



Minutes

Town of Cairo

Monday August 3, 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 August 3rd, 2026, at the Town Hall, Main Street, Cairo, New York. The meeting was called to order @ 6:58PM 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:

July 6th, 2026

Offered by Council Member Brandow and seconded by Council Member VanDenburgh

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

June 17th, 2026

Attendance Quorum not present, could not be voted on.

New Business:

- Library
 - Submitted there annual report to the Town board to be accepted
 - Offered by Council Member VanDenburgh and seconded by Supervisor Bogins
Supervisor Bogins – Aye, Council Member Brandow – Aye, Council Member Flaherty – Absent, Council Member Murphy – Aye, Council Member VanDenburgh – Aye. Motion Carried.

Old Business:

- 584 Main Street
 - Engineering plans due July 20th; now approximately one month behind (revised target: ~August 31st)
 - Board agreed to wait for the engineering report before setting a new construction timeline
 - Resident (29 Jerome Ave) raised ongoing impact: insurance increase, two lost house sales, car and pool damage, restricted yard access
 - Board acknowledged the delays and agreed to bring the owner in at the next meeting (September 14th)
 - If plans not received by the 31st, a special public meeting will be called before the 14th

- Next meeting: firm conversation with owner on final timeline with no further extensions
- Penalties discussed as a potential motivator going forward
- Next Steps:
 - Contact building owner ahead of September 14th meeting.
 - Confirm engineering plans by August 31st; if not received, call a special public meeting before the 14th.
 - Bring building owner in at September 14th meeting for final timeline conversation
 - Set a firm, agreed deadline with penalties if not met; no further open-ended extensions.

Correspondence:

- Resignation Letter for C. DeAngelis – Ambulance
 - She has resigned from the Ambulance Department and has become an RN.

Grant Writer:

- Updates on new and current Grant Information
 - Grants for the Water Department have been submitted.
 - **DWSP2 Presentation: Source Water Protection**
 - Presenters Madeline and Alyssa from NYS Department of Health, Albany office
 - Program covers all source water types: surface water, lakes, streams, aquifers, wells
 - Focus is on the watershed only, not infrastructure or distribution systems
 - Potential contaminants identified: agriculture, road salt, septic systems, landfills, hobby farms
 - Free technical assistance provided throughout planning and implementation
 - Three program phases:
 - Assessment: maps, data collection, contaminant inventory
 - Strategize: stakeholder group defines protection methods and implementation timeline
 - Implement: program management team carries plan forward
 - Key benefits:
 - Localized, not a shelf plan
 - Cost estimates and funding guidance included
 - State-accepted plan earns additional grant points (WQIP, Climate Smart Communities, Ag and Markets)
 - Community examples:
 - Greene County: local law updates, watershed overlay district amendments
 - Town of Brookhaven: septic system education brochures for residents
 - Town of St. Armand (Essex County): secured \$300K WQIP grant, gained 40 acres around wells
 - Relevance to Cairo:
 - Comprehensive plan update is a good opportunity to embed source water protection language
 - Salt contamination flagged as a known local issue
 - Septic system replacement grants mentioned as potentially applicable

Public Comments:

- A. Veverka – Flooding on William Dinger Road
 - Recent flooding photos received; significant water damage noted near school property
 - High-voltage infrastructure surrounded by water flagged as a safety concern
 - Residents encouraged to document and submit flooding reports via the state portal (triggers 911 center notification and potential state funding)
 - Board to contact the school district: school property may be eligible for state disaster funds

Resolution No. 2026-137 “Authorize Justice to Attend the Association of NYS Magistrates Conference”

Offered by Council Member Brandow and seconded by Supervisor Bogins.

WHEREAS, the New York State Magistrates Association will be holding their annual meeting in Albany, New York from September 28-30, 2026,

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

WHEREAS, the Cairo Town Court Justice would benefit from the shared knowledge, networking and latest information available as will be shared by NYS Magistrates Association at the Conference, therefore

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby authorize Joan M VanDenburgh, to attend the NYS Magistrates Conference. With the total cost of registration with meal plan totaling \$268.00, with additional mileage and tolls as per the Employee handbook.

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

Resolution No. 2026-141 “Authorization to Designate a Historian”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town of Cairo has a vacancy for the position of Town Historian and there are many benefits to the community to fill this vacancy;

BE IT RESOLVED, that the Town Supervisor is hereby authorized to designate Donald Jackson as Town Historian at an annual salary of \$1,750.00 to be paid in equal, monthly installments during the remainder of the 2026 fiscal year with a start date of July 15, 2026.

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

Resolution No. 2026-142 “Appoint Summer Camp Director and Set Hourly Wages for Summer Camp Staff”

Offered by Supervisor Bogins and seconded by Council Member Brandow.

