

Groton Village Board of Trustees Meeting

Tuesday, February 22, 2022

7:00pm

6:57pm Mayor Neville welcomed everyone to the meeting.

Board Members

Trustee Conger - Zoom
Trustee Morey
Trustee Walpole - Zoom
Mayor Neville
Trustee Holl

Others in attendance:

Nancy Niswender - Clerk
Chad Shurtleff - DPW Suprv.
Steve Teeter - Elec Suprv.
Matthew Whitaker- Code Officer
Lt. Troy Boice
Eric DeForrest- Fire Chief
Lee Shurtleff
Alvin Howell - WWTP

Trustee Morey made a motion to approve the minutes of the January 18, 2022 Board Meeting Minutes, seconded by Trustee Conger, 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

A1990.4	Contingency	1,500.00	
A1325.4	Treas. Cont.		1,000.00
A1410.4	Clerk Cont.		500.00
A3389	Safety Grant	607.38	
A3120.22	Police Vest		607.38
A511	Appr. Res.	2,624.45	
A9950.9	Cap Res.		2,624.45

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

Abstract #

GENERAL	233,161.15
WATER	28,664.96
SEWER	11,151.93
ELECTRIC	203,903.59
JOINT REC	1,745.00
CAPITAL	2,624.45

Seconded by Trustee Holl, all in favor, carried.

Monthly Department Reports:

Electric Department:

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

- Marathon & Greene helped with broken Pole on Corner of Cayuga & Cortland.
- Repaired UG primary temporary at Elementary School. The School will pay to have us replace
- Switching Refresher - Steve & Tom
- Pole School - Jack & Carson
- Inventory done for year

Department of Public Works

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

- West South Street spot will need to be patched.
- Been in touch with engineers for Ross Field project - they should be breaking ground in April.
- Bacon Ave & South Main will be scheduled to be paved.

Waste Water Treatment Plant

Alvin Howell Reported:

- Cold weather - things freezing up.
- Changed wipes on press - Looking at changing belts.
- Look for a possible grant for a belt press to replace the screw press. \$300,000
- Items turned in for 5 year budget.

Police Department

Lt. Troy Boice Reported

- New car in service
- Able to purchase 2 new vests with help of State and Perma Grants
- Still discussing School Resource Officer

Fire Department

Chief DeForrest reported:

Ambulance Calls	126
Fire Calls	30

- Major Structure call on Davis Rd
- Gave the Boy Scouts a tour of the Department
- Will have a table at Cabin Fever for recruitment
- Chicken BBQ went well - Sold out.

Code Enforcement

Officer Whittaker reviewed his report attached.

Joint Recreation

Trustee Conger reported:

Trustee Conger reported the Joint Recreation Report from Jennifer Jones (attached to these minutes)

Groton Youth Commission

Trustee Conger reported:

Trustee Conger reported the GYS April Report from Nick Wagner (attached to these minutes)

Action Items

- Trustee Morey made a motion to Mayor to appoint Dianna Nino, Erin Thomson and Chloe Conger as Recreation Assistants for Cabin Fever March 5th at \$13.25 per hour, seconded by Trustee Holl, all in favor, carried.
- Trustee Morey made a motion to have the Mayor to appoint Alvin Howell as Sewage Treatment Plant Operator Trainee at a rate of \$25.32, seconded by Trustee Holl, all in favor, carried.
- Trustee Conger made a motion to adopt a Resolution subject to Permissive referendum to transfer up to \$7,000 from Equipment Reserves account for backhoe repairs, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion put a hold on the Employee COVID testing policy and to adopt the edited COVID time off policy until further notice, seconded by Trustee Walpole, all in favor, carried.

Old Business:

- Lee Shurtleff Reported - The committee met with CCC and went over details of building design and finishing and we will meet again in a month and finalize the details for a document to go out to bid.
- A discussion on Employee COVID testing. The policy was put in to effect last month and now that there is a decline in COVID we will discontinue the weekly testing. The remaining requirements in the time off policy will remain in effect concerning paid time off.
Trustee Holl made a motion to redact the current policy and adopt the new COVID time off policy, seconded by Trustee Walpole, all in favor, carried.

