

Town of Corning Town Council
Meeting Agenda
February 20, 2024 @ 7pm [Zoom Link](#)

Welcome

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

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. No personnel issues will be discussed during this time.

Reports

- Motion to approve [Town Clerk January 2024 report](#)
- Motion to approve [Town Highway January 2024 report](#)
- Motion to approve [Building and Grounds/Water 2024 report](#)
- Motion to approve [Town Council Meeting Minutes from January 16, 2024.](#)
- Motion to approve [Town Council Policy Workshop Minutes February 6, 2024](#)
- Motion to approve [Abstract 3 of 2024.](#)

Zoning Board Requests

- Motion to discuss Zoning Board Revisions
 - [Subdivision Update Major Changes](#) DRAFT
 - [Proposed End of Year Zoning Code Updates](#)
 - [Town of Corning Subdivision Regulations](#) DRAFT
- Motion to approve holding public hearing on March 19, 2024, for Zoning Board Revisions.
- Motion to approve [James Allen](#) to the planning board.

Training Request

- Motion to approve two Municipal Accounting training courses for Jen Mullen and Linda van der Grinten \$85 each (total \$170) offered by the Office of the State Comptroller.
- Motion to approve five to ten more training hours as needed for Williamson for Jen Mullen and Linda van der Grinten
- Motion to approve payment for interested officials of the Town Council. Members of the ZBA and Planning Board, Bookkeeper, Code Enforcement, Town Clerk, Deputy Town Clerk, Justices, and Court Clerks to attend the [Southern Tier Central Regional Planning Leadership Conference](#) at Corning Community College on April 4, 2024. ([Listing of Courses being offered](#))

General Code

- Motion to approve [General Code Organizational Analysis](#)

- Motion to approve [General Code Disposition List](#)

Building & Grounds/Water Position for Civil Service

- Motion to discuss need for Civil Service position to be posted for the Water/B&G department.
 - [Laborer](#) (PT)
 - [Water Plant Treatment Operator](#) (PT)

Movies in the Parks

- Motion to discuss partnering with the City of Corning/Steuben County Library System to hold movies in the park in the Town of Corning. Town of Corning must purchase projector and screen. The Library will provide the movie license.

Policy Review

- Motion to approve Procurement Policy (General Municipal Law 104-b)
- Motion to approve [FOIL Policy](#) (Public Officers Law 87) as established by; New York State Article 6 Section 87 to be enacted by the Town of Corning.
- Motion to approve [Ethics Policy](#) (General Municipal Law 806)
 - Motion to approve that conflict-of-Interest Statements for Town Board and Town Employees to be due by March 1, 2024
- Motion to set date for March 2024 policy review workshop.

Board Updates

- Motion to discuss board updates with Supervisor Mullen.
 - EFPR to begin audit.
 - December 2023 being closed this week and the end of year is being processed.
 - AFR (previously AUD) being completed.
 - [Competitive bid](#) to close February 27th, 2024, for remodeling add-on. Will request review of bid at March 2024 policy workshop.
 - Civil Service payroll certification and salary increases have been updated. All board members and employees have been given civil service applications to complete and updates to Civil Service are being made. The Town should be in compliance by the next board meeting.
 - Teams is included in the Town's Microsoft package. The plan is to change to Teams instead of Zoom. Education has been and will continue to be given to employees on how to use TEAMS and Office 365.
 - Insurance review. Elin Dowd will be presenting at our March 19th meeting to review Greater Tompkins County Municipal Health Insurance Consortium options for the Town. All material is posted in OneDrive for review. ([Cost Comparison Document](#) and [Cost Comparison Document](#))

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. **No personnel issues will be discussed at this time.**

Adjournment

- Motion to adjourn at _____.

Policies to be Reviewed:

- March - April 2024 Review:
 - i. [Investment Policy](#) (General Municipal Law 11, 39)
 - 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)