

Groton Village Board of Trustees Meeting

Monday, March 21, 2022

7:00pm

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

Board Members

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

Others in attendance:

Nancy Niswender - Clerk
Chad Shurtleff - DPW Suprv.
Steve Teeter - Elec Suprv.
Matt Whitaker - Code Officer
Lt. Troy Boice
Eric DeForrest - Fire Chief
Rick Uhl
Phil Bachelor

Trustee Conger made a motion to approve the minutes of the February 22, 2022 and March 5, 2022 Board Meeting Minutes, seconded by Trustee Morey, 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

A511	App. Reserves	6,543.90	
A9950.9	Cap Reserves		6,543.90
A1990.4	Contingency	6,100.00	
A8010.1	Code Enf - PS		6,100.00

Water Fund

F8320.4	Water Supply Cont.	2,000.00	
F8330.4	Treatment Cont.		2,000.00

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

Abstract # 10

GENERAL	33,472.62	ELECTRIC	143,764.78
WATER	3,670.94	JOINT REC	1,058.00
SEWER	9,638.68	CAPITAL	6,543.90

Seconded by Trustee Holl, all in favor, carried.

Monthly Department Reports:

Electric Department:

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

- 2 of the guys finished engineering workshop + 1 was able to attend the second day.
- Stray Voltage Testing Completed
- March 23rd - annual glove and bucket testing
- School called to have an electric equipment demonstration

Department of Public Works

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

Waste Water Treatment Plant

Suprv. Shurtleff Reported:

- The plant weathered pretty well. The drying beds are full again. Some of the haulers are having issues. The pump that introduces the polymer to the sludge is not working properly. Alvin is looking to buy a new pump.

Police Department

Lt. Troy Boice Reported

- Went to Albany to research a data master.

Fire Department

Chief Eric DeForrest reported:

Ambulance Calls	186
Fire Calls	44

- Busy with snow fall accidents & fire calls
- Easter egg hunt at the school on April 16th.
- FD BBQ on April 23rd - Bun Appetit helping out with food ordering and cooking to help benefit the community.

Code Enforcement

Officer Whittaker reviewed his report submitted (attached to the minutes)

Joint Recreation

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

Groton Youth Commission

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

Presentation & Discussion Items

- Rick Uhl came in to discuss his project on Elm Street. They would like to start with the first part of the road with removing the grass and top soil and laying down the stone. We will check with an engineer and find out how long it would take for them to review a plan and the cost. Then we will get back with Rick Uhl. Suprv. Shurtleff shared sections of the Village code that pertains to sub-divisions.

Action Items

- Discussion of NYCOM Annual Meeting at the Sagamore Hotel (May 4-6, 2022). Trustee Holl made a motion to approve travel for Trustee Morey to the NYCOM Annual Meeting at the Sagamore Hotel (May 4-6, 2022), seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to adopt a resolution declaring April as Fair Housing Month in the Village, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion to approve Travel for Nancy to PERMA Annual Conference May 25-27 2022 - The Sagamore Resort-Bolton Landing, NY, seconded by Trustee Conger, all in favor, carried.
- Trustee Conger made a motion to authorize the Mayor sign the 2022 Cornell Cooperative Extension of Tompkins Youth Commission contract of \$52,332.00, seconded by Trustee Morey, all in favor, carried.
- Trustee Conger made a motion to authorize the Mayor sign the 2022 County of Tompkins Youth Commission contract of reimbursement \$25,853.00, seconded by Trustee Holl, all in favor, carried.
- Trustee Holl made a motion to authorize the Mayor sign the Town court services contract between the Village and Town, seconded by Trustee Morey, all in favor, carried.
- The Financial report from Insero & Co., CPA's for fiscal year ending May 31, 2021 is being reviewed and will be approved after review is complete.
- Trustee Conger made a motion to adoption a resolution to join NYCOM and nearly 400 other members in support of an increase in State Aid, seconded by Trustee Holl, all in favor, carried.
- Date and time for annual organization meeting will be April 4, 2022 at 6:45pm.
- Date and time for public hearing on the tentative budget April 4, 2022 at 7:15 pm.

