



Minutes

Town of Cairo

Monday June 2nd, 2025

Town Board Meeting @ 7:00PM

Location: Town Hall Meeting Room

The Town Board of the Town of Cairo met for a Town Board Meeting on Monday June 2nd, 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.

Absent: Council Member Murphy.

Old Business:

- RCAP
 - Project History
 - 'Initially, RCAP met with the Town to discuss how we might help find funding for needed water projects. As part of our meeting, we became aware that the current water rates are low enough to disqualify the Town from most funding sources and volunteered to provide a rate study at no charge to evaluate if the rates are working for the District and if they should be raised to make them more competitive. Work on the rate study began in September. RCAP has spent the ensuing months collecting and analyzing budgetary, billing, and usage data. We have visited the Town several times for in-person meetings, as well as hours of phone calls and email correspondence. We would like to take this moment to commend the Town Bookkeeper and the Water District Administrator for their patience and persistence throughout the process. Though the report itself is now being submitted to the Town, the work that began in September does not conclude with this meeting. RCAP is still able to provide answers to questions from the board and the public in response to this report, and we are willing to help with the funding application process as well'
 - Current Financial Outlook
 - 'Since this is a report about rates and budgets, we'll start there. Complete budget data was reviewed in 2020, 2021, 2022, 2023, and 2024. Over the last five years, revenue for the Water District has fluctuated dramatically. This was a result of several changes at the Town's Bookkeeper position. Under the current Bookkeeper, consistency has been achieved and the proper processes are being followed, resulting in reliable documentation or revenue and expenses year to year. As a result, the revenue data from 2023 and 2024 is the most reliable so far, and it is from this data that this report derives its projections.'

- If it is decided for rates to change the Board will need to hold a public hearing(s).
- All supporting documents can be found under the June 2nd, 2025 Agenda on the Town Website.

New Business:

- Library Heat/AC Unit Maintenance
 - Looking into getting a monthly maintenance contract for the Heat/AC unit at the library, by a professional/certified company, this company does not have to be TRANE. Some of the stuff may be able to be done by our own maintenance staff; changing of filters, etc.
 - Would like to get some estimates from a few companies, this does not require putting out for bid if it is going to be under a certain amount per year. Supervisor Watts says he will reach out to a few local companies that he is familiar with.
- Cairo Summer Recreation Hourly Wages
 - Janet McKeon asked the Town Board the rate of rehires and new hires will be for interviews for the Summer Recreation Program; \$15.50 for new and \$15.60 for rehires.
- Angelo Canna Park Little League Field Rehabilitation Grant
 - Discussion with the Grant Writer, Nicole and the head of the little league, Don. They took some photos of the aftermath of the rain and how certain areas are sinking and fields are not in the best shape. Nicole states that there are some grants out there that will award up to \$165,000 for watershed issues.
 - Discussions on putting a shed in between the fields, the board has no problem with that, but the little league will need to be responsible for that. Discussion of how the program is increasing drastically and improving these fields will be very beneficial. Especially the softball fields/program that can be improved and keep them in the park instead of going to the field in Durham.
 - Nicole did give the board a resolution to look over, but it will not approved this evening, it is more of a discussion piece right now.
- EZ Cleaning Contract with the Library
 - The cleaning company is having an issue with the scheduling of the community room and has stated that they are not willing to clean the library until there is a specific schedule so they do not interrupt events that are happening, & are able to clean the room when nobody is using it.
 - The problem with this is that the community room is not completely run by the library and is open to the public for their own use when available.
- Open Accountant Bids
 - One bid, rather detailed bid, was received and open by the Board, it will be looked over and discussed at the next Board Meeting.

Correspondences:

- Department of Health Agricultural Fairgrounds
 - State of New York Department of Health Oneonta District Office has issued the Town of Cairo with there Permit to operate an Agricultural Fairgrounds for the Greene County Fair in July.

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

Offered by Council Member Cords and seconded by Supervisor Watts.

