



## Minutes

Town of Cairo

Wednesday January 3<sup>rd</sup>, 2024

Town Re-Organizational Meeting @ 7:00PM

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Re-Organizational Meeting on Wednesday, January 3<sup>rd</sup>, 2024, at the Town Hall, Main Street, Cairo, New York. Council Member Cords called the meeting to order @ 7:00PM and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Watts, Council Member Bogins, Council Member Cords, Council Member Flaherty, Council Member Murphy.

### **Resolution No. 2024-001 “Set Town Board Meeting Dates”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**BE IT RESOLVED**, that the regular meetings of the Cairo Town Board for the 2023 calendar year will be held at 7:00 p.m. on the first Monday of every month and the third Wednesday of every month in the Town Hall, 512 Main Street, Cairo, New York, except as follows:

1. June 19, 2024 (Juneteenth); Town Hall Closed, no meeting
2. September 2, 2024 will be held on September 9, 2024 due to Labor Day
3. October 16, 2024; TBD

**BE IT RESOLVED**, that the Cairo Town Board will no longer hold Workshop Meetings on the third Wednesday of every month, they are going to be Board Meetings

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

### **Resolution No. 2024-002 “Set Holidays for 2024”**

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

**BE IT RESOLVED** that the Town Board of the Town of Cairo does hereby set the dates of the 2024 holidays as follows:

Martin Luther King Jr. Birthday	Monday, January 15, 2024
President’s Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Election Day	Tuesday, November 5, 2024
Veteran’s Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024

Christmas Day Wednesday, December 25, 2024

New Year's Day Wednesday, January 1, 2025

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-003 “Submission Deadline for Proposed Town Board Meeting Agenda”**

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

**BE IT RESOLVED**, that any town department, employee, community organization or individual citizen who wishes to have the town board take action on, discuss or consider any resolution, proposed purchase, voucher for payment, or place any item on the agenda for the board’s consideration must submit the proposed resolution, proposed purchase, voucher or agenda item in writing, together with any supporting information or documents, to the Supervisor’s office no later than two business days preceding the meeting night of the Town Board.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-004 “Approve Part Time to Full Time Zoning Officer and Building Safety/Fire Inspector”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the Town of Cairo Zoning Department is in need of a full time zoning officer due to the increased workload to perform Fire Safety/Property Maintenance Inspections and the increase of interest in businesses within the Town of Cairo; and

**WHEREAS**, the Town of Cairo Zoning Department has hired Christine Heath as a part time employee and there is a need to change her status to full time; Therefore,

**BE IT RESOLVED**, that Cairo Town Board does hereby approve the switching of part time to full time for Christine Heath effective January 1, 2024 at a pay rate of \$23.00 per hour not to exceed 80 hours per pay period.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-005 “Set 2024 Salaries for Elected Officials”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**BE IT RESOLVED**, that the following salaries for elected officials be approved as set forth in the 2024 Budget starting on January 1, 2024:

Justice Joan VanDenburgh	\$16,000.00
Justice Tanja Sirago	\$16,000.00
Supervisor Jason Watts	\$15,617.00
Councilperson Mary-Jo Cords	\$ 7,238.00
Councilperson Debra Bogins	\$ 7,238.00
Councilperson Timothy Murphy	\$ 7,238.00
Councilperson Michael Flaherty	\$ 7,238.00
Tax Collector Sue Hilgendorff	\$14,123.00
Town Clerk Kayla L. McAlister	\$32,000.00
Supt. of Highways Arthur Evans	\$54,000.00

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-006 “Appoint Public Records Officer and Public Records Appeals Officer”**

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

**WHEREAS**, it is necessary to appoint and publicly identify an individual as the public records officer with the responsibility to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the Town of Cairo’s compliance with the Freedom of Information Law, and

**WHEREAS**, it is necessary to appoint and publicly identify an individual as the public records appeals officer with the responsibility to serve as the point of contact for members of the public who have been denied access to public records, therefore

**BE IT RESOLVED**, that the Town Board does hereby appoint Town Clerk, Kayla McAlister, as the Public Records Officer, and

**BE IT FURTHER RESOLVED**, that the Town Board does hereby appoint Town Supervisor, Jason Watts, as the Public Records Appeals Officer.

