



## Minutes

Town of Cairo

Thursday January 2<sup>nd</sup>, 2024

Town Re-Organizational Meeting @ 7:00PM

Location: Town Hall Meeting Room

### DRAFT

The Town Board of the Town of Cairo met for a Town Re-Organizational Meeting on Thursday, January 2<sup>nd</sup>, 2024, at the Town Hall, Main Street, Cairo, New York. The meeting was called to order @ 7:01PM and asked the attendees to Pledge Allegiance to the Flag.

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

Absent: Supervisor Watts

### Minutes:

#### **December 18<sup>th</sup>, 2024:**

Offered by Council Member Flaherty and seconded by Supervisor Watts.

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

### New Business:

- Executive Session – Personnel
  - Offered by Council Member Flaherty and seconded by Council Member Cords.
    - Opened @ 7:02PM

*Supervisor Watts – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*
  - Offered by Council Member Flaherty and seconded by Council Member Murphy.
    - Closed @ 7:32PM

*Supervisor Watts – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*
- Executive Session – AFRs
  - No one came for this; there was no executive session
- Round Top Well Water Tests – Oliver Hull
  - O. Hull presents the board with the findings from the well testing. Two properties were tested on Blackhead Mountain Road. The testing indicates that the water tested for both Total Coliform and E. Coli. The source of the contamination is not known.

- Hull believes that the contamination is coming from the project going on at Blackhead Mountain. Residents noticed the change in the water around the time that test drilling and hydro fracking started.
- Wells were being tested once there was a change being noticed in the water, nothing before this. They would like to continue testing wells, but they are about \$235 each to test. Will continue to communicate with DOH and DEC.

**Correspondence:**

- 2025 IRS Mileage Reimbursement
  - ‘This is to inform you that effective January 1, 2025, the new Internal Revenue Service mileage reimbursement rate will be 70 cents per mile, an increase from 67 cents per mile for 2024. For those municipalities that reimburse employees pursuant to the IRS rate, the new rate is effective January 1, 2025. Roemer, Wallens, Gold & Mineaux LLP’
- Contractor Registration Requirement Begins 12/30/24 from NYGFOA
  - ‘Effectively December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 of the Labor Law are required to register with the NYS Department of Labor (NYSDOL) under Labor Law Section 220-i.’

**Resolution No. 2025-001 “Set Town Board Meeting Dates”**

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

**BE IT RESOLVED**, that the regular meetings of the Cairo Town Board for the 2025 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. January 6, 2025 is cancelled – Combined with Reorganizational Meeting that was held on January 2, 2025
  2. September 1, 2025 will be held on September 8, 2025 due to Labor Day
- Supervisor Watts – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2025-002 “Set Holidays for 2025”**

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 set the dates of the 2025 holidays as follows:

New Year’s Day	Wednesday, January 1, 2025
Martin Luther King Jr. Birthday	Monday, January 20, 2025
President’s Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Wednesday, June 19, 2025
Independence Day	Thursday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Election Day	Tuesday, November 4, 2025
Veteran’s Day	Monday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day	Wednesday, December 25, 2025

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

**Resolution No. 2025-003 “Submission Deadline for Proposed Town Board Meeting Agenda”**

Offered by Council Member Bogins 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 prior the meeting night of the Town Board; furthermore,

**BE IT RESOLVED**, that department monthly activity reports (if required) are due to the Supervisor Clerk by the second Friday of each month and will be presented to the Town Board at the third Wednesday Board Meetings.

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

**Resolution No. 2025-004 “Appoint Public Records Officer and Public Records Appeals Officer”**

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

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

**Resolution No. 2025-005 “Designate the Town of Cairo Official Newspaper”**

Offered by Council Member Cords 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 – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.*

**Resolution No. 2025-006 “Authorize the Town Supervisor to Invest Town Funds”**

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

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

**Resolution No. 2025-007 “Establish Official Depository of Town Funds”**

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

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

**Resolution No. 2025-008 “Payment of Bills and Payment of Utility Bills”**

Offered by Council Member Cords 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 any expenditure up to \$3,500.00 without prior approval of the Town Board.

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

**Resolution No. 2025-009 “Authorization for Highway Superintendent to Certify Payrolls and Make Purchases”**

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

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

**Resolution No. 2025-010 “Appoint Deputy Town Supervisor”**

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

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

**Resolution No. 2025-011 “Authorization to Sign Undertaking with NYS Dept. of Transportation”**

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

**Resolution No. 2025-012 “Appoint Town Board Committees”**

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

**BE IT RESOLVED**, that the Cairo Town Board acknowledges the Committee Appointments for 2025 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	COMMUNITY CENTER	LIBRARY
TIMOTHY MURPHY	CODE/BUILDING/ZONING	ANIMAL CONTROL	PLANNING BOARD
MICHAEL FLAHERTY	COURTS	POLICE	

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

**Resolution No. 2025-013 “Appointment of Fossil Forest Chairperson”**

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

**WHEREAS**, the Fossil Forest Chairperson’s term for Joseph Hasenkopf ends on December 31, 2024.

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, 2025 and to expire December 31, 2025.

