs to be pumped out. I will schedule the pump out for this location. Budget was completed and submitted for review.

Debbie Litchko

**TOWN OF CAIRO**

**September 25, 2013**

**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 August, 2013.

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

September 19, 2013

## RESOLUTION NO. \_\_\_\_\_

“Accepting EDU Billing  
Dated September 3, 2013”

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

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

Resolved, that the Town board accepts the EDU Billing as presented from the Water Clerk in the amount of \$109,700.00 dated September 2, 2013.

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**

**September 12, 2013**

**RESOLUTION NO \_\_\_\_\_**

**Accepting Sewer Penalties  
Dated September 12, 2013**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

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

RESOLVED, that the Town Board accepts the Sewer Penalties as presented from the Water Clerk in the amount of \$2,917.87 dated September 12, 2013.

SECONDED BY COUNCILPERSON \_\_\_\_\_

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

AYE \_\_\_\_ NAY \_\_\_\_ ABSENT \_\_\_\_ CARRIED \_\_\_\_ DEFEATED \_\_\_\_

**TOWN OF CAIRO**

**September 25, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Water Meter Reader”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Albert Gasparini to read the water meters for the rate of \$10.00 per hour retroactive to September 19, 2013.

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

September 25, 2013

RESOLUTION NO. \_\_\_\_\_

## “Climate Smart Communities Pledge”

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, the Town Board of the Town of Cairo believes that climate change poses a real and increasing threat to our local and global environments which is primarily due to the burning of fossil fuels; and

WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

WHEREAS, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,

BE IT RESOLVED that Town Board of the Town of Cairo, in order to reduce greenhouse gas emissions and adapt to a changing climate will:

### **1. Pledge to Combat Climate Change by Becoming a Climate Smart Community**

Set goals to reduce GHG emissions and adapt to predicted climatic changes. Establish a task force of local officials and community members to review the issues and propose a plan of action. Designate a point person who will oversee climate change initiatives and publicly report on progress. Work cooperatively with similar task forces in neighboring communities to ensure that efforts complement and reinforce one another. As an official signal of commitment and for access to technical resources, sign on to a widespread climate campaign such as ICLEI Local Governments for Sustainability - Climate Protection campaign.

### **2. Set Goals, Inventory Emissions, Move to Action**

Gather data, inventory GHG gas emissions, and establish baselines for local government operations and community sectors. Develop quantifiable interim GHG emission targets consistent with emission reduction goals and propose a schedule and financing strategy to meet them. Encourage stakeholder and public input and develop an action plan. Report emissions to The Climate Registry (TCR), which has developed a standardized method for reporting emissions inventories; use ICLEI and TCR's tools to track and evaluate progress.

### **3. Decrease Energy Demand for Local Government Operations**

Adopt a goal of reducing electricity use by 15 percent from projected levels no later than 2015.

**Existing Public Facilities.** Inventory current building electricity usage and identify opportunities for conservation and efficiency retrofits. Obtain energy assessments from the New York State Energy

Research and Development Authority (NYSERDA), the New York Power Authority, the Long Island Power Authority or other professionals. Consider actions such as purchasing energy efficient equipment and appliances, such as ENERGY STAR®; improving lighting, heating, and cooling efficiency; setting thermostats for maximum energy conservation; decreasing plug load from office equipment; and increasing pump efficiency in water and wastewater systems.

**New Public Buildings.** Achieve at least minimum U.S. Green Building Council Leadership in Energy and Environmental Design standards (LEED Silver) for all new local government buildings.

**Infrastructure.** Incorporate energy efficient technologies and operations and maintenance practices into municipal street lighting, traffic signals, and water and wastewater treatment facilities.

**Vehicle Fleet and Commuting.** Improve the average fuel efficiency of local government fleet vehicles. Discourage vehicle idling and encourage bicycling, car-pooling and public transit for employees. Consider reducing the number of vehicles; converting fleet vehicles to sustainable alternative fuels; and using electric vehicles where possible.

#### **4. Encourage Renewable Energy for Local Government Operations**

Supply as much of the local government's power, heat and hot water needs as possible from solar, wind, and small hydro through purchase or direct generation.

#### **5. Realize Benefits of Recycling and Other Climate Smart Solid Waste Management Practices**

Expand the "reduce, reuse and recycle" approach to waste management in local government operations and in the whole community. Reduce the amount of solid waste generated -- promote backyard composting, implement volume-based pricing and educate residents on how to prevent waste. Promote reuse by organizing community-wide yard sales, and providing a space for drop-off or trade of reusable goods. Provide recycling receptacles in local government buildings and outdoor spaces, require duplex printing in government offices, compost food scraps and green waste, and adopt a comprehensive green purchasing program.

#### **6. Promote Climate Protection through Community Land Use Planning**

Combat climate change by encouraging low-emissions development that is resilient to climatic changes. When updating land use policies, building codes or community plans, include provisions to combat climate change; reduce sprawl; preserve and protect open space, biodiversity, and water supplies; promote compact, transit-oriented, bikeable and walkable communities; promote infill development; minimize new development in floodplains; maintain or establish healthy community forests; and promote best forest management practices and encourage tree planting, especially along waterways, to increase shading and to absorb carbon dioxide.

#### **7. Plan for Adaptation to Unavoidable Climate Change**

Evaluate risks from unavoidable climate change, set adaptation goals and plan for adaptation. Identify climate change impacts (such as flooding, drought, and extreme temperatures) that could affect the community. Identify areas such as water supply and sewer infrastructure that may be at risk due to sea-level rise and future changes in climate. Factor risks into long-term investments and decision-making. Execute climate change adaptation and preparedness measures through local government planning, development and operations, giving priority to the highest risk areas.

#### **8. Support a Green Innovation Economy**

Identify opportunities to incorporate climate protection, sustainability and environmental goods and service industries into economic development plans. Encourage workforce development training and school curricula that support the emerging green collar job sector, including renewable energy and energy efficiency, as well as climate smart solid waste management practices. Procure climate smart goods and services for local government operations and support modernizing of local and national electricity grids.

#### **9. Inform and Inspire the Public**

Lead by example. Highlight local government commitment to reducing energy use, saving tax dollars, and adapting to changing conditions. Demonstrate the benefits of energy savings, energy efficiency, and renewable energy projects by hosting open houses; distributing fliers; holding local meetings; working with school districts, colleges, and universities to develop climate change curricula and programs; engaging faith-based communities in climate protection; and regularly communicating

community climate protection goals and progress to constituents.

**10. Commit to an Evolving Process**

Acknowledge that research and policy on climate protection are constantly improving and evolving. Be willing to consider new ideas and commit to update plans and policies as needed. Compare successes, cooperate and collaborate with neighboring communities to redirect less-effective actions and amplify positive results.

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 \_\_\_\_\_



# **Climate Smart Communities – Capital Region In-Person Consultation Agenda**

**Town of Cairo**  
***Wednesday, July 24, 2013 – 6pm***  
**Cairo Town Hall – 512 Main Street, Cairo, NY**

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- 1. Introductions**
- 2. Overview of the Climate Smart Communities Coordinators Pilot Program**
- 3. Review Community Profile**
- 4. Identify Climate Protection Interests and Priorities**
- 5. Climate Smart Communities Resources**
- 6. Discuss Community Needs**
- 7. Next Steps/Wrap Up**

# Climate Smart Communities Profile

July 2013

Town of Cairo

## Program Overview

The Climate Smart Communities (CSC) program is a New York State initiative to help local communities reduce greenhouse gas (GHG) emissions, prepare for effects of climate change and save taxpayers money. The program is designed to address 10 focus areas, or “pledge elements,” outlined in the CSC Pledge: <http://www.dec.ny.gov/energy/53013.html>.

New York State is offering technical support to communities that have adopted the CSC Pledge. This profile provides a stepping stone for identifying a technical support service package to help the Town of Cairo progress through the 10 pledge elements (see below).

Detailed information on actions completed, in progress, and identified for future action is provided in the tables on the following pages. If a table is missing for a particular pledge element, it means that the CSC program does not have a record of actions taken to address that element.

