

**Village of Union Springs**  
**August 18, 2026**  
**Board Meeting Minutes**

Begin: 6:04 p.m.  
With Pledge to the Flag

In attendance: Mayor Donna O'Hara, Trustee Bill Boyd, Trustee Brian Cornell, Trustee Jeremy Smith (6:33)

Also in attendance: Attorney Chad Hayden, DPW Supervisor Joe Smith, Water Operator Kevin Thurston, Deputy Clerk Heather Edmunds

Absent: Treasurer Jennifer Schenck

From the Public: Kevin Babcock (Exit 6:18)

**Village Clerk:** Deputy Clerk Heather Edmunds

\*Review and approve minutes of July 21, 2026, meeting.

Motion to approve minutes made by Trustee Brian Cornell seconded by Trustee Bill Boyd. Tally 3 ayes

- Planning Board: Minutes from 8/12/26- Questions for the Board; Deputy Clerk reads the minutes from the Board meeting in which the Planning Board approved a subdivision, separating David Casler's property at 177 N. Cayuga Street into 2 parcels. Parcel 2 will be sold to Kevin Babcock, 4 Green Street, to merge with his property. The Planning Board requested the Village Board change the zoning of Parcel 2 from Commercial Zoning to Residential Zoning to align with Mr. Babcock's current residential property. Mr. Babcock would like to clean this area up. Trustee Boyd makes a motion to change the zoning of Parcel 2 to Residential Zoning, Trustee Cornell seconds, 3 ayes.

The Planning Board also requested the Village Board review the current interim NYS Moratorium issued recently by Governor Hochul and decide if a municipal law should be applied thereafter for the village and perhaps Town limits, protecting our natural resources, farmland, waterways and residents from over-usage and excessive energy consumption as a result. Attorney Hayden noted that the Village could make it a violation of the Zoning ordinance. Trustee Boyd requested the Planning Board put together some recommendations for the Village Board to review.

- \*CCAV for Village of Union Springs Tuesday, August 25, 2026, Cerro's Tavern, 129 Cayuga St.
- 6:30-8:00 pm, \$25.00 p/p. Amanda O'Grady from the County will be discussing how to save money by working together with Cayuga County
- NYCOM Conference this Fall—September 14-18 in Saratoga Springs. Please inform Mayor O'Hara if interested in attending.
- Sabrina Shepherd requested an additional kayak rack be put in Frontenac Park, noting also that the top of the rack is hard to reach for shorter citizens. DPW Supervisor Joe Smith says they have leftover materials in the barn that they may be able to build one; this would be a project for downtime this winter. Trustee Boyd makes a motion to add on to the current kayak rack or build a new one in the winter, Trustee Cornell seconds, 3 ayes.



August 12, 2026

#### Union Springs Village Planning Board Meeting / Casler-Babcock "Subdivision"

In attendance: Village Attorney Chad Hayden, PB Members John Becker, Jenn Jackson, Chris Yorkey along with Village residents and property owners David Casler and Kevin Babcock.

Meeting called to order at 6:01pm EDT.

Mr. Babcock and Mr. Casler while reviewing Tax Map No 141.09-1-22.2 with the village PB members and attorney, proceeded to explain the desire for Mr. Babcock to acquire "Parcel 2" from current owner Mr. Casler which is adjacent to both Mr. Casler's larger "Parcel 1" commercial property as well as Mr. Babcock's own residence. The Parcel 2 property is located directly North of Mr. Babcock's current property. The Planning Board received a completed Application, Tax Maps and aforementioned descriptions of said properties including awareness that there are no deed restrictions for either property Parcel. The PB agreed to Approve the sub-division request as requested by said parties with 1st Motion by John Becker and 2nd Motion by Jenn Jackson. The PB respectfully requests that the Union Springs Village Board formally approve the change from Commercial Zoning label of Parcel 2 (currently) to a Residential Zoning label of Parcel 2 (future) to align with the Residential Zoning label of Mr. Babcock's current residential property. This is requested to be discussed at the next Village Board meeting on Tuesday August 18th with the results extended to both Mr. Casler and Mr. Babcock as notification.

