Groton Village Board of Trustees Meeting
ANNUAL ORGANIZATIONAL MEETING

Monday, April 6, 2026
6:45 pm

Present: Mayor Neville, Trustees, Rankin, Montreuil , Nancy Niswender- Clerk, Angela Conger -Deputy Treasurer, Trustee Holl arrived at 7:23pm, Trustee Conger excused.

Mayor Neville opened the meeting at 6:58 pm

Trustee Rankin made a motion to approve the March 16 & 24, 2026 Village Board of Trustees Meeting Minutes, seconded by Trustee Montreuil, carried.

The Village Board reviewed the list of 2026 Appointments of Committees & Commissioners, Chairpersons and other appointments made by Mayor Neville. (List attached) Trustee Rankin inquired about non board members being appointed as Commissioners, while he disagreed with it, he did approve the list.

Trustee Montreuil made a motion to approve the appointments made by Mayor Neville, seconded by Trustee Rankin, all in favor, carried.

Mayor Neville made the following appointments (board approval not required).

Deputy Mayor - Elizabeth Conger
Alt. Deputy Mayor - Michael Holl

Trustee Montreuil made a motion that the FIRST NATIONAL BANK OF GROTON & NYCLASS are designated the official depositories for the official year, seconded by Trustee Rankin, all in favor, carried.

Trustee Montreuil made a motion that the Cortland Standard be designated the official Village newspaper for the official year, seconded by Trustee Rankin, all in favor, carried.

Trustee Rankin made a motion that the third Monday of each month (except January & February which will be the third Tuesday) be designated as the official meeting night for the Board of Trustees, with meeting time of 6:30pm for audit and 7pm for regular session, seconded by Trustee Montreuil, all in favor, carried. The meeting nights will be scheduled as follows:

Monday, April 20, 2026	Monday, August 17, 2026	Monday, December 21, 2026
Monday, May 18, 2026	Monday, September 21, 2026	Tuesday, January 19, 2027 *
Monday, June 15, 2026	Monday, October 19, 2026	Tuesday, February 16, 2027 *
Monday, July 20, 2026	Monday, November 16, 2026	Monday, March 15, 2027

Disclosure of possible conflicts of interest:

None stated, Conflict of Interest forms handed out to Board for completion.

Discussion Items

- In recent days we have had discussion of continued problems with Old Chatham discharges to the sewer plant. Supervisor Shurtleff reviewed the history of the plant. Beginning in December of 2024 we initiated a Wastewater Discharge Permit with them to regulate the Effluent Flow. They have continued to go over the allowed amounts. A letter has been written as a next step to notify them of their non-compliance and the requirements we will require going forward.
- Sidewalks - Discussion on looking at different targeted areas and finding ways to cover sidewalk cost. Further research to be done. We will contact NYS DOT to see if there is a program for State Roads.
- Supervisor Shurtleff - Discussion on hiring a contractor to do some lawn mowing. The Board feels hiring a student to fill this position is the best path forward.

Action Items

- The annual review of accounting and investment policies was completed no changes have been made.
- The annual review of position statement on Diversity, Equity and Inclusion was completed, no changes have been made.
- Trustee Montreuil made a motion to approve the Mayor to sign the Community Development Loan agreement for Jenna Galeotti for $40,000, seconded by Trustee Rankin, all in favor, carried.
- Trustee Rankin made a motion to approve the Hotel Liquor License Process - Christine Bennan - Hotel, seconded by Trustee Montreuil, all in favor, carried.
- Trustee Rankin made a motion to approve to raise the rate to Old Chatham Creamery to .50 per lb. for all monthly testing items over the limit in the wastewater discharge permit, seconded by Trustee Montreuil, all in favor, carried.
- Trustee Rankin made a motion to approve to accept the low bids by CCC & Halco for the new Police Building, seconded by Trustee Montreuil, all in favor, carried.

