

Village of Union Springs
July 21, 2026
Board Meeting Minutes

Begin: 6:05 P.M.
With pledge to the flag

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

Also in attendance: Attorney Chad Hayden, Water Operator Kevin Thurston, DPW Supervisor Joe Smith, Clerk Christine Van Horn (Exit 7:42 p.m.), Treasurer Jennifer Schenck (Exit 7:12 p.m.), Deputy Clerk Heather Edmunds (Exit 7:00 p.m.)

Absent:

From the Public: Paul & Lisa Vitale (Exit 6:25 p.m.)

Village Clerk: Clerk Christine Van Horn

*Review and approve minutes of the June 16, 2026, meeting.

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

*Review and approve special meeting minutes of the June 29, 2026, meeting,

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

*CCAV dinner Village sponsoring August 25th, possibly have at Cerro's, I think the mayor has mentioned it to him. Amanda O'Grady from the county has agreed to be our speaker and discuss how we can save some money by working with the county. Deputy Mayor Donna O'Hara will reach out to Cerro's and let the clerk know the menu, cost per person, and capacity.

*WIIA Grant

Resolution #19 of 2026

**RESOLUTION AUTHORIZING THE MAYOR OF THE VILLAGE OF UNION SPRINGS TO
SIGN A WATER INFRASTRUCTURE IMPROVEMENT ACT GRANT APPLICATION**

WHEREAS, the Village of Union Springs ("Village") Board of Trustees intends to apply for a New York State Environmental Facilities Corporation (NYSEFC) Water Infrastructure Improvement Act (WIIA) Grant for the Wastewater Treatment Plant Improvements Project (CWSRF Project Number C7-6401-03-00); and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of the Village of Union Springs is hereby authorized and directed to sign the NYSEFC WIIA Grant Application, and

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 Village Board of Trustees of the Village on this 21st day of July 2026, the result of which vote was as follows:

Mayor Robert Thurston, Jr. aye
Trustee Bill Boyd aye
Trustee Brian Cornell aye
Trustee Jeremy Smith aye
Trustee Donna O'Hara aye

Motion to approve the signing of this application by Trustee Bill Boyd, seconded by Trustee Brian Cornell.

*Appoint a fair housing officer, currently Trustee Bill Boyd. We can leave it the same, but we must do it yearly for the CDBG grant.

Motion by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes to appoint Trustee Bill Boyd as the fair housing officer again.

*Change order to remove unused contingency from the emergency roof project

CHANGE ORDER

Change Order No. 2

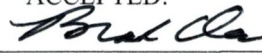
Date of Issuance:	6/25/2026	Effective Date:	6/25/2026
Owner:	Village of Union Springs	Owner's Contract No.:	
Contractor:	Finger Lakes Service Group	Contractor's Project No.:	
Engineer:	Barton & Loguidice, D.P.C.	Engineer's Project No.:	141.005.004
Project:	Wastewater Treatment Plant Improvements	Contract Name:	Contract No. 2 – Roof Replacement

The Contract is modified as follows upon execution of this Change Order:

Description: This Change Order includes the over/under adjustments to all bid items. Bid items were modified to adjust quantities for both unused/partially used items and items with quantities in excess of the quantities after Change Order No. 1. The adjustments resulted in the total contract amount being decreased by a net \$13,650.00 to account for unused contingency allowance.

Attachments: Field Order 2

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ <u>225,700.00</u>	Original Contract Times: Substantial Completion: <u>2/11/26</u> Ready for Final Payment: <u>3/13/26</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : \$ <u>0.00</u>	Increase from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : Substantial Completion: <u>110</u> days Ready for Final Payment: <u>110</u> days
Contract Price prior to this Change Order: \$ <u>225,700.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>6/1/26</u> Ready for Final Payment: <u>7/1/26</u> dates
Decrease of this Change Order: \$ <u>13,650.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> days Ready for Final Payment: <u>0</u> days days
Contract Price incorporating this Change Order: \$ <u>212,050.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>6/1/26</u> Ready for Final Payment: <u>7/1/26</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u></u>	By: _____	By: <u></u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Project Engineer</u>	Title: _____	Title: <u>VICE PRESIDENT</u>
Date: <u>6/25/2026</u>	Date: _____	Date: <u>6/25/26</u>

Motion to accept the change order by Trustee Jeremy Smith, seconded by Deputy Mayor Donna O'Hara, all ayes.



