

Ruth Groff
Supervisor Report
May 2026

My job envelops all aspects of town business, engaging with taxpayers, overseeing day-to-day administration, meetings with external organizations and internal committees, personnel issues, and coordinating the Town Board meeting agenda with the Town Clerks.

I continue to oversee the Planning Department, but I rely on the professional input from MRB Group and current staff.

I continue to act as the grant administrator for the Zoning Update grant from the New York Department of State.

I have been a member of the negotiating team for the Yellow Barn Solar (YBS) project, with guidance from Matt Eldred at the law firm of Harter, Secrest, & Emery. Matt has a state-wide reputation of being one of the best attorneys specializing in energy. Together with Joseph Wetmore and the Mayor of the Village of Groton, we are in the final stretch of the process with YBS and the New York State Office of Renewable Energy Sitings (ORES).

April 16, 10 AM: Monthly Construction Manager Update

- Monthly review of the Department of Public Works (DPW) project with the Construction Manager from LeChase Construction Services. The project is still under budget and within a week or two of schedule.

April 16, 1 PM: Group of Six

- The Supervisors and Mayors of the Village of Cayuga Heights, Town of Dryden, City of Ithaca, Town of Ithaca, Town of Lansing, and Village of Lansing discussed the Intermunicipal Wastewater Agreement revisions.

April 17, 10 AM: Interviewed Delaney CMS

- Joseph Wetmore and I interviewed Joseph and Mary Delaney of Delaney CMS, LLC to provide engineering services to the Town of Lansing for the purpose of performing a study to determine the Planning and Land Use Fee Structure for the Town. This organization has recently performed a similar service for the Town of Ithaca, and we have received favorable reports from Ithaca staff.

April 19 – 21: New York Planning Federation Conference, Cooperstown, NY

- Sessions Attended:
 - *Why Design Guidelines Matter*, Speaker: Katherine Ember, AICP
 - This session highlighted design guideline principles and discussed the various types of design guidelines, including streetscape, street design, Complete Streets, building, and historic preservation design guidelines.
 - *Boost Your Confidence While Building Community*, Speaker: Michael N'dolo
 - An interactive session that focused on ways that make a difference in how you are perceived by others – confidence level and approachability.

- *Navigating SEQR – CM*, Speaker: Sarah Yackel, AICP
 - An introduction to SEQR with an overview of the SEQR process, Type I, Type II, and Unlisted actions and the sequence of making a positive or negative declaration on a project’s potential to have an adverse impact on the environment. The procedures for conducting environmental review in compliance with State law were discussed and the Environmental Assessment Form and Environmental Impact Statement process was reviewed.
- *Built to Work: Strategies for Creating Implementable Long-Range and Strategic Plans*, Speaker: Matt Horn
 - This session focused on key elements of plans and planning processes that will result in actionable long-range and strategic plans.
- *Public Engagement and Conflict: Turning Challenge Into Opportunity*, Speaker: Diana Smith
 - This session provided a unique perspective about the value of disagreement. The speaker provided tools for fostering more authentic engagement, a benefit for everyone – especially leaders who want to build a stronger community.

April 22, 12 PM: Cayuga Solar Strategy Meeting

- Joseph Wetmore and I met with Matthew Eldred of Harter Secrest to coordinate our approach to our upcoming Cayuga Solar’s Host Community Agreement discussions.

April 22, 1 PM: Bolton Point Personnel and Operations Meeting

- The committee approved the March minutes, then heard reports from the Shop Steward, Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Shop Steward had nothing new to report. The Production and Distribution Managers shared lists of training courses that their staff attended. The General Manager told of events that he and his staff participated in, as well as upcoming professional events that BP attends or participates in.

April 22, 3:30 PM: Zoning Advisory Committee

- The committee worked through the list of questions provided by the Colliers’ consultants (who were not present). The questions related to the zoning as it currently is and how the committee envisions the changes that are needed to provide clarity, consistency, and compliance with the Comprehensive Plan.

April 23, 9:00 AM: Meeting with Cayuga Solar

- Joseph Wetmore, Matthew Eldred (Harter Secrest), and I met with representatives from Cayuga Solar to discuss the Host Community Benefit Agreement. It was a preliminary discussion, so no conclusion was reached at this meeting.

April 23, 10:00 AM: Meeting with Town Engineers from TG Miller and the Town Planner

- Nathaniel Rogers and I met with David Herrick and Dondi Harner from TG Miller to clarify relationship between the Planning Department and TG Miller. The discussion was for the

benefit of the new Planner, Nathaniel Rogers, for him to gain an understanding of when TG Miller will be involved in projects.

April 23, 1:00 PM: Attended the Ithaca Area Economic Development Event

- I attended this brief event at the Ithaca Downtown Conference Center, where Secretary of State Mosley presented a \$10M check to Ithaca for downtown revitalization.

