

# Groton Village Board of Trustees Meeting

Monday, May 20, 2019

Present: Mayor Neville, Trustees Morey, Conger, Holl and Walpole, Nancy Niswender - Clerk/Treas, Chad Shurtleff - DPW Supv, Ben Nelson - Fire Chief, Mike Andersen - Code Enf, Steve Teeter- Elec Utl. Supv., Lt. Troy Boice, Police OIC, Admin Charles Rankin, Glen Morey, Michael Mancuso.

Mayor Neville opened the meeting at 7:00 pm

The April 15<sup>th</sup> Board meeting minutes are a draft and a final copy will be presented at the June board meeting.

Trustee Walpole made a motion to approve the claims and adjustments presented for review.

From: A511	\$6,479.49	To: A9950.9 Cap Proj	\$6,479.49
A1325.1 Treas-Pers.	\$ 353.82	A1325.4 Treas-Cont.	\$ 353.82
A1410.41 Clerk/Treas Code.	\$ 114.85	A1410.4 Clerk/Treas Cont.	\$ 114.85
A1420.41 Attorney - SS	\$ 319.50	A1420.4 Attorney Cont.	\$ 319.50
A3120.2 Police Equip.	\$ 632.46	A3120.4 Police Cont.	\$ 632.46
A5142.1 Snow Remv Pers.	\$2,031.65	A1010.4 Board Cont.	\$ 814.31
A9060.8 Grp Med Ins.	\$9,531.40	A1640.1 Garage Pers.	\$2,000.00
		A1640.4 Garage Cont.	\$3,146.48
		A1910.4 Unalc. Insurance	\$ 748.25
		A5142.4 Snow Remv Cont.	\$1,765.58
		A7140.4 Parks Cont.	\$2,747.59
		A8510.4 Beautification Cont.	\$ 340.84
A9060.8 Grp Med Ins.	\$7,600.00	A5110.1 Streets Pers.	\$7,600.00
A5182.4 Street Light Cont.	\$3,700.00		
A5110.2 Streets Equip.	\$ 730.00	A5110.4 Streets Cont.	\$4,430.00
A5010.1 Street Admin.	\$ 550.00	A5182.4 Street Light Cont.	\$ 550.00
A5010.1 Street Admin	\$3,000.00	A5142.1 Snow Remv	\$3,000.00
A1410.12 Rec Clerk Pers	\$1,010.00	A1325.1 Tres. Pers	\$ 110.00
		A5110.1 Street Pers	\$ 900.00
Water Fund			
F8310.2 Water Admin Equip.	\$1,603.37	F8310.4 Water Admin Cont.	\$1,603.37
Sewer Fund			
G8130.4 Trtment Plant Cont.	\$ .42	G9710.7 Int EFC Loan	\$ .42
G8120.1 Sewer Lines Pers.	\$1,000.00	G8130.1 Trtment Plant Pers.	\$1,000.00

Seconded by Trustee Morey, carried. The above adjustments and claims paid are covered by the following lists of abstracts of audited vouchers:

**Abstract #12**

GENERAL	\$22,578.38	ELECTRIC	\$ 91,680.28
WATER	\$ 3,719.27	JOINT REC	\$ 822.80
SEWER	\$40,181.54	PARK CAPITAL	\$ 5,977.99

Trustee Conger made a motion for a resolution authorizing the Mayor to sign the 2019 Tax Warrant for \$811,500 with water relievis of \$21,337.20 sewer relievis of \$29,197.88 and unpaid charges of \$1,748.52 seconded by Trustee Walpole, carried.

Trustee Conger made a motion for approval of Groton Fire (\$125,000) and Ambulance (\$125,000) Service Contracts, seconded by Trustee Morey, carried.

Trustee Morey made a motion to approve Groton Fire Department Fireworks Permit, seconded by Trustee Holl, carried.

Mayor Neville appointed the following Summer Staff Positions:

**2019 Summer Staff as of May 20, 2019**

**Rec Assistants:**

Brooke Twitchell- Friday Nights

Erin Commings- Crafts & Friday Nights

Morgan Dittman- Crafts & Friday Nights

**Head Lifeguards:**

Matt Krebs

Greg Pinkowski

**Lifeguards:**

Alexis Hatfield

Allison Morrow

Mark Dodici

Adam Cronk

Daniel Zhe

Laura Krebs

Trustee Conger made a motion to have the Mayor sign the Cornell Co-op Ext 2019 Youth Agreement for \$54,484.00, seconded by Trustee Holl, carried.

Trustee Walpole made a motion for a Resolution to deem the 1998 Ford Econoline Van surplus equipment and to have it scrapped, seconded by Trustee Holl, carried.

Supervisor Shurtleff reviewed the Quote from John Deere for the Compact Tractor and Loader PC68131. He researched many different tractors. This one will replace the 1990 tractor which would be sold and proceeds to cover the cost of a new blade.

