



Minutes

Town of Cairo

Wednesday May 21st, 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 May 21st, 2025, at the Town Hall, Main Street, Cairo, New York. The meeting was called to order @ 7:02PM 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:

April 7th, 2025

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

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

New Business:

- Library Heat/AC Unit Maintenance
 - Council Member Cords mentioned that Supervisor Watts had contacted another company that was not TRANE about doing maintenance on the HVAC Unit in the Library. The Board Members were not sure which company and if they had reached back out about do it.
 - M. Gorelick speaks on the HVAC system about how the company that works on the Unit does not have to be TRANE, but the company that may be interested brought up that they do not work on weekends and that there was a possibility of having to close the library for a day or 2 to test the system, would like avoiding closing.
- Review Request for Proposals – Town Hall Door Locks
 - One company that came and looked at the doors stated there could be a possibility of avoiding the replacement of the doors altogether & just adding a handicap button to the doors instead.
 - JNC Management
 - 1 Price was given;
 - ADA Entry Doors, \$27,750.00
 - AM Restoration
 - 2 Prices were given;
 - Remove old doors and install new doors, \$ 23,300.00

- Remove old doors and dispose also installation new ADA auto electronic push bar and installation new doors including glass, \$28,500.00

Correspondences:

- Resignation Letter – Ambulance Department
 - ‘Due to my upcoming retirement from NYS, based on the Civil Service Law, I am required to resign my position with the Cairo Ambulance Service. G. Laird’
- Resignation Letter – Assessor’s Clerk
 - ‘I would like to inform you that I am resigning from my position as Assessor’s Clerk for the Town of Cairo effective June 5.
Thank you for the opportunities for professional and personal development that you have provided me during the last eight months. I have enjoyed working with you and the other departments in the Town of Cairo offices ad appreciate the support provided to me during my time with the organization.
Thank you again for the opportunity to work with you Janice and the departments of the Town of Cairo. A. Butler’

Public Comments:

- The Board would like Parks, Buildings, and Grounds to clean the fountain before Memorial Day.
- Would like the Park to be addressed and cleaned up a bit more before June 1, when more events start happening in the park.
- Discussion on when events are in the park and how to go about opening the bathrooms to avoid as much vandalism as possible.

Public Hearing:

- 2nd Notice – Creation of New Water District – South Cairo
 - Offered by Council Member Cords and seconded by Council Member Flaherty
Supervisor Watts – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.
 - Opened @ 7:28PM
 - No comments
 - Offered by Council Member Cords 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.
 - Closed @ 7:29PM
- N. Ambrosio (Grant Writer)
 - When it comes to applying for grants as much information that can be supplied is always helpful. When is comes to any watershed grants pictures of flooding and any other issues are the best information.
 - Also discussed the few grants that are available below;
 - Brownfield Opportunity Areas Program;
 - Deadline: July 31st, 2025
 - Environmental Protection Fund: Parks, Preservation and Heritage Grants;
 - Deadline: July 31st, 2025
 - HCR – Community Development Block Grant (CDBG);
 - Deadline: Open Round, Multi-Stage
 - HCR – New York Main Street (NYMS);
 - Deadline: July 31st, 2025

- Non-Agricultural Nonpoint Source Planning and MS4 Mapping Grant;
 - Deadline: July 31st, 2025
- Water Quality Improvement Project (WQIP) Program;
 - Deadline: July 31st, 2025

Resolution No. 2025-111 “Authorize Supervisor to Sign 3-Year Contract with Round Top Volunteer Fire Company Inc.”

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

WHEREAS, the Town Board of the Town of Cairo has reviewed the proposed 2026-2028 contract with the Round Top Volunteer Fire Company, Inc. contract; therefore,

BE IT RESOLVED, the Town Board does hereby accept and authorize the Town Supervisor to sign a 3-year contract with the Round Top Volunteer Fire Company, Inc. to provide fire service in the Round Top Fire District in the amounts stipulated each year referenced in the contract.

