



Minutes

Town of Cairo

Monday April 6th, 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 Monday April 6th, 2026, at the Town Hall, Main Street, Cairo, New York. The meeting was called to order @ 7:01PM 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:

March 2nd, 2026

Offered by Supervisor Bogins and seconded by Council Member Brandow

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

March 18th, 2026

Offered by Council Member VanDenburgh and seconded by Council Member Murphy

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

Public Hearing:

- Discussion about extending the Town of Cairo Water/Sewer Districts
 - Offered by Council Member VanDenburgh and seconded by Council Member Brandow.
 - Opened @ 7:03
 - Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye, Council Member VanDenburgh – Aye. Motion Carried.*
 - ✚ M. Gorelick asks how far down the extension will be going as they are interested in some property for the Greene County Animal Alliance.
 - ✚ Tal stated about 4 or 5 parcels farther than the senior center. Not sure if it would reach the property they are speaking about depending on where it is.
 - Offered by Council Member Brandow and seconded by Council Member VanDenburgh.
 - Closed @ 7:06
 - Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye, Council Member VanDenburgh – Aye. Motion Carried.*

New Business:

- Speeding on Kerwin Road in Round Top
 - Officer Yates said he will speak to Sergeant Busch and speak to the residents on the road about possible signage as well.
- American Legion
 - The American Legion is requesting permission to use the front lawn of the Town Building where the library sign is located to create a field of flags in honor of Memorial Day. *The Board is fine with this, it will be up starting in May till about the end of August.*

Old Business:

- 584 Main Street
 - Plans are being submitted in the next day or two. Still needs to fill out an application.
 - Step to be taken; Application by Wednesday 4/8/26. Start work as soon as a permit is filed, most likely that Friday 4/10/26 and work can start Monday 4/13/26. Shore up the building for safety reasons; to be completed no later than June. Should have full construction plans by June 21, first day of summer. Construction should be complete by end of Sept. 9/30/26. Will be putting up a fence to secure the perimeter.
 - E. Cross had some concerns with the property; mostly structurally outside. Brought in the large pieces of stone/brick that have fallen off into her property. Has been told over and over within the last couple of years by the owner that it will get done but there have been delays due to pending weather, travel etc. Wants something done about this so it is safe.

Correspondence:

- CDF
 - ‘Once again, the Cairo Development Foundation will be hosting the Cairo Bears Community Art Program in 2026. The CDF is reaching out to the Cairo Town Board for assistance with the Bear Program. We will need help with putting the stands out a week or two before Memorial Day and taking them down a week or two after Labor Day. As always, the Foundation takes care of placing each bear in its appropriate spot. There will be a list of addresses provided where the barrels and stands need to go.
The goal of the Cairo Development Foundation is to help revitalize Main Street in Cairo. The Town’s assistance with the Cairo Bears allows us to do that. We look forward to your continued support of the Bear Program and for working with us to help bring Cairo Main Street back to life. D. Benoit’
- Cub Pack 43
 - ‘The Cub Pack wants to hold a Blue and Gold pot luck banquet on Saturday, 30 May in the Acra Community Center’ P. Algozzine. *Board is fine with this.*
- Amsterdam Farms LLC
 - Interested in opening a cannabis retail dispensary in the Town of Cairo and are inquiring about the Town’s existing six-month moratorium.
 - They were not present at the meeting to discuss.
 - The Board mentions that any Cannabis Dispensary Business, should not be coming to the Planning Board until the Moratorium is up.

Grant Writer:

- Updates on new and current Grant Information
 - Looking into grants to improve any and all water in the Town of Cairo with focus on the lead pipes on Jerome. Looking in grants to improve the water treatment plant.
 - Will be updating the speedies report, which has not been done since 1999. Since the account is flagged due to the last time this was done, the state is taking a notice in it, which could be helpful in the long run.
 - Need to start focus on the median income survey again to help with grant submissions, which are all completely confidential. *Resolution No. 2026-101*
 - We did not receive the NYS Forward Grant, will apply again. Will be meeting with the state at some point to ask why the Town was not awarded some grants when we met all the criteria.
 - Signs are currently being made, but cannot be put up until work on the fields start. Needs to meet with DEC as the park is class 2 wetland area. Little League opening weekend is April 25.
 - R. Pacifico would like to discuss with the Grant writer about William Dinger Road.
 - Delaware Engineering is working with the Town to fix the Town Park well.

