

Groton Village Board of Trustees Meeting

Monday, November 21, 2022

7:00pm

7:00pm Deputy Mayor Conger welcomed everyone to the meeting.

Board Members

Trustee Conger - Dep Mayor
Trustee Morey
Trustee Walpole
Mayor Neville-absent
Trustee Holl-absent

Others in attendance:

Nancy Niswender - Clerk
Chad Shurtleff - DPW Suprv.
Steve Teeter - Elec Suprv.
Eric DeForrest - Fire Chief
Mike Albro - YAWS
Matt Whitaker - Code
Lee Shurtleff - County Rep

Trustee Morey made a motion to approve the minutes of the October 17, 2022 Board Meeting Minutes, seconded by Trustee Walpole, carried.

Audit of claims and approval thereof.

Trustee Morey made a motion to approve the claims presented for review.
and to adjust the budget as follows:

General Fund

A9015.8 Police Retirement	906.00	
A9010.8 General Retirement		906.00

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

Abstract #6

GENERAL	424,320.65
WATER	11,283.21
SEWER	39,947.57
ELECTRIC	122,455.02
JOINT REC	3,014.00

Seconded by Trustee Walpole, all in favor, carried.

Monthly Department Reports:

Electric Department:

Supervisor Teeter report was submitted (attached to the minutes)

- Training workshop was really good. Great presentations
- Endicott Safety Training tomorrow
- Helped Freeville & Dryden with Decorations
- Putting our Holiday Decorations up this week

Department of Public Works

Supervisor Shurtleff reviewed his report submitted (attached to the minutes)

- A lot of small projects lined up for the winter.

Waste Water Treatment Plant

Mike Albro - YAWS Reported:

- Kessler came in and system is working better.
- Slack is coming in to test the polymer as it is not working the best. It may be an issue with the dairy facility. Slack will see if a different product will help with this. More Slack Plus is being used to help with pressing. This should balance out in time.
- A seal was made for the press drive train.
- We drained all tanks, sludge removed from lines, pressure washed & cleaned influent channel. Worked on winterizing the facility.
- Frosi report is close to being done. Waiting on a quote from Adam from GHD, who will finalize a report. A meeting will be planned with Chad, Mike, Adam and the Dairy plant to discuss what will need to be done.

7:30pm Public Hearing on Local Law #4

The regular meeting was temporarily suspended and Trustee Conger opened the Public Hearing on Local Law #4 - to Amend Chapter 33 Investment Policy. (attached)

Clerk Niswender read the Notice of Public Hearing (attached).

A brief discussion of our investment policy and making reasonable amounts of interest were discussed.

7:35pm Trustee Morey made a motion to close the public hearing, seconded by Trustee Walpole, carried.

Trustee Walpole made a motion that the Local Law No. 4 of 2022, to Amend Chapter 33 Investment Policy be adopted, and upon roll call:

Trustee Conger voted "aye",
Trustee Morey voted "aye",
Trustee Walpole - "aye"

The resolution was duly declared adopted. (Type II Action under SEQR.)

Waste Water Treatment Plant - Continued

Mike Albro - YAWS Reported:

- A new proposed contract has been processed and there is an increase of \$9,000 due to overtime to get things up to speed, and are looking at hiring a 2nd person and doing some in-house repairs. This will be reviewed by the Board.
- Information Panel on the press may need to be replaced.

Police Department

Lt. Troy Boice Reported

Over the amount of calls as compared to last year. There was a burglary on site @ Northline.

Fire Department

Chief Eric DeForrest reported:

	<u>YTD</u>
Ambulance Calls	722
Fire Calls	209
	<u>931</u>

- Calmed down for November after a busy October.
- Numerous leaf fires had been started. Less now that leaves are picked up. Worked with police on this.
- Letter received from an anonymous citizen concerned about Dryden ambulance going to our residences and charging a fee. Dryden covers for us when our primary rig is out and if our secondary rig is out or not staffed. We have been able to staff both most of the time. There is a lot of staff shortages all over and we cover others when necessary. If we were aware of who the person is we could assist in helping discuss the charges with Dryden.
- Discussion continued on many ambulances that are now charging for service and we are also researching how it is handled.
- Sykes St & Elementary School - 4 different times with public education. We are trying to build on this to offer more opportunities.
- December 2nd tree lighting. December 20th - Holiday - Santa on fire truck and collecting nonperishable food items for the food pantry.

Code Enforcement

Officer Whittaker reviewed his report.

