

**Village of Union Springs**  
**February 17, 2026**  
**Board Meeting Minutes**

Begin 6:01 p.m.  
With pledge to the flag

In attendance: Mayor Robert Thurston, Jr., Deputy Mayor Donna O'Hara, Trustee Bill Boyd, Trustee Jeremy Smith (Entered 6:23 p.m.) Trustee Brian Cornell (Entered 6:30 p.m.)

Also in attendance: Treasurer Jennifer Schenck (Exit 7:05 p.m.), DPW Superintendent Joe Smith, Attorney Chad Hayden, Clerk Christine Van Horn, Water Operator Kevin Thurston

Absent: Code Enforcement officer Mark Perry

**From the Public:** Aela Shaw observing from Senator Rachel May's office.

The mayor shared with her some concerns that we have, such as the increase in utility bills and funding for our upcoming sewer treatment project.

**Village Clerk:** Clerk Christine Van Horn

\*Review and approve minutes of the January 20, 2026, meeting.

Motion to approve minutes made by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes

- I have gotten all the information to the insurance company and am waiting to hear about quotes.
- I have attached Dental insurance quotes and marked the 3 that he said are the most common. He suggests DBOER-5-26/26 for a single policy; the price currently is \$40.38 per month and \$134.34 for a family. Motion to cancel AFLAC insurance and transition to the new dental policy made by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes.

**Treasurer's Report:** Jennifer Schenck

January financials, January boat launch revenue,

Motion to approve bills, Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes. Some additions from what was sent.

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

**Budget modifications:**

\$1000.00 Credit A1620.1-Buildings-Depot-Personal Service  
    \$1000.00 Debit A1620.2 Buildings Depot Equipment  
\$65,000.00 Credit A1640.4 Central Garage-Contractual  
    \$65,000.00 Debit A1990.4 Contingent Account  
\$215.10 Credit A5650.4 Off-street parking contractual  
    \$215.10 Debit A5650.41 Off-street Parking-Utilities  
\$750.00 Credit G8110.1-Sewer Administration  
    \$750.00 G8110.11-Sewer Administration-Deputy Clerk/Treasurer  
\$80.00 Credit G9010.8-State retirement  
    \$80.00 Debit G9030.8-Social Security

**Audit of the Bills Abstract #9: Emailed to members.**

**Audit of Bills: Abstract #9**

**General Fund: Vouchers 451-485 \$22,604.47**

**Water Fund: Vouchers 448-484 \$10,164.32**

**Sewer Fund: Vouchers 457-487 \$24,383.98**  
**WWTP Project: Voucher 453-470 \$1,009,448.50**  
**TA Fund: 449 & 450 \$402.93**

### **Budget Discussion**

- We had the first meeting the other day.
- \$5,000 in repairs to the Depot is figured into the budget
- Budgets for the A, F and G fund were emailed to all board members prior to the meeting for review

### **Dept. of Public Works:** Joe Smith

- Street sign quotes \$5210.00, including a weekly rental of \$450.00 for the pole pounder. If more than a week, that price would go up. Verified with chips that we would be reimbursed for the sign installation.
- Tractor is down for possibly 2 weeks. The radiator blew. We use it for salting the sidewalks. Could use Bobcat downtown if needed.
- Got a quote for two new docks. Ours are an off-size, so they would need to be custom. \$65,000 new and complete. Going to check around some more for some other possible quotes.

### **Water Department:** Kevin Thurston

- Rafa Systems has been taken over by Hightide. They fired all the previous Rafa staff. They are setting up a new computer system. Hightide would upgrade our modem for \$3602.00. This would save us money in the long run without having to pay overtime for all the alerts. Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, to go with the modem upgrade, all ayes.
- Calling Ross Valve in spring or early summer for Center Street.

### **Code Enforcement Officer Report:** Mark Perry

- Code Enforcement Monthly Report was not emailed to board members clerk will get out as soon as she receives.

