

# Groton Village Board of Trustees Meeting

Monday, September 19, 2022

7:00pm

7:00 Mayor Neville welcomed everyone to the meeting.

## **Board Members**

Trustee Conger  
Trustee Morey  
Trustee Walpole  
Mayor Neville  
Trustee Holl

## **Others in attendance:**

Nancy Niswender - Clerk            William "Skip" Schell  
Chad Shurtleff - DPW Suprv.  
Steve Teeter - Elec Suprv.  
Eric DeForrest - Fire Chief  
Mike Albro - YAWS  
Members of Girl Scout Troop 40011

Trustee Walpole made a motion to approve the minutes of the August 15, 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.

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

### **Abstract #4**

|           |            |
|-----------|------------|
| GENERAL   | 167,927.81 |
| WATER     | 18,687.00  |
| SEWER     | 32,804.66  |
| ELECTRIC  | 97,777.86  |
| JOINT REC | 29.99      |

Seconded by Trustee Holl, all in favor, carried.

## **Presentation**

### **Girl Scout Troop #40011 Bronze Award Project**

- Girls from Girl Scout Troop #40011 gave a presentation of the Bronze Project they have been working on at the Groton Memorial Park. They have spent several hours cleaning, sanding and painting the picnic tables and wooden posts of the pavilion. The troop paid for all the expenses for the project. They are having an open house on October 15th 2-4pm, and invited the Board to attend.

## **Monthly Department Reports:**

### **Electric Department:**

#### **Supervisor Teeter report was submitted (attached to the minutes)**

- Both Lineman Apprentice completed their annual trainings.
- The Mayor received the D. B. H. Dalrymple Community Service Award, which is given to the Municipal employees and officials who have been involved in community service during the year, at the MEUA annual conference.

### **Department of Public Works**

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

- Paving went well and is a nice job. We came within 55 tons of the estimate. Drainage looks good.
- Fire hydrant is in and we needed to shut down several areas in order to install and put in a shut off.
- Heading into Fall getting ready for winter.

### **Waste Water Treatment Plant**

#### **Mike Albro - YAWS Reported:**

- Testing numbers came back good. Cleaned and scrubbed several items. W2 operators giving quotes on pumps. One of the main items needed for the plant.
- VDP came in and tested the screw press. The bones are good, all of the items around the press needs some TLC. Pat did some work on it and it is working better. The solids are looking better. Polymer cost will be up due to increased processing.
- Would like to have the screw press dump right into a dumpster as long as it is running properly. He is not sure if there would be a fee for having a dumpster on site. Have increased the number of deliveries to remove the solids by winter.
- DPW came down and cleaned out influent channel. Mike would like to set up a regular schedule.
- FROSI Report. - Mike contacted GHD - they will come in and work with local codes and DEC. The will contact Clerk Niswender with cost. We will determine how to proceed. Mike will contact Matt Russo and inform him of our progress. Once process is determined - testing will be done and Old Chatham will be required to cover the cost.
- Trustee Walpole met with several people on plant operations and alarms. They will get a quote to him for review.

### **Police Department**

#### **Lt. Troy Boice Reported**

- New Computers in cars. Working well. One of the old computers we will keep as a backup. New Officer Martin is doing well. We have not heard anything on the School SRO position. We will be higher in complaints this year. We need to put signs up at Olde Home Days to keep alcohol at the locations purchased.
- Discussion on NYWLE Conference. Trustee Holl made a motion to allow travel and attendance to the NYWLE Training Conference for Hillari Ninivaggi, seconded by Trustee Morey , all in favor, carried.

## Fire Department

### Chief Eric DeForrest reported:

|                 |            |
|-----------------|------------|
|                 | <u>YTD</u> |
| Ambulance Calls | 570        |
| Fire Calls      | 161        |
|                 | <u>731</u> |

- Old Home Days was a success. Sold out of everything. The parade was well attended.
- 2 New recruits voted in and have started their training courses.
- Still battling with the County with the radio issues
- Some foundation issues with the Fire Department Building. We will get some recommendations on how to repair for the winter.
- We have some Medic interviews coming up this week.
- We have purchased a new laptop to work on necessary reporting.
- Clerk Niswender reviewed the updated Building project report and asked the Board and building committee to review and get back to her in a week, so she can send the updates back for revisions. Once the revision is complete we will send to TG Miller for review before going out for bid.
- Mayor Neville asked about community First-Aid and CPR. Chief DeForrest said he will bring it up to the trainers and see what they can schedule.

## Code Enforcement

### Officer Whittaker reviewed his report

- Several complaints on roosters. As we do not have a code that disallows them. The issue will be handled as a noise complaint.
- Some sidewalk complaints on Church Street. Kim Kelly is working on. Joe Hays discussed some sidewalks on Church St. with Chad. The Mayor asked William "Skip" Schell if this addressed his concerns. Mr. Schell replied it did.

