

# Groton Village Board of Trustees Meeting

Monday, June 20, 2022

7:00pm

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

## **Board Members**

Trustee Conger  
Trustee Morey  
Trustee Walpole  
Mayor Neville  
Trustee Holl

## **Others in attendance:**

Nancy Niswender - Clerk  
Chad Shurtleff - DPW Suprv.  
Steve Teeter - Elec Suprv.  
Eric DeForrest - Fire Chief  
Matthew Whitaker - Code Officer  
Lt. Troy Boice - Police

Trustee Conger made a motion to approve the minutes of the May 16, 2022 Board Meeting Minutes, seconded by Trustee Holl, carried.

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

Trustee Conger made a motion to approve the claims presented for review

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

### **Abstract #13**

GENERAL	35,380.42
WATER	4,045.18
SEWER	18,592.52
ELECTRIC	62,014.85
JOINT REC	82.66

### **Abstract #1**

GENERAL	114,385.70
WATER	18,293.41
SEWER	7,294.61
ELECTRIC	20,285.42
JOINT REC	200.00

Seconded by Trustee Morey, all in favor, carried.

## **Monthly Department Reports:**

### **Electric Department:**

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

- Jack is 1/2 through his 2nd year of apprentice training and Carson 1/2 through his 1st year.
- Will be doing new underground at the Elementary School after the 4th of July.
- Changed out pole in Dryden. If Dryden finds a number of poles needing replacement, they will need to contact the Village and make an arrangement for replacements.

### **Department of Public Works**

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

- Today is opening day at the pool. A lot of work was done getting it ready.
- A lot of patching to be done. Will be going out to inspect.
- Will begin working on Ross Field services.
- Hoping to pave: South Main from Dewy to Main - milled and paved, Barrows from Elm to Bacon, and Bacon to South Main.

## **Waste Water Treatment Plant**

### **Trustee Walpole Reported:**

- The motor press has gone down and a company has been brought in for repairs. The sludge is still backed up.
- Casella is looking at buying the delivery side of picking up sludge.
- A motor went down and he just received two new motors. Discussion to be continued.

### **Police Department**

#### **Lt. Troy Boice Reported**

- Report on SRO contract. Everyone should review and note items that should be addressed. Then we should send to the attorney.
- Computer software update has been done. This has created some issues in the car computers and we will need to purchase some new ones.

### **Fire Department**

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

Ambulance Calls	393
Fire Calls	98

- Mock crash at school last month prior to prom. Groton PD worked with them. Great turn out.
- Went to field days at the school. A great time.
- Fireworks July 1st - Rain date July 8th. Will be working with Jennifer Jones - Rec Director to arrange for food trucks.
- July 11-13 Kids fire camp is getting organized. Requesting help from 8-10 honor society kids. Borg Warner is sponsoring the T-Shirts again this year.

## **Code Enforcement**

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

- Hotel passed fire inspection, will ask Floyd to inspect electrical due to some questionable loose wires.
- Discussion of garbage not put in trash bags. Also recycling company has been taking recycle and tossing the items that are not accepted onto the lawn. Trustee Walpole will contact them.
- Chad has mowed some lawns that the owners have not taken care of. The owners will be charged \$150 for mowing.

## **Joint Recreation**

### **Trustee Conger reported:**

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

- A discussion of insurance coverage of the sports teams is in process.

## **Groton Youth Commission**

### **Trustee Conger reported:**

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

- 2022 Youth Needs Assessment for Groton was done through Tompkins County Youth Services.

## **Presentation & Discussion Items**

- Gary Wood - Conger Street Bridge - Rotary Club is seeking permission to repair the old Groton Bridge Works Bridge on Conger. The Board agrees to have them work on it. We also need to replace the boiler on 120 Sykes St.
- Administrator Niswender reviewed the PERMA Conference - Safety Coordinator Training. The training had several aspects of items to be aware of including doing a safety check on all buildings/departments. Code Office Whitaker is modifying the check sheets to fit each one and will be doing semi annual checks to keep us up to date and in compliance. There is also a driving safety course offered - free to employees. So far we have 12 on the list and I will get the trainings set.
- We were not selected for the Waste Water Treatment grant and will need to meet to discuss. I suggest we put a committee together to look at options and research grants.
- A discussion of the Juneteenth holiday. We will not schedule a meeting if it falls on a Monday meeting night.
- Trustee Conger and I attended a webinar with NYCOM on Video Conferencing. If we choose to do video conferences in the future we will need to pass a resolution and possible local law depending on what we decide to do. We will look into the details of the emergency requirements but will not do the regular video

