



## Minutes

Town of Cairo

Wednesday September 18<sup>th</sup>, 2024

Town Board Meeting @ 7:00PM

Location: Town Hall Meeting Room

**DRAFT**

The Town Board of the Town of Cairo met for a Town Board Meeting on Wednesday September 18<sup>th</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

Absent: Council Member Murphy

### Minutes:

#### **August 21<sup>st</sup>, 2024:**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

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

### New Business:

- Executive Session – Personnel
  - Offered by Council Member Bogins and seconded by Council Member Cords
    - Opened @ 7:01

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Abstain, Council Member Flaherty – Aye, Council Member Murphy – Absent. Motion Carried.*
  - Offered by Supervisor Watts and seconded by Council Member Flaherty
    - Closed @ 7:04

*Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Abstain, Council Member Flaherty – Aye, Council Member Murphy – Absent. Motion Carried.*
- Supplemental Benefits Program – Combined Insurance
  -
- Budget Workshop Meetings
  - *Resolution No. 2024-184*
- Tentative Budget Presented to the Town Board – Town Clerk
  -

### Old Business:

- Police Department
  -
- IT Upgrades
  -

**Resolution No. 2024-178 “Approve the Justice Court to Apply for the 2024-2025 Justice Court Assistance Program Grant”**

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

**WHEREAS**, the Town Board of the Town of Cairo recognizes that the Town of Cairo Justice Court needs (1) Strip-Cut Industrial Shredder; (1) 2025 NY CLS Desk Edition Gilbert’s Criminal Practice Annual; (3) New York Magill’s Vehicle and Traffic Law Manual for Local Courts: 2025 Edition; (3) New York Magill’s Penal Law Manual for Local Court: 2025 Edition,

**WHEREAS**, there is a 2024-2025 Justice Court Assistance Program (JCAP) Grant available,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby authorize the Town of Cairo Justice Court to apply for a JCAP Grant in the 2024-2025 grant cycle up to \$30,000.

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

**Resolution No. 2024-179 “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 \$1,784.33 dated September 9, 2024.

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

**Resolution No. 2024-180 “Approve Exception to Request for Use of Town Property Policy – Canna Family Reunion”**

Offered by Council Member Flaherty and seconded by Supervisor Watts.

**WHEREAS**, the Canna Family is hosting a Family Reunion of approximately 50 people and they would like to use the Angelo Canna Town Park for the event; and,

**WHEREAS**, the Canna is requesting the use of alcohol (beer and wine) for personal consumption at the Angelo Canna Town Park on August 3, 2025; and,

**WHEREAS**, the Canna family will be required to get liability insurance and ensure/monitor that no one under the age of 21 is allowed to consume any alcohol; Therefore,

**BE IT RESOLVED**, the Town Board does hereby approve the use of the Town Park and the use of alcohol (beer and wine till 7pm) for the Canna Family Reunion on August 3, 2025.

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

**Resolution No. 2024-181 “Authorizing Public Hearing”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the Town of Cairo is proposing an amendment to the Town of Cairo Zoning Law dated June 5, 2017 enacting certain changes to Section VI. General Regulations for All Districts; and

**WHEREAS**, a Public Hearing is necessary prior to the adoption of any Law; Therefore;

**BE IT RESOLVED**, that on October 7, 2024 at 7:00PM, at the Cairo Town Hall, the Cairo Town Board shall hold a Public Hearing for discussion to amend the local law.

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

**Resolution No. 2024-182 “Authorizing Public Hearing”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, the Town of Cairo is proposing a new Town Local Law to override the Tax Levy,

**WHEREAS**, a Public Hearing is necessary prior to the adoption of any Law. Therefore;

**BE IT RESOLVED**, that on October 7, 2024 at 7:00PM, at the Cairo Town Hall, the Cairo Town Board shall hold a Public Hearing to override the tax levy limit established in general municipal law Section 3-c.

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

**Resolution No. 2024-183 “Approve the Town of Cairo to Cut and Remove All Weeds at 560 Main Street”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the property at 560 Main Street is overgrown with grass and weeds greater than the height of 10 inches; and,

**WHEREAS**, the Town of Cairo Zoning Enforcement Office has issued a Notice of Violation Order citing the Town of Cairo Local Law #4 of 2020 on July 24, 2024 to comply by August 22, 2024; Therefore,

**BE IT RESOLVED**, for the Town of Cairo to cut and remove weeds from the property and assess a lien against the property for the cost of the work and any additional administrative fees added to the cost of the work.