Public Comments:

- M. Gorelick mentions that the stone around the library sign is being fixed by the parks, buildings and grounds as it was hit by a car not to long ago.
- Freemans ask about a property on 32N, cabins, a possible unsafe structure that people are living in. *Code is looking into this.*
- R. Pacifico
 - Mentions that the School did not come to the planning board about the solar field on William Dinger. Also, since it was over an acre of land use if they did a stormwater prevention plan and flood plan through the DEC.
 - Concerns with if the solar farm caught fire, would the fire dept. be able to gain access. Should the school be forced to complete the road? *Code will email contact Jamie Malcolm about the DEC concerns with the property.*
 - Mention of 'Langes' motel and how is it being used as a possible apartment complex instead of what they are zoned for, which is a motel. Concerns of this happening with Cedar Terrace when they are finished developing their project since mental health is going to be built down the road.
- Supervisor Bogins mentions that we are not behind in our audits, but some need to be corrected. Audits are still being done, will be starting the 24-25 audit soon. Currently have 2 different agencies conducting the audits.
- A. Veverka
 - Should there be fencing around the solar field? Is the school getting exceptions due to the solar field? *The school falls under the State Laws, not the Town. They should be following the same code but the state is the one who enforces it.*

Resolution No. 2026-089 "Authorize Proposed Extension of the Town of Cairo Sewer and Water District"

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town of Cairo (the "Town") and the County of Greene (the "County") have entered into an Intermunicipal Agreement ("Agreement") dated April 16th, 2025 to facilitate the renovation of Town-owned property identified as Tax Map ID 101.00-5-7 and located at 7485 County Route 32, Cairo NY ("Property") to establish a county-operated senior center that offers activities and meals to senior citizens as well as town-related programs and uses ("Project"); and

WHEREAS, Town and County have determined that the Project will also require the extension of municipal water and sewer districts and associated infrastructure; and

WHEREAS, the remaining scope of the Project includes the partial demolition and renovation of the existing structure on the Property, sitework necessary to accommodate parking, delivery, and ingress and egress; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act ("SEQRA") and the implementing regulations found at 6 NYCRR Part 617 ("Regulations"), the Town desires to comply with SEQRA Regulations; and

WHEREAS, the Town has reviewed the Project's scope and has determined that the proposed actions classify the Project as an Unlisted Action with more than one involved agency.

NOW, THEREFORE BE IT RESOLVED THAT pursuant to and in accordance with the requirements set forth by SEQRA Regulations, the Town hereby confirms that the proposed actions of Project meet the criteria for classification as Unlisted Actions and intends to act as the Lead Agency for the environmental review of the Project under SEQRA; and

BE IT FURTHER RESOLVED, the Town will circulate a copy of this resolution together with Part I of the Full Environmental Assessment Form submitted by the County as the Project applicant, conceptual site and floor plans, utility expansion plans, and proposed district expansion map to the identified involved agencies to solicit agreement with the Town's declaration of intent to act as SEQRA Lead Agency as well as to inform interest parties, including but not limited to the NYS Department of Environmental Conservation, the Dormitory Authority of the State of New York, NYS Department of Transportation, NYS Office of Parks, Recreation and Historic Preservation, NYS Department of Health, and the Greene County Planning Board; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

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

Resolution No. 2026-090 "Authorize the Town Clerk to Attend the Association of Town Clerk's Conference"

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

WHEREAS, the New York State Town Clerks Association (NYSTCA) will be holding their annual meeting in Albany, New York from April 19-22, 2026,

WHEREAS, this conference is specifically designed for the continuing education and professional growth of Town Clerks, and

WHEREAS, the Town Clerk would benefit from the shared knowledge, networking and latest information available as will be shared by State Agencies at the Conference, therefore

BE IT RESOLVED that the Town Board does hereby authorize the Town Clerk, Kayla McAlister, to attend the 44th NYSTCA Conference in Albany, New York. With the Total cost of registration with meal plan and 2-night stay totaling \$842.55.

