



Minutes

Town of Cairo

Wednesday December 17th, 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 December 17th, 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: Council Member Bogins, Council Member Cords, Council Member Murphy

Absent: Supervisor Watts, Council Member Flaherty

Minutes:

November 3rd, 2025

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

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

November 5th, 2025

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

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

November 19th, 2025

NO QUOROM TO VOTE – STILL OFFICIAL MINUTES

December 1st, 2025

NO QUOROM TO VOTE – STILL OFFICIAL MINUTES

New Business:

- Resolution for Contract Renewals
 - MVP Health Care/Health Reimbursement Agreement (HRA) Levels
 - Resolution No. 2025-243
 - Resolution No. 2025-244
 - IT – Intelligent Technology Solutions, Inc.
 - Resolution No. 2025-245
 - ALS Services Contract
 - Resolution No. 2025-246
 - Columbia-Greene Humane Society SPCA Contract
 - Resolution No. 2025-249
 - Bookkeeping/Payroll Contracts

- *Resolution No. 2025-251*
- Zoom Streaming Meetings in January
 -
- Police Presentation
 -

Old Business:

- Unsafe Building Proceeding – 584 Main Street
 -

Correspondences:

- Resignation of Supervisor’s Clerk
 - ‘Thank you for the opportunity to work for you these past few years, I enjoyed me time here at the Cairo Town Hall but due to the election results, I will not be staying on as the Supervisor’s Clerk.
I hereby give the Town Board notice of my resignation effective COB December 19, 2025. I am more than willing to provide any training to the new Clerk prior to my resignation. K. Weiss’
- Resignation of Bookkeeper/HR
 - ‘Kindly accept this letter as my formal resignation as the bookkeeper/HR of the Town of Cairo. My last day at Town of Cairo will be 12/24/25.
I am incredibly grateful for the opportunities that I have been given in this position. I value the principles that I have learned in these past 3 and a half years, and I expect them to help me in my future endeavors. J. Halvorsen’

Resolution No. 2025-242 “Authorize Supervisor to Sign Annual Software Support Contract for Water & Sewer Software”

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

WHEREAS, the Williamson Law Book Company Contract expired on November 30, 2025; and,

WHEREAS, a new contract was received from Williamson Law Book Company for the 2026 rates; therefore,

BE IT RESOLVED, that the Town Board does hereby authorize the Supervisor to sign the contract with Williamson Law Book Company effective December 1, 2025 and expiring on November 30, 2026.

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

Resolution No. 2025-243 “Authorize Supervisor to Sign the 2026 Renewal Contract with MVP Health Care”

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

WHEREAS, the MVP Employee Benefits Health Care Contract expires on December 31, 2025; and,

WHEREAS, a new contract was received from MVP Health Care for the 2026 rates; therefore,

BE IT RESOLVED, that the Town Board does hereby authorize the Supervisor to sign the contract with MVP Health Care effective January 1, 2026 and expiring on December 31, 2026.

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

Resolution No. 2025-244 “Approve to Amend Employee Policy to Increase Health Reimbursement Arrangement (HRA) Levels”

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

WHEREAS, The Town of Cairo has been informed that the deductible for health care coverage will be increased for the 2026 calendar year; and

WHEREAS, the Town of Cairo wishes to increase the level of the HRA contribution in order to cover such increase; therefore,

BE IT RESOLVED, that the Town of Cairo coverage for HRA shall be and hereby is increased from \$4,650 to \$4,850 for individual coverage and from \$9,300 to \$9,700 for family coverage.

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

Resolution No. 2025-245 “Authorize Supervisor to Sign 2026 IT Service Renewal Contract”

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

WHEREAS, the IT contract will expire on December 31, 2025; and,

WHEREAS, the Town of Cairo received a renewal service contract from Intelligent Technology Solutions, Inc. for calendar year 2026; therefore,

BE IT RESOLVED, that Cairo Town Board does hereby approve the Supervisor to sign the 2026 renewal contract with Intelligent Technology Solutions Inc. in the amount of \$ 30,845.99 according to the proposal received/attached.

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

Resolution No. 2025-246 “Authorize the Supervisor to Sign the 2026 Advanced Life Support (ALS) (Paramedic) Services Contract with Greene County Emergency Medical Services, Inc.”