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

**Resolution No. 2024-184 “Approve Budget Workshop Meetings”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, that the Cairo Town needs to hold budget workshop meetings for the departments within the town; and

**WHEREAS**, to accommodate both day shift workers and night shift workers, the Town of Cairo will hold one workshop in the evenings and one workshop during day time duty hours.

**BE IT RESOLVED**, that the Town Board hereby approves two budget workshop meetings on September 25, 2024 from 6:30pm – 8:30pm and October 2, 2024 from 10:00am – 12:00pm.

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

**Resolution No. 2024-185 “Authorizing Use of the Route 32 Senior Center”**

Offered by Council member Flaherty and seconded by Council Members Cords.

**WHEREAS**, the Toys for Tots program is looking for storage for their toys for Columbia and Greene Counties for the 2024 Christmas Season.

**WHEREAS**, they would need this storage for the period of November 1, 2024 through January 1, 2025. They will need enough space for 10 tables to place their toys on. Therefore;

**BE IT RESOLVED**, that the Cairo Town Board does hereby approve the request to use the Route 32 Senior Center on the above dates.

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

**Resolution No. 2024-186 “Appoint Full Time Parks, Building and Grounds Supervisor”**

Offered by Supervisor Watts and seconded by Council Members Cords.

**WHEREAS**, Hunter Sprague has put in his two week notice as the Town of Cairo in the Parks, Buildings and Grounds Supervisor with a last work day of September 24, 2024; and,

**WHEREAS**, there is currently a need for a full-time Parks, Buildings and Grounds Supervisor; Therefore, **BE IT RESOLVED**, that the Town Board of the Town of Cairo appoints Donald Parmelee as Parks, Buildings and Grounds Supervisor effective September 18, 2024; and furthermore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo approves to change Donald Parmelee from a Part-Time employee to a Full-Time employee with an annual salary of \$16,000 paid in equal bi-weekly installments; and furthermore,

**BE IT RESOLVED**, that the Town Board of the Town of Cairo approves an annual stipend of \$8,000 paid in equal bi-weekly installments to run the recycling center

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

**Resolution No. 2024-187 “Authorizing Use of the Angelo Canna Town Park”**

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

**WHEREAS**, the Zerbini Family Circus has once again requested use of the Angelo Canna Town Park to hold a family circus on Wednesday, July 2, 2025. They are requesting use of the park from 7:00 am through 10:00 pm.

**BE IT RESOLVED**, that the Cairo Town Board does hereby approve the request to use the Angelo Canna Town Park with a fee of \$750.00.

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

**Resolution No. 2024-188 “Authorize Supervisor to Sign Contract for Grant Writer”**

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

**WHEREAS**, the Town of Cairo would like to apply for New York State and Federal grant funds for various projected projects; and,

**WHEREAS**, Ambrosio Ink, Nicole Ambrosio, has provided the Town of Cairo a monthly contract for grant writing services; Therefore,

**BE IT RESOLVED**, that the Cairo Town Board does hereby give authorization to the Cairo Town Supervisor, Jason Watts, to sign the Ambrosio Ink Contract for monthly services with termination options with a two-week notice for \$1,000.00 per month.

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

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

- Ambulance – August
  - Total calls – 91 / transported calls – 74
- Assessor – August
  - Nothing to Report for the month of August 2024
- Building and Code – August
  - 20 building permits / 10 municipal searches / 31 total inspections
  - 1 certificates of occupancy / 14 certificates of compliance
  - 4 new violations & complaints / 1 court case for trial / 1 case in court
- Highway Dept. – July
  - Work on Non-Reflective road signs being replaced is on going
  - Mowing shoulders in progress
  - Brush Trimming is ongoing

- Highway currently has 7 full time employees, 5 with CDL's
- Adding battery cutoff switches to vehicles is ongoing
- Road patching is ongoing
- Animal Control – August
  - 13 calls for animals; 10 dog, 1 deer, 1 horse, 1 bat
- Police Department – August
  - Total mileage for cars 574/575/576/577: 3,354
  - 19 Criminal Complaints / 85 Incident Reports / 499 Aid citizens/requests/services
  - 3 accident responses / 10 arrests / 29 traffic tickets / 5 Town ordinance tickets
- Zoning Department – August
  - 30 inquiries / 2 subdivision applications / 1 site plan applications
  - 4 complaints/violations / 1 fire inspections / 0 zoning board of appeals

**Adjourn Town Board Meeting @ 7:32PM**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

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

Respectfully Submitted

Kayla L. McAlister  
Cairo Town Clerk