Data Centers: PB would like to formally request the Village Board to review current interim NYS Moratorium issued recently by Governor Hochul and decide if a municipal law should be applied thereafter for the village and perhaps town limits, thus protecting our natural resources, farmland, waterways and residents from over-usage and excessive energy consumption as a result.

Short-term Rentals: An ongoing discussion that has involved town rules that the village may look to invoke also thus looking to further protect the character and charm of the village and town.

NYCOM Conference: PB discussed with Attorney Hayden the upcoming NYCOM conference held in the Albany area and September 14-18 2026 and whether any village board or planning or zoning board members should be allowed to attend. TBD. PB member Yorkey will discuss with Deputy Mayor O'Hara and advise.

PB and Attorney also discussed the recent organizational changes taking place with the village government.

Meeting adjourned at 7:11 pm EDT.

Respectfully,

Chris Yorkey – PB Chairperson

- Deputy Clerk is working on ordering a new phone and email for Josh Zach and also commented that the current cell phone for the Village Clerk is not in use; if it could be transferred. Since the cell phone has the Village's Venmo attached, it would be better to order a new phone for Josh.
- The vacant Village Clerk position has no applications at this time. Trustee Cornell raised the idea of looking into recruitment organizations that may be able to help—Heather will look into this.

**Treasurer's Report:** Jennifer Schenck

July financials, July boat launch revenue:

Trustee Boyd asked about the \$8,000 payment to W2 Operator Training Group, LLC. Water Operator Thurston explained that the oxidation ditch at the sewer plant had a large hole after years of use and corrosion and needed to be replaced. Thurston received two quotes and went with the more cost-effective option.

Motion to approve bills Trustee Bill Boyd 2<sup>nd</sup> by Trustee Brian Cornell Tally 4 ayes

Motion to approve budget modifications: Not applicable at this time

**Audit of the Bills Abstract #3**

**Audit of Bills: Abstract #3**

**General Fund: Vouchers 112-157 \$27,352.18**

**Water Fund: Vouchers 112-152 \$15,849.89**

**Sewer Fund: Vouchers 112-156 \$35,051.34**

**WWTP Project: Vouchers 124-147 \$27,379.25**

**TA Payroll Fund Vouchers 111 & 148 \$7,729.89**

**Audit of the Bills Abstract #3: Emailed to members.**

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

- Village Parking lot and basketball court update on sealing and striping (update: 1 coat versus 2). Smith says the original bid he was given was incorrect- \$ 3,000 short, so they went with the other company. The sealing company needed to reschedule; Smith will update as needed.
- Playground chips have been ordered; they should be delivered at the end of August or early September.
- The new street signs came in; installation will occur once the DPW team has time in their schedule. Trustee Boyd raised the idea of selling the old signs to the community to help offset the cost of the new signs. The Board likes this idea—Mayor O'Hara asks Joe Smith to come to the next board meeting with the cost of the new signs to help the Board determine a fair price to ask for anyone interested in purchasing an old sign.
- The new bench for John Fox arrived. Smith confirmed that the new bench is being put in next to the current bench pad.

- Cerro's Tavern--Mayor O'Hara informed the board and Supervisor Joe Smith that Cerro's fencing and table setup are currently out of code by 3 inches. Cerro asked the Mayor if he may wait until Spring to revamp the space and move the flower pot a bit North. Mayor O'Hara informed Mr. Cerro she would check with the Board. The Board is okay with this and will look to see the change next Spring.
- Supervisor Joe Smith says he has reached out to the Waterloo DOT regarding the pole in front of the tavern with the sign on it, and Dan Cerro has reached out as well, 6 times—neither has heard back.
- Insurance update on ice damage to the Water Treatment Plant—Supervisor Joe Smith says the insurance company came and took pictures of the damage and claims there is approximately \$4,200 worth of damage. The company would like Smith to get bids for fixing the damage. Smith notes that he believes there may be more damage than the insurance company believes.
- Sidewalk bids: Deputy Clerk will look into whether or not a public notice for bids was placed. Smith has not received any calls.
- The Snow and Ice removal contract is still being negotiated.

