

Town of Corning Town Council
Organizational Meeting Agenda
January 3, 2024 @ 7pm [Zoom Link](#)

Welcome

1. Call meeting to order.
2. Roll call of board members present.
3. Pledge of Allegiance.

Appointments

4. Resignation of Jenniffer Mullen from Town Council to accept Town Supervisor position (submitted to the Town Clerk and effective 12/31/2023).
5. Motion to allow the Honorable Wendalyn VanZile to swear in R. Michael Brenning for the Town Council position from January 1, 2024 until December 31, 2024.
6. Motion to review potential candidates for open Town Council position to be effective January 3, 2024 – December 31, 2024.
 - Donna Gridley (application attached)
 - Joan Rosen (application attached)
7. Motion to appoint _____ to Town Council from January 3, 2024 until December 31, 2024.
8. Motion to allow the Honorable Wendalyn Vanzile to swear in _____ for the appointed Town Councilmember from January 3, 2024 until December 31, 2024.
9. Town Supervisor appointment of R. Michael Brenning as Deputy Town Supervisor.
10. Town Supervisor appointment of Linda Vandergrinten as the Corning Town Bookkeeper.
11. Town Supervisor appointment of Stuart Sammis as Town Historian.
12. Motion to appoint Kathleen Morrow-Olmstead as Vital Statistics Registrar.
13. Motion to appoint Ciara Force as Deputy Town Clerk and Vital Statistics Registrar.
14. Motion to allow hiring of additional court officer per Court request.
 - Per Theresa and Dale will not affect budget as Court Officers are used on “per diem” basis. One officer has decreased hours and two other officers resigned over the past year. The court has only been able to fill one position but needs permission to hire an additional officer.

Annual Resolutions

15. Motion to approve **Resolution 1 of 2024** authorizing the Town Board and the Highway Superintendent to enter into a 284-agreement for 2024 relative to the expenditure of highway monies for repair and improvement of town highways. This agreement must be prepared in duplicate, signed by a majority of the town

board members, and the Highway Superintendent, and filed with the Town Clerk's office, (Highway Law, § 284).

16. Motion to approve **Resolution 2 of 2024** delegating the Town Supervisor to perform administrative and day-to-day duties on behalf of the Town of Corning (§ 29 [16]).
17. Motion to approve **Resolution 3 of 2024** establishing "The Leader" as the Town of Corning official newspaper (Town Law, § 64 [11]).
18. Motion to approve **Resolution 4 of 2024** establishing scheduled Town Board meetings to be held on the third (3rd) Tuesday of each month at 7:00pm at the Corning Town Hall.
19. Motion to approve **Resolution 5 of 2024** establishing a rate of \$0.65 per mile (the federal rate) to be allowed for Town Officers and employees for the use of their own automobiles in the performance of their official duties when and if there is no Town vehicle for use, (Town Law, § 116).
20. Motion to approve **Resolution 6 of 2024** authorizing the Town Superintendent of Highways to purchase equipment, tools, and implement during the 2024 year without prior approval of the Town Board for an amount up to and fixed by the Town Council of \$30,000 (Highway Law, § 142).
21. Motion to approve **Resolution 7 of 2024** to adopt the fixing of the 2024 salaries of all elective and appointive officers (and the rate of wages of hourly employees, including overtimes and regular pay rates) and determine whether salaries shall be paid annually, semi-annually, quarterly, monthly, semi-monthly, or weekly. In fixing such salaries, the Town Council is subject to certain limitations. The Town Law prohibits the Town Council from fixing the salaries of members of the town board, elected town clerk, and elected town superintendent of highways at amounts, in excess of the amounts respect specified in the notice of hearing upon the preliminary budget, unless the Town Council adopts a local law (subject to permissive referendum(s)) increasing the salary for one year only (Town Law §27). The Town Council also cannot fix the salary of any elective or appointive town officer or employee at an amount larger than the appropriation made (Town Law §27, 117). In addition, the Town Council cannot decrease the salary of a sitting elected town officer in the middle of his or her term of the office except for the adoption of a local law subject to a mandatory referendum. The Registrar/Deputy of Vital Statistics salary is also fixed.
22. Motion to approve **Resolution 8 of 2024** authorizing payment of claims for public utility services, postage, freight, and express charges prior to audit (Town Law § 118 [2]). All claims paid in advance must be presented at the next regular board meeting for audit.
23. Motion to approve **Resolution 9 of 2024** to approve Chemung Canal Trust Company as the official Depository for the Town of Corning. This Resolution 9 of 2024 assures that all money coming into the Town shall be deposited solely into this bank (Town Law, §64(1)).

