

Village of Union Springs
December 16, 2025
Board Meeting Minutes

The meeting was called to order at 6:04 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 (Entered 6:25 p.m.) Trustee Bill Boyd, Trustee Jeremy Smith

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

Absent: Code Enforcement Officer Mark Perry, Treasurer Jennifer Schenck, Water Operator Kevin Thurston

From the Public: None

Village Clerk: Clerk Christine Van Horn

1) Review and approve minutes of the November 18, 2025, meeting.

Motion to approve minutes made by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes. Deputy Mayor Donna O'Hara stated the minutes were very thorough.

2) Motion to approve that election polls will be on Wednesday, March 18, 2026, from noon to 9 p.m., at the Village office. Motion by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes.

3) Clerk has started the process with RG Wright to get quotes for our other insurance. He is going to check with 3 different companies for us. He has the necessary paperwork from our current carrier and will let us know.

4) Clerk has also started looking into dental insurance quotes with Matson & Kellogg. Aflac dental is not working well for some.

5) Motion to approve election inspectors Robin Minde and Dana Ryan for the upcoming 2026 election. Compensated at \$18.00 per hour.
Made by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes

6) Worker's comp insurance is up for renewal 1/1/2026. Original quotes:

Comp Alliance amount 1-year option - \$14,233 plus assessment

Perma Option 1-year-\$6,415, including the assessment

Just before the meeting, it was found that Comp Alliance, our current carrier, could give us a better deal at 1-year option-\$9,275 plus assessment, and we receive loyalty and safe workplace compensation of approximately \$1,793 per year.

Motion was made by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes to stay with our current carrier for the 1-year option.

7) Clerk is in the process of booking the Mammogram bus from the University of Rochester again for 2026. Asking them if April 14, 2026, is available.

Treasurer's Report: Jennifer Schenck

December financials

Motion to approve bills except for Milton Cat rentals until the amount being overcharged is resolved by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.

Motion to approve budget modifications. There are no budget modifications this month.

Audit of the Bills Abstract #7: Emailed to members.

Audit of Bills: Abstract #7

General Fund: Vouchers 342-388 \$53,771.64

Water Fund: Vouchers 343-383 \$7,143.91

Sewer Fund: Vouchers 302-341 \$15,194.83

WWTP Project Vouchers 371 & 377 \$9,401.87

TA Fund: 349 & 365 \$402.93

Dept. of Public Works: Joe Smith

- 1) Salt Barn update
 - a. Gutters pending until better weather in the spring
 - b. Completed and returned some items, so the cost was less than expected.
- 2) Street sign project statu.
 - a. Called today and getting more quotes
- 3) Old Rt 326
 - a. More installation today. Barriers and flags were added.

Water Department: Kevin Thurston

- 1) The big chlorine pump is starting to fail. Talking with people from Siewert Equipment and have a kit coming to repair it. There is a backup system in place.
- 2) Work order with Saxtons for the heater at the pumphouse.

Code Enforcement Officer Report: Mark Perry

- 1) Code Enforcement Monthly Report (emailed to all board members)
- 2) IT equipment needed and ordered.
- 3) Updated code books have arrived.

Mayor's Report: Robert Thurston, Jr.

- 1) Budget development in the coming months
 - a. DPW is still waiting for some estimates.
- 2) Motion to accept \$2,000 donation from the Union Springs Lions Club. Funds secured through a grant written by them. This will go towards the scoreboard. Motion made by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara, all ayes
- 3) Todd Clark has expressed interest in joining the Zoning Board of Appeals, and resides in the village on Factory St. The Clerk will let him know the requirements and get him started.

- 4) The Federal Funding Accountability and Transparency Act form completed for the culvert project and submitted by the MRB Group on 12/3/25. Closing it out.
- 5) ARPA closeout report completed by MRB Group and acknowledged by SLFRF@treasury.gov on 12/8/25, SLFRF **Submission Number: SLT-120**
- 6) MRB will look for grants that may be available that could be utilized to make improvements to Mill Pond. Updates will be provided to the board as received
- 7) Cayuga County Planning Board Nomination – Chris Yorkey is willing to stay on. He was nominated by the mayor, and the Cayuga County planning department has accepted his nomination.
- 8) Deputy Clerk resignation due to moving out of state – Position has been posted
- 9) WWTP Roof Status
 - a. First onsite job meeting completed, no action at this time required by us
- 10) DRI Committee
 - a. Meeting to be scheduled with NYSDOS soon.
- 11) Village Christmas Party 12/24/2025 11 AM start time
- 12) Christmas Tree Lighting recap
 - a. Thank you, letters were sent.
 - b. It went very well.
- 13) A courtesy letter to businesses that we are raising EDUs will go out with the water bills. New businesses Bearded Bear BBQ and Cerro's Tavern edus will need to be raised to stay compliant with the Village Sewer ordinance.
- 14) Motion for the mayor to sign the Williamson law book contracts.
Made by Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, all ayes
- 15) Christmas Light Contest winners will be announced on 12/20/2025
 - a. Winners will receive a sign in their lawn as well as a dessert tray from XL Cookie, Shepherds Sugar, or the JW bait shop.
 - b. Currently 250 votes.
- 16) (TABLED) Sewer Use Law Update Proposal
 - a. B&L \$6,000.00 and MRB \$15,500.00