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

**Resolution No. 2025-014 “Set Town Hall Hours of Operation”**

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

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

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

**Resolution No. 2025-015 “Attendance at Training Sessions, Meetings and Conferences”**

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

**BE IT RESOLVED**, that any elected or appointed town official or employee who wishes to attend any training session, meeting or conference, whether offered by the NYS Association of Towns or other organization, may do so with the prior approval of the Town Board. Expenses will be paid according to the travel policy set forth in the employee handbook.

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

**Resolution No. 2025-016 “Appointment of Alternate Planning Board Member”**

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

**WHEREAS**, Richard Lorenz currently serves as an Alternate Planning Board member for the Town of Cairo, and

**WHEREAS**, the term for him expires December 31, 2024; therefore

**BE IT RESOLVED**, that the Town Board hereby appoints Raymond Pacifico as an alternate member of the Planning Board, effective January 1, 2025 for a one year term expiring on December 31, 2025.

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

**Resolution No. 2024-017 “Appointment of Planning Board Member”**

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

**WHEREAS**, Kevin Hicks currently serves as a Planning Board member for the Town of Cairo, and

**WHEREAS**, the term for him expires December 31, 2024; therefore

**BE IT RESOLVED**, that the Town Board hereby appoints Stacey Poulsen as member of the Planning Board, effective January 1, 2025 for a five year term expiring on December 31, 2029.

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

**Resolution No. 2024-018 “Set Hourly Rate for Part Time Highway Employees”**

Offered by Council Member Cords 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, 2025 as follows:

Part Time:		Full Time:
Robert Agostinoni	\$20.89	Michael Borsuk
James Bogins	\$19.82	James Gilmore
Patrick Brennan	\$18.65	Raymond Krom
Walter Harasemovech	\$19.82	Mikaela Pelliccia
Michael Maderic	\$23.39	Michael Risch
Andrew Miles	\$19.82	David Rivenburgh
Joseph Reynolds	\$20.35	John Yanni
Dakota Stein	\$18.65	
Andrew Pagan	\$18.54	
William Spring	\$18.54	

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

**Resolution No. 2024-019 “Appointment and Salary of highway Office Administrator to the Highway Superintendent”**

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

**BE IT RESOLVED**, that Kacie Munster shall continue as the Highway Office Administrator to the Highway Superintendent at a pay rate of \$18.56 per hour not to exceed 40 hours per week effective January 1, 2025.

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

**Resolution No. 2024-020 “Set 2025 Salaries for Elected Officials”**

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

**BE IT RESOLVED**, that the following salaries for elected officials be approved as set forth in the 2025 Budget starting on January 1, 2025:

Justice Joan Vandenburg	\$16,480.00
Justice Tanja Sirago	\$16,480.00
Supervisor Jason Watts	\$16,086.00
Councilperson Mary-Jo Cords	\$ 7,455.14
Councilperson Debra Bogins	\$ 7,455.14
Councilperson Timothy Murphy	\$ 7,455.14

Councilperson Michael Flaherty	\$ 7,455.14
Tax Collector Sue Hilgendorff	\$14,547.00
Town Clerk Kayla L. McAlister	\$32,960.00
Supt. of Highways Arthur Evans	\$55,620.00

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

**Resolution No. 2024-021 “Appoint Attorney for the Town”**

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

**Resolution No. 2024-022 “Appointments and Salaries for the Town Court”**

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

**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, 2025 as follows:

Justice Court Office Administrator

Kathleen Costanzo \$23.18 per hour

Sydney Henderson \$23.18 per hour

Justice Court Office Administrator Assistant

Breezanne Keenan \$21.11 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, 2025:

Thomas Plank (when assigned to perform Court Security Officer duties)

John DeRose

Steven DeRose

Tracy Mauriello

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

**Resolution No. 2024-023 “Authorization to Designate a Bookkeeper, Historian and Supervisor Clerk”**

**TABLED**

**Resolution No. 2024-024 “Appoint Deputy Tax Collector”**

Offered by Council Member Flaherty 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 \$16.82 per hour effective January 1, 2025 whose maximum yearly pay shall not exceed the amount allocated in the 2025 budget.

