

Town of Corning  
Regular Board Meeting  
January 15, 2019  
7:00PM

Supervisor Feehan called the meeting to order.

Roll call of members present:

Present	Absent
Councilman Stuart Sammis	
Councilman Dave Shafer	
Councilman Mike Brenning	
Councilwoman Jen Mullen	
Supervisor Kim Feehan	

Others Present:

County Legislator Carol Ferratella  
Planning Board member Donna Gridley  
Cheri Crozier  
Various other members of the community.

The Pledge of Allegiance was given.

Supervisor Feehan began by explaining that this is the organizational meeting where certain agenda items are set to carry on through the entire year.

**Roll Call Votes**

On a motion made by Councilman Sammis the board authorized all resolutions be put to a roll call vote being answered with an Aye or No. Councilwoman Mullen seconded. All in favor, the motion carried.

**Board Vacancies**

Councilwoman Mullen made the motion to discuss the matter of filling vacancies on the Board of Review, the Planning Board and the Ethics Board. Councilman Shafer seconded. All in favor and the motion carried. Notices will be placed on the website, facebook, and posted in the building for thirty days for those who are interested in applying. The vacant Planning Board term will end in 2022, the vacant Board of Review term will end 2023, and the vacant Ethics Board member can be set when the Ethics Law is approved.

**Notice for Vacancies**

The motion approving setting out notices for 30 days seeking appointees for the vacancies on the Ethics Board, the Planning Board, and the Board of Review was made by Councilwoman Mullen and seconded by Councilman Sammis. All were in favor. The motion carried. All letters of interest should be sent to the Town Clerk at the 20 South Maple Street address, or emailed to [townclerk@townofcorningny.org](mailto:townclerk@townofcorningny.org).

**Handicap Permit Authorization**

Councilwoman Mullen made the motion to approve appointing Susan Edwards and Avonne Dickerson as agents authorized to issue handicap permits. Councilman Sammis seconded. All in favor, carried.

**Receiver of Claims**

On a motion made by Councilwoman Mullen and seconded by Councilman Shafer the appointment of Susan Edwards and Avonne Dickerson as agents authorized to receive notices of claims. Councilman Shafer seconded. All in favor, the motion carried.

**Resolution #1**

The motion to approve Resolution 1 of 2019 was made by Councilman Sammis and seconded by Councilwoman Mullen. Roll call vote:

Ayes	No
Councilman Shafer	
Councilman Sammis	
Councilwoman Mullen	
Councilman Brenning	
Supervisor Feehan	

Motion carried. The Resolution is as follows:

**Resolution #1 of 2019** fixes the 2019 salaries of all elective and appointive officers (and the rates of wages of hourly employees, including overtime 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 board is subject to certain limitations. The Town Law prohibits the town board from fixing the salaries of the member of the town board, elected town clerk, elected town superintendent of highways at amounts in excess of the amounts respectively specified in the notice of hearing upon the preliminary budget, unless the town board adopts a local law (subject to permissive referendum) increasing the salary for one year only. The town board also cannot fix the salary of any elective or appointive town officer or employee at an amount larger than the appropriation made. In addition, the town board cannot decrease the salary of a sitting elected town officer in the middle of his or her term of office except by the adoption of a local law subject to a mandatory referendum. The registrar/deputy registrar of vital statistics salary is fixed.

**Resolution #2**

Councilwoman Mullen made a motion to adopt Resolution #2 of 2019. Councilman Sammis seconded.

Ayes	No
Councilwoman Mullen	
Councilman Brenning	
Councilman Sammis	
Councilman Shafer	
Supervisor Feehan	

All in favor. The motion carried.

**Resolution #2 of 2019** establishes the rate of .45 per mile to be allowed for town officers and employees for the use of their own automobile in the performance of the official duties in the event there is no town vehicle to use.

### **Drug & Alcohol Policy**

The motion to approve discussion regarding the Employee manual's drug and alcohol policy was made by Councilman Brenning and seconded by Councilwoman Mullen. All in favor to discuss. Carried. Councilman Shafer wishes to include a 0 tolerance for found use of drugs or alcohol. He also believes that private contractors working for the Town be included, and that language be included concerning the repercussions of use. All agreed that new hires should be tested. Supervisor Feehan will send suggested changes off to the attorney for his perusing.

