

**TOWN OF FLOYD ORGANIZATIONAL BOARD
MEETING Minutes- January 2, 2024**

At 8:10 PM Supervisor Streiff opened the Organizational Meeting.

1) APPOINTMENTS FOR 2024:

- | | |
|--|------------------------------------|
| ◆ Legal Counsel | Kathryn Festine |
| ◆ Town Engineer | C. Jack Dodson P.E. |
| ◆ Consultant to the Town Board for Labor Relations
And Employees matters and issues | LeRoy Kotary |
| ◆ Zoning Enforcement Officer | Kenneth Pfendler |
| ◆ Codes Enforcement Officer | Kenneth Pfendler |
| ◆ Deputy Codes Enforcement Officer | |
| ◆ Town Historian | Sally Tagliere |
| ◆ Office Specialist Part Time (Computer) | Sonya Ellinger |
| ◆ Web Page Clerk | Emily Dygert |
| ◆ Supervisor (Sanitation) | Jerome Alexander Jr. |
| ◆ Buildings and Grounds Supervisor | |
| ◆ Animal Control Officer (Dogs) | Jerome Alexander Jr. |
| ◆ Deputy Animal Control Officer (Dogs) | Logan Surace |
| ◆ Deputy Tax Collector | |
| ◆ Deputy Bookkeeper (Supervisor) | Arlene Lewis |
| ◆ Clerk Part Time (Highway Supt) | Arlene Lewis |
| ◆ Deputy Town Clerk | Arlene Lewis |
| ◆ Water Maintenance Worker | Benjamin West |
| ◆ Water Maintenance Worker | Conrad West |
| ◆ Registrar of Vital Statistics | Georgianna Larry |
| ◆ Deputy Registrar of Vital Statistics | Arlene Lewis |
| ◆ OSHA and Safety Coordinator | Arlene Lewis |
| ◆ Court Clerk | Rhiannon Kaplan |
| ◆ Fire Marshals: | George Smith |
| | Donald Kinsey |
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| | |
| ◆ Chairman to the Zoning Board of Appeals | Timothy Bejian |
| ◆ Secretary to the Zoning Board of Appeals | Candace Krombach |
| ◆ Chairman to the Planning Board | David Jones |
| ◆ Secretary to the Planning Board | Nichole Ewanyk |
| ◆ Athletic Director | |
| ◆ Deputy Athletic Director | |
| ◆ Schedulers, Floyd Town Park Pavilion | Georgianna Larry &
Arlene Lewis |
| ◆ Deputy Supervisor | Fred Mazza |

- ◆ Digital Towpath Representative Willard Streiff Jr.
- ◆ Deputy Highway Superintendent Robert Berninger
- ◆ Water Superintendent/Water Clerk, Operator Michelle Kotary
- ◆ Clerk to the Assessor Rodney Roser
- ◆ Bookkeeper to the Supervisor
- ◆ Budget Officer Willard Streiff Jr.
- ◆ Records Management Officer Georgianna Larry
- ◆ Records Management Clerk Sonya Ellinger
- ◆ Recreation Play Leader Willard Streiff Jr.
- ◆ Laborer (Maintenance of Col. Moulton Monument) Sandra Farney
- ◆ Town Hall Building Custodian Betty Kotary
- ◆ Oneida County Hazard Mitigation Plan Coordinator Willard Streiff Jr.
- ◆ Deputy County Hazard Mitigation Plan Coordinator Jerome Alexander Jr.

Supervisor Willard H. Streiff Jr. made a motion to approve the above appointments seconded by Councilman Fred Mazza, carried.

2) Designations:

- Official Town Newspaper: Rome Daily Sentinel;
- Official Town Bank: Adirondack Bank;
- Official Town Board Meeting Place: Floyd Town Hall;

3) Meeting Dates:

- Dates of Regular Town Board Meetings: First Tuesday of each month at 7:00 P.M, Except November, (to be Wednesday after Election Day at 7 PM).
- Town Board Organizational Meeting January 2, 2024 at 7:00 P.M.
- Audit Town Officials Cash Books January 23, 2024 at 6:30 P.M
- Zoning Board of Appeals, 3rd Thursday of each month at 7:00 P. M.
- Planning Board, Second Tuesday of each month at 7:00 P. M.

Councilman Fred Mazza made a motion to approve the Designations and establish the Meeting Dates in paragraphs 2 and 3 respectively, seconded by Councilman Alston J. Huey Jr., carried.

