



BOARD OF TRUSTEES

Trustee Donna O'Hara

Trustee Bill Boyd, Jr.

Trustee Brian Cornell

Trustee Jeremy Smith

Village of Union Springs

Board of Trustees Minutes October 17, 2023

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

Also in attendance: Clerk Jessica Mainville, Treasurer Jennifer Schenck, Village Attorney Chad Hayden, DPW Supervisor Joe Smith, Rich Ward

From the Public: Rich Ward presented to the Board the Village of Union Springs Annual Financial Report for the fiscal period 6/1/2023 – 5/31/2023. Ward thoroughly went over the Village's finances and concluded the Village is in good financial condition and is looking forward to continuing working with the Village. Rich left the meeting at 6:20 p.m.

Clerk's Report: Jessica Mainville

Review and approve minutes from September 19, 2023 Board Meeting.

Motion to approve minutes from September 19, 2023 meeting made by Trustee Brian Cornell and seconded by Trustee Jeremy Smith. All ayes (3-0).

Unpaid Village taxes to today's date include 25 properties totaling \$19,656.39 and \$1,572.61 in penalties, for a total of \$21,228.90.

Motion to relevel Village taxes to Cayuga County made by Trustee O'Hara and seconded by Trustee Cornell. All ayes (3-0).

Clerk Jessica informed the Board that two trustee chairs are up for reelection/election for March 19, 2024. Trustee Donna O'Hara and Trustee Brian Cornell terms are expiring. Legal Notice will be published in the Citizen November 11, 2023. The election will fall on a regular Board Meeting date. The clerk asked to have the date changed to the Monday before.

Motion to change the date of March Board meeting from March 19, 2024, to March 18, 2024, moved by Trustee Jeremy Smith and seconded by Trustee Donna O'Hara. All ayes (3-0).

NYMIR emailed the clerk with updates to the Harassment and Discrimination Handbook. The clerk coordinated with the mayor and changes will be addressed and a new handbook will be available before the next Board meeting for review and approval.

The clerk explained to the Board that holiday hours are not equal between the clerk's position and Department of Public Works. She explained it was mentioned three months prior to the mayor when it was first recognized when updating time compensation in Williamson Law. The issue was brought up at the August 15, 2023, meeting and the conversation was short as the mayor felt like he needed more time to address the holiday hour issue. The clerk voiced concern that it had been forgotten about and needed to address the Board to come to a fair conclusion. After much discussion, the Board decided to have all full-time employees receive the same number of holiday hours at eight hours per holiday day.

Motion to approve holiday hour change from nine hours for DPW and eight hours for clerk to all full-time employees to receive eight hours of holiday pay per Village approved holidays starting immediately made by Mayor Thurston Jr. and seconded by Trustee Cornell. All ayes (3-0).

The clerk presented to the Board a quote from Kieran McManus to back-up all remaining laptops and desktop towers in the vault to then be disposed of. The quote was \$125 per unit depending on the time it will take him to back the devices up. DPW Joe Smith and Jennifer Schenck stated they too have Village devices that need to be backed up. Mayor Thurston Jr. suggested using ARPA funds to help pay for the devices being backed up and disposed of and having a cap of \$800 total to do so.

Motion to approve Kieran McManus to back-up all Village devices needed with a cap of \$800 to do so and for ARPA funds to be used as well as the devices to then be disposed of made by Trustee O'Hara and seconded by Trustee Cornell. All ayes (3-0).

The clerk informed the Board that there was an issue with not having enough funds on the Village credit card last month for the NYCOM training. The clerk had discussed with Treasurer Jennifer prior to leaving for NYCOM that a credit increase should be requested. She agreed and the clerk made the call to Generations to do so. Since last month, the clerk has submitted all necessary financial reports to Generations to have the credit increased from \$2,000 to \$4,000.

The clerk has been working closely with Ti Sales to have the Neptune 360 software program up and running before our next water and sewer billing cycle in January. Debbie Richards from Ti Sales informed the clerk that our current iPad that the Village wanted to use was not sufficient to run the new program. Debby had informed the clerk that a Samsung Galaxy A8 will be needed to use the program while collecting water meter reads.

Motion to approve the purchase of a Samsung Galaxy A8 tablet for the new water software made by Trustee Brian Cornell and seconded by Trustee Jeremy Smith. All ayes (3-0).

Treasurer's Report: Jennifer Schenck

Jennifer emailed Board members prior to meeting which included October's financials, October boat launch revenue, and October budget modifications:

Audit of the Bills Abstract #5:

General Fund: Vouchers 245–284, \$40,196.95

Water Fund: Vouchers 244–286, \$14,629.25

Sewer Fund: Vouchers 243–285, \$26,941.14

Trust & Agency: NA

Motion to approve to pay bills made by Trustee O'Hara and seconded by Trustee Smith. All ayes (3-0).

