



Minutes

Town of Cairo

Monday July 7th, 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 July 7th, 2025, at the Town Hall, Main Street, Cairo, New York. The meeting was called to order @ 7:05PM and asked the attendees to Pledge Allegiance to the Flag.

Attendance: Supervisor Watts, Council Member Bogins, Council Member Cords, Council Member Murphy

Absent: Council Member Flaherty.

Minutes:

June 2nd, 2025

Offered by Supervisor Watts and seconded by Council Member Cords.

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

June 18th, 2025

Offered by Supervisor Watts and seconded by Council Member Bogins.

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

New Business:

- Request for Proposals for Bookkeeping Services and Payroll Services
 - Council Member Bogins and Supervisor Watts discuss the proposals from Evening Star Bookkeeping for 'bookkeeping services' and 'payroll services. Supervisor Watts does not agree that we should be asking for bookkeeping and payroll services if the Town already has a bookkeeper. He also mentions that the Town needs an audit not just bookkeeping services; Resolution No. 147 is approved later on in the meeting for auditing services.
 - The bookkeeping proposal covers 'bookkeeping & fund accounting', 'budget cycle assistance', 'annual financial reporting', 'board & audit support', 'optional services', 'deliverables', 'estimated fee structure', 'terms & assumptions' & 'term engagement.'
 - The payroll proposal covers 'payroll processing', 'payroll allocation & journal entry', 'compliance & reporting support', 'deliverables', 'fee structure', implementation timeline' & 'terms & assumptions.'

- Delaware Engineering Invoice
 - An invoice was submitted to the Town from Delaware Engineering in the amount of \$6,820.00 for payment. Tal will submit this invoice to the County for payment.
- Solar Battery Moratorium
 - Discussion of fire safety issues, looking into the local law for storage and disposal of batteries. Will look into extending the moratorium for another 6 months.
- Emergency Plan – Use of the Acra Community Center – Wheelhouse
 - A local daycare up in Acra asked the Board if they can list the Acra Community Center as a place that they can go in an emergency situation, since it is close by. They stated they have no problem with this, but to also reach out to the County since they are the ones that use this space. The Board has no problem with them listing the Town Hall or the Library as an emergency space as well. They also mentioned to contact the Elementary School to see if they can help and even possibly have use of transportation is an emergency ever occurred.
 - This is something that the daycare just needs listed on required paperwork.
- Stop 2025 Budget Spending for Departments – Board Liaison Approval
 - An email will be sent out to all department heads about spending stops; this is something that happens every year around this time

Old Business:

- Fitness Court
 - This is something that will need to be looked into for grants, possibly options through NYSEDA. Would like to have someone come into a meeting to discuss this project further.

Executive Session – Ambulance Personnel:

- Offered by Supervisor Watts and seconded by Council Member Bogins.
 - Opened @ 7:44PM

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye. Motion Carried.
- Offered by Supervisor Watts and seconded by Council Member Cords.
 - Closed @ 8:48PM

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

Resolution No. 2025-127 “Emergency Email Vote – Appoint Summer Camp Director and Set Hourly wages for Summer Camp Staff”

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

BE IT RESOLVED, that the Town Board does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$20.88 per hour; and

BE IT FURTHER RESOLVED, that Lynn Dittmar will receive \$16.67 per hour as the Assistant Camp Director and new Youth Counselors will receive a wage of \$15.50 per hour and returning Youth Counselors will receive the following wages:

Jayda Johnson----- \$15.60
 Amanda Dittmar----- \$15.60
 Vicki Smith----- \$15.80
 Nancy Karklin----- \$15.60
 Arden Farnsworth-Moore (sub) ---- \$15.80

New Hires:

Aaylla Heines

Jordan Metzler

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Absent/No Response. Motion Carried.

Resolution No. 2025-138 “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 Vernal Butler Rd to access parcel ID #s: 100.00-3-53, 100.00-3-54, 100.00-3-55 and 100.00-3-56; 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 **Oliver’s Way** 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 – Absent, Council Member Murphy – Aye. Motion Carried.