### *Local Government Facts:*

**Adopted Climate Smart Communities (CSC) Pledge:** 2009

**CSC Pledge Elements Addressed:** 2 out of 10

**Total Actions Completed:** 2

**Government Type:** Town

**County:** Green County

**Region:** Capital District

**Population:** 6,610

### *Climate Smart Communities Pledge Elements:*

1. *Pledge to Combat Climate Change by Becoming a Climate Smart Community*
2. *Set Goals, Inventory Emissions, Move to Action*
3. *Decrease Energy Demand for Local Government Operations*
4. *Encourage Renewable Energy for Local Government Operations*
5. *Realize Benefits of Recycling and Other Climate Smart Solid Waste Management Practices*
6. *Promote Climate Protection Through Community Land Use Tools*
7. *Plan for Adaptation to Unavoidable Climate Change*
8. *Support a Green Innovation Economy*
9. *Inform and Inspire the Public*
10. *Commit to an Evolving Process*

## **Pledge Element 1: Pledge to Combat Climate Change by Becoming a Climate Smart Community**

| Action             | Status    | Description                                                                    |
|--------------------|-----------|--------------------------------------------------------------------------------|
| Adopted CSC Pledge | Completed | The Town of Clifton Park adopted the Climate Smart Communities Pledge in 2009. |

## **Pledge Element 5: Realize Benefits of Recycling and Other Climate Smart Solid Waste Management Practices**

| Action                       | Status    | Description                                                                                                                    |
|------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------|
| Recycling for Town Residents | Completed | The Town offers free recycling for a variety of items and offers a Household Hazardous Waste and Electronics event every year. |

**For more information about the Town of Cairo's climate protection efforts, please contact:**



The Climate Smart Communities Program is jointly sponsored by six New York State Agencies: the New York State Energy Research and Development Authority (NYSERDA), Department of State, Department of Environmental Conservation, Department of Health, Department of Transportation, and Public Service Commission.



# Climate Smart Communities Summary for Local Officials

## Climate Change and New York's Communities

Climate change affects every community in New York -- economically, socially and environmentally. As the first line of response in emergencies, as the proprietors of critical infrastructure and as the governments with immediate responsibility for public health and safety, municipalities face a critical challenge in confronting and responding to climate change.

### Why Our Climate is Changing

Naturally occurring greenhouse gases (GHGs) like water vapor, carbon dioxide and methane help keep temperatures on earth stable. By trapping heat near the surface of the earth -- a natural phenomenon known as the greenhouse effect -- GHGs keep the planet warm enough to support life as we know it. Since the industrial revolution, however, human activities have been adding significantly to the amount of GHGs in the atmosphere. Higher levels of atmospheric GHGs enhance the greenhouse effect, altering the earth's energy balance and resulting in the warming of its surface, ocean, and atmosphere.

By the year 2100, average global temperatures are expected to be between 2.5 degrees F and 10.4 degrees F higher than 1990 temperatures, according to the nearly 2,500 scientists who make up the Intergovernmental Panel on Climate Change (IPCC). How much warming we experience will depend on how much GHG we emit. Warming is already having significant effects on climate, and will continue to change local climates for decades to come.

The latest available data about emissions in New York State show that fossil fuel combustion contributes almost 14 tons of CO<sub>2</sub>e per New York resident to atmospheric GHG per year. (For perspective, driving an average car across the U.S. would contribute about a ton and a half of CO<sub>2</sub> into the atmosphere.) The goal of local climate protection programs is to reduce the GHG contribution of each New Yorker now and in the future, while preparing communities to adapt to unavoidable changes in our climate.

### Climate Change in the Northeastern United States

The *Northeast Climate Impacts Assessment (NECIA)* prepared by the Union of Concerned Scientists identifies impacts of climate change that already have occurred in the northeastern U.S. The assessment found that average temperatures in New York today are 2°F higher than they were in 1970. The assessment also projected the following:

- GHGs already in the atmosphere will continue to raise temperatures across the Northeast. GHGs can persist in the atmosphere for hundreds of years. Several decades from now, New York's winter temperatures are expected to be 2.5 degrees F to 4 degrees F higher than today, and summer temperatures, 1.5 degrees F to 3.5 degrees F higher.
- A warming climate will affect New York in many ways, and the impacts will persist long after GHG emissions have been reduced and atmospheric GHG concentrations become stabilized. Projected impacts in New York include the following:
  - Intense storm flooding will threaten roadways, infrastructure and developed areas.

- Rains too intense for the land to absorb, along with reduced meltwater from dwindling snowpack, will cause erosion of topsoil, and will mean less reliable replenishment of groundwater and surface water sources used for public water supply.
- Short-term droughts will increase in frequency, with dry spells of several weeks' duration punctuated by extreme rains and storms.
- Some native plants, like the sugar maple, as well as some native animal species, may migrate further north, possibly becoming extirpated from New York. Mosquitoes and other pests may become more abundant.
- Sea level will rise by between 4 and 25 inches, or possibly even more, as a result of the expansion of warming seawater and the melting of land ice.

The earth's climate in 2100 will depend largely on how much greenhouse gas we emit today and in the near future. The more we are able to reduce emissions in the next few years, the less risk we will experience from climate change later in the century. Conversely, failure to reduce emissions now will compound the impacts of climate change in the future, making dealing with them even more costly.

## Local Government Response to Climate Change

Climate Smart Communities minimize the risks of climate change and reduce its long-term costs by changing in two ways:

1. **Reducing GHG Emissions:** To stabilize atmospheric GHGs at manageable levels and avoid severe climatic changes, it is necessary to start now to reduce GHG emissions and to create permanent sinks that remove GHG from the atmosphere.
2. **Adapting to a Changing Climate:** Altering the built and natural environment in anticipation of predicted climatic changes, or in response to actual changes, will alleviate the risks associated with unavoidable changes in climate.

### Areas for Local Climate Action

New York's local governments can take many actions to reduce GHG emissions and to help the community adapt to coming changes.

- **Municipal operations:** Local governments can act directly to reduce fossil fuel consumption in municipal buildings and vehicles, to improve solid waste management practices, and to adapt infrastructure and operations for resilience to anticipated changes due to the warming climate. Flooding and changes in precipitation and snow pack that may affect water supplies are of special concern to localities.
- **Community-wide:** Local governments can enable climate-smart practices in the community at large through land use plans, zoning and building codes, through policies dealing with roads and public transportation, and by leading, educating and setting an example of energy efficiency.

## Climate Smart Communities Guide

New York State is developing a comprehensive *Climate Smart Communities Guide* that will provide detailed information to help communities develop and implement climate-smart practices. This guide will include information that communities need to become climate smart, including step-by-step guidance for planning and implementing climate smart practices, information on resources and funding, examples of successful implementation, and considerations for measuring and monitoring success.

This document summarizes some of the information that will be found in the *Climate Smart Communities Guide*. It discusses the first steps to becoming a Climate-Smart Community: **pledging to combat climate change** and **inventorying the community's GHG emissions**. It also outlines the role of community planning in reducing GHG emissions and adapting to climate change.

## First Steps For Protecting the Climate

Climate Smart Communities do their part toward avoiding the worst impacts of climate change by making emission reductions that help to stabilize atmospheric GHGs. At the same time, they develop plans to adapt to unavoidable changes in the climate. Climate Smart Communities do the following:

- Publicly demonstrate their leadership and their commitment to climate security and "green" economic development by adopting the Climate Smart Communities Pledge and demonstrating the benefits of lower GHG emissions.
- Determine how much GHG they currently emit; set measurable goals for reducing GHG emissions, and identify locations or community services that are at risk from climate change.
- Create local **Climate Action Plans** that work out the steps to meet emission reduction goals and **Climate Resilient Action Plans** that chart the way to community adaptation to unavoidable climate change.
- Begin immediately with easy projects that reduce emissions (and often save taxpayer dollars by reducing energy use).

## Adopt the Climate Smart Communities Pledge

Adopting the Climate Smart Communities Pledge is a public declaration of leadership and commitment to reducing emissions and adapting to a changing climate. Communities can adopt the pledge as it appears on page's 2 to 4 of this summary guide or add their own legislative findings or pledge elements.

The Climate Smart Communities Pledge includes all the elements of a successful local climate program. By reducing GHG emissions and preparing for a changing climate, local climate programs protect public health and safety, and support a secure economic future.

Each Climate Smart Community joins the state's most forward-thinking municipalities in active climate protection. Climate Smart Communities benefit from the experience and knowledge of communities with mature programs, and in turn help other communities to get started. The Climate Smart Communities Pledge demonstrates that local government is acting to protect the future of its citizens and of coming generations, reassures concerned citizens and invites everyone to join in doing something about climate change.

## Create a Task Force and Identify a Local Climate Leader

To be successful, climate protection actions must align with existing municipal goals and must have broad support from the community. Task forces and advisory groups can help the community identify and implement actions that will reduce greenhouse gas emissions while saving money and energy. Your task force can be an offshoot to an existing municipal committee (e.g., environmental commission or comprehensive planning committee), or a separately appointed group. Task force members should bring diverse backgrounds to the work. Include elected officials, concerned citizens, local experts, and dedicated citizen volunteers.

More than a dozen New York communities have called on task forces to move the climate protection process forward. As an example, the Town of Brighton charged its Green Brighton Task Force "to educate the community about energy-saving measures, to develop recommendations for maximizing

the energy efficiency of town operations, and to identify regulatory changes to promote green practices in the built environment."

While the task force will be responsible for recommending action items, the success of these projects will require a designated leader or coordinating body to guide projects and facilitate communication.

- Ulster County has created a new Department of the Environment to coordinate programs and activities related to the environment across six different county departments and agencies.
- The Town of Brighton charged its Green Brighton Task Force "to educate the community about energy-saving measures, to develop recommendations for maximizing the energy efficiency of town operations, and to identify regulatory changes to promote green practices in the built environment."

