# **Standard Workday Resolution**

### **Resolution # 21-2019**

### Standard Work Day Resolution

On a motion offered by Councilman Smith and seconded by Councilman Tomazin, the Town Board approved and accepted the following resolution:

Based on the work records submitted to the Town Supervisor, the standard work day is established for the following Town of Newark Valley employees:

Charles Meade - Highway Superintendent 8 hours (Based on 21.67 days)

Mark Keith - Foreman 8 hours (Based on 21.67 days)

Velvet Lyke - Bookkeeper 6 hours (Based on 9.11 days)

These positions are part time salaried and these hours are worked on an as needed basis to fulfill each position's requirements. The hours stated are an average per day per 5 day work week based on the logs submitted.



# for Elected and Appointed Officials

Not Submitted (Check only	Record of Activities	Current Term Begin & End	Tier 1 (Check	Registration Number	Social F Security	d Name	Title Standard Work Day	
			activities:	neir record of	ystem based on ti	will report the officials to the New York State and Local Retirement System based on their record of activities:	port the officials to the Ne	will re
				de)	(Location Code	(Name of Employer)		
days for these titles and		hereby establishes the following standard work	stablishes th	hereby 6	/ 30694	lown of Newark Valley	BE IT RESOLVED, that the Town of Newark Valley	BE  1
(Rev. 8/15)						abany, New York 12244-0001	110 State Street, Abarry, New York 12244-0001	ı

