



## Minutes

Town of Cairo

Wednesday January 21<sup>st</sup>, 2026

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 January 21<sup>st</sup>, 2026, 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 Bogins, Council Member Brandow, Council Member Murphy, Council Member VanDenburgh

Absent: Council Member Flaherty

#### Minutes:

##### **January 5, 2026**

Offered by Supervisor Bogins and seconded by Council Member Murphy.

*Supervisor Bogins – Aye, Council Member Brandow – Abstain, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

#### New Business:

- Cairo Town Board Meeting Procedure Rules
  - *Resolution No. 2026-042*
- Greene County Paramedic Services Agreement Permission to Sign
  - *Resolution No. 2026-051*
  - 'A letter was sent in October providing your fee that would we would be charging to you for 2026. Since then, the Greene County Legislature has decided to relieve all Towns of there cost for GCEMS, Inc. Paramedic Services. You will NOT be invoiced by us in 2026. In order to have Greene County cover your cost and continue to provide service we still need to sign a contract for 2026. Please sign and return. M. Evans'
- Clashing Productions Inc. Request/Schedule to Film in Town of Cairo
  - *Resolution No. 2026-052*
  - 'We wanted to inform you that Clashing Productions, Inc. will be filming an upcoming Christmas Move in Greene County, with some scenes scheduled to be shot in the Town of Cairo. Please see the first attached document for the full production schedule'
  - Thursday February 19<sup>th</sup>, 2026 (Tamanna Citgo): Filming as Tamanna Citgo, 441 Main Street, Cairo, NY 12413, then moving to the Red Ranch Inn.

- Notary Stipend Allocation Change
  - *Resolution No. 2026-050*
  - The stipend will be split if another employee becomes a Notary.
- Planning Board Revised Fee Schedule
  - *Resolution No. 2026-049*
  - All changes are listed in the resolution below
- Court Security Officer Appointment
  - *Resolution No. 2026-045*
- Approval to Hire Full Time Ambulance Administrator
  - *Resolution No. 2026-048*
- Approval to Hire Full Time Supervisor Clerk
  - *Resolution No. 2026-044*
- Approval to Hire Part Time Ambulance Driver
  - *Resolution No. 2026-043*
- Approval to Increase Ambulance Employee Wages
  - *Resolution No. 2026-046 (TABLED)*
- Cairo Water District Violation Permission to Sign
  - *Resolution No. 2026-047*
  - Mike Lamanec stated that this was something that the Water District did not know about and the original fine was much more than the \$250 that it was decreased to, did not find reason to fight it further and pay the fine.
- Approve Hiring CPA to conduct Annual Court Audit
  - *Resolution No. 2026-053*

#### **Old Business:**

- Unsafe Building Recommendation Letter – 584 Main Street
  - After contacting the owners engineer here are the few things that need to be done, some have already been complete.
    - Placarding and Condemning the Structure; but if the owner needs to enter to work on the structure he can contact the Town.
    - All accessible windows and doors should be boarded and secured; most of this was done and will be completed.
    - Apply for the appropriate building permit, needs an engineered shoring plan, needs a clear and enforceable timeline
- Grant Writer
  - The Town Little League was awarded the Grant for the Little League Fields

#### **Correspondence:**

- Resignation Letter – EMT C. Anderson
  - 'I, C. Anderson, am formally resigning from my position as a fulltime EMT at the Town of Cairo Ambulance. I will complete my scheduled shifts for the next two weeks.  
Thank You for the opportunity to learn and grow my skills. C. Anderson'
- 2026 IRS Mileage Reimbursement Increase Letter from labor Attorney
  - 'This is to inform you that effective January, 1, 2026, the new Internal Revenue Service mileage reimbursement rate will be 72.5 cents per mile, an increase from 70 cents per mile for 2025'

### **Public Comments:**

- Marc Gorelick has a few questions;
  - Asks about the cleaning in the library; the board will be contacting/hiring someone.
  - Planning Board Fee Schedule; a few items had a price increase, can be found within the resolution or the Town website.
  - Greene County EMS; this is no replacing the Town EMS, the contract is trying to get all of the EMS in Greene County on the same page, working together.

### **Resolution No. 2026-042 “Authorizing the Supervisor to Execute Board Meeting Rules”**

Offered by Supervisor Bogins and seconded by Council Member Murphy.

