



## Minutes

Town of Cairo

Monday July 1<sup>st</sup>, 2024

Town Board Meeting @ 7:00PM

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday July 1<sup>st</sup>, 2024, at the Town Hall, Main Street, Cairo, New York. Council Member Cords called the meeting to order @ 7:02PM and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Watts, Council Member Bogins, Council Member Cords

Absent: Council Member Flaherty, Council Member Murphy

### Minutes:

*June 3<sup>rd</sup>, 2024:*

*Vote on next month, no voting quorum.*

### New Business:

- 460 Main Street
  - Windows are in and the front of the building is painted, lots of things were changed/updated and it has been cleaned up. Pictures have been taken and distributed to the Board for before and after improvements, wanted to make sure it was presentable for the Town. The sale of the building is still on schedule to be closed on at the end of July. Also waiting on the Engineers to come back with a design, once that happens they will be coming back to the Town for other approvals.
  - Supervisor Watts spoke to Tal and since they have been good on their promise they are giving them another extension on the building. They have to make sure they continue to keep up with the maintenance of the building. The board also thanks them for using their own money, yes the Town would have gotten reimbursed from the county, but the Town does recognize the gesture and greatly appreciates it.
- Purchase Police Car
  - Looking for a 4 wheel drive SUV  
*Resolution No. 2024-131 "Authorize Supervisor to Sign Letter of Intent to Purchase a Police Car"*
- Short Term Disability Options
  - *Resolution No. 2024-134 "Increase Short Term Disability Options"*
- Purchase or Bond a New Ambulance
  - Looking for an Ambulance that can hold a larger person, they would keep the other ambulance as an extra so that there are less wait times. There were some improvements to the ambulance building on 145 but there is a long way to go, need new furniture/heat/AC.

- Earl asks about a possible lease of an Ambulance instead of a Bond, the Board isn't sure if the ambulance would last long enough before the lease was paid off.
- Ambulance dept. employees work 12 hour shifts, they are eligible for the Short Term Disability and they were given raises last year.

*Resolution No. 2024-143 "Approve Intent to Purchase an Ambulance"*

- Petition from Residents of Cairo – Mace Burr (Safety of the Round Top Roads)
  - Follow Up to Petition Submission to the Town of Cairo:  
Petition to evaluate for safety of Crow's Nest Road, Blackhead Mountain Road and Bald Hills Road N and S and the intersection thereof in Round Top, Town of Cairo NY.  
'Residents are experiencing unsafe situations where pedestrians and driver safety have been compromised. The current and projected use of the referenced roads is not an urgent public safety concern to residents along those routes.'
  - Mace Burr speaks on the behalf of the residents who have become concerned with the conditions of the roads in Round Top, due to the increase of traffic in the last 2 years. This is due to more people moving into and the project going on in Round Top.  
'NYS Law hold Municipalities responsible to assure that there roadways are maintained in a safe condition, the Town of Cairo Town Board has the authority to regulate roads by local law ordinance, order rule or regulation as granted in NYS Traffic Law Section 68-40. The current and projected use of these roads is an urgent concern to the residents, these are residential winding roads, narrow with inclines, etc. Residents are experiencing unsafe situations where pedestrian and driver safety has been compromised. These roads are vulnerable to further, excessive damage through increased use and activity due to commercial construction vehicle use and increased traffic following the development of the Blackhead Mountain Lodge Property. They would like the Town Board to implement the following; designated truck weight restriction signs, speed limit reductions not to exceed 30mph, a full 4 way stop at the intersection of these roads.'
  - Supervisor Watts addresses that these actions along with stop signs and speed limits are under the approval of the State DOT and that a similar request was done for South Cairo but it took a long period of time. The Board is for putting in for the 4 way stop but in the end the State DOT must approve any changes to the roads. They Board has made sure there has been more Police presence, with all 3; State Troopers, County Sheriffs and Town Police present.  
Supervisor Watts continues on to say that the Board has requested lower speed limits on other roads and that the state would not go below 45mph. He believes one of the roads being discussed is 50mph, which would be a suggested speed limit since it is not officially posted with the white State DOT signs. The Highway Dept. cannot just go out and update speed limit signs, all has to be submitted and approved. Supervisor Watts said he will discuss everything with the Town Attorney, but it is not expected to be changed immediately, possibly within a year.
  - The few Round Top residents in attendance then question the weight limit and safety signage for some vehicles. How parts of the road are being damaged and collapsing due to weight of these vehicles. Watts goes on to say that if these vehicles do not have safety signage then they would be ticketed, then continues on with how some emergency vehicles also have a large weight load. Any road issues need to be discussed with Art and the DOT.
  - The residents brought up one confrontation of a well truck on the side of the road for multiple days, but the Police Dept. was called and the issue was fixed.