BE IT RESOLVED, that the will report the officials to the	t the Town to the New Yo	BE IT RESOLVED, that the Town of Newark Valley / 30694 hereby establishe (Name of Employer) / (Location Code) will report the officials to the New York State and Local Retirement System based on their record of activities	/ 30694 (Location Gode) It System based on their	hereby Code) their record o	establishes the activities:	hereby establishes the following standard work ecord of activities:	ard work days fo	days for these titles and
Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tler 1 (Check only if member is in Tler 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								STATE STATE OF THE PARTY OF THE
Highway Superintendent	ent 8 Hrs.	Charles Meade	9255	12875613	×	1/1/18 -12/31/21	1 21.67 days	
					1			
Appointed Officials								
Forman	8 Hrs.	With Wilkle	0572	2010122		1	19 21/67 days	
The state of the s		Mark Keltn	93/3	38542437	С	1/1/19 - 12/31/19	4110	I
Bookkeeper SEE INSTRUCTIONS Elizabeth Olmstea	6 Hrs. FOR COMPL	Bookkeeper 6 Hrs. Velvet Lyke 55  SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE  I. Elizabeth Olmstead secretary/clerk of the governing	5520 · SIDE	1 13 173		1.0	. 9.1	ate of New York
Bookkeeper  6 Hrs  ELIZabeth Olmstead (Name of secretary or clerk) to hereby certify that I have co	FOR COMPL  Id d have compar	Rockkeeper 6 Hrs. Velvet Lyke 5520 62370671 1/1/19–12/31/19 9.11 days  SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE  I. Elizabeth Olmstead Secretary/clerk of the governing board of the Newark Valley of the State of New York Ohereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 5th day of the RUHRULLA 1, 2019 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.	5520  E SIDE  E SIDE  inal resolution pass meeting, and that	62370671 62370671 le Town of Ne sed by such bo same is a true	Town of Newark Valley (Name of Employed) by such board at a legally convenies a true copy thereof and the	1/1/19 - 12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18	9.11 days 9.11 days of the Sting held on the such original.	I days  I days  of the State of New York, I on the 5 th day of ginal.
Bookkeeper  Elizabeth Olmstead (Name of secretary) to hereby certify that I hereby RUMALY, 20 I 9.	FOR COMPL  dd have compar  0 19 on file a  OF, I have he  9. Ell	Rockkeeper    Bookkeeper   6 Hrs.   Velvet Lyke   5520   SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE     Elizabeth Olmstead (Circle one)   (Circle one)     do hereby certify that I have compared the foregoing with the original resolution of secretary or derk)   20 19 on file as part of the minutes of such meeting.   IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the of Hebruary 120 19.   Elizabeth Olms 1 and	5520  E SIDE  E SIDE  inal resolution pas meeting, and that meeting, and that meeting are dentiled.	62370671 62370671 of the Town of Newark passed by such board a true copy that same is a true copy Town of Newark Valley	wark Valley (Name of Employer ard at a legally con copy thereof and th Lley (Name of Employer)	1/1/19 - 12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18	9.11 days 9.11 days  of the Sting held on the such original.	tate of New York  5 41 day of  on this 644 day
Bookkeeper  SEE INSTRUCTIONS  I. Elizabeth Olmstea (Name of secreta do hereby certify that I  FEB RUARY, 2  IN WITNESS WHERE of FEBRUARY, 20_1'  Affidavit of Posting: I.	FOR COMPL  d  my or denk)  have compar  0 1 9 on file a  0 1 9 on file a	COMPLETING FORM ON REVERSI  Secretary/clerk of the go compared the foregoing with the orig on file as part of the minutes of such have hereunto set my hand and the secretary  (Signature of the secretary)	5520  E SIDE  E SIDE  recting board of the	62370671 62370671  sed by such be same is a true a of Newark Value	(Name of E	1/1/19 - 12/31/18 1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 1/1	9.11 days 9.11 days ting held on the such original.	ate of New York  5 47 day of  on this 644 day
Bookkeeper  SEE INSTRUCTIONS I  I, Elizabeth Olmstea (Name of secreta do hereby certify that I  Leb RUHR U  20 IN WITNESS WHEREO of EBRUARY 20 Affidavit of Posting: I,	FOR COMPL  dd have compar 0 19 on file a  OF, I have he g.  Elizabet	Velvet Lyke  Velvet Lyke  Velvet Lyke  Secretary/clerk of the go (Circle one)  ed the foregoing with the orig s part of the minutes of such reunto set my hand and the s reunto set my hand and the s (Signature of the secretary (Name of secretary	5520  E SIDE  E SIDE  inal resolution pas meeting, and that meeting and that meeting being dispersions of the seal of the	62370671 62370671  sed by such be same is a true of Newark Value	(Name of E	and of the Town of Newark Valley  [Name of Employer)  Town of Newark Valley (Name of Employer)  Town of Newark Valley (Name of Employer)  Town of Newark Valley (Name of Employer)	9.11 days 9.11 days ting held on the such original.	ate of New York  5 47 day of  on this 6 44 day
Bookkeeper  SEE INSTRUCTIONS  I. Elizabeth Olmstea (Name of secreta do hereby certify that I  FEBRUARY. 2  IN WITNESS WHERE of HEBRUARY. 20 19  Affidavit of Posting: I,  Resolution began on	FOR COMPLET  d  my or derk) have compared  0 19 on file as p  0 10 on file as p	Velvet Lyke 5520 62370671 1/1/19–12/31/19  ETING FORM ON REVERSE SIDE 1/1/19–12/31/19	E SIDE  E SIDE  verning board of the Town clerns  being of the Town clerns  being deast 30 days. The	62370671 62370671  sed by such bosed by same is a true same is a true live same, depo	wark Valley (Name of E (Name of E (Name of E) (Name of E) (Name of E) (Name of E)	1/1/19 - 12/31/18 1/1/19-12/31/18 1/1/19-12/31/18 y convened mee y convened mee and the whole of and the posting of	9.11 days  9.11 days  ting held on the such original.  the	ate of New York  5 th day of  n this 6 th day
Bookkeeper    Bookkeeper   Comme of SEE INSTRUCTIONS FC     Elizabeth Olmstead (Name of secretary of do hereby certify that I had the property of Hebritary of Posting: I,	FOR COMPL d iny or clerk) have compar 0 1/2 on file a 0 1/2 on file a 0 1/3 - 3/0 (Date) at www.town at www.town	COMPLETING FORM ON REVERSI  COMPLETING FORM ON REVERSI  Secretary/clerk of the go  set on file as part of the minutes of such have hereunto set my hand and the s  Clinate of Signature of the secretary  (Name of secretary or dent)  (Date)  Name of secretary or dent)  (Date)  Control (Date)  Name of secretary or dent)  (Date)	SIDE  SIDE  SIDE  Verning board of the Town and that Mean of the Town and that Mean of the Town and the Mean of the Mean o	62370671 62370671 sed by such bo same is a true of Newark Value of Newark Valu	Wark Valley (Name of E  Copy thereof (Name of E  (Name of E) (Name of E) (Name of E)	1/1/19 - 12/31/18 1/1/19-12/31/18 1/1/1/19-12/31/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/18 1/1/1/1/	9.11 days 9.11 days  9.11 days  of the Sting held on the Such original.  such original.  the	ate of New York  5 111 day of  on this 6 44 day

Councilman Dalton - AYE

Councilman Cheresnowski - AYE

Councilman Tomazin, Jr. - AYE

Supervisor Yetter, Jr. - AYE

## **Motion Carried**

Barbara S. Mock Newark Valley Town Clerk 109 Whig Street Newark Valley, NY 13811 Phone – 607-642-8746 Fax – 607-642-5060