- Officer Whittaker discussed a property inspection at 126 Sykes St and will be contacting the American Red Cross to notify them that the property will be labeled unsafe and residents will be required to leave the premises. The Village Police will assist. The Board approved the action.
- Officer Whittaker has started a sidewalk review spreadsheet and will be working with DPW to determine a list of sidewalks that will require attention in the new year.

Joint Recreation

Trustee Conger reviewed Joint Recreation report (attached to the minutes):

Groton Youth Commission

Trustee Conger reported:

- No meeting this month

Presentation & Discussion Items

- Discussion of a possible side walk extension on Corona Ave to help direct walkers away from spreading out in the bus areas. We will contact the home owners to see if they agree and bring it back to the Board for further discussion.
- Discussion of speed limit signs on 38 in school district were also discussed. The State will have to be notified and the Board feels the school should be contacted as well.

Action Items

- Trustee Walpole made a motion to adopt a Resolution to return unpaid taxes of \$30,496.37 with interest and penalties of \$2,505.74 for a total of \$33,002.11 to Tompkins County, seconded by Trustee Morey, all in favor, carried.
- Trustee Walpole made a motion to adopt the Resolution to approve the Municipal Cooperative Agreement for 2023 with the Greater Tompkins County Municipal Health Insurance Consortium, seconded by Trustee Morey, all in favor, carried.
- Trustee Conger appointed Matthew Whitaker as the Village of Groton Representative to the Owasco Lake Watershed Management Council, Inc.
- Trustee Walpole made a motion to adopt a Resolution to add NYClass as an authorized depository of funds for the Village of Groton at a maximum amount of \$1,000,000 and to increase the maximum amount to the First National Bank of Groton to \$4,000,000 for the fiscal year 2022-23., seconded by Trustee Morey, all in favor, carried.
- Trustee Walpole made a motion to Approve travel for Nancy Niswender & Angela Conger to attend the NYGFOA Conference March 29-31, 2023 at the Albany Marriott, seconded by Trustee Morey, all in favor, carried.
- Trustee Morey made a motion to adopt a resolution to approve of 2023 Fire/Ambulance Contracts with Town of Groton (Fire \$156,000, Ambulance \$177,000), seconded by Trustee Walpole, all in favor, carried.
- Trustee Walpole made a motion to adopt the new pole attachment rates of \$16.75 per ft of space, as contained in the NYMPA Generic Tariff, seconded by Trustee Morey, all in favor, carried.

7:57pm Trustee Conger made a motion to go into Executive Session to discuss specific employee items., seconded by Trustee Morey, carried.

8:08pm Trustee Walpole made a motion to return from executive session, seconded by Trustee Morey, carried.

- Trustee Walpole made a motion for the Approval and Appointment of Rebecca Koenig as a Full-Time Recreation Director @ \$23.56/hr. as recommended by the Joint Recreation Committee., seconded by Trustee Morey, carried. Deputy Mayor Conger appointed Rebecca Koenig as a Full-Time Recreation Director @ \$23.56/hr.

8:17pm Trustee Morey made a motion to adjourn.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator

Electric Department Report

November 7, 2022

Work Completed

Repaired school zone signs
Jack apprentice training in Fairport
Helped haul spoil's pile from behind the garage to Spring St.
Trimmed trees
Cleaned up steel pile behind the garage
Helped service leaf picker, truck #41 & backhoe
Repaired streetlights
Rubbered up service on Verizon building for siding contractor
Chipped brush
Helped DPW with water leak on E. Cortland St.
Reattached down service and meter box at 406 S. Main St.
Read meters
Set new pole 86-8 on Carpenter Ave. & transferred wires & transformer
Dropped off & picked up trucks at Caskey's for inspections
Helped DPW pick up leaves
Worked on generator at the sewer plant
Safety school in Endicott
PERMA training



Village of Groton

143 E Cortland Street, PO Box 100 ♦ Groton, NY 13073

Phone: 607-898-3966 ♦ Fax No. 607-898-4177

TDD: New York State Relay 1-800-662-1220

e-mail: customerservice@grotonny.org

Mayor.....	Christopher J. Neville
Trustees.....	Elizabeth T. Conger
	Michael G. Holl
	Jean E. Morey
	Terrance E. Walpole
Clerk-Treasurer/Administrator.....	Nancy Niswender
Dept. of Public Works Supv.....	Chad M. Shurtleff
Electric Utility Supv.....	Stephen E. Teeter
Code Enforcement Officer	Matthew Whitaker
Police OIC	Lt. Troy Boice