### **Mayor's Report:** Robert Thurston, Jr.

- Cormorant management this year has no cost, per Justin Gansowski, due to available grants.
- WWTP Improvement project meeting conducted, and below is the timeline B & L thinks this is possible.
  - Submit Plans and Specs to agencies by 4/2026
  - Receive agency comments 06/2026
  - Agency Plan and Spec approval and advertisement for bid 08/2026
  - Award bids 09/2026
- Possible insurance claim for WWTP. Water got under and froze heaped up handrails and grading. It is currently taped off for safety reasons.
- Policy for gas at Circle K (see fuel card policy). Motion made by Trustee Bill Boyd to accept the policy, seconded by Deputy Mayor Donna O'Hara, all ayes. The only question that arose was when the billing date would be during the month. Water Operator Kevin Thurston is reaching out. Having the card came about due to the pumps at the Town of Springport having a failure, and, got this as a backup plan in the event of an emergency like this.
- Modified proposal for Superior Waste garbage pickup. (See Superior waste proposal) Motion by Deputy Mayor Donna O'Hara to accept the proposal, seconded by Trustee Brian Cornell, all ayes. The clerk will let them know tomorrow, and the mayor will sign.

# Fuel Card Policy

## 1. Purpose

The purpose of this policy is to provide clear guidance on the proper and responsible use of Village fueling cards during outages, emergencies, or operational needs. This policy ensures accountability, continuity of service, and proper oversight.

Fuel cards and approved backup options will be used only when:

1. The Town of Springport fuel pumps are unavailable,
2. The Town of Aurelius is unable to support our fuel needs,
3. Circle K is experiencing an outage or has no fuel, or
4. An emergency situation requires immediate fueling of Village vehicles or equipment.

## 2. Scope

This policy applies to all Village of Union Springs teammates authorized by the DPW Supervisor or the Mayor to fuel Village vehicles or equipment.

## 3. Cards Maintained by the Village

1. DPW Fuel Card – Circle K only; secured by the DPW Supervisor
2. Administrative Fuel Card – Circle K only; secured by the Village Clerk
3. General-Purpose Credit Card – Secured by the Village Clerk; used only when Circle K is unavailable and the Mayor authorizes it.

## 4. Authorization to Use Fuel Cards

Fuel cards or the general-purpose credit card **(for fuel purposes only)** may be used only when

authorized by the DPW Supervisor or the Mayor.

## 5. Fueling Decision Order & Conditions for Use

Step 1 — Town of Springport pumps/fuel unavailable: DPW Supervisor must first contact the Town of Aurelius Highway Superintendent to see if they would be able to support us.

Step 2 — DPW Supervisor must notify the Mayor.

Step 3 — Mayor authorizes: Aurelius support, Circle K fueling, or general-purpose credit card

## **6. Allowed Uses**

Fuel cards and approved backup cards may be used for gasoline or diesel for Village vehicles, and equipment.

## **7. Circle K Restriction**

Cards may ONLY be used at Circle K locations unless Circle K is unavailable and the Mayor authorizes an alternative.

## **8. Fueling Procedure**

1. Teammate authorized by DPW Supervisor or Mayor.
2. Fuel the Village vehicle or equipment.
3. Obtain itemized receipt.
4. Write on receipt:
  - Vehicle
  - Odometer/hours
  - Teammate name/signature
  - Purpose
5. Submit receipt to the Treasurer's mailbox.

## **9. Documentation & Reconciliation**

The Clerk and Treasurer reconcile all receipts.

## **10. Security of Cards**

Cards must be stored securely.

Lost or compromised card process:

- Mayor notified.
- Clerk or Treasurer shuts the credit card down.

## **11. Audit & Oversight**

Monthly reconciliation and Board review as needed.

## **12. Policy Review**

Reviewed periodically and updated as needed.

## **Superior Waste Proposal**

### Village Of Union Springs Modification Proposal 2026/2027

We are submitting a modification proposal for the Village of Union Springs garbage and recyclables collection services. Superior Waste Removal suggests a flat monthly rate of

\$11,300.00, eliminating landfill and recycling charges. This rate allows us to streamline our operations and maintain efficient routes. For reference, we've included invoices for September, October, and November, showing an average of 11,541.92 monthly.

Additionally, we include a notification letter from Seneca Meadows with a price increase that was effective January 1, 2026, this will also help with efficiency and not ask for a price increase for any landfill costs.

