



## Minutes

Town of Cairo

Monday April 7<sup>th</sup>, 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 Monday April 7<sup>th</sup>, 2025, 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: Supervisor Watts, Council Member Bogins, Council Member Cords, Council Member Flaherty, Council Member Murphy.

#### New Business:

- Clear Gov – Budget Processing Software
  - Tabled, no one present to discuss with the Board.
- Local Law Amending the Town Zoning Law Relating to Cannabis Uses
  - The Town Board is going to take another look into this zoning law. There is a business in Town that is interested and has applied for selling cannabis. (Across the street from the Liquor Store)
- Unsafe Structures – Two Properties
  - 32 Danielle Drive, Round Top
    - Single Family Dwelling / Manufactured Home
    - Structure Fire on March 23, 2025
    - Major Structure Damage from the Fire, Structure is Uninhabitable
    - Structurally compromised and at risk to any trespassers and property owner because risk of collapse
    - Garbage and debris on site; condemned but not boarded up
    - Hasn't been maintained, weeds and debris on premises; unsightly condition
  - 408 Mountain Avenue, Purling
    - Dilapidated Commercial Structure (Green Lantern); Visual Structural defects of the structural integrity of the building
    - Opening in the rear of structure exposing all elements of the weather and rodents to the interior of the structure
    - Structure hasn't been maintained in years causing deterioration
    - Exterior property hasn't been maintained and there are years of weeds growing all over the property
    - Nuisance Property; eye sore to the community and neighboring properties
    - Concern for the safety of the public and any trespassers because risk of collapse.

- General Municipal Law – Requirement for .gov domain name
  - ***Refer to Correspondences***
- Town Clean Up Day
  - Saturday June 7<sup>th</sup>, 2025 from 8AM-2PM @ the Cairo Highway Department. There will be an officer on duty and IDs will be checked to make sure everyone is a resident.
  - Resolution No. 2025-099***
- Residential Complaint – Douris
  - A couple who is located on Red Rock Road came into the board about the recent new ‘tenants’ in the house on the corner of Red Rock Road and 67. They expressed that they believe that this residence was being treated as commercial even though it has been zoned for residential. The few issues that they have are the large business sign on the corner of the property, the large pieces of equipment/vehicles on the property and the time frames that these vehicles are being moved; which sometimes is very early in the morning late at night.
  - The board addressed these concerns and stated that zoning did go to property to address any violations. The sign has been taken down since the original complaint and zoning did not see any other issues with the property. The board addressed that just because these people have their equipment on their property does not mean that they are doing work from their property. They may need to store their equipment just like many other businesses in town that may not have a storage area/property; there is no violation/ordinance for this. They may also need to be at work fairly early and farther places require the need to leave earlier in the morning like many other businesses in Town. The board will look into this further and will discuss with the zoning dept. again. Tal did address with the couple if they would like to pursue this further that would need to take this to small claims and file a nuisance complaint with an attorney.
- Stipend for Code Enforcement Officer for Building Inspector Duties
  - S. Sprague is requesting extra pay performing the duties of both the Building Inspector and Code Enforcement while waiting to fill the position for the Inspector. The Board has no problem as they have done this before in the past.
- Park Updates/Renovations
  - Council Member Flaherty addresses the possible painting of the pavilion. Supervisor Watts says that there was a group of people that helped paint other things in the park last year that may want to help again.
  - Supervisor Watts also brought up the issue with the bathrooms that need to be repaired after being trashed again, including the dividers; total of \$6,800 in materials from N&S Supply. This is after the County also purchased toilets and sinks. Will go through with this purchase not exceeding the quoted \$6,800.00, this money will need to come out of parks and grounds and some from the general fund.
  - Council Member Bogins addresses some issues with the dugouts, holes in the roofs and trees coming down. The holes were fixed last year and haven’t heard anything since. Supervisor Watts has not heard anything new with trees aside from the trees that were addressed last year, anything dead was taken down. There were some concerns with some of the trees near the creek, which as of right now is not a safety issue since it across the creek, near the woods.
  - Supervisor Watts will ask Don with Parks and Grounds if the cabinets for the Community Center in Acra came in also address the exercise equipment stations that need to be stabilized and put in the ground better.