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

Resolution No. 2026-091 "Approve to Hire Part Time EMT"

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

WHEREAS, the Town of Cairo Ambulance Department has a vacancy and needs a part-time EMT, and

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

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves to hire Emma Freihofer, and to be moved into a part-time position as an EMT for the Town of Cairo Ambulance. The rate of pay will be \$23.07 per hour per the union contract.

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

Resolution No. 2026-092 “Approve to Hire Part Time EMT”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town of Cairo Ambulance Department has a vacancy and needs a part-time EMT, and

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

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves to hire Sean Garrity, and to be moved into a part-time position as an EMT for the Town of Cairo Ambulance. The rate of pay will be \$23.07 per hour per the union contract.

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

Resolution No. 2026-093 “Approve to Hire Part Time EMT”

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

WHEREAS, the Town of Cairo Ambulance Department has a vacancy and needs a part-time EMT, and

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

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves to hire John Jurcek, and to be moved into a part-time position as an EMT for the Town of Cairo Ambulance. The rate of pay will be \$23.07 per hour per the union contract.

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

Resolution No. 2026-094 “Approve Hiring Part Time Assessor Clerk”

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

WHEREAS, the Town of Cairo has a vacancy and is in need of a Part Time Assessor Clerk; and

WHEREAS, the Town of Cairo has received employment applications for the position, therefore;

BE IT RESOLVED, that Cairo Town Board does hereby approve the hiring of Kelly Cuti at \$ 18.16 per hour, not to exceed 35 hours per week, effective March 31, 2026.

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

Resolution No. 2026-095 “Authorization to Register and Attend Training”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, The SK Prevention – TAC Carry offers classes for Armed Security Course, Security License are the first two classes, being held April 1st, 2026, 8-hour class, \$80.00 fee, April 7th and 8th, 2026, 16-hour classes, \$150.00 fee, a filing fee of \$130.00, includes filing fee, and fingerprinting of attendee; and

WHEREAS, SK Prevention-TAC Carry is conducting a 47-hour Armed Course classes, April 20th-25th, 2026, and a live fire at the range on the 26th of April, with a cost of \$795.00, now therefore

BE IT RESOLVED, that the Cairo Town Board does authorize Raymond Nordenberg to attend the SK Prevention- TAC carry classes in order to carry, as part of his job responsibilities as a Court Officer, totaling \$1150.00

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

Resolution No. 2026-096 “Approve to Purchase Furniture for Ambulance”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town of Cairo Ambulance Department Administrator is purchasing new furniture for ambulance station.

WHEREAS, the Ambulance Administrator needs to acquire TWO checks as follows: one check in the amount of \$2,285.00 payable to Furniture Plus and the second check in the amount of \$831.04 payable to Amazon. Both check amounts will be deducted from the Ambulance donation account. This is to purchase four new recliners and other furniture for station.

BE IT RESOLVED, that the Town Board approves that these funds will be released to the Ambulance Administrator.

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

Resolution No. 2026-097 “Approve Board Members to Sign Agreement – Expenditure of Highway Monies Section 284 of Highway Law”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

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 2026 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 Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye, Council Member VanDenburgh – Aye. Motion Carried.

Resolution No. 2026-098 “Approve Cairo Town Clean Up Day”

Offered by Supervisor Bogins and seconded by Council Member Brandow.

WHEREAS, The Town of Cairo will be holding a Town Clean-Up Day on May 9, 2026, from 8am – 2pm where the residents of the town can bring their recycling items to the Town Highway Department facilities.

BE IT RESOLVED, the Cairo Town Board does hereby approve the advertisement for the Town Clean-up Day by the Town Highway Department facilities, and

BE IT FURTHER RESOLVED that residents would have to show proof of residency, and

BE IT FURTHER RESOLVED that residents may dispose of furniture, metal, household items, and up to a maximum of four tires. No raw garbage or construction/hazmat materials will be allowed.

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

Resolution No. 2026-099 “Authorizing the Re-L Levy of Unpaid Fire Inspection Fees onto the Town Tax Roll”

Offered by Supervisor Bogins and seconded by Council Member Murphy.

