

Groton Village Board of Trustees Meeting

Monday, July 20, 2026

Board Members

Mayor Neville
Trustee Montreuil
Trustee Rankin
Trustee Conger

Others in attendance:

Nancy Niswender - Clerk
Angela Conger-Deputy Treasurer
Chad Shurtleff - DPW Suprv.
Ted Skibinski-Code Officer
Eric DeForrest - GFD Fire Chief
Mike Albro - Yaws
Lee Shurtleff arrived at 8:30

Kyle Titus
Frank "Butch" Nagy
Marie Busby
Claudia McGarrigle
Charlene Haskell
James Busby
Craig Small

7:00pm Mayor Neville welcomed everyone to the meeting.

Trustee Conger made a motion to approve the minutes of the June 15 & June 30, 2026 Board Meetings, seconded by Trustee Montreuil, carried.

Audit of claims and approval thereof.

Trustee Montreuil made a motion to approve the claims presented for review.

The claims paid are covered by the following list of audited vouchers:

	<u>Abstract #2</u>	<u>Abstract #13</u>
GENERAL	237,473.53	
WATER	44,642.53	
SEWER	47,720.94	2,299.50
ELECTRIC	117,570.33	2,000.00
JOINT REC	6,410.06	
CAPITAL	237,510.61	

Seconded by Trustee Conger, all in favor, carried.

Monthly Department Reports:

Department of Public Works

Supervisor Shurtleff report submitted (attached to the minutes)

- Installed new filters - 20 year life expectancy.
- Using portable air compressor to keep plant running until new compressor is installed.
- Flushing for dirty water, higher iron content from well on Blvd.
- Setting up for paving on Gerald Moses Drive and West Cortland St.
- Paving of Conger Blvd Garage parking lot - scheduled for last week of August - 1st week of September.
- After pool closes, move pavilion over to make 2 new smaller ones and start work on big pavilion and guard shack.

Electric Department:

Supervisor Perkins report was submitted (attached to the minutes)

Waste Water Treatment Plant

Mike Albro - Yaws Report was submitted and reviewed (attached to the minutes)

- Blower repaired and delivered today ready to be installed.
- Muffin Monster motor went down & is locked up. Need to get a new motor for that or wait until the new headworks is in.
- Down in use of Chemicals from Slack.

Fire Department

Chief DeForrest reported the following:

	<u>YTD</u>
Ambulance Calls	542
Fire Calls	126
	26 in month of July
	<u>668</u>

- GFD in Dryden for a structure fire, went throughout the night - 90+ degrees in morning.
- 117 participants for fire camp. Great numbers great participation. 25-28 members helping with program.
- Fireworks were a huge hit. GFD is starting some fundraising efforts next few months for next year's event.
- New Ambulance ordered in 2023 will be delivered this week. Selling the 2018 model. New ambulance has stretcher lift system that is now required. Last ambulance was sold through garage.com and will be doing advertising throughout the area. The new company will appraise and make a trade in offer for consideration.
- Alumni Pancake Breakfast - August 1st open to the community.
- Trustee Conger thanked the Fire Department & Ambulance for all their support

Planning Board

Trustee Rankin - Planning Board met and approved the site plan for the new Police Station.

Code Office

Ted Skibinski - Code Officer submitted his report attached to the minutes.

- A lot of Monday night court cases - 5 in process 2 moving forward with changes.

Presentation & Discussion Items

- Review & Discussion of Volleyball project email. Andrea & Bryce Wilkinson sent an email requesting the Village to consider additional support for the Volleyball court project for the park. While he has raised \$2,489 for the net system and has \$1,250 toward the \$3,000 border liner, the Village would like to see Bryce take a more active leadership role for the next month and report back to us in August and see where he is at.
- Discussion of Challenge Intern Position - A representative from Challenge stopped by to see if we would have any work for an individual seeking work experience. The person is a young adult and would not need supervision. They would be given tasks to do over a 3-4 month period for 12-16 hours a week. There would be no charge to the Village as it is under the ACCESS-VR program covered by NYS Dept of Education. Tasks could include cleaning, yard work and other items needed. Trustee Conger made a motion to accept the program, seconded by Trustee Montreuil, all in favor, carried.
- Concert Discussion - American Legion - One of the concerts that cost \$600 cancelled and was replaced by a free band. The Legion generally pays for 1/2 of one of the more expensive bands asked if the \$600 could be applied to their share of that band. The Town Board who contributes to Joint Rec for the concerts as well has agreed to contribute to the Legion following the Village lead.

Trustee Rankin made a motion to approve the Village share of \$300 to go towards the American Legion's share of the concert, seconded by Trustee Conger, all in favor, carried.

