

Village of Union Springs
November 18, 2025
Board Meeting Minutes

The meeting was called to order at 6:01 p.m. by Mayor Robert Thurston, Jr., and the pledge of allegiance was recited.

In attendance: Mayor Robert Thurston, Jr., Deputy Mayor Donna O'Hara, Trustee Brian Cornell, Trustee Bill Boyd, and Trustee Jeremy Smith

Also in attendance: Water operator Kevin Thurston, Clerk Christine Van Horn, Attorney Chad Hayden, DPW Supervisor Joe Smith

Absent: Code enforcement officer Mark Perry, Treasurer Jennifer Schenck

From the Public: Todd Clark and Jennifer Shaw-Jackson to listen to the meeting, no public comment

Village Clerk: Clerk Christine Van Horn

1) Review and approve minutes of the October 21, 2025, meeting.

Motion to approve minutes made by Trustee Bill Boyd, seconded by Trustee Jeremy Smith. all ayes

2) .gov emails and website are up and running. Still a few glitches to work out with IT and website admin, but everyone should be able to utilize it now.

3) Accept \$9,761.15 donation for the scoreboard from The Lions Club

Motion by Trustee Jeremy Smith, second by Deputy Mayor Donna O'Hara, all ayes.

4) The first ad for the election was posted in the newspaper

Notice to Village of Union Springs Residents

Village Elections

Village of Union Springs residents,

Please take note that a General Village election will be held to fill the following positions and terms:

*Expiring two-year terms of:

Office of Trustee (2 positions)

The election will be held on Wednesday, March 18, 2026

Between the hours of 12:00 noon and 9:00 p.m.

At the Village office, 26 Chapel Street

5) Procurement policy

This resolution sets forth the policy and procedures of the Union Springs Village Board of Trustees to meet the requirements of General Municipal Law §104-b.

STATEMENT OF POLICY AND PURPOSE

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 or of any other general, special, or local law.

APPLICABILITY OF THIS POLICY

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work involve labor or construction. For the purposes of this policy, routine service contracts (e.g. grounds maintenance, vehicle maintenance and repair, janitorial services) will be considered purchase contracts for the applicable methods of procurement and adequate documentation.

I. Procurements Subject to Competitive Bidding. The following items are subject to competitive bidding pursuant to General Municipal Law § 103:

- purchase contracts over \$20,000
- public works contracts over \$35,000

II. Procurements Not Subject to Competitive Bidding. The following items are not subject to competitive bidding pursuant to General Municipal Law § 103:

- purchase contracts under \$20,000 and public works contracts under \$35,000;
- emergency purchases;
- certain municipal hospital purchases;
- goods purchased from agencies for the blind or severely handicapped;
- goods purchased from correctional institutions;
- purchases under state and county contracts; and
- surplus and secondhand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the purchasing agent. This documentation may include:

- written or verbal quotes from vendors;
- a memo from the purchasing agent indicating how the decision was arrived at;

- a copy of the contract indicating the source which makes the item or service exempt;
- a memo from the purchasing agent detailing the circumstances which led to an emergency purchase; or
- any other written documentation that is appropriate.

III. Statutory Exceptions to Quotations/Proposals Requirements of This Policy and Procedures. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances:

- purchase contracts over \$20,000 and public works contracts over \$35,000 which are subject to the competitive bidding procedures as promulgated by General Municipal Law § 103;
- goods purchased from agencies for the blind or severely handicapped pursuant to State Finance Law § 175-b ;
- goods purchased from correctional institutions pursuant to Correction Law § 186 ;
- purchases under state contracts pursuant to General Municipal Law § 104 ;
- purchases under county contracts pursuant to General Municipal Law § 103(3) ;
- purchases let by other governmental entities pursuant to General Municipal Law § 103(16) ; or
- other items excepted from this policy (see section, “Items Excepted from this Policy and Procedures by the Board”); or where other exceptions are provided by law.