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

WHEREAS, the Town of Cairo has received an Agreement for Advanced Life Support (Paramedic) Services with Greene County Emergency Medical Systems, Inc. (GCEMS, Inc); and

WHEREAS, this agreement identifies that GCEMS, Inc is the designated ALS (Paramedic) Services provider in Greene County and that the Town of Cairo agrees to participated in the ALS Program; therefore,

BE IT RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the contract with GCEMS, Inc.

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

Resolution No. 2025-247 “Authorization to Designate a Supervisor Secretary/Human Resources”

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

BE IT RESOLVED, that the Town Supervisor is hereby authorized to designate Patricia Meigs at an hourly rate of \$20.00 per hour not to exceed 30 hours per week to perform Supervisor Secretary/Human Resource duties effective December 9, 2025.

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

Resolution No. 2025-248 “Approve 2025 Budget Amendments on Expenditure Accounts”

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

WHEREAS, the town law requires that no fund or appropriation account may be overdrawn; therefore

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

From: _____ To:

HIGHWAY:

DA-5142-2

(Snow Removal - Equipment)

\$ 9,509.14

DA-5110-150 (Snow Removal - Contractual)	\$ 4,876.50
DA-5142-4 (Snow Removal - Contractual)	\$ 3,633.28
DA-9089-803 (Other Benefits - Uniforms)	\$ 699.36
DA-9089-804 (Other Benefits - Uniforms)	\$ 300.00
GENERAL FUND:	
A0-1355-112 (Assessment – Per Ser - Assessor)	\$ 2,341.31
A0-1320-4 (Auditor - Contractual)	\$ 5,746.88
A0-3010-4 (Public Safety Administration - Contractual)	\$ 15.50
A0-3510-4 (Control of Dogs - Contractual)	\$ 1,788.00
A0-7110-400 (Auditor - Contractual)	\$ 2,500.00
A0-8020-107 (Planning – Per Ser - Secretary)	\$ 3,627.26
A0-8160-4 (Refuse & Garbage Contractual)	\$ 50.00

REVENUES:

A0-1062 (Town Payment to Reduce Tax Levy)	\$ 16,068.95
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SEWER:

SS-8110-103 (Sewer Administration – Clerk 2 Per Ser)	\$ 2,624.55
SS-8110-2 (Sewer Administration – Equipment)	\$ 2,000.00
SS-8120-2 (Sanitary Sewers – Equipment)	\$ 5,496.44
SS-8120-402 (Sanitary Sewers - Contractual)	\$ 19,459.36

REVENUES:

SS-1062 (Town Payment to Reduce Tax Levy)	\$ 9,338.37
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Supervisor Watts – Absent, Council Member Bogins – Aye, Council Member Cords – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye. Motion Carried.

Resolution No. 2025-249 “Authorize Supervisor to Sign the 2026 Columbia-Greene Humane Society SPCA Contract”

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

WHEREAS, the Town of Cairo has received the Columbia Greene Humane Society/SPCA contract for January 1, 2026 – December 31, 2026 for approval and the contract covers the fee schedule and housing and care of dogs seized by Animal Control; therefore,

BE IT RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the attached 2026 Columbia-Greene Humane Society/SPCA contract.

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

Resolution No. 2025-250 “Accept EDU Billing”

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

WHEREAS, it is necessary for the EDU Billing to 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 \$13,937.00 dated December 3, 2025.

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

Resolution No. 2025-251 “Authorize to Hire Bookkeeping and Payroll Services”

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

WHEREAS, the Town of Cairo Bookkeeper has resigned effective December 24, 2025; and

WHEREAS, the Town of Cairo is in need of hiring a bookkeeping and payroll company; therefore,

BE IT RESOLVED, that the Town Board does hereby authorize the Supervisor or Supervisor Elect to hire Evening Star Bookkeeping Service, Inc. per the attached proposal; furthermore,

BE IT RESOLVED, the Cairo Town Board approves Evening Star Bookkeeping Service, Inc. access to the current employment data to import into their payroll system.

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

Adjourn Town Board Meeting @ 7:46PM

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

Supervisor Watts – Absent, 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