**BE IT RESOLVED:** In order to have an orderly meeting and to avoid any infighting or arguments between members of the public in attendance, the town board has adopted the following procedure to encourage public comment and participation.

After the board completes the adoption of resolutions and discusses old and new business, the floor will be open for public comment.

The board shall recognize each person who wishes to speak and that person shall have 5 minutes to speak. Once said person has finished speaking, they have yielded to the floor and shall not be recognized to speak again.

Members of the public shall not be permitted to ‘go back and forth’ between each other so that the meeting does not evolve into an argument between members of those in attendance.

The board asks that everyone be respectful in their comments and avoid raised voices or personal attacks. We may, from time to time, disagree but we should all respect each other’s opinions during each town board meeting as we exercise our right to speak at each meeting.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

### **Resolution No. 2026-043 “Approve to Hiring Part Time Ambulance Driver”**

Offered by Supervisor Bogins and seconded by Council Member Brandow.

**WHEREAS,** the Town of Cairo Ambulance Department has a vacancy and is in need of a part time EMT’s and drivers, and

**WHEREAS,** Angelina Colon is a qualified driver for the ambulance, willing to move into a part-time position.

**BE IT RESOLVED,** that effective immediately, the Cairo Town Board approves to hire Angelina Colon and to be moved into a part time position as a DRIVER for the Town of Cairo Ambulance. The rate of pay will be at \$20.77 per hour per the union contract.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

### **Resolution No. 2026-044 “Authorization to Designate Full Time Supervisor Clerk/HR”**

Offered by Supervisor Bogins and seconded by Council Member Murphy.

**BE IT RESOLVED,** that the Town Supervisor is hereby authorized to designate Patricia Meigs at an hourly rate of \$20.60 per hour not to exceed 40 hours per week to perform Supervisor Clerk/HR duties effective January 21, 2026.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-045 “Appoint Court Security Officer”**

Offered by Council Member VanDenburgh and seconded by Supervisor Murphy.

**WHEREAS**, the Town of Cairo Court, needs to have a Court Officer appointed and approved by the Town Board;

**WHEREAS**, the Police Department has officers that will fill in, as needed, as Court Security Officers,

**BE RESOLVED**, that the Cairo Town Board does hereby appoint Raymond Nordenberg, as a Court Security Officer and shall be paid \$30.90 per hour, with a minimum of 3 hours, effective February 10, 2026.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-046 “Approve to Adopt Pay Increases for Ambulance”**

**WHEREAS**, the Town of Cairo has received a proposal from the Ambulance Administrator to increase pay wages for Drivers, EMT’s, and AEMT’s \$1.00 more an hour effective immediately to aide in the deficit of personnel in the ambulance department.

**BE IT RESOLVED**, that the Town Board of the Town of Cairo hereby authorizes the Ambulance Administrator to increase hourly pay wages for Drivers, EMT’s, and AEMT’s effective immediately. The following hourly rates are hereby established for ambulance personnel;

AEMT \$25.89

EMT \$23.07

DRIVER \$21.77

**TABLED**

**Resolution No. 2026-047 “Authorizing Acceptance of Administrative Tribunal Stipulation and Payment of Fine for Violation of 10 NYCRR 5-1.30(b)”**

Offered by Supervisor Bogins and seconded by Council Member Murphy.

**WHEREAS**, the Cairo Water District is subject to regulation by the New York State Department of Health (NYSDOH) and,

**WHEREAS**, the NYSDOH issued a notice of violation to the Cairo Water District on July 22, 2025 for a violation of 10 NYCRR 5-1.30(b) and,

**WHEREAS**, the matter has been addressed through an Administrative Tribunal Stipulation offered by the NYSDOH, which provides for resolution of the violation without further proceedings, and,

**WHEREAS**, the terms of the stipulation require payment of a civil fine in the amount of Two Hundred Fifty Dollars (\$250.00), and,

**WHEREAS**, the Town Board finds it to be in the best interest of the Cairo Water District and the Town to accept the stipulation and resolve the matter promptly;

**THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cairo hereby accepts the Administrative Tribunal Stipulation issued by the New York State Department of Health relating to the violation of 10 NYCRR 5-1.30(b); and,