### Correspondence:

- Association of Towns Newsletter for .gov domain name requirement
  - 'New Requirement for Towns to Maintain a ".gov" website.  
Recent legislation amended General law 300 and 30(7) to require that Towns with populations of 1,500 or more establish and maintain an official website with a ".gov" domain name. The law has an effective date of Dec. 21<sup>st</sup>, 2025.
- Letter of Resignation – Pagan
  - 'This letter is to inform you that I, Andrew Pagan, will be putting my two weeks' notice from my position with the Town of Cairo Highway Department. My final day at the Highway Department as a full-time employee will be April 4<sup>th</sup>, 2025.  
It has been a pleasure working for Town of Cairo Highway Department. I intend to continue providing Town of Cairo Highway Department with the same high-quality work from now until my last day of employment.  
As I enjoy working for the Town of Cairo I ask to be kept as part time so if the Town needs me I will be available to work. My last day of full-time will be April 4<sup>th</sup>, 2025. A. Pagan'
- PERMA Site Inspection
  - Items that were observed in the report; Compressed Gas, Electrical, Emergency Lighting, Fire Extinguishers, Lifts, Loads, PPE, Recordkeeping, Trainings, Members, Other, etc.
- Letter of Resignation – Waters
  - 'Please find this letter as my formal resignation. This is effective immediately. I just need to be able to get my personal belongings from the ambulance building. K. Waters'

### Public Comment:

- Library
  - Marc G. states that the people who do the library grants for federal funding have been fired. The library cut hours to some of the part time staff due to expecting less funding from the state. Have been discussing these issues with our congressman and other elected officials that could possibly help them out. This is something that would be at a federal level not a state level. Can contact Harry Lennon as well.
- Round Top
  - Ray P. asks about the Round Top Project.  
Tal says he has spoken with the groups attorneys and a retainer contract will be sent over. Something was submitted on Friday challenging the declaration of the project. There hasn't been an approval or a disapproval and once that happens that when a lot of stuff is going to happen. Ray also addressed that paperwork was given to the planning board meeting during their most recent meeting from the group that is against the Round Top Project, written by their attorney(s).

### **Resolution No. 2025-046 "Advertise for Bid – RFQ (Request for Quote) for a Municipal Accountant"**

Offered by Supervisor Watts and seconded by Council Member Cords.

**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.

*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”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**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

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

**Resolution No. 2025-087 “Receipt of Monthly Supervisor’s Report”**

Offered by Council Member Bogins 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 March 2025.

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

**Resolution No. 2025-088 “Payment of Bills on Abstract #303 for March Payables & Prepaids”**

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

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

**BE IT RESOLVED**, the Town Board does hereby authorize that Abstract #303 Payables and Prepaids, consisting of V5 #00103-00184 in the amount of \$242,831.94 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 144,120.14	Hydrant -	\$ 0
Highway Fund -	\$ 73,805.35	Capital Project -	\$ 0
Street Lighting -	\$ 5,877.64	Polly’s Rock -	\$ 0
Sewer Fund -	\$ 9,304.42	Trust & Agency -	\$ 2,775.08
Water Fund -	\$ 6,949.31	Special Fire -	\$ 0

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

**Resolution No. 2025-089 “Approve to Hire Part Time EMT”**

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

**WHEREAS**, the Town of Cairo Ambulance has a vacancy and is in need of a part time EMT, and

**WHEREAS**, Jennifer Joannette is a qualified EMT, willing to move into a part-time position.

**BE IT RESOLVED**, that the Cairo Town Board does hereby approve to hiring Jennifer Joannette as part-time EMT effective April 8, 2025 at a pay rate of \$21.42 per hour per the union contract.

