# City of North Tonawanda

**MAY 1 8 2010**

**Date:** **May 11, 2010**

**To:** **Mayor/Common Council**

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

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

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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.

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

## ELECTED OFFICIALS:

| TITLE | NAME | STANDARD WORK DAY | TERM BEGINS/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 | 1/11/10 | 12/21/11 | Y | 20 |
| Attorney | Shawn Nickerson | 7 | 1/01/10 | 12/31/13 | Y | 20 |
| Alderman | Catherine Schwandt | 6 | 1/01/08 | 12/31/11 | N | 20 |
| Alderman | Richard Andres | 6 | 1/01/10 | 12/21/11 | N | 20 |

## APPOINTED OFFICALS:

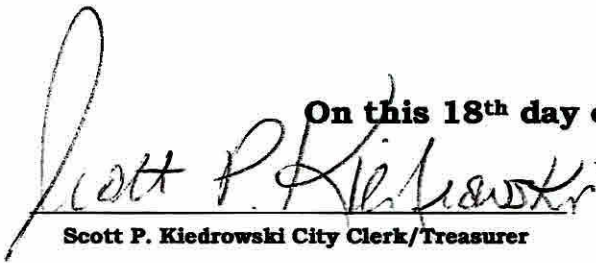| TITLE | NAME | STANDARD WORK DAY | TERM BEGINS/ENDS | | PARTICIPATES IN TIME KEEPING | DAY/MONTH |
|---|---|---|---|---|---|---|
| Adm. Assistant Mayor's Office | Robert Welch | 7 | 1/1/10 | 12/31/13 | Y | 20 |
| Mayor Secretary | Suzanne Hempel | 7 | 1/1/10 | 12/31/13 | Y | 20 |
| Asst. Attorney | Robert Sondel | 7 | 1/1/10 | 12/31/31 | Y | 20 |
| Accountant | David R. Jakubaszek | 7 | N/A | | Y | 20 |
| Assessor | Flora D. Carozzolo | 7 | N/A | | Y | 20 |
| Building Inspector | Cosimo R. Capozzi | 7 | N/A | | Y | 20 |
| Engineer | Dale W. Marshall | 7 | N/A | | Y | 20 |
| Community Development | James B. Sullivan | 7 | N/A | | Y | 20 |
| Fire Chief | Joseph L. Krantz | 8 | N/A | | Y | 20 |
| Police Chief | Randy D. Szukala | 8 | N/A | | Y | 20 |
| Public Works | Gary J. Franklin | 8 | N/A | | Y | 20 |
| Wastewater/ Water | Vacant | 8 | N/A | | Y | 20 |
| Recreation | Patricia Brosius | 7 | N/A | | Y | 20 |

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

## Certification

On this 18th day of May, 2010

Date enacted: May 18, 2010

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 18th day of May, 2010 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

**STATE OF NEW YORK**
**COUNTY OF NIAGARA**       }   **ss.:**
**CITY OF NORTH TONAWANDA**


I, <u>Scott P. Kiedrowski</u>, City Clerk-Treasurer of said City, do hereby certify that I have

compared the attached document with the document now remaining on file and of record in

this office; and that the same is a correct transcript therefrom and of the whole of said

original.


In witness whereof I hereunto set my
hand and affixed the seal of said
City, this 20th day of May, 2010.

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City Clerk-Treasurer of said City.