

# Groton Village Board of Trustees Meeting

Monday, December 19, 2022

## Board Members

Trustee Conger          Nancy Niswender - Clerk  
Trustee Morey  
Trustee Walpole  
Mayor Neville  
Trustee Holl-absent

6:00pm    Mayor Neville opened the meeting.

6:01pm    Trustee Conger made a motion to go to executive session to discuss a specific employee position, seconded by Trustee Morey, carried.

6:25pm    Trustee Walpole made a motion to close the executive session, seconded by Trustee Conger, carried.

Discussion of the code officer position. Mayor Neville and Clerk Niswender will meet with the code Officer to discuss his position.

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

## Others in attendance:

Chad Shurtleff - DPW Suprv.                          Brad Walworth - CARS  
Steve Teeter - Elec Suprv.  
Eric DeForrest - Fire Chief  
Pat Albro - YAWS  
Mike Albro - YAWS  
Lt Troy Boice

Trustee Morey made a motion to approve the minutes of the November 21, 2022 Board Meeting Minutes, seconded by Trustee Walpole , 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

A1990.4	Contingency	4,400.00	
A1325.41	Audit		4,400.00
F8330.2	Water Treatment	4,000.00	
F8340.2	Water Dist		4,000.00
J2350	Town Cont to JR	11,690.00	
J9060.8	EE Health Ins		3,500.00
J9089.8	EE Benefits		90.00
J7145.1	Pers Serv		7,500.00
J9030.8	SS		600.00

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

**Abstract #7**

GENERAL	148,732.78
WATER	9,032.28
SEWER	19,669.04
ELECTRIC	113,951.68
JOINT REC	4,599.65

Seconded by Trustee Walpole, all in favor, carried.

**Monthly Department Reports:**

**Electric Department:**

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

- Completed Training sessions for the year.
- New sessions begin in January.
- Will need to find new companies to get safety equipment tested. An outfit through IRBY will be at the end of January to do some of the testing. Rubber Gloves & Sleeves will need to be mailed in for testing.
- Bucket Truck scheduled in February for inspection.

**Department of Public Works**

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

- Street sweeper will need considerable work to get in back in good repair.
- Working on quotes for budget. Looking at replacing the backhoe.

**Waste Water Treatment Plant**

**Mike Albro - YAWS Reported:**

- Focus on digesters, they need to be cleaned out. Press is operating properly. Trying to reduce the polymer and chemical and do more efficient pressing. The seals on digester and tanks. We need to have these looked at. There may be some alternatives to get them sealed.
- Screen went on generator. We will need to get quote.
- DPW took care of the chlorine vent.

**Police Department**

**Lt. Troy Boice Reported**

- Last year 3,345 total calls - 4,297 calls YTD as of Nov. 4,662 calls as of today. We will be close to 5,000 by year end.
- Discussion of how many calls involved assisting other law enforcement entities. Lt. Boice thought 10%-15%

**7:30pm Public Hearing on Local Law #5**

The regular meeting was temporarily suspended and Mayor Neville opened the Public Hearing on Local Law #5 - to Amend Chapter 101-4 Building Permits and Chapter 101-9 Unsafe buildings and structures (attached)

Clerk Niswender read the Notice of Public Hearing (attached).

7:35pm Trustee Conger made a motion to close the public hearing, seconded by Trustee Walpole carried.

Trustee Walpole made a motion that the Local Law No. 5 of 2022, to Amend Chapter 101-4 Building Permits and Chapter 101-9 Unsafe buildings and structures be adopted, and upon roll call:

Mayor Neville voted "aye"  
Trustee Conger voted "aye",  
Trustee Morey voted "aye",  
Trustee Walpole - "aye"

The resolution was duly declared adopted. (Type II Action under SEQR.)

### **Fire Department**

#### **Chief Eric DeForrest reported:**

	<u>YTD est.</u>
Ambulance Calls	800 plus
Fire Calls	200 plus
	<hr/>
	<b>1000</b>

- Mutual Aid calls going up as many areas covering other areas due to staffing shortage.
- Tree lighting went well. Saturday we had a new food drive with the fire truck. Santas and elves collected food. Activities will be slowing down a little.
- Fire Department adopted a family for Christmas including food and presents for the children.

### **Presentation & Discussion Items**

- CARS presentation. They received a grant to have a mobile service for a methadone unit. This will be a 33' vehicle with 3 rooms including a primary care room and a consulting room. Due to the effects of COVID and bail reform there have been an increase in overdoses. They would like to have additional locations in Tompkins County. A unit would come in and help individuals with substance use issues.