8:02pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator

Electric Department Report

March 14, 2022

Work Completed

Inventory

Service chipper & chipper truck

Replaced dipstick tube & dipstick on chipper truck

Plow snow

NYSEG switching school

Filled tankers for fire on Davis Rd.

Helped service sweeper

Repaired streetlights

Read meters

Replaced broken meter at 107 Barrows St.

Retied open wire secondaries & crimped service at 319 Elm St. (tree limb hit wires)

Trimming trees

Removed guy wires from light poles at Ross Field (held up net for baseball)

Helped DPW replace fire hydrant on Lincoln Ave.

Engineering workshop

Hearing test



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 February 22 – March 21, 2022

Completed Work/Projects:

- Plow & salt as needed
- Read water meters
- Remove a dead tree on Lincoln Ave.
- Replace a fire hydrant on Lincoln Ave.
- Chad & Alvin attended water school
- Service and repairs on the street sweeper
- Repair a hydraulic leak on truck #46
- Submit water withdrawal report to DEC
- Repair sewer lateral on Church St.
- Install a new hydraulic spool valve on backhoe
- Remove snow on Church St. and cul-de-sacs
- Replace leaf springs on truck E-1
- Chad attended Town Highway Association meeting
- Replace a broken toilet at the park

Schedule of Work

- Begin street sweeping
- Pothole repair
- Water leak on Roosevelt Ave.
- Sewer line flushing
- Hydrant flushing

Village of Groton

Fuel Usage Report in Gallons

Dates: 03/21/2022

	Unleaded	Diesel
DPW	130	236
Electric	138	25
Fire	50	105
Police	366	

Codes report for the month of March 2022

Since the last board meeting three permits have been issued.

I've been looking for possible grants to help with sidewalks. Also looked for grants and funding that could be used for repairs or replacement waterlines if needed. Found a few that could also be used for sewer if needed.

Now that it is getting nicer out, I anticipate receiving complaints of properties that have accumulated trash and debris over the winter.

I've started driving around the village every couple of days to check on property maintenance as well as making sure there's no work going on that hasn't obtained a permit.

I'll be starting to check out sidewalk conditions while out driving so we can get an idea of what sidewalks need repair.

Classes start again on the 28th of this month

Mar-22	# Of permits	Est. cost of project	Permit cost
Building Permits	2	\$ 23,500.00	\$ 98.00
Roofing Permits			
Window Permits	1	\$ 2,500.00	\$ 45.00
Shed Permits			
Misc. permits			

YTD

# Of permits	Est. cost of project	Permit cost
4	\$ 67,000.00	\$ 256.00
3	\$ 33,209.00	\$ 110.30
3	\$ 18,600.00	\$ 145.00
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

PUBLIC NOTICE
Village of Groton – Month of April

WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendment Act of 1988, and

WHEREAS, the month of April 2022 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month,

NOW, THEREFORE BE IT RESOLVED, that the Village Board of Trustees of the Village of Groton hereby declares and proclaims April as Fair Housing Month in the Village.

Christopher J. Neville, Mayor

AGREEMENT

THIS AGREEMENT made this 8th day of March, 2022 by and between the **VILLAGE OF GROTON** (the "Village"), a municipal corporation with its offices at 143 E. Cortland Street in the Village of Groton, Tompkins County, State of New York, and the **TOWN OF GROTON** (the "Town"), municipal corporation with its offices at 101 Conger Boulevard in the Village of Groton, County of Tompkins, State of New York.

RECITALS

1. The Village has an established Police Department providing law enforcement and related services for the Village and for such other municipalities and parties with whom it contracts;
2. The Village abolished its Village Court. The Town Court which is located within the Village, has assumed that responsibility;
3. The Town deems it desirable and in the public interest to contract with the Village for police protection and law enforcement services for its Town Court as hereinafter provided, which services are intended to provide protection for safety, health, comfort, and general welfare of the Town' s officials, inhabitants and persons attending the proceedings of the Town Court;
4. The Village is willing to provide such police protection and law enforcement services on the terms and provisions hereinafter provided;
5. Article 5-G of the General Municipal Law authorizes municipalities to enter into contracts for the performance by one for the other of its functions, powers, and duties.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Police Services**; Subject to the limitations and the terms hereinafter specified, the Village will provide police protection and law enforcement services to the Town as hereinafter set forth.
2. **Obligations of Police Department**; The parties hereto hereby recognize that the obligation of the Village and its police department is the protection of all Village residents and all