- Local Law Change Discussion- Review of Local Law Chapter #112 & 152. #112 is for a Free Style Sports Facility (Skate Park), which we no longer have. If we do not plan to install one in the future we could remove this. #152, section #13 is no longer valid and should be removed. We will need to hold a public hearing next month to do so.

Trustee Rankin made a motion to remove Chapter #112 and to amend Chapter #152 section #13, and to hold a public hearing next month, seconded by Trustee Conger, all in favor, carried.

Public Comments

- Marie Busby - Supervisor Shurtleff is a great guy. We have a condition by the Post Office - overgrown weeds, trees. May 26th fell on sidewalk. Unable to find who the home owner is. Presented a letter and a petition with signatures. Mayor Neville responded: The DPW did some trimming in the past couple of weeks. We had hoped this would be in our NYForward grant process but this project was not selected. We have been unable to discover who owns it. We have tried to maintain it to some extent. We will contact DOT to see if we can coordinate something with them. Supervisor Shurtleff will look at the pipe that is sticking out.
- Butch Nagy is inquiring if anyone has checked the creek where the bank washes out. We may need to subcontract it out. The company that was going to work on it went out of business. We will look into it further. We will get it on the schedule. Mayor asked who is responsible for the retaining wall alongside the driveway? Tompkins County may have some support grants but may not be for that purpose. More research needs to be done to see that we have the equipment to be able to do or get some quotes to repair. Supervisor Shurtleff will work on some quotes.
- Kyle Titus - Procedural question on how to handle litigation with the Village. Clerk Niswender said the items would be discussed during executive session and attorney would be notified.

Action Items

- Trustee Conger made a motion to adopt the new CDBG Grant Program Guidelines, seconded by Trustee Rankin, all in favor, carried.
- Trustee Rankin made a motion to approve the Groton Labor Day 5K permit application, seconded by Trustee Conger, all in favor, carried.
- Trustee Montreuil made a motion to adopt the GHD Contract Amendment #3 for the Waste Water Treatment Plan, seconded by Trustee Conger, all in favor, carried.
- Trustee Rankin made a motion to adopt a resolution to declare the Police weapons (9 Glock Revolvers) as excess and approve to be sold, seconded by Trustee Conger, all in favor, carried.
- Trustee Rankin made a motion to adopt a Permissive Referendum to transfer up to \$9,100 from Water Capital Reserves for a Water Plant Compressor, seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to approve the CMD Administrative Contract for NYF Small Project Fund, seconded by Trustee Montreuil, all in favor, carried.
- Review of Vehicle Decals, Trustee Rankin made a motion to approve Decal and have them installed. The remaining members would like to table it.
- Trustee Montreuil made a motion to approve the Mayor to sign the WIIA Grant Application, seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to approve the Mayor to sign the CDBG Application - T Swayze, seconded by Trustee Montreuil, all in favor, carried.

8:30pm Trustee Conger made a motion to move into executive session to discuss contract details. Seconded by Trustee Montreuil, all in favor.

9:06pm Trustee Conger made a motion to move out of executive session, seconded by Trustee Rankin, all in favor, carried.

No Action taken

9:07pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender

Village Clerk-Treasurer/Administrator



Village of Groton

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Mayor	Christopher J. Neville
Trustees.....	Elizabeth T. Conger
	Michael G. Holl
	Andrew Montreuil
	Charles Rankin
Clerk-Treasurer/Administrator.....	Nancy Niswender
Dept. of Public Works Supv.....	Chad M. Shurtleff
Electric Utility Supv.....	Michael Perkins
Police OIC	Lt. Troy Boice
Code Enforcement Officer	Ted Skibinski
Director of Recreation.....	Becky Koenig

Department of Public Works

June 15 – July 20, 2026

Completed Work/Projects:

- Finish a new water service at the Village Garage
- Prepare parking lot for paving – Village Garage
- Street sweeping on a regular basis
- Dig a small water leak on Lincoln Ave
- Install repaired motor for influent pump at sewer plant
- Install new filter modules at Clerk St. water plant
- Remove sidewalk on Spring St. and regrade the area
- Begin building the new pole dock area
- Work on installing 3rd Welcome to Groton sign
- Install 4th of July display at the chimes pole
- Attend pre-construction meeting for the Police Station\
- Clear brush on sidewalk on Cayuga St.
- Move building contents for the food pantry
- Set up the stage for summer concerts at Legion
- Mowing/brush hog on the walking trail
- Repair non-working water meters
- In shop vehicle repair
- Flushing water for dirty water complaints on Spring St.