7:46pm Trustee Rankin made a motion to adjourn.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator

Village of Groton Directory 2026-2027 - Re-appointments

308 Main St. - PO Box 100
Groton, NY 13073
607-898-3966 - PH
607-898-4177 - FAX
email: customerservice@grotonny.gov
website: www.grotonny.gov

	Groton
Attorney	
Code Enforcement Officer	898-3966
Dept. of Public Works	898-3345
Electric Department	898-3001
Fire Department	898-3135
Garage -FAX	898-3029
Pool/Seasonal	898-9508
Police Department	898-3131
Police Department FAX:	898-4445
WWTP - Sewer Plant:	898-5185

Board of Trustees – 2yr	
Christopher J. Neville, Mayor	2027
Elizabeth T. Conger	2027
Michael G. Holl	2027
Andrew Montreuil	2028
Charles Rankin	2028

Village Planning Board – 5 yr	
Frank Heine, Chairperson	2030
Glenn Morey, Vice Chairperson	2027
John Walpole	2029
Phil Esparza	2028
Kat McCracken	2030
Alternate (1yr) Vacant	

Zoning Board of Appeals – 5 yr	
Gabe Petrella, Chairperson	2031
Seth Walpole	2028
Christopher Lange	2030
Lisa Park	2027
Jesse Norton	2029
David Dematteo, Alternate	2027

Board of Lightboard Commissioner – 3 yr	
Christopher Neville, Chairperson	2028
James Shurtleff	2029
Frank Satterly	2027
Charles Rankin	2027

Board of Police Commissioner – 3 yr	
Michael G. Holl, Chairperson	2029
Jamie Babcock	2027
Gary Rightmire	2028

Board of Water Commissioner – 3 yr	
Christopher Neville, Chairperson	2027
Lee Shurtleff	2028
Charles Rankin	2029

Vill Citizen Rep. on Joint Rec. Comm. – 1 yr	
Jennifer Foote-Dean	2027

Village Loan Committee – 1yr	
Betty Conger	2027
Dave Dematteo	2027
Charles Rankin (Ex-Officio)	2027
R. Cunningham	2027
G. Watrous (Ex-Officio)	2027

Groton Housing Authority Board 4 year term - Villa	
Kris Buchanan	2028
Floyd Ferris	2028
Sandy Ferris	2029
Kathy Barron	2029
Ryan Harriot	2027
David DeMatteo	2030
Edward Brewer Jr.	2030

Annual Appointments			
Deputy Mayor	Elizabeth Conger		2027
ALT. Deputy Mayor	Michael Holl		2027
Clerk-Treasurer/Administrator	Nancy Niswender		Civil Service
Code Enforcement Officer	Ted Skibinski		Civil Service
Customer Service Rep	Madeline Stamm		Civil Service
Dept. of Public Supervisor	Chad Shurtleff		Civil Service
Deputy Clerk	Ashlyn McCarty		Civil Service
Deputy Treasurer	Angela Conger		Civil Service
Electrical Inspector	Floyd Ferris		Civil Service
Electric Utility Supervisor	Michael Perkins		Civil Service
Fire Chief	Eric DeForrest		2027
Grant Administrator	Thoma		2027
Marriage Officer	Lee Shurtleff		2027
Police OIC	Lt. Troy Boice		Civil Service
Recreation Coordinator	Rebecca Koenig		Civil Service
Village Attorney	Hancock Estabrook,		2027
Village Auditors	BST & Co.		2027
Village Engineer	T.G. Miller, P.C.		2027
Village Engineer	GHD		2027
Village Historian	Lee Shurtleff		2027
Village Newspaper	Cortland Standard		2027

Village Committee Representative – 1	
Ambulance Commissioner	Christopher Neville
Assessment	No formal
Budget Officer	Nancy Niswender
Buildings & Grounds	Michael Holl
Code & Ordinance	Charles Rankin
Dir. OLWMC	Ted Skibinski
Dog Control	Andrew Montreiul
Emergency Preparedness	Charles Rankin
Finance	Christopher Neville
Fire Commissioner	Christopher Neville
Joint Rec. Committee Rep	Elizabeth Conger
Memorial Bells	Elizabeth Conger
Park Commissioner	Andrew Montreiul
Planning Board Rep	Chuck Rankin
Safety Officer	Ashlyn McCarty
Sanitation (Sewer) Commissioner	Christopher Neville
Sidewalks	Michael Holl
Street Commissioner	Terrance Walpole
TCCOG	Rebecca Koenig
Technology Development	Michael Holl
Timber Harvest	Christopher Neville
TV Cable Franchise	Andrew Montreiul

Youth Commission Rep	Andrew Montreiul

Village of Groton

308 Main 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.gov

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

April 6, 2026

Josh Spicer
Old Chatham Creamery
210 Gerald Moses Drive
Groton, NY 13073

ENFORCEMENT RESPONSE NOTIFICATION

The Village of Groton, acting as the Control Authority, issued an Industrial Wastewater Permit to Old Chatham Creamery on December 19, 2024, in accordance with applicable pretreatment standards. This permit established specific effluent limitations and monitoring requirements.

