

**TOWN OF NEW LEBANON**  
**RESOLUTION #XX, 2020**  
**STANDARD WORK DAY AND REPORTING RESOLUTION FOR 2020**  
**May 12, 2020**

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 12<sup>th</sup> day of May 2020, the following Resolution was put forth for enactment:

Proposed by \_\_\_\_\_  
 Seconded by \_\_\_\_\_

**Standard Work Day and Reporting Resolution for 2020**

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	Jeffrey Winestock	6	1/1/2020 – 12/31/2023	No	33.17	
Town Supervisor	Tistrya Houghtling	6	1/1/2020 – 12/31/2021	No	25.92	
Town Clerk	Marsha Robertson	6	1/1/2020 – 12/31/2023	No	27.0	
Town Justice	Jessica Byrne	6	1/1/2018 – 12/31/2021	No	3.18	
Tax Collector	Tamara Darcy	6	1/1/2020 – 12/31/2023	No	3.46	
<b>Appointed Officials</b>						
CEO/ZEO/Building Dept Administrator	Hazel Hernandez	6	1/1/2020-12/31/2020	No	39.04	
SYP Program Director	Michelle Bienes	6	1/1/2020-12/31/2020	No	48.0 *2mos/yr	

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>Appointed Officials</b>						
Assessor	Kimberly Smith	6	10/1/2019-9/30/2026	No	9.89	

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	___
Councilmember Deborah Gordon	___
Supervisor Tistrya Houghtling	___
Councilmember Jesse Newton	___
Councilmember John Trainor	___

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 12, 2020

Marcie Robertson  
 Town Clerk  
 Town of New Lebanon