

Town of Corning Town Council

Meeting Minutes

October 15th, 2024 @ 7pm [Teams Link](#)

Welcome

- 1) Call meeting to order at 1900 by Supervisor Mullen
- 2) Roll call of board members present as follows: Councilman Brenning, Supervisor Mullen, Councilman Sammis, and Councilman Fiscus. Absent: Councilwoman Gridley
- 3) Pledge of Allegiance

Resolution for Consent Agenda

- 4) Resolution to approve consent agendas for today's meeting and all future meetings until otherwise retracted. All matters listed under the consent agenda are considered routine and/or noncontroversial to today's meeting and will be enacted by one unanimous motion. If a council member requests to speak on an item on the consent agenda, it will be removed and handled separately. Motion made by Councilman Sammis and seconded by Councilman Brenning. All in favor. Motion carried.

Consent Agenda

- 5) Motion to approve the following consent agenda items by Councilman Sammis and seconded by Fiscus except for October 3rd, 2024 minutes which were tabled. All in favor. Motion carried.

[Town Clerk September 2024](#) report.

[Town Highway September 2024](#) report.

[Building and Grounds September 2024](#) report.

[Town Supervisor August 2024](#) report.

Town Council [September 11, 2024](#) minutes (with requested revisions).

Town Council [September 17, 2024](#) minutes (with requested corrections).

Town Council [October 3, 2024](#) minutes (with requested corrections).
Tabled until next meeting.

[Abstract 19 of 2024](#).

Approved by Councilman Sammis and seconded by Councilman Fiscus with discussion.

Minutes Posting

6) Motion to post minutes only after final approval by the Board. The reason for this is accuracy and the board would like time to review the minutes before they are posted. If you would like to see the minutes before, they are approved they will be available through the clerk's office as a FOIL request. Councilman Fiscus motioned to table this for more discussion and seconded by Councilman Brenning. All in favor of tabling. Discussion tabled.

Contracts

7) Motion to discuss cleaning contract for Town Hall. By Councilman Sammis and Seconded by Councilman Fiscus.

- [D & R Contract](#) - \$323 per month/once a week. Could not open the quote to see the amount.
- [Greenstar](#) - \$1,500 per month
- [Pristine Clean](#) - \$1,880 per month
- [Retterer & Sons Janitorial](#) - \$737 per month
- [Corning Professional Cleaners](#) - \$1,260 per month

8) Motion to approve _____ for cleaning for 2025 budget year. Another option would be to go with an Employee to clean and pay them hourly. Councilman Fiscus would like to wait to see what the quote is for D & R. Motion to table until next meeting by Councilman Fiscus and seconded by Councilman Brenning. All in favor. Motion carried.

9) Motion to approve [Southern Tier Central \(STC\) contract for 2025](#) by Councilman Fiscus for discussion and seconded by Councilman Sammis. All in favor. Motion carried.

10) Motion to approve [the Assessors Agreement with Catlin](#). Approved by Councilman Brenning and seconded by Councilman Fiscus. The only thing different is they added a 3% raise. All in favor. Motion carried.

Purchases

11) Motion to approve [purchase of an OWL](#) for future meetings to improve IT for residents who attend remotely not to exceed \$1,300. Motion for discussion by Councilman Sammis and Seconded by Councilman Fiscus. The owl would make it so everyone would be able to see who is speaking at every meeting. It would isolate voices, and the meetings would be recorded and stored on a cloud. This would be a one-time purchase. Will be held off until there is more of a need for it. Motion to table by Councilman Fiscus and seconded by Councilman Brenning. All in favor. Motion carried.

12) Motion to approve \$650 for employee holiday party on December 12th, 2024, by Councilman Sammis and seconded by Councilman Fiscus for discussion. Supervisor Mullen-wanted the board's approval because it is so much money, it is nothing new and it comes out of the Supervisors Budget. Approved by Councilman Sammis and Seconded by Councilman Fiscus. All in favor. Motion carried.

13) Resolution for approval of the 2025 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium.

WHEREAS the Town of Corning (municipality) is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the "Consortium"), a municipal cooperative organized under Article 47 of the New York Insurance Law, and

WHEREAS the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the "Agreement"; effective date of October 1, 2010), and

WHEREAS, Article 47 of the New York Insurance Law (the "Insurance Law") and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans that requires any amendments or restatements thereto, shall be subject to Board review and upon acceptance of any new Participant hereafter, and

WHEREAS the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by a majority vote by its municipal board, and

WHEREAS the Town of Corning (municipality) is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the Amended Municipal Cooperative Agreement, now therefore be it

RESOLVED, that upon receipt and review of the amended Agreement, the Town of Corning (municipality) approves at a meeting of the governing body held on October 15, 2024 and authorizes the Chief Elected Official to sign the 2025 Amendment to the Municipal Cooperative Agreement of the Greater Tompkins County Municipal Health Insurance Consortium as recommended by the Board of Directors.

