

Town of Corning Town Council  
Organizational Meeting Agenda  
January 20th, 2026 @ 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) Motion to appoint Kathleen Morrow-Olmstead as Vital Statistics Registrar.
- 6) Motion to appoint Ciara Force as Deputy Town Clerk and Vital Statistics Registrar.

### Annual Resolutions

- 7) Motion to approve **Resolution 1 of 2026** authorizing the Town Board and the Highway Superintendent to enter into a 284-agreement for 2026 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).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

- 8) Motion to approve **Resolution 2 of 2026** delegating the Town Supervisor to perform administrative and day-to-day duties on behalf of the Town of Corning (§ 29 [16]).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

- 9) Motion to approve **Resolution 3 of 2026** establishing "The Leader" as the Town of Corning official newspaper (Town Law, § 64 [11]).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

- 10) Motion to approve **Resolution 4 of 2026** establishing [www.townofcorningny.gov](http://www.townofcorningny.gov) as the official website for the Town of Corning (Town Law, § 64 [11]).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

11) Motion to approve **Resolution 5 of 2026** establishing scheduled Town Board meetings to be held on the third (3<sup>rd</sup>) Tuesday of each month at 7:00pm at the Corning Town Hall.

Roll Call Vote: Linda Shock    Mike Brenning    Jenniffer Tuttle    Stuart Sammis    Lauren Gaige   

12) Motion to approve **Resolution 6 of 2026** establishing a rate of \$0.725 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).

13) Motion to approve **Resolution 7 of 2026** authorizing the Town Superintendent of Highways to purchase equipment, tools, and implement during the 2026 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).

Roll Call Vote: Linda Shock    Mike Brenning    Jenniffer Tuttle    Stuart Sammis    Lauren Gaige   

14) Motion to approve **Resolution 8 of 2026** to adopt the fixing of the 2026 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.

Roll Call Vote: Linda Shock    Mike Brenning    Jenniffer Tuttle    Stuart Sammis    Lauren Gaige   

15) Motion to approve **Resolution 9 of 2026** 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.

Roll Call Vote: Linda Shock    Mike Brenning    Jenniffer Tuttle    Stuart Sammis    Lauren Gaige   

16) Motion to approve **Resolution 10 of 2026** to approve Chemung Canal Trust Company as the official Depository for the Town of Corning. This Resolution 9 of 2026 assures that all money coming into the Town shall be deposited solely into

this bank (Town Law, §64(1)).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

17) Motion to approve **Resolution 11 of 2026** 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)).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

18) Motion to approve **Resolution 12 of 2026** to impose a \$25.00 charge on all checks returned for insufficient funds, (General Municipal Law, §85).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

19) Motion to approve **Resolution 13 of 2026** 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

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

20) Motion to approve **Resolution 14 of 2026** to set Sprague Insurance as the official insurance for the Town of Corning against fire, theft, and liability exposure.

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

21) Motion to approve **Resolution 15 of 2026** 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). This does not change the current working periods for employees allowed per their Supervisor/Board/CSEA contract to work 10-hour days/4-days a week.

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

22) Motion to approve **Resolution 16 of 2026** authorizing Kathleen Morrow-Olmstead and Ciara Force as designated Tax Collectors for 2026 (Town Law, Sections 35, 36, and 37).

Roll Call Vote: Linda Shock  Mike Brenning  Jenniffer Tuttle  Stuart Sammis  Lauren Gaige

### **Town Clerk Authorizations**

- 23) 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).
- 24) Motion to approve Kathleen Morrow-Olmstead and Ciara Force to issue handicap parking permits, (Vehicle and Traffic Law, §1203-a (1)).
- 25) 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.

### **Ambulance Provider**

- 26) 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**

- 27) Motion to appoint John Ryan as the Town attorney for 2026.

### **Bond Council & Financial Advisors**

- 28) Motion to approve John Alessi and Hodgeson Russ as Bond Council Attorney for 2026.
- 29) Motion to authorize Jeff Smith and Municipal Solution as financial advisor for the Town of Corning for 2026.
- 30) 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.

### **Annual Audits**

31) Motion to appoint the following board members to conduct the 2025 audits to be completed by January 31, 2026 for:

- a. Town Justice: Mike Brenning (completed)
- b. Town Clerk: Stuart Sammis
- c. Town Supervisor: \_\_\_\_\_

### **Justice Audit Acceptance**

32) Motion to accept the 2025 justice audit for [Hon. Wendalyn VanZile](#) and [Hon. Dale Leonard](#).

### **Public Hearing**

33) [\*\*Resolution 17 of 2026\*\*](#) to set a public hearing

WHEREAS, the Corning Town Council was awarded for a Community Development Block Grant (CDBG) project; and

WHEREAS, the Corning Town Council's current Community Development Block Grant (CDBG) project is; Town of Corning Housing Needs Assessment, 283CP106-24 for \$47,500; and

WHEREAS, it is the desire of the Corning Town Council now to go forward to receive public comment on the same;

NOW, THEREFORE, BE IT RESOLVED, that the Corning Town Council does hereby set a Public Hearing on Tuesday, February 17, 2026 at 6:30 PM, prior to their regularly scheduled meeting to hear public comments on the Town's current Community Development Block Grant (CDBG) project.

Roll Call Vote: Linda Shock    Mike Brenning    Jenniffer Tuttle    Stuart Sammis    Lauren Gaige   

### **Policy Review**

34) Motion to approve the [\*\*following policies for 2026\*\*](#):

- a. [Procurement Policy](#)
- b. [Title VI Anti-Discrimination Plan](#)
- c. [Investment Policy](#)
- d. [Computer and Internet Use Policy](#)
- e. [Cybersecurity Policy](#)
- f. [Social Media Policy](#)
- g. [Website Policy](#)
- h. [Emergency Management Plan](#)
- i. [Employee Handbook](#) – with red line changes for acceptance

- j. 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](#)

## **Consent Agenda**

35) Motion to approve the following consent agenda items:

- Town Clerk [December 2025](#) report.
- Town Highway [December 2025](#) report.
- Building and Grounds [November 2025](#) report.
- Building and Grounds [December 2025](#) report.
- Town Supervisor [December 2025](#) report
- Town Council December 16<sup>th</sup>, 2025 public hearing – not received
- Town Council December 16<sup>th</sup>, 2025 meeting minutes – not received
- [Abstract 13 of 2025](#)

## **2025 Budget Transfers/Amendments**

36) Motion to approve the following budget transfers: [2025 year end transfers](#)

## **Audit Town Clerk**

37) Motion to discuss Town Clerk's office audit for 2024 and Katherine Deal being willing to assist with reconciliation.

## **CPP Utilization of Town Hall**

38) Motion to allow Corning Painted-Post School District to utilize the town hall May 19, 2026 and hold our regular meeting in the code enforcement office.

## **Community Comment**

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

## **Adjournment**

40) Motion to adjourn at \_\_\_\_\_.