

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

Welcome

- Call meeting to order at 1733
- Roll call of board members present: Lon Fiscus, Mike Brenning, Stuart Sammis, Jenniffer Mullen Arrived late at 1740: Donna Gridley
- Pledge of Allegiance

Abstract Approval

- Motion to approve [abstract 6](#) of 2024 by Mike Brenning and seconded by Stuart Sammis. All in favor. Motion carried.

Civil Service

- Motion to approve the following employees to be promoted from Motor Equipment Operator to [Motor Equipment Operator Mechanic](#): by Stuart Sammis and seconded by Lon Fiscus. All in favor. Motion carried.
 - Troy Brooks
 - Dalton Dewert
 - Kyle Yochum
 - Greg Young
 - Robert McConnell
 - William Walters II
 - Robert Tyler

Policy Review

- Motion to review the investment policy by Lon Fiscus and seconded by Donna Gridley. All in favor. Motion carried.
 - [Investment Policy](#) (General Municipal Law 11, 39)
 - Investment policy reviewed. Will vote to approve at next meeting (4/19/2024).

Motion to review the Employee handbook by Lon Fiscus and seconded by Stuart Sammis. All in favor. Motion carried. Employee handbook reviewed and noted up to Section 3. Editable version to be placed on onedrive for work to be completed between meetings.

[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 1920 by Donna Gridley and seconded by Lon Fiscus. All in favor. Motion carried.

Respectfully submitted;

Jenniffer L. Mullen, Corning Town Supervisor