

# Groton Village Board of Trustees Meeting

Monday, April 17, 2023

## Board Members

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

## Others in attendance:

Nancy Niswender - Clerk  
Chad Shurtleff - DPW Suprv.  
Steve Teeter - Elec Suprv.  
Eric DeForrest - Fire Chief  
Lee Shurtleff - County Rep  
Jean Wannall

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

Trustee Morey made a motion to approve the minutes of the March 20, March 25 & April 3, 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.  
and to adjust the budget as follows:

#### **General Fund**

A1990.4	CONTINGENCY	7,575.00	
A1410.1	CLERK/TREAS PERSONAL		4,825.00
A1410.4	CLERK/TREAS CONTRACTUAL		1,200.00
A3120.4	POLICE CONTRACTUAL		1,000.00
A1620.42	BUILDINGS GAS HEATING		550.00
A5142.4	SNOW REMOVAL	1,300.00	
A5182.4	STREET LIGHTS		1,300.00

#### **Sewer Fund**

G5031	INTERFUND TRANSFER	80,000.00	
G8130.4	SEWER TREATMENT PLANT		80,000.00

#### **Water Fund**

F8310.4	WATER ADMIN CONTRACTUAL	165.10	
F8310.2	WATER ADMIN EQUIP		165.10
F1990.4	CONTINGENCY	1,273.50	
F9060.8	GROUP MEDICAL		1,273.50

#### **Joint Recreation**

J7145.1	Personal Services	252.17	
J9060.8	Employee Health Ins		252.17
J7145.4	Contractual	432.05	
J7145.42	Cabin Fever Exp		85.00
J7145.43	Basketball		347.05

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

**Abstract #11**

GENERAL	35,813.89
WATER	12,232.07
SEWER	55,790.55
ELECTRIC	148,838.86
JOINT REC	13,194.55
Debt Fund	35,000.00

Seconded by Trustee Holl, all in favor, carried.

**Monthly Department Reports:**

**Electric Department:**

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

- Old direct buried underground cable on Cedar Lane being replaced with conduit and new line. Hopefully be able to get it finished by Wednesday.
- Annual brush clean up first week of May.
- Will be starting Safety Training again in May.

**Department of Public Works**

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

- A lot of Street Sweeping being done.
- Continuing to work on inventory for Lead Service lines. We met with the them and it looks like we are in pretty good shape. This will help us to have better records.

**Waste Water Treatment Plant**

**Supervisor Shurtleff reported:**

- One of the drum filters had gone down and ruined the shaft, it has been repaired and running. Helped them clean the EQ tank and helps to remove phosphorus, a lot of scrubbing, and it came out nice. Hopefully this will help to control the duckweed. A touchscreen failure needs to be looked at.

**Fire Department**

**Chief Eric DeForrest reported the following:**

- Great turn out for Easter event.  
NYS recruitment weekend this weekend - 250 halves. Caspers doing Side dishes  
May 27th at School mentor club. GFD cooking for the event.  
13 new airpacks were delivered last week. MES doing onboard training next week.

## Joint Recreation

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

- Spring Sports having some difficulty with fields.  
Working on some MOU's for baseball, softball.  
Lifeguarding course to be offered.  
Director Koening has passed the lifeguarding course.

## Groton Youth Commission

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

- New program manager- Chad Hovey - working on summer camp.  
Registration began on April 6.
- Included in packet - Survey & Needs Assessment.

## Code Office

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

#### Lee Shurtleff reported as County Representative:

- Tompkins County starting the budget process. Going to a design stage on West Cortland Bridge for a possible 2024 replacement. Tax assessment complaints have been coming in. Alternative methods to discuss.

#### Presentation/Discussion Items

- Jean Wannall discussed that the Groton Food Bank has to move by June and is looking at leasing space at the Groton Community Health Center. The plan is going to the Planning Board as an occupancy change will be required. The Village Board supports this project.

#### Action Items

- Trustee Conger made a motion to have the Mayor sign the contract with Municipal Solutions, Inc. to manage the financing services for the Village of Groton, seconded by Trustee Holl, carried.
- Trustee Holl made a motion for the Board to approve the Simmons-Currie, LLC NYS Liquor License request and approval to wave the 30 day advance notice requirement, seconded by Trustee Morey, carried.
- Trustee Holl made a motion to approve Groton Fire Department Fireworks Permit, seconded by Trustee Morey, carried.
- Trustee Morey made a motion to have the Mayor sign the 2023 Cornell Cooperative Extension of Tompkins Youth Commission contract of \$52,062.00, seconded by Trustee Conger, carried.
- Trustee Conger made a motion to have the Mayor sign the 2023 County of Tompkins Youth Commission contract of reimbursement \$29,504, seconded by Trustee Holl, carried.
- Mayor Neville appointed Kaitlin Gorton as fulltime Paramedic to begin May 1, 2023 at a rate of \$25.20.
- Mayor Neville appointed as lifeguard to begin May 13, 2023 at a rate of \$14.50 per hour until the new June rates take effect.
- Approval of the 2023-24 Village of Groton Budget

Adoption of the Village of Groton 2023-24 Budget

Trustee Conger made a motion to adopt the 2023-24 Budget as presented, seconded by Trustee More

All Those in Favor:

"aye"	Trustee Conger
"aye"	Trustee Morey
"aye"	Trustee Holl
"aye"	Mayor Neville

The budget was duly declared adopted. [Type II Action under SEQR.]