#### **Old Business:**

- Jerome Avenue Water Improvement Grant – Jesse Levine
  - Looking for a grant of a million dollars and how the Town Residents can assist with this.

- National Non-Profit Company called RCAT, they help municipalities with water issues with money that is given to them by the State, and this is not a bond. They help with the grant process and surveying the population of the water district. The residents should expect an income survey to determine what amount of money can be given to the Town.  
This company was contacted by the Town Bookkeeper, they are a State Agency that does not cost any money to the Town. Money is needed to go towards the water infrastructure due to the fact that it is from 1800 and it needs to be updated. New requirements are currently being put in place that the Town needs to abide by. Public involvement is a huge thing in this grant, they need a census of the residents from Jerome Avenue and the Water District; the Town has applied for something like this before and the lack of resident involvement attributed to the denying of past grant applications.  
These surveys will be sent in the mail to residents and private information will not be distributed.

**Correspondence:**

- Resignation of Assessor Clerk
  - ‘I appreciated the opportunity to work and share my experiences with the Town of Cairo’
- Termination of Justice Clerk
  - ‘Unfortunately, we had to terminate S. June, for the amount of time in previous experience and the seven months with Cairo Town Court, we have decided that his skill level would not be where it should be to fulfill the position of Justice Court Office Administrative Assistant. Sam’s last day with the Cairo Town Court was’ June 19, 2024.
- Concession Stand Inspection Summary Report
  - **Operation: Cairo Summer Recreation Day Camp** (ID: 1066715)  
Facility Name: ANGELO CANNA TOWN PARK  
Facility Code: 19-AL88  
Facility Email: [supervisor@townofcairo.com](mailto:supervisor@townofcairo.com)  
Facility Address: Joseph Spencer Lane, Cairo, NY 12413
  - **To the Attention of:**  
Janet McKeon  
TOWN OF CAIRO  
512 Main Street Cairo, NY 12413  
Email: [cairosummerrec@gmail.com](mailto:cairosummerrec@gmail.com)
  - **Pre-op Inspection**  
June 11, 2024 10:20 AM  
Inspector: Jordin Mayo ([jordin.mayo@health.ny.gov](mailto:jordin.mayo@health.ny.gov))  
Responsible Person: Janet Mckeon
  - **Summary**  
Number of Public Health Hazards Found: 3  
Number of Public Health Hazards NOT Corrected: 0  
Number of Other Violations Found: 1
- Children’s Camp Inspection Summary Report
  - **Operation: Cairo Summer Recreation Day Camp** (ID: 1066715)  
Facility Name: ANGELO CANNA TOWN PARK  
Facility Code: 19-AL88  
Facility Email: [supervisor@townofcairo.com](mailto:supervisor@townofcairo.com)  
Facility Address: Joseph Spencer Lane, Cairo, NY 12413
  - **To the Attention of:**

Patrick J Pugsley Jr.  
CAIRO DURHAM LITTLE LEAGUE  
P.O. Box 345  
Cairo, NY 12413  
Email: [pjugsley@yahoo.com](mailto:pjugsley@yahoo.com)