### **Current Policy**

On a motion made by Councilman Sammis and seconded by Councilwoman Mullen, the current policies in the employee manual were approved until the updated manual could be completed. All in favor, the motion carried.

### **Meeting Procedure Rules**

Councilman Brenning made the motion to discuss the draft rules of procedure for conducting town meetings. Councilman Shafer seconded. All were in favor, the motion carried. It was agreed that since not all boards fit one policy, each board should draft their own. The draft will be finalized at next months meeting.

### **Resolution #3**

On a motion made by Councilwoman Mullen and seconded by Councilman Shafer Resolution #3 was approved. This resolution sets the regular Town Board meetings for the third Tuesday of every month at 7:00 PM. Roll call vote:

Ayes	No
Councilman Brenning	
Councilman Shafer	
Councilwoman Mullen	
Councilman Sammis	
Supervisor Feehan	

All in favor. Motion carried.

### **Resolution #4**

The motion approving Resolution #4 setting the Leader as the official newspaper was made by Councilwoman Mullen and seconded by Councilman Sammis. Roll call vote:

Ayes	No
Councilman Sammis	
Councilwoman Mullen	
Councilman Shafer	
Councilman Brenning	
Supervisor Feehan	

All in favor, motion carried.

**Resolution #5**

The Standard Operating work day for employees was approved on a motion made by Councilwoman Mullen and seconded by Councilman Shafer. Roll call vote:

Ayes	No
Councilwoman Mullen	
Councilman Shafer	
Councilman Sammis	
Councilman Brenning	
Supervisor Feehan	

All in favor. Carried.

**Resolution #6**

Chemung Canal was set as the official bank for deposits for the Town of Corning on a motion made by Councilman Sammis and seconded by Councilman Brenning. Roll call vote:

Ayes	No
Councilman Shafer	
Councilman Sammis	
Councilwoman Mullen	
Councilman Brenning	
Supervisor Feehan	

All were in favor, the motion carried.

**Resolution #7**

Councilwoman Mullen made the motion to approve the resolution establishing the petty cash for the Town Clerk \$50.00, Tax Collector\$50.00, Water \$30.00 and Code Enforcer\$50.00. Councilman Shafer seconded. Roll call vote:

Ayes	No
Councilman Brenning	
Councilman Sammis	
Councilwoman Mullen	
Councilman Shafer	
Supervisor Feehan	

All in favor. Carried.

**Resolution #8**

The motion approving Resolution #8 authorizing the Highway Superintendent to purchase equipment, tools and implements throughout the year without prior approval was made by Councilwoman Mullen and seconded by Councilman Sammis. Roll call vote:

Ayes	No
Councilman Shafer	
Councilman Sammis	
Councilwoman Mullen	
Councilman Brenning	
Supervisor Feehan	

All in favor, the motion carried.

**Credit Card Acceptance**

On a motion made by Councilwoman Mullen and seconded by Councilman Sammis, it was approved that Susan Edwards and Avonne Dickerson will accept credit card payments. All in favor. Carried.

**Resolution #9**

Councilwoman Mullen made the motion to authorize the Highway Superintendent and the Town Board entering into a 284 agreement. Councilman Sammis seconded. This authorizes the expenditure of highway monies for repair and improvement of town highways. This agreement is duplicated and signed by a majority of the town board members and the highway superintendent and filed with the town clerks office. Roll call vote:

Ayes	No
Councilwoman Mullen	
Councilman Shafer	
Councilman Sammis	
Councilman Brenning	
Supervisor Feehan	

All in favor. Carried.

**Resolution #10**

The motion to approve imposing a \$25.00 fee on returned checks was made by Councilwoman Mullen. Councilman Sammis seconded. Roll call vote:

Aye	No
Councilman Shafer	
Councilman Brenning	
Councilman Sammis	
Councilwoman Mullen	
Supervisor Feehan	

All were in favor, the motion carried.

