



Minutes

Town of Cairo

Wednesday March 19th, 2025

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 March 19th, 2025, at the Town Hall, Main Street, Cairo, New York. The meeting was called 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.

Minutes:

March 3rd, 2025:

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

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

New Business:

- Town Storage Space & Digital Storage Providers
 - Discussion of some issues with the amount of paperwork that the Town has compared to the amount of storage space that is available. Possibility of going digital for some of the departments, but also to keep in mind that some paperwork needs to be kept forever. Space that the Town can use may be across the street next to the police department. Supervisor Watts also mentions a temporary storage unit in Town until a solution is found.
 - Nicole Ambrosio mentions that if the Town would be okay to wait, she may be able to apply for an archive grant, up to \$75,000. She can apply for it next year or if she has enough information try to get it done by next week which is the deadline.
 - The room that holds the records needs to be temperature regulated, meet code, etc. Town Clerk is the records management officer.
- Maintenance Helper – New Position
 - Would like to hire someone who knows more about maintenance than what the current parks and grounds employees know. This someone could be the head of the parks dept. but it would not be getting rid of the most recent hire, the current head of the parks dept.
 - There are some tests that can be found through the Greene County Civil Service as well.

- Polly's Rock Bridge
 - A resident off of Polly's Rock Road addressed the weight limit change from 8 tons to now 3 tons on the Polly's Rock Road Bridge. A few of her questions were;
 - How bad was the bridge prior to changing the weight to 3 Tons from 8 Tons? The weight limit of the Polly's Rock Road Bridge currently is 3 Tons.
 - This change was because of the most recent DOT annual inspection and due to the deuteriation and that is why the weight was changed. Barton and Logiudice also commented on it stated that 3 tons was being generous. It was either lower the weight of the bridge or shut down the bridge.
 - Looking into getting a temp. bridge placed across the current bridge while the new one is being built. Art will find out if DOT has one, if not, one can be contracted. Would have to shut down the road for a short period of time for the temp. bridge to be put on.
 - Any emergency vehicles have permission to go through Reidlbauers for the time. Not completely sure about other amenities, the board and highway will discuss it with the owner. The highway dept. will be working on the road for a bit tomorrow.
 - Concerns with the weight of the school buses during pickups and drop offs.
 - Is the weight a high or low calculation of weight?
 - How much weight will the Temporary Bridge be able to carry/hold? *Hoping to be at least 15-20 tons.*
 - Why was the Round Top Fire Department the only people advised about the bridge weight change?
 - If there should be a fire on Polly's Rock Road and Mutual Aid is needed, how do they get to the scene? *Reidlbauers*
 - How are the residents of Polly's Rock Road supposed to receive garbage pick-up, fuel oil and other essential items delivered? *Reidlbauers*

Old Business:

- Accountant for AFR (formerly AUD)
 - Supervisor Watts stated that he wanted to have a new accountant look over the books and put it out to bid. According to the last email conversation that he has with the current accountants, they stated that they did not want to do the Towns books since the current person dealing with this no longer worked there.
 - Council Member Bogins stated that the current accountant had already been looking over the books so why have another one look it over if they know what needs to be fixed. Years that have been looked over; 2021, 2023, 2022 is in motion but there were too many numbers that were not adding up so right now they do not want to continue and believe the Town should 'start over' since the books are stated to be a mess.
 - Council Member Bogins and/or Supervisor Watts will contact them and will readdress it on Monday. There is a form that needs to be signed from the Supervisor, but this was never sent to him.
 - The State Comptroller has received our most recent audit from the bookkeeper.
- Library Cleaning/Budget
 - Council Member Cords spoke to Corrine from the library and stated that its much better since they are cleaning the whole 'workspace' now.

- Marc Gorelick brings up that the library and that they could be losing up to 10% of the funding (about 25,000) that they receive from the State, through funding of the Mid-Hudson Library group and State library funds.
- There is a staffing plan in place for if that happens and how to keep the library open on the same about of days but less hours. Cutting hours for part timers, possibility of volunteers.
- Concerns with the safety of the staff and if someone is by themselves and issues arise. Also, some concerns about some of the current programs that are hosted at the library.
- They are not sure when the deadline of the vote is for funding or defunding the library system.

Correspondence:

- NYMIR Inspection (Highway Dept.)
 - They are looking for some more information from the Highway Department; general safety surveys, daily inspection sheets, etc.
- Resignation Letter – Building Inspector
 - ‘Please accept this letter as my formal resignation from my position as the Town of Cairo Building Inspector. Thank you for the opportunity to have worked at the Town of Cairo Building Department. I have greatly valued the experience and the opportunity to work with such a talented team. G. Kern’

Resolution No. 2025-046 “Advertise for Bid – RFQ (Request for Quote) for a Municipal Accountant”

WHEREAS, there is a need to hire a municipal accountant for the Town of Cairo to audit the accounting system and to assist in completing the Annual Financial Review (AFR) that is sent to the NY State Comptroller’s office.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve the advertisement for a Request for Quotes for a municipal accountant.

TABLED

Resolution No. 2025-076 “Approve to Hire Full Time Justice Court Office Administrator Assistant”

Offered by Supervisor Watts and seconded by Council Member Flaherty.

WHEREAS, the Town of Cairo Court has a vacancy and is in need of a full-time Justice Court Office Administrator Assistant

WHEREAS, the Town of Cairo Court has hired Angela Nemier at an hourly rate of \$21.11 per hour effective March 17, 2025

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve the hiring of Angela Nemier as Justice Court Office Administrator Assistant at the rate of \$21.11 per hour, not to exceed 40 hours per week, effective March 17, 2025.

