

Town of Corning Town Council
Meeting Minutes
August 19th, 2025 @ 7pm [Teams Link](#)

Welcome

- 1) Call meeting to order at 1900.
- 2) Roll call of board members present: Councilman R. Michael Brenning, Councilman Lon Fiscus, Councilwoman Donna Gridley, Councilman Stuart Sammis, Supervisor Jenniffer L. Tuttle\89
- 3) Pledge of Allegiance led by Supervisor Tuttle

Community Comments

- 4) Comments by the community regarding agenda items. Each person will be limited to 2 minutes with a maximum of ten minutes for all comments.
 - Question if sewer was going to be covered in the CDBG public comments.

CDBG Public Hearing

- 5) Motion to enter into public hearing for CDBG Grant by Councilman Sammis and seconded by Councilwoman Gridley. All in favor. Motion carried. Dot Richter presented a PowerPoint for CDBG for approx. 40 minutes.
- 6) Motion to return to regular session by Councilman Brenning and seconded by Councilman Sammis. All in favor. Motion carried.

CDBG Grant

7) Motion to approve **RESOLUTION 25 of 2025** OF THE TOWN OF CORNING OF STEUBEN COUNTY NEW YORK AUTHORIZING THE SUBMISSION OF A NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE OFFICE OF HOMES AND COMMUNITY RENEWAL; AND AUTHORIZING THE TOWN SUPERVISOR TO ACT AS THE TOWN OF CORNING'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE TOWN OF CORNING'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BY COUNCILMAN SAMMIS AND SECONDED BY COUNCILWOMAN GRIDLEY. ALL IN FAVOR. MOTION CARRIED.

WHEREAS, the need exists within the Town of Corning for housing rehabilitation and other housing needs, and the Town of Corning desires to apply to the U.S. Department of Housing and Urban Development's Community Development Block Grant Program to obtain funding for a Single-Family Housing Rehabilitation Program; and

WHEREAS, the Town Board has held one (1) public hearing for public input and comment on August 19th during the 2025 application process; and

WHEREAS, the Town Board finds that there is a significant need to conduct the Single-Family Housing Rehabilitation Program to provide health, safety and welfare to the community; and

WHEREAS, the Town Board determines that the Single-Family Housing Rehabilitation Program meets the requirements of the Community Development

Block Grant Program.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF CORNING, NEW YORK, that

1. The Town of Corning is hereby authorized to prepare and submit a Community Development Block Grant application to the New York Department of Housing and Community Renewal for the Single-Family Housing Rehabilitation Program;
2. That the Town Board of Corning directs and designates the Town Supervisor as the Town's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the Town of Corning's participation in the New York Community Development Block Grant Program;
3. That Town of Corning officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.
4. That the phased application amount be for \$400,000.00 of grant funds to carry out the Single- Family Housing Rehabilitation Program.

ROLL CALL VOTE: R. Michael Brenning – aye, Lon Fiscus – aye, Donna Gridley – aye, Stuart Sammis – aye, Jenniffer Tuttle - aye

AVERDI Purchase

- 8) Motion to purchase [storage unit container](#) from Averdi for \$3,610 which will end yearly renting for \$1,000 (voucher 553 on abstract 8) by R. Michael Brenning and seconded by Lon Fiscus. All in favor. Motion carried.
 - If approved – check 31083 from voucher 553 will be sent with another check for \$2,610 to total the pay-off amount of \$3,610.

Consent Agenda

- 9) Motion to approve the following consent agenda items by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.
 - Town Clerk [July 2025](#) report
 - Town Highway [July 2025](#) report
 - Building and Grounds [July 2025](#) report
 - Town Council [July 15th, 2025](#) minutes
 - Town Supervisor [July 2025](#) report
 - [Abstract 8 of 2025](#)

Bid for Cleaner, Dog Control, and IT Services

Bid approval requirements by NYS: “A contract should be awarded to the lowest responsible bidder furnishing the required security or to the bid that represents the best value, depending upon what the bid specifications set forth. The submission of the lowest bid does not in and of itself create a contractual relationship. A contractual relationship with a bidder is not created until the town actually awards the contract.”

- 10) Motion to discuss and award the following bids for 2026 Budget Year by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

- Dog control:
[Debra Matthews](#) \$12,500 annually

Motion to approve Deb Matthews as the dog control officer for a 3-year contract from January 1, 2026 – December 31, 2028 by Lon Fiscus and seconded by R. Michael Brenning. All in favor. Motion carried.