Schedule of Work:

- Repair/replace fire hydrants not working
- Prep roads for paving
- Prepare for new building at the park

Village of Groton

Fuel Usage Report in Gallons

Dates: 7/20/2026

	Unleaded	Diesel
DPW	156	466
Electric	166	171
Fire	305	100
Police	314	

July 2026 Light Board Report

No calls on old Digger it is on News and Views

Marathon project is going well. We will be down there off and on this week

Trying to make time to finish pole project across the road from Verizon building

Had some issues with AMI Demand reads but Angela did a great job figuring that out

Elm St collector is working finally

DPW helped with the red, white and blue tree it turned out very well

Meter reading time is cut down to about two hours

6 new Security cameras are in at the park

Once work is caught up we will begin cutting trees for the bridge project the county sent us the P.O. for that

New security light pole was set at the Benn Conger Inn

We go to Endicott to recertify in Pole Top rescue in August

Groton WWTP June Update

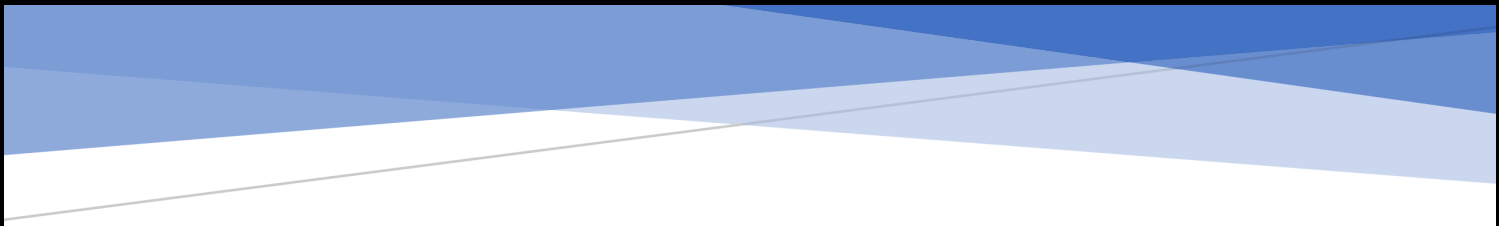
- Plant has been getting lower loading rates from the creamery. We have been in contact with the Creamery with no discharge.
- We have had to decreased pressing solids. Looking to reduce to 2 loads per month. This should save around \$6000.00 per month.
- Influent pump 1 is back and refurbished. It will be installed.
- Plant numbers look good. Operations are running smooth.
- Blower was taken out to get refurbished.
- EMA is ready to install VFD upon arrival of blower.
- Odors are at a minimal without discharge from creamery. The plant is running very well. Holding high dissolved oxygen in digesters. Digester levels are also significantly lower.
- Reduction in chemical use by 55 - 110 gallons per month.
- Inspection report came out with an unsatisfactory report due to smell issue back in March and April.

Board Meeting – July 2026

Ted Skibinski, Code Enforcement Officer

Reporting and Accomplishments:

1. Building Permits opened in July – 1
2. Building Permits closed in July – 0
3. Active Building Permits – 27
4. Code Violation letters sent in July – 1
5. Court appearance follow-up tickets sent in July – 3
 - a. 404 Spring St – Catherine Arndt – July 20th court date
 - b. 302 Cortland Ave – Pete Wittko – July 20th court date
 - c. 122 Williams /135 Church St. – Wayne and Jolene Eldred – August 10
6. Life safety inspections were completed in June - 0



PROGRAM GUIDELINES

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OWNER-OCCUPIED HOUSING REHABILITATION

Funded By:

New York State Office of Community Renewal (OCR)

Sponsored By:

Village of Groton
Christopher Neville, Mayor

DISCLAIMER

These guidelines outline the basic requirements and regulations for the CDBG Housing Rehabilitation Program. Other rules and regulations may apply. In the case of any conflict between these guidelines and any NYS and/or federal laws or regulations governing the program, the NYS and federal regulations shall prevail. Neither the Village nor its representatives shall be held responsible for any inaccuracies in these program guidelines.

A. INTRODUCTION

The Village of Groton has been awarded a Community Development Block Grant (CDBG) by New York State. These funds will be used for the rehabilitation of substandard properties owned and occupied by low-to-moderate income households. This program is known as the "Groton Village Rehabilitation Program" and is being administered by the Village with the assistance of Thoma Development Consultants. If you own and occupy a home within the Village's boundaries, and meet all the qualifications described herein, financial assistance may be available for the rehabilitation of the participating property in accordance with New York State's definition of rehabilitation provided below. The goal of the rehabilitation is to remedy code violations and hazardous situations, and to provide adequate weatherization for homes owned and occupied principally by persons of low-to-moderate income. Eligible improvements are included in Section G. There may be other laws, rules, regulations, or guidelines that apply to this program that are not detailed in these guidelines. State and/or federal rules and regulations will control if they conflict with these guidelines. Day to day implementation of the program will be undertaken by the Village's consultant (Program Administrator), with oversight by the Village of Groton, which is ultimately responsible the program.