persons and property within the Village. Accordingly, notwithstanding any other provisions in this Agreement to the contrary, in the event of an emergency within the Village during which it is determined, in the reasonable judgement of the Police Chief/OIC of the Police Department, that the officer performing services hereunder is needed at the site of the emergency, such officer shall be permitted to respond to such emergency, and the Village shall not be obligated, while such emergency continues, to perform services hereunder. In addition, thereto, any delay in or failure of performance by the Village shall be permitted and deemed excusable if such delay or failure is caused by occurrences beyond the control of the Village, including, but not limited to, acts of God, compliance with any order or request of any governmental authority, acts of war or terrorism, sabotage, accidents, strikes, or other concerted actions of employees, weather, and any other cause not within the control of the Village. The Village will use its best efforts to avoid any of the foregoing circumstances under which it will be unable to perform the services hereunder only in the event of exigent circumstances. In the event under the foregoing circumstances that the officer intended to perform services hereunder does not in fact perform such services, the amount charged to the Town as provided below shall reflect the reduction of time during which such officer was not present.

3. Police Services Contemplated; The police protection and law enforcement services to be provided pursuant to this agreement shall include the following:
 - * Security of the Town Court area within the Town Hall during regularly scheduled court sessions and pre-trial hearings;
 - * Maintaining public order during proceedings;
 - * Placing persons in custody to be remanded to the Public Safety Building as directed by the presiding judge, and maintaining custody of such persons until such time that said person can be transported to the Public Safety Building by a law enforcement agency;

It is anticipated that such services shall be provided by one police officer during the regularly scheduled Town Court sessions. **The Town Court will provide the Village with a court calendar of regular sessions.** The Village shall not be obligated to provide more than one officer or perform such services at any times other than those provided above unless arrangements therefore have been agreed upon in advance and in writing by the Village and the Town.

4. Payment for Services; In consideration of the police protection and law enforcement services provided by the Village hereunder, the Town agrees to pay monthly to the Village the sum of \$40.00 per hour for each officer hour of police protection and law enforcement services rendered hereunder, with a minimum of 3 hours paid for each court session. The hourly amount to be negotiated at the beginning of the Towns calendar year. The Town shall pay to the Village such monthly amount within 30 days of the Town's receipt of a voucher/bill from the Village for the services provided.

5. Terms of Agreement; The term of this Agreement shall commence on **March 9, 2022** and continue for the remainder of the year 2022, on a month to month trial basis. However, either party may terminate this agreement at any time upon 60 days written notice to the other.

6. Insurance and Indemnification; So long as this agreement may remain in effect, (i) the Village shall defend, indemnify and hold harmless the Town against, and with respect to, all losses, damages, liabilities, costs and expenses arising out of or related to the Village's negligent and/or unlawful performance of the services contemplated by this Agreement, and (ii) the Town shall defend, indemnify and hold harmless the Village against, and with respect to, all losses, damages, liabilities, costs and expenses arising out of or related to the **Town's** negligent and/or unlawful actions in conjunction with the operations and activities of the Town Court and the premises upon which such operations and activities occur.

7. No Modification; This Agreement may not be modified in any way unless by a written instrument executed by all parties.

8. No waiver; The waiver by any party hereto of a breach or a violation of any term or provision of this agreement shall not operate or be construed as a waiver of any subsequent breach or violation.

9. Invalidity; If any court of competent jurisdiction holds any provision of this agreement invalid or unenforceable, the other provisions of this agreement will remain in full force and effect. Any provision of this agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

10. Further Documents and Acts; The parties hereto agree to execute and deliver such other documents and to perform such other acts as may, from time to time, be reasonably required to give full force and effect to the intent and purpose of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

Attest: Dated _____

Nancy Niswender, Village Clerk

THE VILLAGE OF GROTON
 by _ _ _ _ _
Christopher J. Neville, Mayor

Attest: Dated _____

Robin Cargian, Town Clerk

THE TOWN OF GROTON
 by _____
Donald F. Scheffler, Town Supervisor