- Cleaning services:
[Retterer & Sons](#) \$10,200 once a week/\$14,400 bi-weekly
[Corning Professional Cleaners](#) \$11,700 once a week/\$20,800 bi-weekly
[Ready, Set Cleaning](#) \$13,000 once a week/\$23,400 bi-weekly
[Theresa Novak](#) \$19,625 once a week/\$22,225 twice a week

Motion to approve Retterer and Sons for bi-weekly cleaning services for \$14,400/annually for a one-year contract (January 1, 2026 – December 31, 2026) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

- IT services:
[SCT Computers](#) \$6,310 annually
Motion to approve SCT computers for a one year contract (January 1, 2026 – December 31, 2026) by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

Assessor Inter Municipal Agreement (IMA)

- 11) Motion to approve [IMA with Catlin for Assessor services](#) for January 1st, 2026-December 31st, 2026 by Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried.

Audit for Town Clerk Office

- 12) Motion to approve \$8,000 for EFPR (funds available in legal fund A1420.4) to audit Town Clerk office for 2024. EFPR available to complete this in October 2025 before start of tax season. EFPR did not complete this when audit was done in 2024 by Stuart Sammis and seconded by R. Michael Brenning. All in favor except Lon Fiscus who opposes.

Member of Zoning Board of Appeals (ZBA)

- 13) Motion to approve appointment of [Gerald McDonald](#) to the Zoning Board of Appeals by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried.

Resolution for Town Court

- 14) Motion to approve [Resolution 26 of 2025](#) of the Town of Corning of Steuben County, New York authorizing the Town of Corning Court to apply for a JCAP grant in the 2025 – 26 cycle up to \$30,000

WHEREAS, the Town Board recognizes the need for the Town of Corning Court to comply with new legislation in regard to electronic proceedings and
WHEREAS, The Town Board authorizes the court to seek out a new lock door system for the court office doors, an updated panic alarm system for the town hall building located at 25 South Elm Street and additional fireproof file cabinets for record retention by Lon Fiscus and seconded by Stuart Sammis. All in favor.
Motion carried.

Roll call vote: R. Michael Brenning _aye_ Lon Fiscus _aye_ Donna Gridley _aye_ Stuart S. Sammis _aye_ Jenniffer L. Tuttle _aye_

Policy – Safety/Town Hall

15) Motion to approve the following policy to add to the employee manual by Donna Gridley and seconded by Stuart Sammis. All in favor. Motion carried.

- All town employee office will remain closed and/or locked if possible at all times for the safety of personnel, records, and receivables present in the office. Access will be allowed on a limited basis at the employee's discretion for town residents with special requirements that may need to be addressed.
- [Workers Comp Recommendation](#)
- [Worker's Comp Safety Evaluation](#)
- Contacted Scott Sprague who verified PERMA suggests the same.

16) Motion for R. Michael Brenning to discuss building security by Stuart Sammis and seconded by Donna Gridley. All in favor. Motion carried. Mike noted that security needs improvement and thanked the court for looking into the grant to improve the building.

17) Motion to utilize the town hall for community events (i.e. Senior Lunches, Easter Egg Hunt, Christmas Activities for community) by Donna Gridley and seconded by Stuart Sammis. Lon Fiscus questioned if kitchen and other space would be hindered to employees by use of this space. Jenniffer stated she did not feel it would over burden the space as long as the lunches were a dish to pass and residents were asked to take their dishes home to clean. Jenniffer offered to be present (or ask another board member to be present) when lunches or events were taking place. Joan Rosen voiced concern that these events were all "one-offs" and not a larger plan. Jenniffer noted that these events were focused on our seniors and community and we currently have a community engagement committee that suggested this as well as Dodi Clayberger who was interested in helping to assist in starting the Senior Luncheons. If this becomes taxing after initiation, the board will revisit in a few months and determine if we should continue or stop. All in favor. Motion carried.

