

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

Welcome

- Call meeting to order
- Roll call of board members present: Lon Fiscus, Jenniffer Mullen, Stuart Sammis
- Pledge of Allegiance

Abstract Approval

- Motion to discuss and approve [abstract 14 of 2023](#).by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried. Discussion regarding late fees. Supervisor Mullen discussed concerns with credit card late fees due to meeting date/time. Chemung Canal states willing to change date of credit card but net 30 days is all that can be done for credit cards. Supervisor Mullen requested abstracts to be approved twice a month during regular meetings and policy workshops with agreement from Board until improved payment schedule is created.
- Motion to approve [abstract 2 of 2024](#) by Stuar Sammis and seconded by Lon Fiscus. All in favor Motion carried.

Changes to Building Remodeling Plan

- Motion to approve [change to remodeling quote](#). by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.

Competitive Bid Approval

- Motion to approve moving forward with [competitive bid](#) to complete the town hall renovations by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried.

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 by Stuart Sammis and seconded by Lon Fiscus. All in faovr. Motion carried. This is the same date as our meeting. Town Council to use code office.

Policy Review

- February-March 2024 Review:
 - i.[Procurement Policy](#) (General Municipal Law 104-b) Motion to review procurement policy by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried. Procurement policy

reviewed. Will complete final review and request approval at next board meeting.

- ii. [Investment Policy](#) (General Municipal Law 11, 39) - To review in March.
- iii. [FOIL Policy](#) (Public Officers Law 87) Motion to review by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried. Discussed changing wording to "Town of Corning" instead of agency. Discussed cost for copies and how many pages should be granted for free. To continue review and request approval at next board meeting.
- iv. [Ethics Policy](#) (General Municipal Law 806) Motion to review by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
 - 1. 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 Review: To complete other policies at future policy workshops. Date tbd.

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 at 1926 by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried. .