*Supervisor Watts – Abstain, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-007 “Appoint Attorney for the Town.”**

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

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby appoint Tal G. Rappleyea, Esq. as Attorney for the Town of Cairo at a monthly retainer of \$1,000.00 and at a rate of \$175.00 per hour for such further litigation, legislation and other representation that the Town Board shall deem to be outside the scope of the monthly retainer. The Attorney for the Town is not an employee but has the status of an independent contractor.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-008 “Designate the Town of Cairo Official Newspaper”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**BE IT RESOLVED**, that the Daily Mail is designated as the official newspaper for the Town of Cairo.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-009 “Authorize the Town Supervisor to Invest Town Funds”**

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

**BE IT RESOLVED**, that Town Supervisor is hereby authorized to invest Town funds and purchase Certificates of Deposit when available or any other protected monetary instrument issued by the Bank of the Federal Government.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-010 “Establish Official Depository of Town Funds”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**BE IT RESOLVED**, that the Bank of Greene County, Cairo branch is the official depository for the funds of the Town of Cairo.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-011 “Payment of Bills and Payment of Utility Bills”**

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

**BE IT RESOLVED**, that the Supervisor, and in the absence of the Supervisor, the Deputy Supervisor, be authorized to approve the expenditure of up to \$2,500.00 without prior approval of the Town Board; and,

**BE IT FURTHER RESOLVED**, that the Town Board of Cairo hereby authorizes the payment of utility bills such as fuel oil, electricity, gas and telephone and insurance bills without the need to wait for the regular Town Board meeting in order to avoid finance charges on such bills.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-012 “Set Hourly Rate for Part Time Highway Employees”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the Highway Superintendent, recognizes that in order to recruit and retain part time employees, both new hires and existing employees, need to be distinguished by experience/credentials and paid a fair and equitable pay rate; and

**WHEREAS**, the Highway Superintendent will differentiate pay rates from \$17.00 - \$23.00 according to employee skills (equipment operation, CDL, mechanic, welding, carpentry, etc.) for part time employees; and

**WHEREAS**, Full-time employees shall continue with the rate of pay designated by the current bargaining agreement; therefore,

**BE IT RESOLVED**, the following pay rates are approved by the Town Board effective January 1, 2024 as follows:

**Part Time:**

Robert Agostoni	\$20.28
James Bogins	\$19.24
Patrick Brennan	\$18.11
Walter Harasemovech	\$19.24
Michael Maderic	\$22.71
Andrew Miles	\$19.24
Joseph Reynolds	\$19.76
Dakota Stein	\$18.11

**Full Time:**

Michael Borsuk  
James Gilmore  
Raymond Krom  
Mikaela Pelliccia  
Jovan Pelton  
Michael Risch  
David Rivenburgh  
Ronald Sheridan  
John Yanni

*Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-013 “Authorization for Highway Superintendent to Certify Payrolls & Make Purchases”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**BE IT RESOLVED**, that the Superintendent of Highways is authorized to take the following actions without further approval of the Town Board:

1. To certify payrolls in his department;
2. To purchase equipment and supplies outside of NYS Contract and Greene County Bid of up to \$5,000.00;
3. To purchase items under New York State Contract, including but not limited to tires, batteries, filters, fuel oil, diesel fuel, salt and sand;
4. To purchase items under Greene County Bid, including but not limited to sand, calcium chloride, crushed stone, road oil, blacktop, culvert pipe, signs and sign posts, guide rails and ties.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-014 “Appoint Deputy Town Supervisor”**

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

**BE IT RESOLVED** that the Town Board of the Town of Cairo does hereby appoint Debra Bogins as Deputy Supervisor to serve in the absence of the Town Supervisor.

*Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-015 “Appointments and Salaries for the Town Court”**

Offered by Council Member Flaherty and seconded by Supervisor Watts.