B. MARKETING & OUTREACH

The Program Administrator will conduct and document marketing and outreach efforts, with support from the Village, to make potential participants aware of the availability of program funds. This outreach may include, but is not limited to:

- Direct outreach to applicants that have been placed on a waiting list.
- Develop & disseminate program and application information through traditional (print, advertisement, etc.) and online outlets (email, social media, etc.)
- Partner with not-for-profits to establish a referral process, e.g. local weatherization provider, county office for the aging, housing advocacy group, etc.
- Identify other specific marketing channels and approaches to reach the target audience.

The Program Administrator will retain distribution lists, public notices, and other documentation of marketing and outreach. efforts in program files.

C. ELIGIBILITY

Eligible owner-occupied property owners are those who:

- (1) have household incomes below 80% of the county median income adjusted for family size;
- (2) own and reside in the subject single-family structure (excluding manufactured homes) within the Village of Groton at the time of application. Manufactured homes are not eligible for assistance with the exception of ADA compliance.

- (3) live in a home that has been deemed substandard in accordance with the Village's Definition of Substandard (a Village representative will determine if a home is substandard);
- (4) are current on all Village taxes and/or charges and mortgage payments;
- (5) have appropriate homeowner's insurance coverage;
- (6) are in compliance with all Village ordinances;
- (7) are willing to improve their property to levels which meet New York State's and Village program standards; and
- (8) agree to abide by all the terms and conditions set forth in the program documents.

Income - The income limits and related household size qualifications are listed below in Table 1 for the program offered. Income limits for the program will be increased in accordance with periodic increases allowed by HUD. Per Section 570.3 of the CDBG regulations, the income of a household will be determined based upon the current gross household income and family size projected over a 52-week period. The Village will calculate household income using the Section 8 Definition of Income (24 CFR Part 5). The household is responsible for providing all information requested to verify income level. This information will be used only for verification of income and will be reviewed by the Village and the program administrator.

Table 1 HOUSING REHABILITATION INCOME LIMITS (05/1/26)								
HOUSEHOLD SIZE (# of persons)	1	2	3	4	5	6	7	8
GROSS ANNUAL INCOME	\$66,100	\$75,550	\$85,000	\$94,400	\$102,000	\$109,550	\$117,100	\$124,650

Determination of Substandard – The following criteria must be used to classify the condition of all housing units to be rehabilitated with CDBG funding:

Structure Components – Upon inspection of the structure various components shall be categorized as primary, mechanical or secondary as follows:

Primary Components – Foundation, exterior wall structures, roof structures, floor structures, columns, joists, and partitions.

Mechanical Components – Windows and doors, plumbing, heating, electrical, wells and septic systems, or water/sewer lateral systems.

Secondary Components – Siding material, roofing material, porches and exterior stairs and railings, chimneys, flooring material, ceilings, lighting, ventilation, interior stairs and railings.

Degree of Deficiency – After deficient structural components are classified as primary, mechanical or secondary, they shall be assessed for the degree of deficiency as follows:

Critical – Component is badly deteriorated, sinking, leaning, non-operative or non-functional, out of plumb, or unsafe to an extent requiring complete replacement. For example, (1) an unsafe electrical system that needs significant updating, (2) a complete new roof, (3) a plumbing system which requires extensive repair or none exists, (4) major repair of exterior structural elements (e.g. walls, sills, floor joists, rafters, large porches, etc.),

(5) major repair or unstable or deteriorated foundation walls, or (6) a non-existent or dysfunctional water/sewer lateral, septic system, or a spring-fed well with water of poor quality or quantity.

Major – Component is badly deteriorated and in need of major repair or replacement.

Minor – Component is worn, loose, or cracked and in need of repair.

Sound – Component needs no more than normal maintenance.

Structural Conditions -

Standard – Housing units that are in standard condition, have no major structural defects, have adequate plumbing facilities, and their appearance does not create a blighting influence. This condition requires no more than observable, normal maintenance; dwelling units which have no deficiencies, or only slight observable deficiencies.

Substandard – Housing units that have one or more major structural defects, but can still be repaired for a reasonable amount. The degree of substandard is either moderate or severe according to the number of major defects.

- Moderately Substandard – Housing units that have less than three major defects and can be restored to a standard condition for a reasonable cost.
- Severely Substandard – Housing units that have three or more major defects or at least one critical defect and can be restored to a standard condition for a reasonable cost.
- Dilapidated – Units that are determined to be severely substandard to a degree requiring clearance or buildings which have three or more critical deficiencies that cannot be repaired to a standard condition for less than a reasonable amount. In these instances, a local determination must be made concerning the economic feasibility and the public benefit of such projects.

