

2025 ORGANIZATIONAL ITEMS/APPOINTMENTS

RESOLUTION #25-001 - TOWN OFFICIALS AND WAGES

RESOLVED, that the Town Board hereby approves the following appointments, wages and rates:

Item 1 - Depository – First National Bank of Groton

Item 2 - Official Newspaper– Cortland Standard

Item 3 - Law Firm – Francis J. Casullo of Pomeroy, Armstrong & Casullo, LLP,
16 Tompkins St., Cortland, N.Y. 13045

Item 4 - Zoning Officer – W. Rick Fritz

Item 5 - Deputy Supervisor – Sheldon Clark

Item 6 - Deputy Highway Superintendent – Mackenzie Rankin

Item 7 - Deputy Town Clerk – Denise Smith

Item 8 - Bookkeeper – Julie Graham

Item 9 - Court Clerk – Kathy Barron

Item 10 - Part Time McLean Crossing Guard – Margaret Albern; Kathy Carr, Substitute

Item 11 - Town Historian – Rosemarie Tucker

Item 12 - Health Insurance - Greater Tompkins Co. Municipal Health Insurance Consortium

Item 13 - Town Board Regular Meetings - Second Tuesday of each month except in June it will be the
_____ Tuesday. Two additional meetings on the 4th Tuesday in September & October. @
7:30 PM (7:00 PM to audit Invoices) -

Item 14 –Annual Salaries of Town Officers –Salaries shall be paid at the time respectfully specified.

Donald F. Scheffler, Supervisor	\$ 14,630.53. Annually Paid Biweekly
Richard Gamel, Councilperson	\$ 4,438.48 Annually Paid Monthly
Crystal Young, Councilperson	\$ 4,438.48 Annually Paid Monthly
Brian Klumpp, Councilperson	\$ 4,438.48 Annually Paid Monthly
Sheldon Clark, Councilperson	\$ 4,438.48 Annually Paid Monthly
Robin Cargian, Town Clerk	\$ 61,476.79. Annually Paid Biweekly
Ellard Keister, Highway Supt.	\$ 82,221.04 Annually Paid Biweekly
Paul Lang, 1 st Town Justice	\$ 19,120.92 Annually Paid Biweekly
Randy Jackson, 2 nd Town Justice	\$ 19,120.92 Annually Paid Biweekly
W. Rick Fritz, Code Enforcement Officer	\$ 43,190.78 Annually Paid Biweekly
Julie Graham, Bookkeeper	\$ 28,119.00 Annually Paid Biweekly
Rosemarie Tucker, Town Historian	\$ 1,968.33 Annually Paid Quarterly
Planning Board Chair	\$ 50.00 per Meeting
Planning Board Member	\$ 40.00 per Meeting
Zoning Board Chair	\$ 50.00 per Meeting
Zoning Board Member	\$ 40.00 per Meeting
Court Officers- set by joint contract.	\$ 0.00 per Hour

Item 165- Set Hourly & Employee Reimbursement Rates -

Deputy Town Clerk	\$ 22.14 per hour
Court Clerk	\$ 22.14 per hour
Custodian	\$ 18.84 per hour
Crossing Guard	\$ 18.46 per hour

RESOLUTION #25-002 - APPOINTMENTS

RESOLVED, that the Town Board hereby makes the following appointments:

Appointment of Representatives to Town and County Programs:

- Environmental Management Council – Barry Siebe
- Ithaca-Tompkins County Transportation Council, Planning Committee** (this is the updated name and they often meet by zoom) – <https://www.tompkinscountyny.gov/itctc/meetings> - Sheldon Clark
- Groton Youth Commission – Brian Klumpp, Glenn Morey,
- Tompkins County Youth Services Board – **(Becky Koenig - was in 2023)**
- Tompkins County Recreation Partnership – Crystal Young

Supervisors Appointment to Committee Members:

- Finance – Don Scheffler- Sheldon Clark
- Machinery – Sheldon Clark- Don Scheffler
- Building –Richard Gamel-Brian Klumpp
- Fire Department – Richard Gamel
- Personnel – Don Scheffler-Sheldon Clark
- Zoning, Building and Fire Code – Brian Klumpp
- HUD/CDBG loans-Don Scheffler-Richard Gamel-R. Charlton Wright
- Light Districts – Crystal Young-Brian Klumpp
- Fixed Assets – Richard Gamel-Don Scheffler
- Senior Citizens – Sheldon Clark
- Recreation Committee – Crystal Young
- Highway – Sheldon Clark
- Tompkins County Council of Governments (TCCOG) – Don Scheffler
- Tompkins Co. Municipal Health Insurance Consortium - Don Scheffler
- Planning Board – Rotating Attendance-see attached
- Appeals Board – Rotating Attendance-see attached
- Joint Committee on Plan Structure and Design- -Don Scheffler
- CDBG Section 3 Coordinator- Brian Klumpp
- Contact people for Drug and Alcohol Testing Program – Ellard Keister and Don Scheffler