Presentation & Discussion Items

- Lee Shurtleff Reported as Tompkins County Representative - He has been appointed as Vice Chair to the County Budget Committee and Facilities and Infrastructure Committees (Public Works). Working on a master plan to highway improvements. West Cortland Street Bridge on a possible list of bridges to replace this year.
- Mayor Neville made a motion to adjourn to budget workshop on Saturday March 5th 9am.

Groton Village Board of Trustees

Saturday March 5, 2022 9am

Village Board of Trustees meeting from, Tuesday February 22, 2022 reconvened at 9am.

The Village Board and Budget Officer met to discuss the upcoming 2022-23 budget
The tentative budget was reviewed and will be updated. The Village Board will meet again later in March.

Trustee Conger made a motion to adjourn at 10:30am.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator

Electric Department Report

14-Feb-22

Work Completed

Snow plowing

Remove decorations

Ground up Christmas trees

Non pay shutoffs & turn on's

Stray voltage testing

Replaced brakes & serviced E1

Replaced #2 triplex for 1/0 for service upgrade

Safety school in Endicott

Repaired streetlights

Read meters

Replaced transformer leads & cutout on pole 1-5A Main St.

Removed service to the bathrooms at Ross Field

Replaced ceiling tiles at the Fire Station & repaired emergency lights

Replaced broken meter at 315 Barrows St.

Replaced Pole 60-1 on corner of Cayuga & E. Cortland St.

Repaired UG primary to the Elementary school



Village of Groton

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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 January 18 – February 22, 2022

Completed Work/Projects:

- Plowing snow & salting
- Several equipment repairs
- Haul snow from congested side streets
- Delivery of a new snow blade for the loader
- Read water meters – start of monthly reads
- Repair frozen & broken water meter at 301 W. South St.
- Dig out all fire hydrants after a snowstorm
- Install a new warning light on truck #48
- Move snow at the Main St. lot for Northline Electric
- Repair hydraulic seals on the street sweeper
- Begin maintenance on the sweeper
- Chad – attended Town Highway Association meeting
- Respond to house fire on David Rd.

Schedule of Work

- Prep the street sweeper for spring
- Replace two fire hydrants
- Repair water meters not working
- Village garage maintenance

Village of Groton

Fuel Usage Report in Gallons

Dates: 02/22/2022

	Unleaded	Diesel
DPW	175	524
Electric	236	66
Fire	181	96
Police	488	

Code activity report for February Village Board Meeting

Since the last board meeting, I have issued two roofing permits. And two building permits.

Also, Mike Rankin and I did three LSI's.

Now that we seem to be getting a couple warmer days, I'm going to start walking around the village to look at sidewalks to see which ones are in bad shape. I actually went on a walk last night and noticed a few places on Elm St. that the side walk is pretty bad. I created a spreadsheet of all the streets and am going to use that to identify which streets the sidewalks are bad on.

Took the first course for codes. Took the test the following week. Take another course next month.

Feb-22	# of permits	Est. cost of project	Permit cost
Building Permits	2	\$ 43,500.00	\$ 158.00
Roofing Permits	2	\$ 20,750.00	\$ 125.30
Window Permits			
Shed Permits			
Misc. permits			

YTD			
	# of permits	Est. cost of project	Permit cost
	2	\$ 43,500.00	\$ 158.00
	5	\$ 49,309.00	\$ 295.30
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -

GROTON JOINT RECREATION COMMITTEE
March 01, 2022 5:30 PM

Scott Weeks called the meeting to order at: 5:35pm

Present were: Betty Conger, Scott Weeks, Crystal Young, Monica Dykeman, Rec Dir. Jennifer Jones, Olivia Howarth, Jennifer Foote-Dean, Leon Brockway

The meeting minutes were reviewed from the previous meeting:

Motion made to approve the minutes by: Leon Brockway

2nd by: Betty Conger
carried.

No Financial Reports were to be reviewed. Committee requested financials to be done quarterly if not monthly. Looking into bylaws.

Recreation Director Report

**Groton Joint Recreation Committee
Jennifer Jones- Director Report
March 2022**

Winter Programming:

- Youth Basketball- 80 youth participating in grades 3rd-6th. Ending March 12th
- Younger basketball program- 1st & 2nd grade, 22 participants. This program was moved to March due to broken equipment and gym conflicts.
- Youth Wrestling- 37 youth participating. Ending this week.
 - \$400 donation from Cargill towards the youth wrestling program this year.
- Yoga Classes- Session 2 March 2-April 6, \$20. Wednesdays 3:45-4:45 pm- if there are 10-12 people interested then they will continue.
- ZUMBA Classes- Continuing for a few more days after break. Tuesdays 6-7pm, March 1 & 8. Was not as popular as in the past so may not continue for much longer.
- Dance with Camille- Monday's at Fire Hall.

