

Town of Corning Town Council  
Meeting Minutes  
[September 17<sup>th</sup>, 2024 @ 7pm Teams Link](#)

Welcome

- 1) Call Meeting to order @ 7PM
- 2) Roll Call of Board Members Present Councilman Brenning, Councilman Fiscus, Councilman Sammis, Councilwoman Gridley, Supervisor Mullen.
- 3) Pledge of Allegiance led by Supervisor Mullen

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 made by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.
  - a. Mrs. Rosen commented and wondered why the ethics board never responded to her application. Supervisor Mullen noted that the ethics board was notified of her application and this concern was noted for other candidates. Supervisor Mullen reached out to Steuben County to assess if the County Board would be willing and able to serve the Town in order to have needed coverage and the County would be a good option. The County Ethics Board is no cost to the Town and Supervisor Mullen feels will be unbiased with a focus on fiduciary concerns and give a broad scope the town ever have any issues.
- 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 made by Councilman Sammis and seconded by Councilwoman Gridley. All in favor. Motion carried.

Local Law 4 of 2024

- 4) 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 made by Councilman Sammis and seconded by Councilwoman Gridley. All in favor. Motion carried.

Reports

- 5) Motion to approve [Town Clerk August 2024](#) report by Councilman Fiscus and seconded by Councilman Sammis. All in favor. Motion carried.
- 6) Motion to approve Town [Highway August 2024](#) report by Councilwoman Gridley and seconded by Councilman Brenning. All in favor. Motion carried.
- 7) Motion to approve [Building and Grounds July 2024](#) report by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.

- 8) Motion to approve Town Council [August 20<sup>th</sup>, 2024](#) minutes by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.
- 9) Motion to approve Town [Supervisor July 2024](#) report by Councilman Sammis and seconded by Councilwoman Gridley. All in favor. Motion carried.
- 10) Motion to approve [Abstract 18](#) of 2024 by Councilman Sammis and seconded by Councilman Brenning. All in favor. Motion carried.

### Contracts

- 11) Motion to discuss dog control officer contract made by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried

Deb Matthews presented services to the Town Board and public. Deb charges \$12,000 annually, which includes mileage. Deb discussed her response, how she would handle the dogs, and benefits of hiring her for the position. Motion made by Councilman Sammis and seconded by Councilman Brenning to start January 1<sup>st</sup>, 2025. All in favor. Motion carried.

- 12) Motion to discuss cleaning contract for Town Hall. Motion to approve cleaning for 2025 budget year tabled until next meeting.

- 13) Motion to approve mowing contract by Brenning Property Maintenance for Town of Corning for 5 years at \$29,500 to include maintenance of outside of town building made by Councilwoman Gridley and seconded by Councilman Sammis. All in favor. Motion carried. 5-year contract beginning in 2025 and ending in 2029 for mowing services as well as outside mulch and flower bed maintenance addendum. Motion made by Councilman Fiscus and seconded by Councilman Sammis to approve 5-year contract contingent upon dates being changed from 2026-2030 to the appropriate dates of 2025-2029. Councilman Brenning recused himself and left the room during the vote. All in favor. Motion carried.

### Town Clerk Coverage

- 14) Motion to approve Deputy Clerk Force to cover the Town Clerk Office during normally scheduled office hours- Total not to exceed 28 hours a week (instead of current approved by Councilman Sammis and seconded by Councilman Fiscus. Coverage not to exceed 6 weeks starting September 23<sup>rd</sup>, 2024. All in favor. Motion carried.

## Employee Manual/ Computer & Internet Policy

15) Motion to amend employee manual with the following:

- a) Change meal periods from 60 minutes to 30 minutes.
- b) Change section 3.9 — 3.11 to note that court computers are not part of the
  - i. 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 2 weeks and not to exceed 8 hours in pay period. Tabled for Later Discussion.

16) Motion to amend 17a – 17d made by Councilman Fiscus and seconded by Councilwoman Gridley. All in favor. Motion carried.

17) Motion to set date for next budget meeting made by Councilman Fiscus and seconded by Councilwoman Gridley. All in favor. Motion carried.

Next meeting set for October 3<sup>rd</sup>, 2024 For Budget Meeting

## Updates

18) Motion to discuss updates and current happenings with the Town Supervisor made by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.

- a. The abstract responsibilities have been turned over to The Town Clerk per NYS list of job functions effective September 16<sup>th</sup>, 2024. All abstracts prepared from January 1<sup>st</sup>, 2024 — September 15<sup>th</sup>, 2024 will be the responsibility of the Town Supervisor. All abstracts prepared September 16<sup>th</sup>, 2024 and forward will be the responsibility of the Town Clerk. Motion made by Councilman Fiscus and seconded by Councilman Sammis. All in favor. Motion carried.
- b. Motion to have abstracts submitted to the Town Supervisor by the Tuesday preceding the monthly meeting to ensure the Town Board has appropriate time to review made by Councilman Fiscus and seconded by Councilman Sammis. All in favor. Motion approved.
- c. Review of The Town of Corning Emergency Management Plan will begin the end of 2024 into 2025. A committee will be formed to help create this.
- d. 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.

- e. The Town will be notified if we have been approved for the Consortium on September 26<sup>th</sup>, 2024. We can finalize the budget after this is finalized. f. I have reached out to General Code for updates. They note they are "still processing" our order.

### Community Comment

19) Any comments by visitors/community.

- Ruth Plaisted and Joan Rosen suggested that the Town returns- to once-a-month meetings.
- Carol Faratella questioned when the remodel would be done. Supervisor Mullen noted that the contractors were working steadily and should be done in the next couple of weeks.
- Jamie Cooney requested the PowerPoint regarding the play area on Clark Street be shared. Supervisor Mullen to post on website and email a copy to Mr. Cooney.

### Adjournment

20) ~~Motion to adjourn.~~ Called Motion for Executive Session by Councilman Sammis and Councilman Fiscus. All in favor. Motion carried.

21) Motion to return from executive session at 21:11 by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.

22) Motion to adjourn at 21:11 by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Motion carried.

### Upcoming Meetings

Budget Workshop Meeting: October 3<sup>rd</sup>, 2024 @ 5:30PM

Monthly Board Meeting: October 15<sup>th</sup>, 2024 @ 7PM