WHEREAS, the Town of Cairo Building Department is responsible for conducting fire safety and property maintenance inspections to ensure compliance with applicable codes, laws, and regulations; and fees are established by the Town Board for such fire inspections and related services; and

WHEREAS, certain property owners have failed to remit payment for fire inspection fees duly assessed by the Building Department; and the Town incurs administrative and enforcement costs in the collection of unpaid fees; and

WHEREAS, New York State Town Law and applicable provisions of law authorize municipalities to collect certain unpaid charges by re-levying them onto the property tax roll;

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the Building Department to submit a list of all unpaid fire inspection fees to the Town Clerk and Tax Collector on or before a date to be determined annually by the Town Board; and that such unpaid fees, together with any applicable

penalties and administrative charges as authorized by the Town Board, shall be re-levied onto the next succeeding Town tax roll as a lien against the respective properties in the same manner as real property taxes, to be collected in accordance with law; and

BE IT FURTHER RESOLVED, that prior to re-levy, the Building Department shall provide written notice to the property owner of record, specifying the amount due and advising that failure to pay by a stated deadline will result in the charge being added to the Town tax bill; and that the Town Clerk, Tax Collector, and all other Town officials are hereby authorized and directed to take such actions as are necessary to implement the intent of this Resolution; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediate

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

Resolution No. 2026-100 “Authorization for Grant Writer to Submit Community Development Block Grant (CDBG) Application for Economic and Community Development”

Offered by Supervisor Bogins and seconded by Council Member Brandow.

WHEREAS, the Town of Cairo seeks to improve local infrastructure, support housing stability, enhance community facilities, and foster a robust environment for small business growth; and

WHEREAS, the Community Development Block Grant (CDBG) program, administered through the New York State Office of Community Renewal, provides vital funding opportunities for municipalities to address these specific needs; and

WHEREAS, the Town of Cairo employs Nicole Ambrosio as the Town Grant Writer to identify, develop, and manage strategic funding opportunities that align with the Town’s long-term economic development goals;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes Nicole Ambrosio, Grant Writer, to prepare and submit Community Development Block Grant (CDBG) applications on behalf of the Town of Cairo for projects that benefit the economic and community development of the Town, including but not limited to:

- Public Infrastructure: Improvements to drinking water systems and sanitary sewer projects.
- Housing: Programs dedicated to home repair and residential rehabilitation for eligible residents.
- Community Facilities: Enhancements and improvements to the Senior Center and various Community Centers.
- Economic Development: Grants aimed at small business assistance for both start-up ventures and the expansion of existing local businesses.

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute any and all necessary application documents, certifications, and agreements required for the submission of these grants.

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

Resolution No. 2026-101 “Authorization to Contract with G&G Municipal Consulting and Grant Writing for Income Survey Services”

Offered by Supervisor Bogins and seconded by Council Member Murphy.

WHEREAS, the Town of Cairo identifies a need to establish eligibility for various state and federal funding opportunities, including but not limited to EFC, WIIA, and CDBG programs; and

WHEREAS, determining the Median Household Income (MHI) and Low-to-Moderate Income (LMI) status of specific project areas is a prerequisite for many of these grant applications; and

WHEREAS, G&G Municipal Consulting and Grant Writing, located at 131 South Union Street, Spencerport, NY 14559, has submitted a proposal to conduct a professional Income Survey for approximately 300 occupied residences within the Town’s sewer / water districts;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the Town Supervisor to execute a contract with G&G Municipal Consulting and Grant Writing for a total fee of \$8,750.00 plus postage, to perform the following Scope of Services:

- Project Initiation: Meeting with stakeholders and engineers to define survey areas and obtaining necessary household lists and maps.
- Survey Preparation & Distribution: Drafting compliant survey documents, coordinating mailings, and conducting up to five (5) door-to-door canvassing events to ensure a valid response rate.
- Data Collection & Reporting: Tabulating responses to calculate MHI and LMI, and providing a comprehensive summary of findings and methodology to the Town and relevant funding entities.
- Confidentiality & Future Use: Ensuring all raw data is treated as confidential and providing data extrapolation for future smaller service areas at no additional charge (unless further canvassing is required).

BE IT FURTHER RESOLVED, that the Town of Cairo agrees to provide a complete list of residential households in the survey area in Excel format and further commits to promoting and advertising the survey via municipal meetings, social media, and local news to encourage resident participation.

BE IT FURTHER RESOLVED, that the payment terms for this contract shall be 30% due following the initial mailing, and the remaining 70% due upon completion of the final report.

