

Town of Corning Town Council  
Meeting Minutes  
April 16, 2024 @ 7pm [Teams Link](#)

**Welcome**

- 1) Call meeting to order at 1900.
- 2) Roll call of board members present: Mike Brenning, Lon Fiscus, Donna Gridley, Jenniffer Mullen, Stuart Sammis
- 3) Pledge of Allegiance.

**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.
  - No Comments at this time.

**Reports**

- 5) Motion to accept [Town Clerk March 2024](#) report by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.
- 6) Motion to accept Town Highway March 2024 report by Mike Brenning and seconded by Stuart Sammis. Supervisor Mullen abstained as she did not receive the report. Remainder of board in favor. Motion carried.
- 7) Motion to accept [Building & Grounds/Water March 2024 report](#) by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- 8) Motion to accept Town Council [March 19, 2024 Meeting Minutes](#) by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.
- 9) Motion to accept Town Council [March 26, 2024 Meeting Minutes](#) by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- 10) Motion to accept [Abstract 7 for 2024](#) by Mike Brenning and seconded by Lon Fiscus. All in favor. Motion carried.

**Board Discussions**

- 11) Motion to approve payment of Ethics Board members at \$50 each meeting not to exceed payment of more than 12 meetings per year by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 12) Motion to accept resignation from Loren VanCuren from the Ethics Board by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.
- 13) Motion to accept resignation from Carl Sharak from the ZBA by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

**Purchases**

- 14) Motion to approve purchase of projector, stand, and screen. Total not to exceed \$500 from ARPA funds for playgrounds by Stuart Sammis and seconded by

Donna Gridley. All in favor. Motion carried.

15) Motion to purchase two locking filing cabinets not to exceed \$1,600 total by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

16) Motion for Supervisor and Bookkeeper to attend [Association of Town /Office of State Comptroller Budget](#) Training May 7-8<sup>th</sup> in Geneva, NY with total not to exceed \$510 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

17) Motion to authorize purchase of pavilion for Corning Manor Shaun Lane Memorial Park not to exceed \$5,000 to be paid for from ARPA funds by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

18) Motion to approve mailers to the Manor residents to discuss options for Shaun Lane Memorial Park not to exceed \$100 by Lon Fiscus and seconded by Mike Brenning. Mailers to be sent by the end of April/beginning of May with 10 business days to respond for timeliness. All in favor. Motion carried.

19) Motion to approve Ken Fields and Ryan Heffernan NY Rural Water Class not to exceed \$1200 by Stuart Sammis and seconded by Mike Brenning. All in favor. Motion carried.

20) Motion to approve Tayler Baumgartner water class not to exceed \$1500 by Mike Brenning and seconded by Donna Gridley. All in favor. Motion carried.

### **Roof Quote**

21) Motion to discuss [competitive bid](#) for roof repair for the building by Mike Brenning and seconded by Stuart Sammis. Discussion ensued regarding roof choices, competitive bid, and options. Motion made to table discussion until next meeting to discuss in detail by Mike Brenning and seconded by Lon Fiscus. All in favor. Motion carried.

- [Ely Smith repair quote](#) - Offering two-year limited warranty
- [Hale roofing full replacement quote](#)
- [Chilson full replacement quote](#)

### **Highway**

22) Motion to discuss payment of dump truck for Highway Dept. (\$322,727) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried. The line item for this truck has \$195,000. Leaving \$127,727 to be paid. Chips money has arrived totaling approx. \$220,000 (he will be paid this amount again later this year). The Town also has sales tax from last year \$350,000.

- Motion to approve purchase of dump truck for Highway Department costing \$322,727 by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

- 23) Motion to transfer \$63,863.50 from CHIPS funds and \$63,863.50 from Sales tax funds from Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried.
- 24) Motion to reduce Glen Rose/Highway Superintendent spending allowance to state maximum of \$20,000 per GML Section 103 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 25) Motion to discuss proposal by Glen Rose for [5-year capital plan](#) by Mike Brenning and seconded by Stuart Sammis. All in favor. Motion carried. Brief discussion of overview of the budget took place. Motion to table until next meeting for further discussion by Mike Brenning and seconded by Stuart Sammis. All in favor. Motion carried.