**Water Department:** Kevin Thurston

- Cybersecurity Grant: Jeremy submitted and received approval -Aqua Logistics- \$25K-water and \$25K wastewater treatment
- Kevin- Informs the Board that the controls for the Wastewater treatment plants of other municipalities around the country have been hacked. Camden will conduct a threat assessment for the Village to see how vulnerable we are. They will look at what is currently in place for the WWTP and chlorination systems, along with any additional measures we should consider. It may be possible to install a "modem helper" for overnight precaution.
- Chlorine pump: This is the third time in the last six months that there has been an issue. Kevin states that a new one was ordered. Kevin determined upon installation that they are pre-set at 250 psi and can only handle 150 psi. He believes this over-pressurizing caused the past problems. He lowered the psi to 150 to avoid this problem in the future. Additionally, Kevin kept the old pump because it would cost \$3000 to send it back to the company to assess. This way, the Village will still have the old pump in case of emergency.

**Code Enforcement Officer Report :** Mark Perry

- Code Enforcement Monthly Report was not received by the Board members as Perry was on vacation this week.
- Mayor O'Hara says that Code Enforcement Officer Perry (CO) addressed the issue with vehicles parked on the street, but this issue may need to be moved to court as one of the vehicles is not registered.
- Follow up from last month – Dock permit: Currently no dock permits on fee schedule; consider adding \$70.00 fee to monitor and regulate docks being installed. Pending additional information from CO and getting on fee schedule during wintertime. Mayor O'Hara will reach out to Perry for more info and wonders if the Village has jurisdiction--Attorney Hayden will research this.

### **Mayor's Report:** Donna O'Hara

- Village of Union Springs Employee Luncheon – Wednesday, 8/19 Noon to 1 pm. This is an opportunity to share ideas, goals, etc.
- Workplace Harassment and Violence Annual Training completion reminder; training is mandatory
- American Legion Trunk or Treat Event is Saturday 10/24 12:30-2 pm. Please start planning and reach out to the Deputy Clerk if you need anything ordered, such as candy or decorations.
- Salt of the Earth/JW Bait: The former owner left a faucet running, creating a lot of black mold growth.
- WWTP Improvement project update- continue to work through engineering plans- HVAC requirements and ventilation requirements. There is not enough room for trucks to back around, creating a need for extension of the driveway. The Mayor asked the DPW if it is possible to extend the current road to the pavilion area with gravel around the fence. Supervisor Joe Smith sees this as being possible if they are willing to mark out the area. The Mayor says there was no mention of moving power poles. The Mayor will advise them to reach out to Joe with a drawing.
- The Northern Border Regional Commission (NBRC) Grant- There is a \$6,000 cost to file with Barton & Loguidice for a \$1 Million award to put towards the WWTP Project. In the past, Barton and Loguidice has a zero-success rate in securing this award. Mayor O'Hara would like the Board to decide if we want to spend \$6,000 to try it. The initial filing deadline is 8/21/26. There is a 20-30% match.

Trustee Boyd points out that Union Springs is eligible for this grant as a low-income community and high-risk environment, being situated on the lake. Trustee Boyd makes a motion to have Barton and Loguidice pursue this grant for the Village; Trustee Smith seconds. The Mayor will reach out to Erin at B&L to complete the application, not to exceed \$6,000. Trustee Boyd asks if the Village must employ a grant writer who is an engineering firm. Attorney Hayden will look into.

