

**RESOLUTION 1:2- # 17 OF 2019**

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 Councilwoman	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	_____	8

AND BE IT FURTHER RESOLVED, that commencing May 30, 2019 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 2nd 2019

Moved: Jessica Lopez

Seconded: William Carlos

Motion passes/fails: Ayes 7 Nays 0

JEN/aap  
t-10/02/2018  
m-1/2/19

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

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



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 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

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 only (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	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/18-12/31/19	22.75	<input type="checkbox"/>
Town Clerk	8	Felicia Salvatore	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/18-12/31/19	23.35	<input type="checkbox"/>
Rec. of Taxes	8	Karen Schubert	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/18-12/31/21	23.14	<input type="checkbox"/>
<b>Appointed Officials</b>								
Assessor	8	Kathy Taber	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/19-09/30/19	Time Keeper	<input type="checkbox"/>
Comptroller	8	Charles Emberger	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/18-12/31/19	Time Keeper	<input type="checkbox"/>
Police Chief	8	Ronald Spero Jr.	[REDACTED]	[REDACTED]	<input type="checkbox"/>	01/01/2019-12/31/19	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, (Name of secretary or clerk) (Name of Employer)

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 2nd day of January, 20, 19 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 15th day of January, 20, 19.  
 (Signature of the secretary or clerk) (Name of Employer)

**Affidavit of Posting:** I, Felicia Salvatore, being duly sworn, deposes and says that the posting of the (Name of secretary or clerk)  
 Resolution began on 01/15/2019 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

- Employer's website at Townofpoughkeepsie.com
- Official sign board at Town Clerk's Office- 1 Overocker Road, Poughkeepsie, NY 12603
- Main entrance secretary or clerk's office at 1 Overocker Road, Poughkeepsie, NY 12603



