



Minutes

Town of Cairo

Wednesday October 21st, 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 @ 7:00PM on Wednesday October 21st, 2026, at the Town Hall, Main Street, Cairo, New York. Attendees Pledge Allegiance to the Flag.

Attendance: Supervisor Bogins, Council Member Brandow, Council Member Flaherty. Council Member Murphy, Council Member VanDenburgh.

Minutes:

October 5th, 2026

Offered by Supervisor Bogins and seconded by Council Member Flaherty.

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

New Business:

- Grant Writer Presentation
 - Resolutions 179, 180, 182-185 are to be approved by the Board
 - NY State Council on the Arts (NYSA) FY2027: up to \$99,000, no match required
 - Proposed park pavilion/amphitheater for concerts; tractor pull area and sledding hill off limits
 - Historic amphitheater design from Schwarzenegger Engineering (30 years ago) may be worth locating
 - USDA Rural Business Development Grant: town-wide small business support and workforce development
 - Includes all hamlets (Acra, Purling, Round Top, South Cairo)
 - Meeting scheduled with Columbia Greene on workforce/carpentry component
 - NY State Community Development Block Grant: micro-enterprise business support
 - NY Main Street Downtown Anchor Project: commercial rehab with possible upper-floor apartments
 - Eligible for any hamlet with a “main street”
- Comprehensive Plan Committee Presentation (Chrissy & Sara)
 - Survey rollout planned January through April (approx.)
 - Large grant applied for; decision expected before end of 2026
 - If awarded: full Phase 1 launch, in-kind contributions begin immediately
 - If not awarded: slower Phase 1; Phase 2 requires \$120,000–\$140,000 in consultant fees

- Backup grants identified to cover the plan if primary grant fails

Festival of Lights: Winter Walk Proposal

- Proposal to close Main Street (Gross to Town Hall) for 3 hours before the parade on November 28th
- Planned activities:
 - Holiday passport with business stops, stamped at each location
 - Cookie decorating, letters to Santa, hot cocoa bar, s'mores and fire pits
 - Storefront and home window decorating contest
 - Community tree lighting, holiday photo station, winter storytelling at library
 - Signage directing visitors to auxiliary holiday market
- Candy during parade: proposal to move treats to winter walk; Santa hands out candy at last float
- Food vendors to be included
- Donor offering to provide string lights for Main Street decorations
- Board to coordinate with police department and notify local clubs and community partners
- Planning meeting set for next Friday Oct. 30; invites to be sent
- Solar Facilities Local Law Public Hearing
 - Offered by Supervisor Bogins and seconded by Council Member Flaherty
 - Opened @ 7:01PM
 - Tal explains the proposed law;
 - Rewrite of existing solar law: more streamlined but more restrictive
 - Sara asks about personal solar; *that is allowed*
 - Battery storage facilities prohibited town-wide
 - Residential battery storage on own property: permitted
 - Off-site battery storage: prohibited
 - K. Goetz discusses some information that he has sent to Tal, since he is also fairly educated about Solar; *Tal says some information that he is referring to is incorporated in the SEQR*
 - Tal will look into the other more in-depth information about solar and concerns that was sent to him from K. Goetz; Noise concerns, imported inverters banned DC converter's due to RF noise, etc.
 - Earl discusses the NYS Override on sites over 94 acres. Asks about a clause about how much property can be used within the Town.
 - Chrissy asks about commercial facilities installing solar for their use, that may be using a larger space than residential use. *Tal said it can happen but they have to follow the law which makes it more restrictive.*
 - PILOT required in addition to standard taxation
 - Offered by Supervisor Bogins and seconded by Council Member Flaherty
 - Environmental review complete; negative declaration recommended and accepted and law was passed.
 - Offered by Supervisor Bogins and seconded by Council Member Flaherty
 - Closed @ 7:09PM
 - Notice of PH for the 2027 Preliminary Budget on Nov. 2nd, 2026 @ 7PM, at the Cairo Town Hall
 - Resolution No. 2026-177
 - Notice of PH for the Tax Exemption for seriously injured Veterans on Nov. 2nd, 2026 @ 7PM, at the Cairo Town Hall

Correspondence:

- Resignation Police Department
 - J. DeRose has resigned from his Cairo Court Position on good terms. He advised that he has not been able to work his Court shifts for several months and is now moving.