William "Skip" Schell - 139 Church St. - Addressing Trustee Morey and the Board. He read a letter which was sent to the board previously. He stated he appreciated that the Board was moving forward.

## Joint Recreation

### Trustee Conger reported:

- All programs seemed to be down from last year. We received a grant for adult swim and that went well.
- Hold harmless agreements have been developed and will be required by all sporting groups.
- The Memorandum of Understanding has been updated and will be sent to the school for review and signature.

## Groton Youth Commission

### Trustee Conger reported:

- Finished up summer camp. Program Director will be out for a couple of months so programming will be delayed.
- Tompkins County had cut 12% last year and they have added that back into this year.

## Action Items

- Trustee Conger made a motion to adopt a resolution designating October 2nd- 8th as Public Power Week, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion adopt a resolution designating the Village Office as the one polling place for the Village Elections on Tuesday, March 21, 2023 to approve , seconded by Trustee Walpole, all in favor, carried.
- Trustee Walpole made a motion to request Mayor Neville to appoint Angela Conger as Alternate to the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC), seconded by Trustee Holl, all in favor, carried. Mayor Neville appointed Angela Conger as Alternate to the GTCMHIC
- Trustee Walpole made a motion to request Mayor Neville to appoint Angela Conger as a member of the Joint Committee on Plan Structure and Design for the GTCMHIC, seconded by Trustee Holl, all in favor, carried. Mayor Neville appointed Angela Conger as a member of the Joint Committee on Plan Structure and Design for the GTCMHIC.
- Trustee Holl made a motion to adopt a Board Resolution to update the First National Bank of Groton Trust Fund Bank account and Consumer Deposit Accounts, removing Olivia Howarth and adding Angela Conger as signer, seconded by Trustee Walpole, all in favor, carried.
- Trustee Walpole made a motion to request Mayor Neville to appoint Seth Walpole as member of the ZBA, replacing Greg Churchill's seat ending March 2024, seconded by Trustee Holl, all in favor, carried. Mayor Neville appointed Seth Walpole as member of the ZBA, replacing Greg Churchill's seat ending March 2024.
- Discussion of Employee Handbook section of Police/Fire holiday time. The handbook states the holidays for police will be paid out as a lump sum. The police would like to add the clause "The employee may choose to take this benefit as time off, in lieu of payment, with the approval of the Police Lt."  
Trustee Conger made a motion to approve the change to the employee handbook to include a clause after the full time police holiday time : "The employee may choose to take this benefit as time off, in lieu of payment, with the approval of the Police Lt.", seconded by Trustee Holl, all in favor, carried.
- Discussion of the Federal Mileage Rate increase to 62.5 cents, our current rate is 53 cents  
Trustee Walpole made a motion to raise ours to 58 cents per mile, seconded by Trustee Holl, all in favor, carried.
- Trustee Morey made a motion to have the Mayor appoint Ashlyn McCarty as Account Clerk Typist/Front Desk Clerk at a rate of \$15.50/hr. seconded by Trustee Conger, all in favor, carried. the Mayor appointed Ashlyn McCarty as Account Clerk Typist/Front Desk Clerk at a rate of \$15.50/hr.
- Trustee Walpole made a motion to have the Mayor appoint Brittany Siedlicki as School Crossing Guard at minimum wage - Current rate of \$13.20/hr. seconded by Trustee Morey , all in favor, carried. The Mayor appointed Brittany Siedlicki as School Crossing Guard at minimum wage - Current rate of \$13.20/hr.
- Discussion of the new Legislation for Property Tax Exemptions. We will table this until all information is in.

8:26 Mayor Neville made a motion to go into Executive Session to discuss specific employee items., seconded by Trustee Conger, carried.

8:36 Trustee Walpole made a motion to return from executive session, seconded by Trustee Conger, carried.

No action taken

8:37 Trustee Walpole made a motion to adjourn.

Respectfully submitted,

Nancy Niswender  
Village Clerk-Treasurer/Administrator

## **Electric Department Report**

**September 15, 2022**

### **Work Completed**

Shut off power at 136 Church St. due to fire  
Turn on 502 Cortland Rd.  
Replaced UG primary at the Elementary School  
Put up temporary services for Olde Home Days  
Set 2 poles in Marathon  
Safety school in Endicott  
Repaired sink drain at Village office  
Chipped brush  
Trimmed tree  
Pulled in primary & installed transformer at Ross Field  
Serviced E-1  
Read meters  
Ground streets for paving  
Repaired brakes on Digger Truck



# Village of Groton

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

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

e-mail: [customerservice@grotonny.org](mailto: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 August 15 – September 19, 2022

### Completed Work/Projects:

- Complete milling & paving on S. Main, Baken and Barrows St.
- Install new water meter at 502 Cortland Rd.
- Install and regrade sewer manholes
- Complete repairs to the sewer flusher
- Several maintenance items at the sewer plant
- Dig and retire existing water and sewer connections at Ross Field
- Trim trees on streets to be paved
- Pour new sidewalks on S. Main St. and E. South St.
- Replace a broken fire hydrant on E. South St.
- Prepare for Olde Home Dyas
- Repair a broken water main valve on S. Main St.
- Call in for heavy rain and cleanup 9/12/22

### Schedule of Work

- Replace a fire hydrant at 200 W. South St.
- Close and winterize park and pool
- Pothole patching Storm pipe repair on Barrows St.