Whenever a community completes a project in the Climate Smart Communities Pledge, it is crucial to recognize contributors and publicize accomplishments.

## Inventory Local Greenhouse Gas Emissions

To select an appropriate GHG reduction target and effective reducing actions, and to measure how well they are working, communities need to identify local activities that generate these gases and determine how much GHG the sources emit. Annual inventory updates demonstrate the community's progress toward meeting its emission reduction target and show the program's effectiveness at reducing GHG emissions. In New York State, nearly all GHG emissions come from three sectors: **residential and commercial buildings** (41.87 percent of total CO<sub>2</sub>e), **industry** (10.7 percent) and **transportation** (35.9 percent). Localities vary in the proportion of emissions that comes from each sector.

To inventory GHG emissions, local governments calculate emissions from each sector based on readily available data on electricity use, fuel consumption for buildings and transportation, and the amount of solid waste the community generates. A locality may decide to inventory only emissions attributable to local government activities, or may choose to inventory emissions from both local government and the community at large.

Localities should, at a minimum, compile an inventory of emissions from local government operations. Such an inventory typically will concentrate on facilities, vehicle fleet and street lighting, and will lead to a local Climate Action Plan that recommends energy-saving improvements in these areas.

A community-wide inventory goes beyond local government operations to assess emissions from the residential/commercial, industrial and transportation sectors, and from waste. Community-wide local Climate Action Plans might include updating building codes, adopting smart growth land-use strategies and improving recycling and composting programs.

To identify opportunities to reduce GHG emissions, the local inventory must be accurate and must support the full scope of the community's climate protection goal. Information about the sources and magnitude of GHG emissions is important to help the community set GHG emission reduction targets, and identify and set priorities for actions that will reduce emissions. These action items and priorities, along with an implementation schedule and funding sources, are important elements of the local Climate Action Plan.

In addition to the inventory of existing emissions, some communities also develop business-as-usual emission forecasts that provide further benchmarks for planning and for monitoring progress.

## How Local Governments Can Conduct Greenhouse Gas Inventories

Local governments do not have to invent a process or hire experts to compile GHG emissions inventories. To guide municipalities through inventories, ICLEI- Local Governments for Sustainability USA, Inc. (ICLEI USA) and The Climate Registry, the two leading organizations in local GHG accounting, have developed programs for local government and community-wide inventories with software that is easy to use and ensures consistent GHG accounting nationwide. Local governments that join these organizations have access to comprehensive support as they develop emissions inventories.

ICLEI USA and The Climate Registry have collaborated with the California Climate Action Registry and the California Air Resources Board on a single inventory protocol for local government operations. The Local Government Operations Protocol (LGOP) details the policy framework, calculation methodologies, and reporting guidance for quantifying GHG emissions from local government operations. LGOP is now the standard for local governments to inventory and report GHG emissions. ICLEI USA and The Climate Registry are developing additional protocols for completing a community-wide emissions inventory and for quantifying emissions savings associated with GHG reductions.

Gathering and compiling inventory data, then analyzing and reporting results, may take from a few months to a year. These activities are likely to require a significant investment of time, whether from paid staff or consultants, or from volunteer assistants such as student interns or climate action task force members. It is helpful to notify staff and municipal departments of the inventory and outline their involvement in collecting inventory data. Express support from the chief executive officer can be very helpful. There is no need to hire an expert to compile the local inventory, although some communities do choose to retain outside organizations or private consultants to complete the inventory.

- **ICLEI-Local Governments for Sustainability** - ICLEI is a membership association of local governments committed to climate protection and sustainability. More than 500 local governments in the USA, including nearly 40 in New York, have begun developing greenhouse gas inventories as the first step of ICLEI's Five Milestone climate protection program. Localities can use the Clean Air Climate Protection (CACP) emissions management software from ICLEI USA to track emissions from local government operations alone, or from the entire community (including local government operations). Using this software, local governments can quantify the effect of emission reduction measures, predict future emission levels, set reduction targets and track progress. To help members complete inventories, ICLEI USA provides technical support, online training and additional tools for collecting, inputting, and analyzing energy data to develop an inventory that is consistent with the LGOP. Membership in ICLEI USA also provides access and engagement within a robust network of local climate protection leaders and best practices. Annual ICLEI membership fees are assessed based on the population size of the community. **For more information on ICLEI-USA and LGO Protocol** see "Links Leaving DEC's website" at right.
- **The Climate Registry** - Twenty-one New York public and private organizations, including three local governments, DEC and NYSERDA, have enrolled as reporting members to The Climate Registry (TCR). TCR is a nonprofit partnership that has established a common system for recording, independently verifying and publicly reporting greenhouse gas emissions, both entity-wide and at the facility level. Membership is voluntary and a fee is charged. Reporting entities are required to have their inventories verified by a third party and publicly report their emissions. The benefits of developing an inventory through TCR include the ability to verify and document

early GHG reduction actions that will enable a local government to be recognized as an environmental leader. To simplify the inventory process, TCR provides exclusive access to web-based accounting software and extensive technical support.

Reporting through The Climate Registry must be completed on an annual basis. During the first two years, communities can elect transitional reporting and submit partially completed emissions inventories. This option simplifies the requirements for early GHG inventories and enables localities to become familiar with the TCR process. Local governments are responsible for the cost of joining the Climate Registry, for staff time to collect and report data, and for the cost of third-party verification of emission inventories. Contact the Climate Registry for estimates of these costs to your community.

**For more information:**

**The Climate Registry:** <http://www.theclimateregistry.org/>

**LGO Protocol:** <http://www.iclei-usa.org/programs/climate/ghg-protocol>

## Local Climate Protection Planning

Local governments are responsible for public health, safety and local infrastructure (roads, flood control structures, wastewater treatment, and water supply treatment and delivery facilities). To fulfill their traditional responsibilities in the face of possibly disruptive impacts from climate change, local governments need to plan for reducing GHG emissions (Climate Action Plans) and adapting to predicted changes (Climate Resilient Action Plans).

Local governments that set goals now and begin taking action will be able to allocate their resources effectively and to integrate climate protection into government operations and the wider community. Thoughtfully developed policies and programs can maximize the benefits and minimize the costs of responding to climate change.

### Planning to Reduce GHG Emissions

Local governments are developing action plans to reduce greenhouse gas emissions for their own operations; some localities also are planning for GHG reductions community-wide.

Every local government can reduce GHG emissions in its own operations, as outlined in the next section of this summary, **Action Items: Reducing GHG Emissions from Municipal Operations**, and can use community planning and land use controls to support emission reductions by local businesses, institutions and individuals (discussed in the final section, **Promote Community-wide Climate Protection through Land Use Tools**).

Nearly 40 local governments in New York are developing plans of action using ICLEI USA's Five Milestone climate protection program.

**Milestone 1: Conduct a baseline emissions inventory and forecast:** Helps the community identify and set priorities for actions that will reduce emissions.

**Milestone 2: Adopt an emissions reduction target for the forecast year:** Establishes an emission reduction target through a resolution passed by a local government.

**Milestone 3: Develop a Local Climate Action Plan:** Identifies the areas where emissions can be reduced most cost-effectively and suggests specific actions that will reduce emissions to achieve an emissions reduction target.

**Milestone 4: Implement policies and measures:** Are guided by the implementation schedule and measures identified in the local Climate Action Plan.

**Milestone 5: Monitor and verify results:** An ongoing process that provides important feedback that

can be used to improve the measures over time. ICLEI's CA-CP software can also be used to monitor and report on measures.

The local climate protection planning process revolves around Milestone 3: **Develop a Local Climate Action Plan**. According to ICLEI USA, most Climate Action Plans include a timeline, a description of financing mechanisms, and an assignment of responsibility to departments and staff. In addition to direct GHG reduction measures, most plans also incorporate public awareness and education efforts. The emissions reduction target and local Climate Action Plan should be incorporated into comprehensive plan goals and other community plans. The ICLEI USA process of inventory, goal-setting and implementation empowers local communities to explore options, control costs and accomplish effective GHG emission reductions. For more information on accessing ICLEI USA's climate protection resources, visit <http://www.icleiusa.org/>.

An effective climate protection strategy will need the support of the local community. Climate protection planners should engage local stakeholders and community members, including local nonprofit and advocacy organizations, residents, and the business community. A local climate protection task force or other advisory group can be at the forefront, serving as a resource to the community's climate protection planning work. A task force can help garner support from the local community, develop specific action items and identify opportunities for implementation.

## Planning for Climate Adaptation

Even if all GHG emissions were to stop now, temperatures in the Northeast still would warm by about another 2 degrees F, with a corresponding increase in the number and intensity of impacts. Because climate change will continue long after GHG emissions have been reduced and atmospheric concentrations stabilized, risks to communities from climate change will persist for many years.

