

Village of Union Springs
May 19, 2026
Board Meeting Minutes

Begin 6:00 p.m.
With pledge to the flag

In attendance: Mayor Robert Thurston, Jr., Trustee Bill Boyd (Enter 6:06 p.m.), Trustee Jeremy Smith, Deputy Mayor Donna O'Hara,

Also in attendance: Clerk Christine Van Horn, Attorney Chad Hayden, Cathy Shutter, Catherine Gracon, Patricia Myska, B.J. Bellen, Diana Katovitch, and Dale Katovitch

Absent: Trustee Brian Cornell, DPW Supervisor Joe Smith, Water Operator Kevin Thurston, Treasurer Jennifer Schenck, and Code Enforcer Mark Perry

From the Public:

Chapel Street parking during sales

Diana Katovitch was the advocate speaking about Mackenzie-Childs parking at their last sale.

They are looking for possible solutions; they are not opposed to the sale, just the way parking was done at the last sale in May, and in safety situations. They had a letter with the signatures of all households on Chapel Street. The mayor is going to draft a letter with their concerns to Mackenzie-Childs. Be sure that it is known we appreciate them, and no problem with the sale.

Village Clerk: Clerk Christine Van Horn

*Review and approve minutes of the April 21, 2026, meeting.

Motion to approve minutes made by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes with the changes mentioned and adding in the executive session times and adjournment time.

*Review and approve minutes from April 21, 2026, organizational meeting

Motion to approve minutes made by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes with the change made in the holidays for all fonts to match.

*Finally received our parade permit today. A lot more information is required. The actual permit used to be one page; it is now thirty-four pages.

*Tax warrant for June 1st is all added to our Williamson tax page. The clerk will share a copy of all properties that have outstanding water/sewer amounts added to their tax bills.

*Motion to schedule a public hearing for the June meeting for Local Law #1 of 2026 to add heating and cooling fee to the Village of Union Springs Permit fee schedule by Deputy Mayor Donna O'Hara, Second, Trustee Bill Boyd, all ayes.

Proposed Permit Fee Schedule

Village of Union Springs Permit Fee Schedule

Mark Perry
Code Enforcement Officer
26 Chapel Street
Union Springs, NY 13160
Phone : (315) 406-2151 Fax : (315) 889-7342
Email: Codes@UnionSpringsNY.gov

Type of Permit Needed		Payment	Minimum
New Construction of a Single-Family Home		Flat fee	\$300.00
New Construction of a Two-Family Dwelling or Multi-Use Building		Flat fee	\$350.00
Addition or Alteration to a Single-Family Home		Flat fee	\$100.00
Addition or Alteration to a Two-Family Dwelling or Multi-Use/Commercial Building		Flat fee	\$180.00
Erection, Construction, or Alteration of a Commercial Building		Flat fee	\$275.00
Mobile Home or Manufactured Home	In a Park	Flat fee	\$200.00
On a Lot		Flat fee	\$250.00
Shed		Flat fee	\$60.00
Deck/Porch		Flat fee	\$70.00
Detached Garage or Pole Barn		Flat fee	\$160.00
Temporary Pool – (Required anytime the pool is replaced)		Flat fee	\$50.00
Above Ground or Inground Pool (including fence where required)		Flat fee	\$160.00
Flood Plain Permit		Flat fee	\$160.00
Demolition of an Existing Building		Flat fee	\$150.00
Sign Permit		Flat fee	\$60.00
ZBA and Planning Board Meeting Application		Plus, Engineering Cost	\$150.00
Furnace and Central Air Systems		Flat fee	\$60.00
Site Plan Review and Subdivisions (includes 3 meetings and public notice)		Flat fee	\$300.00
Fire and Property Maintenance Inspections		Flat fee	\$60.00
Roofs, Windows, Fences, and Retaining Walls		Flat fee	\$90.00
Renewable Energy (Residential)		Flat fee	\$90.00
Renewable Energy (Commercial)		Flat fee	\$350.00
Wireless Telecommunications Facility	New Tower	Application Fee	\$3000.00
Escrow Amount		\$5,500.00	
Co-Location of Existing Tower		Application Fee	\$850.00
Escrow Amount		\$2,500.00	

Motion to sign the contract to continue with Williamson Law Book Building and code enforcement software made by Deputy Mayor Donna O'Hara, seconded by Trustee Bill Boyd, all ayes.

