

Town of Corning Town Council

Agenda

September 17th, 2024 @ 7pm [Teams Link](#)

Welcome

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

Public Hearing - Local Law 4 of 2024

- 4) Motion to open the public hearing regarding local law 4 of 2024 to allow Steuben County Ethics Board to serve as the Town of Corning Ethics Board.
- 5) Motion to close the public hearing regarding local law 4 of 2024 to allow Steuben County Ethics Board to serve as the Town of Corning Ethics Board.

Local Law 4 of 2024

- 6) Motion to approve [Local Law 4 of 2024](#) revising the Local Law 2 of 2018 Ethics Law allowing Steuben County Ethics Board to serve as the Town of Corning Ethics Board.

Reports

- 7) Motion to approve [Town Clerk August 2024](#) report.
- 8) Motion to approve [Town Highway August 2024](#) report.
- 9) Motion to approve [Building and Grounds August 2024](#) report.
- 10) Motion to approve Town Council [August 20th, 2024](#) minutes.
- 11) Motion to approve [Town Supervisor July 2024](#) report.
- 12) Motion to approve [Abstract 18 of 2024](#).

Contracts

- 13) Motion to discuss dog control officer contract. (Deb Matthews attending to present her services).
 - Gerry Aldrich \$700/month (\$8,400/annual) - Has not replied regarding interest in continuing
 - Deb Matthews \$12,000 annual which includes mileage ([page 1 of contract](#), [page 2 of contract](#)).
 - Joel Pearson [Southern Tier Dog Control](#) \$18,000 plus kennel fees

13A) Motion to approve _____ dog control officer contract for 2025 budget year.

14) Motion to discuss cleaning contract for Town Hall.

- [D & R Contract](#) -\$323 per month/once a week (\$3,876 annual) or \$590 per month/twice a week (\$7,080 annual)
- Greenstar - \$1,595 per month/once a week cleaning (\$19,140 annual)
- Theresa Novak - \$18,500 annual (\$1,541 per month)

14A) Motion to approve _____ for cleaning for 2025 budget year.

15) Motion to approve [mowing contract](#) for Town of Corning for 5 years at \$29,500 to include maintenance of outside of town building.

Town Clerk Coverage

16) Motion to approve Ciara Force to cover the Town Clerk office during normally scheduled office hours – Total not to exceed 26 hours a week (instead of current approved 22). Coverage not to exceed six (6) weeks starting September 23, 2024.

Employee Manual/Computer & Internet Policy

17) Motion to amend employee manual with the following:

- a) Change meal periods from sixty (60) to thirty (30) minutes.
- b) Change section 3.9 – 3.11 to note that court computers are not part of the Town and will be maintained by NYS Judicial System.
- c) 5.5.1 to include siblings as part of immediate family in bereavement policy.
- d) Maximum Holiday time not to exceed 10 hours each holiday.
- e) Comp time must be used within two (2) weeks and not to exceed 8 hours in a pay period. Comp time not used within two (2) weeks will be forfeited and accrual will not continue. Any comp time previously accrued before this policy must be used by the end of the 2024 fiscal year. Comp time will not be carried over annually and forfeited at the end of the fiscal year.

18) Motion to amend computer and internet policy to modify that Town Court is also monitored and maintained by NYS Judicial System.

19) Motion to set date for next budget meeting.

Updates

20) Motion to discuss updates and current happenings with the Town Supervisor.

- The abstract responsibilities have been turned over to the Town Clerk per NYS list of job functions effective September 16, 2024. All abstracts prepared from January 1, 2024 – September 15, 2024 will be the responsibility of the Town

Supervisor. All abstracts prepared September 16, 2024 forward will be the responsibility of the Town Clerk.

18a) Motion to have abstracts submitted to the Town Supervisor by the Thursday preceding the monthly meeting to ensure the Town Board has appropriate time to review.

- Review of the Town of Corning Emergency Management Plan will begin at the end of 2024 and continue to 2025. A committee will be formed to help create this.
- The Town Supervisor/PHO will offer CPR and Stop the Bleed courses to the community in the upcoming months to help with education and awareness.
- The Town will be notified if we have been approved for the Consortium on September 26th, 2024. We can finalize the budget after this is finalized.
- I have reached out to General Code for updates. They note they are “still processing” our order.

Community Comment

21) Any comments by visitors/community.

Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.

Adjournment

22) Motion to adjourn.

Upcoming Meetings

Monthly Board Meeting: October 15, 2024 @ 7pm

Planning Board Meeting: September 24, 2024 @ 5:30pm