

# Groton Village Board of Trustees Meeting

Monday, May 15, 2023

## Board Members

Trustee Conger  
Trustee Morey  
Trustee Walpole  
Mayor Neville  
Trustee Holl

## Others in attendance:

Nancy Niswender - Clerk  
Chad Shurtleff - DPW Suprv.  
Rick Neville  
Eric DeForrest - Fire Chief  
Joe Milliman  
Lt Troy Boice

Tim Alger - CCC  
Don Richards -CCC  
Lee Shurtleff - County Rep  
Pat Albro - YAWS

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

Trustee Holl made a motion to approve the minutes of the April 17, 2023 Board Meeting Minutes, seconded by Trustee Morey , carried.

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

Trustee Conger made a motion to approve the claims presented for review.  
and to adjust the budget as follows:

### **General Fund**

A1325.4	Treas. Cont	2,351.91	
A1325.1	Treas. PS		690.36
A1410.1	Clerk PS		1,440.80
A1410.11	Clerk PS Dep. Clerk		136.18
A1410.12	Clerk PS Rec Clerk		84.57
A5110.2	Streets - Equip	7,948.78	
A5110.1	Streets		623.75
A5142.1	Snow Rem - PS		7361.03

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

### **Abstract #12**

GENERAL	159,788.14
WATER	6,307.19
SEWER	32,327.63
ELECTRIC	107,960.40
JOINT REC	3,972.87

Seconded by Trustee Morey, all in favor, carried.

## Monthly Department Reports:

### Electric Department:

- No meeting this month

### Department of Public Works

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

- Mayor asked about the wells on Conger Blvd 3 wells - We current use 2 at 115 ft put in in 1982

### Waste Water Treatment Plant

#### Pat Albro - Yaws Report was submitted and reviewed (attached to the minutes)

- Trustee Walpole visited plant and discussed the commercial industrial rags clogging pumps. He talked with the School, Nursing Home and School House Gardens.

Clerk Niswender mentioned that we were moved to the next step of the Federal Discretionary funds on Senator Gillibrand and Schumer's list. The next step will be decided in July to see if our request moves forward. Do we arrange to apply for the WIIA grant as well? Do we apply for a different project? Items to be researched.

### Fire Department

#### Chief Eric DeForrest reported the following:

	<u>YTD</u>
Ambulance Calls	298
Fire Calls	82
	<hr/>
	<b>380</b>

- Some significant calls last month. The crews performed top notch. It made a big difference on the scene. Purchased new air packs and are in service and participated in training. This helps with mutual aid in being compatible with other departments. A ton of Community events coming up.
- Trustee Morey asked about the elevators at School House Garden. They have put in stair lift chairs. Chief DeForrest is working with them to be sure they have emergency plans and future plans.

### Joint Recreation

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

### Groton Youth Commission

#### Trustee Conger reviewed the Groton Youth report (attached to the minutes):

- New program manager no longer with us. Camp Director and an assistant director has been found, Camp will start July 10th, 1 week later.

### Code Office

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

## **Presentation/Discussion Items**

Review New Building Project Proposals - Proposals were reviewed and discussed.

Don Richards and Tim Alger reviewed their proposal for the building design and construction.

Board approval of any proposed bids. Trustee Walpole made a motion to accept the following bids:

Complete Construction Concepts \$2,950,000.00

Halco Geothermal - \$329,735.00

Halco Electrical - \$252,835.00

Halco Plumbing - \$120,250.00

Seconded by Trustee Conger, all in favor, carried

## **Action Items**

- Mayor Neville appointed Charles Rankin as member of the Water Board ending 2026
- Trustee Conger made a motion to adopt a resolution authorizing the Mayor to sign the 2023 Tax Warrant for \$922,306.37 with water relievis of \$8,627.87 sewer relievis of \$12,560.51, seconded by Trustee Morey, all in favor carried.
- Trustee Holl made a motion to approve and have the Mayor sign the Groton Fire (\$147,000) and Ambulance (\$154,500) Service Contracts, seconded by Trustee Morey, all in favor, carried.
- Mayor Neville appointed Summer, Seasonal and Temporary Staff Positions as provided on the attached listing.
- Mayor Neville made a proclamation for EMS Week and EMS day attached to these minutes.
- The Village Board made recognition of National Poppy Day, May 26th.
- Trustee Conger made a motion to adopt the updated Sexual Harassment Policy, seconded by Trustee Holl, all in favor, carried.
- Trustee Walpole made a motion to approve the Comprehensive Plan proposal from Thoma, seconded by Trustee Conger, all in favor, carried.
- Review of request from Mike Mancuso for repairs to sewer line. Supervisor reviewed the repair process of the sewer line and how this was handled. He reviewed the sewer use law and feels due to the location of the clean out, we should cover the cost of \$750.00. Trustee Walpole made a motion to cover half the cost \$375.00 upon receipt of costs seconded by Trustee Conger, carried.
- Trustee Conger made a motion to accept the 3 year YAWS contract and have the mayor sign, seconded by Trustee Holl, all in favor, carried.