As of 3/2/22 there are no masks required for games or in school.

Cabin Fever Planning:

We have hired back 3 summer workers to help with the event.

- Saturday, March 5th, 2022
 - Building use confirmed
 - Sciencenter
 - Boys Scouts
 - Girl Scouts
 - Art Club?
 - Henna by Averie

~~o Groton Library~~

- o Roller Skating- 5:30-6:30pm family skate, 7-8pm open skate
- o Historical Society
- o Bounce House
- o DJ Kelly

~~o School involvement~~

- o Fire Dept
- o Workers/ volunteers
- o Photobooth
- o Cayuga Nature Center
- o Crossroads the Clown

Spring 2022 Planning

- Field issues for spring 2022. Move t-ball and coach pitch to alternate fields. Still have been trying to find an open field to play on.
- Sewing Classes by Flo Allen. 1x/week, for 10 weeks. 12 students. Classes will start in April.
- Babysitting class- our annual certification class will be held on March 26th.
- Women and Girls Self-Defense- Crystal and I are planning a female focused self-defense class. Possible dates may be in May. It will be 4, three hour classes with Ithaca College instructors to help teach risk reduction and self defense. The class will take 10-12 people, ideally 16 years old +.

Summer 2022 Planning

- Summer Program Planning is underway. Jr Fire, Hiking, Archery, Track, Golf, Basketball, Dance and Art are confirmed.
- I spoke with Chad at DPW about getting the pool patched and painted this year. Also possibly paving the road back to the pavilion.
- YMCA Partnership- water aerobics for summer in the pool.
- Summer Concerts: All concerts and food trucks are scheduled.

Grants & Professional Development:

- **USA Swimming Learn to Swim Grant- AWARD \$1,300**
- **Summer Concerts Grant- AWARD \$800**
- Cabin Fever Grant- AWARD \$1,000
- Supporting the Sciencenter on a NASA Grant Proposal
- Legacy Grant for Tennis Courts- \$5,000 Award deferred to 2022

Discussion/Action Items

Jennifer Jones noted that Superintendent Margo Martin reached out to her and was asking questions regarding things like who does what and who makes decisions, then mentioning there will be some building policy changes. Margo also mentioned some maintenance complaints that people do not pick up after themselves. Jennifer let Margo know that if she was aware of these issues at the time she would have taken care of them. Monica Dykeman and Leon Brockway assured the committee that they feel these questions were to only benefit the Joint Rec Committee in the future. Looking to better the communication and relationship with the school and the Rec Committee.

Monica and Leon also mentioned the building policy changes could be going into effect due to our new facility going up and all the outside people that may want to use it. They will talk to the school board to confirm.

Jennifer Jones mentioned she is still looking for a rec assistant. Average 5 hours of work a week.

Also hoping to bump the summer staff hourly rate up at at least \$14 an hour.

Planting new trees on the hiking trail. They will be planted from the parking area off Spring St Ext, through the field to the woods.

The Legacy Grant award of \$5,000 will be used towards a smaller than planned rehab work on the Robinson Tennis Courts. This will include sealing cracks, nets, and benches. The long term goal for this area is to create a walking area down to the water, and family friendly park area.

Motion to adjourn at 6:45pm made by: Leon Brockway

2nd: Jennifer Foote-Dean

Next meeting: April 5th, 2022 at 5:30pm

Submitted by:
Olivia Howarth
Village of Groton
Deputy Treasurer

Program Manager
Nick Wagner

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

Tompkins County Youth Services
Kate Shanks-Booth
Meghan Guerra Lyons

Youth Representative
Emma Kennett
Noah McCormick

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
Maria Montreuil
Kristin Prugh

Meeting Minutes March 2, 2022

The February 2, 2022, meeting of the Groton Youth Commission was called to order by Chairman Glenn Morey at 7:13pm in-person. Members present were Glenn Morey, Chairman, Elizabeth Conger, Vice Chairman; Board members: Brian Klumpp, Program Manager Nick Wagner, Meghan Guerra Lyons, Shelley Lester

Excused: Youth Representative, Emma Kennett; Board Members: Kayla Esparza, Pegi Ficken, and Kristin Prugh, Maria Montreuil

Secretary's Minutes:

There was not a quorum.