Robert C. Thurston Jr.
Mayor

July 18, 2026

Village Board of Trustees
Village of Union Springs
26 Chapel Street
Union Springs, NY 13160

Dear Members of the Board of Trustees and Residents of the Village of Union Springs,

Please accept this letter as my formal resignation as Mayor of the Village of Union Springs, effective July 20, 2026.

This decision was not made lightly. I have accepted a career opportunity with my current employer, Nucor, that requires my family and me to relocate out of state. While I am excited for this next chapter, it is difficult to leave a community that has meant so much to me.

Serving as Mayor has been an incredible privilege, and I will always be grateful for the opportunity to serve this community.

I am deeply grateful for the trust the residents placed in me and for the opportunity to work alongside our dedicated Board of Trustees, Village teammates, volunteers, and community partners. Together, we have worked to strengthen our village, improve infrastructure, support local businesses, and preserve the character and values that make Union Springs such a special place to call home.

I am proud of what we have accomplished together and have every confidence that the Village will continue to move forward under the leadership of the Board and those who remain committed to serving this community.

Thank you to everyone who supported me throughout my time in office. The friendships, experiences, and memories my family and I have made in Union Springs will always hold a special place in our hearts.

It has truly been an honor and privilege to serve as your Mayor.

Respectfully,

Robert C. Thurston Jr.
Mayor
Village of Union Springs

Phone: 315-889-7341

26 Chapel Street Union Springs, NY 13160

Fax: 315-889-7342

<https://unionspringsny.gov/>

Motion to approve Mayor Robert Thurston, Jr.'s letter of resignation on July 21, 2026, at 11:59 p.m. by Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, all ayes.

Motion to open the public hearing for CDBG Grant public comments by Trustee Bill Boyd, seconded by Trustee Jeremy Smith at 6:14 p.m.

Public asked for more explanation of the project; told them it has been in the works to do the upgrade for about five years and told more of the details, and they said they were here in support of the project. Motion to close the public hearing at 6:20 p.m. by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.

Motion to go into executive session to discuss a personnel matter by Trustee Bill Boyd, seconded by Trustee Jeremy Smith, all ayes at 6:31 p.m. Deputy Mayor Donna O'Hara, Water Operator Kevin Thurston, Treasurer Jennifer Schenck and DPW Supervisor Joe Smith stepped out of the room for the executive session.

Motion to come out of executive session at 6:36 p.m. by Trustee Brian Cornell, seconded by Trustee Jeremy Smith, all ayes.

Motion to approve Deputy Mayor Donna O'Hara to be appointed to the position of the current mayor to continue out his term until March 2027 by Trustee Brian Cornell, seconded by Trustee Jeremy Smith, all ayes.

Deputy Mayor Donna O'Hara asked if it might be possible to change the meeting night in the future. Everyone is going to think about that and discuss it at a later date.

***Motion** to approve notice for the Americans with disabilities act for the CDBG grant by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village of Union Springs will not discriminate against qualified individuals with disabilities on the basis of disability in its services, program, or activities.

Employment: Village of Union Springs does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Village of Union Springs will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Village of Union Springs programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Village of Union Springs will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with

service animals are welcomed in Village of Union Springs] offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Village of Union Springs, should contact the office of Village Clerk 315 889-7341 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Village of Union Springs to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Village of Union Springs are not accessible to persons with disabilities should be directed to Village Clerk 315 889-7341.

Village of Union Springs will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Sample GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Union Springs. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the Village of Union Springs.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Village of Union Springs Clerk
PO Box 99
26 Chapel St
Union Springs, NY 13160

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing,

and where appropriate, to a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Village of Union Springs] and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator for further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the ADA Coordinator or his/her designee appeals to the agency head or his/her designee, and responses from these two offices will be retained by the Village of Union Springs for at least three (3) years.