○ **Inspection**

June 11, 2024 11:30 AM

Inspector: Jordin Mayo ([jordin.mayo@health.ny.gov](mailto:jordin.mayo@health.ny.gov))

Responsible Person: Janet Mckeon

○ **Summary**

Number of Public Health Hazards Found: 0

Number of Public Health Hazards NOT Corrected: 0

Number of Other Violations Found: 3

**Public Comment:**

- Mr. and Mrs. Perlitz had a run in with a dog and Mrs. Perlitz was bit, she was taken care of and the 10 day period is over. The problem that they had was they could get in contact with the Dog Warden, not sure what the problem was or why she didn't get back to them.
- R. Lorenz addressed the Gypsy Moth problem and if the Town was planning on doing anything about it for next year. The Town does not have any plans for the Gypsy Moths next year, no other Towns have addressed anything for deterring to get rid of Gypsy Moths.
- The Town Board is currently looking for a company to paint pickle ball lines/courts in the Town Park. A gentleman in attendance gave a name and number to the Board for someone in Ulster County.

**Resolution No. 2024-128 "Accept EDU Adjustments"**

Offered by Supervisor Watts and seconded by Council Member Cords.

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

**BE IT RESOLVED** that the Town Board does hereby accept the EDU Adjustment totaling \$25.00 dated June 4, 2024 to be moved from water to EDU account number 0580 for \$25.00, which was erroneously posted.

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

**Resolution No. 2024-129 "Accept EDU Billing"**

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

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

**BE IT RESOLVED**, that the Town Board does hereby accept the EDU Billing from the Sewer Administrator in the amount of \$14,437.50 dated June 4, 2024.

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

**Resolution No. 2024-130 "Accept Sewer Penalties"**

Offered by Supervisor Watts and seconded by Council Member Cords.

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

**RESOLVED**, the Town Board does hereby accept the Sewer Penalty from the Water/Sewer Administrator in the amount of \$1,813.31 dated June 12, 2024.

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

**Resolution No. 2024-131 “Authorize Supervisor to Sign Letter of Intent to Purchase a Police Car”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, the Town of Cairo is in need to lease or purchase a new police car; and,

**WHEREAS**, DeNooyer Chevrolet has provided a quote for a black 2025 Chevrolet Tahoe (police package), 4-wheel drive, SUV 8 cylinder, automatic transmission to the Town of Cairo; and,

**WHEREAS**, a letter of intent is required to provide the framework for the production for the dealership to order the vehicle from General Motors; and,

**WHEREAS**, after production and delivery to DeNooyer Chevrolet, the Town of Cairo can decide to lease, purchase or cancel the order base on the needs of the Town of Cairo; therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo authorizes the Supervisor to sign the Letter of Intent to purchase a black 2025 Chevrolet Tahoe police car from DeNooyer Chevrolet.

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

**Resolution No. 2024-132 “Receipt of Monthly Supervisor’s Report”**

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

**WHEREAS**, Town Law, Section 125 commands a detailed statement from the Supervisor’s office to be rendered to the town board of all money received and disbursed and a copy filed in the office of the Town Clerk; therefore,

**BE IT RESOLVED**, that the Town Board Members accept the monthly Supervisor’s Report for June 2024.

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

**Resolution No. 2024-133 “Budget Amendments and Payment of Bills on Abstract #306 for June Payables & Prepays”**

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

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

**BE IT RESOLVED**, the Town Board does hereby authorize that Abstract #306 Payables and Prepays, consisting of V4 #00398-00475 in the amount of \$214,305.97 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 99,988.64	Hydrant –	\$ -0-
Highway Fund -	\$ 37,176.22	Capital Projects -	\$ -0-
Street Lighting -	\$ 5,286.18	Polly’s Rock -	\$ -0-
Sewer Fund -	\$ 9,803.86	Trust & Agency -	\$ 1,421.62
Water Fund -	\$ 60,629.45	Special Fire -	\$ -0-