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

**Resolution No. 2025-090 “Approve to Hiring Part Time EMT”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the Town of Cairo Ambulance has a vacancy and is in need of a part time EMT, and

**WHEREAS**, Kayla Benson is a qualified EMT, willing to move into a part-time position.

**BE IT RESOLVED**, that the Cairo Town Board does hereby approve to hiring Kayla Benson as part-time EMT effective April 8, 2025 at a pay rate of \$21.42 per hour per the union contract.

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

**Resolution No. 2025-091 “Approve Private Road Name”**

Offered by Supervisor Watts and seconded by Council Member Murphy.

**WHEREAS**, a road naming application has been submitted for a private road off of Stewart Road to access parcel ID #s: 118.01-1-8, 118.01-1-9 and 118.01-1-10; and

**WHEREAS**, a road name is requested in order to obtain 911 signs for the development as required by state law. Therefore;

**BE IT RESOLVED** that the Town Board of the Town of Cairo does hereby approve the name Louise Lane for the private road located at parcel #s listed above so 911 signs may be obtained.

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

**Resolution No. 2025-092 “Approve Full Time to Part Time Laborer”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the Town of Cairo Highway Department has hired Andrew Pagan as a full-time laborer but is switching to a part time laborer; therefore,

**BE IT RESOLVED**, that Cairo Town Board does hereby approve to switch Andrew Pagan from full time to part time effective April 5, 2025 at an hourly rate of \$18.54.

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

**Resolution No. 2025-093 “Authorization to Register & Attend Training”**

Offered by Council Member Flaherty and seconded by Supervisor Watts.

**WHEREAS**, the NYGFOA offers a conference in Saratoga Springs, April 22-24, 2025 with s registration fee of \$ 250.00; and

**WHEREAS**, the agenda topics will benefit the Supervisor, board members and the bookkeeper; therefore,

**BE IT RESOLVED**, that the Town Board does hereby authorize the Supervisor, any of the board members and the bookkeeper to register for NYGFOA conference and training classes from April 22-24, 2025.

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

**Resolution No. 2025-094 “Authorize to Advertise Request for Proposal (RFP) – Two ADA Doors for the Town Hall”**

Offered by Supervisor Watts and seconded by Council Member Cords.

**WHEREAS**, the Town of Cairo proposes replacing the two doors entering the Town Hall with ADA compliant doors; and

**WHEREAS**, the Town of Cairo will post the advertisement for two days in the local paper, on the Town of Cairo Website and on the Town of Cairo Facebook page with a submission to the Town Clerk by 3pm on May 19, 2025.

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby approve the advertisement of the RFQ for two ADA compliant doors.

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

**Resolution No. 2025-095 “Approve Transfer of 2025 Budgeted Funds – Highway Savings to Polly’s Rock”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the Town of Cairo has a budgeted allowance in DA- 5120-4 (Maintenance of Bridges Expenditure Acct) for Polly’s Rock Bridge replacement; and

**WHEREAS**, the Town of Cairo has the funds reserved in the Highway Savings Account (DA-201-000); therefore,

**BE IT RESOLVED**, the Cairo Town Board does hereby authorize the allowed 2025 budgeted transfer in the amount of \$21,860.00 from the Highway Savings Account (DA-201-000) to the Polly’s Rock Savings Account (DA-230-029).

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

**Resolution No. 2025-096 “Authorize Adjustment of Funds from Highway Savings Account to Polly’s Rock Savings Account”**

Offered by Council Member Cords and seconded by Supervisor Watts.

**WHEREAS**, funds for the years of 2017-2021 were moved from Highway Savings to Polly’s Rock. However, the resolution to move funds targeted for Polly’s rock was not made during the years 2022 - 2024.

**BE IT RESOLVED**, the Cairo Town Board does hereby authorize the required adjustment for the fiscal years of 2022, 2023 and 2024 in the amount of \$21,860.00 per year for a total of \$65,580.00 from the Highway Savings Account (DA-201-000) to the Polly’s Rock Savings Account (DA-230-029).

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

**Resolution No. 2025-097 “Accept Water Billing”**

Offered by Council Member Cords and seconded by Supervisor Watts.