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

Resolution No. 2025-077 “Approve Digital Storage Services”

WHEREAS, the Town of Cairo is running out of physical storage space for mandated documents and is looking for Digital Storage Services; and,

WHEREAS, the Town of Cairo has received quotes for Digital Storage Services that are NYS Compliant and Secure; therefore,

BE IT RESOLVED, that Cairo Town Board does hereby approve the quote from _____ and authorize the Supervisor to sign a contract to purchase a digital storage service for the Town of Cairo in the amount of \$_____.

TABLED

Resolution No. 2025-078 “Amend 2025 Budget for De-Obligated FEMA Funds”

WHEREAS, there was a FEMA payment obligated to the town of Cairo from DHSES in 2016 for \$ 265,907.52 out of which FEMA de-obligated \$ 142,763.01; and

WHEREAS DHSES is requesting for the de-obligated funds to be paid back; therefore

BE IT RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the 2025 budget as follows:

Expenditure:

DA-8760-4 (Emergency Disaster Work Contractual)\$142,763.01

Revenue (using Highway Fund Balance):

DA-1062 (Town Payment to Reduce Tax Levy) \$142,763.01

TABLED

Resolution No. 2025-079 “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 \$1,989.34 dated March 13, 2025.

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

Resolution No. 2025-080 “Accept Water/Sewer Adjustments”

Offered by Supervisor Watts and seconded by Council Member Cords.

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

BE IT RESOLVED, that the Town Board does hereby accept the Water Adjustment totaling \$67.44 dated March 5, 2025 for account number 0920 to move a credit from the Water Account to the Sewer Account.

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

Resolution No. 2025-081 “Accept Water Adjustments”

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

WHEREAS, it is necessary for the Water 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 Water Adjustment totaling \$9.40 dated March 5, 2025 for account number 0210 for a late payment penalty which was erroneously posted.

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

Resolution No. 2025-082 “Approve to Advertise for a Full Time Maintenance Helper”

Offered by Supervisor Watts and seconded by Council Member Flaherty.

WHEREAS, there is a need to hire a full-time position in the Parks, Buildings and Grounds department for a Maintenance Helper to perform grounds maintenance, cleaning and general custodial duties in and around the Town of Cairo buildings.

BE IT RESOLVED, that the Town Board does hereby approve to advertise for a full-time Maintenance Helper at an hourly rate of \$18.00.

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

Resolution No. 2025-083 “Authorize Town of Cairo Grant Writer to Apply for NYS 2025 Water and Wastewater Infrastructure Grants”

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

WHEREAS the New York State legislature in the state budget created water and wastewater infrastructure grants through the Department of Health (DOH), Environmental Facilities Corporation (EFC), Department of State (DOH), Department of Environmental Conservation (DEC), and Homes and Community Renewal (HCR); and

WHEREAS the Town of Cairo would like to apply for 2025 New York State wastewater and water grants; and,

WHEREAS Nicole Ambrosio has been appointed by the Town of Cairo as their grant writer; therefore,

BE IT RESOLVED that the Town of Cairo authorizes Nicole Ambrosio to apply for any and all New York State grants for wastewater and water that are appropriate and available in 2025.

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

Resolution No. 2025-084 “Authorize Adjustment/Partial Waiver of Sewer Billing”

Offered by Council Member Flaherty and seconded by Supervisor Watts.

WHEREAS, the property owner of account #3580 has notified the Sewer Department that there was a water heater leak at their residence which incurred a large loss of water that flooded the dirt floor basement and

drained into the ground; and,

WHEREAS, the sewer billing is based on the amount of water used that passes through the town wastewater/Sewer system; and

WHEREAS, the business owner is requesting to have the additional charges waived since the water seeped into the ground and did not utilize the Town Sewer system; therefore,

BE IT RESOLVED, the Town Board does hereby approve to adjust the Sewer bill to the minimum quarterly charge of \$64 for the corresponding 4th quarter of 2024 plus any past due charges without penalties being applied.

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

Resolution No. 2025-085 “Approve to Advertise for a Building Inspector”

Offered by Council Member Cords and seconded by Supervisor Watts.

WHEREAS, there is an immediate need to hire a part-time Building Inspector.

BE IT RESOLVED, that the Town Board does hereby approve to advertise for a part-time Building Inspector being paid hourly at a rate determined by experience level.

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

Resolution No. 2025-086 “Approve Spending of Ambulance Donation Funds”

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

WHEREAS, the Ambulance Department has funds in the Ambulance Donation line of accounting; and,

WHEREAS, the Ambulance Department is in need of furnishings and appliances in their building; therefore,

BE IT RESOLVED, the Town Board does hereby approve the Ambulance Administrator authority to use of \$8,000 in the Ambulance Donation funds to purchase furnishings and appliances for the Ambulance Building

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

Public Monthly Reports: (Not Discussed)

- Assessor
 - 25 sales/transfers for the month of November 2024
 - 29 sales/transfers for the month of December 2024
 - 23 sales/transfers for the month of January 2025
- Building and Code – January
 - 8 building permits / 16 municipal searches / 30 total inspections
 - 2 certificates of occupancy / 14 certificates of compliance
 - 1 new violations & complaints / 1 case in court
 - \$7,372.22 collected
- Building and Code – February
 - 10 building permits / 8 municipal searches / 24 total inspections
 - 0 certificates of occupancy / 11 certificates of compliance
 - 2 new violations & complaints / 1 case in court
 - \$4,105.89 collected

Adjourn Town Board Meeting @ 8:20 PM

Offered by Council Member Flaherty 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