### **Joint Recreation**

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

### **Groton Youth Commission**

#### **Trustee Conger reported:**

- No meeting this month

### **Action Items**

- Trustee Conger made a motion to authorize the Mayor to sign the Gadabout Contract for \$4,200, seconded by Trustee Walpole, all in favor, carried.

8:00pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender  
Village Clerk-Treasurer/Administrator

## **Electric Department Report**

**December 12, 2022**

### **Work Completed**

Trimmed tree's

Changed out meter at 202 Barrows St.

Engineering workshop in Syracuse

Safety school in Endicott

Helped replace coolant lines on truck 46 and serviced truck 46 & 42 and put spreaders on them

Hooked up new service at 119 Hamilton Sq.

Put up Christmas decorations in Freeville, Dryden & Groton

Changed streetlights on Gerald Moses Dr. to LED

Removed loader from John Deere & installed snowplow

208 S. Main St. reattached house service

Read meters

Got Christmas tree for Main St. & decorated it

Worked on generator at the sewer plant

Wired up new fan in chlorine room at the sewer plant

Cleaned pole barn

Changed out broken streetlight & pole on Main St.

Replaced exhaust pipe on Digger



# Village of Groton

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

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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 November 21 – December 19, 2022

### Completed Work/Projects:

- Plowing snow & salting as needed
- Begin repairs to the street sweeper
- Set up the Christmas tree on Main Street
- Work on generator repair at the sewer plant
- Repair exhaust vents at the sewer plant
- Several repairs in the Village garage
- Rewiring & insulation
- Guard for the air compressor
- Clean out junk
- Assist with plugged sewer at 306 Elm St.
- Work at the wastewater plan on sludge removal

### Schedule of Work

- Install white liner panel on interior garage walls
- Replace the fire hydrant at the sewer plant

Village of Groton

Fuel Usage Report in Gallons

Dates: 12/19/2022

	<b>Unleaded</b>	<b>Diesel</b>
DPW	132	204
Electric	44	37
Fire	92	355
Police	386	

**Groton Joint Recreation Committee**  
**December 6, 2022**

Scott Weeks called the meeting to order at: 5:40pm

**Present were:**

**Absent**

Elizabeth Conger

Rec Dir. Jennifer Jones

Nancy Niswender

Scott Weeks

Crystal Young 5:50pm

Leon Brockway

Jennifer Foote-Dean 5:51pm

Becky Koenig

Kathleen Grimes

Rayann Volbrecht

Raquel Martinez

The minutes were reviewed from the previous meeting.

Motion made to approve the minutes by: Elizabeth Conger

2nd by: Crystal Young

carried.

Financial Reports (September) :

Motion made to approve the financial report by: Elizabeth Conger

2nd by: Jen Dean

carried.

**Youth Wrestling Representative: Fundraising Questions**

Wrestling committee members wanted to ensure that fundraising donations made to the Wrestling program or by fundraising efforts, be set aside for purchase of a new wrestling mat. The funds will be put into a sub account for wrestling and kept track of separately, from other donations. The cost of a new or even used mat is between \$5,000-\$10,000. It was suggested to speak with Monica Dykeman and see if there were any funds to help with the purchase from the School grant. It was also suggested to make sure the school has space to store the item.

## **Youth/Track and Cross country**

- The school received the 21st Century grant to help with youth, school and community and the Youth Track and Cross Country got assistance from the grant. The grant is helping to purchase a tent for races to be the central hub for all Groton participants. They have also started a Groton Running Club called "The Groton Project" for kids and adults to participate in. It will help to foster an appreciation for running. It provides coaching and encouragement to keep people motivated. Morgan Hlywa created the artwork for the logo and jerseys will be purchased for participants to wear at meets or races. They are using the Sports U app to communicate with parents and athletes in the Groton Project.

## **Youth Basketball**

- Youth basketball started back in November and Travel league games start the 1st week of January with John Tobin through March - K-2nd schedule will be determined by Becky Koenig as schedules allow.

## **Youth Wrestling**

- Varsity is sharing singlets for the bigger kids.

## **Winterfest-Cabin Fever**

- Building use form is done. Becky Koenig is contacting past vendors and entertainments. It was discussed to do rollerskating that night and another night in March or April as it's a favorite activity.

