

**AMENDED**

**RESOLUTION 1:3 - # 23 OF 2018**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby establish the standard workday for each elective and appointive official, which shall be not less than 6 hours per day; and also for employee positions per attached form RS 2418; and

BE IT FURTHER RESOLVED, that the standard work week shall be Monday through Friday; and

BE IT FURTHER RESOLVED, that the following is a list of the elected officials with their term expiration date:

WORKDAY	TERM ENDS	HOURS PER
Jon Jay Baisley, Supervisor	12/31/19	8
Jessica Lopez, 3 <sup>rd</sup> Ward Councilman	12/31/19	6
Michael Cifone, 4 <sup>th</sup> Ward Councilman	12/31/19	6
Matthew Woolever, 5 <sup>th</sup> Ward Councilman	12/31/19	6
Ann Shershin, 6 <sup>th</sup> Ward Councilwoman	12/31/19	6
Karen Schubert, Receiver of Taxes	12/31/21	8
Felicia Salvatore, Town Clerk	12/31/19	8
Marc Pfeifer, Superintendent of Highways	12/31/21	8
Stephan Krakower, Town Justice	12/31/19	6

AND BE IT FURTHER RESOLVED, that the following is a list of the appointed officials with their term expiration date:

WORKDAY	TERM ENDS	HOURS PER
Charles Emberger, Comptroller	12/31/19	8
Kathleen Taber, Assessor	09/30/19	8
Ronald Spero Jr., Police Chief	12/31/18	8

AND BE IT FURTHER RESOLVED, that commencing May 30, 2018 the elected or appointed official shall have recorded and certified/ or will record if not in time keeping system, his or her work activities for a period of three consecutive months, which will include matters outside the normal working hours for the purpose of actually attending to official duties, including to responding to an emergency, attending an employer sponsored event or meeting with, or responding to, members of the public on matters of official business; and

BE IT FURTHER RESOLVED, that said records shall be completed within 150 days of taking office and shall be submitted within 180 days, as to meet time frame above, to the Clerk of the Governing Board; and

BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to certify the "Standard Work Day and Reporting Resolution" as presented to this Town Board.

Dated: January 3, 2018

Moved: William Carlos

Seconded: Michael Cifone

Motion passes/fails: Ayes 7 Nays 0

FS:mm

t-12/28/2017

m-1/3/18

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		AYE	NAY	ABSTAIN
PRESENT/ <del>ABSENT</del>	Councilman Renihan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Councilman Carlos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Councilwoman Lopez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Councilman Cifone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Councilman Woolever	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Councilwoman Shershin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENT/ <del>ABSENT</del>	Supervisor Baisley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

**RS 2417-A**  
 (Rev. 8/15)

BE IT RESOLVED, that the Town of Poughkeepsie / 30080 (Location Code) hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
Supervisor	8	Jon Jay Baisley			<input type="checkbox"/>	11/2018-12/31/2019	22.77	<input type="checkbox"/>
3rd Ward Councilwoman	6	Jessica Lopez			<input type="checkbox"/>	1/1/2018-12/31/2019	Pending-1st Term	<input type="checkbox"/>
4th Ward Councilman	6	Michael Cifone			<input type="checkbox"/>	1/1/2018-12/31/2019	Pending New Calendar	<input type="checkbox"/>
<b>Appointed Officials</b>								
Comptroller	8	Charles Emberger			<input type="checkbox"/>	1/1/2018-12/31/2019	Time Keeper	<input type="checkbox"/>
Assessor	8	Kathleen Taber			<input type="checkbox"/>	10/01/2013-9/30/2019	Time Keeper	<input type="checkbox"/>
Police Chief	8	Ronald Spero Jr.			<input type="checkbox"/>	03/16/2016-	Time Keeper	<input type="checkbox"/>

**SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE**

I, Felicia Salvatore, secretary/clerk of the governing board of the Town of Poughkeepsie, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 3rd day of January, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

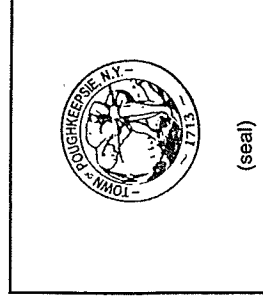
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Poughkeepsie on this 4th day of January, 2018. Felicia Salvatore (Signature of the secretary or clerk)

Affidavit of Posting: I, Felicia Salvatore, being duly sworn, deposes and says that the posting of the Resolution began on 1/4/18 and continued for at least 30 days. That the Resolution was available to the public on the 1/8/18

Employer's website at TownofPoughkeepsie.com Latest news on 1/8/18

Official sign board at Town Clerks Office Board on 1/4/18

Main entrance secretary or clerk's office at \_\_\_\_\_





Office of the New York State Comptroller  
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 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials Continuation Form

## RS 2417-B (Rev. 8/15)

Title	Standard Work Day (Hrs/day) Min. 6 hrs, Max. 8 hrs	Name (First & Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
5th Ward Councilman	6	Matthew Woolever				1/1/2018-12/31/2019	Pending-1st Term	
6th Ward Councilwoman	6	Ann Shershin				1/1/2018-12/31/2019	Pending-Update	
Receiver of Taxes	8	Karen Schubert				1/1/2018-12/31/2021	23.14	
Town Clerk	8	Felicia Salvatore				1/1/2018-12/31/2019	Pending-Update	
Highway Superintendent	8	Marc Pfeifer				1/1/2018-12/31/2021	Time Keeper	
Town Justice	6	Stephan Krakower				1/1/2016-12/31/2019	Pending-Update	
<b>Appointed Officials</b>								



Office of the New York State Comptroller  
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# Standard Work Day Resolution for Employees\*

## RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of Poughkeepsie, Location code 30080, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
See Attached List	

On this 4<sup>th</sup> day of January, 2018  
Felicia Salvatore  
 (Signature of clerk)

Date enacted: January 3, 2018

I, Felicia Salvatore, clerk of the governing board of the Town of Poughkeepsie,  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 3rd day of January, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that 7 of such members were present at such meeting and that 7 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the  
 Town of Poughkeepsie  
 \_\_\_\_\_  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**

RS 2418 Standard Work Day for Retirement Reporting Purposes Only

Title	Standard Work Day/ Hrs
Building Inspector	8
Accountant	8
Software Analyst	8
Clerk to the Justice	8
Court Attendant	6
Police Captain	8
School Crossing Guard	6
Deputy Highway Superintendent	8
Secretary to the Hwy Supt	8
Working Hwy Supervisor	8
Heavy MEO	8
MEO	8
Laborer (Hwy)	8
Town Road Maintainer (Hwy)	8
Senior Auto Mechanic (Hwy)	8
Auto Mechanic (Hwy)	8
Waste Water Collection System Supervisor	8
Legal Secretary	8
Planner	8
Senior Auto Mechanic (Auto Center)	8
Park Facilities & Program Director	8
Recreation Leader	8
Recreation Assistant	8
Recreation Clerk	8
Confidential Secretary to the Supervisor	8
Tax Record Clerk	8
Deputy Town Clerk	8
Zoning Administrator	8
Water Superintendent	8
Water Maintenance Supervisor	8
Water Maintenance Mechanic	8
Water Distribution System Operator- Grade D	8
Laborer (Water)	8