Motion to approve EEO policy for CDBG by Trustee Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

PURPOSE

To provide equal employment opportunity in direct employment with Village of Union Springs.

POLICY

It is the policy of Village of Union Springs to provide equal opportunity to all of its employees and applicants for employment and to assure that there shall be no discrimination against any person on the basis of race, color, religion, creed, national origin, sex, age, physical or mental handicap, marital status or political beliefs unless related to a bona fide occupational requirement.

To this end, Village of Union Springs will take affirmative actions to equalize opportunity for employment at all levels of operation for those classes of people who have traditionally been denied equal opportunity -- minority group members, women, and the handicapped; and Village of Union Springs recognizes an obligation to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the accommodation imposes an undue hardship.

All applicants for employment with Village of Union Springs will be recruited from the reasonably available labor market and evaluated on each person's individual qualifications and abilities.

All Village of Union Springs employees shall be afforded equal employment opportunity during their terms of employment, and are guaranteed protection against retaliation for exercising

any legal or administrative procedures to secure rights to equal employment opportunity or testifying on behalf of someone else doing so.

Adoption of this document reaffirms *Village of Union Springs* policy of nondiscrimination in employment, including but not limited to the following:

- recruitment
- selection
- placement
- testing
- training
- promotion
- transfer
- discipline
- demotion
- layoff and termination

All supervisory personnel are responsible for and shall be committed to achieving and promoting equal employment opportunity with the Village of Union Springs and for implementing this equal employment opportunity policy.

all supervisors) to apprise them of progress and of any developing problems for which remedial action would be appropriate.

The Board of Trustees hereby directs all employees of Village of Union Springs engaged in any phase of employment, including but not limited to the following:

- | | |
|---------------|--------------------------|
| • recruitment | • promotion |
| • selection | • transfer |
| • placement | • discipline |
| • testing | • demotion |
| • training | • layoff and termination |

to take appropriate steps to ensure that employment opportunities with Village of Union Springs are offered on an equal basis to all without regard to race, color, sex, creed, religion, national origin, age, physical or mental handicap, marital status, or political beliefs unless such distinction is a bona fide occupational qualification.

IMPLEMENTATION

The Village of Union Springs will implement this policy and Title VII of the Civil Rights Act of 1964, by means of the Equal Employment Program outlined below. This program is drawn to the specifications and standards established by Presidential Executive Orders 11246 and 11375, which are described in Part 60-2 of the *Code of Federal Regulations* (issued by the Office of Federal Contract Compliance, U.S. Department of Labor) and the *Montana Human Rights Act* (Title 49 MCA).

This policy shall be comprehensive in its range. Village of Union Springs shall make good faith efforts to implement this policy. Procedures adopted will include, at a minimum:

- evaluate all current employment practices for evidence of discriminatory effect. Where such practices are found to be discriminatory in their effect, they shall be modified so as to excise any discriminatory effect;
- remedy any unwarranted instances of under-utilization of women, minorities, and other individuals who have traditionally been the victims of discrimination;
- develop training and upgrading procedures which will ensure full consideration for those classes of people who have traditionally been denied equal opportunity -- minority group members, women, and the handicapped -- in any future employment opportunities with Village of Union Springs,
- seek out those who have been denied equal opportunity as applicants whenever vacancies occur;
- disseminate the substance of this policy on a continual basis through written

notice to all employees, recruitment sources and other interested persons and organizations;

- provide equal pay for equal work;
- apprise all contractors and subcontractors of their affirmative action responsibilities in all contracts awarded by this jurisdiction;
- ensure compliance with all applicable federal and state equal employment requirements;
- include the following clause in all vacancy announcements:

We are an Equal Opportunity Employer.

- provide assistance to members of protected groups in completing applications;
- provide assistance to individuals needing help in meeting training and educational qualifications for job vacancies whenever possible;
- apprise all employment referral agencies of the substance of this policy in order to facilitate referral of qualified minorities, women and handicapped individuals;
- post EEO posters in conspicuous places on Village of Union Springs premises;
- instruct all supervisory personnel in the required procedures following an EEO complaint;
- inform all supervisory personnel of their duties and responsibilities with respect to equal employment opportunity; and
- inform all employees of *Village of Union Springs* commitment to equal employment opportunity and of their rights and remedies under the law.