Park Update:

- DEC 90-day waiting period underway (judge struck down Article 24 floodplain rulings; resubmitted in April)
- Grant awarded: survey of Angelo Town Park authorized and reimbursable under grant
 - Old surveys dated 1971; new survey needed and will serve future grants
 - Surveyor to be contacted; falls under pre-development funds
- RFQ for professional land surveying services authorized
 - 30-day RFQ window required; to be issued as soon as possible
- RFQ for engineering services for wastewater inflow/infiltration study also authorized
 - \$50,000 grant secured; study begins engineering plans for future wastewater grants

Public Comments:

- R. Lorenz
 - Senior center: American Legion space request
 - Seniors' top priorities: large meeting room and sound system
 - *The Town has a budget of 5,000 for there proposed rooms usage*
 - *Sherry True will have to contact the seniors to update them.*
- Sara
 - Asked about the interior designs for the senior center
- Nicole
 - Asked about looking up info for the senior center online
- A. Evans
 - Delaware Engineering inquiry; South Cairo water/sewer expansion on Scotch Rock and McLaren roads (County is doing the work)

Resolution No. 2026-176 "Approval to Hire a Part-Time Ambulance Driver"

Offered by Supervisor Bogins and seconded by Council Member Flaherty.

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

WHEREAS, Addison Allen is a qualified driver for ambulances and is willing to move into a part-time position.

BE IT RESOLVED, that effective immediately, the Cairo Town Board approves hiring Addison Allen to be moved into a part-time position as a DRIVER for the Town of Cairo Ambulance. The rate of pay will be \$21.77 per hour per union contract.

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

Resolution No. 2026-177 "Authorizing Public Hearing for the 2027 Preliminary Budget"

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

WHEREAS, the Town of Cairo is required to hold a Public Hearing introducing the 2027 Preliminary Budget to the Town of Cairo Residents; therefore,

BE IT RESOLVED, that on Monday November 2nd, 2026 at 7:00pm, at the Cairo Town Hall, the Cairo Town Board shall hold a Public Hearing to present the 2027 Preliminary Budget to the residents of the Town of Cairo; furthermore,

BE IT RESOLVED, that the Town Clerk will advertise the public hearing immediately for three consecutive days in the local paper.

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

Resolution No. 2026-178 “Waive the Fee for a Fireworks Permit”

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

WHEREAS, The Town of Cairo and Cairo Fire District are having Fireworks after the annual Christmas Parade concludes. Currently there is a \$100 Fireworks permit. The Town of Cairo is requesting a waiver of that fee. Therefore;

BE IT RESOLVED, that the Cairo Town Board does hereby waive the \$100 Fireworks fee for the Town of Cairo Fireworks for the annual Christmas Parade.

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

Resolution No. 2026-179 “Authorization to Authorize a Survey for Angelo Canna Town Park” (OPRHP Grant and Future Park Improvements)

Offered by Supervisor Bogins and seconded by Council Member Flaherty.

WHEREAS, the Town of Cairo has been awarded grant funding through the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) for improvements to the Angelo Canna Town Park; and

WHEREAS, a comprehensive boundary and topographic survey of the Angelo Canna Town Park is necessary to satisfy the project conditions and administration requirements of the OPRHP grant; an

WHEREAS, the Town Board of the Town of Cairo recognizes that an accurate, up-to-date survey will serve as an essential foundational asset for planning, designing, and securing future grant funding opportunities aimed at the ongoing development, enhancement, and preservation of the Angelo Canna Town Park;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the procurement and execution of a professional survey of the Angelo Canna Town Park to fulfill OPRHP grant requirements and to support future park improvement initiatives; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute all necessary contracts, agreements, and related documentation required to undertake and complete the survey of Angelo Canna Town Park.

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

Resolution No. 2026-180 “Authorization to Issue a Request for Qualifications (RFQ) for Professional Land Surveying Services for Angelo Canna Town Park”

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

WHEREAS, the Town of Cairo requires professional land surveying services for the Angelo Canna Town Park in connection with an awarded New York State Office of Parks, Recreation and Historic Preservation (OPRHP) grant and future park improvement planning; and

WHEREAS, in accordance with New York State General Municipal Law and the Town of Cairo Procurement Policy, the Town Board desires to solicit proposals from qualified, licensed land surveying firms through a competitive Request for Qualifications (RFQ) process;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the preparation and issuance of a Request for Qualifications (RFQ) for Professional Land Surveying Services for the Angelo Canna Town Park; and

BE IT FURTHER RESOLVED, that the Town Clerk is authorized to publish and advertise notice of said RFQ in the official town newspaper, the NYS Contract Reporter, and on the Town website, set a due date for submittals, and receive all submitted qualification packages for board review.

