



Minutes

Town of Cairo

Wednesday August 20th, 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 Wednesday August 20th, 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.

Old Business:

- Public Engagement Meeting – Cairo District Water Rate Increase
 - '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 a 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 the report, and we are willing to help with the funding application process as well. Jesse LaVinge'
- Delaware Engineering, D.P.C Invoice for Professional Services in 2023
 - The Town has received a bill from Delaware Engineering for services in the amount of \$6,820.00
- Comprehensive Town Plan – Nicole
 - Steps to Begin a Comprehensive Plan
 - 1) Town Board Resolution to initiate process and includes
 - a. Intent to prepare or update a Comprehensive Plan
 - b. Establish a Comprehensive Plan Committee
 - c. Defines the purpose & goals (economic development, housing, recreation, flood mitigation, etc.)
 - 2) Comprehensive Plan Committee with the following representative members:
 - a. Town Board

- b. Planning Board
- c. Other boards /commissions (Zoning, Water & Sewer, Maintenance, Parks, etc.) d. Community stakeholders (business owners, civic groups, school district, senior/youth reps).
- Committee Role: guide the process, gather input, draft recommendations.
 - Data collection (demographics, land use, infrastructure, housing, economic trends).
 - Mapping (GIS-based land use maps, environmental features).
 - Public engagement facilitation.
 - Drafting and formatting the Plan document.
- 3) Collect Data & Conduct Existing Conditions Analysis
 - Review and summarize:
 - Population, housing, and economic trends (Census/ACS).
 - Land use, zoning, natural resources, infrastructure, transportation, recreation.
 - Hazard mitigation/flood risk data (relevant for Cairo's watershed context).
 - Existing plans (Greene County, REDC, 2003/2014 Cairo Comp Plan, NYS OGS Flood report 2023, Angelo Canna Town Park Master Plan, etc.)
- 4) Public Participation Process
 - Required under NYS law; must ensure "maximum feasible participation".
 - Typical methods:
 - Public workshops & visioning sessions.
 - Surveys (online/paper).
 - Focus groups with key stakeholders.
 - Informational website & newsletters.
 - Cairo should emphasize input from youth, seniors, and underserved groups (other languages).
- 5) Draft the Comprehensive Plan
 - The draft must include (per Town Law §272-a):
 - Inventory & analysis of existing conditions.
 - Goals & objectives (housing, economy, land use, environment, community services, etc.).
 - Policies & recommended actions.
 - Future land use map.
 - Implementation strategies (zoning updates, capital projects, grant funding).
- 6) Environmental Review (SEQR)
 - Adoption of a Comprehensive Plan is a Type I Action under the State Environmental Quality Review Act (SEQR).
 - Town must complete an Environmental Assessment Form (EAF) and determine significance.
 - If impacts are significant, a Draft Environmental Impact Statement (DEIS) may be needed.
- 7) Public Hearing on Draft Plan
 - The Town Board must hold at least one public hearing.
 - Notice of hearing must be published in the official newspaper at least 10 days prior.

- Public input is formally received and considered.
- 8) Referral to Greene County Planning Board (Required)
 - Under General Municipal Law §239-m, the draft plan must be referred to the Greene County Planning Board for review and recommendation (since the plan affects land use/zoning).
- 9) Town Board Adoption
 - After SEQR review, County comments, and public hearings, the Town Board may adopt the Comprehensive Plan by resolution.
- 10) Implementation
 - Update the zoning ordinance and subdivision regulations to align with the new plan.
 - Identify priority projects for grants (parks, infrastructure, flood mitigation, etc.).
 - Set up a schedule for regular review (NYS recommends updates every 10 years)

Public Hearing:

- Local Law Imposing a Temporary Town-Wide Six-Month Moratorium on Battery Energy Storage Systems
 - Offered by Supervisor Watts and seconded by Council Member Murphy.
 - Opened @ 8:35PM

Supervisor Watts – Aye, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Aye, Council Member Murphy – Aye. Motion Carried.
 - Offered by Council Member Cords and seconded by Council Member Bogins.
 - Closed @ 8:40PM

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

Correspondence:

- 2025 Wastewater Infrastructure Engineering Planning Grant Letter
 - 'Thank you for your submission to the 2025 Wastewater Infrastructure Engineering Planning Grant (EPG) Program. We regret to inform you that your EPG Application No. 2066, for the Town of Cairo Engineering Planning Grant for I&I, was not selected for funding through this year's round. The applicant pool was extremely competitive, and we encourage you to connect with our team to further develop and strengthen your application for consideration in a future round. For assistance or guidance, please reach out to us at EPG@efc.ny.gov. Brian McEvoy'
- Youth Bureau – Summer Recreation Program Visit Report
 - Visit was on July 23rd @ 10am @ the Angelo Canna Town Park to monitor and observe program.
 - Visit conducted by a Megan Gardner;
 - 'Plenty of shade and activities were provided to youth. Youth had multiple options for recreation including a Lego play station, dragonfly craft, free play on the playground equipment and basketball. The REACH Program started and offered youth a structure, educational activity. Plenty of staff present and supervising youth. Program appeared organized and well run.'
- Water System Field Compliance Inspection Summary Report
 - Operation: Cairo Water District (ID: 356437)
 Facility Name: Cairo Water District
 Facility Code: NY1900025
 Facility Address: null
 - To the Attention of:

Mr. Jason Watts, Supervisor and Town of Cairo Board

TOWN OF CAIRO

512 Main Street, P.O. Box 728, Cairo, NY 12413

- Inspection July 22, 2025 @ 11:00AM
Inspector: Thomas Palmer
Responsible Person: Tim Dolan
- Summary
Number of Critical Violations Found: 2
Number of Other Violations Found: 0
Number of Deficiencies Found: 0

Resolution No. 2025-134 (REVOTE) "AUTHORIZING THE SUPERVISOR TO EXECUTE AGREEMENT FOR RCBG BLACKHEAD OWNER LLC RESIDENTIAL WELL MONITORING AGREEMENT"

Offered by Supervisor Watts and seconded by Council Member Flaherty.

WHEREAS, the Planning Board has approved a site plan review and special use permit for RCBG Blackhead which included as a condition of approval that the applicant and the town enter into an agreement regarding residential well monitoring, therefore

BE IT RESOLVED, that the Supervisor of the Town of Cairo is hereby authorized to execute the attached Agreement.

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

Resolution No. 2025-137 (REVOTE) "AUTHORIZING THE SUPERVISOR TO EXECUTE AGREEMENT FOR RCBG BLACKHEAD OWNER LLC UTV AND TRAINING FOR ROUND TOP VOLUNTEER FIRE CO., INC"

Offered by Supervisor Watts and seconded by Council Member Flaherty.

WHEREAS, the Planning Board has approved a site plan review and special use permit for RCBG Blackhead which included as a condition of approval that the applicant and the town enter into an agreement regarding the purchase of a UTV and reimbursement for training, therefore

BE IT RESOLVED, that the Supervisor of the Town of Cairo is hereby authorized to execute the attached Agreement.

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

Resolution No. 2025-157 "Approve to Hiring Part Time EMT"

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

WHEREAS, _____ is on the Civil Service List and is a qualified EMT, willing to move into a part-time position.

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves to hire _____ be moved into a part time position as an EMT for the Town of Cairo Ambulance. The rate of pay will be at \$21.42 per hour per the union contract.

TABLED

Resolution No. 2025-166 "Approve Stipend for Ambulance Administrator Duties"

BE IT RESOLVED, that the Town Board does hereby appoint _____ to perform Ambulance Administrator duties effective August 5, 2025 with a yearly stipend of \$_____ payable in equal installments in their regular, bi-weekly paycheck; furthermore,

BE IT RESOLVED, that the Town Board terminates the Ambulance Administrator stipend for Gerard Laird effective through August 6, 2025.

TABLED

Resolution No. 2025-167 “Approve to Terminate the Water/Sewer/Ambulance Clerk Stipend”

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

BE IT RESOLVED, that the Town Board terminates the Water/Sewer/Ambulance Clerk annual stipend of \$10,080.00 for Johanna Halvorsen effective August 20, 2025.

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

Resolution No. 2025-168 “Approve Local Law #2 of 2025 to Impose a Temporary Town-Wide Six-Month Moratorium on Battery Energy Storage Systems”

Offered by Supervisor Watts and seconded by Council Member Murphy.

WHEREAS, the Town of Cairo previously enacted a Local Law imposing a temporary moratorium in accordance with General Municipal Law; and,

WHEREAS, the moratorium has expired; therefore,

BE IT RESOLVED, that the Town of Cairo hereby adopts the attached Local Law imposing a temporary Town-wide six-month moratorium on Battery Energy Storage Systems

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

Resolution No. 2025-169 “Amend 2025 Budget to Correct Balances on Expenditure Accounts”

Offered by Supervisor Watts and seconded by Council Member Cords.