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

**Resolution No. 2024-134 “Increase Short Term Disability Options”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the Town of Cairo currently offers short term disability that pays up to \$170 per week for eligible compensations which costs the Town of Cairo \$3.33 per employee on a quarterly basis of approximately \$562.77; and,

**WHEREAS**, the Town of Cairo is looking at options to increase the weekly rate for employees who are eligible to receive short term disability; and,

**WHEREAS**, Shelter Point has provided the Town of Cairo two additional options:

1. Option 1 - \$4.68 per employee; Pays out up to \$340 per week;  
Quarterly cost is approximately \$790.92
2. Option 2 - \$7.16 per employee; Pays out up to \$510 per week;  
Quarterly cost is approximately \$1210.04

**BE IT RESOLVED**, that the Town Board of the Town of Cairo accepts Option 1 to increase the short term disability for any eligible Town employee.

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

**Resolution No. 2024-135 “Approve Contractor to Install Ambulance Building Heat and A/C Units”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, there is a need to install heat and air conditioning wall mount units in the Ambulance Building; and,

**WHEREAS**, the Town of Cairo have received three quotes from Contractors to perform the work, therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby approve Huber Enterprises contractor to purchase and install wall mount heat/air conditioning units in the Ambulance Building in the amount of \$3,800.00.

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

**Resolution No. 2024-136 “Approve Contractor for Demolition of Real Property”**

**WHEREAS**, the Town of Cairo as accepting bids for the demolition of real property located at 460 Main Street, and

**WHEREAS**, the Town of Cairo advertised for contractors to provide sealed bids for asbestos abatement, demolition, removal of debris and securing the site after demolition; and,

**WHEREAS**, the Town of Cairo received two bids from Freemann Project Management Svcs LLC and Dan’s Hauling & Demo; therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby approve \_\_\_\_\_ for the demolition of 460 Main Street in the amount of \$\_\_\_\_\_.

**TABLED**

**Resolution No. 2024-137 “Approve to Advertise for a Request of Proposal for IT Management Services and Server Replacement”**

Offered by Council Member Bogins and seconded by Supervisor Watts.

**WHEREAS**, the Town of Cairo is requesting proposals for IT Management Services and Server Replacement for the Town Hall offices; and

**WHEREAS**, this agreement should include the following: Basic Router Management, Route Management, WAP Management, Managed Switch Basic, UPS/SNMP Device Management, Windows Build Updates, and Cyber Security; therefore,

**BE IT RESOLVED**, that the Town Board does hereby authorize the Town of Cairo to advertise for proposal requests for IT Management Services and Server Replacement for sealed bids to be sent to the Bookkeeper by Friday, Aug. 2, 2024 to be opened at the Aug. 5, 2024 Board Meeting.

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

**Resolution No. 2024-138 “Approve Hiring Part Time Assessor Clerk”**

**WHEREAS**, the Town of Cairo has a vacancy and is in need of a Part Time Assessor Clerk; and  
**WHEREAS**, the Town of Cairo has received two employment applications for the position. Therefore;  
**BE IT RESOLVED**, that Cairo Town Board does hereby approve the hiring of \_\_\_\_\_ at  
\$\_\_\_\_\_ per hour, not to exceed 20 hours per pay period, effective immediately.

**TABLED**

**Resolution No. 2024-139 “Approve Highway Department to Purchase Equipment”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, The Highway department is requesting funds to purchase A Tifermec MDL450 Boom Mower with flail cutting head at Ripping It Outdoors for \$16,788; therefore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo approves the purchase of the Boom Mower with flail cutting head for \$16,788.00

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

**Resolution No. 2024-140 “Authorize Ambulance Department to Purchase Power Pro Cot 2 Stretcher”**

Offered by Council Member Bogins and seconded by Supervisor Watts.

**WHEREAS**, the Ambulance Department is seeing more public assistance calls to lift heavy patients and the current stretchers are not rated for the weight and cannot be serviced or upgraded anymore; and,

**WHEREAS**, the PP cot 2 is rated and designed for heavy patient’s as well as regular patient’s; therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize the purchase of a Power Pro Cot 2 that can be moved easily between ambulances as needed in the amount of \$36,832.83.

