

Town of Corning Town Council
Meeting Minutes
May 21, 2024 @ 7pm [Teams Link](#)

Welcome

- 1) Call meeting to order by Supervisor Mullen.
- 2) Roll call of board members present: R. Michael Brenning, Donna Gridley, Jenniffer Mullen, Stuart Sammis. Excused: Lon Fiscus
- 3) Pledge of Allegiance led by Supervisor Mullen

Community Comments (NOT AGENDA RELATED)

- 4) Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly. No personnel issues will be discussed:
None

Reports

- 5) Motion to accept Town Clerk [April 2024 report](#) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 6) Motion to accept Town Highway [April 2024 report](#). by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.
- 7) Motion to accept Building and Grounds [April 2024 report](#). by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.
- 8) Motion to accept Town Council [May 8th, 2024 meeting minutes](#). by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 9) Motion to accept Town Supervisor [January 2024 report](#). by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 10) Motion to accept Town Supervisor [February 2024 report](#). by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 11) Motion to accept [Abstract 9](#) of 2024. by Mike Brenning and seconded by Donna Gridley. All in favor. Motion carried.

Grant Discussions

- 12) Motion to [discuss Community Development Block Grant](#) with Brian Toy, STC by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.
 - Brian discussed Community Development Block Grant to assist low to moderate income homeowners. STC has grant funding that will provide a windshield survey of the Town of Corning. Surveys will be provided to Town of Corning residents to help determine needs. The Town will need to provide the following:

- i) Fair housing plan/policy
- ii) SEQR
- iii) Update to procurement policy specifically for this grant
- iv) ADA grievance policy
- v) Resolutions throughout process.
- vi) Public hearing for grant application.

Town is encouraged to deposit some funding toward this (i.e. \$500) if awarded.

To be eligible the property owner must show:

- i) Proof of income
- ii) Live in the house for 5 years (to avoid flipping)
- iii) Have current homeowner insurance
- iv) Taxes must be current or in a repayment program.

Motion to proceed with STC starting Community Development Block Grant (CDBG) by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.

13) Motion to discuss [Local Government Efficiency Grant Program](#) by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried. If approved for this grant, planning for the no-cost water district would be covered at 50% and implementation projects would be covered at 10%. Motion was previously approved for no-cost water district but for benefit to the grant, a resolution was requested.

- **Motion to adopt Resolution 16 of 2024** to adopt Intermunicipal Agreements with the City of Corning, Village of Painted Post, and Village of South Corning in creation of a no-cost district to allow levy of non-payment of water/sewer bills to be placed on the resident's town taxes by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.

14) Motion to approve Jenniffer Mullen applying for the Local Government Efficiency Grant Program made by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

Board Discussions

15) Motion to accept resignation from Edison Barahona from the Ethics Board by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

16) Motion to keep Ethics Board at 5 members by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

17) Motion to discuss appointment of member to ZBA (NY Town Law § 267) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

- Joan Rosen
- Marvin Olmstead

18) Motion by Stuart Sammis to appoint Marvin Olmstead to the Zoning Board of Appeals. Motion seconded by Mike Brenning. Roll call vote: Mike Brenning: yes. Donna Gridley: yes. Jenniffer Mullen: Yes Stuart Sammis: yes. All in favor. Motion carried for appointment of Marvin Olmstead to the Zoning Board of Appeals.

19) Motion to discuss salary for Historian position (\$15/hr - Maximum of 4 hrs per week) by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried. Discussion regarding minimum wage and hours needed for historian position. The previous historian volunteered time and Supervisor Mullen would like to offer an hourly wage for this position.

20) Motion to have salary of \$15 per hour for 4 hours a week not to exceed \$3,120 per year made by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

Playground/Parks

21) Motion to discuss survey results for [Shaun Lane Memorial Park](#) by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

- 1) [PowerPoint](#) review of results and suggested park items. Comments: possibly adding a handicap swing by Marleah Brenning. Rental of pavilion discussed to help cover replacement items such as volleyball nets and tetherballs.