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

**BE IT RESOLVED**, that the Town Board does hereby accept the Water Billing from the Water Administrator in the amount of \$47,639.44 dated April 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. 2025-098 “Accept Water/Sewer Adjustments”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**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 following Water Adjustment to remove the penalty due to the online payments being received in a timely manner, dated March 31, 2025 for:

Account #2900 - Amount \$7.00; and

**BE IT RESOLVED**, that the Town Board does hereby accept the following Sewer Adjustments to remove the penalties due to the online payments being received in a timely manner, dated March 31, 2025 for:

Account #1390 – Amount \$12.80

Account #1370 – Amount \$15.48

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

**Resolution No. 2025-099 “Approve Cairo Town Clean Up Day”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, The Town of Cairo will be holding a Town Clean-Up Day on June 7, 2025 from 8am – 2pm where the residents of the town can bring their recycling items to the Town Highway Department facilities; Therefore,

**BE IT RESOLVED**, the Cairo Town Board does hereby approve the advertisement for the Town Clean-up day by the Town Highway Department facilities, and

**BE IT FURTHER RESOLVED** that residents will have to show proof of residency, and

**BE IT FURTHER RESOLVED** that residents may recycle general demolition items, furniture, up to a maximum of four tires and metal. No raw garbage will be allowed.

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

**Resolution No. 2025-100 “Authorize to Advertise Request for Proposal (RFP) – Digital/Key Pad Door Locks for the Town Hall”**

Offered by Supervisor Watts and seconded by Council Member Bogins.

**WHEREAS**, the Town of Cairo offices have multiple keys/locks for the office doors; and

**WHEREAS**, the Town of Cairo would like to replace all the doors with digital or Key Pad door locks that have one master key; and

**WHEREAS**, the Town of Cairo will post the advertisement for two days in the local paper, on the Town of Cairo Website and on the Town of Cairo Facebook page with a submission to the Town Clerk by 3pm on May 19, 2025.

**BE IT RESOLVED**, that the Town Board of the Town of Cairo does hereby approve the advertisement of the RFP to replace the office doors with digital/key pad locks.

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

**Resolution No. 2025-101 “Authorize Town Clerk to Attend Association of Towns Clerk’s Conference”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the annual New York State Town Clerk’s Association (NYSTCA) will be holding their annual meeting in Albany, New York from April 27-30, 2025, and

**WHEREAS**, this conference is specifically designed for the continuing education and professional growth of Town Clerks, and

**WHEREAS**, the Town Clerk would benefit from the shared knowledge, networking and latest information available as will be shared by State Agencies at the Conference, therefore

**BE IT RESOLVED**, that the Town Board does authorize the Cairo Town Clerk, Kayla L. McAlister, to attend the 43<sup>rd</sup> Annual NYSTCA Conference in Syracuse, New York. With the total cost for the registration and 3-night stay with meal plan totaling \$984.00.

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

**Resolution No. 2025-102 “Authorize Supervisor and Board Members to Sign Grant Application Letter of Support”**

Offered by Supervisor Watts and seconded by Council Member Flaherty.

**WHEREAS**, the Town of Cairo Grant Writer is applying for an EFC Engineering Planning Grant to address critical wastewater infrastructure challenges associated with inflow and infiltration in its sewer system; and

**WHEREAS**, the grant application requires the Supervisor and Board Members to sign a Letter of Support; therefore,

**BE IT RESOLVED**, that the Town of Cairo Supervisor and Board Members are authorized to sign the Letter of Support as part of the grant application process.

*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)**

- Animal Control – March
  - 13 total calls
    - 10 dogs
    - 1 surrender
    - 1 cat
    - 1 coyote
- Police Department – February
  - Total mileage for cars 574/575/576/577: 3,271
  - 6 Criminal Complaints / 77 Incident Reports
  - 14 Accident Reports / 5 Arrests / 15 Traffic Tickets

**Adjourn Town Board Meeting @ 8:18PM**

Offered by Supervisor Watts and seconded by Council Member Bogins.

*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