

# Groton Village Board of Trustees Meeting

Monday, March 16, 2020

Present: Mayor Neville, Trustees Morey, Conger, Holl and Walpole, Nancy Niswender - Clerk/Treas, Chad Shurtleff - DPW Supv, Ben Nelson - Fire Chief, Mike Andersen - Code Enf, Steve Teeter- Elec Utl. Supv., Lt. Troy Boice, Police OIC, Admin Charles Rankin, Rick Neville, GFD, Michael Koplinka Loehr, US Census Bureau, Glenn Morey, Tompkins County

Mayor Neville opened the meeting at 7:00 pm

Trustee Conger made a motion to approve the minutes of the February 17<sup>th</sup> & 29th board meetings, seconded by Trustee Morey.

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

## General Fund

| From:                        |          | To:                        |          |
|------------------------------|----------|----------------------------|----------|
| A1990.4 Contingency          | 8,450.00 | A3120.2 Police Equipment   | 3,950.00 |
| A7140.41 Park - Tennis       | 500.00   | A3120.4 Police Contractual | 4,000.00 |
|                              |          | A7140.4 Park Contractual   | 1,000.00 |
| A1420.41 Attorney Spec Cont. | 450.00   | A1420.4 Attorney Cont.     | 450.00   |
| A5110.4 Streets Contractual  | 820.00   | A5110.2 Streets Equipment  | 170.00   |
|                              |          | A5142.4 Snow Removal Cont. | 650.00   |
| A9060.8 Group Medical        | 600.00   | A9089.8 Dental             | 600.00   |
| A8010.1 Code Personnel       | 1,500.00 | A8010.4 Code Contractual   | 1,500.00 |

Seconded by Trustee Holl, carried. The above adjustments and claims paid are covered by the following lists of abstracts of audited vouchers:

## Abstract #10

|         |              |              |               |
|---------|--------------|--------------|---------------|
| GENERAL | \$ 35,910.28 | ELECTRIC     | \$ 142,628.08 |
| WATER   | \$ 7,144.07  | JOINT REC    | \$ 325.92     |
| SEWER   | \$ 13,330.25 | PARK CAPITAL | \$ 504.82     |

Michael Koplinka Loehr with the US Census Bureau presented information on the importance of filling out the census forms either online or by paper. He let information that we could share with anyone needing the information.

## **Monthly department reports:**

### **Electric:**

#### **Supv Teeter reported:**

Read meters  
Stray voltage testing Completed  
Repaired streetlights  
Snow plowing  
Inventory completed  
Turn on at 208 ½ Williams St.  
Turned on service at 104 Church St.  
Repaired F450  
Tested meters  
Replaced 2 broken meters (ice)  
Rewired guard shack at Sykes Park  
Call out S. Main St. (broken cutout)  
Meter school in Fairport - Mike Perkins & Tom Billups  
Equipment testing scheduled for Thursday  
Replacing some bad poles.  
Still using old truck, will be fixing up to sell.

### **DPW:**

**Supv Shurtleff submitted his monthly report with comments:**

## **Department of Public Works February 18 – March 16, 2020**

### **Completed Work/Projects:**

- Plowing & salting as needed
- Repair a broken fire hydrant on Main St.
- Repair an oil leak on John Deere Tractor
- Complete the Annual Water Withdraw Report
- Repair a leaking chlorine line at the water plant
- Continue work on the guard shack project
- Repair plugged sewer main at the Fitness Center
- Work on Cayuga St. fire hydrant after car accident
- Complete monthly water samples
- Playground inspection with Parkitects
- Assist resident with a plugged sewer lateral

- Cold patch several potholes
- Begin sweeping streets
- Work with Pall trinity on water plant problem

### **Schedule of Work**

- Replace fire hydrant on Cayuga St.
- Repair hydrant on W. South St.
- Sweeping & catch basin cleaning

Updated and refurbished the bathhouse and guard rooms. Many changes were needed to make the rooms more usable. Parkitects did a walkthrough and there are about \$1,100 in repairs and \$3,000 in additional chipping to be done to cover the new equipment areas and bring up the existing to a correct depth. These will be schedule to be on the 2020-2021 budget.

Salt in good shape for next year.

The water was reported to have a higher chlorine smell. We flushed the system and had it refill with fresh water.

### **Groton Fire Department:**

#### **Chief Ben Nelson reported:**

Calls YTD: 173 ambulance calls 29 fire calls

Response to local facility drastically reduced after a restructuring of staff. 2 fire calls – Assisted Genoa in a fatal fire call, and also same evening a fire in Freeville. Open fire Ban until May 14<sup>th</sup>.

7:30pm Mayor Neville made a motion to close the regular meeting and open the Public Hearing on Local Law #3 which will amend Chapter 17 of the code of the Village of Groton "EMPLOYEE POLICIES; ARTICLE II. REIMBURSEMENT FOR TRAINING COSTS"

Clerk Niswender read the public notice on Local Law #3.

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, March 16, 2020 starting at 7:30 pm, at the Groton Village Office, 143 Cortland St., to consider the adoption of the following local law:

Local Law No. 3 of 2020, which will amend Chapter 17 of the code of the Village of Groton, "Employee Policies; Article II. Reimbursement for Training Costs" amending Section 17-6 (A) to update "one year" to "three years" and number of "days" to number of "months" and "the first year of employment" to "the three years of employment".

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

No Public Comments.