## Action Items

- Trustee made a motion to approve travel to NYCOM Fall School September 11-26, 2022 in Saratoga for Nancy Niswender and Angela Conger, seconded by Trustee , all in favor, carried.
  - Trustee made a motion to adopt a resolution to approve Rick Fritz as back-up Code enforcement on a contract basis to be determined for Matt Whitaker during training and future needs., seconded by Trustee , all in favor, carried.
  - Trustee made a motion to approve update to Schedule 5 - Salaries on 2022-23 Budget , seconded by Trustee , all in favor, carried.
  - After a discussion on vendor permits and food trucks that come in to support the concerts, we thought it would be advisable to have Groton Recreation fill out a special events application , which would allow the vendors to pay a \$10 permit fee for the night they are there as opposed to paying a \$75 fee for 3 months. Trustee made a motion to approve the Special Events Application for Summer Concerts, seconded by Trustee , all in favor, carried. All Fees will be donated to Joint Rec.
  - Mayor appointed Summer Camp Youth Workers:  
Kael Eldred, Malena Mason, Owen Crispell, Chloe Conger @ \$13.20/hr. Lifeguards: Kristen Likel and Ryan Rose \$14/hr., Emma Butler \$14.50/hr.
  - Mayor appointed Seth Walpole - ZBA Alternative 1 yr. term exp 3/31/2023
  - Mayor appointed Jared A. Aiken as Part-Time Police officer at \$21.87/hr.
  - Computer software update has been done. This has created some issues in the car computers and we will need to purchase some new ones.
  - Discussion of Hess property on Pasadena. Chad Shurtleff will go to talk to her and request she removes the basketball hoop and then he will fill in with asphalt.
- 8:07pm Trustee Conger made a motion to go into Executive Session to discuss attorney updates, seconded by Trustee Walpole, carried.
- 8:40pm Trustee Conger made a motion to return from executive session, seconded by Trustee Morey, carried.
- No action taken during Executive session.
- 8:42pm Trustee Conger made a motion to adjourn.

Respectfully submitted,

Nancy Niswender  
Village Clerk-Treasurer/Administrator

## **Electric Department Report**

**June 13, 2022**

### **Work Completed**

Tree trimming  
Painted parking lots  
Repaired streetlights  
Sprayed weeds in substation  
Wired up pool pump  
Chipped brush  
Put up flags  
Call out – down secondary wire on Cayuga St.  
Replaced front brakes on F450  
Helped DPW with water service on W. Cortland St.  
Outage – NYSEG had a tree down by Etna Rd.  
Meter reading  
Helped Town grind on Elm St.  
Helped Town pave on Elm St.  
Removed broken tree from primaries on S. Main St.  
Replaced leaking hose on chipper  
DSNY mark outs  
Set streetlight pole for the Village of Dryden  
Replaced broken cutout on S. Main St.  
Non pay shut offs  
Picked up transformer pad in Killawog  
Jack & Carson apprentice training in Fairport



# 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

May 13 – June 20, 2022

### Completed Work/Projects:

- Drain, clean and paint the pool
- Install two new toilets at the park
- Drain and clean the wading pool
- Prepare the pool for inspection
- Take delivery of new hydraulic broom
- Install a new 1” water service to 206 W. Cortland St.
- Mowing and street sweeping
- Repair a water leak on Mack St.
- Assist the Town of Groton with paving
- Respond to a logging accident on Clark St.
- Install new leaf springs on truck #41
- Monthly water samples
- Work on equipment repairs
- Install a concrete pad at the park for a new information kiosk
- Repair Mack St. snowplow turn around

### Schedule of Work

- Replace 2 fire hydrants
- Install utilities to Ross Field
- Several road patches
- Prepare for paving

Village of Groton

Fuel Usage Report in Gallons

Dates: 06/20/2022

	Unleaded	Diesel
DPW	236	342
Electric	128	44
Fire	170	121
Police	499	

Code Report For Village board meeting for month of June 2022

22-Jun	# of permit	Est. cost of project	Permit cost	# of permits	Est. cost of project	Permit cost
Building Permits	5	\$267,686.52	\$890.00	16	\$364,589.43	\$1,276.00
Roofing Permits	1	\$12,500.00	\$39.00	12	\$152,642.43	\$463.80
Window Permits	1			6	\$40,800.00	\$320.00
Shed Permits				1	\$ -	\$25.00
Misc. permits				2	\$9,500.00	\$75.00