EFFECTIVE DATE

This policy shall take effect upon affirmative vote of the Board of Trustees.

Signature: _____

Title: _____

Date: _____

Village Clerk Christine Van Horn shared her letter of resignation to be done on August 6, 2026, at 1:00 p.m.

Loop Deputy Clerk into all emails during the last weeks of working.

Motion for the Treasurer to look at funds and go up to \$24.00 per hour for the incoming clerk. By Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes.

- Going to explore possible park attendant position next March.

Treasurer's report: Jennifer Schenck
June financials, June boat launch revenue

Motion to approve bills: Trustee Bill Boyd 2nd by Deputy Mayor Donna O'Hara, all ayes.
There were some additions.

Motion to approve year-end budget modifications: Deputy Mayor Donna O'Hara, 2nd by Trustee Jeremy Smith, all ayes.

Audit of Bills: Abstract #2

General Fund: Vouchers 55-110 \$35,597.62
Water Fund: Vouchers 54-106 \$19,000.56
Sewer Fund: Vouchers 54-106 \$29,245.30
WWTP Project: Vouchers 78-108 \$185,004.90
TA Payroll Fund Vouchers 56 & 83 \$586.71

Budget modifications:

A \$.08 Credit A1010.1-Board of Trustees -Personal Services
\$.08 Debit A1010.4 Board of Trustees-Contractual
\$13.02 Credit A1325.4 Treasurer-Contractual
\$13.02 Debit A325.2 Treasurer-Equipment
\$2900.00 Credit A1620.2 Buildings Depot-Capital Outlay
\$2900.00 Debit A1410.1 Clerk-Personal Services
\$52.95 Credit A1620.41-Buildings-Utilities
\$52.95 A1620.4-Buildings/Depot-Contractual
\$1949.62 Credit A1640.4-Central Garage-Contractual
\$1949.62 Debit A1640.1-Central Garage-Personal Services
\$2179.09 Credit A1640.41 Central Garage-Utilities
\$2179.09 Debit A1640.42 Central Garage-Fuel
\$24.13 Credit A1910.4 Unallocated Insurance-NYMIR
\$2,000.00 Credit A1990.4 Contingent Account
\$2024.13 Debit A3989.4 Public Safety-Sidewalks
\$2,731.88 Credit A5142.1 Snow Removal-Personal Services
\$2,731.88 A5510.4 Streets Contractual
\$10,591.31 Credit A5142.4 Snow Removal Contractual
\$10,591.31 Debit A3989.4 Public Safety-Sidewalks
\$14,748.00 Credit A7310.2 Youth Program-Capital Outlay
\$14,748.00 Debit A2089 Gift & Donations (Scoreboard Fund)
\$25.00 Credit A7420.4 Chamber of Commerce
\$25.00 Debit A8020.4 Planning-Contractual
\$25.00 Credit A7620.4 Adult Recreation

\$25.00 Debit A8020.4 Planning-Contractual
 \$239.28 Credit A8010.4 Zoning Contractual CEO
 \$239.29 Debit A8020.4 Planning-Contractual
 \$29,724.69 Credit A8160.4 Refuse Collection-Contractual
 \$2324.14 Debit A1010.4 Board of Trustees-Contractual
 \$6,286.26 Debit A1410.1 Clerk-Personal Services
 \$2,953.50 Debit A1410.11 Deputy Clerk-Personal Services
 \$2,500.00 Debit A1440.4 Engineering-Contractual
 \$3,285.62 Debit A1640.1 Central Garage-Personal Services
 \$3,771.98 Debit A1640.42 Central Garage-Fuel
 \$2,384.56 Debit A3989.4 Public Safety-Sidewalks
 \$6,218.63 Debit A5110.4 Streets-Personal Services
 \$3,467.20 Credit A8160.1 Refuse Collection-Personal Services
 \$3,467.20 Debit A8810.1 Cemetery-Personal Services
 \$1,818.77 Credit A8510.4 Comm. Beautification-Contractual
 \$1818.77 Debit A8810.4 Cemetery-Contractual
 \$12,125.00 Credit A8560.4 Shade Trees-Contractual
 \$6500.00 Debit A7140.42 Parks-USDA
 \$5625.00 Debit A7140.4 Parks-Contractual
 \$226.75 Credit A8989.4 MRB-Grant Administration
 \$226.75 Debit A9040.8 Workers Comp Ins
 \$154.00 Credit A9050.8 Unemployment Insurance
 \$154.00 Debit A9055.8 Disability Insurance