22) Motion to purchase items for Shaun Lane Memorial Park not to exceed \$26,000 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

IT Support

23) Motion to discuss [SCT](#) for IT support in comparison to current [Edmunds](#) contract by Mike Brenning and seconded by Donna Gridley. All in favor. Motion carried. Discussed cost savings as SCT approximately \$3,510 annually and Edmunds

raising their prices to \$12,500 annually. Donna requested more information regarding SCT's timeliness to response, especially in an emergency. Does the contract have to be 3 years or can we have a shorter contract in case we are not happy? Supervisor Mullen to follow up and present at the next meeting.

- 24) Motion to discuss purchase of [Owl for hybrid meetings](#) plus tripod (Cost \$1,500) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried. Discussion regarding benefits of the Owl. That the audio is improved and this would allow online viewers to see everyone in the room. The downfall is attendance of online meetings. This meeting only 3 residents were online. Previous meetings have not had any since January. The cost versus use was discussed and Board requested to table. Would like to see improved attendance using online Teams meetings. If more residents use the online meetings, board will consider purchase.

Insurance

- 25) Motion to discuss **Resolution 17 of 2024** by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried. Resolution discussed. Discussed cost savings using consortium and near equivalent services.

- 26) Motion to approve Resolution 17 of 2024 by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.

RESOLUTION 16 of 2024 TO SUBMIT AN APPLICATION TO JOIN THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM

WHEREAS, the Town of Corning has performed due diligence for the responsibility it accepts with membership in the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC), now therefore be it

RESOLVED, that the Town of Corning Board hereby directs its officers and appointees to take the following Consortium membership applicant steps:

1. Submit by July 1st, this municipality board resolution authorizing application for membership along with the GTCMHIC "New Group Member Application" completed which states the GTCMHIC Health Benefit Insurance Plan or Plans the Municipal Corporation's employees and retirees will be participating in upon the effective date of participation in the GTCMHIC.
2. As soon as practicable, but no later than July 1st, submit the Municipal Corporations' two most recent years of State Comptroller AUD reports.
3. As soon as practicable, (if not already done so), but no later than July 1st, submit the Municipal Corporation's most recent monthly premium billing statements from all health insurance carriers providing benefits to all active employees and retirees.

Said premium billing statements should include the name of the Municipal Corporation and the month for which the billing is related. In addition, said premium bills must

include the number of contracts (employee, employee + spouse, employee + child (children), and family) and the monthly premium rate for each plan of benefit.

Further RESOLVED, if the Consortium Board accepts this Town's application, the Town will comply with the following action steps:

4. Sign the Municipal Cooperative Agreement of the GTCMHIC upon notification that the GTCMHIC Board of Directors has approved the Municipal Corporation's application to become a Participant in the GTCMHIC by October 15th .

5. Confirm by October 15th the names of all employees, retirees, and dependents to be covered in which Consortium's Health Insurance Plans. (Note: a list of those enrolled will be sent to the Municipal Corporation by the Medical Claims Administrator by no later than November 15th for verification purposes).

6. By November 1st, notify the GTCMHIC of the name and contact information for the person within your organization for benefit administration; and who will attend a new member orientation between November 15th and December 15th.

Further RESOLVED, action to join the GTCMHIC is contingent on securing union support from the Town's collective bargaining unit.

Internship

27) Motion to approve Shawn Perry completing an unpaid internship with the Town Bookkeeper for Summer 2024 by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.

Speed Reduction

28) Motion to discuss speed reduction for Goff Rd, Forest Hill Drive, Upper and Lower Dr., Pinewood Circle, Hancock Rd and Hickock Rd. by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried. Discussion occurred regarding excess speeding on these roads. Would like speed reduced to 25/30 mph. Concerns discussed regarding only having speed reduced on these roads. Would like to broaden the view of this regulation to the Manor and areas of South Corning. Glen Rose agreeable to traveling with Supervisor Mullen to find what roads need the regulations and what an appropriate speed would be. To return to next meeting with more information.