Only local government can successfully evaluate a community's risks and lead the community as it determines how it will adapt to climate change. Planning to adapt to climate change begins with an in-depth assessment of the climate change impacts that are likely to affect the local community. To help with this vulnerability assessment, NYSEDA is currently supporting a two-year study (*Integrated Assessment for Effective Climate Change Adaptation Strategies in New York State*) that will identify and assess both near-term and longer-term potential impacts under different climate change scenarios, and will identify and evaluate potential vulnerabilities.

Once local risks are identified, local governments can assess how the risks will affect particular sectors within the community, and can act to enable the community to respond quickly and effectively if these climate risks come to pass. Including climate adaptation goals and targets in the community's comprehensive plan can keep attention on the issue as the years pass.

ICLEI's Climate Resilient Communities™ program is a five-step local process for community adaptation planning that parallels the process for GHG emission reduction planning. This process includes an assessment of the community's vulnerability to climate change impacts, such as increased storm flooding or more frequent droughts. A Climate Resilient Action Plan includes specific options for adaptation within vulnerable planning areas, such as water supply and public health.

## Items: Reducing GHG Emissions From Municipal Operations

The first action most communities take to reduce GHG emissions is to assess their own operations for opportunities to reduce energy use. Local governments can reduce emissions through energy-related improvements to municipal buildings, green purchasing requirements, and improvements in

infrastructure, solid waste management and public transit. The action items discussed in this section have proved successful in reducing GHGs and are included in many local Climate Action Plans.

Some GHG emission reduction actions available to local communities are free or inexpensive and bring immediate savings in both emissions and energy costs. Typical examples of such actions are shown in the boxes headed **ACTION NOW!** in this summary. Local governments can realize savings from these actions without waiting for the inventory or the climate planning process to be completed.

## Municipal Buildings

Significant greenhouse gas reductions and energy savings can be realized in municipal buildings and facilities. In New York State, buildings produce 42 percent of total GHG emissions.

### Identify Cost-saving Retrofit Measures with an Energy Audit

An energy audit evaluates building structure, systems, equipment, and energy consumption patterns (both electricity and gas), and identifies cost-saving energy efficiency improvements for each building or facility.

An audit should lead to a retrofit project to upgrade or replace building systems and components, including lighting, boilers and chillers, energy-management-control systems, motors, and building envelope (i.e., insulation, windows and doors). More than 70 local governments throughout New York State have taken advantage of NYSERDA's Energy Audit program to identify effective cost-saving measures for buildings and facilities. The Energy Audit program is available to facilities with less than \$75,000 in annual electricity bills. For larger facilities, NYSERDA's cost-shared energy audit programs, such as FlexTech, Technical Assistance, are available.

### Retrofit a Portfolio of Buildings with Energy Performance Contracting

Local governments can save money by auditing and retrofitting several buildings and facilities for energy efficiency through an energy performance contract (EPC). The benefits of an EPC include little to no upfront capital expenditure, and long-term energy cost savings. The EPC can be financed through a tax-exempt "**municipal lease**," which is considered non-balance sheet debt and can be paid back through savings in the operating budget.

A report from the Lawrence Berkeley National Laboratory estimates median energy savings from state and local government performance contracts nationwide at 17 kBtu per square foot, or approximately 7 percent of average building energy consumption per square foot. NYSERDA's cost-shared energy audit programs, such as FlexTech, Technical Assistance, and Energy Audit Programs, are available to help local governments assess the feasibility and cost effectiveness of implementing energy saving measures. For more information, visit <http://www.nyserdera.ny.gov/>.

- **Cost Savings:** An EPC for the City of Saratoga Springs, N.Y. is expected to reduce the city's total electric energy consumption by 10 percent (473,132 kWh) and natural gas consumption by 16 percent (3,105 decatherms). Annual cost saving from reduced electricity use alone is more than \$72,000.
- **GHG Emissions Reduction:** The Saratoga Springs EPC will reduce greenhouse gas emissions from the city by 429 tons of CO<sub>2</sub>e annually.

### Create a Climate Smart Purchasing and Disposal Policy

Energy-efficient purchasing standards will ensure that appliances, information technology equipment, lighting and control equipment have the greatest efficiency for their use, reducing utility bills, and lowering operation and maintenance costs. Using the standards and specifications for energy-efficient products from programs such as the Environmental Protection Agency's ENERGY STAR® program, the Federal Energy Management Program (FEMP), the Consortium for Energy Efficiency, and the Electronic Product Environmental Assessment Tool (EPEAT), you can identify purchasing requirements that fit your operational needs. New York State has created purchasing guidelines and specifications for many products in accordance with state law and various executive orders, including EO4: Establishing A State Green Procurement and Agency Sustainability Program and EO111: Green and Clean State Buildings and Vehicles. These standards can be accessed at right under "Links Leaving DEC's website"

**Cost Savings:** NYSERDA estimates that New York's county governments alone could save an estimated \$10 million annually by adopting existing energy-efficient purchasing standards for office equipment.

- **GHG Emissions Reduction:** If energy efficient purchasing were adopted by just half of government agencies nationwide, there is potential to save 21.6 billion kWh of electricity and 34 trillion Btu of gas and fuel oil annually, resulting in 4.1 million metric tons of avoided CO<sub>2</sub>e emissions.

#### **Retro-commission Buildings to Improve Operation and Maintenance, Avoid Emissions**

Retro-commissioning (RCx) is a method of improving building performance by developing a plan to improve operation and maintenance. RCx is an opportunity to reduce energy consumption in, and GHG emissions from municipal buildings.

According to the American Council for an Energy Efficient Economy, energy savings from RCx can range from 5 percent to 20 percent, depending on the size, complexity and age of the building, with a realistic estimate of savings reported to be on the order of 10 percent. A NYSERDA study (1996) showed that retro-commissioned buildings were able to exceed the minimum requirements of the New York State Energy Conservation and Construction Code by an average of 32 percent and reduce peak-electric demand by an average of 40 percent. Contact NYSERDA for services available for RCx projects: <http://www.nyserdera.ny.gov/>.

- **Cost Savings:** In a sample of 106 buildings nationwide, the U.S. Department of Energy found that meeting RCx standards resulted in a median energy-cost saving of 15 percent of total building-energy consumption, with a median simple payback period of 0.7 years. In addition to energy cost savings, RCx has other benefits (such as reduced change-orders, longer equipment life, and better thermal comfort) for an added average savings of \$0.18/square foot annually.
- **GHG Emissions Reduction:** Reducing energy consumption by 10 percent in all U.S. buildings would reduce CO<sub>2</sub>e emissions by almost 8 million tons per year.

#### **Mandate Green Standards for all New Public Buildings**

Green buildings are designed, constructed, and operated to boost environmental, economic, health, and productivity performance as compared to conventional buildings. While green-building practice has been shown to increase initial costs in commercial buildings by two percent, or \$3 to \$5 per square foot, this investment will yield an overall life-cycle cost savings of 20 percent of total construction cost.

The U.S. Green Building Council (USGBC) has established nationally recognized green building standards for designing, constructing, and certifying sustainable buildings through the Leadership in Energy and Environmental Design (LEED) rating system. LEED establishes standards for six categories of design and construction, including sustainable siting, water efficiency, energy and atmosphere, materials and resources, indoor environmental air quality, and innovation in design. Using LEED shifts the certification process to a third party, eliminating the need to establish a local body to certify green-building projects. NYSEDA's New Construction and Green Buildings Program provides cost shared funding and technical assistance to identify and assess energy efficiency improvements for the design and construction of new and major renovation green building projects located in areas that pay the System Benefits Charge. For more information visit <http://www.nyserda.ny.gov/>.

- **Cost Savings:** According to "Costing Green," a widely cited report on the costs of green buildings, savings in energy costs of 20 to 50 percent are common as a result of green building practices. An additional benefit of green-building practices is improved employee productivity. Annual benefits of employee productivity amount to \$200 per square foot.
- **GHG Emissions Reduction:** Since the development of the LEED standards, green buildings have avoided emissions of 2.7 million metric tons of CO<sub>2</sub>e and saved the U.S. as much energy as burning 1.3 million tons of coal for electricity, according to the USGBC.

## Municipal Infrastructure

### Install LED Traffic Signals and Timers

Traffic signals and timers run twenty-four hours a day, using a significant amount of energy. LED traffic signals are widely used; they are 80 percent to 90 percent more efficient than incandescent bulbs, last ten times longer and appear brighter. NYSEDA estimates the overall potential energy savings for New York State traffic signals at 230 million kWh. NYSEDA's Existing Facilities Program is available to local governments that pay the System Benefits Charge for cost-shared support of LED traffic signal projects.

- **Cost Savings:** The City of Syracuse estimated that replacing traffic signals at 229 intersections throughout the city would yield an electric-energy savings of 4.8 million kWh and cost savings of \$1,533,781 annually.
- **GHG Emissions Reduction:** Syracuse's LED upgrade will yield an annual GHG reduction of 2,269 tons of CO<sub>2</sub>e.