F \$2,504.04 Credit F1910.4 Unallocated Insurance
 \$2,504.04 Debit F8310.1 Water Administration-Personal services
 \$5,786.88 Credit F8320.1 Pumping Station-Personal Services
 \$5,786.88 Debit F8340.1 Distribution System-Personal Services
 \$8,861.83 Credit F8320.41 Pumping Station-Utilities
 \$8,861.83 Debit F8310.4 Water Admin-Contractual
 \$1,475.60 Credit F9060.8 Hospital & Medical Insurance
 \$1475.60 Debit F9040.8 Workers Comp Ins.

G \$1,733.94 Credit G8110.1 Sewer Administration
 \$1,733.94 Debit G8110.11 Sewer Admin PS-Dep Clerk/Treas
 \$5932.26 Credit G8110.4 Sewage Admin-Contractual
 \$5932.26 Debit G1440.4 Engineering-Contractual
 \$16,407.13 Credit G8130.41 Sewage Treatment-Utilities
 \$16,407.13 Debit G8130.4 Disposal Plant-Contractual
 \$5,521.20 Credit G9720.7 Bonds-EFC Admin Fee
 \$5,521.20 Debit G8130.4 Disposal Plant-Contractual

Audit of the Bills Abstract #2: Emailed to members.

- WWTP Emergency roof: Fiscal Advisors BAN will be having a meeting with the Treasurer, Clerk, and Mayor.
- \$52,816.01 for the Sewer project
 Motion to draw from the sewer fund by Trustee Bill Boyd, seconded by Trustee Brian Cornell, all ayes.

Dept. of Public Works: Joe Smith

- Getting quotes for sealing and striping of the village parking lot and the basketball court. We have received one for \$5,000 from T & D and one from Shuttleworth for \$ 3,050; the other company never responds back. Spray or squeegee, and how many coats? Motion to go with T & D because they are doing two coats by Deputy Mayor Donna O'Hara, seconded by Trustee Jeremy Smith, all ayes.
- Received a quote for playground safety chips from Parkitects for \$5,918.50. Motion to purchase by Deputy Mayor Donna O'Hara, seconded by Trustee Brian Cornell, all ayes.
- Joe will reach out to the insurance company for a detailed report on the ice damage.

Water Department: Kevin Thurston

- Combine Larry Wolff's vacant property with 58 Grove Street to make one water/sewer charge. There is currently nothing on the vacant property. The vacant property is landlocked. Motion by Trustee Bill Boyd, seconded by Deputy Mayor Donna O'Hara, all ayes to make this property combined with 58 Grove Street for payment of 1 water and 1 sewer.
- Chlorine pump is leaking for the third time in six months. They will answer whether it will be covered

Code Enforcement Officer Report: Mark Perry

- Code Enforcement Monthly Report emailed to board members
- Dock permit: We currently do not have dock permits on our fee schedule; suggest adding and charging a \$70.00 fee so we can monitor and regulate docks being put in. Is this in regard to permanent docks? Get more information from the Code Enforcement officer and look at getting on the fee schedule during the wintertime.

Mayor's Report: Robert Thurston, Jr.

- WWTP Improvement project update

- Sidewalk bid draft

DRAFT

NOTICE TO BIDDERS

VILLAGE OF UNION SPRINGS

SIDEWALK IMPROVEMENT PROJECT

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Village Clerk of the Village of Union Springs, New York, at the **Village Office located at 26 Chapel Street, Union Springs, NY 13160**, until **August 13, 2026, at 1:00 PM**, at which time and place all bids will be publicly opened and read aloud for the Village of Union Springs Sidewalk Improvement Project.