29) Motion for Glen Rose to discuss concerns regarding Ritter Rd. by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried. Glen notes that road has "no parking" during the winter months but when this restriction is lifted, parking of cars makes it difficult to have needed passing and work completed. Requested for resolution to be passed stating no parking on Ritter Road throughout the year.

30) Motion to approve **Resolution 18 of 2024** to not allow parking on Ritter Road in the Town of Corning, NY permanently by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.

Competitive Bids

31) Motion to discuss [competitive bid](#) for roof replacement/trusses for the building by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried. Only bids that were received were for replacement of flat roof. Board requesting that competitive bid for trussed roof be extended to give contractors more time to bid. Competitive bid to end June 10th, 2024 and be discussed at June 11th, 2024 meeting.

- [Hale roofing full replacement quote](#) Offering twenty-year limited warranty
- [Chilson full replacement quote](#)

32) Motion to reopen competitive bid for trussed roof to remain open until June 10th, 2024 by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

33) Motion to discuss [competitive bid](#) that was placed for continued renovation of town hall by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried. After discussion of competitive bid, the board would like to extend the bid for the continued renovation of the town hall to give contractors more time to bid. Competitive bid to end June 10th, 2024 and be discussed at June 11th, 2024 meeting.

34) Motion to reopen competitive bid for renovation of town hall by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

Phone Update

35) Motion to approve phone updates with [CPE Interlink for \\$6,015](#) using payment with ARPA funds, as current phones will no longer be supported by end of year by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

Policy Review

36) Motion to schedule date for policy workshop by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.

- Policy Workshop: June 25, 2024 @ 1730.
 - Employee Handbook 2024 (pending review by Attorney Ryan.) should be complete.
 - Information Technology Policy
 - Information Breach Notification Policy (Technology Law 208)
 - Capital Asset Policy (Governmental Accounting Standards Board's (GASB) Statement No. 34).

- Use of Municipal Equipment (Town Law 64)
 1. Town Owned Vehicles
 2. Computer Use
 3. Cell Phone use and reimbursement policy
- July/August 2024
 - i. Town Budget Workshops to begin. Dept heads will be requested to have tentative budget requests by June-July 2024 for review.
- August 2024
 - Local Comprehensive Emergency Management Plan (Executive Law 23)

Board Updates

- 37) Motion to discuss board updates with Supervisor Mullen by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.
- Pavilion update in the Manor – Ken Fields is purchasing materials to build. Was waiting on final survey results noted above.
 - Filing cabinets for Supervisor Mullen to be ordered upon Ken Fields return from training.
 - Security locks in building being ordered by Ken Fields.
 - ARPA misc. Purchases for building items in the one drive. Will bring this to vote once we have a “more complete” version.
 - Glen and Jen to work on requests from the Board regarding 5-year plan to review at policy meeting.
 - Civil Service/Personnel corrections have been submitted. Awaiting final review by Personnel Office in Steuben County.

Community Comment on Agenda Items

- 38) Any comments by visitors/community regarding agenda items.
Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.
- Ruthie Plaisted questioned cost of playground in Davenport Forest. States the agenda/meetings minutes show that \$46,000 or more was paid again for the playground. Educated Mrs. Plaisted that this was a notation of funds that have been utilized so the board is aware of what funds remain. No further funds have been utilized in the Davenport Forest playground.
 - Joan Rosen notes to the board her disappointment in not being appointed to the ZBA. States for the 6 vacancies – 2 which she applied for – she would have hoped to have been appointed to a board.
 - Brad Jacobus notes that speed is an issue on the side roads but the key to the issue is enforcement. Having people ticketed for speeding will help with compliance more than any speed reduction.
 - Jamie Cooney questioned why we needed the phone upgrade and what benefit these phones would have. Educated that our current phones would be unsupported by the end of the year by CPE.

Adjournment

39) Motion to adjourn 2040 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.