- Mayor O'Hara asks if everyone is okay with moving the Board meeting from the third Tuesday of the month to the second Wednesday of each month? Everyone is okay with this—a public notice will need to be drawn up for the change in schedule to become effective in October 2026.
- The Mayor asks if anyone has recommendations for filling the vacant Trustee position or if they would like to keep it open until next election. The Village requires a minimum of 3 trustees for a quorum. Mayor O'Hara posed the idea of seeing if Amanda O'Grady is interested, if the Board is okay with it. She works for Cayuga County and could be an asset to the Board of Trustees.
- Superior Waste Removal: There have been several complaints and concerns from the Village regarding the delay in trash pickup. The current contract is in effect until 2027. Mayor O'Hara contacted them and read the current contract, in which trash pickup is supposed to occur on Wednesday of each month. Superior doesn't believe there were any issues until recently—False; this has been an ongoing problem. The Mayor, DPW Supervisor, and Clerk have received calls and complaints for a while now. Trustee Boyd would like the Mayor to send them a letter indicating their failure to meet the contract and warn that the Village may have to take action for a breach of contract in the future if this is not resolved.
- Economic Development Plan- In an effort to promote local business Mar-Oct at the boat launch, the Mayor would like to see a sign placed nearby with information on local businesses, maybe with their website or QR codes for the websites. A new glass box sign like the one on the other side of the driveway would be beneficial or perhaps moving the existing one. The DPW will need to see how the sign is secured in the ground to look into moving it. Trustee Cornell looked up electronic signs but didn't find an option that would be safe from weather and vandalism. Mayor O'Hara asked Trustee Smith to look into options.

- There is a Land Use Leadership Alliance training program in Syracuse, September 28-30 at the Sky Armory, offered free of charge if anyone wants to attend.
- There is a Health Consortium Board of Directors meeting in Cortland, NY on September 24<sup>th</sup> that Mayor O'Hara is unable to attend. Trustee Boyd offers to go in her place.
- The Mayor wants everyone to start thinking about next year's budget and make their wish list for any large items that may be needed.

### **Trustee Report(s)**

#### **Bill Boyd:**

- Update on NYSEG-Electric Bills—Trustee Boyd has not pursued this; he is coordinating with Trustee Cornell. Cornell says that he reached out but is waiting to hear back from the account manager.
- Trustee Boyd is concerned about the growing number of golf carts being driven on the roads in the Village. There is not an ordinance for this yet, but it is illegal to operate golf carts on public roads and is unsafe. He requested the Mayor write a letter reminding village residents that it is illegal.
- Dogs in Frontenac Park and the cemetery are causing an increasing amount of waste; if possible, include a reminder of this in the Mayor's letter as well.

**Brian Cornell:** Does not have an update on the grant for cameras, on the to-do list.

#### **Donna O'Hara:**

- Restore NY: the Mayor sent a follow-up to Corey and is waiting to hear back on updated plans from Eric.
- Fall Festival: Sat 10/3
  - The Trustees approve of the Mayor reaching out to Dan Ryan to DJ
- Time Capsule will be ordered soon
- Park bench waiting list – up to 3, 1 already on list (Sabrina Shepherd family)
  - Supervisor Joe Smith is concerned they are running out of room to install benches in the park; he will have to look at the DRI plans to find open space

#### **Jeremy Smith:**

- Great turnout for last Friday's band
- September Music in the Park will be Stephen Morrell, 6:30-9:30

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

- No updates

**Old Business:** None

**New Business:** None

**Executive Session if Needed:** N/A

**Next Board Meeting:** Tuesday, September 15, 2026, 6 p.m.

**Adjournment:** Time 8:02 p.m.

Motion to adjourn: Trustee Boyd Seconded: Trustee Smith Tally: 4

## **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 **September 18, 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.

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### **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**

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### **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.
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## **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.

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## **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](mailto: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.

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## **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.

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## **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.

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### **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.

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By Order of the Board of Trustees  
**Village of Union Springs**

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**Heather Edmunds**  
Deputy Village Clerk

Dated: 8/25/2026