Project Location

The project consists of the installation of a new **4-inch-thick concrete sidewalk** along:

**Cayuga Street between Green Street and Howland Street
Village of Union Springs, New York**

Project Description and Scope of Work

The Village of Union Springs will remove and dispose of the existing concrete sidewalk and will provide the required stone base material necessary for completion of the project.

The project is estimated to include approximately:

- **260 linear feet of sidewalk**
- **4 feet in width**
- **4 inches in thickness**
- **Approximately 1,040 square feet total**

This quantity is an estimate only and is provided for bidding purposes. Actual quantities may increase or decrease at the discretion of the Village based upon available funding and project priorities.

The successful contractor shall furnish all labor, equipment, materials, and incidentals necessary to complete the work, including but not limited to:

1. Final grading, forming, placement, tamping, and compaction of the stone base.
 2. Installation of wire mesh reinforcement throughout the installation.
 3. Placement, finishing, curing, and cleanup of the 4-inch-thick concrete sidewalk.
 4. Application of a spray-on concrete sealer to all newly installed concrete before project closeout.
 5. Completion of all work in accordance with applicable New York State requirements, project specifications, and accepted industry standards.
-

Bid Requirements

Bidders shall submit a **unit price per square foot** for completed sidewalk installation.

The Village intends to utilize available project funding to complete the maximum amount of sidewalk replacement possible.

The Village of Union Springs reserves the right to increase or decrease the quantity of work awarded based upon available funding, submitted unit pricing, project priorities, and the best interests of the Village.

Questions and Site Visits

For questions regarding the project, specifications, or to request a site visit, please contact:

Joe Smith
DPW Supervisor
Village of Union Springs

Phone: **(315) 481-3290**

Email: dpw@unionspringsny.gov

All questions, phone calls, and requests for site visits shall be received during normal Village business hours:

Monday – Thursday: 6:00 AM – 3:30 PM

Friday: 6:00 AM – 10:00 AM

All interested bidders are encouraged to review the project location prior to submitting a bid.

Prevailing Wage and New York State Requirements

The successful contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, including **New York State prevailing wage requirements pursuant to Article 8 of the New York State Labor Law.**

The successful contractor shall be responsible for compliance with all applicable New York State Department of Labor requirements, including certified payroll reporting, worker classifications, wage schedules, and all other requirements associated with public works projects.

Payment Terms

Payment will be made only after the project has been completed to the satisfaction of the Village, a final inspection has been completed and approved by the Village, and the contractor has submitted a complete invoice.

To be included in the Village's monthly claims process, the contractor must submit a completed invoice and request a final inspection no later than the **third Monday of the month.**

Invoices or inspection requests received after the third Monday may be processed during the following month's payment cycle.

Right to Reject Bids and Modify Scope

The Village of Union Springs reserves the right to reject any or all bids submitted and is not obligated to accept the lowest bid or any bid received.

The Village may waive any informalities or irregularities in the bidding process and reserves the right to expand, reduce, modify, or eliminate portions of the project as necessary to remain within the Village's approved fiscal allocation and in the best interests of the Village.

By Order of the Board of Trustees
Village of Union Springs

Christine Van Horn
Village Clerk

Dated: _____

DRAFT

NOTICE TO BIDDERS

VILLAGE OF UNION SPRINGS

SIDEWALK IMPROVEMENT PROJECT

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Village Clerk of the Village of Union Springs, New York, at the **Village Office located at 26 Chapel Street, Union Springs, NY 13160**, until **August 13, 2026 at 1:00 PM**, at which time and place all bids will be publicly opened and read aloud for the Village of Union Springs Sidewalk Improvement Project.

Project Location

The project consists of the installation of a new **4-inch-thick concrete sidewalk** along:

Cayuga Street between Green Street and Howland Street
Village of Union Springs, New York

Project Description and Scope of Work

The Village of Union Springs will remove and dispose of the existing concrete sidewalk and will provide the required stone base material necessary for completion of the project.