Received several complaints about yards having trash and rubbish in them and sent the property owners letters. Also have gotten complaints regarding yards not been mowed which I've noticed and sent letters to the property owners and had DPW mow the yards that hadn't been mowed after I sent the letters. Did the Life Safety Inspection of the Hotel this morning with Mike Rankin. It did pass fire inspection. Did a final inspection of the apartment building on corner of Elm and Borrows last week with the help of Rick Fritz. My next code class starts tomorrow morning and goes until Friday.

GROTON JOINT RECREATION COMMITTEE  
June 06, 2022, 5:30 PM

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

Present were Betty Conger, Scott Weeks, Leon Brockway, Crystal Young, Rec Dir. Jennifer Jones, Olivia Howarth, Jennifer Foote-Dean, Ellard Keister, Chris Dempsey, Nick Darling, Chuck Rankin, Nancy Niswender, Sheldon Clark

The meeting minutes were reviewed from the previous meeting:

Motion made to approve the minutes by: Betty Conger

2nd by: Leon Brockway  
carried.

Financial Reports were reviewed for April 2022. Accepted for audit.

Motion made to approve the financial report by: Leon Brockway

2<sup>nd</sup> by: Betty Conger  
carried.

**Recreation Director Report**

**Spring 2022 Planning**

- Softball & Baseball Updates: Field space continues to be an issue. One non-school field would make a huge difference.
- Tennis Program? Waiting on court repairs.
- Women and Girls Self-Defense- May 24-June 2, Tue/Thurs.
- Dance with Camille- Mondays at Fire Hall. Dance Recital in May.

**Summer Planning**

Booklet is out in the community. Registration is open!

- Summer Concerts: All concerts and food trucks are scheduled. Flyers are out.
- Summer Hires:
  - Hope Twitchell (Rec assistant), Chloe Conger (Arts & Crafts Lead), Megan Cute (Arts & Crafts Asst)
  - Pool Director and Head Lifeguards are hired. Currently have 13 Lifeguards.

**Fall Planning**

Soccer Registration is open.

- Youth Football & Cheer registration is on hold until new committee members are found.
- Cross Country is on hold until volunteers are found
- Fall Dance, Yoga, Kung Fu possible
- Labor Day Race

**Grants & Professional Development:**

- **Community Foundation: AWARD \$3,500 – to be used for summer programming-park, pool, staffing, recreation camps**
- United Way- Application submitted
- USA Swimming Learn to Swim Grant- AWARD \$1,300



- Summer Concerts Grant- AWARD \$800
- Supporting the Sciencenter on a NASA Grant Proposal
- Legacy Grant for Tennis Courts- \$5,000 Award deferred to 2022

### **Discussion/Action Items**

There was an open discussion regarding youth sports and insurance coverage (Football/Cheer, Softball/Baseball, and Soccer).

The Joint Recreation Committee asked Chris Dempsey how we can assure these sports teams are covered under our insurance. Dempsey stated that these sports committees need to answer to this Joint Recreation Committee. Other than doing an audit once a year to check the sports team's financials, the Joint Recreation Committee should have a contractual agreement to formally state what is expected from these sports teams. If these sports teams decline to follow the guidelines this committee has set then there will be repercussions such as possible no field use, paying for their own insurance, promoting on their own, and others.

It was mentioned that the committee does do background checks, checks finances once a year, and does the promotion for each sport but other than that, the sports teams normally manage on their own.

The Joint Recreation Committee needs to not only be checking financials but putting protocols and checks such as sexual harassment policies, never 1 child with 1 adult alone, ect. It was suggested to also have all coaches/volunteers sign a hold harmless document for the Village's safety.

Jennifer Foote-Dean suggested bringing the heads of each sport program in on these meetings while in the process of trying to figure all of this out to allow them to voice their opinion and feel a part of the decision.