Treasurer's Report: Jennifer Schenck
April financials, April boat launch revenue,

Motion to approve bills, Trustee Bill Boyd, seconded by Trustee Jeremy Smith, all ayes. With the Addition of Dean's list for June 12th band night since he has turned in his W-9.

Question about the Abundance Solar Agreement: Trustee Bill Boyd is going to research the lease agreement.

Motion to approve budget modifications: None this month

Audit of the Bills Abstract #12: Emailed to members.

Audit of Bills: Abstract #12

General Fund: Vouchers 596-647 \$52,864.80

Water Fund: Vouchers 596-641 \$28,463.39

Sewer Fund: Vouchers 596-644 \$28,470.24

WWTP Project: Voucher 601-646 \$71,950.00

Dept. of Public Works: Joe Smith (absent)

Water Department: Kevin Thurston (absent)

Air stripper leaks. No other responses except for USW Industrial group: \$620 for initial site visit and assessment; \$3,062 for a two-person crew daily rate for an eight-hour day; \$800 estimated for cleaning and repair materials. They are coming at 10 a.m. tomorrow to review. Motion to approve with the quotes given by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes.

Code Enforcement Officer Report: Mark Perry

- Code Enforcement Monthly Report emailed to board members
The board is wondering if it would be possible to show a list of the running fees received for permits throughout the year.

Mayor's Report: Robert Thurston, Jr.

- WWTP Improvement project update
Change orders to complete the vestibule in-house.
- Union Springs Wastewater SECURE Grant Assessment (Camden is completing this application on our behalf)
*All NYS WWTPs will need a plan by 5/2027; the grant will allow for assessment and a plan for the plant
*Ask the board for a motion to proceed
Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.
- Insurance claim for WWTP update
Initial Assessment completed, waiting to hear back with the next steps.
- RFP meeting for DRI
Motion to submit RFP to NYS for approval by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara. All ayes. Send Attorney Chad Hayden's modified draft to DOS.
- Congressional Directed Spending requests have been added to both Mannion's and Gillibrand's request lists. B & L says a favorable outlook for receiving.
- Roof project update
*Area above the entrance
- County Planning board meetings & Trainings cancelled for the remainder of 2026; office is down to three people.
- Boat launch signage ordered to be placed on docks regarding launch fees.
- Scoreboard ribbon cutting scheduled for right after the Memorial Day ceremony. Take pictures with the children and community members.

Trustee Report(s)

Bill Boyd:

- Update for volunteers for the boat launch
Only one person has volunteered. Check with our civil service job titles and with civil service to see if they have wording for a job description to post. Parking attendant 6 a.m.-2 p.m. or 7 a.m.-3 p.m. Duties would be maintaining the boat launch area, minimum wage, seasonal.

Brian Cornell: (absent)

- Update on cameras.
Waiting for a quote from the camera company.

Donna O'Hara:

- 250 years' celebration updates
 - Time Capsule idea
June 30th is the deadline for all time capsule items to be in. Received a grant for \$1200 from the county. Waiting to see how many and the size of submissions.
- Park Benches
Hold off on locations until check-in with the people who purchased.
- Uniforms
Why is everyone not wearing? Josh doesn't have his uniform yet. The clerk forgets to change into them. Some of the team must wash their own uniforms due to a reaction to the detergent. Uniforms should be worn. First time getting them to see what works and doesn't.

Jeremy Smith:

- Bad Alibi for August 14th is going to let us know by June 1st if they must cancel due to losing a band member.

Village Attorney's Report: Chad Hayden has nothing this month.

New Business's:

- None

Old Business:

- None

New Business:

- None

Executive Session:

Next Board Meeting: Tuesday, June 16, 2026, 6 p.m.

Adjournment: Time 7:45 p.m.

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