

Town of Corning Town Council  
Meeting Agenda  
April 16, 2024 @ 7pm [Teams Link](#)

**Welcome**

- 1) Call meeting to order.
- 2) Roll call of board members present.
- 3) Pledge of Allegiance.

**Community Comments (NOT AGENDA RELATED)**

- 4) 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.

**Reports**

- 5) Motion to accept [Town Clerk March 2024](#) report
- 6) Motion to accept [Town Highway March 2024 report](#)
- 7) Motion to accept [Building & Grounds/Water March 2024 report.](#)
- 8) Motion to accept Town Council [March 19, 2024 Meeting Minutes.](#)
- 9) Motion to accept Town Council [March 26, 2024 Meeting Minutes.](#)
- 10) Motion to accept [Abstract 7 for 2024.](#)

**Board Discussions**

- 11) Motion to approve payment of Ethics Board members at \$50 each meeting not to exceed payment of more than 12 meetings per year.
- 12) Motion to accept resignation from Loren VanCuren from the Ethics Board.
- 13) Motion to accept resignation from Carl Sharak from the ZBA.

**Purchases**

- 14) Motion to approve purchase of projector, stand, and screen. Total not to exceed \$500 from ARPA funds for playgrounds.
- 15) Motion to purchase two locking filing cabinets not to exceed \$1,600 total.
- 16) Motion for Supervisor and Bookkeeper to attend [Association of Town /Office of State Comptroller Budget](#) Training May 7-8<sup>th</sup> in Geneva, NY with total not to exceed \$510.
- 17) Motion to authorize purchase of pavilion for Corning Manor Shaun Lane Memorial Park not to exceed \$5,000.
- 18) Motion to approve mailers to the Manor residents to discuss options for Shaun Lane Memorial Park not to exceed \$100.

19) Motion to approve Ken Fields and Ryan Heffernan NY Rural Water Class not to exceed \$1200.

20) Motion to approve Tayler Baumgartner water class not to exceed \$1500.

### **Roof Quote**

21) Motion to discuss [competitive bid](#) for roof repair for the building.

- o [Ely Smith repair quote](#) - Offering two-year limited warranty
- o [Hale roofing full replacement quote](#)
- o [Chilson full replacement quote](#)

### **Highway**

22) Motion to discuss payment of dump truck for Highway Dept. (\$322,727). The line item for this truck has \$195,000. Leaving \$127,727 to be paid. Chips money has arrived totaling approx. \$220,000 (he will be paid this amount again later this year). The Town also has sales tax from last year \$350,000.

a) Motion to approve purchase of dump truck for Highway Department costing \$322,727.

b) Motion to transfer \$XXX,XXX from account \_\_\_\_\_ to \_\_\_\_\_.

23) Motion to reduce Glen Rose/Highway Superintendent spending allowance to state maximum of \$20,000.

24) Motion to discuss proposal by Glen Rose for [5-year capital plan](#).

### **ARPA funds**

25) Motion to discuss use of remaining ARPA funds needing to be contracted to submit April 2024 report.

a) Motion to approve \$41,029.15 for code enforcement car using ARPA funds.

b) Motion to place current codes car up for bid on Auctions International.

c) Motion to approve posting competitive bid to include continued remodeling of Town Hall building:

i) Adding records storage behind stage and expanding stage area for meetings. Having half the storage area for courts and half for storage for Supervisor.

ii) Turning the records room into additional office space.

d) Motion to approve [add-on to contract](#) for building renovations for \$3,420.

### **No -Cost District**

26) Motion to approve [no-cost district with Labella](#) pending review by Attorney Ryan.

### **Insurance**

27) Motion to discuss insurance plan/agreement with Tri-County Health Care Consortium.

### **Meeting Dates**

28) Motion to approve moving June 18, 2024 meeting to June 11<sup>th</sup>, 2024.

### **Public Health Officer**

29) Motion to approve Jennifer L. Mullen as Public Health Officer for the Town of Corning.

### **Policy Review**

30) 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**

31) Motion to discuss board updates with Supervisor Mullen.

- ARPA report from 2024 filed. 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 \$42,000 approx
    - 2. Playgrounds \$78,635 (\$125,000 was earmarked)
    - 3. Roof repair approx \$35,000 for repair or \$110-170k to replace (see above).
  - iii. Total funds remaining: \$100,000 PLUS the interest in NY class. This MUST be contracted/spent by December 31, 2024.
  - iv. Building reserve in NY Class: \$53,374.76
- EFPR audit will begin tomorrow (April 17<sup>th</sup>).
- WEX cards have arrived and are being utilized.
- Brian Toy to meet with the Board in May to discuss Community Development Block Grant

### **Community Comment on Agenda Items**

32) 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**

33) Motion to adjourn at \_\_\_\_\_.