Worker's Comp Resolution (PERMA)

18) Motion to approve **RESOLUTION 27 of 2025** TO JOIN MUNICIPAL GROUP SELF-INSURANCE PROGRAM WHEREAS, the Authorized Representative of the TOWN OF CORNING desires to secure the TOWN OF CORNING's obligation to provide workers' compensation benefits, as applicable, through participation in a group self-insurance program of which the TOWN OF CORNING will be a member, The Authorized Representative of the TOWN OF CORNING, duly convened in regular session, does hereby resolve, pursuant to, and in accordance with the provisions of Section 50 3- a of the New York State Workers Compensation Law and other applicable provisions of law and regulations thereunder, as follows: Section 1. The Authorized Representative (hereinafter "Representative") of the TOWN OF CORNING does hereby resolve to secure the TOWN OF CORNING's obligation to provide workers' compensation benefits, as applicable, through participation in a group self-insurance plan of which the TOWN OF CORNING will be a member; Section 2. The Representative of the TOWN OF CORNING does hereby resolve to become a member of Public Employer Risk Management Association, Inc., a workers' compensation group self-insurance program for local governments and other public employers and instrumentalities of the State of New York; Section 3. In order to effect the TOWN OF CORNING's membership in said group self-insurance program, the authorized officer of the TOWN OF CORNING is hereby authorized to execute and enter into the Public Employer Risk Management Association Workers' Compensation Program Agreement, annexed hereto as Exhibit A, on behalf of the TOWN OF CORNING. Section 4. This Resolution shall take effect immediately for coverage effective January 1, 2026 by Stuart Sammis and seconded by R. Michael Brenning. All in favor. Motion carried.

Roll call vote: R. Michael Brenning _aye_ Lon Fiscus _aye_ Donna Gridley _aye_ Stuart S. Sammis _aye_ Jenniffer L. Tuttle _aye_

Postage and Folding Machine

19) Motion to approve \$10,704.96 for Weigh on Way postage machine by Donna Gridley and seconded by Stuart Sammis. Discussion occurred regarding overall cost and benefit of each machine. All in favor. Motion carried.

- [Usherwood \\$6,240](#) plus \$134 lease and \$93 monthly maintenance
- [Pitney Bowes](#) \$10,047.96 or Weigh on the Way \$10,704,96

20) Motion to approve \$4,735.92 for folding machine by Lon Fiscus and seconded by R. Michael Brenning. All in favor. Motion carried.

- Pitney Bowes [Folding Machine](#) \$4,735.92

- Usherwood \$7,000 (verbal quote – awaiting written)

Weekly Hour Requirements

21) Motion to discuss returning to 37.5 hr/week requirement in employee handbook. Due to typo was reduced to 35 hr/week at last vote (several months ago). Last budget was based on 37.5 hr/week and change occurred due to typo by Stuart Sammis and seconded by Lon Fiscus. Discussion occurred of when this change initiated and Ms. Novak noted never receiving a copy of the handbook. Jennifer noted that handbooks were emailed and placed in all employee's handbook. Jennifer to send copies of employee handbooks that were emailed and email of when the handbook was given to employees before next meeting to show changes and timelines. Change tabled until further discussion next month.

NYMIR Website Law

22) Motion to approve the Town Supervisor to change the town website from .org to .gov per [NYS General Municipal Law Section 300 and 30\(7\)](#) MANDATING that all municipal corporation with a population of 1,500 or more establish and maintain an official website with a “.gov” domain name by Lon Fiscus and seconded by Donna Gridley. Lon questioned how long the town will have the current website redirected. Jennifer noted that the renewal should be in June 2026. Lon requests for redirect to be until June 2026 when renewal is due. All in favor. Motion carried.

Host Community Agreement (HCA)

23) Motion to discuss [Resolution 27 of 2025](#) for a [Host Community Agreement](#) (HCA) for Tier III Projects building in the Town of Corning which may include solar, windfarms, and other projects within that class by Lon Fiscus and seconded by Stuart Sammis. Discussion by Mike regarding risks or complications that may be involved. States he is not against the agreement but would want more information. Jennifer to contact other towns who have current HCA's and determine if there is any risk to approving the HCA. If approval is needed before next board meeting, the board is willing to hold a special meeting. Motion tabled until next board meeting.

Water Testing

24) Motion to approve \$35 per house for 22 homes on Northside of Corning (Fenderson, Rand, Clark Street Extension) to show need for grant application to support public water by Donna Gridley and seconded by Stuart Sammis. Mike questioned how we will pay for this testing and not testing for other residents. Jennifer noted that she will voucher this to B8020.4 as this will be used for a grant. Not just for resident testing. Mike agreeable. All in favor. Motion carried.

