

Town of Corning Town Council  
Workshop Agenda  
March 26, 2024 @ 5:30pm [Teams Link](#)

**Welcome**

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

**Abstract Approval**

- Motion to approve [abstract 6](#) of 2024

**Civil Service**

- Motion to approve the following employees to be promoted from Motor Equipment Operator to [Motor Equipment Operator Mechanic](#):
  - Troy Brooks
  - Dalton Dewert
  - Kyle Yochum
  - Greg Young
  - Robert McConnell
  - William Walters II
  - Robert Tyler

**Policy Review**

- 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