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

**Resolution No. 2024-141 “Approve Hiring Full Time Justice Court Office Administrative Assistant”**

**WHEREAS**, the Town of Cairo has a vacancy and is in need of a full-time Justice Court Office Administrative Assistant (Justice Clerk); and

**WHEREAS**, the Justice Court is requesting to hire Vincenzina Carl at an hourly rate of \$20.50 per hour effective July 8, 2024; therefore;

**BE IT RESOLVED**, that Cairo Town Board does hereby approve the hiring of Vincenzina Carl at a rate of \$20.50 per hour, not to exceed 40 hours per week effective July 8, 2024.

**TABLED**

**Resolution No. 2024-142 “Approve Request Use of Town Park”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, there is a request from Julie Freemann to organize a multiresident yard sale at the Angelo Canna Town Park on August 24, 2024; and,

**WHEREAS**, the organizer will take responsibility to ensure no trash or yard sale items are left at the Angelo Canna Town Park; therefore,

**BE IT RESOLVED**, the Town Board does hereby approve the use of the Angelo Canna Town Park for August 24, 2024.

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

**Resolution No. 2024-143 “Approve Intent to Purchase an Ambulance”**

Offered by Council Member Bogins and seconded by Supervisor Watts.

**WHEREAS** the Town of Cairo is in need to lease or purchase a new ambulance; and,

**WHEREAS**, Northeastern Rescue Vehicles has provided a quote for a 2024 Ford Demers Ambulance with a power load lifting system, 4- wheel drive, liquid spring suspension, 8 cylinder diesel, automatic transmission for the price of \$312,675 to the Town of Cairo; and,

**WHEREAS**, a resolution is required to provide the framework for the production for the dealership to hold the vehicle from any other bids to purchase it; therefore,

**BE IT RESOLVED** that the Town Board of the Town of Cairo approves the intent to purchase a 2024 Ford F-350 4x4 Ambulance at the price of \$312,675 from Northeastern Rescue Vehicles.

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

**Public Monthly Reports: (Not Discussed)**

- Ambulance (May)
  - Total calls – 84 / transported calls – 58
- Assessor
  - 21 sales/transfers for the month of April
  - 4 valid arm's length
  - Grievance Day, Tuesday May 28, 2024
    - 7 Tax Grievance walk-ins
    - 13 petitions to the BAR
    - 1 stipulation to the BAR
  - Assessors Clerks resigned and currently looking for a new one
- Building and Code (May)
  - 18 building permits / 9 municipal searches / 37 total inspections
  - 3 certificates of occupancy / 20 certificates of compliance
  - 2 new violations & complaints / 0 court case for trial / 1 case in court
- Tax Collector
  - As indicated, 88% of the warrant has been collected totaling an amount of \$7,410,284.72.
- Police Department – May
  - Total mileage for cars 574/575/576/577: 1,349
  - 2 Criminal Complaints / 62 Incident Reports / 444 Aid citizens/requests/services
  - 8 accident responses / 4 arrests / 5 traffic tickets
- Zoning Department (May)
  - 31 inquiries / 3 subdivision applications / 6 site plan applications
  - 1 complaints/violations / 2 fire inspections / 2 zoning board of appeals
- Highway Department (May)
  - Work or Non-Reflective road signs being replaced is ongoing.
  - Mowing shoulders has begun
  - Brush trimming is ongoing
  - Highway currently has 7 full time employees, 5 with CDL's
  - Preparations for Town Clean Up Day
  - Assisted with Banners and Fountain
  - Adding battery cut off switch to vehicles is ongoing
- Library (May)
  - 1,202 Visitors / 13 New Cards
  - 23 Programs / 1,843 items circulated

**Adjourn Town Board Meeting @ 8:26PM**

Offered by Council Member Bogins and seconded by Supervisor Watts.



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

Respectfully Submitted

Kayla L. McAlister  
Cairo Town Clerk