

RESOLUTION 7:20 - # 17 OF 2016

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, 1 st Ward Councilman	12/31/17	6
Joseph Conte, 3 rd Ward Councilman	12/31/17	6
Michael Cifone, 4 th Ward Councilman	12/31/17	6
Joseph Lepore, 5 th Ward Councilman	12/31/17	6
Ann Shershin, 6 th Ward Councilwoman	12/31/17	6
Karen Schubert, Receiver of Taxes	12/31/17	8
Felicia Salvatore, Town Clerk	12/31/17	8
Marc Pfeifer, Superintendent of Highways	12/31/17	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	12/31/17	8
Kathleen Taber, Assessor	09/30/19	8
Ronald Spero Jr., Police Chief	12/31/18	8

AND BE IT FURTHER RESOLVED, that commencing July 20, 2016 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 and submitted 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: July 20th 2016
 Moved: Joseph Lepore
 Seconded: Michael Cifone
 Ayes 5 Nays 0

t-7/8/2016
 m-7/20/2016
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	AYE	NAY
Councilman Baisley	<u>✓</u>	_____
Councilman Carlos	<u>✓</u>	_____
Councilman Conte <i>absent</i>	_____	_____
Councilman Cifone	<u>✓</u>	_____
Councilman Lepore	<u>✓</u>	_____
Councilwoman Shershin	<u>✓</u>	_____
Supervisor -vacant	_____	_____



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:

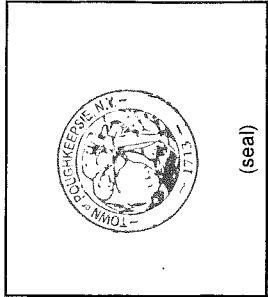
Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
Elected Officials								
Deputy Supervisor	6	Jon Jay Baisley	5749	40873788	<input type="checkbox"/>	01/01/16 - 12/31/17	Pending	<input type="checkbox"/>
Council Member	6	Michael Cifone	5040	37194958	<input type="checkbox"/>	01/01/16 - 12/31/17	12.15	<input type="checkbox"/>
Council Member	6	Joseph Conte	6575	42675173	<input type="checkbox"/>	01/01/16 - 12/31/17	Pending	<input type="checkbox"/>
Appointed Officials								
Assessor	8	Kathleen Taber	0168	34482117	<input type="checkbox"/>	10/01/13 - 09/30/19	Time Keeper	<input type="checkbox"/>
Comptroller	8	Charles Emberger	3542	39899067	<input type="checkbox"/>	04/04/16 - 12/31/17	Time Keeper	<input type="checkbox"/>
Police Chief	8	Ronald Spero Jr.	0451	0A682047	<input type="checkbox"/>	03/16/16 - 12/31/18	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 20th day of July, 2016 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, NY of July, 2016, Felicia Salvatore on this 21st day (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 July 21st, 2016 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

- Employer's website at www.townofpoughkeepsie-ny.gov
- Official sign board at Town Hall, Town of Poughkeepsie
- Main entrance secretary or clerk's office at Town Hall, 1 Overrocker Road, Poughkeepsie, NY 12603



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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)
Elected Officials								
Council Member	6	Joseph Lepore	8803	61009361	<input type="checkbox"/>	01/01/16 - 12/31/17	Pending	<input type="checkbox"/>
Council Member	6	Ann Shershin	1913	50570449	<input type="checkbox"/>	01/01/16 - 12/31/17	10.35	<input type="checkbox"/>
Town Justice	6	Stephan Krakower	5840	39899075	<input type="checkbox"/>	01/01/16 - 12/31/19	Pending	<input type="checkbox"/>
Hwy Superintendent	8	Marc Pfeifer	8241	36760593	<input type="checkbox"/>	01/01/14 - 12/31/17	Time Keeper	<input type="checkbox"/>
Receiver of Taxes	8	Karen Schubert	3416	41798083	<input type="checkbox"/>	01/01/14 - 12/31/17	23.14	<input type="checkbox"/>
Town Clerk	8	Felicia Salvatore	4854	40840118	<input type="checkbox"/>	01/01/16 - 12/31/17	22.22	<input type="checkbox"/>
Appointed Officials								
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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)
Please see attached sheet	

On this 21st day of July, 2016

Felicia Salvatore
 (Signature of clerk)

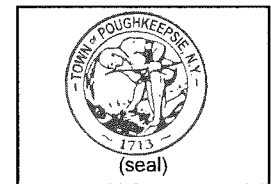
Date enacted: 7/20/2016

I, Felicia Salvatore, Town Clerk, 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 20th day of July, 2016 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 5 of such members were present at such meeting and that 5 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