BILL TO:

Village of Union Springs
 Accounts Payable
 Box 99
 Union Springs, NY 13160

SHIP TO:

Village of Union Springs
 Christine VanHorn
 26 Chapel Street
 Union Springs, NY 13160

DATE

12/15/2025

SHIP VIA

P.O. NUMBER

F.O.B.**SALES REPRESENTATIVE**

Greg Chwiecko

TERMS

Due Date: 01/29/26

REQ.**SHP****PART NO.****DESCRIPTION****PRICE****AMOUNT**

*WLB Municipal Payroll
 Service Software Support
 Contr from 1-1 to 12-31

755.00

Invoice subtotal

755.00

Invoice total

755.00

BILL TO:

Village of Union Springs
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 Box 99
 Union Springs, NY 13160

SHIP TO:

Village of Union Springs
 Christine VanHorn
 26 Chapel Street
 Union Springs, NY 13160

DATE

12/15/2025

SHIP VIA

P.O. NUMBER

F.O.B.**SALES REPRESENTATIVE**

Greg Chwiecko

TERMS

Due Date: 01/29/26

REQ.**SHP****PART NO.****DESCRIPTION****PRICE****AMOUNT**

*WLB Water/Sewer Software
 Support Contract from
 1-1 to 12-31

840.00

Invoice subtotal

840.00

Invoice total

840.00

BILL TO:

Village of Union Springs
Accounts Payable
Box 99
Union Springs, NY 13160

SHIP TO:

Village of Union Springs
Christine VanHorn
26 Chapel Street
Union Springs, NY 13160

DATE

12/15/2025

SHIP VIA

P.O. NUMBER

F.O.B.

SALES REPRESENTATIVE

Greg Chwiecko

TERMS

Due Date: 01/29/26

REQ.

SHIP

PART NO.

DESCRIPTION

PRICE

AMOUNT

*W/S Email Billing w/QP
Softwre Support Contract
from 1-1 to 12-31

879.00

Invoice subtotal

879.00

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Box 99
Union Springs, NY 13160

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Union Springs, NY 13160

DATE 12/15/2025 SHIP VIA P.O. NUMBER F.O.B. SALES REPRESENTATIVE Greg Chwiecko TERMS Due Date: 01/29/26

REQ.	SHP	PART NO.	DESCRIPTION	PRICE	AMOUNT
			*Tax Coll. w/TG Software Support Contract from 1-1 to 12-31		985.00
			Invoice subtotal		985.00
			Invoice total		985.00

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Union Springs, NY 13160

DATE 12/15/2025 SHIP VIA P.O. NUMBER F.O.B. SALES REPRESENTATIVE Greg Chwiecko TERMS Due Date: 01/29/26

REQ.	SHP	PART NO.	DESCRIPTION	PRICE	AMOUNT
			*WLB Accounting Software Support Contract from 1-1 to 12-31		632.00
			Invoice subtotal		632.00
			Invoice total		632.00

For Software Support Call 585-924-3400

Trustee Report(s)

Bill Boyd:

- 1) Lions Club would like power at the observation deck for the future Christmas lighting, if possible.
- 2) Thank you from the academy for the streetlights.

Brian Cornell:

- 1) Update on streetlight repairs: all completed except for Menzie and Basin.
- 2) I haven't heard anything about the cameras.

Donna O'Hara:

1) NY restore pre-construction agreement scheduled to get back together on 1/14/26. So, getting back on track with those plans.

Jeremy Smith:

- 1) JW Bait is planning to do a clambake on the night of Dean's List.

Village Attorney's Report:

Chad Hayden has nothing currently.

New Business's: None

Old Business: None

New Business: None

Executive Session if Needed:

Motion to go into executive session by Trustee Bill Boyd, seconded by Trustee Jeremy Smith, all ayes for a personnel matter at 7:23 p.m.

Motion to come out of executive session at 7:46 p.m. with no decisions made by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes

Next Board Meeting: Tuesday, January 20, 2026, 6 p.m.

Adjournment: Time 7:47 p.m.

Motion to adjourn by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes