

Groton Village Board of Trustees Meeting

Monday, October 16, 2023

Board Members

Trustee Conger
Trustee Morey
Trustee Walpole
Mayor Neville
Trustee Holl

Others in attendance:

Nancy Niswender - Clerk
Steve Teeter - Elec Supervisor
Chad Shurtleff - DPW Suprv.
Lee Shurtleff - County Rep
Skip Schell - Building Clerk
Mike Albro - YAWS
Pat Albro - YAWS

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

Trustee Conger made a motion to approve the minutes of the September 25, 2023 Board Meeting, seconded by Trustee Walpole , carried.

Audit of claims and approval thereof.

Trustee Walpole made a motion to approve the claims presented for review.

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

	<u>Abstract #5</u>
GENERAL	106,026.74
WATER	2,735.15
SEWER	41,090.59
ELECTRIC	69,728.40
JOINT REC	3,089.92
CAPITAL	505,744.73

Seconded by Trustee Holl, all in favor, carried.

Presentation & Discussion Items

Review and Discussion of the New Building Project

- The Building is coming along nicely. We have made some design adjustments including glass doors for the fire truck bays, brick face to go around truck bay doors - both of these the Fire Department has committed for the increase in cost. We have also updated to have fire glass added to the doors to the apparatus bay. There was some unforeseen underground work that was required to be done which also resulted in using sonnet tubes to ensure a good base. These items have resulted in change orders which will be discussed during the action items. Other items of change - Air Source heat pumps will be utilized resulting in a lower cost for heating. The original contract noted incentives, which will need to be addressed through the Village IEEP as we are not eligible for NYSERDA credits. The sidewalks on the public parking side of the building will be moved away from the building to allow for proper door openings. An EV charger is being researched through IEEP and will be placed on the staff parking side of the building next to the handicap spaces. It needs to be close to the building to have access to the electric. Skip Schell said great job on the framing and roof. Skip and Ted working in tandem - we need to verify with Halco that the emergency lighting and alarm systems are included or not necessary.
- Discussion on availability of natural gas for a backup to the new building. There is natural gas on the opposite of Main Street. Supervisor Shurtleff said we may be able to utilize if necessary.

Monthly Department Reports:

Electric Department:

Supervisor Teeter reported:

- Steve Teeter, Chuck Rankin, Nancy Niswender Attended MEUA Annual Conference & NYMPA
- Carson Bridges (2nd) - Jack Breed (3rd) finished up this years Apprentice Training.
- Mutual Aid Class today in Endicott
- Tree trimming & Replacing poles

Department of Public Works

- Supervisor Shurtleff report submitted (attached to the minutes)

Waste Water Treatment Plant

Mike Albro - Yaws Reported

- Operations running smoothly, good conditions. Waiting for blower digester to get back. Cleaned out heating getting that up and running.
- Tearing out a pump tomorrow to repair a pump line that was leaking. Currently manually dosing until the leak is repaired.
- We have a new hire laborer working 40 hours a week, 2 full time and 2 part time.
- Getting ready for winter.

Police Department

Trustee Holl Reported

- Almost to the same level of calls this year as the entire year last year.
- Looking at replacing the Tahoe next Budget Year.
- 2 new officer request - Geoffrey working for Dryden and Cayuga Heights, Jason Kemp for Cortland County Sheriffs.

Code Enforcement

Ted Skibinski report submitted (attached to the minutes)

Groton Youth Commission

Trustee Conger reported

The Youth Commission has found a program manager and are doing resume checks. They should start the 3rd of November. Glenn Morey and Betty Conger attended a recognition dinner for the Youth Commissions in the County. They honored 9 people for service. Glenn received an award for 34 years and Betty received one for 23 years. Combined 240 years for the 9 people. A budget was approved for the 2024 year of - \$58,318.00 up approx. \$4,000 from last year.

Joint Recreation

Trustee Conger reviewed the reports attached to the minutes.

Lee Shurtleff reported as County Representative:

- County Report - Tentative Budget approved last night. Looking at a zero % tax increase. Made permanent 2 sheriffs deputies, and added to the EMS, recreation partnership and youth services were all approved. The health department has a program to outreach those in rural areas. Half time Officer in the Veterans Affairs Office position. The State is pulling back from state Medicaid. A lot in the budget to benefit the rural communities.

