

Town of Corning Town Council
Organizational Meeting Agenda
January 15th, 2025 @ 7pm [Teams Link](#)

Welcome

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

Community Comments

- 4) Questions/comments by the community regarding agenda items. Each person will be limited to 2 minutes with a maximum of ten minutes for all comments/questions.

Appointments

- 5) Town Supervisor appointment of Deputy Town Supervisor R. Michael Brenning
- 6) Town Supervisor appointment of the Town Bookkeeper Linda van der Grinten
- 7) Town Supervisor appointment of the Town Historian Ron Hodge
- 8) Motion to appoint Kathleen Morrow-Olmstead as Vital Statistics Registrar.
- 9) Motion to appoint Ciara Force as Deputy Town Clerk and Vital Statistics Registrar.

Annual Resolutions

- 10) Motion to approve **Resolution 1 of 2025** authorizing the Town Board and the Highway Superintendent to enter into a 284-agreement for 2024 relative to the expenditure of highway monies for repair and improvement of town highways. This agreement must be prepared in duplicate, signed by a majority of the town board members, and the Highway Superintendent, and filed with the Town Clerk's office, (Highway Law, § 284).
- 11) Motion to approve **Resolution 2 of 2025** delegating the Town Supervisor to perform administrative and day-to-day duties on behalf of the Town of Corning (§ 29 [16]).
- 12) Motion to approve **Resolution 3 of 2025** establishing "The Leader" as the Town of Corning official newspaper (Town Law, § 64 [11]).
- 13) Motion to approve **Resolution 4 of 2025** establishing www.townofcorningny.org as the official website for the Town of Corning (Town Law, § 64 [11])
- 14) Motion to approve **Resolution 5 of 2025** establishing scheduled Town Board meetings to be held on the third (3rd) Tuesday of each month at 7:00pm at the Corning Town Hall.
- 15) Motion to approve **Resolution 6 of 2025** establishing a rate of \$0.65 per mile (the federal rate) to be allowed for Town Officers and employees for the use of their own automobiles in the performance of their official duties when and if there is no Town vehicle for use, (Town Law, § 116).

- 16) Motion to approve **Resolution 7 of 2025** authorizing the Town Superintendent of Highways to purchase equipment, tools, and implement during the 2025 year without prior approval of the Town Board for an amount up to and fixed by the Town Council of \$30,000 (Highway Law, § 142).
- 17) Motion to transfer the funds for the B4010.4 Public Health Officer in the amount of \$2000 to B4020.1 Registrar of Vital Statistic Personal.
- 18) Motion to approve **Resolution 8 of 2025** to adopt the fixing of the 2025 salaries of all elective and appointive officers (and the rate of wages of hourly employees, including overtimes and regular pay rates) and determine whether salaries shall be paid annually, semi-annually, quarterly, monthly, semi-monthly, or weekly. In fixing such salaries, the Town Council is subject to certain limitations. The Town Law prohibits the Town Council from fixing the salaries of members of the town board, elected town clerk, and elected town superintendent of highways at amounts, in excess of the amounts respect specified in the notice of hearing upon the preliminary budget, unless the Town Council adopts a local law (subject to permissive referendum(s)) increasing the salary for one year only (Town Law §27). The Town Council also cannot fix the salary of any elective or appointive town officer or employee at an amount larger than the appropriation made (Town Law §27, 117). In addition, the Town Council cannot decrease the salary of a sitting elected town officer in the middle of his or her term of the office except for the adoption of a local law subject to a mandatory referendum. The Registrar/Deputy of Vital Statistics salary is also fixed.
- 19) Motion to approve **Resolution 9 of 2025** authorizing payment of claims for public utility services, postage, freight, and express charges prior to audit (Town Law § 118 [2]). All claims paid in advance must be presented at the next regular board meeting for audit.
- 20) Motion to approve **Resolution 10 of 2025** to approve Chemung Canal Trust Company as the official Depository for the Town of Corning. This Resolution 9 of 2025 assures that all money coming into the Town shall be deposited solely into this bank (Town Law, §64(1)).
- 21) Motion to approve **Resolution 11 of 2025** that the Supervisor shall, within 60 days after the close of the fiscal year, submit to the NYS Comptroller and a copy to the Town Clerk. This motion will require the Town Clerk to ensure that a summary and copy of such report is on file, available for inspection and copied and published within 10 days in the official Town Newspaper (Town Law, §64(11)).
- 22) Motion to approve **Resolution 12 of 2025** to impose a \$25.00 charge on all checks returned for insufficient funds, (General Municipal Law, §85).
- 23) Motion to approve **Resolution 13 of 2025** to establish petty cash funds as follows (Town Law, §64 (1-a)):
 - a. Town Clerk \$50.00
 - b. Water Receivable \$30.00
 - c. Tax Collector \$50.00

- d. Code Enforcement \$50.00
- 24) Motion to approve **Resolution 14 of 2025** to set Sprague Insurance as the official insurance for the Town of Corning against fire, theft, and liability exposure.
- 25) Motion to approve **Resolution 15 of 2025** to approve setting the Standard Hour Workday for appointed employees in the Building & Grounds Department, Court, and Highway Departments at 8-hour workdays/5 days per week, (2 NYCRR 315.4).
- 26) Motion to approve **Resolution 16 of 2025** authorizing Kathleen Morrow-Olmstead and Ciara Force as designated Tax Collectors for 2025 (Town Law, Sections 35, 36, and 37).

