

Town of Corning Town Council
Workshop Agenda
February 6, 2024 @ 5:30pm [Zoom Link](#)

Welcome

- Call meeting to order
- Roll call of board members present
- Pledge of Allegiance

Abstract Approval

- Motion to discuss and approve [abstract 14 of 2023](#).
- Motion to approve [abstract 2 of 2024](#)

Changes to Building Remodeling Plan

- Motion to approve [change to remodeling quote](#).

Competitive Bid Approval

- Motion to approve moving forward with [competitive bid](#) to complete the town hall renovations.

Hall for Election

- Motion to approve Corning Painted Post to use the hall on May 21, 2024
Corning Painted Post School District for their election.

Policy Review

- February-March 2024 Review:
 - iii. [Procurement Policy](#) (General Municipal Law 104
 - iv.b) [Investment Policy](#) (General Municipal Law 11, 39)
 - v. [FOIL Policy](#) (Public Officers Law 87)
 - 1. [Ethics Policy](#) (General Municipal Law 806) Conflict of Interest Statements for Town Board and Town Employees Discussed removing fines if not completed. Reviewed policy. Will complete final review and request approval at next board meeting
- 1. March - April 2024.
 - i. [General Code Review](#)
 - ii. Employee Handbook to include:
 - 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.
- May 2024 Review
 - i. Use of Municipal Equipment (Town Law 64)
 1. Town Owned Vehicles
 2. Computer Use
 3. Cell Phone use and reimbursement policy
 4. Social Media/Website
 - ii. Information Breach Notification Policy (Technology Law 208)
 - iii. [Information Technology Policies](#) **recommended** by the office of the State Comptroller
 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)

Adjournment

- Motion to adjourn