**BE IT FURTHER RESOLVED**, that the Town Board authorizes payment of the \$250.00 fine to the New York State Department of Health from the appropriate Town of Cairo account; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized and directed to execute the Administrative Tribunal Stipulation and any related documents and to take all actions necessary to carry out the terms of this resolution.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-048 “Approve to Hire Ambulance Administrator to Full Time”**

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

**WHEREAS**, the Town of Cairo Ambulance Department has a vacancy and needs a full time AEMT, and  
**WHEREAS**, the Town of Cairo Ambulance Department has promoted Jennifer McGee from part time AEMT to full time AEMT and Administrator effective February 1, 2026;

**BE IT RESOLVED**, the Cairo Town Board does hereby approve the promotion of Jennifer McGee from part time to full time as AEMT and Administrator.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-049 “Approve Planning Board Fees”**

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

**BE IT RESOLVED**, that the Town Board does hereby set the fees of the planning Board to be as follows:

Special Use/Site Plan Review

- a) 0-10,000 sq. ft.                      Increased from \$300 to \$400
- b) 10,001-20,000 sq. ft.              Increased from \$600 to \$700
- c) 20,001-50,000 sq. ft.              Increased from \$1,100 to \$1,500
- d) 50,0001 sq. ft and over          Increased from \$2,100 to \$3,000

**BE IT FURTHER RESOLVED**,

Subdivisions

- a) Minor (4 lots or less)              Increased from \$200 to \$300
- b) Major (5 lots or more)            Increased from \$300 to \$400 + \$25 per lot

**BE IT FURTHER RESOLVED**,

Signs    Remain the same \$50.00

**BE IT FURTHER RESOLVED**,

Lot Line Adjustments                  \$300.00

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-050 “Notary Stipend Allocation Change”**

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

**WHEREAS**, the Town of Cairo has historically authorized a stipend for notary public services to be shared between two employees who performed notarial duties.

**WHEREAS**, one of the two employees previously receiving a portion of the notary services stipend is no longer employed by the Town of Cairo and no longer performs notarial services; and the remaining employee, Christine M. Heath, continues to hold a valid notary commission.

**WHEREAS**, it is in the best interest of the organization to compensate the employee who is solely responsible for providing notary services with the full notary services stipend of \$42.00.

**BE IT RESOLVED**, that the Town of Cairo hereby authorizes the payment of 100% of the notary services stipend to Christine M. Heath, effective January 1, 2026.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-051 “Authorizing the Supervisor to Execute Agreement with Greene County”**

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

**BE IT RESOLVED**, Greene County Legislature has decided to relieve all towns of their cost GCEM, Inc. Paramedic Services. The Town of Cairo will not be invoiced for the 2026 calendar year.

**BE IT RESOLVED**, that the Supervisor or her designee is hereby authorized to execute an agreement to consent by signing the contract.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-052 “Authorize Supervisor to Sign Approval Letter”**

Offered by Council Member Brandow and seconded by Supervisor Bogins.

**BE IT RESOLVED**, Clashing Productions Inc. is requesting a Letter of Municipal Consent, which confirms that the municipality is aware of the filming activity and grants consent for the listed locations. This letter is required for the production to apply for DOT permits. The draft Letter of Municipal Consent is attached for your reference.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Resolution No. 2026-053 “Approve to hire CPA to Conduct Annual Court Audit”**

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

**WHEREAS**, there is in need to hire a Certified Public Accountant to conduct a yearly court audit for the period of January 1, 2025 – December 31, 2024; and,

**WHEREAS**, Lynette S.B. Lawyer has provided a fee schedule for the services provided in the agreement to include the monthly attestation engagement letter as follows: Lynette Lawyer - \$185 per hour and Staff - \$95 per hour; therefore,

**BE IT RESOLVED**, the Town Board does hereby authorize the Town of Cairo to hire Lynette S.B. Lawyer to perform Court Audits for the Cairo Justice department as per the schedule and agreement provided.

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

**Adjourn Town Board Meeting @ 7:59PM**

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

*Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Flaherty – Murphy, Council Member VanDenburgh – Aye. Motion Carried.*

Respectfully Submitted

Kayla L. McAlister  
Cairo Town Clerk