*Supervisor Watts – Absent, 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 Salaries of Water/Sewer/Ambulance Clerk”**

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

**BE IT RESOLVED**, that the Town Board does hereby appoint Marrienne Baldwin as the Water/Sewer/Ambulance Clerk at an hourly rate of \$16.22 not to exceed 10 hours per week effective January 1, 2025.

**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 2025.

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

**Resolution No. 2024-026 “Appoint Officer in Charge and Set Salaries for Police Department”**

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

**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 \$18,540 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 Sergeant with Administrative Duties**

Eyal Saad

**Part-Time Police Officer**

Dennis Brandow	Joshua Leis	William Pine
Sean Clevestine	Thomas Plank	John Amaroso
Michael DeRose	Nicolas Orso	Raymond Feml

**Part-Time Special Police Officer**

Scott Yate

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

**Resolution No. 2024-027 “Appointment and Salary – Town Assessor’s Office”**

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

**BE IT RESOLVED**, that Janice Hull shall continue in her position as Sole Assessor at an hourly rate of \$29.72 not to exceed 40 hours per week effective January 1, 2025; and

**BE IT FURTHER RESOLVED**, that Alexander Butler is appointed as a ClerkPart Time on an as needed basis at an hourly rate of \$16.48 per hour effective January 1, 2025 whose maximum yearly pay shall not exceed the amount allocated in the 2025 budget.

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

**Resolution No. 2024-028 “Appointment of Deputy Town Clerk”**

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

**BE IT RESOLVED**, that the Town Board acknowledges the Town Clerk’s appointment of Kathy Rockefeller as First Deputy Town Clerk at \$17.59 per hour not to exceed 18 hours per week effective January 1, 2025; and



**BE IT FURTHER RESOLVED**, that the Town Board acknowledges the Town Clerk's appointment of Michelle Hobart as Deputy Clerk at \$15.60 per hour not to exceed 12 hours per week effective January 1, 2025.

*Supervisor Watts – Absent, 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 Council Member Cords and seconded by Council Member Bogins.

**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, 2025.

**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, 2025.

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

**Resolution No. 2024-030 “Appoint and Set Salary of the Animal Control Officer”**

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

**BE IT RESOLVED**, that the Town Board of The Town of Cairo does hereby appoint Donald White as the Animal Control Officer at a set yearly salary of \$8,000.00 paid in equal monthly installments effective January 1, 2025.

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

**Resolution No. 2025-031 “Appointment and Set Salaries for the Building and Code Department”**

Offered by Council Member Cords 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, 2025 as follows:

**Stacy Sprague** continues in her appointment as Code Enforcement Officer - Full Time, at an hourly rate of \$28.03 not to exceed 40 hours per week; and

**Gary Kern** continues in his appointment as Building Inspector/Fire Marshall, at an hourly rate of \$23.00 not to exceed 20 hours per week until training is complete and then it will be increased to \$25.00; and

**Kyrie Fielder** continues in her appointment as a Full-Time Code Enforcement Administrative Assistant at an hourly rate of \$18.56 per hour not to exceed 40 hours per week.

**Christine Heath** continues in her appointment as a full time Zoning Officer and Building Safety/Fire Inspector at a rate of \$23.69 per hour not to exceed 40 hours per week.

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

**Resolution No. 2024-032 “Appoint and Set Salaries of Parks, Buildings and Grounds”**

Offered by Council Member Bogins 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, 2025 as follows:

**Donald Parmelee** continues in his appointment as Supervisor to the Parks, Buildings and Grounds Department at a salary of \$16,480 per year and a stipend of \$8,240 to run the Recycling Center.

**Paul MacNiven** continues in his appointment as Laborer - Full Time assigned to the Parks, Buildings, and Grounds Department at a rate of \$20.45 per hour, not to exceed 40 hours per week.

**Harley Connor** continues in his appointment as Laborer - Full Time assigned to the Parks, Buildings, and Grounds Department at a rate of \$17.51 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 \$17.92 per hour not to exceed 35 hours per week.

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

**Resolution No. 2024-033 “Appoint Ambulance Administrator”**

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

**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 \$16,377 payable in equal installments in his regular, biweekly paycheck.

