

Town of Corning Town Council  
Workshop Meeting Minutes  
February 27, 2024 @ 5:30pm [Zoom Link](#)

**Welcome**

- Call meeting to order at 1737
- Roll call of board members present: Michael Brenning, Donna Gridley, Jenniffer Mullen (Lon Fiscus arrived late at 1811).
- Pledge of Allegiance

**Abstract Approval**

- Motion to approve [abstract 4](#) of 2024 by Michael Brenning and seconded by Donna Gridley. All in favor. Motion carried.

**Competitive Bid Approval**

- Motion to approve [competitive bid](#) received on February 27, 2024 by Donna Gridley and seconded by Michael Brenning. All in favor. Motion carried.

**Application for Ethics Board**

- Motion to approve the following applicants to the Ethics Board by Michael Brenning and seconded by Donna Gridley. All in favor. Motion carried.
  - [Loren D. VanCuren](#)
  - [Sharon Holden](#)
  - [Charlette Smith](#)

**Fund Transfer Approval**

- Motion to approve the following fund transfers for year-end closing by Michael Brenning and seconded by Donna Gridley. All in favor. Motion carried.
  - A1110.12 \$-814,19 Clerks (FT) **from** A1110.13 Justices Personal Services (PT)
  - A1110.2 \$-1159.41 Justices Equipment **from** A110.14 Justices Personal Services (PT clerk)
  - A1110.4 \$-1617 Justices Contractual **from** A111.14 Court Security Personal Services
  - A1220.1 \$-0.12 Supervisor Personal Services **from** A1220.2 Supervisor Equipment
  - A1340.41 \$-24.40 Bookkeeper contractual **from** A1340.12 Budget contractual personal services
  - A1355.10 Assessor Personal Services \$-594.04 **from** A1355.2 Assessor Equipment
  - AA1610.4 Central Data Administration \$-4,666.92 **from** A1670.4 Central Printing and Mail

- A1620.46 Buildings and Grounds Parts Repair and Maintenance \$-838.30 **from** A1620.4 Building and Grounds Contractual
- B3010.4 Public Safety Admin Contractual \$-2,799.00 **from** B3620.2 Building Code Officer Equipment
- B3620.1 Building Code Officer Inspection \$-0.12 **from** B3620.2 Building Code Officer Equipment
- B3620.4 Building Code Officer Contractual \$-310.64 **from** B3620.2 Building Code Officer Equipment
- B3010.4 Public Safety Admin Contractual \$-2799 **from** B3620.2 Building Code Officer
- B620.1 Building Code Officer Safety Inspection \$-0.12 **from** B3620.2 Building Code Officer Equipment
- B3620.4 Building Code Officer Contractual \$-310 **from** B6220.2 Building Code Officer Equipment
- B8020.4 Planning Contractual \$-1706.42 **from** B8010.4 Zoning Contractual \$1367, B4020.12 Dept of Vital Statistics PERS \$339.24
- B9060.8 Employee Benefits and Medical Insurance \$-1091.12 **from** B9040.8 Employee Benefits Compensation
- DB5110.1 General Repairs Personal Services \$-54164.13 **from** DB5110.4 General Repairs Contractual
- DB9010.8 Employee Benefits State Retirement \$-18495 **from** DB5110.4 General Repairs Contractual
- DB5140.11 Brush and Weeds OT \$-2434.45 **from** DB5110.4 General Repairs Contractual
- DB5142.1 Snow Removal Pers Services \$-4753.36 **from** DB5142.11 Snow Removal OT
- DB9030.8 Social Security \$-84.27 **from** DB9040.8 Employee Benefits Compensation
- SL4 5182.5 Street Lighting Contractual \$-393.06 **from** SL5 – 5182.4 Street Lighting Contractual
- SW3 8330.4 Purification Contractual \$-844.42 **from** SW3 8340.2 Transportation and Distribution Equipment
- SW4 8310.4 Administration Contractual \$-499.52 **from** SW4 8330.1 Purification Personal Services
- SW4 8320.4 Source of Supply Power Pump Contractual \$-357.88 **from** SW4 8320.2 Source Supply Power Pump Equipment
- SW4 9030.8 Social Security \$-11.40 **from** SW 4 8330.1 Purification Personal Services
- SW4 8340.4 Transportation and Distribution Contractual \$-525.21 **from** SW4 8340.1 Transportation and Distribution Personal Services
- SW4 8330.4 Purification Contractual \$-42.60 **from** SW4 8330.1 Purification Personal Services
- SW8 8310.1 Administration Personal Services \$-0.12 **from** SW8 8320.1 Source and Supply Power Pump Personal Services

- SW8 8310.4 Administration Contractual \$-9973.51 **from** SW 8 8330.1 Purification Personal Services \$7089.94 and SW8 8320.1 Source of Supply Power Pump Personal Services \$2883.57.
- SW8 8320.4 Source of Supply Power Pump Contractual \$-3394.37 **from** SW 8 8320.42 Source of Supply Power Pump Utilities \$2186.61 and SW8 8330.2 Purification Equipment \$1207.76
- SW8 8330.4 Purification Contractual \$-3482.72 **from** SW8 8330.2 Purification Equipment \$1458.60 and SW8 9030.8 Employee Benefits Social Security \$2024.14
- SW8 8340.4 Transportation and Distribution Contractual \$-677.58 **from** SW8 9030.8 Employee Benefits and Social Security \$567.75 and SW8 8340.41 Transportation and Distribution Fuel \$109.83
- SW8 8340.1 Transportation and Distribution Personal Services \$-3692.06 **from** SW8 915 Assigned Unappropriated Fund Balance
- SW8 8340.2 Transportation and Distribution Equipment \$-4502.46 **from** SW8 915 Assigned Unappropriated Fund Balance
- SW 8 8390.4 Other Water Contractual \$-8611.32 **from** SW8 915 Assigned Unappropriated Fund Balance

## Policy Review

- Employee Handbook reviewed. Numerous questions present. Red lined version to be reviewed that was returned from Attorney Ryan and compared to current version. Next policy meeting will review red lined version with current policy and determine language to utilize.
  - February-March 2024 Review:
    - iii.b) [Investment Policy](#) (General Municipal Law 11, 39)
  - 1. March - April 2024.
    - i. [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 1847 by Donna Gridley and seconded by Mike Brenning. All in favor. Motion carried.