4) Vacation Time Hired Prior to January 1, 2015:

- Each Full Time Highway Department Employee.
- Each Full Time Refuse and Garbage District Employee.
- Completion of One Year of Service, Five (5) Days.
- Completion of Two Years of Service, Ten (10) Days.
- Completion of Ten Years of Service, Fifteen (15) Days.
- Completion of Fifteen Years of Service, Twenty (20) Days.
- For the purpose of Calculation, One (1) day represents eight (8) Hours.
- Highway Department Employees in accordance to the 2023 Union Contract.

- 5) **Vacation Time Hired on and after January 1, 2023:**
- ❑ Each Full Time Highway Department Employee.
 - ❑ Each Full Time Refuse and Garbage District Employee.
 - Completion of One Year of Service, Five (5) Days.
 - Completion of Five Years of Service, Ten (10) Days.
 - Completion of Fifteen Years of Service, (15) Days.
 - For the purpose of Calculation, One (1) day represents eight (8) Hours.
 - Highway Department Employees in accordance to the 2023 Union Contract.
- 6) **Sick Time Hired Prior to January 1, 2015:** in accordance to the Resolution adopted by the Town Board dated March 7, 2000, and the same included in the 2023 Union Contract.
- Each Full Time Highway Department Employee.
 - Each Full Time Refuse and Garbage District Employee.
 - One (1) Day per Month, Twelve (12) Days per Calendar Year.
 - For the purpose of Calculation, One (1) day represents eight (8) Hours.
 - Highway Department Employees in accordance to the above included in the 2023 Union Contract.
- 7) **Sick Time Hired After January 1, 2023:** in accordance to the Resolution adopted by the Town Board dated March 7, 2000, and the same included in accordance to the 2023 Union Contract
- ❑ Each Full Time Highway Department Employee.
 - ❑ Each Full Time Refuse and Garbage District Employee.
 - 4 hours per Month, Six (6) Days per Calendar Year.
 - For the purpose of Calculation, One (1) day represents eight (8) Hours.
 - Highway Department Employees in accordance to the above included in the 2023 Union Contract.

Councilman Alston J. Huey Jr. made a motion to establish the Vacation Time and Sick Time of paragraphs 4 through 7 respectively, seconded by Supervisor Willard H. Streiff Jr., carried.

- 8) **Highway Department Base Wages: for (2023), (Effective Starting with the 1st full payroll (1/1/) in 2024.**
- ❑ Each Full Time Highway Department Employee.
 - Heavy Equipment Operators, \$24.33 per Hour, Maximum Base Wage.
 - Medium Equipment Operators, **\$24.33 per Hour**, Maximum Base Wage.
 - Deputy Highway Superintendent, \$0.50 per Hour, added to Base Wage.
 - Highway Department Employees, in accordance to the 2023 Union Contract.
 - New Full Time Employees, Prevailing Federal and State Minimum Wage.
 - Maximum Wage not to exceed \$17.00 per Hour for the duration of the 90-day probationary period, unless authorized otherwise by the Town Board.
 - After the probationary period, wages brought to Full Rate with the recommendation of the Highway Superintendent and with the approval of the Town Board, consistent with the 2023 Union Contract.

- Retired Highway Department Employees and licensed CDL Drivers with certifications by the Oneida County Department of Personnel as Seasonal HEOs and MEOs, the Hourly Rate of pay will be \$17.00, except when approved as otherwise by the Town Board.
- Temporary Laborers, Snow Watch Personnel the Hourly Rate of Pay will be \$15.00 except when approved as otherwise by the Town Board.
- Full-Time Laborers the Hourly Rate of Pay will be \$17.00, except when approved as otherwise by the Town Board.
- Winter Work Schedule for Employees of the two shifts:
 - First shift 3:00 A. M. to 11:30 A. M.
 - Second shift 12:30 P. M. to 9:00 P. M.
 - Summer work hours 6:30 A. M. to 3:00 P. M.

9) Refuse and Garbage District Base Wages: for (2024), Effective Starting with the 1st., full payroll (1/1) in 2024

- Each Full Time Refuse and Garbage District Employee.
- Medium Equipment Operators, **\$24..33 Hour per hour**, Maximum Base Wage
- Part Time/ Seasonal Employees and New Full Time Employees Prevailing Federal and State Minimum Wage, Maximum Wage not to exceed \$17.00 per Hour for the duration of the 90-day probationary period, except when approved as otherwise by the Town Board.
- After the probationary period, the wages of Full Time Employees will be brought to the Rate recommended by the Sanitation Supervisor and with the approval of the Town Board.
- Normal work hours 6:30 A. M. to 3:00 P. M.

Supervisor Willard H. Streiff Jr. made a motion to establish the Wages of paragraphs 8 and 9, seconded by Councilman Alston J. Huey Jr., carried.