Action Items

- Mayor Neville appointed Geoffrey Trimm as Part Time Police Officer at a rate of \$ 25.10/hr. and Jason Kemp as Part Time Police Officer at a rate of \$ 25.10/hr.
- The 5 change orders from Complete Construction Concepts (attached) were reviewed. The Board would like Change order #2 & #3 to be fully explained & listed and sent before approval. Trustee Conger made a motion to accept change orders #1, 4 & 5 and have Mayor Neville sign, seconded by Trustee Holl all in favor, carried.
- It has been noted that not all of the employees of DPW & Electric are utilizing the clothing service that is offered as they do not feel the clothing fits well or is appropriate for their jobs. We are still paying for the service. The average annual cost is \$640 per person. Clerk Niswender made a recommendation to allow the DPW & Electric employees have an allowance of up to the average annual cost of the service to purchase appropriate work uniforms. This can be a combination of service /and or purchased clothing. Receipts will be required. Trustee Holl made a motion to accept the proposal, seconded by Trustee Morey all in favor, carried.
- MCA - for the GTCMHIC - The Department of Financial Services (DFS) has asked that we secure a new, approved resolution and a new signature page to remove the Town of Onondaga from the member listing as they never completed their signup. There are 2 new 2024 resolutions to chose from - standard resolution (sample "A" attached) on file approving your CEO to sign future MCAs as well, or one that requires a new resolution for the director (Clerk Niswender) to sign for each change (B). Trustee Conger made a motion to accept the 2024 MCA resolution, sample B (attached) and to approve the updated 2023 MCA resolution, seconded by Trustee Walpole all in favor, carried.
- The GTCMHIC has a new offering - Employee Assistance Program the estimated cost for full time employees is a annual total of \$373 for all, but can be less depending on the total number of employers that sign up. Trustee Holl made a motion to agree to the program if the employees are interested in it, seconded by Trustee Conger, all in favor, carried.
- We have been monitoring the Village Office traffic and find that more people come in between 8-8:30 than they do on Friday afternoon. We would like to change our hours to - 8-4:30 Monday - Thursday and 8:00 - 1:00pm on Friday. Trustee Walpole made a motion to change the office hours as noted, seconded by Trustee Morey, all in favor.
- Carson Bridges has completed year 2 - Trustee Conger made a motion to raise his hourly rate by \$1 per his contract, seconded by Trustee Morey, all in favor.
- The sample mural's presented from Mandy Halford were reviewed and discussed. The Board would like to see additional samples. Clerk Niswender will contact Mandy.
- TG Miller - design for Railroad Ave. There is a park & ride area on the side of Railroad Ave - Should we utilize some of the Village Lot parking spots? The Board agrees to use some of our parking spots.

8:08pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender
Village Clerk-Treasurer/Administrator



Village of Groton

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

Phone: 607-898-3966 ♦ Fax No. 607-898-4177

TDD: New York State Relay 1-800-662-1220

e-mail: customerservice@grotonny.org

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
Code Enforcement Officer	Ted Skibinski
Director of Recreation.....	Becky Koenig

Department of Public Works September 25 – October 16, 2023

Completed Work/Projects:

- Read water reads
- Mowing grass as needed
- Regrade and topsoil road edges on Clark St.
- Raise 3 catch basins to grade on Clark St.
- Pothole patching around the Village
- Repair holes in the drying beds at the WWTP
- Close and winterize the pool and park
- Service the leaf picker
- Begin picking up piles of leaves
- Water plant general maintenance
- CDL driver training – on going

Schedule of Work

- Flush hydrants 10/23 - 10/27
- Service equipment and trucks
- Pick up leaves
- Prepare trucks for winter

Village of Groton

Fuel Usage Report in Gallons

Dates: 10/16/2023

	Unleaded	Diesel
DPW	81	147
Electric	95	30
Fire	116	83
Police	182	

Board Meeting – Monday, October 16, 2023

Ted Skibinski, Code Enforcement Officer

Reporting and Accomplishments:

1. Life Safety Inspections –
 - a. 13 property inspections have been scheduled through November 20.
2. Code letters sent in September and October – 3
3. 2023 Building Permits Closed in September and October – 6
4. New Permits in September and October - 12
5. Active Building Permits – 25
6. Legacy Building Permits – 14

Groton Joint Recreation Committee
October 3, 2023

Elizabeth Conger called the meeting to order at: 5:34pm

Present were:

Rec Director Becky Koenig
Jennifer Foote-Dean
Crystal Young
Leon Brockway
Elizabeth Conger
Angela Conger

Absent

Scott Weeks

The minutes were reviewed from the August 22nd meeting.

Motion made to approve the minutes by: Leon Brockway

2nd by: Jennifer Foote-Dean
carried.

The financials from August were reviewed.

Motion made to approve the financials by: Jennifer Foote-Dean

2nd by: Crystal Young
carried.

Recreation Director Report

See Director Becky Koenig's Report attached

Updates to report:

Fall Planning

- POUND and Kickboxing classes will start October 12th. POUND is a drumstick style fitness class. Pound is Mondays 6:30-7:15 pm and Kickboxing will be Thursdays 5:30-6:15pm in the middle school cafeteria.

Discussion/Action Items

- The software discussion was revisited, it was discussed to go ahead and approve the MyRec software so we can start using it.

Motion made to approve the purchase of the MyRec.com software by: Leon Brockway

2nd by: Crystal Young
carried.