Taxes, Mortgage, and Insurance – All local, school and county property taxes must be current. If the taxes are not current, the Village may provide an opportunity for applicants to bring the taxes current. Additionally, applicants are required to provide a copy of the property's Abstract or Deed as part of their application and must carry adequate insurance on the property with the Village listed as a mortgagee. If the property is located in a floodplain, the applicant is required to carry flood insurance. If there is an outstanding mortgage on the property, all mortgage payments must be current. The Village will provide applicants an opportunity to bring their mortgage payments current within a reasonable time period.

Village Ordinances/Code Violations – The property/applicant must not be in violation of any local laws or Village ordinances. The property must not have any outstanding code violations, although the Village may allow such code violations to be corrected as part of the rehabilitation program.

Compliance with Program Regulations – The applicant must agree to comply with all program regulations and processes, and sign all required documents related to the program including, but not limited to, a commitment letter, deferred loan agreement, declaration of interest, and construction contracts. The applicant further agrees to allow necessary work on their home to address outstanding issues.

Conflicts of Interest – A conflict of interest may exist if there is a family or business relationship between the applicant and a Village elected or appointed official, Village employee, or consultant hired to administer the program. Conflicts of Interests are strictly prohibited, although a waiver to the conflict may be considered by OCR under certain conditions. Conflicts of interest are governed by 24 CFR 570.489(h) and 2 CFR 200.318(c). All applicants must complete and sign a conflict of interest form as part of their application. If a potential conflict of interest is identified, an OCR Conflict of Interest Disclosure Form will be submitted to OCR. Failure of an applicant to disclose any potential conflict of interest may result in the recapture of all funds provided under the program.

Responsible Parties – The program administrator will be responsible for assisting applicants with application completion, determining program eligibility, and documenting housing conditions. The administrator will inform the Village of any potential conflicts of interests and will complete OCR Conflict of Interest Disclosure Forms as necessary. The Village is responsible for formally approving/denying applicants for participation in the program, and for properly addressing any conflicts of interests.

D. FINANCIAL ASSISTANCE PROGRAM

Financial assistance is provided as a forgivable loan secured by a Declaration of Interest. There are no repayments required unless the participant defaults under the terms of the agreements. Assistance to individual participants is secured by the signing of a Grant Agreement and a Declaration of Interest prior to the start of construction. The Grant Agreement and Declaration of Interest obligate the participant to certain promises and stipulate the terms of the participant's agreement with the Village. The agreements require that the original participant reside in the home to be rehabilitated for a period of five years (the "regulatory period") after which the lien is completely forgiven. If the original participant does not reside in the home for the full regulatory period, they will be required to pay a portion of the grant back to the Village. Repayment may also be required in the event of sale, transfer of ownership, change of use, or failure to comply with program requirements during the regulatory period. The participant will receive credit for each year they reside in the home once the project starts. The grant funding is secured by a Declaration of Interest that will be recorded in the County Clerk's Office as a lien against the property. This Declaration of Interest will be executed at the start of the project and will be re-executed at the end of the project to account for any changes in the project cost. Failure to re-execute a Declaration of Interest may result in funds being recaptured by the Village.

The amount to be repaid and recaptured is determined in accordance with the following Recapture Schedule.

FIVE (5) YEAR PERIOD OF AFFORDABILITY:

Months	Amount of Recapture
0-12	100% of Grant Assistance
13-24	80% of Grant Assistance
25-36	60% of Grant Assistance
37-48	40% of Grant Assistance
49-60	20% of Grant Assistance
60+	0% of Grant Assistance

Repayment is not required in the case of the death of the participant or permanent confinement in a facility such as a nursing home.

The actual amount of rehabilitation assistance will be the lowest amount of funding needed to bring the house into compliance with HUD’s Housing Quality Standards, as determined by the Village or its representative. Assistance levels typically range between \$30,000 - \$40,000 per structure for single-family homes. Projects involving asbestos removal or lead based paint abatement may have higher project costs. The maximum level of assistance is \$75,000. Properties that cannot be brought into compliance with building codes and Housing Quality Standards within those limits will not be eligible for assistance. The Village and its program administrator will work with property owners to attempt to leverage other funding in order to limit CDBG assistance to \$75,000 or less. The Village reserves the right to waive this limit under unusual circumstances. Such a waiver will require approval through the Village Board. The Village Board is the final determinate as to whether an unusual circumstance exists that warrants a waiver of the maximum assistance level.