BE IT RESOLVED, that the Town Board does hereby appoint Janet McKeon as the Summer Recreation Coordinator at a pay rate of \$21.48 per hour; and

BE IT FURTHER RESOLVED, that Lynn Dittmar will receive \$17.27 per hour as the Assistant Camp Director and new Youth Counselors will receive a wage of \$16.00 per hour and returning Youth Counselors will receive the following wages:

Jayda Johnson-----	\$16.20
Vicki Smith-----	\$16.40
Nancy Karklin-----	\$16.20
Aaylla Heines-----	\$16.10
Jordan Metzler-----	\$16.10
Wyatt Camaratta-----	\$16.10
Peggy Brink-----	\$16.10

New Hire:

Nicholas Weiber

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

Resolution No. 2026-143 “Authorize Supervisor to Sign and Agreement with DOT for Both Sewer/Water Extensions and the Cairo Senior Center Entrance”

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

WHEREAS, an agreement is required by the New York State Department of Transportation for both the sewer and water extension and the Cairo Senior Center entrance, as they will have different contractors and are being billed under separate contracts with two different applications, and;

WHEREAS, the Cairo Town Board approval is required;

BE IT RESOLVED, that the Supervisor is hereby authorized to sign and execute an agreement with the Department of Transportation.

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

Resolution No. 2026-144 “Approve Digital Storage Services”

WHEREAS, the Town of Cairo is running out of physical storage space for mandated documents and is looking for Digital Storage Services; and,

WHEREAS, the Town of Cairo has received quotes for Digital Storage Services that are NYS Compliant and Secure; therefore,

BE IT RESOLVED, that Cairo Town Board does hereby approve the quote from Electronic Business Products and authorizes the Supervisor to renew the contract for digital storage service for the Town of Cairo in the amount of \$9,372.00

TABLED

Resolution No. 2026-145 “Authorizing Submission of a Department of State Smart Growth Community Planning Grant to Update Cairo’s Comprehensive Plan and Designating Authorized Representative”

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

WHEREAS, the Town of Cairo recognizes the importance of maintaining a current and comprehensive planning framework to guide future growth, economic development, housing opportunities, infrastructure investments, environmental stewardship, and preservation of the Town’s rural character; and

WHEREAS, the Town of Cairo’s most recently adopted Comprehensive Plan was completed in 2003 and no longer fully reflects the significant changes that have occurred throughout the community over the past twenty-three years, including changes in population, housing needs, economic conditions, infrastructure capacity, development patterns, environmental considerations, and community priorities; and

WHEREAS, the Town of Cairo desires to prepare an updated Comprehensive Plan that incorporates community input and establishes goals, policies, and recommendations related to Smart Growth principles, Pro-Housing initiatives, economic development, housing diversity, infrastructure planning, climate resilience, natural resource protection, transportation, public spaces, and future zoning updates; and

WHEREAS, the Town Board recognizes that grant assistance is necessary to support the preparation of a comprehensive planning document that will provide a long-term vision and implementation strategy for the Town of Cairo; and

WHEREAS, the Town of Cairo intends to submit a grant application for funding assistance to support the development of an updated Comprehensive Plan and related planning activities; and

WHEREAS, the Town Board wishes to designate an authorized representative to prepare and submit the grant application and assist with grant coordination on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the preparation and submission of a grant application for funding assistance to support the Town of Cairo Comprehensive Plan Update; and

BE IT FURTHER RESOLVED, that the Town Board hereby designates Nicole Ambrosio, Grant Writer for the Town of Cairo, as the authorized representative to prepare, complete, and submit the Comprehensive Plan CFA grant application # 163877 on behalf of the Town of Cairo, and to act as the primary point of contact regarding application materials and grant submission requirements; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute any required certifications, municipal authorizations, agreements, or other documents necessary to submit the grant application and, if awarded, to execute grant agreements and related documents subject to review and approval by the Town Attorney; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor, Town Clerk, and other appropriate municipal officials to provide information and assistance necessary to support the successful preparation, submission, and administration of the Comprehensive Plan grant application; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

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

Resolution No. 2026-146 “Approve to Purchase New Copier/Printer for Highway Department Office”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the copier is too old to replace parts; therefore,

BE IT RESOLVED that the Town Board of the Town of Cairo approves the purchase of a copier/printer in the amount of \$2045.50 which includes 10 year service/maintenance plan.

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

Resolution No. 2026-147 “Authorize Supervisor to Sign NYMIR Insurance Renewal Proposal”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the current New York Municipal Insurance Reciprocal (NYMIR) Policy expires August 4, 2026; and,

WHEREAS, NYMIR has provided a renewal proposal that must be approved to avoid a lapse in coverage; therefore,

BE IT RESOLVED, that the Cairo Town Board does hereby authorize the Supervisor to accept and sign the Municipal Insurance Proposal with NYMIR not to exceed the amount of \$148,885.71 for a one-year policy term beginning August 4, 2026.