Since monitoring commenced in February 2025, the permitted effluent limitations have not been consistently achieved. Records indicate multiple exceedances of the limits set forth in the Wastewater Discharge Permit.

Effective April 6, 2026, the Village of Groton is requiring a temporary reduction in the permitted effluent discharge flow. The allowable discharge will be reduced from 15,000 gallons per day to 7,500 gallons per day for a period of fifteen (15) days.

During this period, you are required to implement all necessary operational and process adjustments to ensure compliance with the effluent limitations and standards specified in the Wastewater Discharge Permit.

A compliance re-evaluation will be conducted on April 21, 2026, at which time the Village of Groton will determine whether reinstatement of the original maximum permitted flow is appropriate.

Failure to achieve compliance may result in further enforcement actions.

> Sewer Use Law - Section 165-130 - Administrative or Compliance Orders
>
> When the Village finds that a User has violated or continues to violate this Law or a permit or administrative order issued thereunder, the Village may issue an administrative order to the User responsible for the discharge directing that, following a specified time period, sewer service shall be discontinued, severed and abated unless the violation is corrected and that there is no reoccurrence of the violation. Administrative orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self-monitoring, and management practices.

Issued by:
Village of Groton
Control Authority
Date: April 6, 2026

Chapter 5. Accounting Procedures

[HISTORY: Adopted by the Board of Trustees of the Village of Groton 2-20-1989 by resolution. Amendments noted where applicable.]

GENERAL REFERENCES
Employee policies — See Ch. **17**.
Investment policy — See Ch. **33**.

§ 5-1. Payment of claims.

A. All claims for payment of invoices which are submitted to the Village of Groton for payment must be approved by the Board of Trustees. The commissioner or committee chairman of each department will initial the invoice presented, thus approving such invoice for payment. The Mayor will initial bills that do not fall under a specific department or in the absence of the appropriate commissioner or committee chairman.

B. The Board of Light Commissioners is hereby authorized to audit and order the payment of claims for the Village of Groton Municipal Electric Department.

C. Upon approval of claims for payment, the Village Treasurer shall disburse checks for payment of such claims in an expeditious manner.

D. In the discretion of the Village Administrator and/or the Village Treasurer, the following claims may be paid prior to completion of the audit and approval process:
[Amended 6-20-2005 by L.L. No. 2-2005; 5-17-2021 by L.L. No. 2-2021]

   (1) Weekly and monthly payrolls;

   (2) Reimbursement of petty cash funds;

   (3) Utility bills;

   (4) Service contracts for a fixed rate, monthly charge, or annual amount;

   (5) Postage meter costs;

   (6) Debt service, including lease or lease-purchase payments; and

   (7) Insurance premiums when such payment would avoid an additional payment fee or penalty or to avoid compromising coverage.

§ 5-2. Purchasing policy.

[Amended 1-20-1992 by L.L. No. 1-1992; 5-16-1994 by L.L. No. 2-1994; 12-20-2010 by L.L. No. 2-2011]

A. No purchase order shall be required for purchases on behalf of the Village of Groton which do not exceed $1,000. For purchases in excess of $1,000 and not exceeding $2,500, a purchase order must be completed and signed by either the department head for which such order is being

executed, the Village Clerk, Village Treasurer or Village Mayor. No purchase orders are required for items outlined in § **5-1D**.
[Amended 5-17-2021 by L.L. No. 2-2021]

B. Methods of purchasing; documentation.

(1) Competitive bidding initial determination.

(a) Every purchase to be made that is anticipated to exceed $20,000 must initially be reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

(b) The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the source makes the item or service exempt, a memo from the purchaser detailing the circumstances which lead to an emergency purchase, documentation that the item will be purchased through state or county bid or any other written documentation that is appropriate.

(2) Once an initial determination is made as to whether or not a purchase is subject to competitive bidding, the following method of purchase will be used:

(a) Purchase contracts.

Estimated Amount of Purchase Contract	Method
$2,501 to $7,999	Verbal quotations
$8,000 to $19,999	Written/FAX quotations or written request for proposals
Over $20,000	Competitive bid

(b) Public works contracts.
[Amended 1-19-2015 by Ord. No. 1-2015]

Estimated Amount of Public Works Contract	Method
$2,501 to $12,499	Verbal quotations
$12,500 to $34,999	Written/fax/e-mail proposals or written requests for proposals
Over $35,000	Competitive bid

(c) A good-faith effort shall be made to obtain at least two quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall failure to obtain the proposals be a bar to procurement.

