

Village of Union Springs  
**October 21, 2025**  
**Board Meeting Minutes**

The meeting was called to order at 6:00 pm by Mayor Robert Thurston, Jr., and the Pledge of allegiance was recited.

**In attendance:** Mayor Robert Thurston, Jr., Deputy Mayor Donna O'Hara, Trustee Bill Boyd, Trustee Jeremy Smith, (Entered 6:25) Trustee Brian Cornell,

**Also in attendance:** Deputy Clerk Lisa Snyder, Attorney Chad Hayden, DPW Supervisor Joe Smith, Kevin Thurston (Water Operator), Treasurer Jennifer Schenck.

**Absent:** Code Enforcement Officer Mark Perry, Village Clerk Christine Van Horn

**From the Public:** Rich Ward, Accountant, went over the Annual Financial report (Exit 6:30)

**Village Clerk: Deputy Clerk Lisa Snyder**

1) Review and approve minutes of the September 16th, 2025, meeting.

a. *Motions made by Trustee Bill Boyd and seconded by Trustee Jeremy Smith. All ayes.*

2) Working on the .gov domain

a. Extra Mile is the domain Manager; they will proceed to do what they need to do on their end and will get what they need from the website administrator.

3) Amazon Prime membership

a. NYCOM offered it for free, receiving a pro-rated refund of \$102.00.

4) Scoreboard donation

a. Accept \$111.00 donation for the scoreboard from Emily Lane. Motion made to accept \$111.00 donation by Deputy Mayor, Donna O'Hara, seconded by Trustee Jeremy Smith. All ayes.

5) Changing Election Day from March 17<sup>th</sup> to March 18<sup>th</sup>, due to ST. Patrick's Day law.

a. Motion made by Trustee, Jeremy Smith, seconded by Trustee, Brian Cornell. All ayes.

6) Change the Meeting Day to March 17<sup>th</sup>.

a. Motion made by Deputy Mayor, Donna O'Hara, seconded by Trustee Bill Boyd. All ayes.

7) Insurance Rider for signs

a. Clerk is reaching out to the insurance company with the locations and cost estimates for the sign from A & M Graphics.

8) The procurement policy is to be presented at the November board meeting with corrections

Noted. Deputy Mayor Donna O'Hara commented that the April 5, 2025, Board meeting minutes on the website are inaccurate and require correction. Currently reflecting March 2025 minutes with the April date.

9) Resolutions

- a. Any potential resolutions should be included in the minutes. Agenda and board meeting minutes to provide a communication trail.

### **Treasurer's Report: Jennifer Schenck**

#### 1) Audit of the Bills

- a. abstract #5: emailed to board before meeting for review. Additional bills were presented at the time of the meeting for review.
- b. *Motion to approve paying bills, made by Deputy Mayor Donna O'Hara. 2<sup>nd</sup> by Bill Boyd, All Ayes.*

#### **Audit of Bills: Abstract #5**

**General Fund:** Vouchers 226-298 \$55,595.93

**Water Fund:** Vouchers 227-299 \$34,041.77

**Sewer Fund:** Vouchers 227-294 \$17,615.61

**HK Fund:** Vouchers 239-289 \$12,952.50

**Trust and Agency:** Vouchers 238-252 \$809.50

#### **Budget modifications:**

\$3525.03 Credit A1640.2 Central Garage-Capital Outlay

\$3525.03 Debit A1640.4 Central Garage-Contractual

\$3525.03 Credit A5142.2 Snow removal-Capital Outlay

\$3525.03 Debit A5142.4 Snow removal-contractual

Motion to approve budget modifications made by Trustee, Bill Boyd, 2<sup>nd</sup> by Deputy Mayor Donna O'Hara. All ayes.

