

# Groton Village Board of Trustees Meeting

Monday, July 17, 2023

## Board Members

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

## Others in attendance:

Nancy Niswender - Clerk  
Lt Troy Boice  
Steve Teeter - Elec Supervisor  
Chad Shurtleff - DPW Suprv.  
Mike Albro - YAWS  
Pat Albro - YAWS  
Flo Allen - GOHD  
Doug Houck - GOHD  
Rob Gallinger - GFD

7:00pm Mayor Neville welcomed everyone to the meeting.

Trustee Walpole made a motion to approve the minutes of the June 19, 2023 Board Meeting Minutes, seconded by Trustee Conger, carried.

## **Audit of claims and approval thereof.**

Trustee Conger made a motion to approve the claims presented for review.

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

	<u>Abstract #2</u>
GENERAL	249,055.54
WATER	13,429.38
SEWER	38,355.78
ELECTRIC	83,671.36
JOINT REC	8,948.95

Seconded by Trustee Walpole, all in favor, carried.

## Monthly Department Reports:

### Electric Department:

- **Supervisor Teeter reviewed his report (attached to the minutes)**
- Working on replacing service poles that are hard to get to & Railroad Ave.
- Working on quotes on transformers for new building. The lead time is several weeks. We need to get ordered as soon as possible.

### Department of Public Works

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

- Pool came out nice - passed Health Department inspection with no issues.
- A lot of patching being done. Trying to work on a schedule and then to paving. Clark St from 222 - to Village line and Town will be taking it up from there. Mid August - Mid September
- Received new backhoe - had a good trade in value from CAT for the old one.
- Summer crew are working out well.
- Matt Sparling had some concerns about flooding issues on Barrows and East South Street. Chad will talk with him.

## Waste Water Treatment Plant

### Mike Albro - Yaws Report was reviewed

- Plant is operating well. BOD has dropped. Running the press daily to try to keep up with it. A lot of work to keep it up, using lime to help dry the beds. No notices from DEC. Will see if we can reduce or eliminate the use of peroxide. FROSI report will be done the end of this month, waiting on last sampling results.
- W2 operators to be in to redo 2 pumps. Approx. \$4,800 each.
- Slack came in to research - and formulated a polymer for our sludge base
- One Blower is down - they don't make the VFD anymore. Replacement that will fit won't be available to October/November. Quote - \$15,880. (refurbished - Available in a week - \$19,500).

## Police Department

### Lt. Troy Boice Reported

- Kristen completed all tests and is ready to go full time. Lt. Boice will review all paperwork with her.
- By the end of the month we will be at the same number of calls that we had all of last year.

## Fire Department

### Deputy Chief Gallinger reported the following:

	<u>YTD</u>
Ambulance Calls	442
Fire Calls	120
	<hr/>
	<b>562</b>

- Two serious fires this year in the Village - one on Main Street and one in the Trailer Park.
- Ambulance cost recovery has just started with insurance collection. Medicaid/Medicare will take until about the end of the year for recovery. GFD worked up a summarized version for public. This is only for insurance billing, no cost directly to user.
- Ambulance - new application for a paramedic received and discussed for John Schwartz.
- Mayor Neville appointed John Schwartz as Part-time paramedic pending Tompkins County approval at a rate of \$21.68/hr.
- The Board reviewed and discussed the creation of a contract for \$800,000 the Fire depart would be contributing to the project. The Fire Department will have a contract drawn up .
- We noticed that the locks on the doors for the new building were changed from key fob to hard keys and would like to explore changing to key fobs. Clerk Niswender will notify the builders.
- Jr. Firefighters Camp averaged over 110 per night. A successful event - a small weather issue and we were unable to bring the helicopter in, but kids had a good time.

## Code Enforcement

### Ted Skibinski - Interim Code Officer submitted his report attached to the minutes.

- The Board had a discussion concerning the LSI status and the importance of getting the inspections done as soon as possible.

## Joint Recreation

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

## Groton Youth Commission

No meeting - all sessions are full.

## Presentation/Discussion Items

### **Groton Olde Home Days - Flo Allen & Doug Houck**

- Lt. Boice would like to see signs by the American Legion to limit alcohol use. Lt. Boice will talk with Frank Heine and also discuss the rodeo with him. Doug Houck will see about making some additional signs.
- Flo Allen - Blvd getting busier, FFA will be doing species, 2 Hot Dog Carts, a lot of activities on Conger Blvd., petting zoo & pony rides, Cornell Raptures have been contacted. Rodeo will be setting up on the Main Street lot. Brian Klumpp will allow us to use some of his property. Carnival is going on. Several other events in the works. Several vendors have contacted us. We will work with GFD to discuss ground breaking event.
- Doug Houck looking to hold the music event on Saturday at the Main Street lot. Looking at different stages. Parking lot should be available Friday night if able to secure. Music will be Saturday 3-6pm and after parade to 11pm.
- Clerk Niswender Reviewed the progress of the NY Forward Committee. We have had a few meetings and are collecting information from businesses and property owners. More to follow.