Approved by Councilman Sammis and Seconded by Councilman Fiscus. All in Favor.
Motion Carried.

14) Resolution to appoint Jenniffer L. Mullen as the Director to the GTCMHIC Board of Directors and appoint Stuart Sammis as the alternate director. Approved by Councilman Brenning and Seconded by Councilman Sammis. All in favor. Motion carried.

15) Motion to designate Jenniffer L. Mullen as the “benefit clerk” to manage correspondence, emails, and phone calls for anything related to plan changes, benefit updates, employee enrollments, and terminations of coverage. Approved by Councilman Sammis and Seconded by Councilman Fiscus. All in favor.
Motion Carried.

16) Resolution to appoint Supervisor Mullen as the Joint Committee Representative. Approved by Councilman Sammis and Seconded by Councilman Fiscus. All in Favor. Motion carried.

Feasibility Study

17) Motion to pay Fagan Engineering \$3,000 (STC to pay \$2,000) for a revised sewer feasibility study from Corning Guthrie Hospital to approximately Gorton Rd. This study is needed to be eligible for grant funding. Approved by Councilman Brenning and Seconded by Councilman Sammis. All in favor.
Motion carried.

Employee Manual

18) Motion by Councilman Fiscus and seconded by Councilman Sammis to amend employee manual with the following. Councilman Fiscus opposed. Motion carries.

- a) Comp (carry-over) time will not be allowed for any exempt or salaried employee.
- b) Any employee who has comp (carry-over) time accrued must use this by December 31, 2024, or any remaining time will be forfeited.

19) Motion to allow for a “sick” bank that is available to all Town employees which is the same as the CSEA union contract to remain in compliance by Councilman Sammis and seconded by Councilman Fiscus. Discussion regarding time being given in days not hours. Clarified that this is eight (8) hours and is in effect with union employees so this policy is current but only with the highway employees. This is an attempt to offer the same benefit to all employees. All in favor. Motion carried.

In order to receive a sick donation from other employee(s) of the town all of the following criteria must be met:

- i) Be unable to work due to continuing disability resulting from personal illness or injury and provide medical documentation of such disability.
- ii) Have used all his/her accumulated sick leave, personal time, vacation, and compensatory time.
- iii) Have not received any other form of compensation, such as Social Security disability benefits, long-term disability benefits, Worker’s compensation, or disability benefits from a state retirement plan.

The donated sick time will be donated to the recipient on a daily basis, as needed, up to a maximum of sixty (60) workdays or three (3) work months. Transfer of donated time to an employee may not be denied if all eligibility criteria are met and there are enough donated days to cover the periods. A day is defined as eight (8) hours based on a forty (40) hour workweek schedule.

During an employee’s time of need, a general plea will go out to the Town employees inviting members to donate days from their accrued sick leave balances. In order to donate sick leave, employees must have a current minimum balance of twelve (12) sick leave days. The maximum amount that any employee can donate in any fiscal year is twelve (12) sick days. To facilitate the sick leave transfer between employees, the following procedure will be followed:

- i) The donating employee must complete a form stating the name of the recipient and the amount of leave to be donated. This form must be signed and forwarded to the Town Supervisor or Town Highway Superintendent per the CSEA contract. See the form below in the appendices of the employee manual.
- ii) Once a donation is approved, a copy of the form will be placed in the donor’s personnel file and the original will be kept with the payroll for accurate transfer and adjustment/notation of balance.

iii) The recipient of the donated time will be notified of the donation unless the donor wishes to remain anonymous.

Payment of the donated time will be based on the recipient employee's current rate of pay. However, this rate may be changed due to any pay increases which occur during the periods of donated leave.

Only sick leave necessary to cover the employee's absence will be used, up to the maximum amount. Any unused sick leave will be returned to the donors on a pro-rated basis.

The decision to donate sick leave to another employee should be a choice made freely and voluntarily by each employee. Donation forms are available in the Supervisor's office, at the bottom of the employee manual, and in the Superintendent of Highway Department's office (between 7:00am and 7:30am for the Highway Superintendent of his/her regularly scheduled shift barring emergencies).

Budget

20) Motion to approve [preliminary budget for 2025](#) by Councilman Sammis and seconded by Councilman Brenning. All in favor. Motion carried.

21) Motion to set public hearing for 2025 budget by Councilman Fiscus and seconded by Councilman Sammis. All in favor. Motion carried. Motion to set Date. November 7th at 5:30PM.

Community Comment

22) 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

23) Motion to adjourn @ 8:18 pm by Councilman Sammis and seconded by Councilman Fiscus. All in favor. Meeting adjourned.

Upcoming Meetings

Planning Board Meeting: October 22, 2024 @ 5:30pm

Public Hearing Town Budget November 7th, 2024 @ 5:30pm

Monthly Board Meeting: November 19, 2024 @ 7pm