- Vision Statement: Four were presented and the committee approved "To deliver excellent lifelong recreation opportunities to the Groton community" was chosen.
- A Code of Conduct for both players and parents was discussed. A suggestion was made to include a disclaimer. "Failure to comply will result in..."

- A budget discussion was had about charging a nominal fee for some of the free programming as we have to pay the instructors. It was also discussed to raise camp and swim lesson prices next year.

- The Legion asked if we would be willing to do a concert on Saturday July 6th as the fireworks will be on Friday July 5th. The committee said that they would advertise and promote the concert if the Legion paid for the band, as the bands have all been booked and are over budget.

- A discussion was had about moving the concerts to the park to see if more people would attend as kids would have something to do. Recreation Director Becky did talk to the Legion about this as well. It was decided to try one concert and see how it goes.

- Recreation Director Becky was approached by a SUNY student about interning for the spring semester. She will require 20 hours a week. The committee had no objections. Recreation Director Becky will reach out and work with her.

Open Discussion:

None

Motion to adjourn: 6:32pm

made by: Crystal Young

2nd by: Leon Brockway

Next meeting

November 14th

Submitted by:

Angela Conger

Village of Groton

Deputy Treasurer



Groton Joint Recreation Committee Becky Koenig- Director Report October 2023

Fall Planning

- Olde Home Days- Laser Tag- Limited attendance. Better marketing next year.
- Youth X-Country- Sept 18th-Oct 23rd (30 participants)
- Yoga- Sept 19th-Oct 26th (Tues pm/Thurs am classes)
- POUND and Kickboxing classes (Mon/Thurs pm). Waiting for building use approval.
- Cayuga Climbs- Sept Family Night (20 participants) & Oct Teen Night. No sign ups yet. May it open to another Family night.
- Nerf Wars Oct 12th. Collaborating w/Library. Open to all ages. Hotdogs & Smores.
- Adult Co-rec Basketball Oct 2.
- Main Street Trick or Treat 3-5pm Oct 31st. Contacted all businesses. (waiting for response from 2)
- Trunk or Treat- Oct 31st 5-7pm @ Conger Blvd. (10 Trunks so far)
- Scout Trail Maintenance Day- Sunday Oct 1st. EMS number system being put into place. Marked all trails except those behind the HS. Another day is being planned to finish those trails.

Winter Planning

- Basketball registration open- Need Boys' 3rd/4th grade coach. Girls' 5th grade coach.
- Wrestling posted soon. Ben Nelson will be heading the program this year.
- Adult Co-Rec Volleyball will start after the holidays.

Other Planning

- Concert Series committee meeting- Bands booked. Legion is asking about having a concert on Sat 6th due to Fireworks being on Friday the 5th. Already over budget with 7 bands booked.
- Cabin Fever performers-Lily Pad Theater,
- SUNY Cortland Internship. The student would like 20 hrs per week in the spring semester.

Grants:

- | | |
|---------------------------------|------------------------|
| • Beautification Grant | Declined-NYF Grant |
| • Summer Concert Grant: | Application in Process |
| • Community Celebrations Grant: | Submitted Request |
| • Community Foundation: | AWARD \$3,500 |
| • United Way: | AWARD \$1,500 |

Professional Development

- **Youth Mental Health First Aid:** Monday, 10/16/23, 9:30am-3:30pm* \$80
- SUNY Cortland Recreation Conference Nov 2-3rd. 2-day registration \$125 single day \$80

Vision Statement Options

1. To deliver excellent lifelong, recreation opportunities to the Groton community.
2. To provide excellent opportunities that create a community where all residents can play, learn, work and live.
3. To offer our community the best possible recreation programs which promote health and wellness.
4. We will promote community and personal growth through excellent lifelong recreation experiences.

Program Manager

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

Tompkins County Youth Services
Kate Shanks-Booth
Rick Alvord

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

Meeting Minutes October 4, 2023

The October 4th meeting of the Groton Youth Commission was called to order by chairman Glenn Morey. Members present were Elizabeth Conger vice chairman, Kristin Prugh, Sara Knobel, Co-op Extension Assistant Coordinator Athena Steinkraus, Rural Youth Services Rep Richard Alvord. Excused were Pegi Ficken, Kayla Esparza, and Brian Klumpp.

Secretary's Minutes:

Minutes for September 6, 2023 were accepted on a motion by Kristin Prugh, seconded by Glenn and carried.

Report: Athena Steinkraus: The 2024 Budget totaling \$58,318.00 was presented and discussed. Motion to accept as presented by Glenn, seconded by Kristin, Motion carried.

Report: Rick Alvord: Thanks to Glenn for making calls on behalf of the Rural Youth Services budget request. Rick also reminded us of the annual reception for rural Youth Services on October 12th. Kate will present our requests to the Legislature.

New Business: There will be an interview of a potential candidate for the position of Program Manager for next week.

Meeting adjourned at 7:40 PM

Next meeting is November 1, 2023 @ 7:00PM

Submitted by
Elizabeth Conger
Vice Chair