ADOPTION OF PROCEDURES

The following procedures identify the methods of competition and the means of adequate documentation to be used for the procurement of goods and services subject to General Municipal Law § 104-b.

I. Methods of Procurement

The methods of procurement to be used are as follows:

1. Discretion of purchasing agent
2. Verbal estimates
3. Written quotations
4. Requests for proposals

II. Adequate Documentation

Documentation of actions taken in connection with each such method of procurement is required as follows:

Estimated Amount of Purchase or Service Contract	Method
Less than \$500	Discretion of purchasing agent
\$500 - \$4,999	2 verbal quotes
\$5,000 - \$19,999	3 written quotes/RFPs

Estimated Amount of Public Work Contract	Method
Less than \$500	Discretion of purchasing agent
\$500 - \$2,999	2 verbal quotes
\$3,000 - \$9,999	2 written quotes/
\$10,000 - \$34,999	3 written quotes/RFPs

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

III. Required Statements. The following statements must accompany the submission of any request for proposal solicited by the Union Springs Board of Trustees.

i. **The Iran Divestment Act.** Every written offer made to the Village of Union Springs must contain the following statement subscribed and affirmed by the bidder as true under the penalties of perjury:

By submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant State Finance Law § 165-a(3)(b).

The Village of Union Springs may award an offer to an offeror who cannot make the statement of non-investment on a case-by-case basis if:

- The investment activities in Iran were made before the effective date of this section, the investment activities in Iran have not been expanded or renewed after the effective date of this section, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- The Union Springs Village Board of Trustees makes a determination that the goods or services are necessary for the Village of Union Springs to perform its functions and that, absent such an exemption, the village would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

No contract may be awarded to any persons determined to be engaged in investment activities in Iran as indicated by New York State Office of General Services.

ii. **Statement of Non-Collusion.** Every written offer made to the Village of Union Springs Board of Trustees must contain the following statement subscribed and affirmed by the offeror as true under the penalties of perjury:

By submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in the case of joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- The prices in this offer have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

- Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly, to any other offeror or to any competitor; and
- No attempt has been made or will be made by the offeror to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

AWARDS TO OTHER THAN THE LOWEST RESPONSIBLE DOLLAR OFFEROR

Whenever any contract is awarded to other than the lowest responsible dollar offeror, the reasons that such an award furthers the purpose of General Municipal Law § 104-b, as set forth herein above, shall be documented as follows:

- I. **Best Value.** Notwithstanding anything else contained in this chapter to the contract, the Village of Union Springs may award purchase contracts and service contracts that have been procured pursuant to competitive bidding or otherwise under General Municipal Law § 103(1) or this chapter by either the lowest responsible bidder standard or the best value standard.
 - i. **Definition.** “Best value” is defined in State Finance Law § 163 as, “the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors.” For the purposes of this section, the board of trustees adopts the above definition of “best value” as may be modified from time to time by the State Legislature.
 - ii. **Applicability.** The best value standard may only be used for purchase contracts, which includes contracts for service work, but excludes any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law. When awarding contracts under the best value standard, the Union Springs Village Board of Trustees must consider the overall combination of quality, price, and other elements of the required commodity or service that in total are optimal relative to the needs of the Union Springs Village Board of Trustees. Use of the best value standard must rely, wherever possible, on objective and quantifiable analysis. The best value standard may identify as a quantitative factor whether offerors are small businesses or certified minority- or women-owned business enterprises as defined in New York Executive Law § 310.
 - iii. **Approval.** Use of the best value standard for the procurement of goods and services requires approval from the board. The board must also approve the factors to be considered when awarding contracts under this standard.

ITEMS EXCEPTED FROM THIS POLICY AND PROCEDURES BY THE BOARD

Pursuant to General Municipal Law § 104-b(2)(g) , the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Union Springs Village Board to solicit quotations or document the basis for not accepting the lowest bid:

- I. **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily

found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the individual or body making the purchase shall take into consideration the following guidelines:

- (i) whether the services are subject to state licensing or testing requirements;
- (ii) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- (iii) whether the services require a personal relationship between the individual and municipal officials.