10) Increments for Longevity:

- Each Full Time Highway Department Employee.
- Each Full Time Refuse and Garbage District Employee.
For every Five (5) Years of Service, Add \$0.05 Per Hour to their Base Wages.

11) Paid Holidays:

- Each Full Time Highway Department Employee.
- Each Full Time Refuse and Garbage District Employee.

New Year's Day	Memorial Day
Labor Day	Independence Day
Thanksgiving Day	Veterans' Day
Columbus Day	Election Day
Christmas Day	Martin Luther King Day
Presidents' Day	

Councilman Fred Mazza made a motion to establish Increments for Longevity and Paid Holidays of paragraphs 10 and 11 respectively, seconded by Councilman Alston J. Huey Jr., carried.

12) Wages, Salaries of all Elected and Appointed Officials of the General, Highway, Sanitation and Water Funds will be paid bi-weekly in accordance with the 2024 Town Budget of all Funds, with an attachment of Wages for Hourly Employees, and an attachment for Salaried Employees.

13) Establish a rate of \$0.67 per mile reimbursement for Town Officials using their private vehicles when conducting Official Town Business. Vouchers to indicate a proper log of dates, mileage, destination and nature of business and submitted to the Town Clerk for approval and payment by the Town Board. Mileage computations are to be computed using the Floyd Town Hall, (8299 Old Floyd Road) as the starting and ending points.

14) Complete and file Municipal Public Funds Depository Resolution with Adirondack Bank.

15) Authorize the Supervisor to invest idle funds in Certificate of Deposits; Money Market; Savings Account; Muni Funds; or any other interest bearing accounts that yield the greatest return and consistent with the Rules and Regulations of General Municipal Law, Section 11, and authorize the Town Clerk to establish a record of Investments.

Councilman Alston J. Huey Jr. made a motion to approve Paragraphs 12 through 15, seconded by Councilman Fred Mazza, carried.

16) Authorize the payment of monthly premiums, of participating Employees when due, to Excellus Health Care Medical Insurance provider for all full time employees of the Highway Department, Refuse and Garbage District, Water District and the General Employees from the Medical Insurance Appropriations and have them audited at a subsequent Official Town Board Meeting.

17) Authorize “Flex-Facts” through MBI to make Electronic “E” withdrawals from our Checking Account with Adirondack Bank, for the purpose of Employee Health Reimbursement Charges, with Board Audit to take place at subsequent Official Town Board Meetings.

18) Authorize the Payment of the Refuse and Garbage Solid Waste tipping fees when due, to avoid a penalty, and have them audited at the next Official Town Board Meeting.

19) Authorize the Payment of Utility Bills when due, to avoid a penalty, and have them audited at the next Official Town Board Meeting.

20) The hours of work reported to the New York State Employees Retirement System for Member Employees, shall be the actual hours worked, or part time hours worked, i.e. 6 hours, 8 hours etc, whichever applies in their **respective position, in accordance with the formula of the NYSERS and approved by the Town Board.**

Councilman Fred Mazza made a motion to approve Paragraphs 16 through 20, seconded by Supervisor Willard H. Streiff Jr., carried.

21) **In accordance to General Municipal** Establish Hourly Rates, Salaries and Office Hours, consistent with the requirements of the Job Description.

- Hourly Rates for Clerks not working on Computers:
\$15.00 Per Hour, unless otherwise authorized by approval of the Town Board.
- Establish Hourly Rates for Clerks performing Data Entries on Computers:
\$20.00 Per Hour, unless otherwise authorized by approval of the Town Board.
- Office Hours for the Court Clerk as required by the Court Justices.
- Establish Annual Salary for Custodian of Colonel Moulton Monument at \$3,500.00 for planting shrubbery, etc , and paid biweekly.
- Office hours for the Clerk to the Highway Superintendent as required by the Highway Superintendent.
- Weekly Office Hours of the Assessor: (Wednesday, 12:00 A.M. to 4:00 P.M. and 6:00 P.M. to 8:00 P.M. with the exception of July and August, will be by appointments, and for Hours assessing homes, data collection and entry, field review, and/or working in the office).
- Office Hours for Clerk to the Assessor as required by the Assessor.
- Weekly Office Hours of the Town Clerk: (Tuesday, Wednesday, and Thursday from 9:00 A. M. to 2:00 P. M. and Wednesday and Thursday from 5:00 P. M. to 8:00 P. M.)
- Weekly Office Hours of the Deputy Town Clerk and Deputy Registrar of Vital Statistics: (Tuesday, Wednesday, 12:00 to 2:00 PM; Thursday from 9:00 AM to 2:00 P.M. and Wednesday and Thursday from 5:00 to 8:00 P. M. and for (Deputy Bookkeeper for the Supervisor, Tuesday and Wednesday 9:00 A. M. to 12:00 P.M.)
- Weekly Office Hours for the Records Management Clerk as per Job Description: (Tuesday, and Thursday, 9:00 A.M. to 2:00 P.M. Additional duties for Records Management Clerk, with the assignment required to record the proper information on the computer of the Zoning Enforcement Officer, Building and Fire Codes Enforcement Officers, Planning Board and the Zoning Board of Appeals.
- Weekly Office Hours for the Bookkeeper to the Supervisor, as per Job Description and as required by the Supervisor:
- Weekly Office Hours for the Water Supervisor/Clerk, Tuesday, Wednesday and Thursday, 10:00 A.M. to 2:00 P.M. and as required.