## **First Day Hike**

- Shana Snyder would like to make the event bigger with Hot Chocolate and snacks and a fire.
- Grants- Administrator Nancy would like copies of Grants for all of Joint Rec.

## **Discussion/Action Items**

- Tennis Court- it was discussed to find a way to revitalize the space and make the entrance into Groton look better. If they resurface the Tennis courts it was suggested to make it into both a Pickleball court and tennis court, as Pickleball is taught in PE now. The Grant was also discussed as it has been deferred, would hate to lose the funds, although costs to resurface exceed the \$5,000. Jen Dean and Crystal Young suggested contacting the Legacy grant administrators, Recreation Director Jennifer said that they haven't contacted her. It was suggested to talk to Monica Dykeman about revitalizing the courts with Grant funds possibly.
- Memorandum of Understanding (MOU) /Town/Village- The School one is already done and signed. The Town/Village's will be done as of the Village Board meeting when the Mayor signs off on it.

- Discussion of contracting Jennifer Jones as a Consultant or a Recreation assistant as of December 31, 2022. There is always a question of an employee having a W-2 and a 1099 at the same time and it's not advisable. It was discussed if Jennifer Jones should become a contractor or stay as an employee. Jennifer asked to stay as an employee, not a contractor for Retirement earning purposes. Becky starts January 3rd full time. Crystal said that the Town was willing to pay the first 6 months, and Village pay the last 6 months as they are different budget schedules.

Motion made to make Jennifer a Recreation Assistant by: Crystal Young  
2nd by: Jen Dean  
carried.

- Discussion of New Director Expenses-Cellphone for Becky as she's full time and in and out. -It was agreed by the Rec Committee to take on that expense for Becky.
- NYS said that schools have to change anything that has to do with Indians or has to have a plan.-The state is threatening to withhold State Aid. Current newer football jerseys and helmets have the word Indians on it and Margo said that because the youth program isn't affiliated with the school, they don't have to change, but should be on our radar for future budgets. Leon says that the state doesn't have authority to tell youth and recreation leagues to have to change. Suggested to contact Monica Dykeman about seeing if they can help with helmets as the grant can pay for equipment and helmets qualify as equipment.

**Open Discussion:**

None

Motion to adjourn: 6:50 PM made by: Crystal Young  
2nd by: Elizabeth Conger

Next meeting January 3, 2023

Submitted by:  
Angela Conger  
Village of Groton  
Deputy Treasurer



**PUBLIC NOTICE**  
**VILLAGE OF GROTON**  
**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Village of Groton will hold a Public Hearing on Monday, December 19, 2022 at 7:30 pm, at the Groton Village Office, 143 Cortland St., to consider the adoption of a local law that will amend the Code of the Village of Groton, amending Chapter 101-4 "Building permits" & Chapter 101-9 "Unsafe buildings and structures".

A copy of the local law in its entirety is available for review at the Village Clerk's Office, 143 Cortland St., during usual business hours.

The public is invited to attend and all oral or written comments may be presented for consideration.

Any person with special needs, who wish to attend the hearing, should contact the Village Office (898-3966) immediately so your particular needs can be accommodated.

By order of the Board of Trustees.

Nancy Niswender  
Village Clerk

**§ 101-4. Building permits.**

- A. Building permits required. Except as otherwise provided in Subsection B of this section, a building permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid-fuel-burning heating appliance, chimney or flue in any dwelling unit. No person shall commence any work for which a building permit is required without first having obtained a building permit from the Code Enforcement Officer.
- B. Exemptions. No building permit shall be required for work in any of the following categories:
- (1) Construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area is less than 140 square feet (13.38 square meters);
  - (2) Construction of temporary motion-picture, television and theater stage sets and scenery;
  - (3) Installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);
  - (4) Installation of partitions or movable cases less than five feet nine inches in height;
  - (5) Painting, wallpapering, tiling, carpeting, or other similar finish work;
  - (6) Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
  - (7) Replacement of any equipment, provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
- (8) Repairs, provided that such repairs do not involve:
- (a) The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load-bearing component;
  - (b) The removal or change of any required means of egress; or the rearrangement of parts of a structure in a manner which affects egress;
  - (c) The removal from service of all or part of a fire protection system for any period of time.

**§ 101-9. Unsafe buildings, structures, and equipment and conditions of imminent danger**

Unsafe buildings, structures, and equipment and conditions of imminent danger in this Village shall be identified and addressed in accordance with the procedures established by Chapter 71 of the Village of Groton as now in effect or as hereafter amended from time to time.