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

**Resolution No. 2024-034 “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, 2025, 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 – Absent, 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 Council Member Bogins 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:	\$16.22 per hour

**BE IT FURTHER RESOLVED**, that the Planning Board Members and Terms of appointments are as follows:

**Joseph Hasenkopf** will continue his appointed as Chairperson of the Planning Board (Appointment Expires: December 31, 2025)

**Allen Veverka** will continue his appointment as a Member on the Planning Board (Term Expires: December 31, 2025)

**Ed Forrester** will continue his appointment as a Member on the Planning Board (Term Expires: December 31, 2028)

**Elizabeth Hansen** will continue her appointment as a Member on the Planning Board (Term Expires: December 31, 2029)

**Stacey Poulsen** is appointed as a Member on the Planning Board (Term Expires: December 31, 2029)

**Raymond Pacifico** is appointed as an Alternate member on the Planning Board (Term Expires: December 31, 2025)

**Donna Vollmer** will continue her appointed as Secretary for the Planning Board (Appointment Expires: December 31, 2025)

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

**Resolution No. 2024-036 “Appointments and Salaries – Zoning Board of Appeals”**

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

**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: \$16.22 per hour

**BE IT FURTHER RESOLVED**, that the Zoning Board of Appeals Members and Appointment Terms are as follows:

**Robert Hasenkopf** is hereby appointed Chairperson of the Zoning Board of Appeals (one year term - expires December 31, 2025)

**Oliver Hull** will continue his appointment as a Member on the Zoning Board of Appeals (Term Expires: December 31, 2025)

**Ryan VanDenburgh** will continue his appointment as a Member on the Zoning Board of Appeals (Term Expires: December 31, 2025)

**Elise Spring** will continue her appointment as a Member on the Zoning Board of Appeals (Term Expires: December 31, 2028)

**Daniel Joyce** term expires on December 31, 2024 and is hereby reappointed for another 5-year term as a Member on the Zoning Board of Appeals (New Term starts January 1, 2025 and expire December 31, 2029)

**Donna Vollmer** will continue her appointed as Secretary for the Zoning Board of Appeals (Appointment Expires: December 31, 2025)

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

**Resolution No. 2024-037 “Appointment and Salaries – Board of Assessment Review”**

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

**BE IT RESOLVED**, that the Cairo Town Board does hereby set the yearly stipend effective January 1, 2025 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 \$18.56/hr. thereafter as needed.

Included in this stipend are one 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.

**BE IT FURTHER RESOLVED**, that the Board of Assessment Review appointments and terms are as follows:

**Mary Savoia** will continue her appointment as Chairperson of the Board of Assessment Review (Term Expires: December 31, 2025)

**Heather Marcolina** will continue her appointment as a Member on the Board of Assessment Review (Term Expires: September 30, 2026)

**Christine Heath** will continue her appointment as a Member on the Board of Assessment Review (Term Expires: September 30, 2027)

**Kyrie Fielder** will continue her appointed as Secretary for the Board of Assessment Review (Appointment Expires: December 31, 2025)

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

**Resolution No. 2024-038 “Authorize Supervisor to Sign Service Quote – Ingrated Voice & e-Fax Conversion”**

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

**WHEREAS**, the Town of Cairo currently has copper phone lines which are going to be obsolete and need to be upgraded to continue phone services and fax capabilities; and,

**WHEREAS**, the Town of Cairo has a Service Quote from bullseye+Lingo for the conversion; therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize bullseye+Lingo to convert to a digital integrated Voice & e-Fax system that will result in a \$2,023.68 annual cost savings.

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

**Resolution No. 2024-039 “Approve to Hire Full Time Highway Laborer”**

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

**WHEREAS**, the Town of Cairo Highway Department has a vacancy and is in need of a full time Laborer; and,

**WHEREAS**, the Town of Cairo Highway Department has hired Carl Elem at an hourly rate of \$26.00 per hour as a MEO Laborer plus an additional \$1.00 per hour for a class A license per the union contract; therefore,

**BE IT RESOLVED**, that Cairo Town Board does hereby approve the hiring of Carl Elem as a full-time MEO Laborer at \$27.00 per hour effective January 2, 2025.

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

**Resolution No. 2024-040 “Accept SEWER Penalties”**

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

**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 \$1,721.67 dated December 30, 2024.

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

**Resolution No. 2024-041 “Budget Amendments and Payment on Bills on Abstract #312 for December Payables & Prepays”**

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

**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 #312 Payables and Prepays, consisting of V4 #00874-00967 in the amount of \$ 456,420.67 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 308,249.02	Hydrant –	\$ -0-
Highway Fund -	\$ 134,087.45	Capital Projects -	\$ -0-
Street Lighting -	\$ 5,952.98	Polly’s Rock -	\$ -0-
Sewer Fund -	\$ 2,643.97	Trust & Agency -	\$ 1,808.75
Water Fund -	\$ 3,678.50	Special Fire -	\$ -0-

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

**Resolution No. 2024-042 “Receipt of Monthly Supervisor’s Report”**

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

**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 December 2024.

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

**Adjourn Town Board Meeting @ 8:13 PM**

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

*Supervisor Watts – Absent, 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