22) **PROCUREMENT POLICY:** The Town Board has reviewed the current Procurement Policy, as adopted on January 2, 2020, and as a result no modifications are necessary, therefore authorize re-adoption as the current Procurement Policy for 2024.

Supervisor Willard H. Streiff Jr. made a motion to approve Paragraphs 20 through 22, seconded by Councilman Alston J. Huey Jr., carried.

23) On occasion when regular employees are unable to work, authorize the assignment of Seasonal Employees to fill vacancies of full time Employees caused by vacations, sick time and or any other reason at the discretion of the Highway Superintendent and the Sanitation Supervisor for their respective Department with the their respective Rate of Pay or otherwise noted salary as designated by the Floyd Town Board.

24) Authorization for our Town Clerk to represent the Town of Floyd and to take the necessary action with regards to the paper work and modifications when necessary for Group Hospital and Medical Insurance with Ascela, Flex-Facts and/or Town Employees.

25) All Official Town Business performed by Clerks in various capacities will be performed at Town Facilities and on Designated Town Computers, unless approved otherwise by the Floyd Town Board.

Councilman Fred Mazza made a motion to approve Paragraphs 23 through 25, seconded by Councilman Alston J. Huey Jr., carried.

26) Authorize the Supervisor's Signature by Facsimile for the signing of checks by his Designee.

27) The Town of Floyd Budget of all Funds, the Attachment of Salary and the Attachment of Wages for the General, Highway, Sanitation and Water Department Employees, which have been adopted for the Fiscal Year of 2024, will be part of this Organizational Meeting, and Officials will be paid accordingly from their respective appropriations. This provides line item of Wages and Salaries, and is further referenced to assist each of us when payments are made, and therefore will be included in our actions today for Fiscal Year 2024.

28) The Town of Floyd Local Code of Ethics in the text prescribed and approved in a Town of Floyd Local Law No. 1 of 2010.

- a) The Supervisor must cause a copy of the Local Code of Ethics to be given to each officer and employee and the code must be posted in each public building under the jurisdiction of the town.

Supervisor Willard H. Streiff Jr. made a motion to approve Paragraphs 26 through 28, seconded by Councilman Fred Mazza, carried.

29) **The Wages and Hourly Pay Rates for Fiscal Year 2024 of all Employees of the Highway Department will be in accordance with the Agreement Ratified by the Highway Department Personnel and the Union and the Addendum approved by the Town Board.**

b) The Wages and Hourly Pay Rates for Fiscal Year 2024 of all Employees of the Sanitation Department will be in accordance with the Town Budget and the Addendum approved by the Town Board.

Councilman Fred Mazza made a motion to authorize the Supervisor to make Payments of the Payrolls for the above accordingly with the Bi-weekly Payrolls, seconded by Councilman Alston J. Huey Jr., carried.

30) Resolution: Our Town Attorney Kathryn Festine is advising us that At This Organizational Meeting we must pass the following Resolution regarding our Town Justice:

Motion by Supervisor Willard H. Streiff Jr., seconded by Councilman Fred Mazza, Resolved, to approve the Blanket Undertaking Bond covering all Town Employees as required by Section 25 of the Town Law; and it is further

Resolved that Town Justices are Specifically Covered under said Blanket Undertaking, as required by Public Officers Law Section II (2).

Supervisor Willard H. Streiff Jr. asked Town Clerk Georgianna Larry to take a roll call vote on the above resolution, which resulted as follows:

AYES: Councilman Fred Mazza, Supervisor Willard H. Streiff Jr., Councilman Alston J. Huey Jr.

Nays: None

Absent: Councilmen Daniel Schwertfeger and Robert Evans

This Resolution was declared adopted.

Adjourn 8:30 P.M.

**ENC: Town Procurement Policy
Code of Ethics, Local Law**

Georgianna Larry, Town Clerk