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 \$23.00 per hour; Therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo approves to hire Michael Adrian for full-time employment in the Parks, Buildings and Grounds Department at a pay rate of \$23.00 per hour effective immediately.

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

Resolution No. 2025-119 “Approve Board Members to Sign Agreement – Expenditure of Highway Monies Section 284 of Highway Law”

Offered by Supervisor Watts and seconded by Council Member Bogins.

WHEREAS, Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended for General Repairs/Permanent Improvements; therefore,

BE IT RESOLVED, that the Town Board Members accept that \$730,000 to be set aside (Funding lines approved in 2025 Town Budget) to be expended for primary work, general repairs and permanent improvements; furthermore,

BE IT RESOLVED, the Town Board Members approve the Supervisor, Board Members and the Town Superintendent of Highways to Sign the attached Agreement.

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

Resolution No. 2025-120 “Payment of Bills on Abstract #305 for May Payables & Prepaids”

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

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 #305 Payables and Prepaids, consisting of V5 #00286-00357 in the amount of \$ 225,548.82 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 125,929.92	Hydrant –	\$ -0-
Highway Fund -	\$ 43,917.98	Capital Projects -	\$ -0-
Street Lighting -	\$ 5,826.95	Polly’s Rock -	\$ -0-
Sewer Fund -	\$ 10,519.93	Trust & Agency -	\$ 2,680.97
Water Fund -	\$ 28,581.07	Special Fire -	\$ 8,092.00

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

Resolution No. 2025-121 “Receipt of Monthly Supervisor’s Report”

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

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 May 2025.

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

Resolution No. 2025-122 “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 \$77.00 dated May 31, 2025 for account number 0745 to remove a payment and add a penalty. The check payment was returned from the bank for insufficient funds. Subsequently, we have been unsuccessful in getting the payment for this account.

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

Resolution No. 2025-123 “Accept EDU Billing”

Offered by Council Member Cords and seconded by Supervisor Watts.

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

BE IT RESOLVED, that the Town Board does hereby accept the EDU Billing from the Sewer Administrator in the amount of \$13,950.00 dated June 1, 2025.

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

Resolution No. 2025-124 “Appoint Ambulance Administrator and Hire and AEMT”

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

WHEREAS, the Town of Cairo Ambulance has a vacancy in the position of the Ambulance Administrator and an AEMT position; therefore,

BE IT RESOLVED, that the Town Board does hereby appoint Gerard Laird as the Ambulance Administrator effective June 3, 2025 with a yearly stipend of \$16,000.00, payable in equal installments as part of the regular, bi-weekly paycheck; furthermore,

BE IT RESOLVED, that Cairo Town Board does hereby approve the hiring of AEMT Gerard Laird at an hourly rate of 24.16 per hour effective June 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. 2025-125 “Adopt Town of Cairo Employee-Related FOIL Policy”

Offered by Supervisor Watts and seconded by Council Member Cords.

WHEREAS, in accordance with NY Public Officers Law 87(6) which governs instances when a FOIL request is received by the Town for Employee disciplinary records; and,

WHEREAS, the Town of Cairo does not have a written policy in the event that the Town received a FOIL request for documents that pertains to an employee; therefore,

BE IT RESOLVED, that the Cairo Town Board does hereby adopt the policy as attached in this resolution.

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

Resolution No. 2025-126 “Authorize Supervisor to Sign Proposal to Purchase a Police Car”

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

WHEREAS, the Town of Cairo is in need to purchase a new police car; and,

WHEREAS, DeNooyer Chevrolet has provided a proposal for a black 2025 Chevrolet Tahoe (police package), 4-wheel drive, SUV 8-cylinder, automatic transmission to the Town of Cairo; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo authorizes the Supervisor to sign the Proposal to purchase a black 2025 Chevrolet Tahoe police car from DeNooyer Chevrolet.

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

Adjourn Town Board Meeting @ 8:39PM

Offered by Council Member Cords and seconded by Supervisor Watts

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

Respectfully Submitted

Kayla L. McAlister
Cairo Town Clerk