### **Department of Public Works (Joe Smith)**

1. Cranebrook
  - a. Reached out to Danny Lenox for a quote for trees in the park, wouldn't give a quote without coming out to look at them.
2. Salt Barn update
  - a. 70 % complete
3. Street Sign project status
  - a. Quote from Elder Lee for \$42,052.00, for 90 signs and installation.
  - b. The mayor would like more quotes. DPW Supervisor Joe Smith is connected with the county for additional bids.
4. Anderson residence
  - a. Looking at it, Joe and Bill Boyd will talk to them.
  - b. Paved before and is still paved.
5. Van Orman complaint update
  - a. DPW put signs out, posts are coming, called in a dig. NYSEG came out and said there is a gas line buried on the Academy property, unclear where the actual gas line is located.

- b. Attorney Hayden will call DOT in, Chad, to research and see what they have on record around the closure of the road.

6) Beaver issue

- a. Joe will reach out to the vendor to set traps and remove a portion of the dam.

**Water Operator Report (Kevin Thurston)**

- 1. Status of Class D license
  - a. Is in the process of doing the initial certification for the D Water license (Distribution)
  - b. The Board wants verification that it went to the State for approval and license issuance. Discussion around the 3-year CEnservice requirements of 30 hours. Kevin currently has 20 hours; Nick has 1 hour. 30 hours due by Oct 2025.

**Code Enforcement Officer Report (Mark Perry)**

Absent

Will get his reports to us.

- 1. Park St update
  - a. Attorney Hayden says the property was cleaned up, and they will return to court in November.

**Mayor's Report**

- 1) Sewer uses law updates. B&L \$6,000 and MRB \$15,500
- a. Re-look at proposals at the November meeting.
- 2) Scoreboard
  - a. Reviewed prices from a few other companies and chose Varsity, which had the lowest quote of \$14,748.00
  - b. Motion to approve by Deputy Mayor Donna O'Hara, 2<sup>nd</sup> by Trustee Brian Cornell. All ayes
- 3) WWTP Roof Resolution

**VILLAGE OF UNION SPRINGS**

**RESOLUTION NO. 44 OF 2025**

**RESOLUTION DECLARING AN EMERGENCY CONDITION AND AUTHORIZING THE EMERGENCY REPLACEMENT OF THE WASTEWATER TREATMENT PLANT ROOF**

**WHEREAS**, the Village of Union Springs owns and operates a Wastewater Treatment Plant that provides essential public services to the residents and businesses of the Village of Union Springs and to portions of the Town of Springport; and

**WHEREAS**, the Village's consulting engineering firm is **Barton & Loguidice**; and

**WHEREAS**, it has been determined that the roof of the Wastewater Treatment Plant building is in severely deteriorated condition, including but not limited to multiple holes and failures in the existing rubber roofing material; and

**WHEREAS**, these defects have resulted in water infiltration into the building, creating a risk of further structural damage, electrical hazards, and potential interruption of wastewater treatment operations; and

**WHEREAS**, the integrity of the facility’s roof is critical to the safe and continuous operation of the wastewater treatment **WHEREAS**, the Village Board of Trustees finds that the condition of the roof constitutes an emergency requiring timely repair and replacement in order to prevent additional damage and ensure uninterrupted service; and

**WHEREAS**, pursuant to New York State General Municipal Law §103(4), in the case of an emergency arising from unforeseen circumstances affecting public property, the life, health, or safety of the public, which requires immediate action, competitive bidding requirements may be suspended; however, the Village, with the assistance of Barton & Loguidice, intends to put this emergency project out to bid to the extent feasible;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees of the Village of Union Springs hereby declares the condition of the roof at the Wastewater Treatment Plant to be an emergency; and

**BE IT FURTHER RESOLVED**, that the Mayor and Village Clerk are hereby authorized to take all necessary steps to procure the materials and services required for the emergency replacement of the roof, consistent with Village procurement policies and applicable law; and

**BE IT FURTHER RESOLVED**, that the Village shall coordinate with Barton & Loguidice, as its consulting engineers, as needed during the course of the emergency replacement project, including assistance with the bidding process; and

**BE IT FURTHER RESOLVED**, that the Village Board intends for the emergency roof replacement project to be completed during the **fourth quarter of 2025 or the first quarter of 2026**, subject to contractor availability, weather conditions, and material lead times; and