## Municipal Water and Wastewater Treatment

New York State's municipal wastewater plants and drinking water systems consume up to 3 billion kWh of electricity annually. Energy and operating costs to pump, treat, deliver, collect, and clean water for water and wastewater treatment can add up to one-third of a municipality's total energy bill.

NYSEDA anticipates administering programs that emphasize energy efficiency, minimal carbon emissions and improved economic and climate performance with funds that may become available in 2009. The result will be lower operating costs for the site communities and reduced climate impact over the potentially decades-long lifetime of the new infrastructure.

### **For more information:**

**The NYSEDA Focus on Water and Wastewater** program provides water and wastewater professionals with knowledge and resources to identify and implement energy efficiency improvements. For more information, use the link at right under "Links leaving DEC's website."

**The New York State Cofunding Initiative** is a partnership between state and national agencies that serves to streamline and maximize public funding for public water and sewer projects. For more information, visit their website (Use the link at right).

## Transportation

Every gallon of gas burned by a vehicle releases 20 pounds of CO<sub>2</sub> to the atmosphere. According to NYSERDA, the transportation sector accounts for 93.4 million metric tons of GHG emissions, or 39 percent of annual emissions in New York State. Many options can reduce GHG emissions, minimize congestion and save money. Investments should be made now to hedge against rising fuel costs, which the experience of 2008 has shown can spike quickly and unexpectedly. NYSERDA's FlexTech program can be used to conduct alternative fueled vehicle (AFV) studies that evaluate the feasibility of implementing AFVs in a municipality's operations. Additionally, NYSERDA administers State Energy Program funds through the Alternative Fueled Vehicles Program. Distributed by competitive grants, these funds are available for alternative fueled vehicles and fueling stations.

## Green Municipal Fleets

Options for greening municipal fleets include establishing minimum fuel-efficiency standards for new vehicles purchased; incorporating alternative fueled vehicles and fueling stations, improving vehicle maintenance, sizing fleet vehicles appropriate to their use, driver education on maintenance and use of vehicles, and establishing an early retirement program for the municipality's least efficient vehicles. New York State has created a purchasing specification for passenger vehicles under Executive Order 4.

### Examine Opportunities to Reduce Employee Driving

Local governments can implement comprehensive travel demand management that includes compressed work schedule options, carpooling and/or financial incentives to employees that carpool or use mass transit. Local governments can promote bicycle commuting by providing bicycle storage.

### Optimize Traffic Signal Timing

Traffic signal timing optimizes the timing and efficiency of existing traffic signals, helping to reduce fuel consumption and emissions by improving traffic flow, reducing idling, and easing bottlenecks along high-traffic roadways. The Federal Highway Administration (FHA) estimates that 75 percent of all traffic signals in the U.S. could benefit from traffic signal-optimization practices.

- **Cost Savings:** According to the Institute of Transportation Engineers, traffic signal timing programs have documented benefits of 7 to 13 percent reduction in overall travel time, 15 to 37 percent reduction in delay and a 6 to 9 percent fuel savings.
- **GHG Emissions Reduction:** The National Transportation Operations Coalition estimates that nationwide, traffic signal timing could save 17 billion gallons of motor fuel per year, reducing CO<sub>2</sub>e emissions by 170 million tons annually.

### Establish a Municipal Vehicle Anti-Idling Policy, and Educate Employees and Public About Idling

Vehicle idling wastes fuel, damages engines, and results in excess GHG and air pollutant emissions.

- **Cost Savings:** Idling 15 minutes per day can cost you up to \$100 in wasted gas in a year. Many studies have shown that frequent restarting has little impact on the mechanics of an automobile, while excessive idling can result in incomplete combustion, which can damage an automobile's engine and exhaust components.
- **GHG Emissions Reduction:** Vehicle idling wastes fuel, damages engines, and results in excess greenhouse gas and criteria air pollutant emissions. Despite popular belief, idling for more than ten seconds almost always wastes more fuel than simply turning the vehicle off and restarting it.

## Renewable Energy

By obtaining energy from renewable sources, rather than from fossil fuel, local governments can conserve energy, cut dependence on foreign oil, and reduce air pollution and greenhouse gas emissions. Renewable energy is generated from natural, inexhaustible resources such as sunlight, wind, hydropower, geothermal and biomass.

Many New York local governments are interested in purchasing onsite renewable energy systems, particularly solar, or purchasing renewable energy that is generated elsewhere (also known as Renewable Energy Credits, or RECs). NYSEERDA's Photovoltaic (PV) and Small Wind Energy programs can be used by local governments that pay the System Benefits Charge. For more information, visit <http://www.powernaturally.org/>.

## Municipal Solid Waste Management

An estimated 37 million tons of municipal solid waste (MSW) are managed each year in New York State. (This total includes all commercial, institutional and residential solid waste.) As it decomposes in a landfill or is combusted in a waste to energy facility, MSW generates approximately 5.74 MMT CO<sub>2</sub>e annually, or 2.17 percent of total GHG emissions statewide.

To reduce the amount of waste and the associated GHG emissions from landfills and waste to energy facilities, New York State's local governments and solid waste planning units can adopt climate smart solid waste management strategies that include waste prevention, reuse, comprehensive recycling and organic material (food scraps and green waste) recovery programs.

For their own operations, local governments can adopt in-house solid waste reduction strategies, such as requiring double-sided printing in municipal buildings. According to the U.S. EPA, landfilling provides the largest contribution of waste management GHG. Common methods to divert waste from landfills include source reduction, recycling and composting. For more information on MSW reduction strategies, see:

- NYSDEC [Local Solid Waste Management Planning](#)
- New York State Association for Reduction, Reuse and Recycling: <http://www.nysar3.org/>
- New York City WasteLe\$\$ at Agencies and Schools:  
[http://www.nyc.gov/html/nycwasteless/html/at\\_agencies/at\\_agencies.shtml](http://www.nyc.gov/html/nycwasteless/html/at_agencies/at_agencies.shtml)

## Community-Wide Climate Protection Through Land Use Tools

Good community planning that strives to protect open space, biodiversity and water supplies will support the objectives of planning for adaptation to climate change. Additional ways to incorporate a response to climate change into land use planning include 1) encouraging development that is energy efficient, 2) enabling the use of renewable energy, 3) encouraging development that reduces vehicle miles traveled (VMT), and 4) encouraging development that will be resilient to climatic changes.

Communities can use existing local land use powers, such as zoning, subdivision regulations, and other land use tools (such as transfer of development rights), to encourage GHG emission reductions, minimize risks from climate change and reduce the long-term costs of adaptation in the private sector. The Comprehensive Planning Process is an excellent way to ensure that these tools will integrate climate protection in a way that aligns with your community's land use development goals.

### **Encourage Energy Efficient Development**

According to NYSERDA, energy use in residential and commercial buildings contributes approximately 42 percent of all greenhouse gas emissions in New York State. The U.S. Department of Energy estimates that applying energy efficient design techniques and technologies in the 17 billion square feet of new commercial and industrial development the U.S. is projected to build over the next 15 years could save more than 30 percent, or \$100 billion per year, in energy costs. GHG reductions in the building sector can be promoted through municipal land use tools that enable or encourage energy-efficiency ratings and performance standards for all new construction and renovations, and the integration of passive solar energy concepts.

Local governments in New York are going above and beyond minimum requirements for energy and water efficiency outlined in the New York State Energy Conservation Construction Code in order to promote energy efficiency and green building practices in the private sector. The Town of Babylon, for instance, requires all new commercial and industrial buildings larger than 4,000 square feet to achieve LEED certification. The Town of Greenburgh requires all new residential construction to meet ENERGY STAR® standards.

### **Encourage Renewable Energy**

New York State has great potential to generate electric power from renewable sources like sunlight, wind, flowing water (hydropower), the earth's heat (geothermal), and biomass. Substituting renewable sources for fossil fuel cuts dependence on foreign oil, reduces air pollution, lowers greenhouse gas emissions and stimulates the growth of new jobs.

Land use regulations play an important role in enabling renewable energy projects that are cost effective and compatible with existing land uses. Many local governments in New York are beginning to review their land use regulations (such as zoning ordinances, subdivision regulations and the overall review and permitting process) to ensure that they encourage the use of renewable energy and do not place barriers to the development of renewables in the community.

The Climate Smart Communities Guide will help identify specific ways in which New York State local governments can promote renewable energy through their land use controls. In the meantime, visit an existing resource on promoting wind energy from NYSERDA:

- ***NYSERDA's Wind Energy Toolkit:*** <http://www.nyserda.ny.gov/Page-Sections/Renewables/Large-Wind/Wind-Energy-Toolkit.aspx>

### **Encourage Development That Reduces Vehicle Miles Traveled (VMT)**

According to NYSERDA, the transportation sector accounts for approximately 39 percent of all greenhouse gas emissions in New York State. Transportation emissions are measured by the number of vehicle miles traveled (VMT), most of which occurs locally in the U.S. The Urban Land Institute suggests that the emission reductions from increased federal fuel efficiency standards are likely to be offset by projected growth in VMT.

