

**TOWN OF NEW LEBANON**  
**RESOLUTION #14, 2024**  
**STANDARD WORK DAY AND REPORTING RESOLUTION FOR 2024**  
**May 14, 2024**

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 14<sup>th</sup> day of May 2024, the following Resolution was put forth for enactment:

Proposed by Supervisor Houghtling  
 Seconded by Councilmember Tipograph

**Standard Work Day and Reporting Resolution for 2024**

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
<b>Elected Officials</b>						
Highway Superintendent	Peter McCagg	6	1/1/2024 – 12/31/2027	No	40.46	
Town Supervisor	Tistrya Houghtling	6	1/1/2022-12/31/2025	No	26.84	
Town Clerk	Marsha Robertson	6	1/1/2024-12/31/2027	No	27.00	
Town Justice	Jessica Byrne	6	1/1/2022-12/31/2025	No		**ROA not yet submitted
Tax Collector	Tamara Darcy	6	1/1/2024-12/31/2027	No	3.46	
<b>Appointed Officials</b>						
Assessor	Kimberly Smith	6	10/1/2019-9/30/2026	No	10.027	
Dog Control Officer	Maggie Banker	6	1/1/2024-12/31/2024	No	0.857	

Appointed Officials						
Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month Record of (based on Activities)	Not Submitted
Park Manager	Charley Sears	6	1/1/2024-12/31/2024	No		**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 Steven Powers Aye
- Councilmember Elizabeth Krobath Aye
- Supervisor Tistrya Houghtling Aye
- Councilmember Susan Tipograph Aye
- Councilmember Craig Skerkis Aye

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 14, 2024

*Marcie Robertson*  
 Marcie Robertson  
 Town Clerk  
 Town of New Lebanon