8:10pm Trustee Conger made a motion to move into executive session to discuss Legal update and personnel issues. Seconded by Trustee Holl, all in favor.

9:00pm Trustee Conger made a motion to move out of executive session, seconded by Trustee Holl, all in favor, carried.

No Action taken

9:05pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender

Village Clerk-Treasurer/Administrator



# 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 April 17 – May 15, 2023

### Completed Work/Projects:

- Drain and clean the pool
- Mowing grass and brush
- Flush fire hydrants
- General maintenance at the water plants
- Repair broken drum filters at the sewer plant
- Everyone using vacation time
- Read water meters
- Water samples
- Prepared Annual Water Quality Report for 2022
- Repair road shoulder on Pasadena Ave.
- Pool being sandblasted and painted

### Schedule of Work

- Clean and paint tennis courts
- Finish pool and park preparation
- Begin street repairs

Village of Groton

Fuel Usage Report in Gallons

Dates: 05/15/2023

	<b>Unleaded</b>	<b>Diesel</b>
DPW	120	94
Electric	161	35
Fire	37	153
Police	274	

## Groton WWTP Update

- Micro Filters – Cleaned filters with citric acid. Going to treat filters every month with acid bath. DPW welded broken filter brackets. Back in operation.
- Digesters – Odor complaint from residence. Going to introduce peroxide dosing to counter odor problem.
- Sludge hauling – 2 loads per week to keep up with solids. \$50 per ton for hauling and \$39 per ton for disposal. \$89 per ton plus gas and dumpster cost.
- SBR Wasting Pumps – Pulled both pumps and removed rags and debris.
- Influent Wet well – Removed grit and solids from wet well.
- Influent Pumps – Removed clog in pump influent pump 1. Seals leaking on pumps 2 and 3. The shaft is grooved. Getting quote to both fix or replace pumps and shaft.
- Chlorine Contact tank – Drained and cleaned chlorine contact tank.
- Drying Beds – Cleaned and raked sand beds. Would like to add additional sand to beds for drying of sludge.
- Operators – Sending an additional operator 1-2 times a week.

**Groton Joint Recreation Committee**  
**May 2, 2023**

Scott Weeks called the meeting to order at: 5:33pm

**Present were:**

Rec Director Becky Koenig

Scott Weeks

Crystal Young 5:38pm

Leon Brockway

Elizabeth Conger

Angela Conger

Nancy Niswender

**Absent**

Jennifer Foote-Dean

The minutes were reviewed from the April 4th meeting.

Motion made to approve the minutes by: Elizabeth Conger

2nd by: Leon Brockway  
carried.

The financials from March, April were reviewed.

Motion made to approve the minutes by: Elizabeth Conger

2nd by: Leon Brockway  
carried.

**Meeting Dates for 2023-2024**

June 6, 2023

July 11, 2023

August 1, 2023

September 5, 2023

October 3, 2023

November 7, 2023

December 5, 2023

January 2, 2024

February 6, 2024

March 5, 2024

April 6, 2024

May 7, 2024

## Recreation Director Report

See Director Becky Koenig's Report attached

Updates to report:

### Spring Planning

- Lunchtime Yoga is going to run another 6 weeks and Recreation Director Becky will advertise more to see if participation will increase.
- June 10th National Family Health & Wellness Day- It is also the day of the Color Run. Recreation Director Becky is looking to plan some events at Groton Memorial Park after the Color run, a kickball game and guided hikes. It was discussed seeing if they could get the group that does bike maintenance to come and work on bikes. Sara Knobel from the library is also working to see if she can get some helmets and free or reduced priced bikes as well.

### Summer Planning

- Summer Concerts- Major Keys backed out on August 4th and Crystal reached out to Trick Shot to see if they were available. Holy Smoked food truck cancelled all of their dates, Becky said that Casper's and Momo's took a few dates and she's not worried about getting another food truck to fill spots.
- New Program for summer. Teen open rec, Recreation Director Becky would like to purchase supplies to be signed out at Groton Memorial Park. Badminton nets, Volleyball nets and balls, kickballs, footballs etc.

### Discussion/Action Items

- Softball/Baseball reached out to Cortland about having them take over the Groton Territory. They are willing to do so and open to giving it back to Groton when they are able to take it back. There was discussion on Groton not wanting to give it up. Recreation Director Becky said that she was willing to take over the responsibilities of the Baseball/Softball committee. The recreation committee was in agreement with her doing that.
- National Recreation and Park Association Membership is \$180. Recreation Director Becky would like to purchase the membership as it gives discounts on trainings she will need to maintain the Aquatics director certification.

Motion made to approve the purchase of the membership to National  
Recreation and Park Association by: Elizabeth Conger  
2nd by: Leon Brockway  
carried.