According to the Founders Network on Smart Growth and Sustainable Communities, almost 60 percent of growth in VMT is attributable to sprawl, or development patterns that yield low-density isolated land uses, accessible almost entirely by car. Upstate New York, for instance, has experienced what the Brookings Institution calls "Sprawl Without Growth"-- between 1982 and 1997, developed land increased by 30 percent, while the population only increased 2.6 percent, for an overall decrease in density of 21 percent.

Local governments that use land use tools to reduce vehicle miles traveled (VMT) within the community will play a role in reducing GHG emissions from transportation. Local governments should revisit their land use controls, such as subdivision regulations, street design standards, parking standards and zoning, to support and encourage development projects that will reduce VMT by promoting the principles of "Smart Growth," which includes accommodating pedestrian and bike safety, enhancing public transportation options, and improving the connectivity of road networks. New York has defined Smart Growth as:

*Sensible, planned, efficient growth that integrates economic development and job creation with community quality-of-life by preserving and enhancing the built and natural environments. Smart Growth encourages growth in developed areas with existing infrastructure to sustain it, particularly municipal centers, downtowns ("Main Streets"), urban cores, hamlets, historic districts and older first-tier suburbs.*

Smart Growth development patterns include compact, mixed use and transit oriented development (TOD), which reduces VMT by co-locating a variety of life's daily needs, thereby creating a built environment that is conducive to walking, biking and mass transit. TOD, for example, reduces VMTs and transport-based GHG emissions by offering mobility alternatives-walking, biking and public transit. In the TOD formula, the relationship between land use and transportation is entirely symbiotic-the land use elements (dense, mixed-use, inter-connectedness) support the alternative transportation elements (transit, walking, biking), and vice versa. Research shows that people who live near transit drive 20 to 30 percent less.

VMT reductions will create more desirable and attractive places to live and result in financial savings for local businesses and residents-savings that can accrue to the local economy. Coordinating with neighboring communities for a regional approach to land use planning can address many of the challenges to implementing Smart Growth. Contact the local metropolitan planning organization for more information.

***For more information on incorporating Smart Growth principles into existing land use tools, see:***

- New York's Smart Growth website: <http://www.smartgrowthny.com/>
- Information on Smart Growth from the New York State DOT, including the new Smart Growth check lists: <http://www.dot.ny.gov/programs/smart-planning>

## **Encourage Development That Will Be Resilient to Climatic Changes**

Identifying effective actions for promoting resiliency in land use tools is highly dependent upon identifying the specific risks that climate change poses to the community. In fact, many existing plans for adapting to climate change include developing a thorough understanding of climate impacts as a specific action item.

Other typical action items, such as revising hazard mitigation plans or floodplain maps to reflect predicted changes, lend themselves to an additional integrated capacity building or planning process.



# Climate Smart Communities Pledge

## Summary Text

The Climate Smart Communities Pledge includes all the elements of a successful local climate program. Communities can adopt the [Model Pledge](#) as a resolution of the governing body, or add their own legislative findings or pledge elements. The ten elements of the pledge are:

- 1. Pledge to Combat Climate Change by Becoming a Climate Smart Community**  
Set goals to reduce greenhouse gas (GHG) emissions and adapt to predicted climatic changes. Establish a task force. Designate a point person. Join a national climate campaign such as ICLEI - Local Governments for Sustainability.
- 2. Set Goals, Inventory Emissions, Move to Action**  
Gather data about local GHG emission sources. Inventory emissions. Establish baselines. Develop quantifiable interim GHG emission targets. Propose emission reduction schedule and financing strategy. Develop a Local Action Plan for reducing emissions.
- 3. Decrease Energy Demand for Local Government Operations**  
Adopt the state's goal of reducing electricity use by 15 percent from projected levels no later than 2015. Take into account existing public facilities, new public buildings, community infrastructure, vehicle fleet and commuting. Improve waste management in government operations.
- 4. Encourage Renewable Energy for Local Government Operations**  
Set a goal to maximize the use of public energy generated from renewable sources (e.g. solar, wind, small hydro).
- 5. Realize Benefits of Recycling and Other Climate Smart Solid Waste Management Practices**  
Promote reuse and ensure access to comprehensive recycling. Adopt a green purchasing program.
- 6. Promote Climate Protection Through Community Land Use Tools**  
Keep development low-carbon-intensity and resilient to climatic change. Update land use policies, building codes, community plans in ways that reduce sprawl, minimize development in floodplains, and protect forests.
- 7. Plan for Adaptation to Unavoidable Climate Change**  
Identify risks to government facilities and functions (e.g. water supply, sewers), and factor into long-term investments and decision-making. Develop a Climate Adaptation Plan, with priority to the most vulnerable areas.
- 8. Support a Green Innovation Economy**  
Incorporate climate protection and sustainability into economic development plans. Encourage work force training and public education for energy efficiency and renewable energy.
- 9. Inform and Inspire the Public**  
Lead by example. Publicize local government commitment to reducing energy use, saving tax dollars, and adapting to changing conditions. Encourage citizens to follow suit.

**10. Commit to an Evolving Process**

Be willing to consider new ideas and adapt existing approaches. Compare successes and cooperate with neighboring communities.

**Model Pledge for Community Adoption**

Council member \_\_\_\_\_ moved and Council member \_\_\_\_\_ seconded that:

*WHEREAS, the Town/Village/City of \_\_\_\_\_ (hereinafter "local government") believes that climate change poses a real and increasing threat to our local and global environments which is primarily due to the burning of fossil fuels; and*

*WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and*

*WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and*

*WHEREAS, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and*

*WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,*

*IT IS HEREBY RESOLVED that Town/Village/City of \_\_\_\_\_, in order to reduce greenhouse gas emissions and adapt to a changing climate will*

**1. Pledge to Combat Climate Change by Becoming a Climate Smart Community**

Set goals to reduce GHG emissions and adapt to predicted climatic changes. Establish a task force of local officials and community members to review the issues and propose a plan of action. Designate a point person who will oversee climate change initiatives and publicly report on progress. Work cooperatively with similar task forces in neighboring communities to ensure that efforts complement and reinforce one another. As an official signal of commitment and for access to technical resources, sign on to a widespread climate campaign such as ICLEI Local Governments for Sustainability - Climate Protection campaign.

**2. Set Goals, Inventory Emissions, Move to Action**

Gather data, inventory GHG gas emissions, and establish baselines for local government operations and community sectors. Develop quantifiable interim GHG emission targets consistent with emission reduction goals and propose a schedule and financing strategy to meet them. Encourage stakeholder and public input and develop an action plan. Report emissions to The Climate Registry (TCR), which has developed a standardized method for reporting emissions inventories; use ICLEI and TCR's tools to track and evaluate progress.

**3. Decrease Energy Demand for Local Government Operations**

Adopt a goal of reducing electricity use by 15 percent from projected levels no later than 2015.

**Existing Public Facilities.** Inventory current building electricity usage and identify opportunities for conservation and efficiency retrofits. Obtain energy assessments from the New York State Energy

Research and Development Authority (NYSERDA), the New York Power Authority, the Long Island Power Authority or other professionals. Consider actions such as purchasing energy efficient equipment and appliances, such as ENERGY STAR®; improving lighting, heating, and cooling efficiency; setting thermostats for maximum energy conservation; decreasing plug load from office equipment; and increasing pump efficiency in water and wastewater systems.

**New Public Buildings.** Achieve at least minimum U.S. Green Building Council Leadership in Energy and Environmental Design standards (LEED Silver) for all new local government buildings.

**Infrastructure.** Incorporate energy efficient technologies and operations and maintenance practices into municipal street lighting, traffic signals, and water and wastewater treatment facilities.

**Vehicle Fleet and Commuting.** Improve the average fuel efficiency of local government fleet vehicles. Discourage vehicle idling and encourage bicycling, car-pooling and public transit for employees. Consider reducing the number of vehicles; converting fleet vehicles to sustainable alternative fuels; and using electric vehicles where possible.

#### **4. Encourage Renewable Energy for Local Government Operations**

Supply as much of the local government's power, heat and hot water needs as possible from solar, wind, and small hydro through purchase or direct generation.

#### **5. Realize Benefits of Recycling and Other Climate Smart Solid Waste Management Practices**

Expand the "reduce, reuse and recycle" approach to waste management in local government operations and in the whole community. Reduce the amount of solid waste generated -- promote backyard composting, implement volume-based pricing and educate residents on how to prevent waste. Promote reuse by organizing community-wide yard sales, and providing a space for drop-off or trade of reusable goods. Provide recycling receptacles in local government buildings and outdoor spaces, require duplex printing in government offices, compost food scraps and green waste, and adopt a comprehensive green purchasing program.