## Action Items

- Trustee Conger made a motion to approve the Groton Olde Home Days Festival Permit for August 24-26, 2023, seconded by Trustee Walpole, all in favor, carried.
- Trustee Walpole made a motion to approve the request for Leisure Studio LLC (Doug Houck) to host a musical event during Olde Home Days and utilize the parking area on Main Street and to have the Mayor sign a landlord authorization agreement from the Village and Approval of Open Container Exception at this location during the event, as well as a temporary waiver of the Village Noise Ordinance, seconded by Trustee Conger, all in favor, carried.
- Trustee Walpole made a motion to approve the American Legion temporary waiver of the Village Noise Ordinance for August 25 - 26, 2023, seconded by Trustee Conger, all in favor, carried.
- Trustee Walpole made a motion to approve the Labor Day Race September 5th., seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to approve the NYCOM Fall School & Travel to Lake Placid on September 17-22, 2023 for Nancy and Angela, seconded by Trustee Walpole, all in favor, carried.

- Trustee Conger made a motion to approve the credit of \$540.81 to the Masonic Lodge for fees overcharged in water/sewer due to a faulty meter seconded by Trustee Walpole, all in favor, carried.
- Trustee Walpole made a motion to accept the quote of \$15,880 from EMA for the WWTP Blower replacement and to place the order, seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to have Administrator Niswender sign the Complete Construction Concepts contract for the new Municipal Building once final review is accepted by Attorney Grossman, seconded by Trustee Walpole, all in favor, carried.
- Trustee Conger made a motion to have Administrator Niswender sign the Halco contract for the new Municipal Building once final review is accepted by Attorney Grossman, seconded by Trustee Walpole, all in favor, carried.
- Trustee Conger made a motion to offer William Schell the position as Clerk of the Works at a rate of \$30-\$35 per hr., seconded by Trustee Walpole, all in favor, carried. Mayor Neville agreed to the appointment of William Schell upon his acceptance of the position at a rate of \$30-\$35.
- Trustee Walpole made a motion to accept GHD as our engineer for WWTP projects, seconded by Trustee Conger, all in favor, carried.

8:28pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender  
Village Clerk-Treasurer/Administrator

## **Electric Department Report**

**July 10, 2023**

### **Work Completed**

- Read meters
- UDIG NY mark outs
- Wired up pump at water plant
- Cleaned up around Village office
- Cut down dead tree on Walpole Rd,
- Chipped brush
- Ran generators
- Repaired John Deer mower
- Safety school in Endicott
- Inventoried security lights that need to be changed to LED
- Worked on F450 heat & vac duct work (plugged with sawdust)
- CPR & First aid refresher course
- Set new guy pole 62-3A on Clark St.
- Moved school's fiber line on Barrows St.
- Read meters
- Cleaned tree out of the creek on W. South St.
- Installed temporary service for concerts



# 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
Police OIC .....	Lt. Troy Boice

## Department of Public Works June 19 – July 17, 2023

### Completed Work/Projects:

- Mowing & trimming grass
- Finish getting the pool ready to open
- Complete Health Dept. inspection
- Dig out potholes and patch on several streets
- Street sweeping as needed
- Repair a broken fire hydrant at 200 W. South St.
- Weed trimming on Main Street sidewalks
- Mowing and tree removal on hiking trail
- Repair the drying beds at the Wastewater Plant
- New backhoe delivered and put into service
- Miscellaneous repairs at the pool

### Schedule of Work

- Prepare Clark St. for paving
- Paint tennis courts

Village of Groton

Fuel Usage Report in Gallons

Dates: 07/17/2023

	<b>Unleaded</b>	<b>Diesel</b>
DPW	56	246
Electric	48	0
Fire	90	100
Police	187	

**Board Meeting – Monday, July 17, 2023**

**Ted Skibinski, Interim Code Officer**

**Reporting and Accomplishments:**

1. Life Safety Inspections – Two inspections completed; two inspections scheduled.
2. Code letters sent (June/July) – 3
3. Legacy Building Permits Closed (June/July) – 13
4. Active Building Permits – 16
5. Legacy Building Permits – 14
6. Order of Remedy(s) – (133 Cayuga St.) (219 Spring St.) to be sent.

## **Groton Joint Recreation Committee**

### **July 6, 2023**

Scott Weeks called the meeting to order at: 5:30pm

#### **Present were:**

Rec Director Becky Koenig  
Scott Weeks  
Crystal Young  
Leon Brockway  
Elizabeth Conger  
Angela Conger

#### **Absent**

Jennifer Foote-Dean

The minutes were reviewed from the May 2nd meeting.

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

The financials from May were reviewed.

Motion made to approve the minutes by: Elizabeth Conger  
2nd by: Crystal Young  
carried.

### **Recreation Director Report**

See Director Becky Koenig's Report attached

Updates to report:

#### **Spring Planning**

- Yoga will continue to run- Moving outdoors to Conger Blvd gazebo and the Groton Memorial Park.
- June 10th National Family Health & Wellness Day-It wasn't well attended. With the color run, Dairy Days and other events. Recreation Director Beck suggested doing an open rec day on the pool opening day. May get more attendance.