**Resolution #11**

On a motion made by Councilwoman Mullen, it was approved that the Supervisor would open competitive bids on public works and purchase contracts required to be advertised. The motion was seconded by Councilman Brenning. Roll call vote:

Aye	No
Councilman Sammis	
Councilwoman Mullen	
Councilman Brenning	
Councilman Shafer	
Supervisor Feehan	

All in favor. The motion carried.

### **Ambulance Service Certification**

Councilwoman Mullen made the motion to confirm that AMR is properly certified with the State of New York. Councilman Sammis seconded the motion. All in favor. Carried.

### **Code of Ethics Finalization**

The discussion regarding finalizing the Code of Ethics Law was approved on a motion made by Councilwoman Mullen and seconded by Councilman Shafer. Councilman Shafer questioned the verbiage within the law regarding the words "tax payer" and "resident" as to which is eligible to be a member of the Board of Ethics. All in favor with the recent additions and or changes. Motion carried.

### **Ethics Law Public Hearing**

The date set for the Public Hearing for the Ethics Law was made by Councilwoman Mullen and seconded by Councilman Shafer. The Public Hearing will be held on February the 19 at 7:00 PM to hear public comment on the Code of Ethics Law to repeal the Code of Ethics Law of 2016. All in favor, carried.

### **Report Procedure Discussion**

On a motion made by Councilwoman Mullen and seconded by Councilman Brenning the final procedure for the reports submitted by departments for publishing on the website was approved. All in favor. Motion carried. This can be revised if needed.

### **East Corning water Debt Correction**

Councilwoman Mullen made a motion to approve the removal of debt for water on the Tuttle property. Councilman Sammis seconded. All were in favor and the motion carried.

### **Town Clerk's Report**

The motion to approve the December 2018 Town Clerk's report was made by Councilman Brenning and seconded by Councilman Sammis. All in favor. Carried.

### **Abstract 13 Approval**

Councilwoman Mullen made the motion to approve the 13 Abstract of 2018. Councilman Sammis seconded. All in favor, motion carried.

### **Abstract 14**

On a motion made by Councilwoman Mullen and seconded by Councilman Brenning, the 14<sup>th</sup> Abstract 14 Was approved. All in favor. Carried.

### **Abstract 1 of 2019**

Councilwoman Mullen made the motion to approve the first abstract of 2019. Councilman Sammis seconded. All in favor. The motion carried.

### **December 18<sup>th</sup> Minutes**

The motion to approve the December 18<sup>th</sup> minutes was made by Councilwoman Mullen and seconded by Councilman Sammis. All were in favor, the motion carried.

**Supervisor's Report**

Councilwoman Mullen made the motion to approve the December 2018 Supervisor's report. Councilman Brenning seconded. All in favor, carried.

**Fund Transfer**

On a motion made by Councilwoman Mullen, the transfer of funds from A fund to DB fund was approved. Councilman Sammis seconded. All in favor. Motion carried. This transfer was made for the purchase of the 2019 Grader and will be rolled over into the August 2019 BAN borrowing.

**Permit Report**

Councilwoman Mullen made the motion to approve the Permits Report submitted by Code Enforcer Coons for December 2018. Councilman Shafer seconded. All in favor. The motion was carried.

**Violation Report**

The Violation Report was approved on a motion made by Councilwoman Mullen and seconded by Councilman Brenning. All in favor, motion carried.

**Building & Grounds Report**

The motion to approve the Building and Grounds report was approved on a motion made by Councilwoman Mullen and seconded by Councilman Brenning. All in favor. Motion carried.

**Highway Report**

Councilwoman Mullen made the motion to approve the December 2018 Highway report. Councilman Sammis seconded. All in favor. Motion carried

**Visitors Comments**

The Eagle Scout in the audience asked to interview Councilman Shafer after the meeting to fulfill the requirements for his badge. County Legislator Carol Ferratella explained the changes taking place for incarcerating young men under the age of 16. Also help is needed on the mobile work crews. Due to high unemployment more are needed. County website has more information for those interested. Mr. Cooney suggests putting draft procedures for meetings on the Town website.

**Adjourn**

Councilwoman Mullen made the motion to adjourn at 8:00 pm. Councilman Sammis seconded. All in favor, motion carried.

These minutes respectfully submitted by:

Susan Edwards  
Town Clerk

