

Town of Orwell, New York

RESOLUTION #3-2017

ESTABLISHING A STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS OF THE TOWN OF ORWELL

January 10, 2017

WHEREAS, elected and appointed officials of the Town of Orwell who are members of the New York State and Local Retirement System must comply with Section 315.4 of the New York Codes, Rules and Regulations which requires all elected and appointed officials to establish a standard work day for each office, specifies the expiration of each term, designates the number of days to be reported for each official based on submitted logs and certifies receipt of record activities or that the employer maintains a record of actual time worked; and

WHEREAS, pursuant to the requirements of the New York State and Local Retirement System, Standard Workday and Reporting Resolutions RS 2417-A and RS 2417-B are attached hereto and made a part of the information required by the New York State Retirement System is contained therein and made a part hereof.

WHEREAS, in addition to the reporting requirements as set forth in Subpart 315.3 of the above-mentioned Regulations requires that the Resolution shall be posted on the employer's website for a minimum of thirty (30) days and a certified copy of the Resolution and Affidavit of Posting shall be filed by the Clerk of the Town of Orwell with the Office of the State Comptroller within forty-five (45) days of the adoption of the Resolution.

NOW THEREFORE, on a motion made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin

BE IT RESOLVED, that the Orwell Town Board does hereby establish, pursuant to Resolution, the standard workday for elected and appointed officials as follows;

<u>Title</u>	<u>Name</u>	<u>Standard Work Day</u>	<u>Terms</u>
Town Clerk/			
Tax Collector	Traci LaVeck	6 hrs	01/01/16-12/31/17
Sole Assessor	David Roach	6 hrs	09/01/13-08/31/19
Code Enf.	John Howland	6 hrs	01/01/17-12/31/17
Councilman	Nicholas Marshall	6 hrs	01/01/16-12/31/19
Custodial Worker	Richard Halsey	6 hrs	01/01/17-12/31/17
Assist Water Op	Eric Pappa	6 hrs	01/01/17-12/31/17
Hwy Supt.	Douglas Henry	8 hrs	01/01/16-12/31/17

Resolution is adopted as follows:

Councilman David Lake Aye
Supervisor William Potter Aye
Councilman Jeffrey Graham Aye
Councilman Robert Martin Aye
Councilman Nicholas Marshall Absent

Signed: Traci S LaVeck
Title: Orwell Town Clerk