Department of Public Works October 17 – November 21, 2022

Completed Work/Projects:

- Complete flushing of fire hydrants
- Repair water service at 321 E. Cortland St.
- Repair a water leak on Cortland St.
- Assist a contractor with sewer lateral repairs at 726 Elm St.
- Install water and sewer to a new house at 119 Hamilton Sq.
- Picking up leaves on a regular basis
- Complete PERMA Right to Know training
- Install new batteries on the generator at the WWTP
- Meet with Rick Uhl on road construction
- Repair several areas with asphalt
- Prep trucks for plowing snow
- Repair a toilet at the Fire Station
- Inspect the street sweeper for repairs
- Plow & salt as needed

Schedule of Work

- In shop maintenance
- Fire hydrant repairs / miscellaneous
- Repair a pump

Village of Groton

Fuel Usage Report in Gallons

Dates: 11/21/2022

	Unleaded	Diesel
DPW	124	302
Electric	77	78
Fire	77	243
Police	328	

Groton Joint Recreation Committee
November 2, 2022

Scott Weeks called the meeting to order at: 5:43pm

Present were:

Elizabeth Conger
Rec Dir. Jennifer Jones
Nancy Niswender
Scott Weeks
Crystal Young 5:49 arrival

Absent

Leon Brockway
Jennifer Foote-Dean

The meeting minutes were reviewed from the previous meeting.

Motion made to approve the minutes by: Betty

2nd by: Crystal
carried.

Financial Reports (September) : Presented at next meeting

Recreation Director Report

See Director Jennifer Jones report attached

Updates to report:

Fall Programming

- The Cross Country program is doing really well. There are about 30 kids in the program and the kids are enthusiastic and the parents are supportive as well. The program has 3-6th graders. There are two young coaches that are keeping the kids engaged. Scott is helping with racing opportunities. There are 7 of the children running in a race in Painted Post that qualifies them for bigger races. Scott has 100 jerseys coming from Graphtex for kids that are competing in races.

Winter Programming

- Youth Basketball-Open gyms starting this week. Goal to have them twice a week even with tight gym space.
- Youth Wrestling-Free Clinic 14th-17th-Meet coaches, tryout see if they like it. Free shirt and singlet for the season. Ben and Jayme have moved to Modified and Varsity.
- Winterfest/Cabin Fever-March 4th- Awarded \$1200 community celebrations grant.
- Youth Dance-on Mondays at the Fire station
- Yoga and Kung Fu
- First Day Hike: Jan 1, 2023 @12pm

- Crystal put the new Story Walk book on Facebook community page. -It was mentioned to remind people that want to enjoy it to tell them about Ticks as they are still active. Jennifer said she would post a reminder.

Discussion/Action Items

- Youth Sports Oversight- Rec Director Jennifer asked Crystal if she had heard from the lawyer, and there was no update, she will ask again. Crystal is comfortable using the Hold Harmless form. All coaches are to sign the hold harmless when becoming a volunteer. Jennifer wants the Town lawyer to look at whole youth sports annual agreement. Sports committees will be requested to attend a recreation meeting at the beginning of their season to sign the agreement annually. The committees would then report to the committee at the end of their season in order to maintain liability coverage. This agreement would be used for youth baseball/softball, soccer, and football/cheer. This does not affect youth Basketball, Wrestling, or Cross Country due to all accounts and coordination being run by the recreation director.
- MOU Town/Village/School- Nancy distributed and only changes made were the ones that were requested by the committee. Nancy did take off the part about State Aid on the Joint Recreation one as it doesn't pertain to Joint Rec. Margo from the school has signed the school agreement. Now waiting on the Town to sign at their next meeting on 11/09/22.
- Staffing Discussion- 3 full-time positions printed and distributed by Nancy- Job duties are similar but qualifications are very different. -Comes down to financials, and what is approved by the Town and Village Boards. It was decided to use the Recreation Director Title and Job Description-Extensive discussion was had on what the position will be responsible for. This is a competitive position and the person would need to take a Civil Service Exam and be approved by the county.

Open Discussion:

None

Motion to adjourn to
enter executive session to
discuss personnel.

