

# TOWN OF FLOYD 2026 ORGANIZATIONAL MEETING

## Minutes- December 30, 2025

At 6:35 PM Supervisor Kenneth Eisnor called the meeting to order, stated that all Town Board Meetings are Voice Recorded and led the pledge of allegiance.

Town Officials present: Supervisor Kenneth Eisnor, Councilmen Alston J. Huey Jr., Fred Mazza, and Robert Evans, Town Clerk Tracy Sexton, Zoning and Building Codes Officer Kenneth Pfendler, and Highway Superintendent Jerome E. Alexander Jr. Absent were Councilman Daniel Schwertfeger and Town Attorney Kathryn Festine.

Supervisor Kenneth Eisnor discussed the new bookkeeping system, Williamson. As of January, the tax, accounting, payroll, and town clerk departments will be using this system.

Supervisor Eisnor then went over the information below.

### 1) APPOINTMENTS FOR 2026:

Legal Counsel	Kathryn Festine
Town Engineer	C. Jack Dodson P.E.
Zoning Enforcement Officer	Kenneth Pfendler
Codes Enforcement Officer	Kenneth Pfendler
Deputy Codes Enforcement Officer	
Town Historian	Sally Tagliere
Web Page Clerk	Emily Dygert
Supervisor (Sanitation)	Jerome Alexander Jr.
Buildings and Grounds Supervisor	Jerome Alexander Jr.
Animal Control Officer (Dogs)	Jerome Alexander Jr.
Deputy Animal Control Officer (Dogs)	
Tax Collector	Dawn Mazza
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	Tracy Sexton
Deputy Registrar of Vital Statistics	Arlene Lewis
OSHA and Safety Coordinator	Arlene Lewis
Court Clerk	Louise Snyder

Fire Marshals: Daniel Schwertfeger	George Smith	Philip Dana
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		Open
Deputy Athletic Director		Open
Schedulers, Floyd Town Park Pavilion	Tracy Sexton &	Arlene Lewis

Deputy Supervisor	Fred Mazza
Digital Towpath Representative	Tracy Sexton
Deputy Highway Superintendent	Michael Craver
Water Superintendent/Water Clerk, Operator	Michelle Kotary
Clerk to the Assessor	Rodney Roser
Bookkeeper to the Supervisor	Sonya Ellinger
Budget Officer	Kenneth Eisnor
Records Management Officer	Tracy Sexton
Recreation Play Leader	Kenneth Eisnor
Laborer (Maintenance of Col. Moulton Monument)	Sandra Farney
Town Hall Building Custodian	Betty Kotary
Oneida County Hazard Mitigation Plan Coordinator	Kenneth Eisnor
Deputy County Hazard Mitigation Plan Coordinator	Jerome Alexander Jr.

1. Designations:

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

2. Meeting Dates:

- Dates of Regular Town Board Meetings: Second Tuesday of each month at 6:00 P.M, Except November,
- ➤ Town Board Organizational Meeting December 30, 2025 at 6:00 P.M.
- Audit Town Officials Cash Books January 27, 2026 at 6:00 P.M
- Zoning Board of Appeals, third Thursday of each month at 7:00 P. M.
- Planning Board, third Tuesday of each month at 7:00 P. M.

3. Vacation Time:
  - ❑ 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 with the Employee Handbook.
  
4. Sick Time in accordance with Employee Handbook
  - Each Full Time Highway Department Employee.
  - Each Full Time Refuse and Garbage District Employee.
  - 8 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 with the above are included in the Employee Handbook.
  
5. Highway Department Base Wages: for (2026), (effective starting with the 1<sup>st</sup> two full weeks payroll (1/12/26) in 2026.
  - Each full time Refuse and Garbage District Employee
  - 8 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 with the above are included in the Employee Handbook.
  
6. Highway Department Base Wages: for (2026), (Effective Starting with the 1st full payroll (1/12/2026) in 2026.
  - ❑ Each Full Time Highway Department Employee.
    - Heavy Equipment Operators, \$27.08 per Hour, Maximum Base Wage.
    - Medium Equipment Operators, \$27.08 per Hour, Maximum Base Wage.
    - Deputy Highway Superintendent, \$1.50 per Hour, added to Base Wage.
    - Highway Department Employees, in accordance with the Employee Handbook.
    - 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 Employee Handbook.

- 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 \$17.50, except when approved as otherwise by the Town Board.
- Temporary Laborers, Snow Watch Personnel the Hourly Rate of Pay will be \$16.00 except when approved as otherwise by the Town Board.
- Full-Time Laborers the Hourly Rate of Pay will be \$17.50, except when approved as otherwise by the Town Board.
- Winter Work Schedule for Employees of the two shifts:
  - i. First shift 3:00 A. M. to 11:30 A. M.
  - ii. Second shift 12:30 P. M. to 9:00 P. M.
  - iii. Summer work hours 6:30 A. M. to 3:00 P. M.

