

Town of Corning Town Council
Policy Workshop Meeting Minutes
May 8, 2024 @ 5:30pm [Teams Link](#)

Welcome

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

Abstract

- 4) Motion to approve [abstract 8](#) of 2024 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.

Executive Session

- 5) Motion by Stuart Sammis and seconded by Donna Gridley. to enter Executive Session to discuss the employment history of a particular person and matters leading to discipline of a particular employee of the Town. All in favor. Motion carried. Entered into executive session at 1735.
- 6) Motion to return to regular session by Stuart Sammis and seconded by Donna Gridley at 1746. All in favor. Motion carried.

Building Construction Update

- 7) Motion to discuss construction update with Supervisor Mullen tabled until next meeting.

Roof Quote

- 8) Motion to discuss [competitive bid](#) for roof repair for the building by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.
 - o [Ely Smith repair quote](#) - Offering two-year limited warranty.
 - o [Hale roofing full replacement quote](#)
 - o [Chilson full replacement quote](#)

Discussion occurred regarding repair versus replacement. With recommendations by two roofing companies to replace, Supervisor Mullen is to place a competitive bid for roof replacement for the Town Hall. Competitive bid to be posted for 10 days and be reviewed at next meeting.

Highway

- 9) Motion to discuss proposal by Glen Rose for [5-year capital plan](#) by Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried. Discussion regarding proposed 5-year plan discussed. Questions noted regarding plans for

trade-in of old trucks versus retaining trucks. Cost of what would be received for trade in. Discussion regarding possible lease options for equipment versus buying outright. Board requesting current inventory list, plans for replacement of trucks with current trucks, and reasons why replacement would be needed (i.e. cost of repairs, age etc.).

The presented 5-year plan budget numbers presented did not add-up during this meeting. Supervisor to reach out to Highway Superintendent to request discussed issues and share actual numbers with board. To be placed on next meeting agenda for further discussion with requested feedback.

Policy Review

- 10) Motion to approve [Investment Policy](#) for Town of Corning by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 11) Motion to review [Social Media Policy](#) for Town of Corning by Stuart Sammis and seconded by Donna Gridley. Request by Donna Gridley to add, "no posting to social media by employees during work hours." Board in agreement.
 - a) Motion to approve Social Media Policy with discussed changes by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.
- 12) Motion to discuss purchase of security locks and software for town hall by Donna Gridley and seconded by Lon Fiscus. All in favor. Motion carried. Ken Fields requesting software, new locks, and equipment to add onto town doors for security. Reviewed cost of new system (fobs etc) and cost for new will be approximately \$12,000. To update and keep what the town currently has is approximately \$2500-3000. Motion by Donna Gridley and seconded by Lon Fiscus to approve Ken Fields to purchase software and equipment for security locks for town building not to exceed \$4,000. Funds to be paid for with ARPA (if able) and with budget line if not.
- 13) Motion to discuss purchase of E-Z pass for Town vehicles by Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried. Discussion regarding price reduction for tolls if E-Z pass is used for Town vehicles. Motion made by Donna Gridley and seconded by Lon Fiscus to purchase two E-Z pass devices for Town vehicles and attach "reloading" fees to Supervisor credit card. Fees annually not to exceed \$300 total for both cards. All in favor. Motion carried.
- 14) Motion to discuss offering and payment for American Heart Association CPR cards by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried. Supervisor Mullen would like to offer CPR classes to Town employees as she is certified to teach CPR through American Heart Association. This would be an optional training. Supervisor Mullen requests \$10 per person to pay for the card only. No fee would be requested to offer the training as she would offer this as part of the public health officer/supervisor role. Motion by Donna Gridley and seconded by Lon Fiscus to not exceed \$200 from training budget for AHA CPR cards for Town employees and to allow Supervisor Mullen to offer the training to

the community with the use of the town hall (with non-Town employees paying for their own card). All in favor. Motion carried.

Adjournment

15) Motion to adjourn at 1913 by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

Respectfully Submitted;

Jenniffer L. Mullen, Town of Corning Supervisor