7:45pm Trustee Conger made a motion to move into executive session to discuss Legal update and personnel issues.

8:10pm Trustee Conger made a motion to move out of executive session, seconded by Trustee Morey, carried.  
Trustee Conger made a motion to approve the request to have Rebecca Koenig roll over up to 40 hours comp time for her August wedding as she will not have enough vacation time yet, seconded by Trustee Holl, carried.

8:11pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender  
Village Clerk-Treasurer/Administrator

## **Electric Department Report**

**April 10, 2023**

### **Work Completed**

Read meters  
Repaired streetlights  
Repaired lights in the substation  
Snow plowing  
Call out 717 Elm St. tree took down service wire  
Repaired wiring issue on truck #46  
Met with Altec & Terex salesman  
Set new pole 55-21A on Cayuga St.  
Inventory of transformers on poles for new metering system quote  
Cleaned up the down tree on Elm St.  
Replaced LED wallpack on Village office  
Chipped brush  
Tree trimming  
Cleaned tree's out of creek by Baker Miller  
Call out 108 Williams St. - flashing wrap around service wire  
Helped repair sweeper truck  
Removed pole & streetlight (Northline)  
Callout no power on 12470 lines (bad UG on Cedar Ln)  
Show & tell at Elementary school  
Non pay shutoffs



# 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 March 20 – April 17, 2023

### Completed Work/Projects:

- Continue to work on lead service line inventory
- Finish several repairs to the street sweeper
- Clean, flush several catch basins
- Install new street signs on S. Main St.
- Clean up a tree on Elm St. – storm damage
- Street sweeping on a regular basis
- Finish installing new rebuilt highline pumps
- Install a new gearbox & shaft on drum filters
- Sweep & clean sidewalks on main roads
- Remove plow equipment & clean up trucks
- Pre-bid meeting for Fire Station
- York rake & yard clean up from plowing
- Assist with tank cleaning at the WWTP

### Schedule of Work

- Flush fire hydrants 4/24-4/28
- Park & pool clean up
- Install a new fire hydrant at 200 W. South St.

Village of Groton

Fuel Usage Report in Gallons

Dates: 04/17/2023

	<b>Unleaded</b>	<b>Diesel</b>
DPW	103	239
Electric	99	24
Fire	118	87
Police	343	

**Groton Joint Recreation Committee**  
**April 4, 2023**

Scott Weeks called the meeting to order at: 5:42pm

**Present were:**

**Absent**

Rec Director Becky Koenig

Scott Weeks

Crystal Young arrived at 6:08pm

Leon Brockway

Jennifer Foote-Dean

Elizabeth Conger

Nancy Niswender

The minutes were reviewed from the March 7th meeting.

Motion made to approve the minutes by: Elizabeth Conger

2nd by: Leon Brockway  
carried.

Financial Reports for March are not ready as we have just received bank statements. Clerk Niswender will send them as soon as they are complete.

**Recreation Director Report**

See Director Becky Koenig's Report attached

Updates to report:

**Spring Planning**

- Youth Baseball has 141 signups so far. There has been some difficulty with field availability. Discussion continued on the status of Baseball, Softball being a part of the Joint Recreation Program. We need to create a charter document that shows how they are tied them to Joint Recreation. The MOU was reviewed.

**Summer Planning**

- Lifeguarding shortages and Lifeguard training were discussed and how the 21st Century Grant can help with the courses. We will continue to search for guards and those looking to take a class.
- Booklet Draft complete and being reviewed by Jennifer Jones. We may add additional programs.

**Discussion/Action Items**

- Dir Koenig discussed the possibility of using some comp time to be carried over to this summer for her wedding.

Motion made to approve the request to be recommended to the Village

Board by: Jen Dean-Foote

2nd by: Leon Brockway

carried.

- The funds in savings were discussed and the possibility to transfer some to NYClass to increase our interest income.

**Open Discussion:**

Director Koenig gave an update on how things were going so far. She is pleased with how it all is going .