Motion to approve budget modifications made by Trustee O'Hara and seconded by Trustee Cornell. All ayes (3-0).

Deputy Clerk Report: Jessica Fayette - absent

DPW Report: Joe Smith

Quotes on the stripper resulted in possibly not needing everything on the original quote. Joe will keep everyone updated. Rob suggested getting three quotes for the job.

The tractor came back today from Land Pro and the cause of the issue was from the last time the tractor was serviced there. Therefore, Land Pro did not charge for the work done this time.

The new plow is on the truck. The new truck should be in at the end of October.

Two water meters are left to install. Both meters are under the resident's driveways and DPW will need to turn off water to do the change of meters.

Code Enforcement: Kevin Thurston – Absent.

Kevin sent an email with the Code Enforcement Report prior to the meeting to the clerk. The clerk had copies of the reports present and available on the Boardroom table for anyone to review.

Mayor's Report: Robert Thurston, Jr.

Handbook updates that Deputy Clerk, Jessica Fayette, had provided in an email prior to the meeting were reviewed by Board members prior to the meeting. Updates included Covid, Breast Feeding Laws, Travel and Meal Reimbursements, and Cancer Screenings.

Motion to approve new employee handbook updates made by Trustee O'Hara and seconded by Trustee Cornell. All ayes (3-0).

Mayor Thurston requested Park Commissioner, Jeremy Smith, to provide a report to the Board of the cost estimate of opening the swim program again. Mayor discussed with Smith that he would help get him the contact information needed to do so.

Increase of water and sewer rates will need a Public Hearing in November at the Board meeting. Clerk Jessica said she would contact the school to request the use of the high school auditorium and get it published in the Citizen paper. The Mayor explained that the goal of the increase in rates will be implemented by January 1, 2024 billing cycle. Mayor supplied a sample water and sewer bill that explained the new rates that will be proposed which included:

- The water rate increase proposal of minimum bill of \$15 to \$20.
- The sewer rate increase proposal of \$97 to \$107.
- An additional SOT fee of \$5 for each EDU per quarter will be transferred to a High Interest Earning Capital Improvement Account to go towards the cost of the project.

Motion to have a public hearing for water and sewer rate increase made by Trustee O'Hara and seconded by Trustee Smith. All ayes (3-0).

Mayor Thurston will provide a letter to be shared and mailed to residents explaining the increase caused by the sewer plant project. The sewer plant has a grant of \$4.4 million that must be used by November 30, 2025. The Mayor is going to write a letter to ask for a date extension. The Mayor is also going to write and mail a letter to the Cayuga County and New York State to request any unused ARPA funds that may still be available for the sewer project.

The Union Springs Central School District has reached out to the Village requesting the DPW department to salt their parking lots. Joe Smith said it will cost \$408.50 per salting for the Village to do the work. Joe thinks that they can handle the workload. Treasurer Schenck requested that bills be sent quarterly to the school for our service.

Jennifer Schenck left at 8:17 p.m.

Trustee Reports:

Trustee Donna O'Hara – Donna asked about the theme for the trunk or treat event on October 28th. Jeremy said he will purchase some cobwebs and other decorations for the DPW truck that will be used during the event.

Donna has been in contact with a new trash removal company called Bag It Up. She is trying to get quotes from them to compare prices of our current trash removal company McLaughlin's. She requested a copy of the Village's current contract with McLaughlin's. Clerk Jessica said she will send a copy to her tomorrow morning. Donna also expressed concerns about McLaughlin's not recycling. Clerk Jessica explained that the rear of the garbage truck has two different compartments, one for garbage and the other for recycling. Donna is convinced they do not separate. Clerk Jessica explained that she would call McLaughlin's in the morning to let them know about Donna's concerns.

Trustee Bill Boyd – Absent.

Trustee Brian Cornell – Brian announced to the Board that the cameras should be installed in about 3 weeks. However, the camera company has decided that they cannot use the new cupola as the camera will be too big. They plan on placing it on top of the bathrooms near the boat launch instead. One more camera has been added to our order. It will replace the current camera at the clerk's counter. He will keep everyone informed of when the installation will take place.

Trustee Jeremy Smith – Jeremy has not had an opportunity to look at the bath house in the park with DPW yet.

Village Attorney's Report – Chad Hayden, no report.

Old Business: None

New Business: Office phones – Clerk Jessica Mainville explained to the Board that the office phones are becoming hard to hear out of and need to be updated. She tried to order new phones; however, they aren't going to work with the current system we have. Mayor Thurston suggested wi-fi enabled phones, and the clerk explained that the current internet will not withstand any more devices. Attorney Hayden said he may have some phones that we can have. He will keep us updated.

Executive Session if Needed: None

Next Board Meeting: November 21, 2023, at 6:00 p.m.

Adjournment: 8:40 p.m.

Respectfully Submitted,

Jessica Mainville, Village Clerk