Resolution No. 2025-139 “Authorize Supervisor to Sign Payment in Lieu of taxes Agreement – True Blue Solar 1, LLC”

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

WHEREAS, the True Blue Solar 1, LLC has submitted a Notice of Intent to build and operate a Solar Energy System with an expected nameplate capacity of approximately 4.00 Megawatts AC on a parcel of land within the Town of Cairo at 757 Main Street; and

WHEREAS, the Town of Cairo requires a Payment in Lieu of Taxes (PILOT) Agreement with the True Blue Solar 1, LLC to make annual payments per Exhibit B payment schedule; therefore,

BE IT RESOLVED, the Cairo Town Board does hereby authorize the Supervisor to sign the payment in lieu of taxes agreement for solar energy systems pursuant to real Property Tax Law 487 as stated in the attached 15-year PILOT agreement.

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

Resolution No. 2025-140 “Payment of Bills on Abstract #306 for June Payables & Prepaids”

Offered by Supervisor Watts 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 #306 Payables and Prepaids, consisting of V5 #00358-00445 in the amount of \$ 211,200.29 is approved for payment;

The total amount to be paid from the:

General Fund -	\$ 133,770.45	Hydrant –	\$ -0-
Highway Fund -	\$ 38,813.03	Capital Projects -	\$ -0-
Street Lighting -	\$ 5,746.37	Polly’s Rock -	\$ -0-
Sewer Fund -	\$ 20,707.00	Trust & Agency -	\$ 1,962.21
Water Fund -	\$ 10,201.23	Special Fire -	\$ -0-

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

Resolution No. 2025-141 “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 June 2025.

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

Resolution No. 2025-142 “Approve to hire a Summer Camp Recreation Counselor and Set Wages”

Offered by Supervisor Watts and seconded by Council Member Cords.

WHEREAS, the Town of Cairo Summer Camp Recreation Program has a vacancy for a camp counselor; therefore

BE IT RESOLVED, that the Town Board does hereby approve to hire Peggy Brink as a summer camp recreation counselor at an hourly rate of \$15.50 per hour effective immediately.

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

Resolution No. 2025-143 “Approve to Hire Part-Time Building Custodian”

WHEREAS, there is currently a part-time employment vacancy in the Town of Cairo in the Parks, Buildings and Grounds Department for a Library Building Custodian; therefore,

WHEREAS, the Town of Cairo advertised for the position and received two applications; therefore,

BE IT RESOLVED, that the Town Board of the Town of Cairo approves to hire **Brandi Harring or Makenzie Higgins (circle who you are hiring)** for part-time building custodian in the Parks, Buildings and Grounds Department at a pay rate of \$_____ per hour effective immediately.

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Resolution No. 2025-144 “Accept Water Billing”

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

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 \$48,632.74 dated July 1, 2025.

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

Resolution No. 2025-145 “Approve Ambulance Billing for Refused Medical Assistance (RMA)”

Offered by Council Member Cords and seconded by Supervisor Watts.

WHEREAS, The Town of Cairo Ambulance Service renders assistance to all patients who call for help. Some patients after Cairo Ambulance renders care to the patient, refuse to be transported; and

WHEREAS, it has been brought to the attention of the Ambulance Administrator that the Town of Cairo may charge for the rendering of care, even if the patient refuses to be transported, sometimes against medical advice; and

WHEREAS, the billing rates for this service will be in line with other services in the area; therefore,

BE IT RESOLVED, that effective July 15, 2025 the Ambulance will bill \$200.00 for RMA services.

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

Resolution No. 2025-146 “Approve to Hiring Part-Time AEMT”

Offered by Supervisor Watts and seconded by Council Member Cords.

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

WHEREAS, Jennifer McGee is a qualified AEMT canvassed by Civil Service for hiring and is willing to move into a part-time position.

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves to hire Jennifer McGee as a part time AEMT for the Town of Cairo Ambulance. The rate of pay will be at \$24.16 per hour per the union contract.

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

Resolution No. 2025-147 “Approve to Hire CPA to Conduct Municipal Audit”

Offered by Supervisor Watts and seconded by Council Member Bogins.

WHEREAS, there is in need to hire a Certified Public Accountant to conduct a yearly accounting system audit for the periods of 2020 – 2024; and,

WHEREAS, CLA (CliftonLarsonAllen LLP) was the only company to provide a proposal in response to the Town of Cairo’s advertisement for an independent audit of the Town’s accounting system;

BE IT RESOLVED, the Town Board does hereby authorize the Town of Cairo to hire CLA to perform municipal Audits as per Option 2 in the attached proposal without the Single Audit charges.

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

Adjourn Town Board Meeting @ 8:57PM

Offered by Council Member Cords and seconded by Supervisor Watts.

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

Respectfully Submitted

Kayla L. McAlister
Cairo Town Clerk