E. PROJECT SCORING AND SELECTION

The Village realizes that since the demand for housing rehabilitation may exceed the supply of funds. Priority will be given to households with the lowest income combined with the most urgent housing needs. The Village has developed the following point system to be used when selecting projects for housing rehabilitation assistance:

Table 2	
HOUSING REHABILITATION PRIORITY POINTS	
<u>1. OWNER INCOME</u>	<u>POINTS</u>
Below 30% of Tompkins County Median	8
Above 30% but Below 50% of Tompkins County Median	5
Above 50% but Below 80% of Tompkins County Median	3
<u>2. HOUSING CONDITIONS</u>	<u>POINTS</u>
Severely Substandard	10
Moderately Substandard	5
<u>3. TARGET POPULATIONS</u>	<u>POINTS</u>
Seniors (65+)	3
Physically disabled	3
Veterans	3

The points for prospective applicants will be totaled from the three above categories, and a list will be prepared ranking all households that have applied that live in substandard properties. Properties will be included in the rehabilitation program, with the highest scores receiving priority, until the budget is totally committed. If applicants are tied in rank, priority will be given to the applicant with the lowest percentage of median income.

The Village will approve applicants for participation in the program. The Municipality reserves the right, at its sole discretion, to deny any application prior to project approval or commencement if it determines that the applicant is unwilling or unlikely to cooperate in good faith with the Program Administrator and other authorized representatives. Cooperation includes, but is not limited to, timely communication, submission of required documentation, providing reasonable access to the property, compliance with program requirements, and adherence to established timelines.

The Municipality also reserves the right to deny any applicant that has previously received CDBG housing rehabilitation assistance within the last ten years.

An applicant's demonstrated history of non-cooperation, failure to comply with prior program requirements, or conduct or conditions that, in the Municipality's judgment, may impede successful project completion shall constitute grounds for denial. Upon selection for participation in the program, participants will be provided a letter that documents additional guidelines, processes, requirements, and procedures.

Responsible Parties – The Program Administrator will complete initial scoring of applicants. The Village of Groton will be responsible for finalizing the approval of applicants for participation in the program.

F. TECHNICAL ASSISTANCE

Participants approved for assistance in the Owner-Occupied Rehabilitation Program will be provided with the greatest degree of technical assistance possible including, but not limited to developing work scopes, preparing cost estimates, preparing bidding documents, solicitation and review of bids, selecting and qualifying contractors, and performing periodic and/or final inspections.

Responsible Parties – The Program Administrator will be responsible for providing direct technical assistance to participants.

G. DEFINITION OF REHABILITATION

Rehabilitation under this Program shall mean the correction, repair, and/or replacement of deteriorating or deteriorated, non-operative or non-functional components in an existing substandard living unit, when economically feasible, in order to render said unit standard. In some cases, rehabilitation may include the purchase, installation or creation of facilities necessary to provide a normal, decent living environment or as required by municipal code. A determination of substandard and standard shall be made in accordance with the New York State definition of substandard to be used in Community Development Block Grant programs.

H. PROJECT DEVELOPMENT

The participant will allow reasonable access to the home for inspections and testing. The Housing Rehabilitation Specialist will develop draft and final scopes of work following inspection of the property and the completion of (1) a lead-based-paint risk assessment; (2) a radon test; (3) an energy audit. Additional asbestos testing may be required following development of the work scope. Lead based paint testing, asbestos testing and radon testing and related mitigation are components of this program and are required by both federal and state regulations. The cost of testing will be included in the total project cost and in the Declaration of Interest filing. The Housing Rehabilitation Specialist will also develop an internal cost estimate for the scope of work.

Eligible Work- Work is limited to that which is necessary to correct deficiencies in the home, address code issues, improve weatherization, or address accessibility issues. Specifically, rehabilitation work may include but is not limited to, the following:

- Correction of building code violations
- Painting

Eligible Work (Continued)-

- Structural repairs
- Insulation and Weatherproofing
- Roofing
- Siding repair/replacement
- Porch repairs
- Lead-based paint hazards
- Handicapped accessibility
- Plumbing
- Heating
- Electrical

Ineligible Work – Rehabilitation does not include the completion of a shell, new construction or repartitioning, additions, or cosmetic improvements that are not related to the overall substandard nature of the unit or needed to correct a substandard situation.