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

Resolution No. 2026-102 “Authorization for Grant Writer to Submit New York Main Street (NYMS) Grant Applications through the Office of Homes and Community Renewal”

Offered by Supervisor Bogins and seconded by Council Member Murphy.

WHEREAS, the Town of Cairo is committed to the revitalization of its downtown corridors, the preservation of historic mixed-use buildings, and the enhancement of the local business climate; and

WHEREAS, the New York State Office of Homes and Community Renewal (HCR) administers the New York Main Street (NYMS) program, providing financial resources and technical assistance to communities to strengthen the economic vitality of traditional Main Streets and neighborhoods; and

WHEREAS, the Town of Cairo identifies a need for targeted investment in building renovations, streetscape enhancements, and technical planning to support local property owners and anchors;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes Nicole Ambrosio, Grant Writer, to prepare and submit applications for the New York Main Street (NYMS) program for all eligible activities, including:

- Building Renovation: For matching grants to renovate facades, storefronts, and commercial interiors of mixed-use buildings, including direct assistance for residential units and ancillary streetscape enhancements such as trees and street furniture.
- Downtown Anchor: For matching grants directed at standalone, “shovel-ready” projects that establish or expand key cultural, residential, or business anchors vital to local revitalization.
- Technical Assistance: For grants aimed at improving the Town’s capacity and readiness to administer future building renovation programs.

BE IT FURTHER RESOLVED, that Nicole Ambrosio is authorized to serve as the primary contact for these applications and to coordinate with building owners and stakeholders to ensure project eligibility and alignment with program requirements.

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to sign any required application forms, certifications, or grant agreements necessary to secure and implement these funds.

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

Resolution No. 2026-103 “Designation of Laberge Group as Town One of Our Designated Engineers”

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

WHEREAS the Town of Cairo (“Town”) requires professional engineering services to support planning, design, permitting, grant and funding assistance, construction administration, and related municipal engineering and planning needs; and

WHEREAS, Laberge Group, a professional engineering and planning firm duly authorized to practice in the State of New York, possesses the qualifications, experience, and capacity to provide such services to the Town; and

WHEREAS, the Town Board finds that designating a Town Designated Engineer will provide continuity, efficiency, and technical expertise for Town projects and reviews, including but not limited to capital improvements, site plan and subdivision reviews, infrastructure evaluations, emergency/oncall support, land use planning, grant funding, and government operations assistance;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Cairo hereby designates Laberge Group as the Town Designated Engineer to provide professional municipal engineering and planning services to the Town; and be it further

RESOLVED, that the Town Supervisor is authorized to execute all documents necessary to effectuate this designation, including a professional services agreement with Laberge Group, in a form approved by the Town Attorney; and be it further

RESOLVED, that compensation shall be in accordance with Laberge Group’s approved rate schedule dated January 2026, and/or any project specific not to exceed amounts as may be authorized by subsequent Board action; and be it further

RESOLVED, that specific assignments shall be authorized by the Town Supervisor or designee through written addendums describing scope, schedule, and budget, subject to Town Board approval where required.

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

Resolution No. 2026-104 “Authorize a Contract with Community Grant Solutions for Administration of the Angelo Canna Town Park Rehabilitation Grant Project”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town of Cairo (hereinafter “the Town”) has been awarded the Angelo Canna Town Park Rehabilitation Grant (Project #EPF 259717) through the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”), with a grant award of \$646,500, to fund improvements to the Angelo Canna Town Park; and

WHEREAS, the successful administration of said grant requires dedicated professional services including, but not limited to: communication with the state grant administration liaison, preparation and submission of reimbursement requests and required documentation, completion of all required reports and paperwork, securing authorized signatures, coordination with contractors for invoices and project paperwork, and maintenance of volunteer records for the Town’s in-kind match; and

WHEREAS, Community Grant Solutions, a duly registered business operating in Greene County, New York, and represented by Logan Ambrosio, has the requisite experience and qualifications to perform grant administration services for the Town; and

WHEREAS, Community Grant Solutions has proposed to provide such grant administration services for a period of twelve (12) months at a rate of \$2,075.00 per month, and has further agreed to bring the project to closeout at no additional cost should the grant work extend beyond twelve (12) months; and