In conclusion, Jennifer Jones is going to be drafting a contractual agreement for the board to review that will be signed yearly potentially at time of annual audit. The agreement will go over what is expected of each sports organization, sexual harassment, background checks, and hold harmless. In addition, it will be required the sport committees report to the Joint Recreation Committee at the beginning and end of the season to go over their plan for the season and then review how it went. After the Joint Recreation Committee has reviewed, Chris Dempsey has agreed to review as well. This will be completed by our next meeting (June 28) as the Joint Recreation Committee will be inviting the sports representatives to attend along with Chris Dempsey to go over new protocols.

*Chris Dempsey left- 6:10pm*

Ellard Keister and Nick Darling were in attendance to show their support and to make sure everyone is on the same page, from the Town to the School, and as well as a volunteer coaches' perspective regarding the insurance coverage but also regarding the new field being put in at Ross Field.

*Leon Brockway left- 6:25pm*

Keister expressed the concern from the youth coaches about the ability to get field time and wanted to point out that as important as varsity sports are, they start with the youth kids. It has been brought up that the number of volunteers has been decreasing and if we don't start putting a little more effort into the youth sports and connecting the youth with the varsity; it could be trouble in the long run.

*Sheldon Clark left- 6:50pm*

Darling stated that no one should be worried about field time because there are going to be plenty of fields and for the most part the schedule will stay the same as it has been over the past few years.

Both Ellard and Nick offered to help mowing fields if needed.

Darling mentioned that after going through the proper channels to fill out a building/field use form, if you get to the field and there are empty fields, the youth can use them if modified and varsity have finished for the night.

Keister confirmed that if there is an open field, the youth can change practice field day of? Darling confirmed. The field/building usage/openings can be seen on the school website, and anyone is able to check them throughout the day to see if any fields have opened.

*Chuck Rankin left- 7:00pm*

*Ellard Keister & Nick Darling- left 7:15pm*

Jennifer Jones and the rest of the committee expressed their concerns for scheduling and lack of notification of field/building changes. Even after being approved for a building/field, there is a possibility of getting bumped and losing the field you already got approved for. It has been advised to check the schedule throughout the day to make sure there have been no changes.

Motion to adjourn at 7:45pm made by: Betty Conger

2nd: Jennifer Foote-Dean

Next meeting: June 28, 2022, at 5:30pm (coaches at 6:00)

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

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## Meeting Minutes June 1, 2022

The June 1, 2022, meeting of the Groton Youth Commission was called to order by Chairman Glenn Morey, at 7:00pm in-person. Members present were Elizabeth Conger, Vice Chairman; Board members Kristin Prugh, Brian Klumpp. Kayla Esparza, Program Manager Nick Wagner, Meghan Guerra Lyons, Shelley Lester,

Excused: Youth Representatives, Emma Kennett and Noah McCormick; Board Members: Sara Knobel, Maria Montreuil, Pegi Ficken.

### Secretary's Minutes:

Minutes for May were accepted on a motion by Kayla Esparza, seconded by Brian Klumpp and carried.

### Report: Nick Wagner: All programs have concluded for the year.

**The Great Groton Cook-Off, Mondays** 13 registered – Youth, working in groups, prepared a four-course meal. It included a main dish, vegetable, fruit and dessert.

**Photovoice, Tuesdays** 10 registered – Youth have really enjoyed learning more photography skills while learning about advocating for youth needs. A skatepark, garbage, and a safe place for youth to hang-out have been the common themes. A presentation of their work will be in September.

**Organic Artists, Wednesdays** 14 registered – Youth used items found at the park to and in nature to create unique artwork.

Hiking the trails: 10 register. The youth hiked all of the 4 miles of trail system.

D is the youth spotlight. D was initially contacted in the cafeteria. He has since joined the Cooking and Organic Art sessions.

**Report: Shelley Lester:** Summer CAMP!!! Enrollment is way up. One session has 69 youth registered!! More help needs to be hired, and the budget had to be updated. There were 13 families that applied for camperships, we granted a total of \$9,870 in camperships. Motion was made to use \$3,124.96 from reserves, motion by Kristin, seconded by Kayla and carried. The new budget is \$56,734.96, up from \$36,010.90. This updated budget was accepted on a motion by Brian and seconded by Kristin, motion carried.

**Report: Meghan Guerra Lyons: see attached report.** Meghan submitted her monthly report, highlighting items from the County.

Meeting adjourned at 8:15 PM

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Next meeting is August 3, 2022 @ 7:00PM

Submitted by,  
Meghan Guerra Lyons  
County Liaison