24. Motion to approve **Resolution 10 of 2024** that the Supervisor shall, within 60 days after the close of the fiscal year, submit to the NYS Comptroller and a copy to the Town Clerk. This motion will require the Town Clerk to ensure that a summary and copy of such report is on file, available for inspection and copied and published within 10 days in the official Town Newspaper (Town Law, §64(11)).
25. Motion to approve **Resolution 11 of 2024** to impose a \$25.00 charge on all checks returned for insufficient funds, (General Municipal Law, §85).
26. Motion to approve **Resolution 12 of 2024** to establish petty cash funds as follows (Town Law, §64 (1-a)):
 - Town Clerk \$50.00
 - Water Receivable \$30.00
 - Tax Collector \$50.00
 - Code Enforcement \$50.00
27. Motion to approve **Resolution 13 of 2024** to set Sprague Insurance as the official insurance for the Town of Corning against fire, theft, and liability exposure.
28. Motion to approve **Resolution 14 of 2024** to approve setting the Standard Hour Workday for appointed employees in the Building & Grounds Department, Court, and Highway Departments at 8-hour workdays/5 days per week, (2 NYCRR 315.4).
29. Motion to approve **Resolution 15 of 2024** authorizing Kathleen Morrow-Olmstead and Ciara Force as designated Tax Collectors for 2024 (Town Law, Sections 35, 36, and 37).

Town Clerk Authorizations

30. Motion to approve Kathleen Morrow-Olmstead and Ciara Force to accept credit card payments for transactions related to the Town of Corning, (General Municipal Law, §5).
31. Motion to approve Kathleen Morrow-Olmstead and Ciara Force to issue handicap parking permits, (Vehicle and Traffic Law, §1203-a (1)).
32. Motion to authorize Kathleen Morrow-Olmstead and Ciara Force as designated agents to receive notices of claims filed with the NYS Secretary of State (General Municipal Law, §53). This designation must be filed with the New York Secretary of State.

Ambulance Provider

33. Motion to confirm the ambulance service provider, American Medical Response (AMR) as the primary ambulance service for the Town of Corning based on the previous authorized contract. AMR must remain properly certified with the State of New York and/or that the Town of Corning may itself become properly certified to provide ambulance services. The Town of Corning must receive written confirmation of authorizations from AMR to hold on file (Public Health Law, article 30).

Town Attorney

34. Motion to appoint John Ryan as the Town attorney for 2024.

Bond Council & Financial Advisors

35. Motion to approve John Alessi and Hodgeson Russ as Bond Council Attorney for 2024.

36. Motion to authorize Jeff Smith and Municipal Solution as financial advisor for the Town of Corning.

Annual Audits

37. Motion to appoint Town Council members to conduct annual audits due by January 31, 2024 for:

- Town Clerk
- Town Supervisor
- Court Justices

Policy Review

38. Motion to schedule review of the following policies for 2024:

- Procurement Policy
- Ethics Code/Policy
- Title VI Anti-Discrimination Plan
- Employment Policies:
 - i. Harassment and Discrimination (Title VII of the Civil Rights and New York State Human Rights Law)
 - ii. Workplace Violence
 - iii. Sexual Harassment Prevention Policy
 - iv. Review of Employee Policy Manual including but not limited to:
 - 1. Sick, Vacation, and Personal Leave
 - 2. Overtime (Federal Fair Labor Standards)
 - 3. Expense Reimbursement (travel, food, lodging...)
 - 4. Required/elective job training.
 - v. Use of Municipal Equipment
 - 1. Town Owned Vehicles
 - 2. Computer Use
 - 3. Cell Phone use and reimbursement policy
 - 4. Information Technology Policies
 - 5. Website/social media Posting Policies
 - vi. Use of ARPA fund planning

Purchase Approvals

39. Motion to approve training for Bookkeeper and Town Supervisor through Williamson at \$175/hour not to exceed 15 hours.

40. Motion to approve federal contract state bid purchase of a new desk for the Town Supervisor office not to exceed \$2,500.
41. Motion to approve federal contract state bid purchase for a new desk for the Town Bookkeeper office not to exceed \$2,500.
42. Motion to discuss audit from EFPR Group for Town of Corning (see attached):
 - General fund audit \$19,000 to \$21,000
 - Agreed-upon procedures \$5,500 to \$6,000
43. Motion to approve audit from EFPR Group for Town of Corning for \$_____.
44. Motion to approve purchase of Town kitchen items not to exceed \$100.

Community Comment

45. Any comments by visitors/community.

Adjournment

46. Motion to adjourn at _____.