Town Clerk Authorizations

- 27) Motion to approve Kathleen Morrow-Olmstead and Ciara Force to accept credit card payments for transactions related to the Town of Corning, (General Municipal Law, §5).
- 28) Motion to approve Kathleen Morrow-Olmstead and Ciara Force to issue handicap parking permits, (Vehicle and Traffic Law, §1203-a (1)).
- 29) Motion to authorize Kathleen Morrow-Olmstead and Ciara Force as designated agents to receive notices of claims filed with the NYS Secretary of State (General Municipal Law, §53). This designation must be filed with the New York Secretary of State.

Authorized Prepaid Contracts

- 30) **Resolution 17 of 2025** to approve the following contracts as prepaid for the 2025 year:
- a. D&R cleaning contract (\$373 per month)
 - b. Deb Matthews, Dog Control Contract (\$12,000 per year - \$1,000 per month)

Zoning Board

- 31) Motion to reappoint Brad Boersen, John McMahon, and Phil Zarnoch to the Zoning Board of Appeals (ZBA) for a five-year term.

Intermunicipal Agreement

- 32) Motion to approve [IMA with Steuben County](#) to provide certain financial services (use of tax collection software and online payment system) for a period of January 1, 2025 – December 31, 2029.

Ambulance Provider

- 33) Motion to confirm the ambulance service provider, American Medical Response (AMR) as the primary ambulance service for the Town of Corning based on the previous authorized contract. AMR must remain properly certified with the State of New York and/or that the Town of Corning may itself become properly certified

to provide ambulance services. The Town of Corning must receive written confirmation of authorizations from AMR to hold on file (Public Health Law, article 30).

Town Attorney

34) Motion to appoint John Ryan as the Town attorney for 2025.

Bond Council & Financial Advisors

35) Motion to approve John Alessi and Hodgeson Russ as Bond Council Attorney for 2025.

36) Motion to authorize Jeff Smith and Municipal Solution as financial advisor for the Town of Corning.

37) Motion to approve the following EFC Bond Resolution Procedure:

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Town is a periodic issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, on June 10, 2014, the Town of Corning Town Board adopted updated post-issuance tax compliance procedures prepared by Hodgson Russ LLP, as bond counsel to the Town.

NOW THEREFORE, BE IT RESOLVED, that the Town has reviewed their post-issuance tax compliance procedures and found that no changes are needed for fiscal year 2026.

Consent Agenda

38) Motion to approve the following consent agenda items:

- Town Clerk [December 2024](#) report.
- Town Highway [December 2024](#) report.
- Building and Grounds [December 2024](#) report.
- Town Supervisor December 2024 report – To be posted for review in February. Delayed due to closure of 2024 fiscal year.
- Town Council [December 17th, 2024 meeting minutes](#).
- [Abstract 22 of 2024](#)
- [Abstract 1 of 2025](#)

Conference Request

39) Motion to approve Ken Fields and Tayler Baumgartner to attend the NY Rural Water Conference at Turning Stone Arena in May 2025 not to exceed \$2,000.

Village Bridge Discussion

40) Motion to discuss the bridge repair needed by the Village of South Corning. [Copy of Town and Village IMA for Sewer Plant](#)

41) Motion to approve the Town to Corning to assist the Village of South Corning with grant application for the bridge leading to the sewer plant.

Corning Joint Fire District Land Donation

42) Motion to discuss donation of land (Parcel number 318.19-01-013.000) across from Coon's (where pump house is located) to the Corning Joint Fire District for potential new station.

Policy Review

43) Motion to approve the following policies for 2025:

- a. [Procurement Policy](#)
 - b. [Ethics Code/Policy](#)
 - c. [Title VI Anti-Discrimination Plan](#)
 - d. [Investment Policy](#)
 - e. [Computer and Internet Use Policy](#)
 - f. [Cybersecurity Policy](#)
 - g. [Social Media Policy](#)
 - h. [Website Policy](#)
 - i. Employment Policies:
 - i. [Harassment and Discrimination \(Title VII of the Civil Rights and New York State Human Rights Law\)](#)
 - ii. [Workplace Violence](#)
 - iii. [Sexual Harassment Prevention Policy](#)
- [Emergency Management Plan](#) – In process. To be revised and updated with a Local Law for Emergency Management (last local law from 1987) per [NYS Executive Law Article 2B § 20](#).
- 44) [Employee Policy Manual](#) With the change to the consortium there is no longer a single plus one.
Motion to remove and add “employee who elects to purchase dental and/or vision coverage is responsible for 50% of the annual premium. The employee will have the amount deducted from their bi-weekly paycheck.” The town pays \$517.94 for dental (6 employees) and \$59.69 vision benefits (5 employees). If we

pay half – the town will pay \$288.82 monthly.

45) Motion to discuss starting a community engagement committee to discuss community events, music, movies etc. This will be open to residents who would like to participate in planning and assisting.

46) Motion to discuss allowing the Town Hall to be used for hall rentals by the public.

Community Comment

47) Any comments by visitors/community not to exceed two minutes per person and ten minutes for all comments/questions.

Adjournment

48) Motion to adjourn at _____.