

**RESOLUTION: STANDARD WORKDAY**

Be it Resolved, that the Town of Minetto 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<br>Hours per day |
|--------------------------------------|------------------------------------|
| Councilman                           | 6                                  |
| Town Clerk                           | 7                                  |
| Court Clerk                          | 6                                  |
| Judge                                | 6                                  |
| Code Enforcement Officer             | 7                                  |
| Highway Superintendent               | 7                                  |
| Town Supervisor                      | 7                                  |
| Sole Assessor                        | 7                                  |
| Waste Water Treatment Plant Operator | 7                                  |

**RESOLUTION: REPORTING RESOLUTION FOR ELECTED & APPOINTED OFFICIALS**

Whereas, certified Record of Activities were submitted to the Clerk as required by the State Comptroller's office. The reported hours worked were used to calculate the *record of activities result*, which will be submitted to the New York State and Local Employees' Retirement System.

| <b>ELECTED OFFICIALS TITLE</b>       | <b>STANDARD WORKDAY</b> | <b>NAME</b>      | <b>CURRENT TERM BEGIN &amp; END</b> | <b>PARTICIPATES IN TIME KEEPING SYSTEM</b> | <b>RECORD OF ACTIVITIES RESULT</b> | <b>DID NOT SUBMIT A RECORD OF ACTIVITY</b> |
|--------------------------------------|-------------------------|------------------|-------------------------------------|--|------------------------------------|--|
| CLERK                                | 7                       | JENNIFER ALLEN   | 1/1/13 – 12/31/15                   | NO   | 7.76                               |  |
| JUDGE                                | 6                       | RICHARD FERGUSON | 1/1/11 – 12/31/15                   | NO   | 17.28                              |  |
| HIGHWAY SUPERINTENDENT               | 7                       | JAMES SHARKEY    | 1/1/13 – 12/31/15                   | NO   | 68.0                               |  |
| <b>APPOINTED OFFICIALS TITLE</b>     |                         |                  |                                     |  |                                    |  |
| WASTE WATER TREATMENT PLANT OPERATOR | 7                       | DENNIS LEWIS     | - 12/31/15                          | NO   | 24.36                              |  |
| CODE ENFORCEMENT OFFICER             | 7                       | JAMES BASILE     | 1/1/14 – 12/31/14                   | NO   | 6.86                               |  |
| ASSESSOR                             | 7                       | MARTIN WEBSTER   | 9/1/13 – 8/28/18                    | NO   | 2.57                               |  |

Furthermore, as required by New York State and Local Employees' Retirement System, the Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS 2417-A) will be available to the public via the Town of Minetto Website, on the bulletin board outside the office door, and at the Clerk's desk for a minimum of thirty (30) days after the resolution is passed.

Be it Resolved, the Town Board of the Town of Minetto does hereby approve the information recorded on the Standard Work Day and Reporting Resolution for Elected and Appointed Officials (RS 2417-A) as reported by the individual and recorded by the Clerk.

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