### Open Discussion:

None

Motion to adjourn: 6:45pm

made by: Crystal Young  
2nd by: Elizabeth Conger

Next meeting                      June 6, 2023

Submitted by:

Angela Conger

Village of Groton

Deputy Treasurer



**Groton Joint Recreation Committee**  
**Becky Koenig- Director Report**  
**May 2023**

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**Spring Planning:**

- Yoga still running
- Red Cross Baby Sitting Class- 15 students. Class was full. Great new location.
- Roller Skating Night- Laser tag. Low attendance due to break.
- Youth Baseball/Softball
- Youth Track & Field Flyers out to schools. 27 participants
- Tuesday Zumba attendance is still strong. Will continue for another 6 weeks.
- Rec Volleyball moved to 7-9 Mondays running until the end of May
- May Dance recital at the auditorium.
- June 10<sup>th</sup> National Family Health & Wellness Day.

**Summer Planning:**

- Summer Concerts are scheduled. Food trucks have been scheduled.
- Hiring:
  - 2 Rec Assistants returning
  - 10 confirmed LG returning. 1 New applicant
  - Pool Director and Head Lifeguard filled.
- A lifeguard course for Groton residents May 12<sup>th</sup>-14<sup>th</sup> at Dryden School
- Summer Programming: Booklet should arrive any day
- New program for summer- Teen open rec? equipment check-out at guard shack?
- Pool Sandblasting & Painting project planned
- Tennis court work planned
- Olde Home Days- Laser Tag, Kickball, open rec, pool depending on staffing.

**Professional Development:**

- Aquatics Facility Operator Course- Mechanical, chemical, operation, and risk management aspects of pool facilities. Completed
- Lifeguarding Course- Completed
- Joined the Youth Services Advisory Board
- Connecting with Finger Lakes Independence Center (FLIC) regarding disability awareness in programming, policy writing, and accessibility.
- National Recreation and Park Association Membership: [Benefits](#)

**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) |



*Program Manager*

*Cornell Cooperative Extension Coordinator*  
Shelley Lester  
Athena Steinkraus, Asst. Coordinator

*Tompkins County Youth Services*  
Kate Shanks-Booth

*Youth Representative*  
Ellie Dykeman  
Maddie Perkins

# 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 May 3, 2023

The May 3, 2023 meeting of the Groton Youth Commission was called to order by Chairman Glenn Morey, at 7:00 pm in-person. Members present were Elizabeth Conger, Vice Chairman; Board members Kristin Prugh, Kayla Esparza, Sara Knobel, Youth Representative Ellie Dykeman, CCE Program Coordinator Shelley Lester, and Coordinator of Community Youth Services Rick Alvord, Guest Monica Dykeman, Program Director, 21st Century Community Learning Center Grant.

### Secretary's Minutes:

Minutes for April were accepted on a motion by Kayla, seconded by Sara and carried.

**Report: Shelley Lester:** Due to the termination of the program manager, much discussion was had regarding the options for summer camp. Enrollments are already coming in: 11 to 13 enrolled for the 1st through 3 graders and 20+ for the 4<sup>th</sup> through 6th graders. Many are also opting for after-care. We do have an assistant director: Maggie Ossit. Work will continue to hire a camp director soon. It has been determined that summer camp will run for 5 weeks, starting July 10.

**Report: Rick Alvord:** There will be CSEF training on Zoom June 14, 6:00 to 7:30. Municipal Network Event is planned for October 12, 6:00 – 8:30.

**Guest: Monica Dykeman** discussed the many programs being offered this summer for the community youth. This could help fill the void for the week of July 3.

**Glenn:** The County Legislature has \$700,000 Opioid Fund money to use. Any suggestions?

Meeting adjourned at 8:10 PM

Next meeting is June 7, 2023 @ 7:00PM

Submitted by  
Elizabeth Conger  
Vice Chair

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**Board Meeting – Monday, May 15, 2023, 2023,**

**Ted Skibinski, Interim Code Officer**

**Accomplishments:**

1. Completed three of six online learning/training modules to date.
  - a. I did not receive a passing score on module test four. The course must be retaken. A new course schedule is forthcoming from the Department of State.
2. Continued 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. Owasco Lake Watershed Management Council – Next meeting May 16<sup>th</sup>.
4. Four new building permits have been issued since May 1.
5. Three code enforcement violation letters have been issued and mailed since May 1.
6. Six legacy building permits have been closed since May 1, 2023.  
24 legacy building permits remain that need to be inspected, closed, and archived.
7. Meeting with Brienne Wirley, Environment Program Specialist on May 24.  
Subject property: 133 Cayuga St. Property – RE: Potential unpermitted work in floodplain, including new trailer, permanent RV, new accessory structure, and swimming pool.
8. Request for permit (renewal payment) leniency or waiver – Walpole Liquor Store, 147 Main St.  
An expired roofing permit for \$183.00 must be renewed. Permit holders have experienced significant personal and financial losses in recent months. Will the village consider reducing or waiving the extension fee altogether?