

Groton Village Board of Trustees Meeting

Tuesday, February 21, 2023

Board Members

Trustee Conger
Trustee Morey
Trustee Walpole - Via zoom (non voting)
Mayor Neville
Trustee Holl

Others in attendance:

Nancy Niswender - Clerk
Chad Shurtleff - DPW Suprv.
Steve Teeter - Elec Suprv.
Eric DeForrest - Fire Chief
Mike Albro - YAWS
Lt Troy Boice
Becky Koenig
Pat Albro - YAWS
Mike Lockwood - GFD
Ted Skibinski

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

Trustee Morey made a motion to approve the minutes of the January 17, 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:

Abstract #9

GENERAL	220,989.52
WATER	20,521.19
SEWER	39,585.41
ELECTRIC	147,131.73
JOINT REC	3,750.36
CAPITAL	6,275.14

Seconded by Trustee Morey, all in favor, carried.

Monthly Department Reports:

Electric Department:

Supervisor Teeter report was submitted (attached to the minutes)

Department of Public Works

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

Waste Water Treatment Plant

Mike Albro - YAWS Reported:

- Getting backed up on sludge again - Schedule is once a week. Cost is going up several % with Casella. Direct cost to dump is \$80 per ton then we would have to pay hauling fee.
Meeting with GHD today. They will be inspecting Old Chatham to complete recommendations and the FROSI Report.
Removing tank - checking digesters.
Cleaning Facility.
Received a satisfactory from DEC inspection.

Fire Department

Chief Eric DeForrest reported:

- Special Election on March 6th for 865 position - Rick Neville
- Fire Department Applications reviewed:
Ashlyn McCarty - Hooks
Patricia Mason - Conger
Christopher Bode - Conger
Mariel Bode - Conger
All approved by the Board & signed by the Clerk.
Mayor Neville made a motion to approve the Fire Department applications, seconded by Trustee Conger, all in favor, carried.

EMS billing - carriers have been interviewed. Multimed out of Baldwinsville would do the billing - their cost is 10% of the bill. Once a week reports. Some changes done. Public Hearing on March 7th at the Town Bldg. for any questions. Working on getting Medicaid and Medicare numbers 6-8 months. Private insurance possibly in May. No billing if no insurance.

The Mayor introduced Becky Koenig the new full time Joint Recreation Director and Ted Skibinski the new Part Time Interim Code Officer.

Joint Recreation

Joint Recreation report (attached to the minutes):

Becky Koenig - Joint Recreation Director reviewed the items she is working on:

- Many of the same programs currently going on: Basketball, Cabin Fever
- Cabin Fever - new program - Lazer Tag - hoping to pull in some older kids, teens to program.
- Working with Monica Dykeman on the 21st century grant for programing.
- Adult Volleyball
- Possible other Adult programs - Adult Kickball league
- Baseball & Softball Signups
- Planning for summer - running most of the same camps as last year and adding a few new ones like volleyball.
- Grant covering Kristen Likel to become a Certified Lifeguard Trainer to offer lifeguarding to local participants.

Code Office

Ted Skibinski - new Interim Code Officer reviewed his report attached to the minutes.

- Ted has begun code enforcement training courses and is working with Rick Fritz.
- Working with Office Staff to streamline the processes.

Groton Youth Commission

Trustee Conger reported:

- Program Manager Chad Hovey was hired this month. There will be summer camp this year.

Action Items

- Trustee Conger made a motion to approve travel for Nancy & Angela to PERMA Annual Conference May 11&12 at The Sagamore Resort-Bolton Landing, NY, seconded by Trustee Morey all in favor, carried.
 - The Board of Trustees reviewed the RFP for a Consultant to manage our Comprehensive Plan. The RFP has been sent to the NYS DOS for approval in terms with the 2021 Smart Growth Grant received. Trustee Holl made a motion to accept the Comprehensive RFP plan with any updates by DOS, seconded by Trustee Conger, all in favor, carried.
 - Mayor Neville appointed Nancy Niswender as permanent Clerk-Treasurer/Administrator.
 - Employee Health & Wellness Benefit Review - Clerk Niswender requested the board to approve a change in the Wellness policy to include an addition to the first paragraph: "Under special circumstances the Village Board may allow alternative fitness centers upon request from the employee, the annual cost not to exceed the cost of the Groton Fitness Center annual cost.
 - Discussion and action on property tax exemptions. We will set up a public hearing for next month for the Volunteer Firefighter/EMT exemption, Senior Exemption modification, Low Income Disability modification.
 - Draft Annual Audited Financials reviewed by Board and accepted.
- 7:57pm Trustee Conger made a motion to go into Executive Session to discuss specific employee items and a legal matter, seconded by Trustee Holl, carried.
- 8:23pm Trustee Conger made a motion to return from executive session, seconded by Trustee Holl, carried.