6:59 PM made by: Scott
2nd by: Crystal

Next meeting December 6th

Submitted by:
Angela Conger
Village of Groton
Deputy Treasurer



Groton Joint Recreation Committee
Jennifer Jones- Director Report
November 2022

Fall Programming

- Youth Cross Country- Update

Winter Programming

- Youth Basketball: Registration is open
 - Travel for grades 3rd-6th
 - Need a coach for boys 3rd and girls 4th teams
 - Open gym time will be starting this month with coaches. Schedules will be determined based on gym space. Hoping for Mon-Thurs 5-7pm in the Elem gym. Girls Mon/Wed, Boys Tues/Thurs.
 - K-2nd Grade Program on Saturday program in Jan/Feb
 - Coaches TBD
 - Schedule TBD on coach, gym, and supervisor availability
- Youth Wrestling
 - Free Clinic Nov 14-17th, this is to introduce youth to the program, meet coaches, and see if they want to continue with the season.
 - Season starts Nov 28th and will run through mid-March. Practices will be on Mon/Wed, matches on the weekends. All participants will get a T-shirt and a singlet to wear for the season.
- Winterfest/Cabin Fever- March 4th
- Youth Dance- Mondays in Sept at the Fire Dept community room.
- Yoga and Kung Fu classes are possible this fall/winter with Symphony
- First Day Hike: Jan 1st, 2023 @ 12pm

Grants & Professional Development:

- | | |
|---|------------------------|
| • Summer Concert Grant- Due in December | |
| • Community Celebrations Grant: Submitted | |
| • Community Foundation: AWARD \$3,500 | Final Report TBD |
| • United Way- AWARD \$1500 | |
| • USA Swimming Learn to Swim Grant- AWARD \$1,300 | Final Report Completed |
| • Summer Concerts Grant- AWARD \$800 | Final Report Completed |
| • Legacy Grant for Tennis Courts- \$5,000 | Award deferred to 2022 |

Program Manager
Nick Wagner

Cornell Cooperative Extension Coordinator
Shelley Lester
Athena Steinkraus, Asst. Coordinator

Tompkins County Youth Services
Kate Shanks-Booth

Youth Representative
Mattison Lucey
Dianna Nino

Groton Youth Commission

143 Cortland St, Groton, NY 13073

Chair
Glenn E. Morey

Vice Chair
Elizabeth T. Conger

Board Members
Kayla Esparza
Pegi Ficken
Brian Klumpp
Sara Knobel
Kristin Prugh

Meeting Minutes October 5, 2022

The October 5, 2022, meeting of the Groton Youth Commission was called to order by Chairman Glenn Morey, at 7:05 pm in-person. Members present were Elizabeth Conger, Vice Chairman; Board members Brian Klumpp, Sara Knobel, Kayla Esparza, CCE Asst. Program Coordinator Athena Steinkraus, TC Youth Services Director Kate Shanks-Booth and Coordinator of Community Youth Services Rick Alvord. Zoom as available but no one was on.

Secretary's Minutes:

Minutes for September were accepted on a motion by Brian Klumpp, seconded by Kayla Esparza and carried.

Report: Shelley Lester: Nick Wagner has had to resign as program manager. Attached are the reports for the Summer Day Camp. Including 2 surveys: one from the staff and one from parents of campers.

Report: Kate Shanks-Booth: 15% has been restored to the County Budget for RYS>

Meeting adjourned at 7:35PM

Next meeting is November 2, 2022 @ 7:00PM

Submitted by
Elizabeth Conger
Vice Chair

PUBLIC NOTICE
VILLAGE OF GROTON
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Groton will hold a Public Hearing on Monday, November 21, 2022 at 7:30 pm, at the Groton Village Office, 143 Cortland St., to consider the adoption of a local law that will amend the Code of the Village of Groton, amending Chapter 33, "Investment Policy".

A copy of the local law in its entirety is available for review at the Village Clerk's Office, 143 Cortland St., during usual business hours.

The public is invited to attend and all oral or written comments may be presented for consideration.

Any person with special needs, who wish to attend the hearing, should contact the Village Office (898-3966) immediately so your particular needs can be accommodated.

By order of the Board of Trustees.

Nancy Niswender
Village Clerk

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ County ☐ City ☐ Town ☐ Village

(Select one:)

of

Local Law No. _____ of the year 20 _____

A local law

(Insert Title)

Be it enacted by the _____ of the
(Name of Legislative Body)

☐ County ☐ City ☐ Town ☐ Village

(Select one:)

of _____ as follows:

(If additional space is needed, attach pages the same size as this sheet, and number each.)