WHEREAS, Parks Equipment expenditure account has a negative balance; and

WHEREAS, it is necessary for all expenditure accounts to have a positive balance; therefore

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

Transfer From:	Amount:	Transfer To:	Amount:
(Debit)		(Credit)	
A0-1990-4	\$ 2,035.33	A0-7110-2	\$ 2,035.33
(Contingency)		(Parks Equipment)	

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

Resolution No. 2025-170 “Amend 2025 Budget for Unallocated Insurance”

Offered by Supervisor Watts and seconded by Council Member Cords.

WHEREAS, Town of Cairo received our yearly bill from Marshall and Sterling for Town’s insurance; and

WHEREAS, there is not enough money budgeted for Unallocated Insurance; therefore,

BE IT RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the expense lines in the general fund as follow:

Transfer From:	Amount:	Transfer To:	Amount:
A0-1620-401	10,478.00	A0-1910-4	10,478.00
(Buildings – Cleaning)		(Unallocated Insurance)	

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

Resolution No. 2025-171 “Approve the Justice Court to Apply for the 2025-2026 Justice Court Assistance Program Grant”

Offered by Council Member Flaherty and seconded by Supervisor Watts.

WHEREAS, the Town Board of the Town of Cairo recognizes that the Town of Cairo Justice Court needs (1) Tablet, and (1) Dehumidifier

WHEREAS, there is a 2025-2026 Justice Court Assistance Program (JCAP) Grant available,

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize the Town of Cairo Justice Court to apply for a JCAP Grant in the 2025-2026 grant cycle up to \$30,000.

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

Resolution No. 2025-172 “Accept Water Penalties”

Offered by Supervisor Watts 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 \$1,276.21 dated August 8, 2025.

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

Resolution No. 2025-173 “Approve Private Road Name”

Offered by Supervisor Watts and seconded by Council Member Flaherty.

WHEREAS, a road naming application has been submitted for a private road off of Vernal Butler Rd to access parcel ID #s: 100.00-1-9.12, 100.00-1-9.2 and 100.00-1-8; 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 Phoenix 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. 2025-174 “Approve Escrow and Application Fees for the St. Joseph’s Dormitory Project”

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

WHEREAS, the Town of Cairo Planning Board previously approved a site plan application for the construction of new dormitory building at the St. Joseph’s site; and

WHEREAS, the Building Department must conduct various inspections and perform other functions throughout the construction process that require professional engineer review, therefore,

BE IT RESOLVED, that the Town of Cairo hereby agrees to the following:

- 1) The Town and St. Joseph’s shall enter into an escrow agreement, the funds of which shall be utilized to reimburse the Town for the above-mentioned engineering review;
- 2) The initial escrow deposit shall be initially capped at \$13,000.00;
- 3) St. Joseph’s shall pay the full amount of the anticipated building permit application fees and in the event that the above-referenced engineering review fees exceed \$13,000 up to 30% of the application fee shall be allocated toward the reimbursement of such fees; and
- 4) In the event the engineers review exceed such \$13,000 deposit and the 30% allocation the parties shall convene and reevaluate further deposits.

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

Resolution No. 2025-175 “Rescind Resolution No. 2025-133 to Increase Water Usage Rates”

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

BE IT RESOLVED, that the Town of Cairo board does hereby approve to rescind the increase to the water usage rates according to the table below:

**TOWN OF CAIRO WATER DISTRICT RATES
INCREASE FOR QUARTERLY WATER BILLING
Effective October 1, 2025**

Minimum Charge Per Meter Line Size

5/8 x 3/4 meter - \$105.00 (0 - 3,000 gallons)

1" meter - \$187.00 (5,333 gallons)

1½" meter - \$420.00 (12,000 gallons)

2" meter - \$747.00 (20,000 gallons)

3" meter - \$1,680.00 (40,000 gallons)

Bulk Rates for Metered Water

Over Included Gallons \$11.90 per thousand

Private Hydrant Rate \$142.00per hydrant, per quarter

Hydrant District \$8,500 per quarter

Update of rates – July 7, 2025 Board meeting

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

Resolution No. 2025-176 “Approve Hiring Part Time Building Inspector”

Offered by Council Member Murphy and seconded by Supervisor Watts.

WHEREAS, the Town of Cairo has a need of a Part Time Building Inspector not to exceed 20 hours per week, and;

WHEREAS, the Town of Cairo has received an application for the position and has conducted an interview, therefore;

BE IT RESOLVED, that Cairo Town Board does hereby approve the hiring of Earlin F. Rosa at \$ **25.00** per hour, not to exceed 20 hours per week unless there is prior approval from the Town Board.

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

Adjourn Town Board Meeting @ 8:55PM

Offered by Council Member Bogins 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

Kathleen Rockefeller
Deputy Town Clerk

Kayla L. McAlister
Cairo Town Clerk