- Trustee Holl made a motion to approve the pay increases as follows:

Rate Changes retroactive to 2/20/2023

Account Clerk Typist	18.00	Hourly
Clerk-Treasurer/Admin	1,444.77	Wkly Rate
Deputy Clerk	983.35	Wkly Rate
Deputy Treasurer	840.00	Wkly Rate
DPW Supervisor	32.19	Hourly
Electric Apprentice-3	26.68	Hourly
Electric Apprentice-2	25.65	Hourly
Electric Lineman	36.35	Hourly
Electric Supervisor	41.57	Hourly
FT - Police	27.21	Hourly
FT-Critical Care Tech	23.07	Hourly
FT Paramedic	25.20	Hourly
MEO	26.19	Hourly

Rate changes to take effect after approval from Supervisors

PT - Police - Desk Officer	25.51	Hourly
PT - Police-2	23.64	Hourly
PT - Police-3	24.37	Hourly
PT Paramedic 1	21.05	Hourly
PT-Paramedic-3	22.21	Hourly

Seconded by Trustee Conger, carried.

- Trustee Conger made a motion to have Clerk Niswender contact Dale & Don, Inc. to inquire on loan payments and to notify Att. Grossman if necessary, and if necessary to have the Village Board of Trustees authorize the attorney for the Village, Peter Grossman and the firm of Hancock Estabrook LLP to seek collection of outstanding monies due the Village by Dale and Don, Inc., including the authority to commence a lawsuit to recover a judgment against the debtor or to foreclose the security interest of the Village in the property of the debtor, seconded by Trustee Morey, all in favor, carried.
- Trustee Conger made a motion to adjourn to the budget workshop on March 4th at 9am.

Groton Village Board of Trustees

Saturday March 4, 2023 9am

Village Board of Trustees meeting from, Tuesday February 21, 2023 reconvened at 9:15am.

Present: Trustee Conger, Trustee Morey, Trustee Walpole via zoom, Budget Officer Niswender.

The Village Board and Budget Officer met to discuss the upcoming 2023-24 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

February 13, 2023

Work Completed

Trucks inspected by Diversified
Non pay shut off
Trimming for the Town of Groton
Put steel on the wall of the garage
Installed LED lights in the garage and garage office
Changed out crossarm braces for the Village of Freeville
Trimmed trees and picked up Christmas trees
Wired up pump at the Water Plant
MEUA safety school in Endicott
Cleaned boom on the Digger truck
Helped remove gearbox on drum filter at the Sewer Plant
Plowed snow
Repaired streetlights
Read meters
Got tool's tested & sent rubber goods out for testing
Repaired pump at the Sewer Plant and repaired leaking water line
Helped repair wing on Truck #46



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 January 17 – February 21, 2023

Completed Work/Projects:

- Plowing snow & salting streets
- Rebuild highline water pumps – parts back ordered
- Work on repair to gear box on drum filter at WWTP
- Mark utilities on Walpole Rd. for new gas main
- Rebuild vacuum system on the street sweeper
- Replace the fire hydrant at the sewer plant
- Repair pump wiring at the sewer plant
- Replace pneumatic valves on the filter plant
- Repair broken hinge on truck #46
- Office file organization
- Read water meters and monthly samples
- Small equipment maintenance
- Work on sludge removal problems - WWTP

Schedule of Work

- Finish repair items on equipment
- Replace water meters not working
- Begin sewer main flushing

Village of Groton

Fuel Usage Report in Gallons

Dates: 02/21/2023

	Unleaded	Diesel
DPW	214	297
Electric	125	0
Fire	54	150
Police	410	

Groton Joint Recreation Committee
February 7, 2023

Scott Weeks called the meeting to order at: 5:31pm

Present were:

Rec Director Becky Koenig
Elizabeth Conger
Scott Weeks
Crystal Young
Leon Brockway
Nancy Niswender
Ellard Keister
Doug Portzline
Kathleen Grimes

Absent

Rec Asst. Jennifer Jones
Jennifer Foote-Dean

The minutes were reviewed from the previous meeting.

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

Financial Reports December and January :

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

Nancy brought up that NYCLASS is a non for profit investment organization that we are using to increase the interest on some of the Village accounts and it was discussed that the committee move the money in the Joint Rec savings account to earn more money on it. The current account is earning approximately \$8.10 a month and with NYCLASS there is a potential to earn approximately \$197 a month. The discussion was tabled until next month for Leon to do some research on it.