April 28, 6:30 PM: “Talk With the Town”

- Judy Drake and I hosted the first town hall type event called “Talk with the Town.” More than twenty people attended this Question & Answer session for an opportunity to have their questions answered directly from Town Board Members. The mood was civil and the questions were thoughtful and respectful. Being the first event of this kind, we came away with some lessons learned especially about audio and technological issues in the room. We look forward to more quarterly sessions such as this in months to come.

April 30, 9:00 AM: Highway Barn Committee

- Guy Krogh, David Herrick, Mike Moseley, and I met with Lee Stepp and Randy Jordan (both from LeChase) for a monthly update on the progress of the Department of Public Works (DPW) building. We are still under budget and within a week or two of schedule.

May 1, 11:30 AM: Meeting with Insurance Agent

- I met with the Town’s insurance agent to ask questions about insurance requirements for volunteer groups.

May 5, 10:00 AM: Monthly Check-in Meeting with Representative from the State’s Smart Growth Program

- Joseph Wetmore and I, along with consultants from Colliers Engineering, met with Allison Bodine, Revitalization Specialist with New York Department of State, for a monthly check-in meeting as a requirement of the Smart Growth grant under which the Zoning Update Project is funded.

May 5, 11:00 AM: Water, Sewer, and Stormwater Committee (WSSC)

- The monthly WSSC meeting was attended by Mike Moseley, Guy Krogh, David Herrick, Greg Weatherby (Bolton Point), Johnathan Licitra, and me. Topics discussed were: (1) sewer units used and remaining for the Village Solar apartment project; (2) agreement among members that the data center needs to work with the Town of Lansing rather than Bolton Point regarding water usage, since it is the Town’s infrastructure that will be used; and (3) update provided that easements are slowly coming in for the water main project.

May 6, 6:30 PM: Conservation Advisory Committee (CAC)

- I attended the first portion of the CAC meeting when the representative from the Southern Tier 8 Regional Board (the Climate Smart Communities [CSC] facilitator) was present to go over the actions that the Town has completed and those that we still need to complete in order to apply for Bronze Status as a Climate Smart Community. Bronze Status will bring more funding opportunities for the Town. Thus far she has documented 150 points (120 points are required for Bronze), but she wants to make sure that we have enough

should any of the actions she has identified are rejected by the State. She will be submitting the application the week of May 18.

May 7, 8:30 AM: Monthly Elected Officials Meeting

- Elected Officials is a monthly meeting of elected officials in the county (mayors, supervisors, and county administrator).

May 7, 1:30 PM: Joint Committee Meeting of Municipal Health Insurance Consortium (MHIC)

- As the alternate representative from Lansing, I attended this annual meeting of the MHIC. Presentations were made by the Executive Director as well as representatives from Excellus. Highlights and statistics were shared about the prior year, and expectations were set for the coming year's rates.

May 7, 3:45 PM: Bolton Point Budget and Finance Committee

- The financials were consistent with prior year at the same time with no remarkable activity. The Budget Adoption Schedule was reviewed, and we were informed that draft statements from the annual audit are in process.

May 7, 4:00 PM: Bolton Point Commissioners Meeting

- The Commissioners approved the April minutes, then heard reports from the Production Manager, Distribution Manager, Finance Manager, Human Resources Manager, and General Manager. The Production and Distribution Managers shared lists of training courses that their staff attended. The General Manager told of events that he and/or his staff participated in, as well as upcoming professional events that BP attends or participates in. Two Resolutions were passed: (1) Resolution to Approve Awarding the Raw Water Pump Station Electrical Upgrade Project Contract #1A to Robertson Development and Construction, LLC, and (2) Resolution to Approve Awarding the Raw Water Pump Station Electrical Upgrade Project Contract #1C to Ferguson Electric. Agendas for all Commissioners' meetings are found on the Bolton Point website: <https://www.boltonpoint.org/commission-meeting-packets>

May 8, 9:00 AM: Local Government Leaders Meeting

- This is a monthly meeting hosted by Jennifer Tavares, Director of Community Relations, Cornell University, which includes government officials from around the county. The meeting includes updates from Cornell on activities that affect the County, as well as updates from those on the call with activities in their municipalities that may affect other municipalities and/or Cornell.

Other tasks completed since last Board Meeting:

- On May 11, I submitted the Year 3 Application for the Electric Generation Facility Cessation Mitigation program. This is the State program designed to compensate municipalities for the lost tax revenue from facilities that have ceased operation. The State provides seven years of funds for such losses, starting with 80% of the lost PILOT revenue minus the Property Tax received in the program's first year, and reducing those funds by 10% each year through year 7.