“Professional or technical services” shall include but not be limited to the following: services of:

- an attorney;
- services of a physician;
- technical services of an engineer engaged to prepare plans, maps and estimates;
- securing insurance coverage and/or services of an insurance broker; services of a certified public accountant;
- investment management services;
- printing services involving extensive writing, editing or art work; management of municipally owned property;
- and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

To the extent practicable, professional services are to be obtained through requests for proposals issued by the Village of Union Springs’ purchasing agent. All RFPs are to be reviewed by the purchasing agent, who will make a recommendation to the board of trustees for final approval. The determination of the RFP will be based on clearly described and documented criteria, and will include the evaluation of the service provider’s accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth.

II. Emergency purchases pursuant to General Municipal Law § 103(4). For purpose of this section, an emergency refers to an occurrence that presents an immediate threat to public property, the life, safety, health, welfare or property of residents or the public, or threatens to curtail or terminate an essential service to residents or the public. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents or village. This section does not preclude alternate proposals if time permits. Emergency purchases will be made at the discretion of the appropriate department head with documentation as to the nature of the emergency.

III. Sole Source. Under State Finance Law § 163, “sole source” is defined as “a procurement in which only one offeror is capable of supplying the required commodities or services,” and no substantial equivalent exists. To qualify under the sole source exception, the [insert name of political subdivision] must demonstrate that the acquisition of the good or service sought is in the public interest and is available from only one source, for which there is no equivalent. A good or service serves the public interest if there are unique benefits arising from the particular good or service as compared to a different good or service, no other good or service would provide

substantially similar benefits, and the cost is reasonable when considering the benefit conferred upon the municipality.

IV. Purchases of surplus and secondhand goods from any source or goods purchased at auction. If alternate proposals are required, the Village Board of Trustees would be precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

V. Goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contractors would be awarded based on favoritism.

VI. Cooperative or Piggyback Contracts. General Municipal Law § 103(16) allows for the procurement of certain goods (including apparatus, materials, equipment and supplies) and services through contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, if such contract was let in a manner consistent with competitive bidding, and has been made available for use by other governmental entities. The stated purpose is to reduce administrative and product cost, and increase efficiencies. Through cooperative purchasing, or piggybacking, a governmental subdivision has already investigated and secured the lowest possible price for the municipality.

It is the responsibility of the Board of Trustees to review each proposed procurement to determine, on advice of the Union Springs Village Board of Trustees attorney as appropriate, whether the procurement falls within this exception. Three items must be considered:

- i. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein; and
- ii. The contract must have been made available for use by other governmental entities; and
- iii. The contract must have been let in a manner that constitutes competitive bidding consistent with state law.

If it is determined that all three items to consider have been met, the [board of trustees/city council] shall allow this exception to the requirements of competitive bidding and this policy.

VII. Shared service. When participation or procurement will constitute a shared service or efficiency.

INDIVIDUAL(S) RESPONSIBLE FOR PURCHASING

CFO Jennifer Schenck

Mayor Robert Thurston, Jr.

INPUT FROM OFFICERS

Comments have been solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time to time hereafter.

ANNUAL REVIEW

The governing board of the Village of Union Springs shall annually review and, when necessary, update this policy and its procedures.

The Village Board of Trustees shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy.

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply fully with the provisions of General Municipal Law § 104-b shall not be grounds to void action taken or give rise to a cause of action against the Village Board of Union Springs or any officer or employee thereof.

RESOLUTION

Adopted on April 24, 2018 by Village Board of Trustees vote of the governing board of the Village of Union Springs.

Adopted on April 16, 2019 by Village Board of Trustees.

Adopted on November 10, 2020 by Village Board of Trustees Annual Organizational meeting (meeting postponed from April 2020 due to Covid 19 restrictions.

Adopted on April 6, 2021 by Village Board of Trustees Annual Organizational meeting

Updated on April 15, 2025 by the Village Board of Trustees

Updated on November 18, 2025 by the Village Board of Trustees.