Ineligible work includes, but is not limited to:

- Landscaping – except for flood remediation
- Installation of new kitchen appliances
- Air conditioners
- Luxury items (swimming pools, saunas, whirlpools)
- Luxury finishes (ceramic tile, stone, hardwood etc.)
- Garbage Disposals
- Room partitions
- Moving houses to new foundations
- Blacktopping driveways/Sidewalks
- Washers and dryers
- Skylights
- Fireplaces/Woodstoves
- New decks or porches (not including ramps)
- Window walls
- Room additions
- Detached garages/outbuildings

Final Work Scope/Bid Documents – A draft scope of work will be provided to the participant for review and approval, although the final determination of the type and scope of work to be completed is determined by the Village or its representative. The final scope of work will form the basis for bid documents to secure estimates for all work. Typically, the scope will call for “mid-range” materials. All work will comply with HUD Lead-Based Paint regulations at 24 CFR Part 35 as well as other applicable rules, regulations, and building codes.

Bidding and Contracting – For all rehabilitation activities, the participant is considered the responsible entity for the purposes of procurement of contractor rehabilitation services and is therefore not subject to the requirements of 2 CFR Part 200.317-327. The Program Administrator on behalf of the homeowner, shall facilitate contractor procurement, including compiling a bidder list, developing a scope of work and technical specifications, developing in-house cost estimates, and bid solicitation and selection. Projects will be bid to at least three appropriate contractors and at least two bids must be received for all work. Participants will be provided the opportunity to identify contractors they wish to bid on their project from a pre-qualified list. Participants may provide the consultant with additional contractors not on the existing list to bid on their project, as long as they have the appropriate qualifications. Participants may not undertake work themselves. Participants will need to provide reasonable access to their property to allow contractors to bid. Contracts will be awarded to the lowest responsible bidder(s) as determined by the Housing Rehabilitation Specialist in consultation with the participants. Participants will not be required to work with any contractors with which they have a reasonable objection. The municipality reserves the right to refuse any contractor whom it reasonably believes lacks the capacity, qualifications, applicable insurance coverage, or resources necessary to satisfactorily complete the work in accordance with the project requirements.

Construction contracts will be executed between the relevant parties. Based on the bid results, the work scope may change. The final work scope attached to the construction contract(s) supersedes any previous work scopes. Any subsequent changes to the work scope or project cost must be documented by a change order signed by the participant, contractor, and the Housing Rehabilitation Specialist.

Construction Oversight– The Housing Rehabilitation Specialist will inspect work on a regular basis to ensure compliance with the work scope and specifications and will approve interim and final payments.

Responsible Parties – The Housing Rehabilitation Specialist is responsible for property inspections, development of work scope, internal cost estimates, completion of a Tier II ERR, construction oversight, and approving work completed. The Village Building Code Enforcement Officer may also be involved in property inspections/approvals. .

I. FINANCIAL MANAGEMENT

Disbursement Procedures - The Program Administrator will prepare disbursement packages. The Village is responsible for approving and processing disbursement requests and for processing and disbursing checks. Village officials authorized to sign disbursement packages will not be authorized to process or sign checks to ensure a separation of duties. Checks will be processed within five days of deposit of funds and the Village will be responsible processing and disbursing checks. Both the Village and the Grant Administrator will track funding and maintain financial records related to the program.

Contractor Payments – Contractors will provide invoices for work completed and/or materials stored on site. The Program Administrator/Housing Rehabilitation Manager will inspect and approve all work and authorize payment. Participants will approve all final payments and sign a Certificate of Final Completion. Payments to contractors will be in the form of a two-party check to the contractor and participant. The Village reserves the right to issue a single party check to the contractor if, in its opinion, the work is satisfactorily completed and payment is deserved. Contractors are typically limited to four payment requests.

J. DISPUTE RESOLUTION

Primary responsibility for resolving participant and contractor disputes rests with the Village's Consultant, with the goal of establishing a standard practice to administratively resolve disputes related to the Participant Agreement, contract, or written agreement with the contractor. Examples of common issues which may be amenable to conflict resolution include project timeline, quality of work, scope of work, inability or failure of parties to uphold obligations, final participant completion sign off, or contractor payment. Initial complaints shall be directed to the Housing Rehabilitation Specialist overseeing the project either verbally or in writing. The Rehabilitation Manager will exercise best efforts to fairly resolve the dispute as soon as possible. Efforts to resolve disputes may include conducting an inspection to evaluate claims and meeting with the parties, separately or jointly, in attempt to reach a satisfactory result through negotiation. All efforts will be documented in project files, and whenever possible, include photos. The work scope attached to the construction contract, and any subsequent change orders, will serve as the documentation used to determine proper products used and/or work scope completion. Any changes to the work scope not documented via a written change order signed by the contractor, participant, and housing rehabilitation specialist will not be considered in any dispute resolution. If the initial dispute resolution process is applied and documented, but efforts fail, then the Rehabilitation Manager will inform the Village in writing.