Recreation Director Report

See Director Becky Koenig's Report attached

Updates to report:

Winter Programming

Youth Track/Cross Country

Groton Project moved from Lusk Field are more local, Scott Weeks stated that numbers were down a bit. Not sure if it's facilities not as enticing, or weather related? Spring time numbers will grow They did a survey for Adults and Kids- Every kid said they want to do field events. Indoor meets coming up and Scott thinks they will be better attended. They are scheduling ore road races- in the spring with assistance from the 21st Century grant.

Youth Basketball

Travel basketball only 4th grade has had to cancel due to weather or illness. They are halfway through the season. For K-2 basketball Rec Director Becky has gotten a coach for 1st and 2nd grade. She said they are still looking for a Kindergarten coach. If no one steps up Becky said that she would do it.

Youth Wrestling

Youth wrestling is doing great with fundraising and getting a lot of generous donations. The season is half over.

Indoor Soccer

Gary Bush proposed running the program year round, he has been speaking to Monica about using grant funding to keep the program going. They currently have about 10 kids are participating. Becky had a conversation with Gary about making sure not to interfere with the current soccer programming.

Zumba

A woman from Dryden (Gretchen Bachner) is coming to do Zumba weeknights for awhile, then will switch to Saturday mornings to coincide with K-2 Basketball-Sophia Darling is also doing a Sunday Zumba class at the school.

Volleyball

17 attendees on the first night. A lot of great feedback and excitement.

Winterfest/Cabin Fever

16 Laser tag sets have been purchased for recreation use. Rec Director Becky plans to use them during Cabin Fever in the wrestling room, 15 min time slots-10 mins play-5 min transition. With the 16 sets 8 can be playing and they next 8 can get suited up and ready to go. Rec Director Becky spoke with Donna Davis Howard from the elementary school and has mats to use for barriers. Discussed using Dianna Nino and Erin Thompson who are paid employees to run laser tag. Rec Director Becky mentioned that she had a lot of volunteers to help out as well.

Spring Planning

Youth Baseball Concerns- Leon Brockway introduced Doug Portzline, who is in charge of Groton Baseball/Softball. Biggest challenge Fields and Volunteers. A concern of the field availability was brought up again, having to split the fields three ways (Varsity, Modified, Youth)-field availability has always been a challenge We have had more players (183 last year) and less field availability with 6 teams battling for 1 field this year, they are looking for new options. With the Ross Field renovation it has created more challenges in baseball. In the past Doug has had discussions about combining the little league with Cortland or Homer as they have the facilities and volunteers. If we do combine then they take over the territory and Little League would no longer be in Groton. It will be hard to get the league back in the future, it took a lot of effort to build the program. There are Pros and Cons about it.

How would the community feel about not having a youth program here in town? It does open the field for softball to stay here. Offers a better program but have to send them to Cortland will also eliminate kids in the program.

Doug is good with running program this year and considering doing this next year.

Phone calls will be made to try and see if we can do anything about land. It was brought up about the USA baseball grant to help cultivate fields.

Yoga

The library is also doing Yoga-more of adaptive yoga (chair yoga) We don't have a location yet but it was discussed to possibly host it at Groton Fitness center or the dance studio attached. Suggested to talk to the Benn Conger about using space there as the Summerhill brewing is doing yoga there as well. Rec Director Becky will call Drew.

Babysitting Course

Scheduled April 22nd 9:00am-4:30 pm at the Village office, cost is \$65 a participant and max 12 students.

Summer Planning

Rec Director plans to do a lot of the summer planning in March after Cabin Fever. Discussed finding additional programming, possibly youth volleyball. Rec Director Becky spoke with Monica Dykeman who said that through the 21st century grant they can sponsor the Lifeguard class and it will also pay for Kristen Likel to be a lifeguard instructor. Cornell has instructors and will run classes at cost. A question was brought up on the longevity of being able to offer the course for free. When Kristen is certified to be an instructor, there will be minimal cost for new guards. It is a great resource to help get new guards over the years. Once everything is worked out Rec Director Becky will work with TC3 for pool usage.

Professional Development

- Aquatics Facility Operator Course- is a 2 day virtual class in April. This will help with knowing how to run the pool and do the chemicals and testing.
- Lifeguarding certification will be completed by the summer.

Discussion/Action Items

- Pool update by Nancy-research on sandblasting and getting pool updated and repainted. Not sure of cost-Don't need to go out to bids until we are over \$20,000- Get it updated not to last at least 7-8 years to give time to raise some money for a more extensive rebuild.
- Becky spoke with Monica Dykeman and Sara Knobel at the library about what programming they are offering to try and make sure that they won't overlap.
- Leon Brockway suggested having Monica visit in March to go over what the 21st century grant is for, and what the scope of the grant covers. Rec Director Becky will invite her.

