

Town of Corning Town Council  
Meeting Minutes **DRAFT**  
January 16, 2024 @ 7pm [Zoom Link](#)

**Welcome**

- Call meeting to order by Supervisor Mullen
- Roll call of board members present: Lon Fiscus, Jenniffer Mullen, Lon Fiscus (Donna Gridley excused for death, Mike Brenning excused for fire call).
- Pledge of Allegiance I

**Community Comments (NOT AGENDA RELATED)**

- Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.
  - Comments regarding Fire District from visitor. Visitor directed to Corning Fire District meetings to voice concerns.
  - Kathy Rose discussed issues with assessment. Directed to NYS and Assessor office.

**Reports**

- Motion to accept Town Clerk [December 2023 report](#).by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- Motion to accept Town Highway [December 2023 report](#) by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.
- Motion to accept [Building and Grounds/Water 2023 report](#) by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- Motion to accept [Town Council Meeting Minutes](#) from January 3, 2024 by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.
- Motion to accept Abstract 13 of 2023 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- Motion to accept Abstract 1 of 2024 by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

**Bid for Building Remodeling**

- Motion to discuss [bid submitted by Ely Smith](#) for Town of Corning building remodel by Stuart Sammis and seconded by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
- Motion to approve bid submitted by Ely Smith by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

**Services Agreement**

- Motion to discuss/approve Steuben County Dept of Social Services request to utilize Client Work Experience Program and/or Mobile Work Program by Stuart Sammis and seconded by Lon Fiscus. Discussion noted that Ken Fields and

Glen Rose both stated would be able to use work assistance. Discussed liabilities and duties work program participants would be able to complete. All in favor of approval. Motion carried.

### **Policy Review**

- Motion to schedule review of the following policies /workshops for 2024 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried. Discussion ensued on policies listed below that need to be reviewed/approved annually. First workshop set up for February 6<sup>th</sup>, 2024 at 5:30pm to begin discussion on Procurement, Investment, FOIL, and Ethics Policy.
  - February-March 2024 Review:
    - i. [Procurement Policy](#) (General Municipal Law 104-b)- Stuart Sammis to lead primary review.
    - ii. [Investment Policy](#) (General Municipal Law 11, 39)- Lon Fiscus to lead primary review.
    - iii. [FOIL Policy](#) (Public Officers Law 87) – Lon Fiscus to lead primary review.
    - iv. [Ethics Policy](#) (General Municipal Law 806)- Stuart Sammis to lead primary review.
      - 1. Conflict of Interest Statements for Town Board and Town Employees
  - March - April 2024 Review:
    - i. Employee Handbook to include: (Jen Mullen & Stuart Sammis to lead primary review).
      - 1. Title VI Anti-Discrimination Plan (Title VI of the Civil Rights Act of 1964/Civil Rights Restoration Act of 1987)
      - 2. Harassment and Discrimination (Title VII of the Civil Rights and New York State Human Rights Law)
      - 3. Workplace Violence (12 NYCRR 800.6)
      - 4. Sexual Harassment Prevention Policy (Labor Law 201-g)
      - 5. Sick, Vacation, and Personal Leave (General Municipal Law 92; FMLA)
      - 6. Overtime (Federal Fair Labor Standards Act, General Municipal Law 92)
      - 7. Expense Reimbursement (travel, food, lodging...) (Town Law 116)
      - 8. Required/elective job training.
      - 9. Cell Phone use and reimbursement policy
  - May 2024 Review
    - i. Use of Municipal Equipment (Town Law 64)

1. Town Owned Vehicles
  2. Computer Use
  3. Social Media/Website
- ii. Information Breach Notification Policy (Technology Law 208)- Lon Fiscus to lead primary review.
  - iii. [Information Technology Policies](#) **recommended** by the office of the State Comptroller – Lon Fiscus and Stuart Sammis to lead primary review.
    1. Use and Access to Personal, Private, and Sensitive Information
    2. Wireless Security Policy
    3. Internet, Email, and Personal Computer Use
    4. Mobile Computing and Storage Device Policy
    5. Online Banking
- July/August 2024
    - i. Town Budget Workshops to begin. Dept heads will be requested to have tentative budget requests by June-July 2024 for review.
    - ii. Capital Asset Policy (Governmental Accounting Standards Board's (GASB) Statement No. 34).
  - August 2024
    - Local Comprehensive Emergency Management Plan (Executive Law 23)

## **Board Updates**

- Motion to discuss board updates with Supervisor Mullen by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
  - EFPR contract sent. Doug Zimmerman will be working with us to set up time for audit review in the next month (February 2024).
  - Motion to not hold any financial irregularities, errors, or negative audit/financial findings against Supervisor Jennifer L. Mullen and/or Linda van der Grinten, Bookkeeper prior to January 1, 2024 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
  - Training has started as of Tuesday 1/9/2023 for Bookkeeper and Supervisor through Williamson. Association of Town (AOT) training completed 1/10-1/12/2024 for Linda and Jen.
  - Desk ordered for Bookkeeper. Full desk and hutch price less than \$1,700 with shipping. ([U-line Desk](#)) Corning Inc. did not have any free desks at this time.

- Verizon phone contract extended for one (1) year and new phones issued (at no cost) to Ken Fields, Ryan Heffernan, and Brad Laferty. Ken Fields phone stopped working and both Ryan and Brad needed an updated phone. Ken spoke with T-Mobile (which would save \$20 per month) but phones would take 3-5 days to arrive. Ken to explore other options for next year upon contract ending with Verizon for discussion.

□ **Community Comment on Agenda Items**

- Any comments by visitors/community regarding agenda items. Comments will be limited to 2 minutes per person and a maximum of 10 minutes to allow the meeting to run smoothly.
- Jaime Cooney suggested reaching out to Corning Community College for desks.
- Jaime Cooney questioned why the board chose to use ARPA funds instead of capital reserve funds. ARPA funds must be used by the end of the year. The capital reserve funds will not be taken if not spent.

**Adjournment**

- Motion to adjourn at 1956 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.