WHEREAS, the Town Board of the Town of Cairo has reviewed the proposed contract and finds that it is in the best interest of the Town and its residents to authorize said contract;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the Town Supervisor to execute a contract with Community Grant Solutions for grant administration services

related to the Angelo Canna Town Park Rehabilitation Grant Project (Project #EPF 259717), on the following terms:

1. Term: Twelve (12) months from the date of execution, with project closeout services provided at no additional cost should the project extend beyond twelve months.
2. Compensation: \$2,075.00 per month, payable in accordance with Town payment procedures.
3. Scope of Services: As set forth in the contract, including communication with the state grant liaison, reimbursement processing, report preparation, signature coordination, contractor communication, and volunteer in-kind match recordkeeping.
4. Town Responsibilities: The Town shall register on the Statewide Financial System (SFS) and any other required NYS portals, provide printing of necessary materials, and fulfill such other responsibilities as mutually determined.
5. Termination: Either party may terminate this agreement with two (2) weeks' written notice.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute all documents necessary to effectuate this contract on behalf of the Town of Cairo.

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

Resolution No. 2026-105 “Authorize the Purchase of a Zoom Workplace Pro Subscription and Zoom Webinar add-on for Official Town Board Meetings and Public Community Events”

WHEREAS, the Town of Cairo currently lacks a standardized, town-controlled platform for conducting hybrid or fully virtual public board meetings and community events; and

WHEREAS, New York State’s Open Meetings Law (Public Officers Law §§ 100–111) requires that meetings of public bodies be open to all members of the public, and that the Town provide accessible opportunities for public participation and observation of official proceedings; and

WHEREAS, adopting a reliable, professionally managed video conferencing platform would enable the Town to host hybrid and fully virtual board meetings without time restrictions, broadcast public hearings and town halls, record and archive all meetings for FOIL compliance and public transparency, and provide remote access to residents unable to attend in person; and

WHEREAS, a Zoom Workplace Pro annual license, at a cost of \$149.90 per year, provides unlimited meeting duration, cloud recording (10 GB), AI-generated meeting summaries, host controls, screen sharing, and waiting room functionality — all features directly applicable to the Town’s board meeting needs; and

WHEREAS, the Zoom Webinar add-on (500 attendees), at a cost of \$800.00 per year, provides a broadcast format appropriate for public hearings, budget presentations, and community town halls — allowing the public to view proceedings and submit questions in writing while the board retains full moderating control; and

WHEREAS, registering the account under a town-controlled email address ensures continuity of records, proper retention practices, and administrative control that persists through personnel changes;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the purchase of the following Zoom subscription package:

<u>Plan / Component</u>	<u>Annual Cost</u>	<u>Key Capability</u>
Zoom Workplace Pro — 1 Annual License	\$149.90	Meetings, recording, AI summaries
Zoom Webinar Add-On (500 attendees)	\$800.00	Public hearings, broadcast, Q&A, registration
TOTAL ANNUAL INVESTMENT	\$949.90	\$79.16/month

BE IT FURTHER RESOLVED, that the subscription shall be registered to a town-controlled email account (e.g., clerk@towncairo.org or similar official address), and that the Town Supervisor is authorized to execute any associated purchase agreements or terms of service on the Town’s behalf; and

BE IT FURTHER RESOLVED, that a designated town staff member shall be responsible for operating the platform, including hosting meetings, admitting participants, managing recordings, moderating Q&A during public events, and distributing post-meeting summaries to the Town Clerk; and

BE IT FURTHER RESOLVED, that implementation shall proceed according to the following steps: (1) purchase Zoom Workplace Pro under a town email; (2) add the Webinar (500) add-on through the same account dashboard; (3) configure waiting room, recording defaults, and webinar registration templates; (4) conduct a test session with board members prior to the first live meeting; (5) publish Zoom join instructions on the Town website and bulletin board before each meeting; and

BE IT FURTHER RESOLVED, that the Town Clerk shall calendar the annual renewal date and present updated pricing to the Town Board for review prior to each renewal, given that Zoom has historically adjusted rates on an annual basis.

TABLED

Adjourn Town Board Meeting @ 8:18PM

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

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

Respectfully Submitted

Kayla L. McAlister
Cairo Town Clerk