**BE IT RESOLVED**, that the following individuals employed in the Justice Court shall have the following titles and be paid full time, not to exceed 40 hours per week effective January 1, 2024 as follows:

Justice Court Office Administrator

Kathleen Costanzo \$22.50 per hour

Justice Court Office Administrator Assistant

Samuel June \$20.50 per hour

**BE IT FURTHER RESOLVED** that the following individuals are appointed as court security officers and shall be paid \$30.00 per hour effective January 1, 2024:

John DeRose

Steven DeRose

Tracy Mauriello

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-016 “Authorization to Designate a Bookkeeper, Historian and Supervisor Clerk”**

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

**BE IT RESOLVED**, that the Town Supervisor is hereby authorized to appoint Johanna Halvorsen to the full-time position of bookkeeper at a pay rate of \$29.44 per hour not to exceed 40 hours/week effective January 1, 2024.

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized to designate Robert Uzzilia as Town Historian at an annual salary of \$1,750.00 to be paid in 12 equal, monthly installments during the 2024 fiscal year.

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized to designate Kimberly Weiss at an hourly rate of \$17.08 per hour not to exceed 20 hours per week to perform Supervisor Clerk duties and an hourly rate of \$29.44 when performing Bookkeeper duties effective January 1, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-017 “Appoint Deputy Tax Collector”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**BE IT RESOLVED** that the Town Board of the Town of Cairo does hereby appoint Linda Kuever as the Deputy Tax Collector at a rate of \$16.33 per hour effective January 1, 2024 whose maximum yearly pay shall not exceed the amount allocated in the 2024 budget.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-018 “Appoint and Set Salaries of Water/Sewer/Ambulance Clerk”**

Offered by Supervisor Watts and seconded by Council Member Murphy.

**BE IT RESOLVED** that the Town Board does hereby appoint Marrienne Baldwin as the Water/Sewer/Ambulance Clerk at an hourly rate of \$15.75 not to exceed 10 hours per week effective January 1, 2024.

**BE IT FURTHER RESOLVED** that the Town Board does hereby appoint Johanna Halvorsen as an alternate Water/Sewer/Ambulance Clerk at an annual stipend of \$10,080.00 to be paid in equal bi-weekly installments during 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-019 “Appoint Officer in Charge and Set Salaries for Police Department”**

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

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby appoint Sergeant Richard Busch as Officer-in-Charge of the Town of Cairo Police Department an annual stipend \$18,000 to be paid in addition to Sgt. Busch’s hourly rate of pay. The stipend is intended as a compensation for administering the department. The stipend shall be paid in equal bi-weekly installments included in Sgt. Busch’s bi-weekly pay check, and;

**BE IT FURTHER RESOLVED** that the following individuals shall continue in their appointed positions with the rate of pay as designated by the current bargaining agreement:

**Full-time Police Sergeant**

Richard Busch

**Part-time Police Officer with Administrative Duties**

Eyal Saad - pay rate of \$25.30 per hour

**Part-time Police Officer**

Dennis Brandow	Corey Clark	Joshua Leis
Sean Clevenstine	Thomas Plank	William Pine
Michael DeRose	Dustin Rogers	John Amaroso
Raymond Feml	Nicolas Orso	

**Part-time Special Police Officer**

Scott Yates

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-020 “Authorization to Sign Undertaking with NYS DOT”**

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

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby authorize Superintendent of Highways, Arthur Evans, to sign an undertaking for the benefit of the New York State Department of Transportation in connection with work within the boundaries of state highways.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-021 “Appoint Town Board Committees”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**BE IT RESOLVED**, that the Cairo Town Board acknowledges the Committee Appointments for 2024 as follows:

TOWN BOARD	ECONOMIC DEVELOPMENT	LABOR NEGOTIATIONS	EMERGENCY PLANNING
JASON WATTS	PARKS, BUILDINGS & GROUNDS	FESTIVALS/PARADES/ YOUTH FAIR	INSURANCE/ HEALTH INSURANCE

DEBRA BOGINS	HIGHWAY WATER/SEWER	GREENE COUNTY EMS	AMBULANCE
MARY-JO CORDS	ASSESSOR	INSURANCE/ HEALTH INSURANCE	LIBRARY COMMUNITY CENTER
TIMOTHY MURPHY	CODE/BUILDING/ZONI NG	ANIMAL CONTROL	PLANNING BOARD
MICHAEL FLAHERTY	COURTS	POLICE	

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-022 “Appointments and Salary – Town Assessor’s Office”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**BE IT RESOLVED**, that Janice Hull shall continue in her position as Sole Assessor at an hourly rate of \$28.85 not to exceed 40 hours per week effective January 1, 2024; and

**BE IT FURTHER RESOLVED**, that Carol McBride is appointed as Clerk-Part Time on an as needed basis at an hourly rate of \$17.40 per hour effective January 1, 2024 whose maximum yearly pay shall not exceed the amount allocated in the 2024 budget.