Subsequent resolution efforts may include, but not necessarily limited to, meetings with the Village and all involved parties, additional inspections by the Code Enforcement Officer, or procurement of outside experts, such as a product vendor, attorney, etc. The Village shall be the final determinant in any on-going dispute, including whether a contractor is due payment for work complete and, if so, the amount of such payment.

Any disputes regarding work quality or completion of work scope items must be made prior to the completion of the project and submission of a final disbursement request.

K. NON-DISCRIMINATION REQUIREMENT

Prior to provision of assistance, the participant will sign an agreement with the Village outlining the owner's responsibilities and obligations with respect to the assistance. This agreement includes language that the owner will not discriminate in the sale, rental or financing of said assisted housing on the basis of race, color, religion, sex, national origin, familial status, and handicap. Although all persons, in most cases, are prohibited from discriminatory housing practices, program participants will actually sign a document agreeing to abide by Fair Housing Laws. The Village will affirmatively further Fair Housing through all of its programs and will work to support Fair and Equitable Housing Opportunities in accordance with all New York State and federal laws and regulations.

L. SECTION 504 GRIEVANCE PROCEDURE

Section 504 of the Rehabilitation Act of 1973 (the "Act") as amended, prohibits discrimination on the basis of disability in programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or that receive financial assistance from HUD. The Act provides that no qualified individual shall, solely by reason of his or her handicap, be excluded from program participation, including employment, be denied program benefits, or be subjected to discrimination. The Programs covered by Section 504 include the New York State Community Development Block Grant Program (CDBG) and the HOME Program. The assistance provided by the program for which you are applying has been either directly or indirectly provided by HUD and is, therefore, subject to the requirements of Section 504. It is the policy of the Village of Groton not to discriminate on the basis of disability. Towards that end, the Village of Groton has adopted by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. The subject law and implementing regulations may be examined in the office of the Village. This information can also be accessed at: <http://www.ada.gov/taman2.html#II-8.2000>. The Section 504 Grievance Coordinator's office is located at 800 Park Ave. 9th floor, Utica, NY 13501.

Any person who believes he or she has been subjected to discrimination on the basis of disability may file a grievance under the procedure adopted by Village by contacting the Village Office at (607) 898-3966.



**EQUAL HOUSING
OPPORTUNITY**

**VILLAGE OF GROTON
BOARD OF TRUSTEES**

DECLARING THE POLICE WEAPONS (9 GLOCK REVOLVERS) AS SURPLUS PROPERTY

WHEREAS, the Village of Groton is the legal owner of 9 Glock Revolvers, currently assigned to the Police Department; and

WHEREAS, the aforementioned 9 Glock Revolvers are no longer needed for municipal purposes and has been deemed excess to the needs of the Village; and

WHEREAS, the Board of Trustees has reviewed the condition and utility of the revolvers and determined that it is in the best interest of the Village to dispose of said equipment;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Groton hereby declares the 9 Glock Revolvers as surplus property; and

BE IT FURTHER RESOLVED, that the Village Clerk, Police Chief or other designated official is authorized to dispose of the 9 Glock Revolvers by sale, auction, trade-in, or other lawful means, and to take any and all necessary actions to complete said disposition in accordance with Village policies and applicable laws.

VILLAGE OF GROTON

Resolution Authorizing Expenditure from the Water Capital Reserve Fund Subject to Permissive Referendum

At a regular meeting of the Board of Trustees of the Village of Groton, County of Tompkins, State of New York, held on the 20th day of July, 2026, the following resolution was motioned by Trustee Rankin, who moved its adoption, and seconded by Trustee Conger:

WHEREAS,

The Village of Groton has previously established a Water Capital Reserve Fund pursuant to Section 6-c of the New York General Municipal Law for the purpose of financing capital improvements and equipment for the Village water system; and

WHEREAS,

The Village Board has determined that it is necessary and in the best interest of the Village to purchase and install a replacement air compressor for the Village Water Treatment Plant in order to maintain the reliable and efficient operation of the water system; and

WHEREAS,

The total amount required for this capital expenditure is up to **Nine Thousand One Hundred Dollars (\$9,100.00)**; and

NOW, THEREFORE, BE IT RESOLVED,

1. That the Village Board of Trustees of the Village of Groton hereby authorizes the expenditure of up to **Nine Thousand One Hundred Dollars (\$9,100.00)** from the Village Water Capital Reserve Fund for the purchase and installation of a replacement air compressor for the Village Water Treatment Plant.
2. That this resolution is adopted subject to a permissive referendum in accordance with the applicable provisions of the New York Village Law and Section 6-c of the New York General Municipal Law.
3. That the Village Clerk is hereby directed to publish and/or post a notice of the adoption of this resolution in the manner prescribed by law, advising that this resolution is subject to permissive referendum.