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

Trustee Morey made a motion to adopt on Local Law #3 which will amend Chapter 17 of the code of the Village of Groton "EMPLOYEE POLICIES; ARTICLE II. REIMBURSEMENT FOR TRAINING COSTS", and upon roll call:

Trustee Conger voted "aye",

Trustee Morey voted "aye",

Trustee Holl voted "aye",

Mayor Neville voted "aye".

Trustee Walpole - absent,

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

Seconded by Trustee Holl, carried.

### **Police Report**

#### **Lt. Boice reported:**

Three offices to Horseheads for a one-day training. FTO training cancelled due to COVID-19

About 700 calls ahead of last year.

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

### **Joint Recreation:**

Winter Programs:

Youth Basketball- two more weeks of this program. The last games were to be held on March 14<sup>th</sup>

Cabin Fever Expenses - \$2,155 – Income \$2,660 – We made a profit this year.

Attendance: 777 - Which up from 621 last year and 370 – It has more than doubled.

Spring Programs:

- Youth Track & Field- TBD dates
- Youth Baseball & Softball- Forms are out in school and online. Registration is open until the end of the month. This is a transition year for volunteer leaders.

Summer Programs:

- Summer Camps are being planned
- Pool & Park Hiring- Job postings will be going up in the next couple weeks.
- Booklet Planning- Documents need to be sent to me by the end of March.

Concert Series:

- All but two dates have been filled for the 2020 concert series.
- I am still discussing some things with the Legion: Smoking, Legion contribution to series.

### **Youth Commission**

Current Programs include **Super Scientist** with 10 elementary students enrolled, **Girl Ventures** with 8 middle school girls enrolled. The girls attended a Syracuse University women's basketball game. They were able to meet the team and get autographed posters. **Cooking with Groton Harvest** has 19 elementary students enrolled, this group will be cooking breakfast for the staff on March 19<sup>th</sup>, during staff training day. **Chef It Up** has 12 junior high students enrolled, 5 girls and 7 boys.

Many of these may not happen due to COVID-19

**Groton Harvest:** We will be launching a community garden program this spring to strengthen the community ownership of the project. Looking for partnerships between local agencies, businesses and non-profits to host gardens. There are plans for 2 raised beds at the Groton Care Center that will be built so the residents can get to them from their wheelchairs.

**Tween Night** was a small group with 10 youth participating. (It was also the night of a sectional basketball game.)

**Summer Camp discussion:** Dates set for July 6 – August 14. Breakfast and lunch will be provided. Cost to remain at \$100, with before and after care for, \$10 and \$15 extra, respectively.

Budget present at end of year – Some reserves of over \$5,000. The program pitch presentation is postponed until further notice. Annual report was handed out.

## **Action Items:**

Trustee Conger made a motion to adopt a resolution declaring April as Fair Housing Month in the Village, seconded by Trustee Holl, carried.

Trustee Holl made a motion to accept the May 31, 2019 Financial Audit Report from Insero & Co., CPAs, seconded by Trustee Morey, carried.

Trustee Holl made a motion to approve the Open Container Exception for the First National Bank of Groton Picnic on August 8, 2020, seconded by Trustee Morey, Carried.

Trustee Holl made a motion to approve travel for Clerk Niswender and Trustee Morey and any other Trustees that may wish to attend to the NYCOM Annual Meeting on May 3-5, 2020 (if it is held), seconded Trustee Conger, Carried.

Annual Organizational Meeting is scheduled for April 6, 2020 at 6:45 pm  
Public Hearing for the Budget is scheduled for April 6, 2020 at 7:15pm

Needed park Improvements were discussed:

Trustee Conger made a motion to adopt a resolution subject to public referendum to transfer up to \$7,500.00 from the Park Improvement Reserve Fund to the Park Capital Project Fund for updates to the Pool Bathhouse, seconded by Trustee Morey, carried

Discussion of suspension of sick time usage until the next regular Village Board Meeting on April 20, 2019.

Trustee Morey made a motion to adopt a resolution to suspend the employees use of sick time if out during this time due to COVID-19, seconded by Trustee Conger, carried.

Discussion of COVID-19 and Village Response

Review of Village response of Public Notice.

Mayor Neville made a motion made to accept the Village response form for posting, seconded by Trustee Conger, carried.

Glenn Morey gave an update for the County:

He gave an update on new cases of COVID-19 and closures and guidelines from the President and NY Governor.

This year Glenn will be on 4 committees: Census 2020, Health and Human Service, Public Safety and

Facilities and Infrastructure. Budget retreat is scheduled for April 28<sup>th</sup>.

Village elections were postponed until April 28<sup>th</sup>.

Biggest decision is - Ithaca wants to build a convention center which would raise taxes. A lot of items would be addressed and would need to be considered. The County would be responsible for it. He will be voting no for it as he feels it does not benefit the county or Groton.

Discussion continued on COVID-19 issues and staffing.

The Groton village has ordered VPN for office computers to be able to reduce staffing by 50% if necessary.

DPW and Electric staff will continue working for now as they tend to be outside.

We will make some signs, close village door, please refrain from coming in all village offices and buildings unless absolutely necessary. Feel free to call for questions...put info on doors. Fire department and Police bldg.

Next Regular Monthly Meeting - Monday April 20, 2019

Mayor Neville made a motion to adjourn to executive session to discuss an employee's positions, seconded by Trustee Conger, carried.

8:45pm Trustee Conger made a motion to return from executive session, seconded by Trustee Morey, carried.

Trustee Conger made a motion to accept a pay increase to \$17.79per hour for Lance Coit, seconded by Trustee Morey, carried.

Trustee Conger made a motion made to adjourn 8:45pm

Nancy Niswender  
Clerk Treasurer