(3) Documentation is required for each action taken in connection with a procurement.

(4) Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

(5) Pursuant to General Municipal Law § **104-b**, Subdivision 2f, this purchasing policy may contain circumstances when or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the Village. In the following circumstances, it may not be in the best interests of the Village of Groton to solicit quotations or document the basis for not accepting the lowest bid:

(a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. Such services include but are not limited to services of an attorney, services of a physician, technical services of an engineer, securing insurance coverage or services of an insurance broker, services of a certified public accountant, investment management services, actuarial services, services of a fiscal advisor, computer software or programming services for customized programs, services of a consultant for the writing of grant applications and/or administration of grant funds, etc.

(b) Emergency purchases pursuant to § 103, Subdivision 4, of the **General Municipal Law**. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

(c) Purchases of surplus and secondhand goods from any source. This exception is due to the difficulty of comparing prices of used goods where a lower price may indicate an older product.

(d) Goods or services of $2,500 or less.

(e) Provided that any officer, board or agency of the Village authorized to make purchases of materials, equipment or supplies, or to contract for services, may make such purchases, or may contract for services, other than services subject to Article **8** or **9** of the Labor Law, when available, through Tompkins County or through any county within the state subject to the rules established pursuant to Subdivision 2 of § **408-a** of the County Law; provided that the Village shall accept sole responsibility for any payment due the vendor or contractor. All purchases and all contracts for such services shall be subject to audit and inspection by the Village. Prior to making such purchases or contracts the officer, board or agency shall consider whether such contracts will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. No officer, board or agency of the Village shall make any purchase or contract for any such services through the Tompkins County or through any county within the state when bids and offers have been received for such purchase or such services by such officer, board or agency, unless such purchase may be made or the contract for such services may be entered into upon the same terms, conditions and specifications at a lower price through the County.
[Added 5-17-2021 by L.L. No. 2-2021]

(6) Minority- and women-owned business enterprise (M/WBE) participation in procurement and contracting.

[Added 1-19-2015 by Ord. No. 1-2015[1]]

(a) In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned businesses, the Village will attempt to solicit at least one minority and/or women business enterprises and encourage section 3 business participation as part of its procurement process, when appropriate. The above purchase/contracting thresholds will apply.

(b) For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The

Village will keep documentation of the M/WBE and/or Section 3 solicitation in its records and any response(s) thereto.

(c) Because the state does not have a Section 3 business database available, the Village will encourage Section 3 businesses to participate in bidding, where appropriate. It will be incumbent on the business to self-certify its status as a Section 3 business and the Village may rely upon such self-certification in maintaining its records.

[1] *Editor's Note: This local law also provided for the redesignation of former Subsection B(6) as Subsection B(7).*

(7) This section of the Code shall be reviewed annually by Village Board members and department heads.

C. Required approvals.

(1) Goods and services that require verbal quotations, as stated in Subsection **B** above, must have the prior approval of either the commissioner, committee chairman or the Village Clerk/Treasurer.

(2) Goods and services that require written/FAX/e-mail quotation or written requests for proposals, as stated in Subsection **B** above, must have prior approval of the Board of Trustees or the Board of Commissioners that oversees a particular department.

D. An original purchase order with two copies will be generated for purchases over $1,000 with the exception of utility bills. Cable/internet/phone services, uniform services, services obtained via state, county or "piggyback" bids, anything where a contract has been generated or any other items listed in § **5-1D**.
[Amended 5-17-2021 by L.L. No. 2-2021]

(1) The original copy goes to the vendor.

(2) A copy goes to the Village Clerk.

(3) A copy is retained by the originator of the purchase order.

E. A job order or brief description of what the purchased item(s) is (are) being used for must be included on the purchase order copies that are delivered to the Village Clerk and retained by the originator of the purchase order.

F. The Village Clerk will attach copies of purchase orders to the invoice, once received. This will enable the Village Board of Trustees to audit compliance with this policy.

G. In the interest of obtaining items and/or materials in the most expeditious manner, where appropriate, purchase orders may be delivered to the vendor by FAX, email or online account. The Village will not be liable to any party due to errors or delays in receipt in the electronic transmission of forms, orders, offers to sell or provide services, etc.
[Amended 5-17-2021 by L.L. No. 2-2021]

H. The Village Clerk/Treasurer shall be designated to ensure that the provisions of this purchasing policy are complied with. Further, the Village Clerk/Treasurer shall maintain a file of documentation on quotations and proposals for goods and services when required.