Motion to change back quotes for public works from \$10,000-\$44,999 back to \$34,999 and add mayor and treasurer by name

By Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes.

- 6) Received quote for the village signs: I have received the quote for the 4 Signs - \$13,992 in total value. The annual premium would be approximately \$18.05, and the prorated premium would be approximately \$6.77. I have attached a coverage accept/decline form. Please indicate YES or NO to the coverage and sign. If coverage is accepted, I will need to know if all the signs are "Welcome to Union Springs".
Following up with the insurance company to see if it would be for vandalism, weather-related damage, accident, coverage.

Motion to accept getting the rider for Village signs by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.

7) Unpaid taxes

11-17-25
14:36:07

**Village of Union Springs
2025 - 2026 Village Taxes
All Unpays Effective - 11-17-2025 - by Bill #
ALL SWIS CODES**

Bill #	Tax Map #	Name	Unpaid Amount	(8.00%) Penalty	Late Fee	Total Due
	134.17-1-1.14	Rouse David J Jr	\$672.36	53.79		\$726.15
1	134.18-1-4	Freece Kenneth Sr	\$1,091.81	87.34		\$1,179.15
7	140.08-1-12.1	Casey Herbert M	\$1,238.24	99.06		\$1,337.30
9	140.08-1-14	Barrett/Barrett Elizabeth/John	\$2,416.00	193.28		\$2,609.28
3	141.06-1-5	Cayuga Nation of New York	\$2,195.22	175.62		\$2,370.84
9	141.06-1-6	Cayuga Nation Of New York	\$120.65	9.65		\$130.30
12	141.10-1-15	Red House Reohrs, LLC	\$281.20	22.50		\$303.70
14	141.10-1-17	Walter William N	\$382.05	30.56		\$412.61
15	141.10-1-18	Webb Kimberly M	\$1,135.70	90.86		\$1,226.56
33	141.13-1-5	Cayuga Nation of New York	\$521.24	41.70		\$562.94
34	141.13-1-6	Wentworth Daniel A	\$477.56	38.20		\$515.76
39	141.13-1-13	Myska Patricia	\$441.12	35.29		\$476.41
73	141.13-2-21	Cayuga Nation	\$728.60	58.29		\$786.89
32	141.14-1-28	Feocco Cathleen	\$575.59	46.05		\$621.64
58	141.14-1-53	Terry Pamela E	\$309.47	24.76		\$334.23
34	141.14-1-59	Guarino Jessica	\$801.40	64.11		\$865.51
37	141.14-1-62	Coney Troy	\$1,202.75	96.22		\$1,298.97
98	141.14-2-22	Hall Gregory D	\$688.01	55.04		\$743.05
04	141.14-2-28	Trinca Ryan P	\$685.24	54.82		\$740.06
45	141.17-1-13	US Bank Trust National Associa	\$581.56	46.52		\$628.08
58	141.17-1-26	Dymock Harold E Jr	\$519.98	41.60		\$561.58
73	141.17-1-37.1	Cayuga Nation of New York	\$1,429.55	114.36		\$1,543.91
74	141.17-1-38	Cayuga Nation of New York	\$1,099.65	87.97		\$1,187.62
80	141.17-1-45	Nelson Mary Elizabeth	\$1,874.45	149.96		\$2,024.41
99	141.18-1-1	Alfred Kevin P	\$1,149.42	91.95		\$1,241.37
40	141.18-1-33	Cayuga Nation Enterprises	\$1,356.47	108.52		\$1,464.99
Total Swis Code 055401 (26 properties)			\$23,975.29	\$1,918.02	\$0.00	\$25,893.31
Grand Total (26 properties)			\$23,975.29	\$1,918.02	\$0.00	\$25,893.31

Motion to accept by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes.

Treasurer's Report: Jennifer Schenck

- 1) November financials, November boat launch revenue,
Motion to approve bills, Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.
Motion to approve budget modifications None
- 2) Discussed the late fees on Pitney Bowes. Typically, there would be time for the payment to reach them, but if the meeting is later in the month, put it on the credit card to prevent late fees being added.