Open Discussion:

None

Motion to adjourn: 6:35pm made by: Elizabeth Conger
2nd by: Crystal Young

Next meeting March 7, 2023

Submitted by:

Angela Conger
Village of Groton
Deputy Treasurer



Groton Joint Recreation Committee
Becky Koenig- Director Report
February 2023

Winter Programming

- Youth Track/Cross Country- Program running smoothly 1-2 times per week at the SUNY Cortland Lusk field house under the school umbrella.
 - Extending into spring season
- Youth Basketball:
 - Travel games started for grades 3rd-6th.
 - K-2nd Grade Program on Saturday program in March/April (24 participants)
 - Kindergarten- 9-9:45a
 - 1st Grade- 9:45-10:30
 - 2nd Grade- 10:30-11:15 (Jenn Kiester coaching)
- Youth Wrestling
 - Competed in 6 matches so far this season, 5 more scheduled.
- Indoor Soccer Practices- Tues & Wed mornings 7-7:45am with Gary Bush
 - Requested times through March.
 - Average 10 participants per session
- Zumba instructor (Gretchen Bachner) signed on.
 - Tuesdays 6-7 Feb 28th 6 weeks
 - Saturdays 9-10am March 18th 6 weeks (pairs with K-2 Basketball)
- Yoga- Symphony is not available. I've connected Lori Tily. She is certified and able to teach all skill levels.
- Red Cross Baby Sitting Class- April 22nd 9a-4:30p \$65 with a max of 12 students.
- Roller Skating Night- April 8th 5:30-6:30 Family Skate & 7-8 All Skate
- Coed Open Rec Volleyball- Mondays 8-10pm starting Feb 6th. (update attendance)

Cabin Fever- March 4th

- Vendors: 22
- Planned performers/interactive vendors:
 - Moreland the Magician
 - Crossroads the Clown
 - DJ Kelly & Bounce House
 - Photo Booth
 - Cayuga Nature Center
 - Science Center
 - Art Club Face Painting
 - Henna
 - Laser Tag?

Spring Planning:

- Yoga- Symphony is not available. I've connected Lori Tily. She is certified and able to teach all skill levels. Offer \$25 per class.
- Red Cross Baby Sitting Class- April 22nd 9a-4:30p \$65 with a max of 12 students.
- Roller Skating Night- April 8th 5:30-6:30 Family Skate & 7-8 All Skate
- Youth Baseball Concerns:
 - Varsity Baseball field is not planned to be finished for the 2023 season.
 - Sustainability of Youth Baseball

Summer Planning:

- Summer Concerts are scheduled. Food trucks have been scheduled, still have a one open slots. Waiting for Momo to confirm.
- Starting to think and plan for summer camps, pool programming, and staffing. Ideas for additional programming? Youth Volleyball?

Professional Development:

- Pool Management Course- Online, self-run course. Completed.
- Aquatics Facility Operator Course- Mechanical, chemical, operation, and risk management aspects of pool facilities.
- Lifeguarding Course-On list for the next available course at TC3/Tompkins YMCA.
 - 21st century grant can cover course for Groton residents.
 - Kristen Likel interested in becoming Instructor Certified

Grants:

- | | |
|-----------------------------------|----------------------------|
| • Beautification Grant | Submitted Request \$1,600 |
| • Summer Concert Grant: | Submitted Request \$2,000 |
| • 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) |

Board Meeting – Tuesday, February 21, 2023, 7:00pm
Ted Skibinski, Interim Code Officer

Accomplishments:

1. Registered for and began (onsite) State Certification training.
 - a. 180 hours of online learning and testing beginning today February 21, through June 30th 2023.
2. Collaboration with (sponsor) town of Groton Code Enforcement Officer Rick Fritz
 - a. Weekly (Tuesday) meetings to review outstanding building permits, to train by observation, learn best practices, and to schedule permit work inspections.
3. Five onsite (legacy) permits have been scheduled for inspection, completed inspections, closed, and archived in the Code Enforcement Database.
 - a. 33 legacy permits remain that need to be inspected, closed, and archived.
4. Developed and implemented (as a best practice) within the inspection process - **Inspection Checklist**. This checklist is purposed to document all permit site visits and provides the customer with inspection documentation.
5. Currently in development – Internal Process and Procedure Document – **Permit open, close and archive** process document. The goal of this document is to begin the process of having one internal path and procedure to track permit work.