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

Resolution No. 2025-112 “Authorize Establishment of the South Cairo Water District”

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

WHEREAS, the Town Board of the Town of Cairo has heretofore determined that the establishment of a water district, which district was and is known as the South Cairo Water District; and

WHEREAS, the Town Board held public hearings on the 5th day of May 2025 and on the 21st day of May, 2025 in accordance with §209-d of the NYS Town Law for the purpose of extending such district, and

WHEREAS, the Town Board of the Town of Cairo adopted an Order in accordance with the said Section 209-d of the NYS Town Law on the 21st day of May, 2025, and

WHEREAS, the Town Board passed a resolution subject to a permissive referendum on the 21st day of May, 2025 creating the said water district, and

WHEREAS, the Town Board has found in the affirmative that all requirements of Section 209-e (1) of the NYS Town Law have been satisfied; therefore,

BE IT RESOLVED, that the Town Board hereby approves the establishment of the water district with the boundaries being determined as set forth in the notice for the public hearing, the Order and attached hereto as Schedule “A”; and furthermore,

BE IT RESOLVED, that this Resolution is subject to a permissive referendum and shall be binding on June 21, 2025 unless a petition is filed with the Town Clerk prior thereto in accordance with NYS Law, and furthermore,

BE IT RESOLVED, that the permission of the NYS Comptroller is not required for the within action since all matters herein are consistent with the requirements of Section 209-f of the NYS Town Law.

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

Resolution No. 2025-113 “Establish Capital Account for the Construction of Polly’s Rock Bridge Project”

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

WHEREAS, the Town of Cairo desires to establish a specific capital project for the construction of Polly’s Rock Bridge; and

WHEREAS, the estimated maximum cost of the project is \$ 1,390,152.00; and,

WHEREAS, the funding for the project will come from DOT as well as the Town of Cairo for the Polly’s Rock Bridge Construction; and

BE IT RESOLVED, that the Town of Cairo board does hereby authorize to establish a capital project for the purpose of the construction of Polly’s Rock Bridge, with an estimated maximum cost of \$ 1,390,152.00; Furthermore,

BE IT RESOLVED, that funds within this specific capital fund shall be used solely for the purpose of the construction of Polly’s Rock Bridge and shall be expended only upon authorization of the governing board; Furthermore,

BE IT RESOLVED, that this resolution is effective immediately.

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

Resolution No. 2025-114 “Budget Amendment for the Polly’s Rock Bridge Construction Capital Project”

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

WHEREAS, the town of Cairo established a capital project for the construction of Polly’s Rock Bridge; and

WHEREAS, the funding for the project will come from DOT as well as town of Cairo’s savings for Polly’s Rock Bridge Construction; and

BE IT RESOLVED, that the Town of Cairo board does hereby authorize to establish a capital project budget according to the following:

Revenues:		Expenditures:	
H-5031	\$ 225,252.00	H-5120.2	\$ 1,390,152.00
(Interfund Revenues)		(Equipment, Capital Outlay)	
H-3097	\$ 1,164,900.00		
(State Aid, Capital Projects)			

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

Resolution No. 2025-115 “Accept Water Penalties”

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

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

BE IT RESOLVED, that the Town Board does hereby accept the Water Penalties from the Water Administrator in the amount of \$1,230.45 dated May 9, 2025.

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

Resolution No. 2025-116 “Approve to Advertise Employment for Tax Assessor Clerk”

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

WHEREAS, there is a need to hire a part–time position for a Tax Assessor Clerk to perform administrative tasks and Tax Assessment tasks.

BE IT RESOLVED, that the Town Board does hereby approve to advertise for a part-time Tax Assessor Clerk being paid hourly at a rate determined by experience level (\$15.50 - \$25.00 per hour).

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

Resolution No. 2025-117 “Approve to Hire Full-Time Parks, Buildings & Grounds Maintenance Helper”

WHEREAS, there is currently a full-time employment vacancy in the Town of Cairo in the Parks, Buildings and Grounds Department at a rate of pay of \$18.00 per hour; Therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo approves to hire _____ for full-time employment in the Parks, Buildings and Grounds Department at a pay rate of \$18.00 per hour effective immediately. **TABLED**

Resolution No. 2025-118 “Approve to Hire Contractor – Replace Town Hall Office Door Locks”

WHEREAS, the Town Hall has multiple access keys to office doors and would like to standardize all the doors with the same locks; and

WHEREAS, the Town of Cairo advertised to request proposals for Digital/Keypad door locks for the offices in the Cairo Town Hall; and,

WHEREAS, the Town of Cairo received proposals from three companies; therefore,

BE IT RESOLVED, that Cairo Town Board does hereby approves the door lock proposal from _____ in the amount of \$_____.

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

Public Monthly Reports: (Not Discussed)

- Police Department
 - March
 - Total mileage for cars 574/575/576/577: 3,392
 - 4 Criminal Complaints / 76 Incident Reports
 - 2 Accident Reports / 2 Arrests / 31 Traffic Tickets
 - April
 - Total mileage for cars 574/575/576/577: 3,122
 - 4 Criminal Complaints / 79 Incident Reports
 - 5 Accident Reports / 2 Arrests / 18 Traffic Tickets

Adjourn Town Board Meeting @ 7:58PM

Offered by Council Member Cords and seconded by Council Member Flaherty

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