Audit of the Bills Abstract #6: Emailed to members.

Audit of Bills: Abstract #6

General Fund: Vouchers 300-340 \$28,874.31
Water Fund: Vouchers 302-340 \$20,126.02
Sewer Fund: Vouchers 302-341 \$15,194.83
WWTP Project: Voucher 315 \$10,517.50
TA Fund: 301 &307 \$402.93

Dept. of Public Works: Joe Smith

- 1) Tree removal in the park
 - a. Storm caused a large willow tree to break, almost falling onto the bathrooms. Cranebrook came out and removed the tree.
- 2) Salt Barn update
 - a. The doors have been built, and hoping to get them hung on Thursday.
- 3) Street sign project status
 - a. Moving along and hoping to get a couple more bids. Looking at possibly purchasing the signs and having Vitale or Seneca Stone install.
- 4) Park vandalism
 - a. Attempted to pry open a door causing damage to the frame, a new window just replaced, ripped down wires, and a window at the Zach property were damaged. DPW supervisor and Clerk attempted to locate them on village security cameras. Camera footage was reviewed but unable to identify the individual's involved.

Water Department: Kevin Thurston

- 1) Water license
 - a. Water license error has been fixed.
 - b. All samples have been done until December.
 - c. Cameras at the water tower are ready to be mounted.

Code Enforcement Officer Report: Mark Perry

- 1) Code Enforcement Monthly Report mayor read the email received from him, and he has been working on the ISO report for insurance and building permits.

Mayor's Report: Robert Thurston, Jr.

- 1) WWTP Roof Status, they feel the price might be a little higher due to the skylights and the timeline needed, and the natural conditions we usually have during fall and winter season.
- 2)

VILLAGE OF UNION SPRINGS

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT NO. 2 – ROOF REPLACEMENT FOR THE VILLAGE OF UNION SPRINGS WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT

At a regular meeting of the Village Board of Trustees of the Village of Union Springs, held on November 18, 2025, the following resolution was adopted by the Village Board of Trustees.

WHEREAS, the Village of Union Springs (Village) is the owner of the Wastewater Treatment Plant Improvements Project (“Project”); and

WHEREAS, pursuant to New York State Municipal Law, bids for Contract No. 2 – Roof Replacement were received, publicly opened, and read aloud on November 13, 2025, at the Village of Union Springs Village Hall. Five bids were received.

WHEREAS, the Village’s Engineering Consultant, Barton & Loguidice, D.P.C. (B&L), tabulated and analyzed the bids received, and Finger Lakes Service Group submitted the lowest bid for the Base Bid.

WHEREAS, B&L provided a Recommendation of Award letter to the Village for Contract No. 2 of the Wastewater Treatment Plant Improvements Project which recommended for the Village to award Contract No. 2 to Finger Lakes Service Group for the Base Bid in the amount of \$225,700.00.

NOW, THEREFORE, BE IT RESOLVED that based on the recommendation of B&L, the Village of Union Springs Board of Trustees hereby awards Contract No. 2 – Roof Replacement of the Wastewater Treatment Plant Improvements Project to Finger Lakes Service Group, Inc. in the amount \$225,700.00.

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

WHEREFORE, the foregoing Resolution was put to a vote of the members of the Board of Trustees of the Village of Union Springs by a motion from Trustee Bill Boyd and seconded by Deputy Mayor Donna O’Hara on November 18, 2025, the result of which vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

DATED: November 18, 2025

I hereby certify that this resolution was adopted on November 18, 2025, and is recorded in the Meeting Minutes of the Village of Union Springs Board of Trustees.

Village Clerk _____

- 3) The mayor has directed Trustee Cornell to contact our vendor for options camera installations for the park. Discussed possibly putting up some sign's stating camera in use.
- 4) Member participation agreement with Eastern Shore for Workers' compensation, decreasing 1% 14,233 plus NYS assessment fee that is unknown, and they are offering 1-3-year options, but no multi-year discount. The clerk is getting a few other quotes to see if there are any price differences.

