

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

30573

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

BE IT RESOLVED, that the Joshua Patchett / 30573 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Joshua Patchett	3574	R12790535	Town Supervisor	1/1/2024 - 12/31/2025	8	17.09	<input type="checkbox"/>	weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Kim Coffin, secretary/clerk of the governing board of the Town of Hague, of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 30th day of April, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Hague on this 26th day of April, 2024. (Name of Employer)

[Signature]
 (Signature of Secretary or Clerk)

Affidavit of Posting: I, Kim Coffin being duly sworn, deposes and says that the posting of the Resolution began on

April 30th 2024 and continued for at least 30 days. That the Resolution was available to the public on the: Town of Hague website
 (Date)

- Employer's website at: townofHague.org
- Official sign board at: _____
- Main entrance Secretary or Clerk's office at: _____



RESOLUTION # OF 2024

RESOLUTION TO ESTABLISH A STANDARD WORK DAY FOR NYS ERS REPORTING

Resolution introduced by _____, seconded by _____

BE IT RESOLVED, that the Town of Hague 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 record of activities maintained and submitted by these officials to the Town Clerk:

Title	Name	Social Security Number (last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term Begins/ends	Participates in Employers Time Keeping System (Y/N)	Days/Month (based on record of activities)
Elected Officials							
Supervisor	Joshua Patch	3574	62223284	8	01/01/2024 - 12/31/2025	N	Y
Town Clerk/Tax Collector	Kim Coffin	7739	429681998	8	01/01/2024-12/31/2027	Y	N
Town Justice	No participants at this time	N/A	N/A	8	N/A	N/A	N/A
4 Town Board Members	No participants at this time	N/A	N/A	8	N/A	N/A	N/A
Highway Superintendent	Chad Dunklee	3262	R13328267	8	01/01/2008-12/31/2011	Y	N
Appointed Officials							
Sole Assessor	David Martucci	5012	37965837	8	09/30/2019-09/30/2025	Y	N
Zoning Enforcement Officer	Edward Kirchberger	1095	R12282799	8	N/A	Y	N
All	All departments		2	8		Y	N

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS: None.

ABSENT: None.

DATED THIS 9th DAY OF April 2024

SEAL

Kim Coffin, TOWN CLERK

I, Kim Coffin, Clerk of the governing board of the Town of Hague, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 9th day of April, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Hague

Record of Activities

Name Joshua Patchett
Title Town Supervisor
Employer Town of Hague

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 1, 2024	Move into my office. Organize	11am	3pm	4
January 2, 2024	Review and answer emails, Transfer station with Steve, convo w attorney	11:30 AM	4:30 PM	5
January 3, 2024	Investigate DMR- waste water, prep organizational meeting, Take calls and answer Emails, staff conversing , Write Incident report.	8:00 AM	6:30 AM	10.5
January 4, 2024	Town Attorney assignment, review meeting schedule, Meet w Constituents	7:30 AM	3:30 AM	8
January 5, 2024	Town email setup-- Create agenda for Tuesday Meeting, phone calls , Emails	7:00 AM	4:30 PM	9.5
January 7, 2024	Phone calls, emails, E phone trouble shooting	1:30 PM	2:30 PM	1
January 8, 2024	Phone calls, emails, coordinate with staff	1:00 PM	4:00 PM	3

January 9, 2024	Working on STR, Admin Staff coordination	7:30 AM	4:30 PM	9
January 10, 2024	Emergency Phone Research, Coordinate with Town Board and Staff, phone calls, emails	8:00 AM	4:00 PM	8
January 11, 2024	SAC meeting, Sewer advisory, Town Board--- CC coordination	8:00 AM	8:00 PM	12
January 12, 2024	Dave Defranco Meeting, Admin Coordination, STR	8:00 AM	4:00 PM	8
January 15, 2024	Constituent Coordination	10:30 AM	11:30 AM	1
January 16, 2024	Drive to Albany, STR, WW Variance Review , E phone line work	9:00 AM	9:00 PM	9.5
January 17, 2024	Albany School- Town Coordination – Fuel oil setup	8:00 AM	4:00 PM	8
January 18, 2024	Albany School, Resident Calls	9:00 AM	6:00 PM	9
January 19, 2024	Drive Back from School, E Phone Line research, Touch base with staff	12:00 PM	4:00 PM	4
January 22, 2024	Employee Coordination, Research Tax increases, SBay email	8:00AM	4:30 PM	8.5
January 23, 2024	Meet with LGPC, drive Time, Morning Organization	1:00 PM	5:00 PM	4
January 24, 2024	Emails, Community and Staff Coordination/Communication, Called County checked on 300k	8:30 AM	3:30 PM	7
January 25, 2024	Community and Staff Coordination/Communication, STR, Local Law, Cemetery, John	8:30 AM	3:00 PM	6.5
January 26, 2024	Silverbay meeting, and prep, Busses?	9:00 AM	4:00 PM	7
January 29, 2024	Horicon training, str work, Town board interaction, Community and Staff Coordination/Communication, Travel Time	10:00 AM	8:00 PM	10