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

Resolution No. 2026-148 “Authorize Partial Road Closure for Fund Raiser”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the See & Be Kitchen would like to host a Community Bake Sale to raise funds for the Community Action of Greene County and another local food-related charity.

WHEREAS, the event would be held on August 1, 2026. The See & Be Kitchen is requesting to partially close Bross Street from Main Street to the end of the See & Be Kitchen building from 7am – 4pm.

WHEREAS, the event will not block Main Street and neighbors residing on Bross Street have been contacted and are amenable to the fund raiser/partial closure of Bross Street. Therefore;

BE IT RESOLVED, the Town Board does hereby authorize the See & Be Kitchen fund raiser on August 1, 2026, to partially close Bross Street from 7am – 4pm.

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

Resolution No. 2026-149 “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, Stephen Stackhouse Jr 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 Stephen Stackhouse, Jr, 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. 2026-150 “DESIGNATING THE SUPERVISOR AS THE TOWN OF CAIRO REPRESENTATIVE RESPONSIBLE FOR ACCESSING THE INTERNET GOVERNMENT SOLUTIONS IGS EQUITABLE BUSINESS OPPORTUNITIES EBO SYSTEM”

Offered by Supervisor Bogins and seconded by Council Member Brandow.

WHEREAS, the New York State Department of Transportation (NYSDOT) has implemented a web-based civil rights reporting system called EBO (Equitable Business Opportunities) to streamline and reduce the efforts required by the construction and engineering industries to satisfy contractual civil rights reporting requirements; and

WHEREAS, NYSDOT holds the license for EBO, and the software resides on the Department servers; and

WHEREAS, EBO is made available to vendors participating in Department contracts and Federal-Aid locally sponsored contracts; and

WHEREAS, the Responsible Local Official must designate an EBO representative for the Town of Cairo now

BE IT RESOLVED, that the Town of Cairo hereby designates Debra Bogins, the Town Supervisor, as the EBO representative.

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

Resolution No. 2026-151 “Authorize the Town Supervisor to Execute All Necessary Agreements, Certifications or Approvals to Award the Project to Birdsell Excavation & Construction, Inc. on Behalf of the Town of Cairo Once the New York State Department of Transportation Provides Award Notification”

Offered by Supervisor Bogins and seconded by Council Member Brandow.

WHEREAS, a Project for the Replacement of Polly’s Rock Road over the Kiskatom Brook in the Town of Cairo, Greene County, New York, identified as PIN 1762.02 (the “Project”) opened bids to the public on July 9, 2026, at 11:00 AM; and

WHEREAS, the Project received five (5) bids, the first from Birdsell Excavation & Construction, Inc., the second from Reale Construction, Inc., the third from BD Excavation, LLC, the fourth from ING Civil, Inc.; and the fifth from A. Colarusso & Sons, Inc.; and

WHEREAS, Birdsell Excavation & Construction, Inc. was the low bidder for the Project; and

WHEREAS, the Town of Cairo’s project design consultant, Barton & Loguidice, D.P.C. (B&L) has performed a bid analysis in accordance with Chapter 14 of the New York State Department of Transportation’s Local Project Manual; and

WHEREAS, B&L has identified one minor discrepancy in the bid received from Birdsall Excavation & Construction, Inc; however, it does not change the order bids and Birdsall Excavation & Construction, Inc. is still the low bidder. and

WHEREAS, B&L has not identified anything that suggests Birdsall Excavation & Construction, Inc. is incapable of satisfactorily completing this project; and

WHEREAS the Town of Cairo desires to complete this project; and

WHEREAS the Town of Cairo requires Award Notification from the New York State Department of Transportation prior to awarding the project to Birdsall Excavation & Construction and entering into a contract with Birdsall Excavation & Construction to complete the Project.

NOW, THEREFORE, the Cairo Town Board, duly convened does hereby

RESOLVE, that the Cairo Town Board hereby contingently approves the above-subject project, pending Award Notification from the New York State Department of Transportation; and it is hereby further

RESOLVED, that the Cairo Town Board hereby authorizes the Town of Cairo to complete this project; and it is further

RESOLVED, that the Town Supervisor of the Town of Cairo is hereby authorized to execute all necessary Agreements, certifications or approvals to award the project to Birdsall Excavation & Construction, Inc. on behalf of the Town of Cairo once the New York State Department of Transportation provides Award Notification, and it is further

RESOLVED, 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.

Monthly Reports (Not Discussed):

- **Ambulance Department – July 2026**
 - Total Calls: 134
 - 4 Full Time / 18 Part Time / 2 Open Positions
 - 2 In Service Vehicles / 1 Out of Service Vehicle

Adjourned Town Board Meeting @ 8:12PM

Offered by Council Member Brandow 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.

Respectfully Submitted

Kayla L. McAlister
Cairo Town Clerk