The project is estimated to include approximately:

- **260 linear feet of sidewalk**
- **4 feet in width**
- **4 inches in thickness**
- Approximately **1,040 square feet total**

This quantity is an estimate only and is provided for bidding purposes. Actual quantities may increase or decrease at the discretion of the Village based upon available funding and project priorities.

The successful contractor shall furnish all labor, equipment, materials, and incidentals necessary to complete the work, including but not limited to:

6. Final grading, forming, placement, tamping, and compaction of the stone base.
7. Installation of wire mesh reinforcement throughout the sidewalk installation.
8. Placement, finishing, picture frame edging, curing, and cleanup of the 4-inch-thick concrete sidewalk.
9. Application of a spray-on concrete sealer to all newly installed concrete before project closeout.
10. Completion of all work in accordance with applicable New York State requirements, project specifications, and accepted industry standards.

Bid Requirements

Bidders shall submit a **unit price per square foot** for completed sidewalk installation.

The Village intends to utilize available project funding to complete the maximum amount of sidewalk replacement possible.

The Village of Union Springs reserves the right to increase or decrease the quantity of work awarded based upon available funding, submitted unit pricing, project priorities, and the best interests of the Village.

Questions and Site Visits

For questions regarding the project, specifications, or to request a site visit, please contact:

Joe Smith
DPW Supervisor
Village of Union Springs

Phone: (315) 481-3290

Email: dpw@unionspringsny.gov

All questions, phone calls, and requests for site visits shall be received during normal Village business hours:

Monday – Thursday: 6:00 AM – 3:30 PM

Friday: 6:00 AM – 10:00 AM

All interested bidders are encouraged to review the project location before submitting a bid.

Prevailing Wage and New York State Requirements

The successful contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, including **New York State prevailing wage requirements pursuant to Article 8 of the New York State Labor Law**.

The successful contractor shall be responsible for compliance with all applicable New York State Department of Labor requirements, including certified payroll reporting, worker classifications, wage schedules, and all other requirements associated with public works projects.

Payment Terms

Payment will be made only after the project has been completed to the satisfaction of the Village, a final inspection has been completed and approved by the Village, and the contractor has submitted a complete invoice.

To be included in the Village's monthly claims process, the contractor must submit a completed invoice and request a final inspection no later than the **third Monday of the month**.

Invoices or inspection requests received after the third Monday may be processed during the following month's payment cycle.

Right to Reject Bids and Modify Scope

The Village of Union Springs reserves the right to reject any or all bids submitted and is not obligated to accept the lowest bid or any bid received.

The Village may waive any informalities or irregularities in the bidding process and reserves the right to expand, reduce, modify, or eliminate portions of the project as necessary to remain within the Village's approved fiscal allocation and in the best interests of the Village.

By Order of the Board of Trustees
Village of Union Springs

Christine Van Horn
Village Clerk

Dated: _____

\$16-20K

Do and use FEMA put out to bid on the Citizen, website and update social media at the same time.

Motion by Trustee Bill Boyd, seconded by Trustee Brian Cornell, all ayes.

Trustee Report(s)

Bill Boyd:

Electric bills have spoken with Maureen Riester at NYSEG, and she has requested specific addresses. There is a meter tech demand charge. Trustee Brian Cornell will coordinate with Trustee Bill Boyd on this.

Brian Cornell:

Update on grant for cameras. Nothing yet, but will do.

Donna O'Hara

- 250 years' celebration updates
 - Time Capsule idea should only need a small one. Will be purchasing online the mayor will send a link.
- Park Benches
 - Received payment of \$934.22 from John Fox for a bench.
- Salt of the Earth lease was reneged upon, and JW Bait is going to be pursuing
- Save the date: October 3, 2026, for the Fall Festival

Jeremy Smith:

- Play is coming up on July 31st.
- Quarry Ridge plans to be a vendor for the next band night.

Village Attorney's Report: Chad Hayden: nothing currently

New Business's:

- None

Old Business:

- None

New Business:

- None

Executive Session:

Next Board Meeting: Tuesday, August 18, 2026, 6 p.m.

Adjournment: Time 7:45 p.m.

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