January 30, 2024	Community and Staff Coordination/Communication	9:00 AM	1:30 PM	4.5
January 31, 2024	Community and Staff Coordination/Communication, Eric and John meetings, Emails,	8:00 AM	4:00 PM	8
February 1, 2024	EMAILS	3:00 PM	4:00 PM	1
February 2, 2024	Banking, email, Staff coordination	8:00 AM	4:30 PM	8.5
February 5, 2024	Meeting Peter Carney, Special meeting, email, Staff coordination, Community phone call	8:00 AM	5:00 PM	9
February 6, 2024	School Tax committee meeting, Polar plunge meeting, Town of Terattorney meeting ,email, Staff coordination, Community phone call	8:00 AM	4:00 AM	8
February 7, 2024	Town board calls, health insurance meeting, Bank signing meeting, email, Staff coordination, Community phone call	8:00 AM	1:30 PM	5.5
February 8, 2024	Warren County treasure meeting, email, Staff coordination, Community phone call	8:00 AM	3:00 PM	7
February 9, 2024	Research STR forms, email, Staff coordination, Community phone call, Health Insurance	8:00 AM	4:00 PM	8
February 12, 2024	Agenda, site inspection, email, Staff coordination, Community phone call	8:00 AM	4:30 PM	8.5
February 13, 2024	Town board meeting, TB Prep., email, Staff coordination, Community phone call	12:00 PM	8:00 PM	8
February 14, 2024	Meeting cemetery Donny, Lindsey, Maureen, email, Staff coordination, Community phone call	2:00 PM	5:00 PM	3
February 15, 2024	STR, Banking interest research, WWT reading, email, Staff coordination, Community phone call	8:00 AM	4:30 PM	8.5
February 16, 2024	Emails, Staff coordination, Community phone call	7:00 AM	8:00 AM	1

February 19, 2024	STR, Emails, Staff coordination, Community phone call, Town research and development.	9:00 AM	2:00 PM	5
February 20, 2024	National Grid Research, Legal matters, Emails, Staff coordination, Community phone call	1:00 PM	5:00 PM	4
February 21, 2024	STR, National Grid Coordination, Emails, Staff coordination, Community phone call	8:00 AM	4:30 PM	8.5
February 22, 2024	SAC Meeting Catch up, TB Meeting at 6 p.m., Emails, Staff coordination, Community phone call	4:00 PM	8:30 PM	4.5
February 23, 2024	Legal matters, STR, Emails, Staff coordination, Community phone call	9:00 AM	2:30 PM	5.5
February 24, 2024	Emails/Phone call	12:00 PM	1:00 PM	1
February 25, 2024	Emails/Phone call	1:00 PM	2:00 PM	1
February 26, 2024	STR, Insurance Carney Claim, Emails, Staff coordination, Community phone call	9:00 AM	3:00 PM	6
February 27, 2024	Payroll, Emails, Staff coordination, Community phone call	9:00 AM	12:30 PM	3.5
February 28, 2024	Bank meeting (Interest negotiation), Emails, Staff coordination, Community phone call	8:00 AM	12:30 PM	4.5
February 29, 2024	Log hours, National grid, Emails, Staffs coordination, Community phone call	9:00 AM	2:00 PM	5
March 1, 2024	Staffs coordination, Community phone call	10:00 AM	1:00 PM	3
March 4, 2024	Staffs coordination, Community phone call	8:00 AM	4:00 PM	8
March 5, 2024	Staffs coordination, Community phone call	11:00 AM	12:00 PM	1
March 6, 2024	Staffs coordination, Community phone call	10:00 AM	3:00 PM	5

March 7, 2024	SAC Meeting, Planning Board Meeting, Staffs coordination, Community phone call	9:30 AM	6:30 AM	9
March 8, 2024	Staffs coordination, Community phone call	8:00 AM	2:30 PM	6.5
March 11, 2024	School advisor meeting, Staffs coordination, Community phone call, The mill dinner meeting	8:00 AM	8:00 PM	10
March 12, 2024	Staffs coordination, Community phone call, Short term rental meeting, Town Board meeting	8:30 AM	8:30 PM	12
March 13, 2024	Staffs coordination, Community phone call	10:00 AM	1:30 PM	3.5
March 15, 2024	APA Meeting with Dan and Robin, Staffs coordination, Community phone call	8:00 AM	4:00 PM	8
March 18, 2024	Prepared Presentation for MYAA School meeting, Staffs coordination, Community phone call	8:00 AM	6:00 PM	10
March 19, 2024	Town of Hague School Board Meeting, Staffs coordination, Community phone call	10:00 AM	8:00 PM	10
March 20, 2024	Staffs coordination, Community phone call	10:00 AM	2:30 PM	4.5
March 26, 2024	Phone Call on Vacation.	9:00 AM	10:00 AM	1
March 27, 2024	Phone Call on Vacation.	1:00 PM	2:00 PM	1
March 29, 2024	Staffs coordination, Community phone call	8:00 AM	4:00 PM	8
April 1, 2024	Staffs coordination, Community phone call	8:30 AM	3:30 PM	7
April 2, 2024	Staffs coordination, Community phone call	8:00 AM	12:00 PM	4
April 3, 2024	Staffs coordination, Community phone call	8:00 AM	11:00 AM	3

April 4, 2024	Phone Call	11:00 AM	12:00 PM	1
April 5, 2024	Staffs coordination, Community phone call	8:00 AM	12:00 PM	4
April 6, 2024	Phone Call	2:00 PM	3:00 PM	1
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

Add New Row

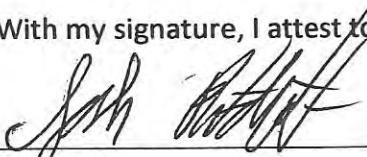
Update Total

410

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.



 Signature

 Date