Motion to adjourn: 7pm

made by: Elizabeth Conger

2nd by: Leon Brockway

Next meeting

May 2, 2023

Submitted by:

Nancy Niswender

Village of Groton

Clerk-Treasurer/Administrator





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

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**Spring Planning:**

- Yoga with Lorrie Tily- delayed start due to instructor illness
  - Beginner Yoga 2x per week 6wk (Class Full). Starts March 29th.
  - Vinyasa Yoga 1x per week 6wk. Starts March 30<sup>th</sup>.
- Red Cross Baby Sitting Class- April 22<sup>nd</sup> 9a-4:30p \$65 with a max of 15 students. Class is full.
- Roller Skating Night- April 8<sup>th</sup> 4-5pm Beginner Skate 5:30-7:30 Experienced Skate. Laser tag in cafeteria during event.
- Youth Baseball/Softball: 141 signed up so far.
- Youth Track & Field Flyers out to schools.
- Tuesday Zumba attendance is still strong. Will continue for another 6 weeks.
  - Saturday is lower-may drop this class after the 6-week session is done in April.
- Rec Volleyball moved to 7-9 Mondays- numbers are solid with 20-25 per night.
- May Dance recital at the auditorium.

**Summer Planning:**

- Summer Concerts are scheduled. Food trucks have been scheduled.
- Hiring:
  - 2 Rec Assistants returning
  - 9 confirmed LG returning.
- A lifeguard course for Groton residents to be scheduled. Working with Kristen for a date in May.
- Summer Programming: Jr Fire, Hiking, Archery, Track (advanced level as well), Golf, Dance, Sewing, Jr Lifeguard, Photography, and Art are confirmed.
  - New programs: Triathlon training & youth volleyball.

**Professional Development:**

- Aquatics Facility Operator Course- Mechanical, chemical, operation, and risk management aspects of pool facilities. April 6<sup>th</sup>-7<sup>th</sup>
- Lifeguarding Course- Course April 15<sup>th</sup>-16<sup>th</sup>
- Joined the Youth Services Advisory Board

**Grants:**

- |                                   |                            |
|-----------------------------------|----------------------------|
| • Beautification Grant            | AWARD amount TBA           |
| • 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*  
Chad Hovey  
*Cornell Cooperative Extension Coordinator*  
Shelley Lester  
Athena Steinkraus, Asst. Coordinator

*Tompkins County Youth Services*  
Kate Shanks-Booth

*Youth Representative*  
Ellie Dykeman

# 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 April 5, 2023

The April 5, 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, Sara Knobel, Pegi Ficken, Brian Klumpp, program Manager Chad Hovey, CCE Program Coordinator Shelley Lester, CCE Assistant Coordinator Athena Steinkraus, TC Youth Services Director Kate Shanks-Booth, and Coordinator of Community Youth Services Rick Alvord.

### Secretary's Minutes:

Minutes for October were accepted on a motion by Pegi, seconded by Sara and carried.

**Report: Chad Hovey:** Chad has been making visits to other communities and school leaders to see what works for them and to introduce himself. He is working on summer camp, with a new registration system. Summer camp staffing is high on his list, some staff are returning. Registration opens on April 6. He has been going into the Groton schools and meeting with students and interacting with teachers.

**Report: Shelley Lester:** Shelley completed the United Way annual Report. Athena has been setting up the new registration program for Summer Camp. The program was paid for by CCE and 4-H.

**Report: Rick Alvord:** A new Assistant has been hired, Myram Ginsparg. They are working on demographics for the programs.

**Glenn:** questions for Chad: 1. When kids say they need transportation, what does it mean (how to remedy)?  
2. what do you want a Youth center for?

Meeting adjourned at 7:55 PM

Next meeting is MAY 3, 2023 @ 7:00PM

Submitted by  
Elizabeth Conger  
Vice Chair

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**Board Meeting – Monday, April 17, 2023, 7:00pm**  
**Ted Skibinski, Interim Code Officer**

**Accomplishments:**

1. Completed three of six online learning/training modules.
  - a. Three of six classes remain to be completed through June 30<sup>th</sup>, 2023.
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 - Newly appointed representative board member. Next meeting - April 18, 2023.
4. Issued three new building permits in April. Two additional permits have been partially applied for.
5. Issued three property owner code enforcement letters.
6. Constance Stein – Fence Permit 217 S. Main – Property borders Ross Field parking lot. Discussed with me that project managers for the neighboring parking lot project told her that they would replace her fence with a 6-foot fence, then replaced it with a 3” chain link fence. She believes that the school did not follow through with what they communicated that they would do.
7. Groton Community Cupboard move to Groton Community Health Care Center at 120 Sykes St.
  - a. Collaboration with Gary Wood and Jean Wannall to learn and navigate steps toward change in building occupancy.
8. 29 legacy permits remain that need to be inspected, closed, and archived.
9. Completed – Internal Process and Procedure Document – **Permit open, close and archive** process document.

**Municipal Building and Fire Station Design-Build Project**

I have expressed interest to Nancy Niswender in supporting this project in the role of Project Manager. CEO training courses will be completed after June 30. I will be available 20 hours per week. If no conflict of interest exists with my current role as CEO, I would be pleased to serve.