#### **Summer Planning**

- Fireworks went really well. We had 3 food trucks that were busy the whole time. Estimated around 1000-1200 people.
- Lifeguard Course scheduled for August. Recreation Director Becky mentioned that it would be helpful if they could order 2 adult, 2 children mannequins and the AED, and accessories needed for the course. The cost is under \$1,000. It was suggested to charge rent for the pool usage during the class to the 21st century grant and it could help offset the cost. Recreation Director Becky will talk to Monica.
- Summer camps going well. Crystal Young asked if the 21st Century grant and school programming has affected numbers. Recreation Director Becky said it has affected it some. Registration is down about 25%.



## **Discussion/Action Items**

Discussion was had on both of the Recreation softwares. My Rec and Rec Desk. Recreation Director Becky had consultations with both of them. They are essentially the same program but My Rec is less costly. Recreation Director Becky has also reached out to other communities that use the softwares for feedback. My Rec is preferred. Leon Brockway asked to have them both send the Soc 2 Type 2 security reports for him to review. Decision to purchase has been tabled until next time.

- Gear swap day- Discussion was had to do Swap day or possibly just a collection day and items distributed to coaches of respective sports. The shed by the community garden could be used for storage.

Mission statement was discussed- Leon Brockway suggested making it shorter and more concise.

- Crystal Young suggested including "All Ages". Recreation Director Becky will work on a new draft.
- A discussion was had about an issue that arose with a coach. Recreation Director Becky presented a volunteer coaches agreement for coaches to sign to try and avoid situations like this.
- Discussion about Receptions role with the Baseball/Softball league specifically as they are completely separate from Joint Recreation but the perception is they are under the umbrella. Also soccer and football/cheer.

- Leon Brockway suggested doing an event to recognize the coaches and volunteers.

- The air quality index was discussed and it was agreed that anything over 200 would be cause for cancellation. Recreation Director Becky said she had talked to her lifeguards and said if they had difficulties to take additional breaks as needed.

## **Open Discussion:**

None

Motion to adjourn: 7:27pm

made by: Elizabeth Conger

2nd by: Crystal Young

Next meeting

August 22nd

Submitted by:

Angela Conger

Village of Groton

Deputy Treasurer



**Groton Joint Recreation Committee**  
**Becky Koenig- Director Report**  
**June/July 2023**

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**Spring Planning:**

- Yoga still running- Moving to Conger Blvd and Memorial Park in July
- Youth Track & Field Finished
- Couch to 5K – People stilling joining occasionally
- Rec Volleyball ended May 22<sup>nd</sup>. Numbers were solid for all 4 months.
- June 10<sup>th</sup> National Family Health & Wellness Day. FLTL on site.

**Summer Planning:**

- Summer Concerts and Food Trucks are filled.
- A lifeguard course for Groton residents in August-in the works
- Summer Programming: Photography, Basketball, and Hiking/ Wilderness Camp running.
- Purchased Memorial Park rec equipment to be used for check-out and programming.
- New program for summer- Open Rec kickball for adults.
- Tennis court work planned for the end of June. Pickleball court will be added
- Connecting with Finger Lakes Independence Center (FLIC) regarding disability awareness in programming, policy writing, and accessibility.
- Olde Home Days- Laser Tag, Kickball, open rec, pool depending on staffing.
- Self-Defense course July 22<sup>nd</sup>. 3-hour introductory course. - 7 participants
- Talks continue with St. Anthony's regarding fields. Last communication \$600 per mth while using fields
- Working on building new Welcome to Groton signs.
- Fully staffed with 2 Rec Assistants, Pool Director, 14 Guards.
- Swim lessons running well- Opened another time slot to accommodate more participants.

**Fall Planning**

- Soccer, Football, and Cheer registration are open
- Labor Day race.
- Gear swap day? Declutter, less sent to landfills, build community, helping neighbors.
- Talking with Cayuga Climbs about programming.

**Professional Development:**

- National Recreation and Park Association Membership: Purchased

**Grants:**

- |                                 |               |
|---------------------------------|---------------|
| • Beautification Grant          | AWARD \$1,600 |
| • Summer Concert Grant:         | AWARD \$1,800 |
| • Community Celebrations Grant: | AWARD \$1,200 |
| • Community Foundation:         | AWARD \$3,500 |

- United Way: AWARD \$1,500
- Legacy Grant for Tennis Courts: \$5,000 (deferred to 2022)

**Current Mission Statement:**

The mission of the Town and Village of Groton Recreation Program is to enhance the quality of life for all residents of Groton by programming a wide variety of recreation and cultural activities.

**Draft Proposal:**

The mission of the Town and Village of Groton Recreation Program is to enhance the quality of life for all residents of Groton. We provide programming wherein all individuals are accepted, included, and welcome to participate in a wide variety of diverse and inclusive recreation and cultural activities. Recreation makes every effort to be accessible to all abilities. If you need special accommodation for facilities, activities, and/or programs, please contact us at [recreation@grotonny.org](mailto:recreation@grotonny.org)