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

Resolution No. 2026-181 “Accept SEWER Penalties”

Offered by Supervisor Bogins and seconded by Council Member Flaherty.

WHEREAS, the Town of Cairo has been awarded \$50,000 in grant funding through the New York State Environmental Facilities Corporation (EFC) / Department of Environmental Conservation (DEC) Wastewater Infrastructure Engineering Planning Grant (EPG) Program to perform an Inflow and Infiltration (I&I) Study for the Town’s wastewater collection system; and

WHEREAS, the EPG program requires the procurement of qualified professional engineering services to conduct field investigations, perform system evaluation, and draft an approved Engineering Report; and

WHEREAS, pursuant to New York State General Municipal Law § 104-b and the Town of Cairo Procurement Policy, professional engineering services must be procured through a transparent, competitive qualification-based process;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the preparation and issuance of a Request for Qualifications (RFQ) to solicit proposals from qualified professional engineering firms for the Engineering Planning Grant I&I Study; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to publish the notice of RFQ in the official town newspaper, the NYS Contract Reporter, post said notice on the Town website, and distribute the RFQ materials to prospective engineering firms, establishing a clear deadline for submission of qualifications for evaluation by the Town Board.

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

Resolution No. 2026-182 “Authorization to Submit Grant Application to the New York State Council on the Arts (NYSCA) for FY2027”

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

WHEREAS, the New York State Council on the Arts (NYSCA) provides funding opportunities to support arts, culture, capital projects, and community programming across New York State; and

WHEREAS, the Town Board of the Town of Cairo desires to seek funding through the NYSCA FY2027 Grant Program to support community arts and cultural initiatives within the Town of Cairo; and

WHEREAS, Nicole Ambrosio, serving as Grant Writer for the Town of Cairo, possesses the expertise and is tasked with preparing and submitting grant proposals on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes Nicole Ambrosio, Grant Writer, to prepare, finalize, and submit an application for financial assistance to the New York State Council on the Arts (NYSCA) for the Fiscal Year 2027 grant cycle; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute all necessary application documents, certifications, and agreements required in connection with the submission of said grant application.

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

Resolution No. 2026-183 “Authorization to Submit an Application for the USDA Rural Business Development Grant (RBDG) Enterprise Program for Town-Wide Small Business Support and Workforce Development”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the United States Department of Agriculture (USDA) Rural Development administers the Rural Business Development Grant (RBDG) Enterprise Program to facilitate economic development, small business technical assistance, and job creation in rural communities; and

WHEREAS, the Town Board of the Town of Cairo seeks to provide direct economic support to small and emerging private businesses operating across all hamlets within the Town of Cairo; and

WHEREAS, the Town Board desires to establish a town-wide Workforce Development Collaborative connecting local Cairo businesses and industry professionals with regional colleges and local high schools to improve job training, foster local employment pipelines, and strengthen community-wide economic sustainability; and

WHEREAS, all businesses assisted through this grant program shall comply with USDA RBDG eligibility criteria, defining eligible entities as private businesses with fewer than 50 new employees and less than \$1,000,000 in projected gross revenues;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby formally authorizes the preparation, finalization, and submission of a USDA Rural Business Development Grant (RBDG) Enterprise Grant application on behalf of the Town of Cairo; and

BE IT FURTHER RESOLVED, that Nicole Ambrosio, Grant Writer, is authorized to coordinate, prepare, and compile all narrative, statutory assurances, and administrative components required for the submission of said grant proposal; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo hereby authorizes and commits the leveraging of local matching contributions to support the USDA RBDG project budget, consisting of:

1. Partner Contributions: Cash or non-federal contributions provided by partner organizations, local businesses, regional colleges, or trade groups involved in the workforce collaborative (e.g., funding committed toward training and program costs); and

2. In-Kind Contributions: Verifiable non-cash municipal and educational contributions, including dedicated staff time/salaries of Town personnel involved in program administration and coordination, as well as the donated use of municipal or educational facilities, equipment, and meeting space for business training and workforce programs; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute all required federal application forms (including SF-424 and associated certifications) and, upon award, execute any financial assistance agreements, assurances, and related documentation necessary to implement and administer the USDA RBDG grant program.

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

Resolution No. 2026-184 “Authorization to Submit an Application for the New York State Community Development Block Grant (CDBG) Microenterprise Program”

Offered by Supervisor Bogins and seconded by Council Member Flaherty.