#### **6. Promote Climate Protection through Community Land Use Planning**

Combat climate change by encouraging low-emissions development that is resilient to climatic changes. When updating land use policies, building codes or community plans, include provisions to combat climate change; reduce sprawl; preserve and protect open space, biodiversity, and water supplies; promote compact, transit-oriented, bikeable and walkable communities; promote infill development; minimize new development in floodplains; maintain or establish healthy community forests; and promote best forest management practices and encourage tree planting, especially along waterways, to increase shading and to absorb carbon dioxide.

#### **7. Plan for Adaptation to Unavoidable Climate Change**

Evaluate risks from unavoidable climate change, set adaptation goals and plan for adaptation. Identify climate change impacts (such as flooding, drought, and extreme temperatures) that could affect the community. Identify areas such as water supply and sewer infrastructure that may be at risk due to sea-level rise and future changes in climate. Factor risks into long-term investments and decision-making. Execute climate change adaptation and preparedness measures through local government planning, development and operations, giving priority to the highest risk areas.

#### **8. Support a Green Innovation Economy**

Identify opportunities to incorporate climate protection, sustainability and environmental goods and service industries into economic development plans. Encourage workforce development training and school curricula that support the emerging green collar job sector, including renewable energy and energy efficiency, as well as climate smart solid waste management practices. Procure climate smart goods and services for local government operations and support modernizing of local and national electricity grids.

## **9. Inform and Inspire the Public**

Lead by example. Highlight local government commitment to reducing energy use, saving tax dollars, and adapting to changing conditions. Demonstrate the benefits of energy savings, energy efficiency, and renewable energy projects by hosting open houses; distributing fliers; holding local meetings; working with school districts, colleges, and universities to develop climate change curricula and programs; engaging faith-based communities in climate protection; and regularly communicating community climate protection goals and progress to constituents.

## **10. Commit to an Evolving Process**

Acknowledge that research and policy on climate protection are constantly improving and evolving. Be willing to consider new ideas and commit to update plans and policies as needed. Compare successes, cooperate and collaborate with neighboring communities to redirect less-effective actions and amplify positive results.



## **Minutes**

### **Town of Cairo**

### **Town Board Work Session**

**Location: Town Hall Meeting Room @ 4:00 PM**

**August 14, 2013**

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, June 12, 2013 at the Town Hall, Main Street, Cairo, New York.

Supervisor Banta called the meeting to order at 4:05 PM and then asked the attendees to Pledge Allegiance to the flag. Councilperson Puorro, Councilperson Joyce, Councilperson Suttmeier were present. Councilperson Ostrander was absent.

The minutes from the July 24, 2013 Board Meeting was accepted by Councilperson Puorro and seconded by Councilperson Joyce.

Joe Myers from the Water & Sewer Department reported that they are almost done with the pumping of the first round septic tanks.

Supervisor Banta announced they receive one bid for the sidewalk plan.

Supervisor Banta announced the ambulance negotiations would occur and asked if any board member would like to attend. The meeting is October 9, 2013 at 10am at Town Hall

Councilperson Suttmeier announced they have a date for cleanup day which will be October 12, 2013 from 7:30 am to 3:30 pm.

Supervisor Banta announced they will inquire with the State to to set up a meeting for September 16<sup>th</sup> or September 18<sup>th</sup> to discuss lifting the Sewer Moratorium.

Supervisor Banta announced there will be a service for Emily Feeney on August 24, 2013 at 1:00 pm at Richards Funeral Home.

**Resolution No. 180-13** - “Grant Permission to the Justice Court to apply for the 2013 JCAP Grant” offered by Councilperson Suttmeier and second by Councilperson Joyce.

WHEREAS, the Town of Cairo Justice Court is in need of (1) 8 channel DVR, (2) internal cameras, (2) inmate benches, (1) bullet proof insert for the court clerk office door, (1) night drop, and (3) desktop computers; and

WHEREAS, there is a 2013 Justice Court Assistance Program Grant (JCAP) available; therefore be it

RESOLVED, that the Town Board of the Town of Cairo does hereby grant permission to the Justice Court to apply for the 2013 JCAP Grant.

All members in favor-carried

**Resolution No. 181-13** - “Authorize Town Supervisor to Sign the rental agreement between the Greene County Department of Human Service and the Town of Cairo” offered by Councilperson Suttmeier and seconded by Councilperson Joyce.

BE IT RESOLVED, the Town Board of the Town of Cairo does hereby authorized the Town Supervisor to sign the rental agreement for the Town’s Acra Community Center.

All members in favor – carried.

**Resolution No. 182-13**- “Authorization for 37 Jerome Ave to get hooked up to the sewer system” offered by Supervisor Banta and seconded by Councilperson Puorro.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the hook up of 37 Jerome Ave to the sewer system .

AND BE IT FURTHER RESOLVED, that the Town of Cairo would incur the cost of the tap to the main sewer and the homeowner would incur the tap cost of the line to the sewer

system.

All members in Favor-Carried

**Resolution No. 183-13-** “ Received sidewalk plan bid” offered by Supervisor Banta and seconded by Councilperson Puorro.

BE IT RESOLVED, that the Town of Cairo received one bid from WSP for the sidewalk plan.

BE IT FURTHER RESOLVED, That the Town of Cairo Board Members have postponed the acceptance of the bid to inquire with the County.

All members in favor- carried

**Resolution No. 184-13-** “Appoint chair members to the Energy Committee/Task Force” offered by Councilperson Puorro and seconded by Councilperson Suttmeier.

BE IT RESOLVED, that the Town of Cairo appoints Doug Ostrander, Ewald Schwarzenegger and Dan Joyce as Chair members for the Energy Committes/Task Force/

All members in favor – carried

**Resolution No. 185-13** – “Accept Trident Insurance Quote” Offered by Councilperson Puorro and seconded by Councilperson Joyce.

BE IT RESOLVED, that the Town of Cairo Board members accepts the \$74,907.00 Quote for the year 2013.

A motion was made by Councilperson Suttmeier and seconded by Councilperson Joyce to adjourn the meeting at 5:15 PM.

Respectfully submitted,

Debbie Litchko  
Deputy Town Clerk

**TOWN OF CAIRO**

**September 25, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Building & Code Enforcement Conference Travel October 2013”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, the Building Inspector & Code Enforcement Officer have to participate in annual training to maintain applicable certifications and the State mandated 24 hours of educational training; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Building Inspector & Code Enforcement Officer to attend the Capital District Educational Conference in Albany on October 22<sup>nd</sup> to 23<sup>rd</sup>. The Town Board approves \_\_\_\_ night(s) and 2 days for the conference. Mileage and travel expenses will be reimbursed according to the Town’s Travel Policy. Vouchers and receipts must be submitted to receive reimbursement.

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**

**September 25, 2013**

**RESOLUTION NO. \_\_\_\_\_**

**“Building & Code Enforcement Conference Travel December 2013”**

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, the Building Inspector & Code Enforcement Officer have to participate in annual training to maintain applicable certifications and the State mandated 24 hours of educational training; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Building Inspector & Code Enforcement Officer to attend the Tri-County NY SBOC Conference in Kauneonga Lake on December 5<sup>th</sup> to 6th. The Town Board approves \_\_\_\_ night(s) and 2 days for the conference. Mileage and travel expenses will be reimbursed according to the Town’s Travel Policy. Vouchers and receipts must be submitted to receive reimbursement.

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  
BUILDING AND CODE ENFORCEMENT**

September 24, 2013

Town of Cairo  
Supervisor Banta & Town Board

Please be advised that Rich Hilgendorff and I would like to attend the Capital District Building Officials Educational Conference on October 22 – October 23, 2013 and the Tri County NYSBOC Conference December 4<sup>th</sup> –December 5<sup>th</sup>, 2013 so that we can obtain our NYS mandated 24 hours of educational training for the year. I have enclosed a schedule and the costs to attend each conference. The conferences that we are attending are the same conferences we attended last year. We will be going down the night before the conference therefore we are requesting room and board for 2 nights, as we received last year.