**BE IT FURTHER RESOLVED**, that **funding for the emergency roof replacement shall be drawn from the existing Bond Anticipation Note (BAN) funds** that have been previously established for the upcoming wastewater treatment plant upgrades; and

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

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**Motion by:** Deputy Mayor Donna O’Hara, **Seconded by:** Trustee Bill Boyd

**Vote:**

Ayes: 5

Nays: 0

Absent: 0

**Adopted this 21 day of October 2025.**

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**Robert C. Thurston Jr., Mayor**

Village of Union Springs

**Attest:**

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4) Venmo for boat launch

**Resolution No 45-2025**

**RESOLUTION AUTHORIZING PAYMENT**

**BOAT LAUNCH FEES IN FORMS OTHER**

**THAN, AND AN ADDITIONAL CELL PHONE ACCOUNT TO SUPPORT VENMO.CASH**

**WHEREAS**, the Village is willing to receive payment of Boat Launch Fees in forms other than cash; and

**WHEREAS**, the Village presently receives payments via cash and credit cards; and

**WHEREAS**, Venmo, LLC, a wholly owned subsidiary of PayPal Holdings, LLC (“Venmo”) also provides a service to receive payments in a form other than cash; and

**WHEREAS**, there are or will be certain fees charged to the Village by the service providers of such non-cash services,

**NOW THEREFORE BE IT RESOLVED**, that

1. The Village shall enter into an agreement with Venmo and any or all Credit Card issuers to accept Venmo and credit cards for Village Boat Launch access fees.
2. The Boat Launch fee for Venmo and Credit Card users shall be \$9.00.
3. The Boat Launch fee for cash payers shall be \$8.00.
4. The fees described above shall take effect on January 1, 2026
5. The Village Clerk is authorized to establish an additional cell phone account to support the Venmo system to support the boat launch fees.

Adopted by the Board of Trustees on October 21, 2025.

Upon motion by Trustee Jeremy Smith

Seconded by Trustee Brian Cornell

Those in Favor: Unanimous

Those Opposed: 0

Those Abstaining: 0

5) DRI Committee

- a. Bill Boyd will be joining the committee.

6) Depot window replacements.

- a. Replace 3 broken windows and pay half of the fee, reflecting \$4200, not \$4300 as presented to the board.
- b. Motion made by Trustee Bill Boyd, 2<sup>nd</sup> by Trustee Jeremy Smith, to accept the bid from Auburn Siding, Windows, and Doors with the corrected quoted amount of \$4200. All ayes.

7) Budget

- a. Departments should have their information submitted by 12/2/2025 to the mayor, deputy mayor, treasurer, and clerk.

8) USCS D Yearbook Donation

- a. No donation currently
- b. Man lift rental the end of October to November to complete salt barn repairs, take down military banners, flags, and put up Christmas décor.
- c. Village tree lighting event, Saturday 12/6/25 @5:30 p.m. Bill will check with the Academy chorus about joining.

**Trustee Report(s)**

1) Trustee Bill Boyd:

- a. No issues

2) Trustee Brian Cornell:

- a. For the streetlight repairs, the current contract is \$30 an hour for labor and equipment.

3) Deputy Mayor Donna O'Hara

- a. Fall Festival was successful, with a lot of feedback. I would like to have more committees next year.

b. South pond needs some hedges cut down.

4) Trustee Smith:

- a. Trunk or Treat is October 25<sup>th</sup>, 12:30-2 pm. To be held at the American Legion. Will need help with decorations.

**Village Attorney's Report:** Chad Hayden

**New Businesses:**

**Old Business:**

**New Business:**

**Executive Session (if needed):** None

**Next Board Meeting:** Tuesday, November 18th, 2025, 6 pm at the Village Office

**Adjournment:** *Trustee Bill Boyd, seconded by Trustee Jeremy Smith at 7:59 pm, all ayes.*

Respectfully submitted

Lisa Snyder Deputy Clerk