Trustee Holl made a motion to approve the purchase of the John Deere Compact Tractor and Loader PC68131, seconded by Trustee Morey, carried.

Trustee Morey made a motion for approval of Open Container Exception for Nancy Niswender Family Reunion Picnic July 20, 2019, seconded by Trustee Holl, carried.

Trustee Walpole made a motion to approve the Mayor to sign agreement of award of a Summer Intern from the United Way Summers of Service Scholarship program \$1,600, seconded by Trustee Holl, carried.

A discussion followed on a possible Single-Family Subdivision of Land and roadway on N. Parkway. The Board agreed it could be allowed, but the builders would need to follow the code and requirements to build the road.

A discussion followed concerning the request to rope of the section behind the Union Tavern for a pig roast during GOHD.

Trustee Holl made a motion to approve the request upon approval of the GOHD committee and that it allows room for emergency vehicles, seconded by Trustee Walpole, carried.

## **Monthly department reports**

### **Electric:**

#### **Supv Teeter reported:**

Mike Perkins completed his first week of apprentice school – 2<sup>nd</sup> fastest climber and knots – starts next class next week.

The staff participated in OSHA training last Monday.

MEUA will be holding a meter school – Tom & Mike are signed up to take the training,

They completed spring brush cleanup.

They completed a couple service upgrades

They removed an old 240 bank behind the American Legion that used to supply the air conditioner.

They looked at putting up a street light by the school cross walk.

**DPW:**

**Supv Shurtleff reported:**

The DPW crew completed spring hydrant flushing – a few hydrants to repair

A spring clean-up of leaf piles that were left from last year due to snow storm was done.

A water leak on Elm Street was repaired.

All have been sharing on mowing. Hopefully we will have a couple of names for summer help next month.

We have begun draining and painting the pool. There is a lot of work done at the park. New siding and plastic 6-foot entrance ways have been done on the pool building. Kelly & Olivia will help with some interior painting. We have ordered a new pool slide, bike racks and trash cans.

The stage went over to McLean and they used it for "Happening in the Hamlet". Scott Marlett's lighting was put on it for the bands. It looked really nice.

New tribometer for the filter plant was ordered for \$5,300. It is used for clarity of water. This was from the reserves fund approved previous month.

Pot holes on Main Street on to Rte 222. If no one objects we will repair until the State can get to it.

Mayor Neville requested Supervisor Shurtleff contact the State and set up a meeting to discuss it.

Bottom of Elm Street also needs to be patched.

**Groton Fire Department:**

**Chief Ben Nelson reported:**

Calls YTD: 343 ambulance calls 63 fire calls

A lot of vacation time taken this month – coverage has been covered by many staff and volunteers.

BBQ at end of April – 600 halves sold out.

Easter Egg hunt was done, a lot of kids participated.

Students against drunk driving practice event was cancelled due to bad weather. We will plan on again in the future.

**Code Enforcement**

**Code Officer Anderson reported:**

Court again for 133 Cayuga St – No show. If no show on Wednesday a warrant will be issued. Certified mail returned.

The 200 South Street permit was closed out.

Scott Pinney's bit coin business is up and running full bore with 500-600 computers running.

We are still having issues with some places not putting in their grease traps. He will keep checking on.

15- Window & Roofing permits and 15 building permits out now.

We are still having issues with long grass. He has sent out letters. Do we mow and charge?

Some current addresses: Branston's property needs to be done; this property is going back to the County in June. 123

Hillcrest property needs to be done as well as properties on Cedar Lane and Cortland Street.

Discussion continued on the process. We will need to charge more and more often and relevy any unpaid charges on the following tax bill.

If the property has been turned over to the county then we will need to send a letter to the County.

Trustee Holl made a motion to raise the residential amount to \$200 to mow and \$500 commercial. Per mowing 2<sup>nd</sup> by, Trustee Morey, carried.

Put in letter not only the cost of mowing but the aggravation dealing with complaints.

### **Police Report**

#### **Lt. Boice reported:**

New Rifles in service – Officers have had training on.

Spoke with resident that complained about the range.

A new camera is to be installed May 28<sup>th</sup> near the American Legion.

Emails sent to all board on the RV of the resident on Main St – this may become an issue in the Fall.

One officer in training will be completed after one more shift.

### **Joint Recreation:**

#### **Trustee Conger reported:**

No meeting – some emails back and forth. They are working on the trails.

### **Youth Commission**

Youth Services: Amazing Ag – Cornell program – Bee keeping & equine digestive system.

Groton Harvest – continued - Healthy Food Choices – Community dinner to be planned.

Jr camp counselor program had 12 kids – they learned basic first aid.