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, all ayes for the Clerk to fill out the Right to explore options letter to get quotes from other companies.

- 5) DRI Committee
 - a. Schedule DRI call with Lissa, looking at evening November 24th or 25th, depending on treasurer's availability. The mayor hopes the call can be recorded for those who might not be able to make it.
- 6) Reminder: Departments should start to prepare for the next budget season (compensation and benefits will be reviewed and worked on separately). The Village Clerk notified all departments of this request. This is again going to be a very tight budget, especially with projects that the village will be working on. **This should be submitted to the Mayor, Deputy Mayor, Treasurer, and Clerk no later than December 2nd, 2025.**
 - a. For each request, I am requesting the following:
 - i. Is it a need or a want?
 - ii. Justification
 - iii. Cost estimates
- 7) Status of vendor for the 3 windows replacement. The awarded contractor Auburn siding and windows has ordered and then they will complete the install. The trim on the lake side of the office will be completed on the other windows to remove the rot and replace it with matching trim.
- 8) The beaver issue near the WWTP, no beavers have been seen recently
- 9) Manlift rental status: The amount of time needed will depend a lot on the weather. Christmas lights on the tree have been done, and the banners and flags have been taken down. The downtown pavilion canopy blew off and is being repaired and put back up.
- 10) CLNB road request for 12/5 5-7:30 P.M. They are having an event with reindeer and other activities and would like Chapel Street to be closed to make it safer. DPW will put up barriers, and the mayor will take them down. DPW Supervisor will hand out flyers to Chapel Street residents to let them know about the road closure, the 911 center contacted, and a reminder on Facebook will be done closer to the event. They are hoping to make this an annual event.
- 11) Christmas Tree Lighting reminder Saturday, December 6th, 5:30 PM
 - a. Donuts have been ordered, Hot Chocolate, cider, and Candy Canes
 - b. DPW will get the Tent, Trash Cans, extension cords, and audio system will be needed
 - c. The clerk will look to see if there are any cups left over from the fall festival
- 12) (TABLED) Sewer Use Law Update Proposal
 - a. B&L \$6,000.00 and MRB \$15,500.00
- 13) Christmas party on 12/24 at 11 a.m. JW Bait catering. The team will leave for the day after the party. The mayor will be making flyers.

Trustee Report(s)

Bill Boyd: None

Brian Cornell:

- Update on streetlight repairs. Trying to get Spring Street lights scheduled. Also checking into cameras. Will check with our current company about the ball field camera and possibly adding some additional ones.

Donna O'Hara:

- Deputy Mayor Donna O'Hara asked if we would be expanding the banners for 2026. Discussion about how we have reached our capacity because of the cost of time management and maintaining. Possibly doing another round in 2027.
- The Lions Club would like to decorate the North Pond gazebo and the observation deck. They would like to utilize the village's electric plug for the gazebo and use solar lights on the viewing deck. Going to see how this year will go and possibly expand in the future. They will also be putting up a sign in memory of Russ Ebbets. They plan to put up the weekend after Thanksgiving. Everyone agreed that this sounds like a great idea.

Jeremy Smith:

- Scheduling food trucks for band nights. Currently, there are Shep's, Kettle Corn, Bearded Bear, Sip Truck, and Hangry Happenings. Looking into some others. It was also brought up that the September night is the 9/11 and the 25th anniversary, but possibly might be able to tie in a Remembrance ceremony with the American Legion.

Village Attorney's Report: Chad Hayden none

New Business's: Docside Liquor is under new ownership

Old Business: No Restore NY updates currently

New Business:

Executive Session if Needed:

Next Board Meeting: Tuesday, December 16, 2025, 6 p.m.

Adjournment: Time 7:30 p.m.

Motion to adjourn, Deputy Mayor Donna O'Hara seconded, Trustee Bill Boyd all ayes