*Supervisor Watts – Aye, Council Member Bogins – Abstain, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-023 “Appointment of Deputy Town Clerks”**

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

**BE IT RESOLVED**, that the Town Board acknowledges the Town Clerk’s appointment of Kathy Rockefeller as First Deputy Town Clerk at \$17.08 per hour not to exceed 18 hours per week effective January 1, 2024; and

**BE IT FURTHER RESOLVED**, that the Town Board acknowledges the Town Clerk’s appointment of Michelle Hobart as Deputy Clerk at \$15.15 per hour not to exceed 12 hours per week effective January 1, 2024.

*Supervisor Watts – Abstain, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-024 “Set Salaries for Board of Assessment Review”**

Offered by Supervisor Watts and seconded by Council Member Murphy.

**BE IT RESOLVED** that the Cairo Town Board does hereby set the yearly stipend effective January 1, 2024 of the Board of Assessment Review to be as follows:

- Chairperson: \$375.00
- Member: \$225.00
- Secretary: \$75.00 for the board’s initial 4 hour meeting and \$17.08/hr. thereafter as needed.

Included in this stipend are Grievance Day and two additional deliberation days. Any additional meetings beyond the first three meetings will be paid at a rate of \$35.00 per meeting.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-025 “Appoint and Set Salary of the Animal Control Officer”**

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

**BE IT RESOLVED**, that the Town Board of The Town of Cairo does hereby appoint Sherry Vieta as the Animal Control Officer at a set yearly salary of \$7,500.00 paid in equal monthly installments effective January 1, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-026 “Appointment and Set Salaries for the Building and Code Department”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**BE IT RESOLVED** that the Town Board does hereby appoint and set salaries of the Building and Code Department effective January 1, 2024 as follows:

**Stacy Sprague** continues in her appointment as Code Enforcement Officer - Full Time, at an hourly rate of \$27.21 not to exceed 40 hours per week; and

**Richard Hilgendorff** continues in his appointment as Building Inspector/Fire Marshall, at an hourly rate of \$25.59 not to exceed 15 hours per week; and

**Kyrie Fielder** continues in her appointment as a Full-Time Building & Code Clerk at an hourly rate of \$17.08 per hour not to exceed 40 hours per week.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-027 “Appointment and Set Salaries of Parks, Buildings and Grounds”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby appoint Parks, Buildings and Grounds Personnel and set salaries effective January 1, 2024 as follows:

**Hunter Sprague** continues in his appointment as Full Time Supervisor to the Parks, Buildings and Grounds Department at a rate of \$22.01 per hour.

**Paul MacNiven** continues in his appointment as Laborer - Full Time assigned to the Parks, Buildings, and Grounds Department at a rate of \$19.86 per hour, not to exceed 40 hours per week.

**Steven Baird** continues in his appointment as Laborer - Part Time, assigned to the Parks, Buildings and Grounds Department at a rate of \$17.40 per hour not to exceed 35 hours per week.

**Donald Parmelee** continues in his appointment as a recycling center employee at a rate of \$15.75 per hour not to exceed 22 hours per week.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-028 “Appoint Ambulance Administrator”**

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

**BE IT RESOLVED**, that the Town Board does hereby continue Stanley Dushane in his appointed position as the Ambulance Administrator at a yearly stipend of \$15,000 payable in equal installments in his regular, biweekly paycheck.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-029 “Appoint the Registrar of Vital Statistics”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**BE IT RESOLVED**, that Kayla McAlister is appointed to the position of Registrar of Vital Statistics with an annual salary of \$500.00 effective January 1, 2024.