### **ARPA funds**

- 26) Motion to discuss use of remaining ARPA funds needing to be contracted to submit April 2024 report by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- Motion to approve \$41,029.15 for code enforcement car using ARPA funds by Mike Brenning and seconded by Stuart Sammis. All in favor. Motion carried.
  - Motion to place current codes car up for bid on Auctions International by Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried.
  - Motion to approve posting competitive bid to include continued remodeling of Town Hall building by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
    - i) Adding records storage behind stage and expanding stage area for meetings. Having half the storage area for courts and half for storage for Supervisor.
    - ii) Turning the records room into additional office space.
  - Motion to approve [add-on to contract](#) for building renovations for \$3,420 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

### **No -Cost District**

- 27) Motion to approve [no-cost district with Labella](#) pending review by Attorney Ryan by Mike Brenning and seconded by Donna Gridley. All in favor. Motion carried.

### **Insurance**

- 28) Motion to discuss insurance plan/agreement with Tri-County Health Care Consortium by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried. Tim L. from Excellus to review and discuss options with Jen Mullen. Jen to bring back to board for discussion and review.

### **Meeting Dates**

- 29) Motion to approve moving June 18, 2024 meeting to June 11<sup>th</sup>, 2024 by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

30) Motion to discuss change of time for town board meeting by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried. Not all board members are able to change time so time of meeting will continue to begin at 7pm.

### **Public Health Officer**

31) Motion to approve Jenniffer L. Mullen as Public Health Officer for the Town of Corning by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

### **Policy Review**

32) Motion to schedule review of the following policies/workshops for 2024 by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried. Next policy meeting on Wednesday, May 8, 2024 at 5:30pm.

- March - April 2024 Review:
  - i. Investment Policy
  - ii. Employee Handbook to include:
    1. Title VI Anti-Discrimination Plan (Title VI of the Civil Rights Act of 1964/Civil Rights Restoration Act of 1987)
    2. Harassment and Discrimination (Title VII of the Civil Rights and New York State Human Rights Law)
    3. Workplace Violence (12 NYCRR 800.6)
    4. Sexual Harassment Prevention Policy (Labor Law 201-g)
    5. Sick, Vacation, and Personal Leave (General Municipal Law 92; FMLA)
    6. Overtime (Federal Fair Labor Standards Act, General Municipal Law 92)
    7. Expense Reimbursement (travel, food, lodging...) (Town Law 116)
    8. Required/elective job training.
- May 2024 Review
  - i. Use of Municipal Equipment (Town Law 64)
    1. Town Owned Vehicles
    2. Computer Use
    3. Cell Phone use and reimbursement policy
    4. Social Media/Website
  - ii. Information Breach Notification Policy (Technology Law 208)
  - iii. Information Technology Policies **recommended** by the office of the State Comptroller
    1. Use and Access to Personal, Private, and Sensitive Information
    2. Wireless Security Policy
    3. Internet, Email, and Personal Computer Use

4. Mobile Computing and Storage Device Policy
5. Online Banking

- 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.
  - ii. Capital Asset Policy (Governmental Accounting Standards Board's (GASB) Statement No. 34).
- August 2024
  - Local Comprehensive Emergency Management Plan (Executive Law 23)

### **Board Updates**

33) Motion to discuss board updates with Supervisor Mullen by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

- ARPA report from 2024 filed. We need to have all funds contracted by December 31, 2024.
  - i. Total Funds Received: \$473,742.16
    1. Playground for Davenport Forest: \$46,365
    2. Building Contract: \$154,150
    3. Nel's Tractor for Ken's tractor: 62,070.90Total: \$262,858.90
  - ii. Remaining ARPA items (pending):
    1. Code car \$42,000 approx
    2. Playgrounds \$78,635 (\$125,000 was ear marked)
    3. Roof repair approx \$35,000 for repair or \$110-170k to replace (see above).
  - iii. Total funds remaining: \$100,000 PLUS the interest in NY class. This MUST be contracted/spent by December 31, 2024.
  - iv. Building reserve in NY Class: \$53,374,76
- EFPR audit will begin tomorrow (April 17<sup>th</sup>).
- WEX cards have arrived and are being utilized.
- Brian Toy to meet with the Board in May to discuss Community Development Block Grant.

### **Community Comment on Agenda Items**

34) 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.

- Marleah Brenning noted that assessor should be included with Community Development Block Grant to determine if property taxes will be raised so residents are aware before beginning project.
- Lorie from Goff Rd/Upper Drive noted that people are speeding on her road. Educated that the Sheriff's Department has been in but will follow up with Sheriff's office to see if there is more they can do.

### **Adjournment**

35) Motion to adjourn at 2038 by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.