SCOTT P. KIEDROWSKI
City Clerk-Treasurer
scottkie@northtonawanda.org

Catherine P. Gambino
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

Clerk's Office: (716) 695-8555
Clerk's Fax: (716) 695-8557
Treasurer's Office: (716) 695-8575
Treasurer's Fax: (716) 505-2133

JUL - 3 2012

Date: **July 03, 2012**

To: **Mayor/Common Council**

From: **Scott P. Kiedrowski – City Clerk/Treasurer**

Scott P. Kiedrowski

Subject: **Standard Work Day and Reporting Resolution**

New Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials.

This regulation became effective August 12, 2009.

I offer the following resolution for your consideration:

BE IT RESOLVED, that the City of North Tonawanda hereby establishes the following as standard work days for elected and appointed officials and will report (see attached) 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 Clerk of this body.

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2012 Elected/Appointed Work Schedule City of North Tonawanda New York

ELECTED OFFICIALS:

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS	TERM ENDS	PARTICIPATES IN TIME KEEPING	DAY/MONTH
Mayor	Robert G. Ortt	7	1/01/10	12/31/13	Y	20
Clerk-Treasurer	Scott P. Kiedrowski	7	1/01/12	12/31/15	Y	20
Attorney	Shawn P. Nickerson	7	1/01/10	12/31/13	Y	20
Alderman	Richard L. Andres Jr.	6	1/01/12	12/31/13	N	26.89

APPOINTED OFFICIALS:

Adm. Assistant Mayor's Office	Robert W. Welch	7	1/1/10	12/31/13	Y	20
Mayor Secretary	Suzanne B. Hempel	7	1/1/10	12/31/13	Y	20
Asst. City Attorney	Robert Sondel	7	1/1/10	12/31/13	Y	20

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Certification

On this 3rd day of July, 2012

_____ Date enacted: July 03, 2012

Scott P. Kiedrowski City Clerk/Treasurer

I, Scott P. Kiedrowski, clerk of the governing board of the City of North Tonawanda, of the State of New York, do hereby certify that I have compared the attached with the original resolution passed by such board, at a legally convened meeting held on the 3rd day of July, 2012 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 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the attached resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the City of North Tonawanda