As of May 1<sup>st</sup> 22-27 campers enrolled for summer camp for each week.

Trustee Conger read the Groton Public Library announcement of reading program and many other programs.

All summer long there will be free lunch, breakfast and afternoon snacks at the high school through the Park Grant.

### **Wastewater**

Trustee Walpole reported:

Standard operations and maintenance continue. Still having problems with the rags, new grinder has been ordered. Supv Shurtleff has talked with the Nursing Home again. He has let them know that if it continues, they will be billed.

Planning Board met, no new business, discussed some older items and municipal codes that need updating.

No new news on the 7 Eleven grocery store.

### **Public Comments:**

Glenn Morey - Contact Monica Dykeman for youth services for intern,

There was some discussion on contacts for State Highway.

He attended a State budget retreat, some highlights: Medium house price in Tompkins County is \$190,000, tax cap estimate is going to be 3.51% and increase of 1.75 million dollars on to the budget, but the goal is 2.76. Unemployment is low 3.6%, Inflation is low 1.9%, and the market is good right now. Snap is low & Family assistance is low right now. Pension rates are flat – which is good, Sales Tax is growing. DSS mandates remain stable.

Michael Mancuso – 208 Spring Street. He reported he is having concerns about his property – people driving over the corner of his property. New sidewalks were put in some kids walked all over it and put footprints in it. Lower part is where people drive over. On April 7<sup>th</sup> someone cut across sidewalk and hit depression. He and called Town Board to report. Many people drive fast.

Trustee Holl mentioned to the Police about speeding areas coming into the Village.

He would like to put up a larger flower pot to help block. Our DPW will mark the right of way and put some white posts.

He also mentioned that they have a groundhog issue. You can buy a have a heart live trap and take it out of town.

Trustee Conger Made a motion to reject all bids for the Municipal Building Project, seconded by Trustee Holl

Walpole made a motion to deem the 1990 Ford Tractor as surplus, seconded by Trustee Morey.

Trustee Conger made a motion to go into executive session at 8:30pm to discuss some employee benefits, seconded by Trustee Morey.

Trustee Walpole made a motion to return from Executive session at 9:15pm

Mike Elster submitted his resignation. The board accepted his resignation, and will hold the position open for 45 days.

Trustee Conger made a motion to pay vacation pay outs for the year over the limited amount due to shortage of coverage and unable to take vacation time during the year. A letter will go out to all employees of the importance of taking vacation and making schedules for coverage for this time to be taken during the year, seconded by Trustee Holl.

A discussion of a revision of the hand book followed:

## VACATIONS

### Full-time, 12-month Employees

#### Vacation Accrual as follows:

1 year 40 hours ( 5 days)

2-4 years 80 hours (10 days)

5 years 104 hours (13 days)

6 years 112 hours (14 days)

7-14 years 120 hours (15 days)

15 years 160 hours (20 days)

**Pro-rated vacation during the first year of employment** - during the first year of employment, employees will accrue a prorated amount of the standard allowance based on the number of months worked from their date of hire up through May 31. The prorated amount will be equal to 1/12 of five days (the standard allowance), for each month worked. On June 1 following their date of hire but prior to one full year of service, employees will be given that prorated amount of vacation to be used between that June 1 and the next May 31. For example, employee's date of hire is December 1, on June 1 the following year, the employee would be awarded 20 hours - 2.5 vacation days for working six months. These vacation days will be available for use during the that fiscal year June 1-May 31. This will bring the employee up to a June 1 anniversary date. The following June 1 the employee would receive 80 hours – 10 days of vacation.

Vacations may be taken at any time, subject to work requirements in your department and the first choice of those with longer service. All vacations must be taken during the fiscal year and may not be carried over into the following year without special permission of the Board of Trustees.

During the fiscal year, if an employee uses 3 or less sick days, they will be given an extra two vacation days in the next fiscal year. If an employee uses four to six sick days, they will be given one extra vacation day in the next fiscal year. Seven sick days or more used during the year will result in no extra vacation days; vacation earned will be based on longevity as stated in the paragraph above.

***Employee may be paid a bonus of up to 40 hrs of such accumulated vacation time in lieu of taking time off at the end of the fiscal year. (Such limit is 80 hours for Exempt employees).***

Trustee Conger made a motion to accept the revision of the handbook, seconded by Trustee Walpole.

Trustee Holl made a motion to recalculate Troy Boice's annual pay for 2019 to bring him up to the maximum amount allowed for retired Police Officers of \$30,000, seconded by Trustee Walpole.

Trustee Conger made a motion to accept a Resolution to have Clerk Niswender represent the Village of Groton as a Director of the Owasco Lake Watershed Management Council as time allows seconded by Trustee Holl.

Trustee made a motion made to adjourn 9:20pm

Nancy Niswender  
Clerk Treasurer