This flat fee would be applied for the months of February, March, April, and May. Starting in June the flat fee would increase at a monthly rate of \$11,700.00 per the June Contract. This rate would be determined by the current dollar amount in the contract that I have also provided.

This modification proposal would be effective for the contract of this year and next. We hope that this will provide the best service, efficiency, and cost effective measures that will benefit us all. If you should have any additional questions please contact Ron Howe at 315.604.6010.

Thank you,

Superior Waste Removal

## Trustee Report(s)

### Bill Boyd:

Brian Cornell: Hasn't gotten any information yet regarding cameras

### Donna O'Hara:

- NY Restore update to board 1/21 meeting with Eric/Fran, they are going to have a meeting to find out what information they will need to move forward.
- 250 years celebration update. Created a handout for businesses to see if they want to be involved. Will need help from the board, contacting people, and the clerk to handle a drop-off here at the office for items. Going to split the businesses between the board members to contact. Items for the capsule would need to be dropped here at the office by June 30<sup>th</sup>. Time capsule options range between \$500-\$1,000. Some are above the ground, and some are for underground. Discussed planting a tree and doing landscaping around the time capsule. It would be nice to get a photo of everyone. The time capsule is scheduled to be placed during the band night on July 10<sup>th</sup>. Trustee Jeremy Smith is going to investigate having the fire truck and the big flag for that and the September 11<sup>th</sup> band night. The time capsule would be opened in 50 years at the 300-year celebration.

Jeremy Smith: Sent all the bands the W-9 to fill out.

### Village Attorney's Report: Chad Hayden

- Food truck agreement: A million dollars is the recommendation for insurance. The clerk will convert the document to Word with Co-Pilot to have available for the food trucks.

## FOOD TRUCK OPERATING AGREEMENT FRONTENAC PARK – VILLAGE OF UNION SPRINGS, NEW YORK

This Food Truck Operating Agreement ("Agreement") is made as of \_\_\_\_, 20\_\_, by and between the Village of Union Springs, New York ("Village") and \_\_\_\_\_, with an office at \_\_\_\_\_("Operator").

### 1. Permission to Operate

The Village grants Operator a non-exclusive, revocable permission to operate a mobile food service vehicle ("Food Truck") within Frontenac Park, property of the Village of Union Springs, subject to the terms and conditions of this Agreement.

### 2. Registration and Compliance

Operator affirms and certifies that the Food Truck is properly registered, licensed, and approved by Cayuga County, including compliance with all applicable health, safety, zoning, and regulatory requirements of Cayuga County, New York State, and the Village of Union Springs. Operator shall maintain all required permits and approvals throughout the term of this Agreement.

### 3. Term and Revocation

This Agreement shall be effective from \_\_\_\_, 20 \_\_, through \_\_\_\_, 20\_\_, unless earlier revoked. The Village may revoke permission to operate at any time, with or without cause, in the interest of public safety, park use, or violation of this Agreement.

### 4. Release of Liability

Operator hereby releases and discharges the Village of Union Springs, its officers, employees, agents, and volunteers, from any and all claims, demands, damages, actions, or causes of action arising out of or

related to Operator's use of Frontenac Park or operation of the Food Truck, except to the extent caused by the Village's sole negligence.

5. Indemnification and Hold Harmless

Operator agrees to defend, indemnify, and hold harmless the Village of Union Springs, its officers, employees, and agents from and against any and all claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney's fees, arising from or related to Operator's acts or omissions, the operation of the Food Truck, or any breach of this Agreement.

6. Insurance

Operator shall maintain general liability insurance in an amount not less than \$1,000,000 per occurrence and shall provide proof of coverage upon request, naming the Village of Union Springs as an additional insured.

7. Independent Operator

Operator is an independent party and not an employee, agent, or contractor of the Village.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

OPERATOR: VILLAGE OF UNION SPRINGS:

**New Business's:** None

**Old Business:** None

**New Business:** None

**Executive Session if Needed:** None

**Next Board Meeting:** Tuesday, March 17, 2026, 6 p.m.

**Adjournment:** Time 7:26 p.m.

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