Capital District Educational Conference 10/22/13 – 10/23/13  
\$460 plus misc. expenses

Tri-county Conference 12/3/13 – 12/5/13  
\$400 plus room and board

Thank you  
Stacy Sprague  
Code Enforcement Officer

Tri County Chapter of NYSBOC

PO Box 222

Kauneonga Lake, NY 12749

Serving Orange, Sullivan & Ulster Counties since 1947

Tri County 6

The Annual Last Chance for Hours

Wednesday, December 5th

8:00 – 8:45 Registration, Continental Breakfast, Housekeeping

8:45 – 9:00 Opening Remarks

9:00 – 12:00 Change of Occupancy and the Existing Building Code – 6 hours

12:00 -1:00 Lunch

1:00 – 4:00 Continuation of Change of Occupancy and the Existing Building Code

4:00 – 5:00 Everything a Firefighter wants to tell a Code Enforcement Officer - 1 hour

Thursday, December 6th

8:00 – 8:30 Registration, Buffet Breakfast, Housekeeping

9:00 – 11:00 Fire Alarm Basics – 2 Hours

11:00 – 12:00 Why Sprinklered Buildings Burn – 1 Hour

12:00 – 1:00 Buffet Lunch

1:00 – 3:00 Fire Sprinkler Workshop – 2 Hours

3:00 – 5:00 Commercial Kitchen Systems – 2 Hours

5:00 – 7:00 Cocktail Hour, courtesy of Tri County NYSBOC

Breaks will be given at the discretion of the Instruct



# NEW YORK STATE

## BUILDING OFFICIALS CONFERENCE INC.

### CAPITAL DISTRICT CHAPTER

It is with great pleasure that we invite you to attend the **21<sup>st</sup> Annual Capital District Building Officials Educational Conference** at the Holiday Inn on Wolf Road in Colonie, New York on **October 21, 22 & 23, 2013**. Those who have attended this conference in the past are aware of the ideal educational setting that the Holiday Inn provides and the quality information provided by the courses that are offered. For those who have not previously attended, you will find excellent food and accommodations, and the absolute best in learning atmosphere and opportunity.

For hotel reservations and to register for the conference go to [www.nfboa.com/cap](http://www.nfboa.com/cap) - all registration for the educational component of the conference must be done electronically. We are confident you will find this process streamlined and convenient, and once you have registered you will receive a confirmation email.

Early registration will be available at the hospitality suite on Sunday evening, October 20<sup>th</sup> from 6PM – 8PM or you may register on Monday morning, October 21<sup>st</sup> between 7AM and 8AM. The cost for the entire three days for any NYSBOC Member is \$275 or \$315 for non-members. The cost for a single day's attendance is \$115. These costs include breaks, lunch and dinner on Monday and Tuesday and all course materials as provided by the instructors. ***In response to requests by attendees, this year we are offering the ability to pay by credit card – we will be accepting Mastercard, Visa, American Express & Discover.*** In order to pay by credit card you will need to present the card at the conference for payment processing.

All courses have been designed to assist building & fire officials and design professionals in their daily jobs and all courses have been approved and accredited to meet the requirements of Title 19 NYCRR for Code Enforcement In-service Training. Topics covered at this year's conference include:

#### **Monday:**

Plan Review for a Place of Public Assembly - Peter Latanzio  
Durable Building Enclosures - Martin Petteys  
Air Barriers - Martin Petteys  
Code Update – Ron Piester  
Handicapped Accessibility – Dominic Marinelli

#### **Tuesday:**

Haz-Mat Awareness for Code Officials – Peter Latanzio  
Plumbing: From Plan Review to Final Inspection - John Williams  
Asbestos – Eileen Franco

#### **Wednesday:**

Ethics in Local Government - Rick Washburn

*The Conference Committee believes that the program that has been prepared this year will prove to be the best ever and we hope to see you there!*

time record for another employee will be subject to disciplinary action. In extenuating circumstances where an employee is not able to complete the employee's own time record, the Department Head may complete the time record on behalf of the employee.

#### **504    *Travel Policy***

**Policy Statement** - Upon proper authorization of the Town Board, an employee or Elected Official will be reimbursed for expenses associated with carrying out Town business, including, but not limited to, meals, lodging, mileage, parking, highway tolls, and training and membership fees. All required documentation and corresponding receipts must be submitted to the Town Clerk with an accompanying voucher form in order for the reimbursement to be processed.

**Mileage** - An employee who is directed by the appropriate Department Head or supervisor to use the employee's own vehicle to conduct Town business will be reimbursed at the mileage rate established by the Town Board at the annual organizational meeting.

**Education and Training** - Upon proper authorization of the Town Board, an employee will be reimbursed for training courses that are directly related to the employee's present job. Employees must first seek approval from their Department Head before the request is presented to the Town Board. The Town Board shall make the final decision concerning attendance at and payment for training. No training shall be undertaken without first obtaining Town Board written (or by Resolution) approval.

**Required Membership Fees** - Upon proper authorization of the Town Board, an employee required to hold membership in a professional organization as part of the employee's job will be reimbursed for any required dues and/or fees.

**Association of Towns Meeting** - Upon proper authorization of the Town Board, an employee or Elected Official who attends the annual meeting conducted by the New York Association of Towns will be reimbursed for all reasonable expenses. Delegates to this meeting will be selected by the Town Board in advance and on a yearly basis. There is no guarantee of attendance approval.

#### **505    *Vehicle Usage***

**Policy Statement** - All vehicles and related equipment of the Town of Cairo are owned and maintained for the purpose of conducting official business of the Town. Said vehicles and equipment may not be used for the personal use or private gain of any appointed or Elected Official or employee, nor for any other purpose which is not in the general public interest.

**Standards** - For the purpose of compliance with this policy, the following standards must be met at all times:

- Town vehicles and related equipment must remain under the general administrative jurisdiction and direction of the Department Head to which it is assigned;
- Town vehicles may be assigned to specific Town officials and employees for specific purposes and tasks. Said vehicles may not be used for any unauthorized purpose nor to conduct personal, private, or non-Town related business;
- Town vehicles must always be operated in a safe and responsible manner, and in compliance with all applicable traffic laws in effect (i.e., mandatory seat belts; only

# TOWN OF CAIRO

September 25, 2013

## RESOLUTION NO. \_\_\_\_\_

### “Budget Amendments and Payment of Bills on Abstract #317”

Councilperson \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, town law requires that no fund or appropriation account may be overdrawn; and

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

RESOLVED, the Town Board does hereby authorize the following budget amendments:

|      |             |                               |            |
|------|-------------|-------------------------------|------------|
| From | A-1990.4    | Contingent                    | -116.29    |
| To   | A-1010.4    | Legislative-Contractual       | +116.29    |
| From | A-1990.4    | Contingent                    | -15,680.42 |
| To   | A-1420.4    | Law                           | +15,680.42 |
| From | A-1990.4    | Contingent                    | -1,452.28  |
| To   | A-5182.4    | Street Lighting-Contractual   | +1,452.28  |
| From | DA-5120.4   | Maint. of Bridges-Contractual | -710.94    |
| To   | DA-5130.4   | Machinery-Contractual         | +710.94    |
| From | SS-8120.4   | Sanitary Sewers-Contractual   | -40.55     |
| To   | SS-8110.451 | Sewer Admin-Contractual       | +40.55     |

And be it further RESOLVED, the Town Board does hereby authorize that Abstract #317, consisting of 2013 Vouchers #2165 through #2267 in the amount of \$529,044.54 is approved for payment.

The total amount to be paid from the:

|                   |              |                   |            |
|-------------------|--------------|-------------------|------------|
| General Fund -    | \$42,995.41  | Street Lighting - |            |
| Highway Fund -    | \$437,331.39 | Sewer Fund -      | \$5,061.45 |
| Cap. Water Fund - |              | Water Fund -      | \$416.69   |
| Cap. Sewer Fund - | \$42,645.50  | Trust & Agency -  | \$594.10   |
| Hydrant Fund -    |              |                   |            |

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 PLANNING BOARD**

**PO Box 728, Cairo, NY 12413**

**Chairman-Daniel A. Benoit - phone: 518 701-4823**

**Email: [planning@townofcairo.com](mailto:planning@townofcairo.com)**

September 22, 2013

To: Town Board Members, Town of Cairo

From: Town of Cairo Planning Board

Re: PLANNING BOARD REVIEW AND RECOMMENDATIONS REGARDING THE TERRACE MANOR, LLC EXPANSION PROPOSAL.

Reference is made to § 4.3, paragraph 4.31 and §5.1, paragraph 5.5 of the Trailer Ordinance of the Town of Cairo, and to the Site Plan plat of Scott A. Lane, P.E., dated February 26, 2013, as last updated April 12, 2013, entitled "Site Plan Terrace Manor, LLC", containing two drawings, subject as noted above.

The Applicant, Terrace Manor, LLC, proposes adding three 3-bedroom mobile homes to an existing, permitted, mobile-home park on Ross Ruland Rd., Cairo. Access to Ross Ruland Rd. would be via an existing driveway. No additional curb-cut would be necessary.

The existing 5 units at the mobile home park are neat and orderly. The members of the planning board were unaware of any prior complaints concerning this park. In fact, the park is so unobtrusive that nearly all of the members were unaware of its existence until this proposed action. There is no reason to believe that the addition of three more units would in any way affect the character of the community or have any negative impacts.

There is no DEC concern regarding this project. The 990 gallon/day design flow rate is below the 1000 gallon/day threshold flow rate that would trigger a SPEDES permit. The project will require an updated NYS Health Dept. approval for the additional units. The five existing units are serviced by three wells that feed a centralized, health dept. approved, chlorinated water distribution system.

The Planning Board has no concerns regarding this project as proposed and recommends Town Board approval.

Sincerely,

**Daniel A. Benoit**

Daniel A. Benoit, Chairman, Planning Board.