**TOWN OF NEW LEBANON**

**RESOLUTION #21, 2023**

**STANDARD WORK DAY AND REPORTING RESOLUTION FOR 2023**

# May 15, 2023

At the regular monthly meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 Route 22, New Lebanon, New York, duly called and held on the 15th day of May 2023, the following Resolution was put forth for enactment:

Proposed by Supervisor Houghtling

Seconded by Councilmember Trainor

# Standard Work Day and Reporting Resolution for 2023

BE IT RESOLVED, that the New Lebanon Town Board hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title**  | **Name**  | **Standard** **Work Day (Hrs/day)**  | **Term Begins/Ends**  | **Participates in** **Employer’s Time** **Keeping System**  **(Y/N)**  | **Days/Month (based on Record of** **Activities)**  | **Not** **Submitted**  |
| **Elected Officials**  |  |  |  |  |  |  |
| Highway Superintendent | Jeffrey Winestock | 6 | 1/1/2020 –12/31/2023 | No | 33.17 |   |
| Town Supervisor  | Tistrya Houghtling | 6 | 1/1/2022-12/31/2025 | No | 25.92 |   |
| Town Clerk | Marsha Robertson | 6 | 1/1/2020-12/31/2023 | No | 27.00 |   |
| Town Justice | Jessica Byrne | 6 | 1/1/2022-12/31/2025 | No | 3.18 |   |
| Tax Collector | Tamara Darcy | 6 | 1/1/2020-12/31/2023 | No | 3.46 |   |
| Town Board | Marianna Anthonisen | 6 | 1/1/2022-12/31/2025 | No | 5.3 |  |
| **Appointed Officials**  |  |  |  |  |  |  |
| Assessor | Kimberly Smith | 6  | 10/1/2019-9/30/2026 | No | 10.027 |   |
| Dog Control Officer | Maggie Banker | 6  | 1/1/2023-12/31/2023 | No | 0.857 |  |
| **Title**  | **Name**  | **Standard** **Work Day (Hrs/day)**  | **Term Begins/Ends**  | **Participates in** **Employer’s Time** **Keeping System**  **(Y/N)**  | **Days/Month (based on Record of** **Activities)**  | **Not** **Submitted**  |
| **Appointed Officials**  |  |  |  |  |
| Park Manager | Charley Sears | 6 | 4/11/2023-12/31/2023 |  |  | \*\*ROA Not yet submitted  |
|  |  |  |  |  |  |  |

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen Aye

Councilmember Deborah Gordon Aye

 Supervisor Tistrya Houghtling Aye

 Councilmember John Trainor Aye

 Councilmember Marianna Anthonisen Absent

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: May 15, 2023

Marcie Robertson

Town Clerk

Town of New Lebanon