CEATS Letter to Steuben County

25) Motion to approve Jennifer L. Tuttle, Town Supervisor permission to sign [support letter requesting Steuben County financial support](#) with CEATS bus system by Stuart Sammis and seconded by R. Michael Brenning. All in favor. Motion carried.

Discipline Policy and Restoration of Time

26) Motion to discuss Resolution 28 of 2025 to pay Ciara Force, Deputy Town Clerk for 29 hours of time after unapproved suspension given by Town Clerk with condition of signed waiver from Ciara Force that she will not pursue any legal action against the town through DHR/EEOC pursuant to receipt of wages by Lon Fiscus and seconded by Stuart Sammis. Discussion regarding time as Kathy Olmstead, Town Clerk, stated Ciara called in for some of these days. Also section 30 of town clerk law notes that the clerk may hire and fire a deputy at her pleasure. The concern by the town attorney and Supervisor is that we are not following the town employee manual for this discipline and concerns that Ciara may be able to note wrongful termination/discipline. Request from R. Michael Brenning to hold a special meeting with the Town Attorney to discuss how to move forward. Jennifer to schedule.

27) Motion for approve Resolution 29 of 2025 all personnel files outside of the Supervisor's office to be destroyed and all discipline for Ciara Force be rescinded tabled to be discussed with Town attorney as noted above.

Comp Time

28) Motion to approve that salaried exempt employees will not exceed 40 hours per week without written approval by the Town of Corning Supervisor. Comp time after 40 hours will only be allowed with written approval from the Town of Corning Supervisor. (Hours earned after 40 hours offer employees entitlement to time and a half overtime or [comp time per FLSA](#)) tabled as Lon states that from reading FLSA salaried exempt are not entitled to overtime. Jennifer to review and if needed place back on agenda for next month.

Updates

- Update on salaried exempt status:
Salaried exempt is a job class that covers the justice court clerk, B&G Supervisor, and Code Enforcement. This is not a position that generally allows comp time per Nate Alderman, Steuben County Personnel for town employees. Called other towns (as sent in spreadsheet) and no other towns/villages allow. Some allow flex time between pay period weeks (just as the Town of Corning agreed to do). No changes since last vote. Email of materials from AOT sent to the board and classification descriptions from Civil Service also sent to the board for clarification.
- NY BRICKS grant for Community Center submitted on Friday 8/15/2025. Received letter of recommendation from Senator O'Mara and Assemblyman Palmisano.
- Fall festival: Current vendors – Southeast Steuben County Library, AMR, Back Alley BBQ, Hot dog vendor, Hotel Transylvania movie, Wings of Eagle, Soaring Museum, SPCA, Doc Possum, face painting by high schoolers,

- pumpkin painting, and possibly a bounce house. The cost for a bounce house with supervised personnel from Bobby-K is \$450 for the 4 hours. Reviewing budget to determine if this is feasible.
- Appalachian Regional Commission (ARC) grant may be an option for running secondary water to Corning Hospital with help of WIIA grant for matching responsibility. Working with STC and Fagan's to follow up.

Community Comment

- 29) Any comments by visitors/community not to exceed two minutes per person and ten minutes for all comments. No personnel issues to be discussed during this time.
- Ruth Plaisted upset with funds being used for community events. States that we should not have playgrounds or movies and events funded by the taxpayers at all.
 - Ruth Plaisted states she does not like the way the surveys for the community events were copied for her and did not feel she received the information she needed. Jenniffer will stay after tonight and recopy. Will also give a copy to the Town Clerk to have on file.
 - The Winquists questioned having their lawn fixed as water from the culvert has been dumping in. Jenniffer noted this was rejected by the insurance and Glen did not feel comfortable fixing without the board's approval. Mike to reach out and discuss with Glen on how we can proceed.

Adjournment

- 30) Motion to adjourn at 2223 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.

Upcoming Meetings and Events

August 23rd, 2025 Sam Pallet and friends Music in the Park 1-4pm Clark St. Playground

August 26th, 2025 Planning Board Meeting 5:30pm

September 16th, 2025 Town Council Meeting 7pm

September 17th, 2025 ZBA meeting 5:30pm

October 18th, 2025 Fall Festival at Clark Street Playground 1p - 4pm