Report: Nick Wagner:

The Great Groton Cook-Off, Mondays 10 registered - Set up as a cook-off style game, each week youth are divided into two "teams" and given the same ingredients and recipes to prepare. Working together, the teams create the days meal and then at the end everyone tries each other's food to see how it all turned out and we discuss what they could do differently next me.

Outdoor Adventures, Wednesdays 18 registered - Youth in the community love being able to be outside after the school day has ended! This program has maxed its capacity as word has spread about how much fun it is to be out at the park together. Youth are learning about proper fire safety with our weekly campfires (complete with roasting marshmallows and hotdogs). A variety of outdoor projects changes each week based largely on the weather. Last week youth did a winter animal tracks scavenger hunt (they found some interesting tracks in the snow). Youth are also learning how to safely handle a pocket knife to make roasting snacks. Many projects require cooperating and working together to reach their goal including building "forts" and creating colorful snow art.

Mini Moving Machines, Tuesdays 10 registered - This program is a combination of youth learning about how machines and electricity work while also being creative and trying to build their own machines. During the first week of the program we discussed how to hook up electrical wiring to our mini motors, built a model of the Mars Rover, and began assembling a model of a 4-cylinder automobile engine. Youth were especially excited to see the motor's working once the wiring and batteries were hooked up and they began designing small vehicles to travel from one end of the cafeteria to the other. Some of them even took theirs home to work on over the February break!

Painting the World, Thursdays 11 registered - Youth in this program will be learning how to paint both as recreation and as a practical skill. Painting will be on a variety of surfaces and different items that we might find in our everyday world. One goal of this program is to teach youth how to properly prep and paint surfaces that have already been painted or finished and are either faded or chipping as to require a new coat of paint to regain their luster.

Eve is the youth spotlight. A regular at programs since the beginning of the year, Eve is participating in our Great Groton Cook-off program as well as our Outdoor Adventures program during this session. Having rarely cooked before and with minimal kitchen knowledge, Eve has already begun to develop an improved understanding of how to safely use the cooking equipment. She has learned how to follow a recipe to make what she wants and was excited to learn how to use a manual can-opener. During Outdoor Adventures she has started becoming a positive leader for her peers and role model for some of the younger youth that attend that program.

Groton Schools is providing transportation for youth to programming.

Report: Shelley Lester: see Annual Report. Shelley reviewed the Annual Report provided by CCE. Shelley and Nick will talk about Summer Camp at the next meeting, they may extend the day from 8-4 instead of 9-4.

Report: Meghan Guerra Lyons: see attached report. Meghan highlighted the TST BOCES program needing assistance with Mock Interviews for youth. Also, Tompkins County Health Department has lifted the mask advisory. Meghan shared the Municipal Youth Services System Dashboard to members. This is an overview of all commissions/councils that the Youth Services Department is the technical assistance liaison from the county. Part of the 2021 Vitality Check-List was the desire to have a Youth Needs Assessment proved to be an item that commissions would like to have administered. Meghan gave a proposal consisting of 4 components:

1. Community Survey
2. Key Informants
3. Focus Groups
4. PhotoVoice (program to be administered by Nick Wagner)

There was a review and edits of the survey as well as concerns of PhotoVoice piece. Meghan clarified that this is just for the use of funding, not to engage in politics (as is the survey). Meghan will send out the survey to everyone to continue with any additional edits.

Meeting adjourned at 8:30 PM

Next meeting is April 6, 2022 @ 7:00PM

Submitted by,
Meghan Guerra Lyons - Youth Services Liaison



Village of Groton

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Police OIC.....	Lt. Troy Boice

2/22/2022

Time Off

All employees will be paid for time taken to receive vaccinations. Employees are to work with their managers to schedule appropriate time to comply with this policy.

Any employee who has not received an FDA-authorized vaccine and required boosters or who choose to not report their vaccination information will be considered to be unvaccinated.

Those considered unvaccinated will be required to use their provided sick leave if they are required to be quarantined, unless they have tested positive.

All employees who test positive and are required to isolate will be paid according to the current state requirements, but only if their test was administered and confirmed positive by a local Department of Health or doctor.