7. Refuse and Garbage District Base Wages: for (2026), Effective Starting with the 1<sup>st</sup> two full weeks payroll (1/12/26) in 2026.

- Each Full Time Refuse and Garbage District Employee.
- Medium Equipment Operators, \$26.08 per hour, Maximum Base Wage
- Deputy Refuse and Garbage Superintendent, \$0.50 per Hour, added to Base Wage.
- Part Time/ Seasonal Employees and New Full Time Employees Prevailing Federal and State Minimum Wage, Maximum Wage not to exceed \$17.50 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.

8. Paid Holidays:

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

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

9. 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 2026 Town

Budget of all Funds, with an attachment of Wages for Hourly Employees, and an attachment for Salaried Employees.

10. Establish a rate of \$0.70 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.
11. Complete and file Municipal Public Funds Depository Resolution with Adirondack Bank.
12. 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.
13. 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.
14. 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.
15. 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.
16. Authorize the Payment of Utility Bills when due, to avoid a penalty, and have them audited at the next Official Town Board Meeting.
17. 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.

18. In accordance to General Municipal Establish Hourly Rates, Salaries and Office Hours, consistent with the requirements of the Job Description.
  - a. Hourly Rates for Clerks not working on Computers:  
\$16.50 Per Hour, unless otherwise authorized by approval of the Town Board.
  - b. Establish Hourly Rates for Clerks performing Data Entries on Computers:  
\$23.69 Per Hour, unless otherwise authorized by approval of the Town Board.
  - c. Office Hours for the Court Clerk as required by the Court Justices. ➤  
Establish Annual Salary for Custodian of Colonel Moulton Monument at \$4,017.00 for planting shrubbery, etc , and paid biweekly.
  - d. Office hours for the Clerk to the Highway Superintendent as required by the Highway Superintendent.
  - e. 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).
  - f. Office Hours for Clerk to the Assessor as required by the Assessor.
  - g. Weekly Office Hours of the Town Clerk: (Monday, Tuesday, Thursday from 9:00 A. M. to 2:00 P. M. and Thursday from 5:00 P. M. to 8:00 P. M.)
  - h. 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 for (Deputy Bookkeeper for the Supervisor, Monday 9:00AM to 2:00 PM every other Monday).
  - i. Weekly Office Hours for the Records Management Clerk as per Job Description: (Monday, Tuesday, Thursday 9:00AM-2:00PM)  
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.
  - j. Weekly Office Hours for the Bookkeeper to the Supervisor, as per Job Description and as required by the Supervisor:
  - k. Weekly Office Hours for the Water Supervisor/Clerk, Tuesday, Wednesday and Thursday, 10:00 A.M. to 2:00 P.M. and as required.

19. 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 2026.

20. 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 their respective Rate of Pay or otherwise noted salary as designated by the Floyd Town Board.

21. Authorization for our Town Clerk to represent the Town of Floyd and to take the necessary action with regards to the paperwork and modifications when necessary for Group Hospital and Medical Insurance, Flex-Facts and/or Town Employees.
22. 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.
23. Authorize the Supervisor's Signature by Facsimile for the signing of checks by his Designee.
24. 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 2025, 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 2026.
25. 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.
26. The Wages and Hourly Pay Rates for Fiscal Year 2026 of all Employees of the Sanitation Department will be in accordance with the Town Budget and the Addendum approved by the Town Board.
27. A motion to adopt the following Blanket Undertaking for 2026:  
**Councilman Fred Mazza made a motion to accept the above Blanket Undertaking for 2026 officers, clerks, employees and town expenses, seconded by Councilman Alston J. Huey Jr., carried.**

**Sick Time:**

Effective immediately, each new hire will now be capped at 300 hours of sick time. Any employee that currently has over 300 hours of sick time will be paid for their excess time in 2026 (Supervisor Eisnor plans to revisit this in June).

**Supervisor Kenneth Eisnor made a motion for all employees over 300 hours of sick time will get paid for this time and going forward they will get paid for 8 hours a month. Then a meeting will be held with employees to get their sick time down to 300 hours and then from there they will get paid for their 300 hours of sick time, seconded by Councilman Fred Mazza, carried.**

**Pay Increase for Longevity**

Councilman Fred Mazza asked about the \$0.05 raise every five years that the town used to offer for longevity. He asked if the board could find an incentive to get the employees to stay longer. The board will revisit this at a future meeting.

**At 7:10 PM Supervisor Eisnor made a motion to adjourn Organizational Meeting and begin the Regular Town Board Meeting, seconded by Councilman Robert Evans, carried.**

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

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**Town Clerk**