WHEREAS, the Town Board of the Town of Cairo seeks to encourage economic growth, support local entrepreneurs, and foster small business creation across the Town; and

WHEREAS, the New York State Office of Community Renewal (OCR) provides funding through the Community Development Block Grant (CDBG) Microenterprise Program to assist commercial enterprises with five (5) or fewer employees through capital assets, working capital, inventory, and business training;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the preparation and submission of a NYS CDBG Microenterprise Program grant application(s); and

BE IT FURTHER RESOLVED, that Nicole Ambrosio, Grant Writer, is authorized to compile and prepare all necessary application materials and narratives; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute all required application documents, certifications, and subsequent grant agreements upon award.

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

Resolution No. 2026-185 “Authorization to Submit an Application for the New York Main Street (NYMS) Downtown Anchor Project Grant”

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

WHEREAS, the Town Board of the Town of Cairo recognizes the need to support critical standalone commercial and mixed-use anchor properties that serve as catalysts for downtown revitalization; and

WHEREAS, New York State Homes and Community Renewal (HCR) provides funding through the New York Main Street (NYMS) Downtown Anchor Project Grant program to support standalone, shovel-ready building renovation projects;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby authorizes the preparation and submission of an application for the NYMS Downtown Anchor Project Grant; and

BE IT FURTHER RESOLVED, that Nicole Ambrosio, Grant Writer, is authorized to prepare and submit all required application documents, narratives, and financial exhibits; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized and directed to execute all application certifications and contract documents associated with this grant.

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

Resolution No. 2026-186 “Cedar Terrace Resort (665 NY LLC) Out-of-District Sewer Use Approval”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town Board of the Town of Cairo has heretofore established a public sewer supply and district; and

WHEREAS, The Town Board has enacted a Sewer Use Law to govern the connection to and usage of the system for both In-District Users and Out-of-District Users, and

WHEREAS, the Town Board of the Town of Cairo has received a request from Cedar Terrace Resort (665 NY LLC) to connect to the system and use same for real property owned by the applicant located at 665 Main Street, Cairo, NY Tax Map #: 101.00-6-20 as an Out-of-District User, and

WHEREAS, the parties have negotiated and agreed upon the terms of an Out-of-District User Agreement which includes among other things a payment by 665 NY LLC in the amount of \$354,051.00 as and for a connection fee.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cairo hereby approves the request from Cedar Terrace Resort (665 NY LLC) to connect to the system and use same for real property owned by the applicant located at 665 Main Street, Cairo, NY Tax Map #: 101.00-6-20 as an Out-of-District User; and it is further

RESOLVED, that currently the fee for the out of district application for the Sewer is \$5,000.00 and the annual fee is \$100.00 with the invoice sent on April 1st of each year, and it is further

RESOLVED, that the Town Board reserves the right to change such fees from time to time in accordance with the Town Sewer Use Law, and it is further

RESOLVED, that the Supervisor is hereby authorized to execute the Out-of-District User Agreement and any other documents necessary to accomplish this Resolution.

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

Resolution No. 2026-187 “Adopting Local Law #3 of 2026 to Regulate Solar Facility Projects”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, the Town Board of the Town of Cairo has determined it is necessary to enact a new law to regulate solar facilities in the town and has held a duly noticed and published public hearing, therefore

BE IT RESOLVED, that the Town Board of the Town of Cairo hereby adopts Local Law #3 of 2026 to enact new solar project regulations.

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

Resolution No. 2026-188 “Town of Cairo Hiring Policy”

Offered by Supervisor Bogins and seconded by Council Member VanDenburgh.

WHEREAS, there is no official hiring policy for the Town of Cairo. A standard hiring policy for the Town of Cairo. A standard hiring practice is required to move forward with adding new hires to the roster of the Town.

WHEREAS, when there is a vacancy within the Department, it shall be the Department Head’s responsibility to find a suitable candidate for that position. The application and resume should then be forwarded to the Supervisor’s Office with a resolution for approval by the Cairo Town Board at the next available meeting. All Town Board members will receive a copy of the application/resume of the Department Head’s candidate prior to a resolution vote. The Supervisor and the Department Town Board liaison shall be notified and have the option to attend any and all interviews.

WHEREAS, when there is a vacancy of a Department Head, the Cairo Town board will review the candidates together to determine a selection for that position. The selection will be secured at the next available Cairo Town Board meeting by approval through a resolution.

BE IT RESOLVED, the Cairo Town Board does hereby adopt the policy as written in this resolution.

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

Adjourn Town Board Meeting @ 7:54PM

Offered by Council Member Brandow 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