**BE IT RESOLVED**, that Kathy Rockefeller is appointed to the position of Registrar of Vital Statistics as a back-up with an annual salary of \$500.00 effective January 1, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-030 “Appoint Deputy Town Superintendent of Highways”**

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

**WHEREAS**, the Town Board has established the Office of Deputy Town Superintendent of Highways at an annual stipend of \$4,500.00 effective January 1, 2024, and

**WHEREAS**, the Deputy Superintendent of Highways is appointed and serves at the pleasure of the Town Superintendent of Highways, therefore

**BE IT RESOLVED**, the Town Board does acknowledge the Superintendent of Highway’s appointment of Michael Borsuk as the Deputy Town Superintendent of Highways.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-031 “Appointment and Salary of provisional Clerk to Highway Superintendent”**

Offered by Council Member Bogins and seconded by Supervisor Watts.

**BE IT RESOLVED** that Kacie Munster shall continue as the Provisional Clerk to the Highway Superintendent at a pay rate of \$17.08 per hour not to exceed 40 hours per week effective January 1, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-032 “Appoint Summer Camp Director and Set Hourly Wages for Summer Camp Staff”**

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

**BE IT RESOLVED**, that the Town Board does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$19.30 per hour; and

**BE IT FURTHER RESOLVED** that Lynn Dittmar will receive \$15.30 per hour as the Assistant Camp Director and new Youth Counselors will receive a wage of \$15.00 per hour, returning Youth Counselors will receive \$15.10 per hour.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-033 “Town of Cairo COVID-19 Leave Policy”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the Town of Cairo will continue to provide COVID-19 leave in accordance with the provisions of New York State Law and the Town of Cairo policy.

**WHEREAS**, the employee must provide a positive test result from an authorized entity (Clinic, hospital or doctor’s office) and fill out an “Affirmation of Isolation” form.

**BE IT RESOLVED**, that the Cairo Town Board does hereby continue the policy as written in the attachments to this resolution.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-034 “Zoning Board Appointments and Salaries”**

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

**BE IT RESOLVED**, that the Town Board does hereby set the salaries of the Zoning Board of Appeals to be as follows:

Chairperson:	\$85.00 per meeting
Members:	\$70.00 per meeting

Clerk: \$15.00 per hour

**BE IT FURTHER RESOLVED**, that Robert Hasenkopf is hereby appointed Chairperson of the Zoning Board of Appeals for a one year term effective January 1, 2024 and to expire December 31, 2024; and that Donna Vollmer is appointed as Secretary for a one year term effective January 1, 2024 and to expire on December 31, 2024 at a rate of \$15.00 per hour.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-035 “Appointments and Salaries – Planning Board”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**BE IT RESOLVED**, that the Town Board does hereby set the salaries of the Planning Board to be as follows:

Chairperson: \$85.00 per meeting  
Members: \$70.00 per meeting  
Clerk: \$15.00 per hour

**BE IT FURTHER RESOLVED**, that the following members are hereby appointed for a one year term effective January 1, 2024 and to expire December 31, 2024:

**Joseph Hasenkopf** will continue his appointed as Chairperson of the Planning Board

**Richard Lorenz** will continue his appointment as an Alternate member on the Planning Board

**Donna Vollmer** will continue her appointed as Secretary at a rate of \$15.00 per hour

**BE IT FURTHER RESOLVED**, that **Elizabeth Hansen** will be appointed as a member of the Planning Board for a Five-Year Term effective January 1, 2024 and to expire on December 31, 2029.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-036 “Amend 2023 Budget to Correct Balance on Expenditure Accounts”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, some of the expenditure accounts from 2023 have a negative balance; and

**WHEREAS**, it is necessary for all expenditure accounts to have a positive balance; therefore

**BE IT RESOLVED**, the Town Board does hereby authorize the Town Supervisor to amend the expense lines of 2023 as follows:

Transfer From: (Debit)	Amount:	Transfer To: (Credit)	Amount:
DA-9050-8	\$ 136.53	DA-9060-8	\$ 136.53
A0-1990-4	\$ 12,138.74	A0-4540-150	\$ 12,138.74
A0-1010-4	\$ 0.16	A0-1010-100	\$ 0.16
SS-8110-2	\$ 33.17	SS-8120-4	\$ 33.17

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-037 “Approve Ambulance Fee Rate Increases”**

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

**WHEREAS**, The Town of Cairo Ambulance Service charges the patients who have been transported to the hospital; and

**WHEREAS**, the rates have not been increased for fiscal year 2022, the current rates being \$1,000 for a Basic Life Support (BLS) transport and for an Advanced Life Support (ALS) Transport and mileage has been \$18.00 per mile. Therefore,

