

Town of Corning Town Council
Meeting Agenda
March 19, 2024 @ 7pm [Teams 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.

Public Hearing

- Motion to enter into Public Hearing regarding Zoning Law and Subdivision Guidelines.
- Motion to enter back into regular session.

Zoning and Planning Draft Changes

- “The Corning Town Board has reviewed the SEQR materials and considered the impacts. After careful review, the Town Board finds these impacts to not be significant.”
- Motion to approve [Subdivision update](#) for 2024. ([Subdivision Draft](#))
- Motion to approve [Zoning Update](#) for 2024. ([2024 Proposed Zoning Code Update](#))

Insurance Review

- Motion to review health care insurance option with Elin Dowd, of TriCounty Healthcare Consortium Presentation.

Reports

- Motion to accept [Town Clerk February 2024 report](#)
- Motion to accept [Town Highway February 2024 report](#)
- Motion to accept [Building & Grounds/Water February 2024](#) report.
- Motion to approve [Code Enforcement January 2024](#) report
- Motion to approve [Code Enforcement February 2024](#) report
- Motion to accept [Town Council February 27, 2024](#) Meeting Minutes.
- Motion to accept [Town Supervisor December 2023 report](#)
- Motion to accept [Abstract 5 for 2024](#).

Shared Services Agreement

- Motion to accept the Shared Services agreement with [Steuben County Dept of Public Works](#)

Ethics Board

- Motion to accept [Edison Schlaerth-Barahona](#) and [Warren Radke](#) to the Ethics Board.

Purchasing Agent

- Motion to appoint Ken Fields as the purchasing officer for the Town of Corning

Training

- Motion to approve *Dig Safe* training for Ken Fields and the water/building grounds department (3 people) at \$25 each (total \$75). The training will be hosted at the Town of Corning.
- Motion to approve Kathleen Olmstead and Ciara Force to attend NYS Town Clerk Association training from April 21-24, 2024.
 - Total: \$1,265 plus meals (although most meals are included in cost)

General Code

- Motion to discuss General Code publication.
 - Should we include Public Access to records, procurement, investment, and records retention policy?
 - Local Law No. 1 -1997 and Local Law 1 – 1998 under review by Attorney Ryan.

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.

Roof Quote

- Motion to approve opening competitive bid for roof repair for the building (with notice that all bids may be rejected depending on cost).

Policy Review

- Motion to schedule review of the following policies/workshops for 2024:
 - March - April 2024 Review:
 - 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)

Board Updates

- Motion to discuss board updates with Supervisor Mullen.
 - ARPA report from 2023 filed. Next report is due April 30, 2024. We need to have all funds contracted by December 31, 2024.
 - i. Total Funds Received: \$473,742.16
 - 1. Playground for Davenport Forest: \$46,365
 - 2. Building Contract: \$154,150
 - 3. Nel's Tractor for Ken's tractor: 62,070.90
 - Total: \$262,858.90
 - ii. Remaining ARPA items (pending):
 - 1. Code car (\$35-40k ???)
 - 2. Playgrounds \$78,635 (\$125,000 was ear marked)
 - 3. Roof repair approx \$35,000 for repair
 - iii. Total funds remaining: \$100,000 PLUS the interest in NY class.
This MUST be contracted/spent by December 31, 2024.
 - I would like to discuss ideas on what we can/should do with the remaining \$100,000.
 - AFT filed with NYS. Sending AFT to EFPR for audit. Date for audit to be set within the coming week.
 - We are in full compliance with Civil Service for personnel and payroll.
 - WEX cards ordered and water/building & grounds will begin to utilize.
- **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.

Adjournment

- Motion to adjourn at _____.