I. No board member, officers or employees of the village or their families shall be interested financially in any contract entered into by the Board of Trustees. This shall also preclude acceptance of any gratuities, financial or otherwise, by any of the above persons from any supplier of materials or services to the village.

§ 5-3. Budget policy.

A. Budget planning. Budget planning shall be an integral part of program planning so that the budget may effectively express and implement all programs and activities of the village. Budget planning shall be a year-round process involving Board participation by board members, department heads and other personnel throughout the village, as well as interested citizens.

B. Budgeting system.

(1) In developing each operating annual budget, it will be the policy of the Board to provide optimum service for residents of the village consistent with the taxpayers' ability to support such a program and efforts to achieve a balanced budget.

(2) Before presenting the budget, the Board will scrutinize it thoroughly so that, once adopted, it can be adhered to as presented.

C. The village will follow its adopted budget as closely as possible in the expenditure of funds. To this end, the Board of Trustees shall require that it approve in advance all expenditures of funds in excess of amounts budgeted for each category in the annual budget.

D. Budget Officer.
[Amended 5-17-2021 by L.L. No. 2-2021]

(1) The Board of Trustees authorizes the Budget Officer to make transfers of funds between and within functional unit appropriations. Transfers made during a given month must appear on a budget status report which is submitted to the Board for information at the next regular business meeting of the Board.

(2) In addition, the Budget Officer will accompany this budget status report with a supplementary report which identifies:

(a) Transfers which significantly change the intent of the use of budgeted money.

(b) Significant overspending or underspending of an account.

(c) Transfers into or out of an account in which Board members have expressed a special interest.

(d) Other information that he believes will contribute to the Board's understanding of the budget status.

(3) The Budget Officer will require a budget transfer form to be used by department heads when initiating a request for transfer of funds. This budget transfer form will provide:

(a) An explanation or justification for the request.

(b) A basis for informing the Board of the action.

(c) A permanent record to prevent misunderstandings.

(d) Information for accounting entries.

Chapter 33. Investment Policy

[HISTORY: Adopted by the Board of Trustees of the Village of Groton 7-20-1987 by resolution; amended in its entirety 5-16-1994 by L.L. No. 4-1994. Subsequent amendments noted where applicable.]

GENERAL REFERENCES
Accounting procedures — See Ch. **5**.

§ 33-1. Scope.

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

§ 33-2. Objectives.

The primary objectives of the Village's investment activities are, in priority of order:

A. To conform to all applicable federal, state and other legal requirements (legal).

B. To adequately safeguard principal (safety).

C. To provide sufficient liquidity to meet all operating requirements (liquidity).

D. To obtain a reasonable rate of return (yield).

§ 33-3. Delegation of authority.

The governing board's responsibility for administration of the investment program is delegated to the chief fiscal officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates and other relevant information and to regulate the activities of subordinate employees.

§ 33-4. Prudence.

A. All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Groton to govern effectively.

B. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

C. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

§ 33-5. Diversification.

Where, in the opinion of the chief fiscal officer and the Board of Trustees, the diversification of deposits and investments by financial institution, investment instrument and maturity scheduling is to the advantage and vital interests of the Village, diversification will be encouraged.

§ 33-6. Internal controls.

A. It is the policy of the Village of Groton for all moneys collected by any officer or employee of the government to be transferred to the chief fiscal officer within three days of deposit or within the time period specified in law, whichever is shorter.

B. The chief fiscal officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

§ 33-7. Designation of depositories.

[Amended 3-17-2003 by L.L. No. 5-2003; 11-21-2022 by L.L. No. 4-2022]

The banks and trust companies authorized for the deposit of monies will be named and authorized by resolution of the Village Board during the annual organizational meeting of the Village Board, or at other Village Board meetings as deemed necessary.

§ 33-8. Collateralizing of deposits.

In accordance with the provisions of General Municipal Law § **10**, all deposits of the Village of Groton, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

A. By a pledge of eligible securities with an aggregate market value, or provided by General Municipal Law § **10**, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.[1]

[1] *Editor's Note: Appendix A is on file in the Village Clerk's office.*

B. By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

C. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

§ 33-9. Safekeeping and collateralization.

A. Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party or trust company subject to security and custodial agreements.