**BE IT RESOLVED**, that effective immediately the Ambulance transport fees will be increased to the rate of \$ 1,100 for a BLS transport, \$1,200 for ALS transport and \$19.00 per mile for all transports.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-038 “Authorize the Supervisor to Sign the 2024 Advanced Life Support (ALS) (Paramedic) Services Contract with Greene County Emergency Medical Systems, Inc.”**

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

**WHEREAS**, the Town of Cairo has received an Agreement for Advanced Life Support (Paramedic) Services with Greene County Emergency Medical Systems, Inc. (GCEMS, Inc); and

**WHEREAS**, this agreement identifies that GCEMS, Inc is the designated ALS (Paramedic) Services provider in Greene County and that the Town of Cairo agrees to participated in the ALS Program which requires a financial contribution; Therefore,

**BE IT RESOLVED**, that the Town Board does hereby authorize the Town Supervisor to sign the contract with GCEMS, Inc. in 3 equal installments for a total of \$71,374.00.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-039 “Authorize Supervisor to Sign the 2024 Contract with EZ Cleaning Crew for Town Building/Library Cleaning”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, EZ Cleaning Crew has been cleaning the Town Buildings since April, 2021 and the current contract expired on December 31, 2023.

**WHEREAS**, a new contract was received from EZ Cleaning Crew, LLC for cleaning of the Town Hall, Annex and the Cairo Library which includes most cleaning products at a weekly amount of \$850 from last years’ rate of \$485. Therefore;

**BE IT RESOLVED** that the Town Board does hereby authorize the Supervisor to sign the contract with EZ Cleaning Crew LLC effective January 1, 2024 and expiring on December 31, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-040 “Appointment of Trustee to the Town of Cairo Public Library”**

Offered by Council Member Cords and seconded by Supervisor Watts.

**WHEREAS**, Greggor Petrovic currently serves as a Library Board Trustee for the Town of Cairo Public Library, and

**WHEREAS**, Greggor Petrovic’s term expires December 31, 2023 and the Library Board of Trustees has recommended his re-appointment; therefore

**BE IT RESOLVED** that the Town Board hereby re-appoints Greggor Petrovic as President to the Town of Cairo Public Library Board of Trustees effective January 1, 2024 for a five year term expiring on December 31, 2028.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-041 “Appointment of Trustee to the Town of Cairo Public Library”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, Diana Benoit currently serves as a Library Board Trustee for the Town of Cairo Public Library, and

**WHEREAS**, Diana Benoit’s term expires December 31, 2023 and the Library Board of Trustees has recommended her re-appointment; therefore

**BE IT RESOLVED**, that the Town Board hereby re-appoints Diana Benoit to the Town of Cairo Public Library Board of Trustees effective January 1, 2024 for a five year term expiring on December 31, 2028.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-042 “Appointment of Fossil Forest Chairperson”**

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

**WHEREAS**, the Fossil Forest Chairperson’s term for Joseph Hasenkopf ends on December 31, 2023.

Therefore,

**BE IT RESOLVED** that the Town Board does hereby reappoint Joseph Hasenkopf as Chairperson of the Fossil Forest for a one year term starting January 1, 2024 and to expire December 31, 2024.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2024-043 “Set Town Hall Hours of Operation”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**BE IT RESOLVED**, that the Cairo Town Hall shall be open for public business from 9:00AM through 3:00PM Monday through Friday, exclusive of holidays or other such times the Town Hall is closed by the order of the Town Supervisor, and

**BE IT FURTHER RESOLVED** that the offices of the Town Clerk, Code Enforcement and Building Department, Supervisor’s Office and Tax Assessor will be staffed and accessible to the public at all times when the Town Hal is open for public business.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Public Discussion:**

- Public Hearing in Monday, Jan. 8<sup>th</sup>, 2024 on the expired Main Street Commercial Property Local Law. It will be discussed on whether to leave it expired or extend the local law.

**Adjourn Town Board Meeting @ 8:00 PM**

Offered by Council Member Cords and seconded by Supervisor Watts.

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

Respectfully Submitted

Kayla L. McAlister  
Cairo Town Clerk