Village of Groton

Fuel Usage Report in Gallons

Dates: 09/19/2022

|          | <b>Unleaded</b> | <b>Diesel</b> |
|----------|-----------------|---------------|
| DPW      | 245             | 387           |
| Electric | 103             | 25            |
| Fire     | 97              | 117           |
| Police   | 582             |               |

Groton Joint Recreation Committee  
August 30, 2022 5:00pm

Scott Weeks called the meeting to order at 5:06pm

**Present were:**

Elizabeth Conger  
Scott Weeks  
Rec Dir. Jennifer Jones  
Jennifer Foote- Dean  
Leon Brockway  
Nancy Niswender

**Absent**

Crystal Young

The meeting minutes were reviewed from the previous meeting.

Motion made to approve the minutes by: Elizabeth Conger  
2nd by: Jennifer Foote- Dean  
carried.

Financial Reports were reviewed for fiscal year end May 2022.

Motion made to approve the financial report by: Elizabeth Conger  
2nd by: Leon Brockway  
carried.

**Recreation Director Report**

See Director Jennifer Jones report attached

Updates to report:

- Jennifer reviewed the Pool use and registrations. See attached form. We received a grant from USA swim for adult lessons making them free. She would like to continue applying for the grant.
- Jennifer reviewed the Recreation Program Registration. Program participation had a 50% increase and revenue had a 160% increase from last year. Discussion followed concerning overlaps of programs with the school programs. Jennifer mentioned that the recreation program usually goes to 6th grade and the school concentrates on middle - high school. Leon discussed the school had received a Century 21 grant for programming of all ages. Craft participation was down from pre-covid. Free lunch numbers were down as well. Leon mentioned that the school did really well with lunches, perhaps that affected the park.
- Jennifer reviewed the Concert Series. Form Attached. Participation was also down from previous years. Jennifer will continue with the concert committee.
- Jennifer said the paddle boarding trip was a ball!



- Jen Foote-Dean mentioned a climbing activity on Facebook.
- There was a Home Days Dash before the parade at Groton Olde Home Days that went very well. We need to look at blocking off some of the parking lots before the parade. Jen Foote-Dean mentioned that it should be advertised that the road will be closed prior to the parade for the race and until the parade is done.
- Clerk Niswender mentioned the stage needed a new canopy that fits and requested Joint Recreation fund this. She will get some quotes
- Labor Day race coming up. The funds go into sports boosters and helps fund the cross country activities and supplies.
- Update - Football and Cheer has a new committee and is off and running.
- Winterfest/Cabin Fever Plans? - Do we want to keep same, change from one main event to more smaller events? We will keep for one event for this year. Possibly offer roller-skating night at a different date.

#### Discussion/Action Items

- Youth Sports Oversight - The Town attorney provided the hold harmless agreement for all to use. We are waiting on the youth sports agreement.
- School Policy Changes & Training - Margo sent a document shared with all of youths sports. Waiting on training dates for game supervision.
- MOU Town/Village/School and the Intermunicipal Agreement were reviewed.

Motion to adjourn at 8:15pm

made by: Scott Weeks

2nd by: Leon Brockway

Next meeting Tuesday, October 04, 2022

Submitted by:

Nancy Niswender

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

*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

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## Meeting Minutes September 7, 2022

The September 7, 2022, meeting of the Groton Youth Commission was called to order by Chairman Glenn Morey, at 7:08pm 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. On Zoom were Pegi Ficken and Kristin Prugh. Zoom volume was not working correctly. They could not hear.

### **Secretary's Minutes:**

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

**Report: Athena Steinkraus Nick Wagner.** Summer Camp went well. There were 86 campers. Survey is going out to the parents and staff. After care was the biggest asset. Nick will be out on medical leave for a couple months. Programs will be suspended for that period.

**Report: Kate Shanks-Booth:** County budget returned the 15% for Youth Services, that was cut from last year. Services is looking for a 15% increase for next year. County is looking for a representative from Groton for the County Youth Services Board. Meeting is once a month and is Virtual. Here will be a new Youth Services Rep at our next meeting: Rick Alvord.

**Chairman Glenn has stated that we will meet in October and November to discuss future programming ideas.**

Meeting adjourned at 7:35PM

Next meeting is October 7, 2022 @ 7:00PM

Submitted by  
Elizabeth Conger  
Vice Chair

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