B. The security agreement shall provide that eligible securities are being pledged to secure local government deposits, together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or its custodial bank.

C. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

§ 33-10. Permitted investments.

A. As authorized by General Municipal Law § **11**, the Village of Groton authorizes the chief fiscal officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

(1) Special time deposit accounts.

(2) Certificates of deposit.

(3) Obligations of the United States of America.

(4) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest is guaranteed by the United States of America.

(5) Obligations of the State of New York.

(6) Obligations issued pursuant to Local Finance Law § **24.00** or **25.00** (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Groton.

(7) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general state statutes governing such entities or whose specific enabling legislation authorizes such investments.

(8) Certificates of participation (COP's) issued pursuant to General Municipal Law § **109-b**.

(9) Obligations of this local government, but only with any moneys in a reserve fund established pursuant to General Municipal Law § **6-c**, **6-d**, **6-e**, **6-g**, **6-h**, **6-j**, **6-l**, **6-m** or **6-n**.

B. All investment obligations shall be payable or redeemable at the option of the Village of Groton within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or

notes, shall be payable or redeemable at the option of the Village of Groton within two years of the date of purchase.

§ 33-11. Authorized financial institutions and dealers.

The Village of Groton shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Groton. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers. The chief fiscal officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

§ 33-12. Purchase of investments.

A. The chief fiscal officer is authorized to contract for the purchase of investments:

   (1) Directly, including through a repurchase agreement, from an authorized trading partner.

   (2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article **5-G** of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46 and the specific program has been authorized by the governing board.

   (3) By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

B. All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Groton by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law § **10**.

C. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

§ 33-13. Repurchase agreements.

Repurchase agreements are authorized subject to the following restrictions:

A. All repurchase agreements must be entered into subject to a master repurchase agreement.

B. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

C. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

D. No substitution of securities will be allowed.

E. The custodian shall be a party other than the trading partner.

F. No repurchase agreement shall be entered into without prior approval of the Village Board of Trustees.

§ 33-14. Schedule of eligible securities.

Eligible securities shall be as follows:

A. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

B. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.

C. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys.

D. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

E. Obligations of counties, cities and other governmental entities of a state, other than the State of New York, having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

F. Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

G. Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

H. Commercial paper and bankers' acceptances issued by a bank, other than the bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

I. Zero coupon obligations of the United States government marketed as treasury strips.

Village of Groton position statement on Diversity, Equity and Inclusion

The Village of Groton supports a welcoming environment for all by fostering an inclusive work force, providing fair and equitable access to, and delivery of, all government services to all community members of the Village of Groton. The Village has a goal of developing opportunities for employees and community members to reach their full human potential to the greatest, appreciable extent. Embracing diversity in the Village of Groton is recognized as leveraging the differences and similarities of all people, respecting those differences, and valuing an inclusive environment to live, work, and visit.

Diversity in the Village of Groton means respecting and welcoming all individuals with diverse backgrounds, experiences, perspectives, and cultures to include (but not limited to) each individual's culture, nation of origin, race, religion, ethnicity, age, gender, sexual orientation, and gender identity, and ability. This commitment to diversity is the foundation for building and maintaining a high-quality workforce, government operations, and community inclusion in these processes. Diversity and inclusion are core values and strategic imperatives that build and support the strength of the Village of Groton as a community and government.

All members of the Village of Groton, including employees, leadership, and community members have responsibilities to work collaboratively with one another to foster an environment where all employees and members of the community who engage with government feel included, valued, and respected. The Village of Groton' diversity initiatives are applicable, but not limited, to policies and strategies on government operations, employee recruitment and selection, compensation and benefits, and professional development and training. These practices are the benchmark of doing the work of government in the Village of Groton and encourage fair and equitable practices in support of respectful communication, collaboration, teamwork, achieving work/life balance, and continual efforts that promote greater understanding and respect for each other and the community we serve.

Adopted by the Village Board of Trustees
January 18, 2022

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

April 6, 2026

NYS Liquor Authority
80 South Swan Street, Suite 900
Albany, New York 12210-8002

To Whom it May Concern:

The Village of Groton has been notified by Ms. Christine Brennan of their application to the NYS Liquor Authority, with regard to their Hotel Liquor License for use in their business located at 101 Main St. Groton, NY 13073. The Village has no objection to this notification and application.

Sincerely,

Nancy Niswender
Village of Groton
Clerk-Treasurer/Administrator

Cc: acolvin@carbonarolaw.com
chrisclarebrennan@yahoo.com