Appoint Town Planning Board Members, Zoning Board of Appeals Members, Ethics Committee and Agricultural Advisory Committee:

<u>Planning Board Member</u> 7-Year Term	Term Expires December 31		<u>Zoning Board of Appeals</u> 5-Year Term	Term Expires December 31
Sam Rose	2028		Edward Moody	2026
Lisa Maloney Hahn	2029		Monica Moll	2027
Edward Neuhauser	2030		Paul Fouts	2023
Mark Baxendell	2024		Carolann Darling	2024
Leon Brockway, Jr	2025		Patricia Gaines	2025
Monica Carey	2026			
Dan Cerretani	2027			

Ethics Board	Term (Exp. Dec. 31)	

Don Scheffler		
Daniel Carey	2026	
John Miller	2026	
R. Charlton Wright	2024	

AGRICULTURAL ADVISORY COMMITTEE

Daniel Carey, Chair, Robert Fouts, Dale Rankin

TOWN OWNED CEMETERIES COMMITTEE

Rosemarie Tucker, Ellard Keister, Robin Cargian

RESOLUTION #25-003 - SET FEES

RESOLVED, that the Town Board hereby sets the following fee schedules:

Town of Groton Clerk Fees	Updated 4/11/2023
Certified Copies	\$5.00
Comprehensive Plan	\$25.00 paper copy \$15.00 CD
Dog Licenses	Unaltered: \$27.00 Altered: \$15.00
Fax Copies	Transmit: \$1.00/page Receive: \$.25/page
Gaming Licenses	Bingo (per event) \$18.75 Games of Chance (per event) \$25.00
Land Use & Development Code	\$25.00 paper copy \$15.00 CD
Marriage License & Certificate	\$40.00
Marriage Officiant (One Day/Single Ceremony)	\$25.00
Photocopies	Letter size: \$.25 Legal Size: .25 Ledger Size: .50
Returned Check Fee	\$20.00
Transcript of Marriage	\$10.00
Town Directory	\$5.00
Town, Village, County Maps	\$.50

Town of Groton Zoning Fees	All building projects started prior to a permit being issued will be charged twice the regular fee.
Residential	New Construction - \$.45 per Sq Ft

	Alterations/Renovations - \$40 plus 2.00 per \$1000 of cost
Commercial	New Construction - \$.60 per Sq Ft Alterations/Renovations: \$60 plus 3.00 per \$1000 of cost
Buildings within the Flood Hazard Area	New Construction - \$.60 per Sq Ft Alterations/Renovations - \$60 plus 3.00 per \$1000 of cost PLUS Applicant is responsible for all Town Engineering consultation charges (see Additional Fees on last page)
Agricultural Buildings	\$25
Building Permit Renewal	½ Original Fee & approval of CEO
Non-Structural Roof Replacement	No Charge
Accessory Structures: Pools, Decks, Sheds, Detached Garages,	\$40 plus 2.00 per \$1000 of cost
Demolition Permit	\$25
Disability Ramp	No Charge
Fixed Appliance	\$25
Fence 6ft or higher/ Replace pool fence	\$25
Garage attached to residence.	1-car = \$30 2-car = \$60 3-car = \$90 + \$30 for each car bay added
Energy Production - Small Scale	\$40 plus 2.00 per \$1000 of cost
Energy Production- Large Scale	\$25,000 per megawatt according to the nameplate output rating. Fee for renewal of permit: Same as original
Junk Yard Permit Renewal	\$25
Life Safety Inspection / Operating Permit	\$25
Cellular Tower	\$200 plus \$2.50 per \$1,000 of Construction Cost
Sign Permit	\$10
Outdoor Fireworks/Indoor Pyrotechnics Permit	\$25
Manufacturers' Pyrotechnics Testing Permit	\$25 Annually
Subdivision - Exempt	\$50
Subdivision - Minor	\$30 + \$20 per lot
Subdivision - Major Level One	\$50 + \$20 per lot
Subdivision - Major Level Two	Preliminary Review - \$100 + \$20 per lot Final Review - \$100 + \$20 per lot
Administrative Lot Line Adjustment	\$25
Cluster Development	Preliminary Review - \$100 + \$20 per lot Final Review - \$100 + \$20 per lot
Planned Unit Development	Town Board Review - \$200 Site Plan Review by Planning Board - \$200
Site Plan Review (Land Use Permit)	2000 sq. ft. & under - \$100 2001 sq. ft. & over - \$200
Site Plan Review for Echo Housing	No Charge

Special Permit - Cemetery	\$200
Special Permit - Junk Yard	\$4,500
Special Permit - High Density Housing	\$5,000
Special Permit - Mining	\$5,000
Special Permit- Large Scale Green Energy	\$4,500
Special Permit - Manufactured Home Park	\$5,000
Special Permit - Sexually Oriented Businesses	\$7,500
Mass Gathering Permit	\$750
Application for Variance or Interpretation	\$175
<p><u>Additional Fees:</u></p> <ol style="list-style-type: none"> 1. Fees listed do not include postage, which may be an additional charge at current postal rates. 2. If a public hearing is required, the <u>applicant shall pay</u> the cost of advertising fees. 3. Costs incurred by the Town of Groton for engineering, planning, legal and other necessary expenses for the purpose of reviewing any application with regard to an item covered by this fee schedule shall be <u>paid by the applicant</u>. 4. The <u>applicant shall be responsible</u> for costs incurred by the Town of Groton for the review and/or preparation of an Environmental Impact Statement if said statement is necessary. 5. <u>When Fees Are To Be Paid:</u> All fees costs and/or expenses required by this fee schedule shall be paid to the Town of Groton before any certificate/permit is issued. 	

RESOLUTION #25-004 APPROVE AUDIT CONTRACT OF 2024 FINANCIAL STATEMENTS

RESOLVED, that the Town Board hereby approves the contract for audit of Fiscal Year 2024 financial statements with Insero & Co. CPAs, LLP

RESOLUTION #25-005 – APPROVE 2025 ANIMAL CONTROL CONTRACT WITH COUNTRY ACRES PET SERVICES

RESOLVED, that the Town Board hereby approves the year 2025 contract with Country Acres Pet Services for the purpose of animal control in the Town of Groton with a monthly fee of \$2,050.

RESOLUTION #25-006 – AUTHORIZATION COOPERATIVE PURCHASING OF HIGHWAY SERVICES WITH COUNTIES IN N.Y.S.

RESOLVED, that the Town of Groton is hereby authorized to participate with Counties Located within New York State in the cooperative purchasing of various highway services.

RESOLUTION #25-007– AUTHORIZE HIGHWAY SUPERINTENDENT TO PURCHASE ON NEW YORK STATE CONTRACT BID

RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to purchase oil and related Highway products from New York State Contract Bids as appropriate.

RESOLUTION #25-008 - AUTHORIZE HIGHWAY SUPERINTENDENT TO GIVE RAISES

RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to give pay raises effective January 1, 2025.

RESOLUTION #25-009– APPROVE 2025 MUNICIPAL DRUG AND ALCOHOL TESTING

RESOLVED, that the Town Board hereby approves Energetix as the Third Party Administrator for 2025 Municipal Agreement Renewal and for the Drug and Alcohol Testing.

RESOLUTION #25-010 – APPROVE 2025 MUNICIPAL MILAGE RATE

RESOLVED, that the Town Board approves the milage rate for Town Official to be \$_____ per mile.

RESOLUTION #24-011 – APPROVE TOMPKINS COUNTY YOUTH SERVICES PROGRAM AGREEMENT BETWEEN THE COUNTY, TOWN OF GROTON AND VILLAGE OF GROTON

RESOLVED, that the Town Board hereby approves the Tompkins County Youth Services Program for 2025 and authorizes payments to the Village of Groton as they are remitted.

RESOLUTION #25-012 – APPROVE THE GROTON YOUTH COMMISSION CONTRACT WITH THE VILLAGE OF GROTON AND CORNELL COOPERATIVE EXTENSION.

RESOLVED, that the Town Board hereby approves the Groton Youth Commission contract for 2025 and authorizes payments to the Village of Groton as they are remitted.

RESOLUTION #25-013– AUTHORIZE THE USE OF EMAIL FOR THE DISTRIBUTION OF LOCAL LAW PROPOSALS AND FINAL DRAFTS TO TOWN BOARD MEMBERS

RESOLVED, that the Town Board hereby authorizes the use of email for law propositions and final drafts to comply with Municipal Home Rule §20 (4) and authorizes the Town Clerk to post the email addresses to be used on the signboard as follows;

Groton Town Supervisor – supervisor@grotontown.com

Councilperson Sheldon Clark - evoclark@aol.com

Councilperson Richard Gamel - rbgamel@verizon.net

Councilperson Brian Klumpp – bklumpp@grotontown.com

Councilperson Crystal Young - crystal137898@gmail.com

RESOLUTION #24-011 – APPROVE THE 2025 AGREEMENT WITH FOODNET AND AUTHORIZE THE SUPERVISOR TO SIGN

RESOLVED, that the Town Board hereby approves the 2025 agreement with Foodnet to provide meal services to qualifying residents of the Town of Groton authorizing the Supervisor to sign the contract.